



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, APRIL 8, 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. Police Officer Awards & Recognition

INFO

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

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

a. Claims

ACTION

b. Approval of Minutes - Regular Council Meeting - March 25, 2026 - 6:00 PM

ACTION

- c. Approval of Resolution R-299-2026 Approving the Reduction of Letter of Credit for Fox Run 2nd Addition ACTION
- d. Approval of Resolution R-304-2026 approving the Fairway Field Final Plat ACTION
- e. Approve Gambling LG220 Exempt Permit — NWTF Long Spurs of Sunrise River ACTION
- f. Approve Gambling LG220 Exempt Permit - NWTF Long Spurs of Sunrise River ACTION
- g. Approval of Mobile Food Truck License - Under the Hood Grill and Catering ACTION
- h. Approval of Application for Garbage Haulers License — Anderson Junk Removal, LLC ACTION
- i. Approval of Resolution R-313-2026 to apply for a DNR Local Trail Connections grant for Flink Ave Phase II Trail ACTION
- j. Receive Legal Report From City Attorney's Office VERBAL UPDATE
- k. Approval of contract for services provided by the Chisago County Senior Community Center in North Branch ACTION

8. PUBLIC HEARINGS

- a. Public Hearing Regarding a Police Department Automated License Plate Reader (ALPR) Policy and a Contract with Flock Safety for the Installation of Seven License Plate Reader Cameras Within the City. INFO

9. STAFF REPORTS

- a. Consider Approval of Resolution R-311-2026 Approving the Police Department's Automated License Plate Reader (ALPR) Policy ACTION
- b. Consider Approval of Resolution R-312-2026 Approving a Three-Year Contract with Flock Safety for Seven License Plate Reader Cameras within the City Limits ACTION
- c. Finance Update INFO
- d. Consider Approval of Ordinance No.409-26 amending North Branch City Code, Chapter 18: Businesses, Article XII: Cannabis Regulation ACTION

10. MAYOR/CITY COUNCIL

11. ADJOURNMENT

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



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 03/23/2026

Board & Commission: City Council

Subject: Police Officer Awards & Recognition

The Police Department has an Awards Policy that outlines specific standards used to measure and recognize outstanding achievement or conduct. The following awards are defined within the policy:

Medal of Valor: This award shall be presented to an employee who demonstrated bravery, heroism, and/or self-sacrifice by performing an act of gallantry and valor above and beyond the call of duty despite an immediate threat of great bodily harm or death to themselves or others. Employees who earn the Medal of Valor will be presented with a plaque and a uniform bar that may be worn on the uniform.

Life Saving Medal: This award is presented to employees who displayed performance in his/her duty to save the life of a person who would have likely died if not for the actions of the officer. Employees who earn the Life Saving Medal will be presented with a plaque and a uniform bar that may be worn on the uniform.

Distinguished Service Award: This award is presented to employees who demonstrated exceptional performance, thoroughness, determination, skill, or initiative to accomplish a particular assignment, duty, task, or project. Employees who earn the Distinguished Service Award will be presented with a certificate.

Letter of Commendation: This award, in the form of a letter, may be issued in recognition of some noteworthy accomplishment by an employee. A copy of the letter will be filed in the employee's personnel file.

Citizen Award of Valor: This award is presented to a private citizen who voluntarily comes to the aid of a police officer or citizen in a situation of criminal activity or other life threatening activity thereby putting their personal safety in jeopardy. Citizens who earn the Citizen Award of Valor will be presented with a plaque.

Citizen's Life Saving Award: This award is presented to a private citizen in appreciation for the prompt and unselfish act of rendering aid and assistance to a fellow citizen resulting in a saving of a life. Citizens who earn the Citizen's Life Saving Award will be presented with a plaque.

Outstanding Public Service Award: This award is presented to an individual citizen, community group, club, organization, or business who significantly assists or supports the efforts and the mission of the North Branch Police Department. Citizens or entities that receive the Outstanding Public Service Award will be presented with a certificate.

Three of our staff were nominated and will be receiving the Life Saving Medal and one of our staff will be presented with a Letter of Commendation.

Voting Requirements:

N/A - Information Only



Prepared By:

Presenter:

Date: 01/28/2026

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

6108 to 6114 - \$149,118.36

Checks

93215 to 93280 - \$290,578.83

Payroll

03/27/2026 - \$129,838.13

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 03/27/2026 - 10:14AM
 Batch: 00004.03.2026 - 03272026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646 0327 AMER	Ameritas 3/27/2026 PAYROLL	90.00	03/27/2026	Check Sequence: 1 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: UB*00124	RYAN GREEN			Check Sequence: 2	ACH Enabled: False
	Refund Check 007044-000, 38958 ELM CT	8.68	03/25/2026	612-00000-20200	
	Refund Check 007044-000, 38958 ELM CT	20.21	03/25/2026	602-00000-20200	
	Refund Check 007044-000, 38958 ELM CT	27.87	03/25/2026	615-00000-20200	
	Refund Check 007044-000, 38958 ELM CT	2.02	03/25/2026	615-00000-20200	
	Check Total:	58.78			
Vendor: 1269 MAY 2026 MAY 2026	IUOE LOCAL 49 FRINGE BENEFIT HEALTH INSURANCE - FT CITY STAFF HEALTH INSURANCE 49ERS	59,117.00 23,450.00	03/27/2026 03/27/2026	Check Sequence: 3 101-00000-21706 101-00000-21706	ACH Enabled: False
	Check Total:	82,567.00			
Vendor: UB*00125	REGINA MEYER			Check Sequence: 4	ACH Enabled: False
	Refund Check 012953-000, 38509 8TH AVE	1.51	03/25/2026	615-00000-20200	
	Refund Check 012953-000, 38509 8TH AVE	20.94	03/25/2026	615-00000-20200	
	Refund Check 012953-000, 38509 8TH AVE	46.44	03/25/2026	615-00000-20200	
	Refund Check 012953-000, 38509 8TH AVE	6.53	03/25/2026	612-00000-20200	
	Refund Check 012953-000, 38509 8TH AVE	71.70	03/25/2026	602-00000-20200	
	Refund Check 012953-000, 38509 8TH AVE	15.19	03/25/2026	602-00000-20200	
	Check Total:	162.31			
Vendor: UB*00122	PROGRESSIVE BUILDERS INC			Check Sequence: 5	ACH Enabled: False

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	Refund Check 013201-000, 6944 376TH ST	21.32	03/25/2026	615-00000-20200	
	Refund Check 013201-000, 6944 376TH ST	0.20	03/25/2026	602-00000-20200	
	Refund Check 013201-000, 6944 376TH ST	15.46	03/25/2026	602-00000-20200	
	Refund Check 013201-000, 6944 376TH ST	1.56	03/25/2026	615-00000-20200	
	Refund Check 013201-000, 6944 376TH ST	0.13	03/25/2026	615-00000-20200	
	Refund Check 013201-000, 6944 376TH ST	6.64	03/25/2026	612-00000-20200	
	Check Total:	45.31			
Vendor: UB*00123	PROGRESSIVE BUILDERS INC			Check Sequence: 6	ACH Enabled: False
	Refund Check 013191-000, 6990 376TH ST	23.90	03/25/2026	602-00000-20200	
	Refund Check 013191-000, 6990 376TH ST	10.42	03/25/2026	612-00000-20200	
	Refund Check 013191-000, 6990 376TH ST	3.22	03/25/2026	615-00000-20200	
	Refund Check 013191-000, 6990 376TH ST	1.85	03/25/2026	615-00000-20200	
	Refund Check 013191-000, 6990 376TH ST	32.96	03/25/2026	615-00000-20200	
	Check Total:	72.35			
Vendor: UB*00121	LUKE SCHMIDT			Check Sequence: 7	ACH Enabled: False
	Refund Check 011002-000, 37728 HAWTHORNI	36.19	03/25/2026	615-00000-20200	
	Refund Check 011002-000, 37728 HAWTHORNI	63.50	03/25/2026	602-00000-20200	
	Check Total:	99.69			
Vendor: UB*00120	JENNIE STILL			Check Sequence: 8	ACH Enabled: False
	Refund Check 011685-000, 7348 384TH CT	2.81	03/25/2026	602-00000-20200	
	Refund Check 011685-000, 7348 384TH CT	2.36	03/25/2026	615-00000-20200	
	Refund Check 011685-000, 7348 384TH CT	1.82	03/25/2026	615-00000-20200	
	Refund Check 011685-000, 7348 384TH CT	23.38	03/25/2026	602-00000-20200	
	Refund Check 011685-000, 7348 384TH CT	32.26	03/25/2026	615-00000-20200	
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	Check Total:	72.68			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	83,168.12			
	Total of Number of Checks:	8			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 04/03/2026 - 10:28AM
 Batch: 00001.04.2026 - 04032026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1010 53978	Alex Air Apparatus 2 LLC PREMIX	96.00	04/02/2026	Check Sequence: 1 101-42280-50240	ACH Enabled: False
	Check Total:	96.00			
Vendor: 1662 1CTK-T9L3-CGJV 1G99-1DXD-LJMR 1HQW-4WN1-6CKG 1PC1-7MG6-VHV9 1RF1-R1GP-GP7W 1T94-K6FX-KJN7 1YM6-CPCP-JPLP	AMAZON CAPITAL SERVICES UNIFORM ITEMS -DJ STORAGE TOTES NITRILE EXAM GLOVES CLEANING SUPPLIES LOCKS CERTIFICATE DISPLAY ORGANIZER	188.75 58.00 142.48 65.75 197.00 34.19 44.99	04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026	Check Sequence: 2 101-42110-50237 101-42110-50210 101-42110-50210 101-43000-50210 101-42110-50210 101-42110-50210 101-42110-50210	ACH Enabled: False
	Check Total:	731.16			
Vendor: 1029 3839956 3841818	Artisan Beer Company THC BEER	308.94 115.40	04/02/2026 04/02/2026	Check Sequence: 3 609-49750-50254 609-48000-50252	ACH Enabled: False
	Check Total:	424.34			
Vendor: 1031 372830 373093	Aspen Mills UNIFORMS UNIFORMS	182.20 819.60	04/02/2026 04/02/2026	Check Sequence: 4 101-42280-50237 101-42280-50237	ACH Enabled: False
	Check Total:	1,001.80			
Vendor: 1036 287294264933X04	AT & T MOBILITY PUBLIC SAFETY MOBILE PHONES	2,113.34	04/02/2026	Check Sequence: 5 101-41420-50321	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,113.34			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 6	ACH Enabled: False
0110974000	N/A SALES	6.45	04/02/2026	609-49750-50250	
0110974000	OPERATING SUPPLIES	86.42	04/02/2026	609-49750-50210	
0210790000	LIQUOR	410.10	04/02/2026	609-49750-50251	
0210790000	WINE	219.30	04/02/2026	609-49750-50253	
0210849800	LIQUOR	3,902.74	04/02/2026	609-49750-50251	
0210849800	WINE	97.65	04/02/2026	609-49750-50253	
0210850000	LIQUOR	3,082.70	04/02/2026	609-48000-50251	
0300824400	THC	429.90	04/02/2026	609-48000-50254	
	Check Total:	8,235.26			
Vendor: 1052	BERNICKS			Check Sequence: 7	ACH Enabled: False
10470415	BEER	937.50	04/02/2026	609-48000-50252	
10470416	BEER CREDIT	-30.80	04/02/2026	609-48000-50252	
10470423	BEER	1,794.20	04/02/2026	609-49750-50252	
10470424	N/A SALES	79.37	04/02/2026	609-49750-50250	
10470425	BEER CREDIT	-25.60	04/02/2026	609-49750-50252	
10473079	N/A SALES	36.90	04/02/2026	609-48000-50250	
10473079	BEER	1,874.90	04/02/2026	609-48000-50252	
10473080	BEER CREDIT	-32.36	04/02/2026	609-48000-50252	
10473086	THC	90.00	04/02/2026	609-49750-50254	
10473087	BEER	3,559.90	04/02/2026	609-49750-50252	
10473087	N/A SALES	256.50	04/02/2026	609-49750-50250	
10473088	N/A SALES	19.20	04/02/2026	609-49750-50250	
10473089	BEER CREDIT	-15.48	04/02/2026	609-49750-50252	
	Check Total:	8,544.23			
Vendor: 1066	BREAKTHRU BEVERAGE MN WINE & SPIRITS, LLC			Check Sequence: 8	ACH Enabled: False
126139140	LIQUOR	2,470.85	04/02/2026	609-48000-50251	
126139141	WINE	195.30	04/02/2026	609-48000-50253	
126139255	LIQUOR	1,737.66	04/02/2026	609-49750-50251	
126139256	N/A SALES	53.22	04/02/2026	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
126139257	WINE	243.30	04/02/2026	609-49750-50253	
126245661	LIQUOR	152.18	04/02/2026	609-49750-50251	
126246335	LIQUOR	618.18	04/02/2026	609-48000-50251	
126246336	N/A SALES	55.20	04/02/2026	609-48000-50250	
126246972	LIQUOR	1,132.75	04/02/2026	609-49750-50251	
414474682	LIQUOR CREDIT	-64.65	04/02/2026	609-49750-50251	
414495192	LIQUOR CREDIT	-73.65	04/02/2026	609-48000-50251	
414495338	LIQUOR CREDIT	-64.65	04/02/2026	609-49750-50251	
414538667	LIQUOR CREDIT	-9.90	04/02/2026	609-49750-50251	
414538824	LIQUOR CREDIT	-1.90	04/02/2026	609-49750-50251	
414539771	LIQUOR CREDIT	-73.65	04/02/2026	609-48000-50251	
414608896	WINE CREDIT	-96.00	04/02/2026	609-49750-50253	
414635295	LIQUOR CREDIT	-65.22	04/02/2026	609-49750-50251	
	Check Total:	6,209.02			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 9	ACH Enabled: False
30440338	BEER CREDIT	-12.00	04/02/2026	609-48000-50252	
3264542	BEER	917.70	04/02/2026	609-49750-50252	
3264542	LIQUOR	224.25	04/02/2026	609-49750-50251	
3264542	N/A SALES	34.50	04/02/2026	609-49750-50250	
3264547	N/A SALES	42.00	04/02/2026	609-48000-50250	
3264547	LIQUOR	135.00	04/02/2026	609-48000-50251	
3264547	BEER	70.90	04/02/2026	609-48000-50252	
	Check Total:	1,412.35			
Vendor: 1092	CENTRAL PENSION FUND			Check Sequence: 10	ACH Enabled: False
MAR 2026	MARCH 2026 CENTRAL PENSION FUND	5,000.06	04/02/2026	101-00000-21705	
	Check Total:	5,000.06			
Vendor: 1098	CHISAGO COUNTY AUDITOR-TREASURER			Check Sequence: 11	ACH Enabled: False
11.00034.00	PID 11.00034.00	0.02	04/02/2026	612-49700-50455	
11.00142.30	PID 11.00142.30	3,304.00	04/02/2026	101-49990-50455	
11.00243.00	PID 11.00243.00	1.72	04/02/2026	612-49700-50455	
11.00254.00	PID 11.00254.00	1.98	04/02/2026	612-49700-50455	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
11.00261.00	PID 11.00261.00	0.06	04/02/2026	612-49700-50455	
11.00262.00	PID 11.00262.00	2.06	04/02/2026	612-49700-50455	
11.00271.00	PID 11.00271.00	1.16	04/02/2026	612-49700-50455	
11.00359.26	PID 11.00359.26	1,418.00	04/02/2026	476-46500-50455	
11.00359.30	PID 11.00359.30	1,156.00	04/02/2026	476-46500-50455	
11.00815.08	PID 11.00815.08	0.42	04/02/2026	612-49700-50455	
11.00875.41	PID 11.00875.41	8.00	04/02/2026	101-49990-50455	
11.00900.69	PID 11.00900.69	11.16	04/02/2026	612-49700-50455	
11.00900.71	PID 11.00900.71	0.56	04/02/2026	612-49700-50455	
11.00900.84	PID 11.00900.84	3.16	04/02/2026	612-49700-50455	
11.00900.92	PID 11.00900.92	12.94	04/02/2026	612-49700-50455	
11.00900.93	PID 11.00900.93	11.90	04/02/2026	612-49700-50455	
11.00900.98	PID 11.00900.98	59.80	04/02/2026	612-49700-50455	
11.01035.48	PID 11.01035.48	14.84	04/02/2026	612-49700-50455	
11.01040.13	PID 11.01040.13	1.68	04/02/2026	612-49700-50455	
11.01072.02	PID 11.01072.02	4,325.00	04/02/2026	476-46500-50455	
11.01072.05	PID 11.01072.05	2,362.00	04/02/2026	476-46500-50455	
11.01072.06	PID 11.01072.06	2,082.00	04/02/2026	476-46500-50455	
11.01072.07	PID 11.01072.07	2,366.00	04/02/2026	476-46500-50455	
11.01072.13	PID 11.01072.13	3,760.00	04/02/2026	476-46500-50455	
11.01072.19	PID 11.01072.19	1,366.00	04/02/2026	476-46500-50455	
11.01072.24	PID 11.01072.24	142.00	04/02/2026	476-46500-50455	
11.01072.25	PID 11.01072.25	502.00	04/02/2026	476-46500-50455	
11.01072.26	PID 11.01072.26	1,780.00	04/02/2026	476-46500-50455	
11.01072.28	PID 11.01072.28	3,014.00	04/02/2026	476-46500-50455	
11.01072.29	PID 11.01072.29	2,604.00	04/02/2026	476-46500-50455	
11.01072.30	PID 11.01072.30	2,590.00	04/02/2026	476-46500-50455	
11.01072.31	PID 11.01072.31	1,606.00	04/02/2026	476-46500-50455	
11.01072.32	PID 11.01072.32	1,614.00	04/02/2026	476-46500-50455	
11.01072.33	PID 11.01072.33	2,164.00	04/02/2026	476-46500-50455	
16.00003.10	PID 16.00003.10	6.00	04/02/2026	101-49990-50455	
16.00167.00	PID 16.00167.00	229.38	04/02/2026	612-49700-50455	
DITCH MAIN 2026	SHARE OF 2026 DITCH MAINTENANCE	302.07	04/02/2026	612-49700-50439	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	38,823.91			
Vendor: 1109	CINTAS			Check Sequence: 12	ACH Enabled: False
4263065015	UNIFORMS	30.53	04/02/2026	602-49450-50237	
4263065076	UNIFORMS	76.19	04/02/2026	101-43000-50237	
4263065076	UNIFORMS	9.50	04/02/2026	101-45000-50237	
4263065076	UNIFORMS	4.35	04/02/2026	101-41940-50237	
4263065076	UNIFORMS	9.50	04/02/2026	602-49450-50237	
4263065076	SHOP TOWELS	10.55	04/02/2026	101-43000-50300	
4263065076	UNIFORMS	6.42	04/02/2026	612-49700-50237	
4263065076	UNIFORMS	27.72	04/02/2026	615-49550-50237	
4263065076	UNIFORMS	2.77	04/02/2026	101-45500-50237	
4263065076	UNIFORMS	0.40	04/02/2026	609-49750-50237	
4263065076	UNIFORMS	2.86	04/02/2026	620-49600-50237	
4263065076	UNIFORMS	1.62	04/02/2026	101-42110-50237	
4263078159	MOPS/MATS/SUPPLIES	58.32	04/02/2026	609-49750-50210	
4263078271	SUPPLIES/MATS	48.49	04/02/2026	609-48000-50210	
4263816033	UNIFORMS	30.53	04/02/2026	602-49450-50237	
4263816040	UNIFORMS	9.50	04/02/2026	101-45000-50237	
4263816040	UNIFORMS	6.42	04/02/2026	612-49700-50237	
4263816040	UNIFORMS	1.34	04/02/2026	101-42110-50237	
4263816040	SHOP TOWELS	10.55	04/02/2026	101-43000-50300	
4263816040	UNIFORMS	2.57	04/02/2026	620-49600-50237	
4263816040	UNIFORMS	2.77	04/02/2026	101-45500-50237	
4263816040	UNIFORMS	4.35	04/02/2026	101-41940-50237	
4263816040	UNIFORMS	9.12	04/02/2026	602-49450-50237	
4263816040	UNIFORMS	75.71	04/02/2026	101-43000-50237	
4263816040	UNIFORMS	0.40	04/02/2026	609-49750-50237	
4263816040	UNIFORMS	27.24	04/02/2026	615-49550-50237	
	Check Total:	469.72			
Vendor: 2324	COMPASS GROUP NAD			Check Sequence: 13	ACH Enabled: False
161154	COFFEE MAKER SERVICE/MAINT	212.60	04/02/2026	101-42110-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	212.60			
Vendor: 2206 27755	Core & Main LP WATER EQUIP R/M	3,900.00	04/02/2026	Check Sequence: 14 615-49550-50404	ACH Enabled: False
	Check Total:	3,900.00			
Vendor: 1122 02-603750	Crystal Springs Ice N/A SALES	90.48	04/02/2026	Check Sequence: 15 609-49750-50250	ACH Enabled: False
	Check Total:	90.48			
Vendor: 1129 2725162 2725302 2725303 2725304 2725305 2725340 2731037 2731038 2731079 2731080 2731081 2731082 2731083 2731084	DAHLHEIMER DISTRIBUTING N/A SALES LIQUOR THC BEER THC BEER LIQUOR THC N/A SALES THC LIQUOR BEER N/A SALES BEER	241.50 105.20 259.00 1,011.10 1,515.00 3,904.00 356.00 320.00 34.00 130.00 105.20 2,049.55 252.00 7,382.00	04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026	Check Sequence: 16 609-49750-50250 609-48000-50251 609-48000-50254 609-48000-50252 609-49750-50254 609-49750-50252 609-49750-50251 609-49750-50254 609-48000-50250 609-48000-50254 609-48000-50251 609-48000-50252 609-49750-50250 609-49750-50252	ACH Enabled: False
	Check Total:	17,664.55			
Vendor: 1179 131125	Fastenal Company WATER EQUIP R/M	107.20	04/02/2026	Check Sequence: 17 615-49550-50404	ACH Enabled: False
	Check Total:	107.20			
Vendor: 1706 24639 24639	Flaherty & Hood, P.A. GEN MUNI, REAL ESTATE 2/2026 GEN MUNI, REAL ESTATE 2/2026	450.00 3,186.50	04/02/2026 04/02/2026	Check Sequence: 18 101-00000-21165 101-41610-50304	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
24639	GEN MUNI, REAL ESTATE 2/2026	3,991.00	04/02/2026	201-46500-50304	
24697	LABOR & EMPLOY MATTERS 2/2026	517.50	04/02/2026	101-41610-50304	
	Check Total:	8,145.00			
Vendor: 1202	Galls			Check Sequence: 19	ACH Enabled: False
34309044	UNIFORMS	106.94	04/02/2026	101-42280-50237	
	Check Total:	106.94			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 20	ACH Enabled: False
7372543	WATER CHEMICALS	91.83	04/02/2026	615-49550-50272	
	Check Total:	91.83			
Vendor: 1758	Heiman Inc.			Check Sequence: 21	ACH Enabled: False
952542	BLITZFIRE COMBOS	9,459.27	04/02/2026	101-42280-50240	
	Check Total:	9,459.27			
Vendor: 1246	HOHENSTEINS, INC.			Check Sequence: 22	ACH Enabled: False
914543	BEER	132.00	04/02/2026	609-49750-50252	
	Check Total:	132.00			
Vendor: 1249	Mitchell Holmes			Check Sequence: 23	ACH Enabled: False
1170	Extend rack for drop tank Sturling	703.33	04/02/2026	101-42280-50404	
1171	VALVE REPAIRS - FIRE HALL	83.17	04/02/2026	101-42280-50401	
	Check Total:	786.50			
Vendor: 2329	HOME AND AWAY MINISTRIES			Check Sequence: 24	ACH Enabled: False
ESCROW REFUND	ESCROW REFUND	505.00	04/02/2026	101-00000-21174	
	Check Total:	505.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 25	ACH Enabled: False
03262026	REF 1946046 & 1946048	15.73	04/02/2026	101-41910-50351	
1942810	2026 PVMT IMP NOTICE	41.63	04/02/2026	101-43000-50351	
1942811	LIQUOR YR END STATEMENT	22.43	04/02/2026	609-49750-50351	
1942811	LIQUOR YR END STATEMENT	22.43	04/02/2026	609-48000-50351	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1942812	GRAVEL BIDS NOTICE	11.10	04/02/2026	101-43000-50351	
1946047	FLOCK PH NOTICE	6.48	04/02/2026	101-42110-50300	
	Check Total:	119.80			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 26	ACH Enabled: False
1013104	LIQUOR	802.62	04/02/2026	609-49750-50251	
1013105	LIQUOR	254.84	04/02/2026	609-49750-50251	
1013106	WINE	600.40	04/02/2026	609-49750-50253	
1013107	WINE	818.88	04/02/2026	609-49750-50253	
1013108	LIQUOR	427.72	04/02/2026	609-49750-50251	
1013109	WINE	205.53	04/02/2026	609-48000-50253	
1013110	WINE	989.38	04/02/2026	609-48000-50253	
1013111	LIQUOR	674.28	04/02/2026	609-48000-50251	
1013112	LIQUOR	1,007.31	04/02/2026	609-48000-50251	
1017874	LIQUOR	673.24	04/02/2026	609-49750-50251	
1017875	WINE	783.60	04/02/2026	609-49750-50253	
1017876	LIQUOR	2,089.19	04/02/2026	609-49750-50251	
1017877	WINE	93.68	04/02/2026	609-49750-50253	
1017878	LIQUOR	2,893.41	04/02/2026	609-49750-50251	
1017879	LIQUOR	541.00	04/02/2026	609-48000-50251	
1017880	LIQUOR	919.90	04/02/2026	609-48000-50251	
1017881	WINE	1,014.08	04/02/2026	609-48000-50253	
173036	WINE CREDIT	-16.67	04/02/2026	609-48000-50253	
	Check Total:	14,772.39			
Vendor: 2291	KELLEY, BRANDON			Check Sequence: 27	ACH Enabled: False
1230	CHIEF TRUCK WRAP/STRIPING	2,200.00	04/02/2026	101-42280-50404	
	Check Total:	2,200.00			
Vendor: 2313	KREATIV HQ. LLC			Check Sequence: 28	ACH Enabled: False
7254	BUSINESS CARDS	64.80	04/02/2026	101-43000-50210	
	Check Total:	64.80			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 29	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
002595	BEER	144.00	04/02/2026	609-49750-50252	
	Check Total:	144.00			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 30	ACH Enabled: False
873222 FEB 2026	Legislative Representation	2,500.00	04/02/2026	101-41800-50300	
	Check Total:	2,500.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 31	ACH Enabled: False
APR 2026	APRIL 2026 UNION DUES	876.00	04/02/2026	101-00000-21708	
	Check Total:	876.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 32	ACH Enabled: False
852439	LIQUOR	122.40	04/02/2026	609-49750-50251	
852440	BEER	11,376.35	04/02/2026	609-49750-50252	
852440	LIQUOR	107.50	04/02/2026	609-49750-50251	
852449	BEER	1,759.85	04/02/2026	609-48000-50252	
852449	LIQUOR	125.90	04/02/2026	609-48000-50251	
853353	BEER CREDIT	-34.67	04/02/2026	609-48000-50252	
853356	BEER CREDIT	-2.60	04/02/2026	609-48000-50252	
853378	BEER	1,254.40	04/02/2026	609-48000-50252	
853378	LIQUOR	96.10	04/02/2026	609-48000-50251	
853454	LIQUOR	643.40	04/02/2026	609-49750-50251	
853459	BEER CREDIT	-196.00	04/02/2026	609-48000-50252	
853471	N/A SALES	49.70	04/02/2026	609-49750-50250	
853471	BEER	3,481.95	04/02/2026	609-49750-50252	
8860765	BEER CREDIT	-19.00	04/02/2026	609-49750-50252	
	Check Total:	18,765.28			
Vendor: 1345	Menards - Cambridge			Check Sequence: 33	ACH Enabled: False
50041	CLEANING SUPPLIES	131.80	04/02/2026	101-41940-50401	
50041	SUPPLIES	6.58	04/02/2026	101-43000-50210	
	Check Total:	138.38			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 34	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3053691	CONTRACT BASE RATE - COPY MACHINE	259.00	04/02/2026	101-41420-50219	
	Check Total:	259.00			
Vendor: 1352	Michael Blue Productions, LLC			Check Sequence: 35	ACH Enabled: False
Grant 26-7E-112	ECRAC Summer Concerts	525.00	04/02/2026	403-46500-50300	
	Check Total:	525.00			
Vendor: 1353	MIDCONTINENT			Check Sequence: 36	ACH Enabled: False
16640100115314	CITY WIDE INTERNET	1,353.95	04/02/2026	101-41420-50243	
	Check Total:	1,353.95			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 37	ACH Enabled: False
1180528	APRIL MONTHLY SERVICE	150.00	04/02/2026	101-41940-50300	
	Check Total:	150.00			
Vendor: 1385	MN Dept Of Health-E			Check Sequence: 38	ACH Enabled: False
Q1 CONN FEE	2026 Q1 WATER CONNECT FEE	9,992.00	04/02/2026	615-49550-50315	
	Check Total:	9,992.00			
Vendor: 1386	MN Dept Of Labor Industry Bld			Check Sequence: 39	ACH Enabled: False
Q1 BP SURCHARGE	Q1 BLDG PERMIT SURCHARGE	1,996.48	04/02/2026	101-00000-21716	
	Check Total:	1,996.48			
Vendor: 1404	MN TEAMSTERS #320			Check Sequence: 40	ACH Enabled: False
APR2026	TEAMSTERS DUES APR 2026	1,848.00	04/02/2026	101-00000-21708	
	Check Total:	1,848.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 41	ACH Enabled: False
18782	FLASH DRIVE & SHELF	120.44	04/02/2026	101-41420-50210	
19062	MICROSOFT 365 X 19	2,736.00	04/02/2026	101-41420-50242	
	Check Total:	2,856.44			
Vendor: 1893	Parman Energy Group, LLC			Check Sequence: 42	ACH Enabled: False
386422	CHEVRON ATF MD-3	655.99	04/02/2026	101-43000-50404	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	655.99			
Vendor: 1472 169074	Petersons North Branch Mill SPRAYER	49.99	04/02/2026	Check Sequence: 43 101-43000-50240	ACH Enabled: False
	Check Total:	49.99			
Vendor: 1474 5144192 5144193 5144194 5147744 5147745 5147745 5147746 5147747 5147747	PHILLIPS WINE & SPIRITS, INC LIQUOR WINE LIQUOR LIQUOR WINE LIQUOR LIQUOR WINE LIQUOR	682.75 200.02 1,190.65 400.54 984.31 266.45 185.84 714.85 189.20	04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026 04/02/2026	Check Sequence: 44 609-49750-50251 609-49750-50253 609-48000-50251 609-49750-50251 609-49750-50253 609-49750-50251 609-48000-50251 609-48000-50253 609-48000-50251	ACH Enabled: False
	Check Total:	4,814.61			
Vendor: 1987 2390034017	POMP'S TIRE SERVICE INC TIRES FOR TRUCK 214	780.48	04/02/2026	Check Sequence: 45 101-43000-50404	ACH Enabled: False
	Check Total:	780.48			
Vendor: 2232 W-118520	Pryes Brewing Company LLC BEER	376.50	04/02/2026	Check Sequence: 46 609-49750-50252	ACH Enabled: False
	Check Total:	376.50			
Vendor: 2066 B021669 B021752 B021754	RMB Environmental Laboratories, Inc. WASTE WATER TESTING WATER TESTING WASTE WATER TESTING	130.20 105.00 200.20	04/02/2026 04/02/2026 04/02/2026	Check Sequence: 47 602-49450-50315 615-49550-50315 602-49450-50315	ACH Enabled: False
	Check Total:	435.40			
Vendor: 2257 29	Row Sewer Service PARKS BATHROOM RENTAL	390.00	04/02/2026	Check Sequence: 48 101-45000-50410	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
30	PARKS BATHROOM RENTAL	390.00	04/02/2026	101-45000-50410	
	Check Total:	780.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 49	ACH Enabled: False
2736578	LIQUOR	2,703.13	04/02/2026	609-48000-50251	
2736578	WINE	473.59	04/02/2026	609-48000-50253	
2737043	LIQUOR	6,135.91	04/02/2026	609-49750-50251	
2737044	WINE	512.71	04/02/2026	609-49750-50253	
2739107	LIQUOR	1.55	04/02/2026	609-48000-50251	
2739108	LIQUOR	551.01	04/02/2026	609-48000-50251	
2739108	WINE	203.48	04/02/2026	609-48000-50253	
2739582	LIQUOR	1.55	04/02/2026	609-49750-50251	
2739583	LIQUOR	3,367.72	04/02/2026	609-49750-50251	
2739584	WINE	269.79	04/02/2026	609-49750-50253	
	Check Total:	14,220.44			
Vendor: 1550	STREICHERS			Check Sequence: 50	ACH Enabled: False
1817670	VEST RENEWAL - BL	1,586.97	04/02/2026	101-42110-50201	
	Check Total:	1,586.97			
Vendor: 1641	Taft Stettinius & Hollister LLP			Check Sequence: 51	ACH Enabled: False
7040073	TIF District 2023-1	600.00	04/02/2026	293-46500-50300	
	Check Total:	600.00			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 52	ACH Enabled: False
5789405046	COPIER LEASE 2 MONTHS	2,248.16	04/02/2026	101-41420-50219	
	Check Total:	2,248.16			
Vendor: 1827	Urban Growler Brewing Company, LLC			Check Sequence: 53	ACH Enabled: False
E-42628	BEER	101.00	04/02/2026	609-49750-50252	
E-42629	BEER	64.00	04/02/2026	609-48000-50252	
	Check Total:	165.00			
Vendor: 2071	Vacker Inc.			Check Sequence: 54	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5117	PARK SIGNS	2,987.00	04/02/2026	486-46500-50506	
5117	CITY HALL SIGN	1,531.00	04/02/2026	101-41940-50430	
	Check Total:	4,518.00			
Vendor: 1597	Vessco, Inc.			Check Sequence: 55	ACH Enabled: False
100587	WASTEWATER EQUIP R/M	570.72	04/02/2026	602-49450-50404	
	Check Total:	570.72			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 56	ACH Enabled: False
3884885	N/A SALES	236.25	04/02/2026	609-49750-50250	
3884938	N/A SALES CREDIT	-3.80	04/02/2026	609-49750-50250	
3884939	N/A SALES	276.60	04/02/2026	609-49750-50250	
	Check Total:	509.05			
Vendor: 1611	WATSON COMPANY			Check Sequence: 57	ACH Enabled: False
156879	N/A SALES	1,955.32	04/02/2026	609-49750-50250	
	Check Total:	1,955.32			
Vendor: 1729	Windstream Services			Check Sequence: 58	ACH Enabled: False
APRIL 2026	PHONE/FAXES APRIL 2026	319.82	04/02/2026	101-41420-50321	
	Check Total:	319.82			
	Total for Check Run:	207,410.53			
	Total of Number of Checks:	58			

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 4/3/2026 11:37 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
6108	1468	PERA (Payroll W/H)	03/27/2026	35,057.34
6109	1585	United States Treasury	03/27/2026	39,573.43
6110	1372	Minnesota State Retirement	03/27/2026	2,997.64
6111	1118	Commissioner Of Revenue (W/H)	03/27/2026	8,966.58
6112	1424	N.B. Fire Relief Association	03/27/2026	924.80
6113	2107	US BANK - CREDIT CARDS	02/07/2026	60,586.57
6114	1362	MINNESOTA REVENUE	03/31/2026	1,012.00
Report Total (7 checks):				149,118.36



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, MARCH 25, 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, March 25, 2026

1. CALL TO ORDER

The North Branch City Council met in REGULAR and Mayor Kevin Schieber called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

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

Absent:

Remote:

Others Present:

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

RESULT: Passed

MOVER: Robert Canada

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

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT

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

Paul Johnson, Lauren Beach, and Scott Ruther gave Public Comment.

7. CONSENT AGENDA

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

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

- a. Claims ACTION
- b. Approval of Minutes - Regular Council Meeting - March 11,2026, 6:00 PM ACTION
- c. Approval of LG220 Application for Exempt Permit for the Sons of the American Legion Post 85 ACTION
- d. Approval of Application for 1 day Temporary Consumption and Display Permit for Chisago County Board on Aging ACTION
- e. Approve Transient Merchant License - Plant Place, Inc. ACTION
- f. Approve Transient Merchant License - Paragon Square LLC - Dog Waste Removal ACTION
- g. Approval of Resolution R-305-2026 Releasing the Letter of Credit and Developer Obligations for Grand Point and Grand Point 2nd Addition ACTION
- h. Consider approval of Resolution R-307-2026 Authorizing Bid Award for the 2026 Pavement Improvement Project ACTION
- i. Approval of Resolution R-308-2026 Accepting low bid for 2026 gravel materials ACTION
- j. Approval of Resolution R-309-2026 authorizing the BDPI Grant Application ACTION

8. PUBLIC HEARINGS

- a. Consider Approval of Resolution R-310-2026 approving a Modification to **ACTION**
Development District No 1, proposed establishment of TIF District 2026-1 and
adoption of TIF Plan

Rebecca Kurtz from Ehlers presented the summary of the TIF plan that is being established for the Louisiana Pacific project. The project involves the development of an approximately 200,000 sq. ft. manufacturing facility by Louisiana-Pacific to produce siding materials. To support the project, the city is proposing an Economic Development TIF district, which allows for manufacturing, warehouse, and distribution uses, with a maximum term of nine years. Construction timing is still to be determined, with the first tax increment anticipated in 2028 and decertification in 2036. The site consists of five parcels currently owned by the EDA, which will be replatted and sold to LP, with the TIF district boundary identified within the overall project area.

Estimated annual property taxes for the development are about \$729,700, of which approximately \$134,700 (state portion) and \$20,000 (market value taxes) are not eligible for capture. The base taxes are estimated at \$21,600, resulting in an annual gross TIF increment of about \$553,230. It is important to note that TIF reimburses only the incremental increase in taxes, not the full property tax amount.

The maximum TIF budget is projected at approximately \$4.8 million, including interest, with 10% increment retained for administrative costs such as staff time, reporting, and consultants. Any increase beyond this amount would require a formal amendment process and public hearing.

Key development agreement terms include construction of a minimum 200,000 sq. ft. facility with an estimated value of \$23.5 million, creation of at least 100 jobs paying a minimum of \$30 per hour in compliance with Minnesota business subsidy law, and provision of up to \$2.5 million in TIF assistance at a 6% interest rate. The developer must document eligible costs, which are expected to be met through land and site acquisition expenses. While future expansion has been discussed, it is not included in the current agreement.

To date, the City has not received any written or verbal public comments specific to the TIF request. Upon completion of the public hearing, City staff and Ehlers are recommending approval of the TIF District. After the development agreement is executed, the EDA and the developer will close on the land sale, which we are looking at for the end of April.

Motion to open the public hearing at 6:28 PM.

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

North Branch Area High School's principal, Clint Link, spoke at the Public Hearing, saying that this is a game-changer for our community. Most of our students will live and work here, so access to livable-wage jobs—around \$23.50 an hour—is critical. Bringing 100 jobs at \$30 an hour into our industrial park is an incredible opportunity with room to grow. As a school district, we're focused on aligning education with these career pathways while building strong community pride—so people who live and work here stay engaged in local, school, and civic activities. I also serve as Chamber president, and this is a big step forward for our local businesses. When industry, schools, and small businesses work together, our entire community thrives. With 600 new homes coming and many workers currently commuting

elsewhere, we want to keep that talent here. This is just the beginning of growing our industrial park and strengthening North Branch.

Lauren Beach spoke at the Public Hearing, saying I work for a trucking company here in North Branch that is 100% women-owned. We really value that LP Siding supports businesses like ours, and this presents a great opportunity for us to potentially partner and create new avenues for growth. I also want to say thank you—to LP Siding and to everyone here who has worked so hard to make this happen. We truly appreciate it.

Steve Cich, Planning Commission Vice Chair, spoke at the Public Hearing, saying I just want to echo what’s already been said. We reviewed this at the Planning Commission and passed it with very few questions because it was presented so well. It’s ready to go, and I’m excited to see us take this final step and get things moving. This is a big win for our industrial park. I’ve seen it in other communities—like Chippewa Falls—where one business comes in, and it sparks major growth. That’s the kind of momentum this can bring us. I also want to recognize the Planning Commission for the thoughtful work on design standards. You’ve helped position the city to be ready for opportunities like this. That said, I do think we should stay mindful of keeping standards practical. Lowering costs—as we’ve seen in the past—can make a big difference in attracting and retaining businesses. If we can reduce barriers and keep things flexible, we’ll continue to grow in a smart, sustainable way. Overall, this is a great step forward—so congratulations to everyone involved.

Gregg Fuerstenberg spoke on behalf of Louisiana-Pacific and Jones Lang LaSalle. I want to say you have a best-in-class economic development partner. Nathan has been outstanding—after hundreds of hours working together, I can confidently say that. From top to bottom, this community has been incredibly welcoming and supportive. Projects like this usually take years of searching and due diligence, but this site stood out from day one because of your strong infrastructure, schools, and economic development efforts. I also want to recognize Cassandra for her great work. From a site selection perspective, it’s clear North Branch is ready for business. We look forward to continuing this partnership. Thank you.

Motion to close the public hearing at 6:46 PM.

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

Motion to approve Resolution R-310-2026 approving a Modification to Development District No. 1, proposed establishment of TIF District 2026-1, and adoption of TIF Plan.

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

9. STAFF REPORTS

- a. Consider Approval of Resolution R-306-2026 to award a bid for the sale of 2026A ACTION Bonds

Rebecca Kurtz from Ehlers presented the approval of Resolution R-306-2026 to award a bid for the sale of 2026A Bonds. We accepted bids for approximately \$3 million in general obligation equipment certificates to fund Public Works and fire equipment. Before the sale, Standard & Poor’s affirmed the city’s AA rating with a stable outlook—a strong reflection of the council and staff’s responsible financial management. The rating highlights North Branch’s stable finances, growing population, strong management practices, and manageable debt levels.

We received seven bids today. The lowest came from the Baker Group, with a true interest cost of 3.66%, slightly better than our earlier estimate. Due to a premium bid, we were able to reduce the bond amount by \$200,000 while still fully funding the equipment—saving on interest. The bonds are structured over 15 years, with a call date in 2036 for flexibility. Annual debt service will remain level, starting around \$180,000 and increasing to about \$350,000 after 2032 as existing debt rolls off. Closing is scheduled for April 16. We recommend awarding the bonds to the Baker Group. I’m happy to answer any questions.

Motion to approve Resolution R-306-2026 to award a bid for the sale of 2026A Bonds.

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

10. MAYOR/CITY COUNCIL

- a. Modification to charitable gambling ordinance 407-26 VERBAL UPDATE

Mayor Kevin Schieber presented the modification to the charitable gambling ordinance 407-26. The Mayor proposed modifications to the charitable gambling ordinance to ensure funds are used for community benefits, including city-owned athletic fields and complexes. The second area of focus involves new language to require charitable gambling organizations to establish the City of North Branch as their primary place of business and to conduct at least 50% of their activities within the City.

The President of the North Branch Area Hockey Association had some questions/concerns about how they would be impacted with the 50% of their activities having to be in the City. Mayor Schieber said that he had changed it to conduct more than 50% of its business operations or have an impact on community engagement activities within the city of North Branch.

After some discussion, the council agreed to refine the language to ensure it supports both community needs and the activities of organizations like the Hockey Association. The Mayor will work on putting some language together and bringing it back to the Council at the next meeting.

- b. Discussion and recommended changes to various zoning ordinances and building design standards VERBAL UPDATE

Mayor Kevin Schieber proposed a discussion and recommended changes to various zoning ordinances and building design standards. He stated that since the summer of 2025, the City Council and various commissions have discussed potential updates to the 2018 Comprehensive Plan. During this period, the

city has received several development proposals in both conceptual and formal stages.

Based on recent city meetings, the Mayor said he believes leadership desires changes that may reduce conflict with these upcoming developments. The Mayor created a spreadsheet outlining these basic change requests. The first one is a side setback interior lot. The City is currently at 6 feet, and the proposal is 10 feet. This is listed as a high priority because we have a lot of growth coming, and we don't want developers to feel like they got caught in this crossfire. The next proposed change is changing the max density of R3 zoning to 18 dwellings per acre; currently, there is nothing set. We could have a developer who could request a variance, but I don't think we need to look at 25 or 30 dwellings per acre for apartment size. We know we need apartment complexes for people to live, and we just need to find the right balance. The next proposed change would be design standards. I would like to reduce required material percentages and allow additional materials that meet our goals, with a focus on materials that may provide less expensive building costs. We want it to be aesthetically pleasing with long-lasting durability, but also provide cost-effectiveness for the average development. We need to try to find that balance. The next proposal would be regarding the Central Business District. It currently extends to Grand Avenue. I would like to propose removing the section of properties between 4th Avenue and Grand Avenue, from Maple to Elm Street. Putting this area into a new zone that allows current businesses to stay, single-family housing to stay, and also allows medium and high-density dwellings. The last proposal regarding the business zone North of 392nd, between Flink and I-35. It's currently zoned commercial, the proposal would be to create a flex zone to allow light industrial permitted uses in the Eastern half of the property that is adjacent to I-35. Any changes require the public hearing process. We will want to have as many conversations as we can leading up to a planning commission meeting, which would be helpful for everyone.

c. Discussion on Cannabis Ordinance No. 381-24

VERBAL
UPDATE

City Administrator Matthew Hill gave some background regarding the discussion on Cannabis Ordinance No 381-24. On January 27th of this year, the Mayor and City Council took a look at the ordinance review that Member Canada commented on in the buffer zones that could be included for vulnerable adults, daycare, recreation parks, and residential areas. The consensus at that meeting was to have Canada come back, providing additional buffer zones that constrict legitimate businesses that, by the State of Minnesota statute, are legally able to create a business to distribute cannabis. Member Canada has provided some details that he will be addressing, along with some maps to support his discussion.

Council member Canada identified 3 facilities that have vulnerable adults in North Branch. He showed a map of the Facilities and also showed a map of Parks and Recreation Areas to the Council. He brought two different options to add buffer zones around option 1, vulnerable adults, and option 2, to include parks and recreation areas, of 500 feet from cannabis retail operations.

Information was provided to the City attorney's office to assist in defining vulnerable adults and what facilities within the City of North Branch would qualify. The Community Development Director, Nathan Sondrol, said that we asked the attorney to define residential treatment facilities to define what that means. The attorney did provide opportunities for the city to provide ways to address those, but there is potential for litigation on some of those as well. Councilmember Goulet suggested that, instead of buffer zones, adjusting hours of operation may be a similar way to go, but that this also should be consistent standards for alcohol and cannabis regulations, as they are both legal. There was some discussion about whether this is a use discussion or where you can use cannabis. Consensus was that more time is needed to think about this, and maybe this discussion will help with what Council member Canada should bring back to the City Council next time.

11. ADJOURNMENT

The North Branch City Council meeting adjourned at 8:16 PM.

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



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 02/26/2026

Board & Commission: City Council

Subject: Approval of Resolution R-299-2026 Approving the Reduction of Letter of Credit for Fox Run 2nd Addition

Background Information

Graphic Homes, Inc, has requested a partial release of the letter of credit associated with the Fox Run 2nd Addition located within the City of North Branch. City Staff have reviewed the request and completed site inspections. A portion of the work covered by the letter of credit has been completed to City standards, and staff recommend reducing the letter of credit to relate to the progress on the development.

The City Engineer recommends release of the letter of credit as shown below:

Letter Of Credit Summary

Original LOC Amount \$1,402,872.09
Reduction Request #1 \$1,052,154.07 (25%)
Outstanding Escrow Balance: \$26,315.50
Remaining LOC Amount \$377,033.52

Requested Action

Recommend Approval of Resolution R-299-202 authorizing the reduction of Letter of Credit for Fox Run 2nd Addition.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-299-2026

A RESOLUTION AUTHORIZING A FINANCIAL SECURITY REDUCTION FOR FOX RUN 2ND ADDITION

WHEREAS, in accordance with the Development Agreement (“Agreement”) for Fox Run 2nd Addition (“Development”), dated June 24, 2025, Graphic Homes, Inc., (“Developer”), agreed to install certain public improvements (“Improvements”) for said Development, and provide Financial Guarantee (“Security”), in the form of Letter of Credit, covering the installation and construction of those “Improvements;” and,

WHEREAS, the Developer has completed certain Improvements as of April 8, 2026, as required by the Agreement for the Development, and has requested an initial reduction to the Security; and,

WHEREAS, Agreement required an original Security deposit provided to the City totaling \$1,402,872.09, of which the Developer is requesting a reduction of said Security to \$377,033.52 which is 25% of the original Security as required by the Agreement plus the outstanding escrow balance of \$26,315.50, to reflect the work completed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, a reduction in the Security for the Development from \$1,402,872.09 to \$377,033.25 is hereby authorized, pending receipt of pay app from Developer

BE IT FURTHER RESOLVED, the Developer shall furnish to the City a replacement Letter of Credit, or cash deposit, in the amount reduced as stated above, and in accordance with the standard Letter of Credit template as provided by the City.

BE IT FURTHER RESOLVED, no further reductions to the Security for the Development shall be authorized until the Developer is prepared to submit an Offer of Dedication for the completion and warranty of the Improvements and/or the City fully accepts the Improvements as required for the Development.

ADOPTED this 8th day of April 2026.

Approved:

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/16/2026

Board & Commission: City Council

Subject: Approval of Resolution R-304-2026 approving the Fairway Field Final Plat

Requested Action

Motion to recommend approval of Resolution R-304-2026 approving the Final Plat for Fairway Field, with the included conditions of approval.

Overview / Background

Larry Beach Construction, Inc (Developer/Applicant) has requested Final Plat approval for Fairway Field (Plat). The Final Plat includes properties zoned and guided Rural Residential. The proposed subdivision is to create 13 residential lots within the Rural Residential area. The subject property is located on the north side 412th St between Flink Ave to the West and Falcon Ave to the East and contains PIDs: 11.00071.00. The Preliminary plat was approved on January 27, 2026.

Staff has reviewed the final plat submittal and found it in substantial compliance with the previously approved preliminary plat. The conditions of approval have been modified to reflect changes made or additional information provided by the applicant to address prior city comments.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-304-2026

A RESOLUTION APPROVING THE FINAL PLAT FOR THE FAIRWAY FIELD DEVELOPMENT

WHEREAS, the Applicant, Larry Beach Construction, applied for a final plat approval for the property described in Exhibit A; and,

WHEREAS, the developing area of the subdivision is guided for Rural Residential use in the Comprehensive Plan; and

WHEREAS, the developing area of the subdivision was zoned for Rural Residential use in the zoning map in Ordinance 368-24; and,

WHEREAS, on January 6, 2026, the Planning Commission unanimously recommended approval of the Preliminary Plat and review of the application and taking testimony during the public hearing; and,

WHEREAS, on January 27, 2026, the City Council considered the requested preliminary plat 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;

That the application request for the final plat for the Fairway Field development is hereby **APPROVED** based upon the following findings:

1. The Preliminary Plat is consistent with the City of North Branch Comprehensive Plan and the RR – Rural Residential zoning district.
2. The proposed subdivision layout, density, and lot configuration are compatible with surrounding land uses and provide safe and appropriate access in accordance with the City’s transportation objectives.
3. The Preliminary Plat meets applicable City Code standards for subdivision design, subject to the conditions of approval, including an approved variance request allowing for a reduction of the minimum lot depth to 200’ on lots 5,6 & 7, Block 2.
4. All public improvements, including streets, utilities, and stormwater facilities, shall be designed and constructed in accordance with City of North Branch standards and are subject to review and approval by the City Engineer.
5. The applicant shall address and comply with the City Engineer’s memorandum dated December 2, 2025.
6. A Development Agreement shall be executed between the applicant and the City prior to Final Plat approval.

BE IT FURTHER RESOLVED, that approval of the Final Plat; Fairway Field Addition Amendment shall be subject to the following conditions:

1. The Applicant shall work with the Engineer to address any Engineering concerns or revisions provided in the Engineering memo dated March 10, 2026.
2. Owner shall pay to the City all applicable fees and expenses incurred by the City as related to the Development.
3. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

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

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

Passed by the City Council of North Branch, Minnesota this 8th day of April 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk

FAIRWAY FIELD

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 5, TWP. 35, RGE. 21

KNOW ALL PERSONS BY THESE PRESENTS: That Larry Beach Construction, Inc., a Minnesota corporation, owner of the following described property:

All that part of the Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4), Section Five (5), Township Thirty-five (35), Range Twenty-one (21), lying South of a line 667 feet (667.02 feet measured along the east and west 40 lines) South of, parallel to and measured at right angles from the north line of said NW1/4 of SW 1/4, Chisago County, Minnesota.

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

In witness whereof said Larry Beach Construction, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

LARRY BEACH CONSTRUCTION, INC.

Larry K. Beach as President

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Larry K. Beach as president of Larry Beach Construction, Inc., a Minnesota corporation, on behalf of said corporation.

Notary Public, _____
My commission expires _____

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

Dated this ____ day of _____, 20____.

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

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Thomas R. Balluff, Minnesota License No. 40361.

Notary Public, _____
My commission expires _____

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

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

By: _____, Clerk

By: _____, Mayor

COUNTY SURVEYOR

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

By: _____, Chisago County Surveyor

COUNTY AUDITOR

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

By: _____, Chisago County Auditor

COUNTY TREASURER

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

By: _____, Chisago County Treasurer

COUNTY RECORDER

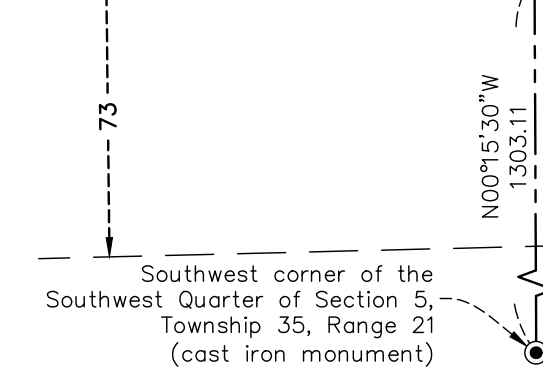
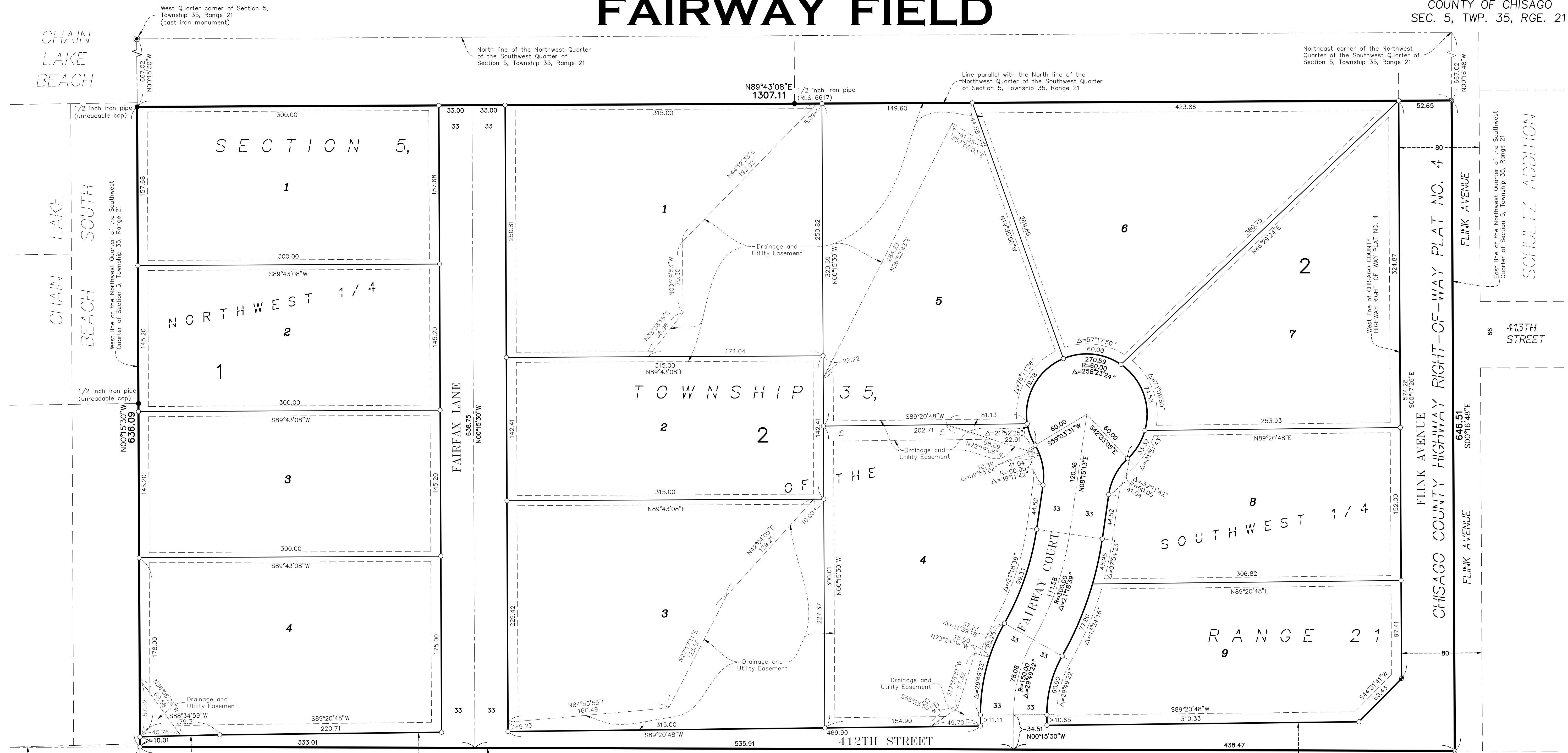
Document Number: _____

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

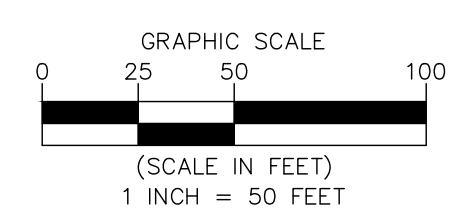
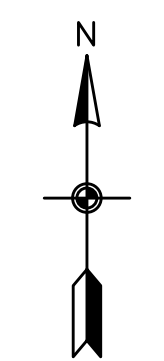
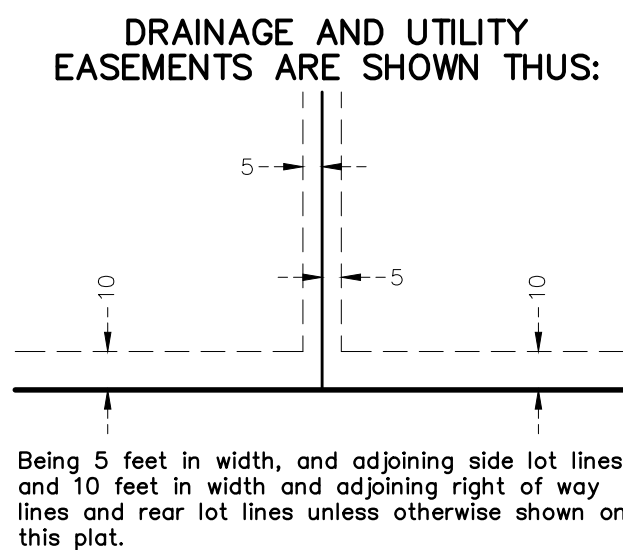
By: _____, Chisago County Recorder

FAIRWAY FIELD

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 5, TWP. 35, RGE. 21



- Denotes 5/8 inch by 14 inch rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- Denotes Found Iron Monument, as noted
- ⊙ Denotes Found Chisago County Section Monument, as noted
- ⊕ Denotes Found Chisago Right-of-Way Monument with aluminum cap
- ⊙ Denotes set PK Nail



For the purposes of this plat, the South line of Northwest Quarter of the Southwest Quarter of Section 5, Township 35, Range 21 is assumed to have a bearing of North 89 degrees 49 minutes 28 seconds West.

ROCKWOOD



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 03/30/2026

Board & Commission: City Council

Subject: Approve Gambling LG220 Exempt Permit — NWTF Long Spurs of Sunrise River

Background Information:

NWTF Long Spurs of Sunrise River, will be holding the Bingo, Pull Tabs & Raffle at the North Branch American Legion, 6439 Elm Street, North Branch, MN 55056 on September 16, 2026. The clerk's office signs off on the application before it is sent to the Minnesota Alcohol & Gambling Enforcement office so that they can be issued a permit to carry out such an event as requested after council approval.

Staff Recommendation & Requested City Council Action:

Staff recommends Council approve the application for submission to the Minnesota Gambling Control Board by NWTF Long Spurs of Sunrise River.

Voting Requirements:

Voting Options Simple Majority

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: NWTF Long Spurs of Sunrise River Previous Gambling Permit Number: X-

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

Mailing Address: P.O. box 146

City: North Branch State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO): Lance Morgan

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

Email permit to (if other than the CEO)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): North Branch American Legion

Physical Address (do not use P.O. box): 6439 Elm St North Branch

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

Date(s) of activity (for raffles, indicate the date of the drawing): 9/11/26

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Lance Morgan* Date: 3/26/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Lance Morgan

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none"> _____ a copy of your proof of nonprofit status; and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 03/30/2026

Board & Commission: City Council

Subject: Approve Gambling LG220 Exempt Permit - NWTF Long Spurs of Sunrise River

Background Information:

NWTF Long Spurs of Sunrise River, will be holding the Bingo, Pull Tabs & Raffle at the North Branch American Legion, 6439 Elm Street, North Branch, MN 55056 on March 17, 2027. The clerk's office signs off on the application before it is sent to the Minnesota Alcohol & Gambling Enforcement office so that they can be issued a permit to carry out such an event as requested after council approval.

Staff Recommendation & Requested City Council Action:

Staff recommends Council approve the application for submission to the Minnesota Gambling Control Board by NWTF Long Spurs of Sunrise River.

Voting Requirements:

Voting Options Simple Majority

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
 Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: NWTF Long Spurs of Sunrise River Previous Gambling Permit Number: X- _____

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

Mailing Address: P.O. box 146

City: North Branch State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO): Lance Morgan

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): North Branch American Legion

Physical Address (do not use P.O. box): 6439 Elm St

Check one:
 City: North Branch Zip: 55056 County: Chisago
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 3/17/27

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

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Lance Morgan* Date: 3/24/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Lance Morgan

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>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.</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 03/30/2026

Board & Commission: City Council

Subject: Approval of Mobile Food Truck License - Under the Hood Grill and Catering

Background Information:

Under the Hood Grill and Catering has applied for an Annual Mobile Food Truck License to sell smashburgers, cheesesteaks, and hot dogs at 6241 Main Street, North Branch, MN 55056. The first date will be on April 11th, 2006. All documents are in order, and payment has been made to cover the annual fee.

Requested Action:

Approve the Mobile Food Truck License application for Under the Hood Grill and Catering.

Voting Requirements:

Voting Options Simple Majority



VENDOR LICENSE APPLICATION

MOBILE FOOD UNIT

NORTH BRANCH

APPLICANT INFORMATION	
Full Legal Name (F,M,L)	Hirk Nolan Nyquist
Address	10205 County Road 10125 #252 St Cloud MN 56303
Phone	Home _____ Cell _____
Email	vibesfaniam@yahoo.com

BUSINESS INFORMATION	
Business Owner Name	Hirk Nyquist <input checked="" type="checkbox"/> Same as applicant.
Business Name	Under The Hood Grill & Catering
Doing Business As	" " " "

OWNER INFORMATION	
Operator Name	<input checked="" type="checkbox"/> Same as applicant.
Employee Name	
Employee Name	
Employee Name	

VEHICLE INFORMATION					
License Plate	State	Make	Model	Year	Color
	MN	Ford	F250	2003	white w/ logo

LOCATION INFORMATION			
Private Property	Downtown District	City Property	Community Event
Location Address: we do multiple - w/ busi, school, private			
Vehicle Location on Site			

OPERATIONS INFORMATION			
Date of Operation	From	To	
	March 2021	October 2021	
Hours of Operation	From	To	
	10am	8pm	
Items to be Sold: smashburgers, cheesesteaks, hot dogs			

FEES			
\$30 - Event (1 to 3 Days)	<input checked="" type="checkbox"/>	\$100 - Annual	\$50 - Background Check*

Background Check Fee for Ice Cream Vendors only.

ACKNOWLEDGEMENT

I have completed all of the applicable licensing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I have read the City ordinance regarding Mobile Food Units, and understand the rules and regulations set therein. I agree to hold harmless and indemnify the City, and its officers and employees, for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this license.

Applicant Signature

3-20-21
Date



NORTH BRANCH

VENDOR LICENSE APPLICATION

MOBILE FOOD UNIT – SPECIAL PERMISSIONS

NOTICE TO PROPERTY OWNER	
Written consent is required of a Mobile Food Unit operator to conduct business on public or private property. City Code states, but is not limited to, the following regarding such operations on public or private property.	
<ol style="list-style-type: none"> 1. Must be setback five (5) feet from side and rear property lines and 20 feet from driveways. 2. Must be located in excess of 50 feet from a restaurant main entrance, unless otherwise permitted. 3. May not occupy accessible parking spaces or spaces used to fulfill minimum parking requirements. 4. May operate from 8 a.m. to 10 p.m., and must be removed by 10:30 p.m. unless otherwise permitted. 	

APPLICANT INFORMATION	
Name	Kirk Niquist
Business Name	Under The Hood Grill and Catering
Doing Business As	

PROPERTY INFORMATION			
Location	Public Property	<input checked="" type="checkbox"/>	Private Property
Business Name	The Hungry Farmer Meat Company		
Address	10241 Main Street North Branch, MN		
Contact Name	Grin	Position	Owner
Phone			
Email			

** We are at this property when not doing events **

CONSENT

I hereby grant permission to the Mobile Food Unit listed on this application to temporarily locate their mobile vending operation on my property for the time period as described on the attached License Application.

[Signature] _____ 3-30-26 _____
 Property Owner or Authorized Representative Signature Date

RESTAURANT WAIVER			
Mobile Food Unit shall be located within 50 feet of restaurant main entrance			
Restaurant Name			
Address			
Contact Name		Position	
Phone			
Email			

CONSENT

I hereby grant permission to the Mobile Food Unit listed on this application to temporarily locate their mobile vending operation on my property for the time period as described on the attached License Application.

 Property Owner or Authorized Representative Signature Date

CITY OF

EST.

1881



NORTH BRANCH

CONSENT FOR THE RELEASE OF INFORMATION FOR APPLICATIONS

The individual(s) signing below authorizes the release of information to the City of North Branch the following information for the purpose of doing a background check on the applicant for Tobacco Licenses.

The individual(s) signing below understands that their records under state and federal privacy regulations are private and cannot be disclosed without my written consent unless otherwise provided by law.

The individual(s) signing below may cancel this consent at any time prior to the information being released and that in any event this consent form expires ninety days after signing.

Rich Nyquist
FULL NAME (PRINTED)

9-7-107
DATE OF BIRTH

Rich Nyquist
SIGNATURE (authorizing release)

[REDACTED]
DRIVERS LICENSE NUMBER

3-20-210
DATE SIGNED



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 03/30/2026

Board & Commission: City Council

Subject: Approval of Application for Garbage Haulers License — Anderson Junk Removal, LLC

Background:

The City of North Branch has received a completed application for a Garbage Haulers License from Anderson Junk Removal, LLC. The application includes full payment and insurance information as required.

Requested Council Action:

Motion and second to approve the Garbage Haulers License as presented.

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

CITY OF NORTH BRANCH APPLICATION FOR GARBAGE HAULERS LICENSE

The annual fee for a Garbage Hauler License is \$156. Please review the following information. If all information is correct please sign and submit with your payment for the license. If any information is incorrect please make necessary changes. Certificate of Insurance must be submitted with application.

Company Name: Anderson Junk Removal LLC
Mailing Address: 38077 Harvester Ave North Branch MN 55056
Company Location Address: 38077 Harvester Ave North Branch MN 55056
Contact Person: Cody Anderson
Phone Number: _____
Number of Vehicles Operating in the City: one
Licensing Period: January 1 to December 31, 2016
Type of Application: New Renewal

I hereby request the issuance of a Garbage Haulers License for the period indicated above and agree obey all pertinent Minnesota Law. I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of North Branch, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and the qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar with and abide by the requirements of the City, which is detailed in the pertinent section of the North Branch City Code, which is available on the City website at www.ci.north-branch.mn.us or upon request from the City Clerk and to be familiar with and abide by the laws of the City of North Branch and the State of Minnesota relating to this licensure.

3/30/16
Date _____
[Signature]
Signature of Applicant

FOR OFFICE USE ONLY

Receipt # and Date: _____
Liability Insurance Cert. Received: () Yes () No
Form SP-CI Received: () Yes () No

Work Comp Cert. Received: () Yes () No
Tenessen Warning Received: () Yes () No



CERTIFICATION OF COMPLIANCE WITH THE MINNESOTA WORKERS' COMPENSATION LAW

Name Anderson Cody Austin Doing Business As _____
Print last name, first name, and middle name. Print full business name, if different than your name.

Social Security No. _____ Federal Employer ID No. _____ State ID No. _____

Address 35011 Harvester Ave North Branch MN 55056
Print street address or route number. City or town name. State Zip Code

Business Telephone No. _____ Home Telephone No. _____

Type of Business Sunk removal, Dumpster rental, waste hauling
Print description (for Example: Bldg. Construction; or Logging; or Manufacturing.)

Workers' Compensation Insurance Company Name _____
Print full name of insurance company (NOT insurance agent).

Policy No. _____
Print full number from insurance policy.

Dates of Coverage _____ Through _____
Print starting date. Print ending date.

- OR -

I certify that I am not required to carry workers' compensation insurance because:
(Check One)

I am a sole proprietor and I have no employees.

I have no employees who are covered by the workers' compensation law.
(Only employees who are specifically exempted by statute are not covered by the worker's compensation law. These include: Spouse; Parents; Children, regardless of age; and farm labor employees of a family farm that spent less than \$8,000 for farm labor in the previous calendar year. All other workers whose work activity is controllable by the employer must be covered.)

I understand that the information provided above will be verified by the Minnesota Department of Labor and Industry. I understand that I am subject to a \$1,000 penalty if the information is false.

Signed By: [Signature] Date 3/30/2026



NORTH BRANCH

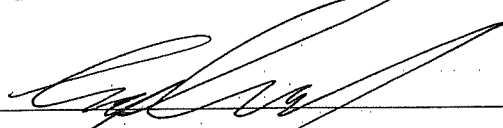
APPLICATION FOR LICENSE INVOLVING PRIVATE OR CONFIDENTIAL INFORMATION (Tennessee Warning)

THIS FORM MUST BE COMPLETED BY ALL INDIVIDUALS LISTED IN APPLICATION

In connection with your request for a license/registration the City of North Branch has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information is as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Applicant's Signature: 

Printed Name of Applicant: Cedy Anderson

Date: 3-30-2026



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/31/2026

Board & Commission: City Council

Subject: Approval of Resolution R-313-2026 to apply for a DNR Local Trail Connections grant for Flink Ave Phase II Trail

REQUESTED ACTION

To recommend approval of Resolution R-289-206 to authorize city staff to submit a grant application for the Flink Ave Trail Phase II project to the DNR Local Trail connections grant program.

Introduction

The Minnesota DNR is soliciting applications for the Local Trail Connections Program with an application deadline of March 31, 2026.

This program provides grants to local units of government to promote relatively short trail connections between where people live and desirable locations, not to develop significant new trails. Funding for this grant program is from "In Lieu Of" lottery proceeds.

Eligible projects

Eligible projects include acquisition and development of trail facilities. Projects must result in a trail linkage that is immediately available for use by the general public. Trail linkages include connecting where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails). Acquisition of trail right-of-way is eligible only when proposed in conjunction with trail development. Acquisition projects require a perpetual easement for recreational purposes. Development projects require a 20 year maintenance commitment by the project sponsor. Projects inside state park boundaries, state recreation areas, on state trail corridors and elements of the Regional Open Space System in the Twin Cities Metro System are not eligible.

Funding priorities

Priority for trail project funding will be given to projects that provide significant connectivity, will meet the needs and interests of future generations and diverse communities, provide an

opportunity to connect underserved communities to significant public resources and provide for a unique and interesting connection to the outdoors. Considerations also include trail length, expected amount and type of use, and quality and attractiveness of natural and cultural resources.

Background/Overview

The City Council approved Resolution R-5-2024 in February 2024 authorizing City staff to submit an application to the MnDOT Active Transportation (AT) Grant Program for the Flink Ave Trail Phase II Improvement Project. The Flink Ave Phase II Improvement project consists of the construction of a 10’ wide trail located on the west side of Flink Ave from 392nd Street to the existing pedestrian network located on the north side of the entrance to the North Branch Marketplace development.

The City was notified in May 2024 that the proposed project was selected for MnDOT Active Transportation Program Funds in the amount of \$574,332 for infrastructure improvements for the project.

The City Council approved a resolution authorizing WSB to provide engineering and construction inspection services for the project on January 28, 2025, and approved Resolution R-195-2025 on May 27, 2025, to approve the plans and specs and authorizing city staff to advertise for bids. The City received 6 bids for the project, all exceeding the budgeted grant award amount, with the low bid of \$1,557,221. City staff have been working with MnDot on the ability to extend the construction of the trail to start by June 2027 to allow for seeking future grant funding solicitations to assist with completing the project.

The DNR has a current local trail connection grant program solicitation that provides up to \$250,000 with a non-state cash match of at least 25 percent. This would require a minimum of \$62,500 commitment. Potential funding sources include the Park Dedication Fund, Park Improvement Fund and Municipal State Aid Street Funds. The grant applications are due March 31, 2026, and will be announced in summer 2026.

The Parks, Trails and Open Space Commission recommended approval of submitting an application to the DNR Local Trail Connections grant program for the Flink Ave Trail Phase II project.

REQUESTED ACTION

To recommend approval of Resolution R-289-206 to authorize city staff to submit a grant application for the Flink Ave Trail Phase II project to the DNR Local Trail connections grant program.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-313-2026

RESOLUTION TO APPLY FOR A DNR LOCAL TRAIL CONNECTIONS GRANT FOR THE FLINK AVE PHASE II TRAIL

WHEREAS, the City of North Branch supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct approximately 0.3 miles of paved trail for the Flink Avenue Phase II Trail System.

WHEREAS, The trail system provides connections from the Meadows North residential development to the Sunrise River, Regional Shopping Center and the entire city's trail system, including the Sunrise Prairie Regional Trail (US Bike Route 41), and

WHEREAS, the City of North Branch recognizes that it has secured \$574,332 in state cash matching funds through the Minnesota Department of Transportation Active Transportation grant program for this project.

WHEREAS, the City of North Branch recognizes that it has secured a minimum of \$428,577.75 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of North Branch is awarded a grant by the Minnesota Department of Natural resources, the City of North Branch agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of North Branch will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connections Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of North Branch names the fiscal agent for the City of North Branch for this project as:

Sharon Wright
Finance Director
City of North Branch
PO Box 910 - 6408 Elm St
North Branch, MN 55056

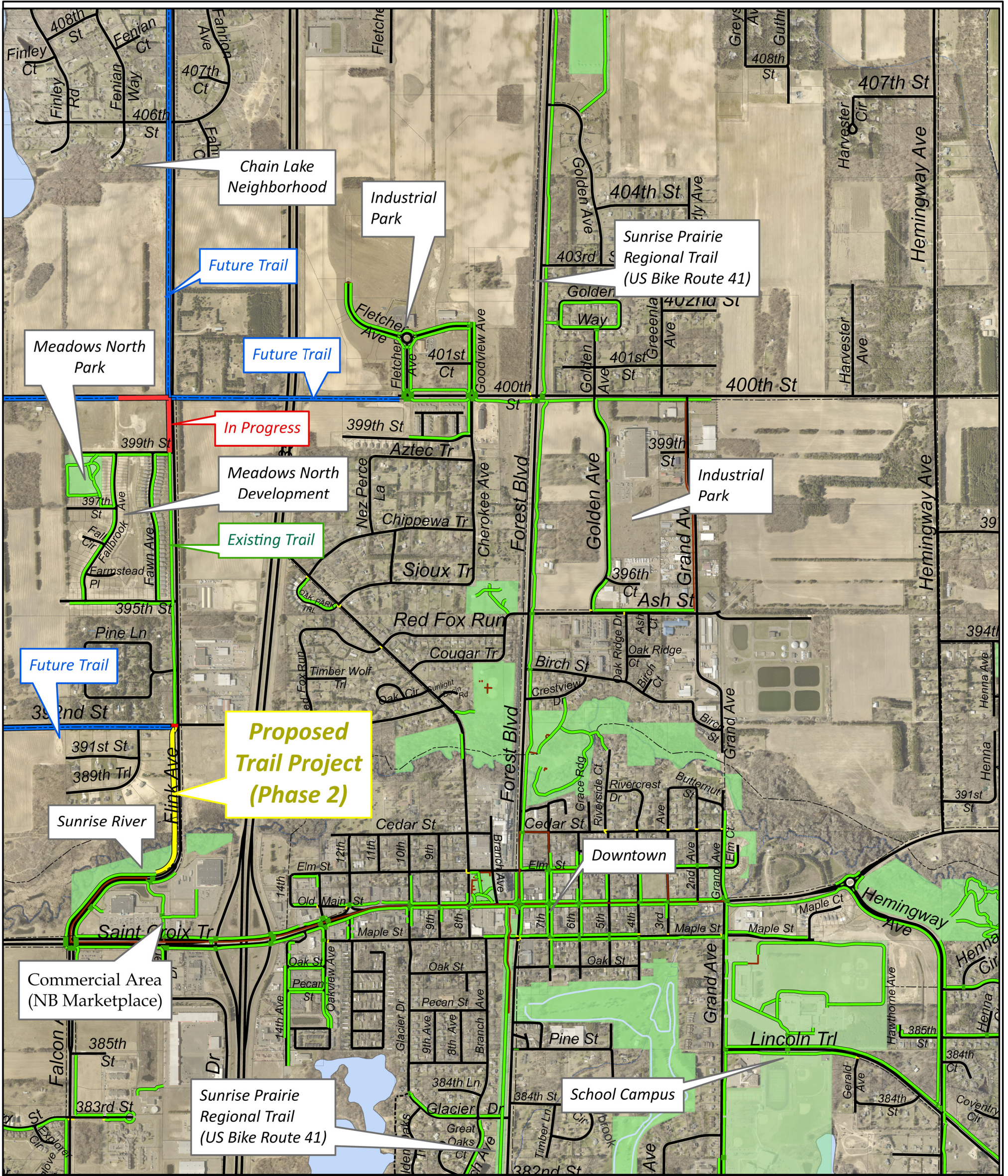
BE IT FURTHER RESOLVED, the City of North Branch hereby assures the Flink Ave Phase II Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANHC
THIS 8th DAY OF April, 2026.

Kevin Scheiber, Mayor

ATTEST:

Tonya Kostuch, City Clerk



- Proposed Trail
- In Progress
- Existing Facilities
- Future Trail

Flink Ave Trail Project Phase II
392nd St - NB Marketplace
North Branch - Chisago County, MN

Project Location Map



Date: Nov 30, 2023

Scale: 1":1,500'

MEMORANDUM

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

VIA EMAIL ONLY

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: April 2, 2026

Re: Legal Staff Report for April 8, 2026 City Council Meeting

We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during March 2026. The matters listed below are discussed in a general manner only for sake of brevity and to maintain any attorney-client privileged and/or confidential information/data.

Summary of City Matters

1. **Municipal Matters**
Attorneys researched, reviewed, and advised on closed captioning, code of conduct training, and ADA questions.
2. **Land Use and Real Estate Matters**
Attorneys researched, reviewed, and advised on a cannabis business zoning question. Attorneys reviewed and advised on closing of a real estate transaction and drafted documents in relation to the same.
3. **Staff Communications**
Attorneys also make occasional day-to-day communications with the City Administrator, City Engineer and City staff regarding the above-referenced matters, among others.

CMH/sc



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/02/2026

Board & Commission: City Council

Subject: Approval of contract for services provided by the Chisago County Senior Community Center in North Branch

Each year, the City of North Branch contracts with the Chisago County Senior Services Center for the provision of services for City residents. The contract renews each year on June 1, and it is time to consider and approve the contract for the period of time from June 1, 2026, to May 31, 2027. The requested contract amount is \$4,500 which is the same as 2025 and budgeted for.

Voting Requirements:

Voting Options Simple Majority

Chisago County Senior Center
38790 6th Avenue
North Branch, MN, 55056

March 31, 2026

City of North Branch
6408 Elm Street
P.O. Box 910
North Branch, MN 55056

Attention: Matthew Hill, City Administrator

As a Board Member of the Chisago County Board of Aging, I am writing to offer the city of North Branch the opportunity for services we can provide to many of your residents.

The Board of Aging was created to operate the Center and to be of benefit to all seniors in Chisago County. We provide socialization, education, entertainment, referrals, and activities. Catholic Charities provides congregate dining five days per week at the Senior Center located in North Branch.

This Senior Center is staffed 100% by volunteers, so there are no salary costs. However, utilities, equipment, insurance, and supply expenses still need to be paid. All of our income comes from donations, room rentals, service contracts, and fundraisers.

Therefore, we would appreciate your council's consideration of the enclosed contract. If it is approved, please sign and date as noted on the second page of the contract, and return the contract along with a check to my attention at the Senior Center. We encourage you to keep a copy for your records.

We hope to see many of your residents visit our facility. It is their Center too.

Sincerely,



Barb Cuppett, Board Member
Chisago County Board of Aging

**CONTRACT FOR HEALTH, SOCIAL, OR
RECREATIONAL SERVICES**

Refer to Minn. Stat. 471.935

WHEREAS; City of North Branch, Chisago County, Minnesota (hereinafter "City") is authorized under Minn. Stat. 471.935 to contract with non-profit organizations for up to \$10,000 a year for health, social, and recreational services if authorized by the city electors and the City Council considers the services to be in the public interest and good for the Town;

WHEREAS: Chisago County Senior Center (hereinafter "Organization") is a non-profit organization that has the capacity to provide health, social, or recreational to those within City;

WHEREAS; the amount authorized to be expended on the contract with Organization does not cause City to exceed the \$10,000 cumulative limit that can be expended under Minn. Stat. 471.935 in a year;

WHEREAS: the City Council considers the services delivered by Organization to be in the public interest and good for the City;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, City and Organization agree as follows:

1. **SERVICES PROVIDED.** Organization agrees to provide or make available the following services to those living within City and surrounding areas.

To provide a Senior Center that is a focus point on aging, where older adults join together for services, activities and special events. A charitable organization responding to their needs, interests, dignity, supporting their independence and encouraging involvement with their skills and experiences at the Senior Center and their respective communities.

2. **TERM.** This term shall be in effect for one year from June 1, 2026 through May 31, 2027

3. **COST.** City agrees to pay Organization a lump sum of \$ 4500.00 for the services it is to provide under this Agreement.

4. **INDEMNIFICATION, HOLD HARMLESS, AND DEFEND.** Any and all claims that arise or may arise against the Organization, its agents, servants, or employees as a consequence of any act or omission on the part of the Organization or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of City. Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which City, its officers, agents, or employees may hereafter sustain,

OK
W
101-49990-50360
4/2/2024

incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants, or employee, in the execution, performance, or failure to adequately Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by City of any statutory or immunities from liability.

5. **INDEPENDENT CONTRACTOR.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between City and Organization or of any obligations or commitments beyond the terms of this Agreement.

6.

7. **MODIFICATION & TERMINATION.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by City and Organization. City may terminate this Agreement, with or without cause, upon 30 days written notice.

8. **LEGAL COMPLIANCE.** Organizations shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the _____ day of _____, 20__

TOWN

City of North Branch

ORGANIZATIO

Chisago County Senior Center

BY:

Barb Cuppett,

Board member

BY: _____

Mayor

Date: _____

BY: Barb Cuppett _____

signature

Date: 3/31/26 _____

ATTEST: _____

City Administrator



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 03/23/2026

Board & Commission: City Council

Subject: Public Hearing Regarding a Police Department Automated License Plate Reader (ALPR) Policy and a Contract with Flock Safety for the Installation of Seven License Plate Reader Cameras Within the City.

Public Hearing steps

- 1) Staff Presents Topic
- 2) Close regular meeting
- 3) Open Public Hearing - state time
- 4) Citizen comments
- 5) Close Public Hearing - state time
- 6) Re-open Regular Meeting

Background Information

At the March 11, 2026 City Council meeting, the Council discussed a potential partnership with Flock Safety for the installation of Automated License Plate Reader (ALPR) cameras at strategic entry points throughout the City. Notice of the public hearing was properly posted in the City's official newspaper, at City Hall, and on the City's website and social media platforms.

Attached for review is additional information regarding Flock Safety, Minnesota Statute 13.824 governing ALPR use, and a draft departmental policy.

Overview of Flock License Plate Reader Cameras

What Flock ALPR Cameras do:

- Capture still images of vehicle license plates

- Compare plate data against national, state, and local law enforcement databases
- Notify on-duty officers of “hits,” including:
 - Stolen vehicles
 - Missing persons
 - AMBER Alerts
 - Vehicles associated with criminal activity
- Allow officers to search for historical data **only in support of active criminal investigations**, with all searches requiring a legitimate, documented purpose.

What Flock APLR Cameras do not do:

- Do **not** capture video
- Do **not** record vehicle speeds
- Do **not** capture images of people or faces
- Do **not** use facial recognition technology
- Do **not** assist with parking or traffic enforcement

State Statutes and Policy Requirements (MN Statute 13.824)

- ALPR systems may not be used to monitor or track individuals in an active investigation without a warrant, unless exigent circumstances exist.
- Data not tied to an active investigation must be destroyed within 60 days (Flock defaults to 30 days).
- All collected data is owned and controlled by the City of North Branch Police Department.
- Data sharing with other agencies is at the City’s discretion; Flock Safety cannot sell or share data without authorization.
- Agencies must maintain public transparency, including:
 - Camera locations (current and past)
 - Dates of active use
 - Total plate reads
 - Number of “hits”
 - Databases used for comparison
- Officers must verify alerts through the CJIS system before taking enforcement action.
- Agencies must undergo independent audits to ensure:
 - Proper data classification
 - Appropriate usage
 - Compliance with retention/destruction requirements
 - Adherence to state law
- ALPR use is strictly prohibited for:
 - Harassment or intimidation
 - Enforcement based solely on protected classes
 - Immigration enforcement

- Personal use

Flock Safety is a Minnesota BCA “screened-in” vendor, meaning it has been vetted and complies with FBI CJIS Security Policy standards.

Cost and Funding

The City received a proposal for a three-year contract with Flock Safety that includes:

- **Seven ALPR cameras** installed at key entry points.
- **Cost per camera:** \$3,000 annually
- **Total annual cost:** \$21,000
- **Total Cost of three-year contract:** \$63,000
- **Installation fees:** Waived by Flock Safety if approved

Optional Add-On: Traffic Analytics Module

- Annual cost: \$2,500
- Provides anonymized traffic data (no license plate information retained)
- Tracks vehicle counts, patterns, and trends over time
- Useful for public works, engineering, and safety planning
- Retains aggregated data for up to five years

Funding Source

The City received a one-time Public Safety Aid appropriation in 2023. Remaining funds from this allocation are eligible and available to support this project.

Voting Requirements:

Voting Options **Simple Majority**

13.824 AUTOMATED LICENSE PLATE READERS.

Subdivision 1. **Definitions.** (a) For purposes of this section, the following terms have the meanings given.

(b) "Automated license plate reader" means an electronic device mounted on a law enforcement vehicle or positioned in a stationary location that is capable of recording data on, or taking a photograph of, a vehicle or its license plate and comparing the collected data and photographs to existing law enforcement databases for investigative purposes. Automated license plate reader includes a device that is owned or operated by a person who is not a government entity to the extent that data collected by the reader are shared with a law enforcement agency. Automated license plate reader does not include a traffic safety camera system.

(c) "Traffic safety camera system" has the meaning given in section 169.011, subdivision 85a.

Subd. 2. **Data collection; classification; use restrictions.** (a) Data collected by an automated license plate reader must be limited to the following:

- (1) license plate numbers;
- (2) date, time, and location data on vehicles; and
- (3) pictures of license plates, vehicles, and areas surrounding the vehicles.

Collection of any data not authorized by this paragraph is prohibited.

(b) All data collected by an automated license plate reader are private data on individuals or nonpublic data unless the data are public under section 13.82, subdivision 2, 3, or 6, or are active criminal investigative data under section 13.82, subdivision 7.

(c) Data collected by an automated license plate reader may only be matched with data in the Minnesota license plate data file, provided that a law enforcement agency may use additional sources of data for matching if the additional data relate to an active criminal investigation. A central state repository of automated license plate reader data is prohibited unless explicitly authorized by law.

(d) Automated license plate readers must not be used to monitor or track an individual who is the subject of an active criminal investigation unless authorized by a warrant, issued upon probable cause, or exigent circumstances justify the use without obtaining a warrant.

Subd. 2a. **Limitations; certain camera systems.** A person must not use a traffic safety camera system for purposes of this section.

Subd. 3. **Destruction of data required.** (a) Notwithstanding section 138.17, and except as otherwise provided in this subdivision, data collected by an automated license plate reader that are not related to an active criminal investigation must be destroyed no later than 60 days from the date of collection.

(b) Upon written request from an individual who is the subject of a pending criminal charge or complaint, along with the case or complaint number and a statement that the data may be used as exculpatory evidence, data otherwise subject to destruction under paragraph (a) must be preserved by the law enforcement agency until the criminal charge or complaint is resolved or dismissed.

(c) Upon written request from a program participant under chapter 5B, automated license plate reader data related to the program participant must be destroyed at the time of collection or upon receipt of the

request, whichever occurs later, unless the data are active criminal investigative data. The existence of a request submitted under this paragraph is private data on individuals.

(d) Data that are inactive criminal investigative data are subject to destruction according to the retention schedule for the data established under section 138.17.

Subd. 4. Sharing among law enforcement agencies. (a) Automated license plate reader data that are not related to an active criminal investigation may only be shared with, or disseminated to, another law enforcement agency upon meeting the standards for requesting access to data as provided in subdivision 7.

(b) If data collected by an automated license plate reader are shared with another law enforcement agency under this subdivision, the agency that receives the data must comply with all data classification, destruction, and security requirements of this section.

(c) Automated license plate reader data that are not related to an active criminal investigation may not be shared with, disseminated to, sold to, or traded with any other individual or entity unless explicitly authorized by this subdivision or other law.

Subd. 5. Log of use required. (a) A law enforcement agency that installs or uses an automated license plate reader must maintain a public log of its use, including but not limited to:

(1) specific times of day that the reader actively collected data;

(2) the aggregate number of vehicles or license plates on which data are collected for each period of active use and a list of all state and federal databases with which the data were compared, unless the existence of the database itself is not public;

(3) for each period of active use, the number of vehicles or license plates in each of the following categories where the data identify a vehicle or license plate that has been stolen, a warrant for the arrest of the owner of the vehicle or an owner with a suspended or revoked driver's license or similar category, or are active investigative data; and

(4) for a reader at a stationary or fixed location, the location at which the reader actively collected data and is installed and used.

(b) The law enforcement agency must maintain a list of the current and previous locations, including dates at those locations, of any fixed stationary automated license plate readers or other surveillance devices with automated license plate reader capability used by the agency. The agency's list must be accessible to the public, unless the agency determines that the data are security information as provided in section 13.37, subdivision 2. A determination that these data are security information is subject to in-camera judicial review as provided in section 13.08, subdivision 4.

Subd. 6. Biennial audit. (a) In addition to the log required under subdivision 5, the law enforcement agency must maintain records showing the date and time automated license plate reader data were collected and the applicable classification of the data. The law enforcement agency shall arrange for an independent, biennial audit of the records to determine whether data currently in the records are classified, how the data are used, whether they are destroyed as required under this section, and to verify compliance with subdivision 7. If the commissioner of administration believes that a law enforcement agency is not complying with this section or other applicable law, the commissioner may order a law enforcement agency to arrange for additional independent audits. Data in the records required under this paragraph are classified as provided in subdivision 2.

(b) The results of the audit are public. The commissioner of administration shall review the results of the audit. If the commissioner determines that there is a pattern of substantial noncompliance with this section by the law enforcement agency, the agency must immediately suspend operation of all automated license plate reader devices until the commissioner has authorized the agency to reinstate their use. An order of suspension under this paragraph may be issued by the commissioner, upon review of the results of the audit, review of the applicable provisions of this chapter, and after providing the agency a reasonable opportunity to respond to the audit's findings.

(c) A report summarizing the results of each audit must be provided to the commissioner of administration, to the chairs and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues, and to the Legislative Commission on Data Practices and Personal Data Privacy no later than 30 days following completion of the audit.

Subd. 7. Authorization to access data. (a) A law enforcement agency must comply with sections 13.05, subdivision 5, and 13.055 in the operation of automated license plate readers, and in maintaining automated license plate reader data.

(b) The responsible authority for a law enforcement agency must establish written procedures to ensure that law enforcement personnel have access to the data only if authorized in writing by the chief of police, sheriff, or head of the law enforcement agency, or their designee, to obtain access to data collected by an automated license plate reader for a legitimate, specified, and documented law enforcement purpose. Consistent with the requirements of paragraph (c), each access must be based on a reasonable suspicion that the data are pertinent to an active criminal investigation and must include a record of the factual basis for the access and any associated case number, complaint, or incident that is the basis for the access.

(c) The ability of authorized individuals to enter, update, or access automated license plate reader data must be limited through the use of role-based access that corresponds to the official duties or training level of the individual and the statutory authorization that grants access for that purpose. All queries and responses, and all actions in which data are entered, updated, accessed, shared, or disseminated, must be recorded in a data audit trail. Data contained in the audit trail are public, to the extent that the data are not otherwise classified by law.

Subd. 8. Notification to Bureau of Criminal Apprehension. (a) Within ten days of the installation or current use of an automated license plate reader or the integration of automated license plate reader technology into another surveillance device, a law enforcement agency must notify the Bureau of Criminal Apprehension of that installation or use and of any fixed location of a stationary automated license plate reader.

(b) The Bureau of Criminal Apprehension must maintain a list of law enforcement agencies using automated license plate readers or other surveillance devices with automated license plate reader capability, including locations of any fixed stationary automated license plate readers or other devices. Except to the extent that the law enforcement agency determines that the location of a specific reader or other device is security information, as defined in section 13.37, this list is accessible to the public and must be available on the bureau's website. A determination that the location of a reader or other device is security information is subject to in-camera judicial review, as provided in section 13.08, subdivision 4.

History: 2015 c 67 s 3; 1Sp2021 c 11 art 3 s 4; 2024 c 127 art 3 s 2,3

NORTH BRANCH POLICE DEPARTMENT

GENERAL ORDER: 145.0

EFFECTIVE:

SUBJECT: **AUTOMATED LICENSE PLATE READERS (ALPR) - MN
STAT 626.8472**

145.1 **PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology (Minn. Stat. § 626.8472).

145.2 **POLICY**

The policy of the North Branch Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review..

145.3 **ADMINISTRATIONS**

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the North Branch Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery. All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief of Police or their designee. The Chief of Police will assign members under their command to administer the day-to-day operation of the ALPR equipment and data.

145.4 **OPERATIONS**

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- An ALPR shall only be used for official law enforcement business.
- No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- No ALPR operator may access confidential department, state or federal data unless authorized to do so.
- When an officer receives an alert on the ALPR, the officer should verify an ALPR response visually and/or audibly. The officer should then verify the information through the CJIS data system prior to taking action if the ALPR alert is the only indication.

145.5

RESTRICTIONS AND NOTIFICATIONS

The North Branch Police Department will observe the following guidelines regarding ALPR use (Minn. Stat. § 13.824):

- Data collected by an ALPR will be limited to:
 - License plate numbers.
 - Date, time and location of data captured.
 - Pictures of license plates, vehicles and areas surrounding the vehicle captured.
- ALPR data may only be matched with the Minnesota license plate data file, unless additional sources are needed for an active criminal investigation.
- ALPRs shall not be used to monitor or track an individual unless done so under a search warrant or because of exigent circumstances.
- The Bureau of Criminal Apprehension shall be notified within 10 days of any installation or use and of any fixed location of an ALPR.
- An ALPR shall not be used for harassment or intimidation, usage based solely on a protected class (i.e. race, gender, religion), or personal use.

The North Branch Police Department prohibits the use of Automatic License Plate Reader (ALPR) data for any form of immigration enforcement. Specifically:

- ALPR data collected, stored, or accessed by this department shall not be used for the purpose of identifying, investigating, or apprehending individuals based solely on actual or suspected immigration status.
- ALPR data shall not be shared with federal immigration authorities unless required by a valid court order or applicable state or federal law.
- The department shall ensure that all third-party ALPR vendors, partners, and law enforcement agencies receiving shared data from the North Branch Police Department comply with this policy and shall include language of understanding to that effect.

145.6 **DATA COLLECTION AND RETENTION**

The Chief of Police is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

ALPR data received from another agency shall be maintained securely and released in the same manner as ALPR data collected by this department (Minn. Stat. § 13.824).

ALPR data not related to an active criminal investigation must be destroyed no later than 30 days from the date of collection with the following exceptions (Minn. Stat. § 13.824):

- Exculpatory evidence - Data must be retained until a criminal matter is resolved if a written request is made from a person who is the subject of a criminal investigation asserting that ALPR data may be used as exculpatory evidence.
- Address Confidentiality Program - Data related to a participant of the Address Confidentiality Program must be destroyed upon the written request of the participant. ALPR data already collected at the time of the request shall be destroyed and future related ALPR data must be destroyed at the time of collection. Destruction can be deferred if it relates to an active criminal investigation.

All other ALPR data should be retained in accordance with the established records retention schedule.

145.7 **LOG OF USE**

A public log of ALPR use will be maintained that includes (Minn. Stat. § 13.824):

- Specific times of day that the ALPR collected data.
- The aggregate number of vehicles or license plates on which data are collected for each period of active use and a list of all state and federal public databases with which the data were compared
- For each period of active use, the number of vehicles or license plates related to:
 - A vehicle or license plate that has been stolen.
 - A warrant for the arrest of the owner of the vehicle.
 - An owner with a suspended or revoked driver's license or similar category.
 - Active investigative data.
- For an ALPR at a stationary or fixed location, the location at which the ALPR actively collected data and is installed and used.

A publicly accessible list of the current and previous locations, including dates at those locations, of any fixed ALPR or other surveillance devices with ALPR capability shall be maintained. The list may be kept from the public if the data is security information as provided in Minn. Stat. § 13.37, Subd. 2.

145.8

ACCOUNTABILITY

All saved data will be closely safeguarded and protected by both procedural and technological means. The North Branch Police Department will observe the following safeguards regarding access to and use of stored data (Minn. Stat. § 13.824; Minn. Stat. § 13.05):

- All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- Biennial audits and reports shall be completed pursuant to Minn. Stat. § 13.824, Subd. 6.
- Breaches of personal data are addressed as set forth in the Protected Information Policy (Minn. Stat. § 13.055).

- All queries and responses, and all actions, in which data are entered, updated, accessed, shared or disseminated, must be recorded in a data audit trail.
- Any member who violates Minn. Stat. § 13.09 through the unauthorized acquisition or use of ALPR data will face discipline and possible criminal prosecution (Minn. Stat. § 626.8472).

145.9

RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures (Minn. Stat. § 13.824):

- The agency makes a written request for the ALPR data that includes:
 - The name of the agency.
 - The name of the person requesting.
 - The intended purpose of obtaining the information.
 - A record of the factual basis for the access and any associated case number, complaint or incident that is the basis for the access.
 - A statement that the request is authorized by the head of the requesting law enforcement agency or their designee.
- The request is reviewed by the Chief of Police or the authorized designee and approved before the request is fulfilled.
 - A release must be based on a reasonable suspicion that the data is pertinent to an active criminal investigation.
- The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Flock Safety LPR FAQ

Why License Plate Readers (LPRs)?

Crime continues to hurt communities and 40% of Americans are afraid to walk home alone at night. In the past, when communities have felt less safe, the solution was often to hire more officers. Today, that solution is no longer viable for most communities due to the high costs and challenges associated with recruiting, hiring, and retaining officers. Now, many agencies are turning to technology to help them find smarter ways to do more with less. At Flock, we believe everyone has the right to feel safe and we are proud to provide an impactful and ethical tool to support communities' public safety goals. LPRs act as a force multiplier. They provide law enforcement with real-time information to help prevent crime, locate missing persons, and provide the objective evidence needed to solve cases, resulting in safer communities for all.

What is LPR?

LPRs have been used by law enforcement for decades. LPRs capture computer-readable images of vehicle details, such as license plates, which can be compared against databases like the AMBER Alert network. This information can help determine whether a vehicle was at a crime scene and generate alerts when a vehicle associated with a wanted suspect or stolen car passes a camera. The cameras can also integrate with national or state crime databases to provide real-time notifications, and agencies may choose to share their data with neighboring jurisdictions to enhance collaboration across communities. According to the National Center for Missing and Exploited Children (NCMEC), AMBER alert cases typically involve a vehicle. In some cases only vehicle descriptors are available and others a full or partial license plate may be available. When a child goes missing, every second matters. Flock's integration with the AMBER Alert system enables law enforcement to receive real-time alerts when a vehicle associated with an endangered or missing child is detected by an LPR camera—even when a full license plate number is not known. Since 2021, Flock is proud to have helped law enforcement recover over 100 missing children and over 1,000 missing persons nationwide.

What is Flock Safety?

Flock Safety is the leading safety technology platform, helping communities thrive by taking a proactive approach to solving and preventing crime. Our end-to-end hardware and software suite unites cities, law enforcement, businesses, schools, and neighborhoods in a nationwide public-private safety network. Flock is trusted by more than 6,000 communities, 5,000 law enforcement agencies, and 1,000 businesses to deliver real-time intelligence while upholding the highest standards of privacy, data integrity, and responsible innovation.

Visit www.flocksafety.com for more info.



Who Does Flock Safety Serve?

Flock Safety serves law enforcement agencies, schools, cities, counties, and states, as well as neighborhoods and businesses. We know it takes the whole community, working together, to make an impact on crime. Private entities can choose to share LPR information with their law enforcement department if they choose to do so.

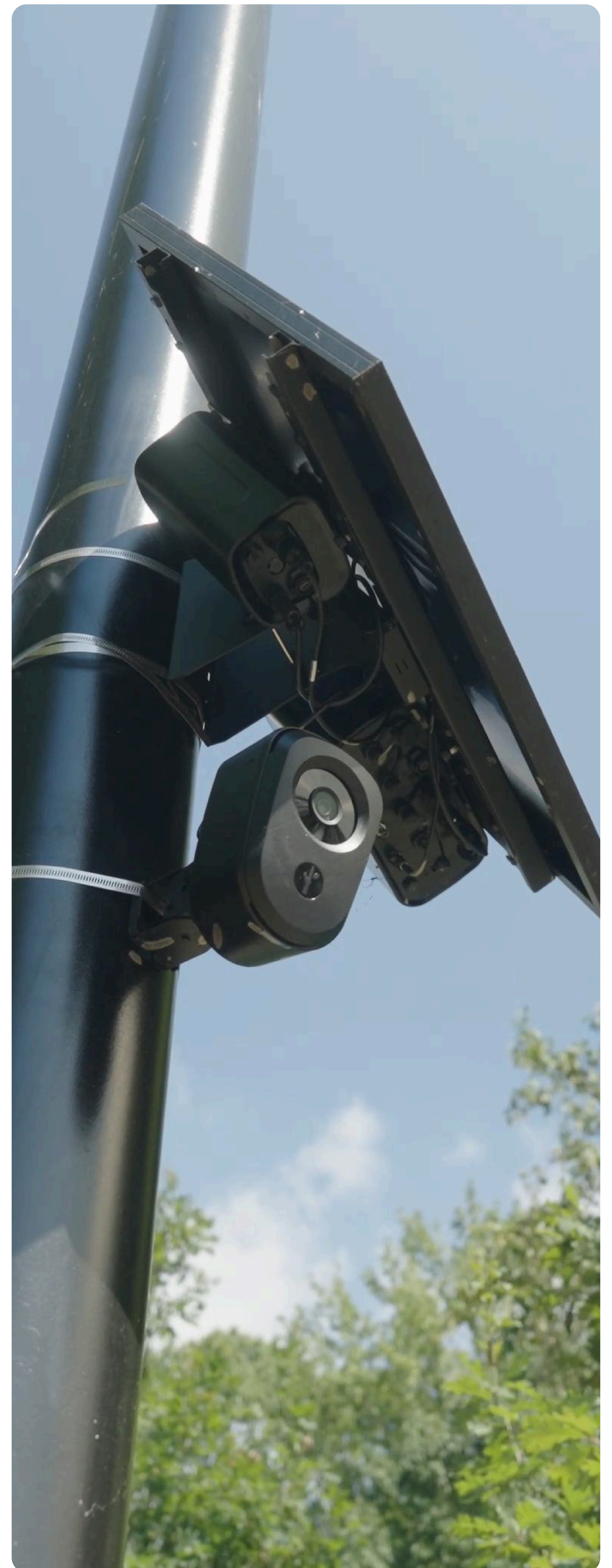
Where is Flock Safety located?

Flock Safety is headquartered in Atlanta and has over 1,500 employees across the U.S. We are trusted by 6,000 communities nationwide.

What makes Flock Safety LPR Unique?

Flock Safety is the most trusted LPR vendor in America and is committed to enhancing public safety technology while protecting your civil liberties. Flock's LPR systems require a search reason, which appears as a dropdown of "offense type" options, for every search, permanently preserved in an audit trail available for public oversight. Flock customers own and control 100% of the data collected by your LPR system. Your Department owns this data - only they choose who to share information with. Flock does not sell customer data and that commitment is enshrined in our contract with your city. Flock was the first provider of LPR technology to institute a 30-day data retention period by default, balancing efficacy of the tool to solve crime with community privacy. Flock is the only vendor that offers LPR Transparency Portals to our law enforcement customers. LPR Transparency Portals are platforms that provide the public with important information on how LPRs are utilized. We take data security seriously. All footage is end-to-end encrypted and securely stored in the cloud.

Flock believes public safety does not have to come at the expense of community values and remains committed to enhancing product features that promote compliance, accountability, and transparency.



How Does Flock Safety LPR Help Promote Transparency and Objectivity in Policing?

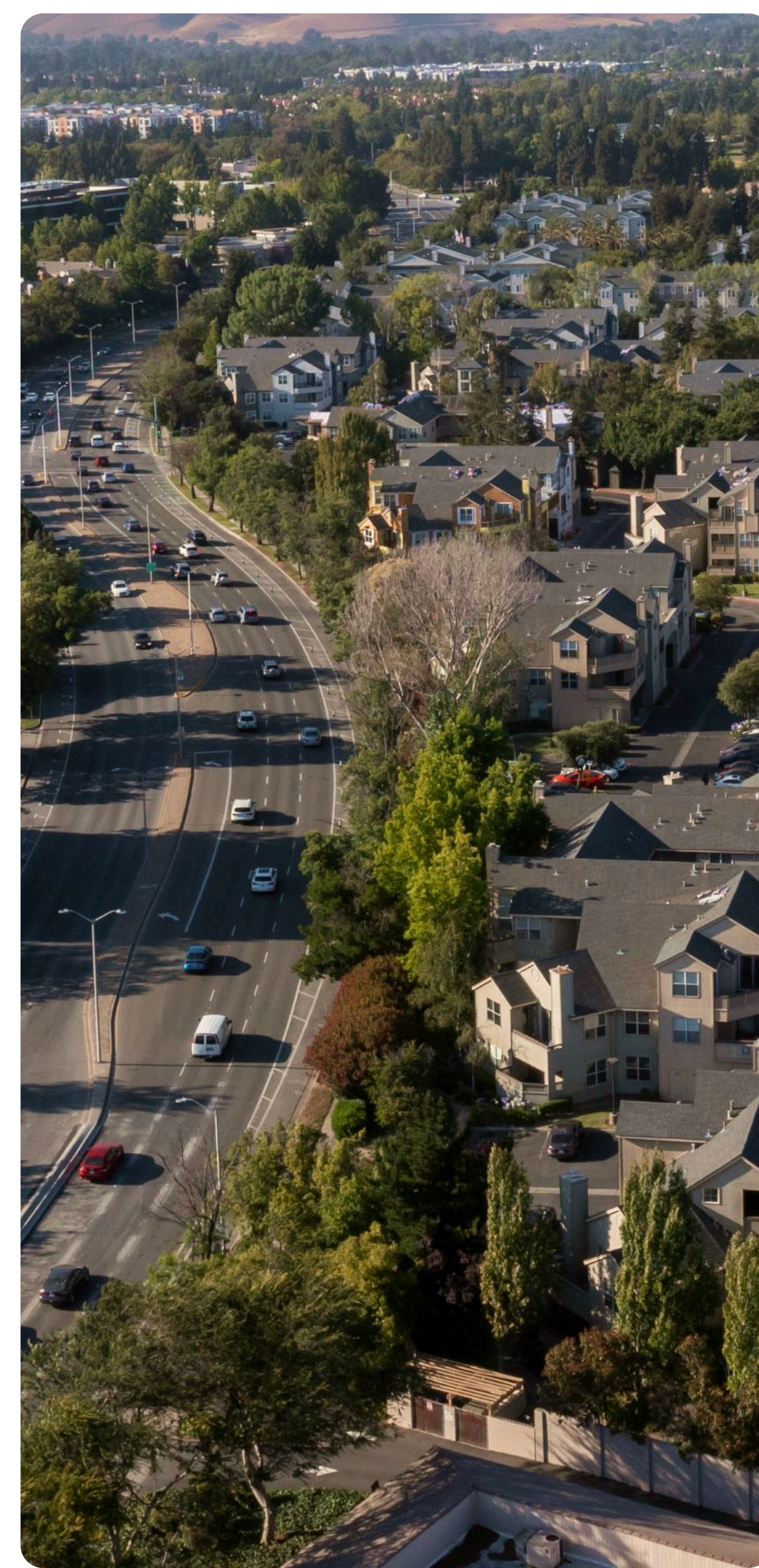
Public safety should be a right, not a privilege, and vulnerable communities deserve to be safe and free from biased policing, which is exactly why we are so proud that Flock LPR cameras help work towards that goal. Research shows that vulnerable communities disproportionately bear the burden of the economic, social, and health consequences of crime.

LPR technology reduces the potential for bias by providing objective, vehicle-based evidence and only alerting law enforcement to vehicles known to be associated with a crime or missing person. This reduces unnecessary and potentially negative interactions between vulnerable communities and law enforcement, including police pursuits.

Flock Safety is designed to enable and encourage transparency, with several features that create a robust audit trail. Customers must enter a reason for each search run through the Flock Safety system. That search history can be easily displayed for a community or law enforcement leadership to ensure the system is used for legitimate law enforcement purposes.

Flock Safety has also created the first free LPR Transparency Portal, which serves as a hub for a police agency's LPR usage, data retention, and search policies. Any law enforcement customer can implement the LPR Transparency Portal.

When used responsibly, public safety technology can make our communities safer without adding bias. Flock focuses on collecting clear, objective information that follows the law and reflects strong ethical standards. This helps communities prevent and respond to crime fairly and effectively. As technology evolves and changes, we'll continue to prioritize privacy, fairness, and people first—using innovation the right way to help everyone feel safe, because Flock believes everyone has a right to public safety.



How It Works



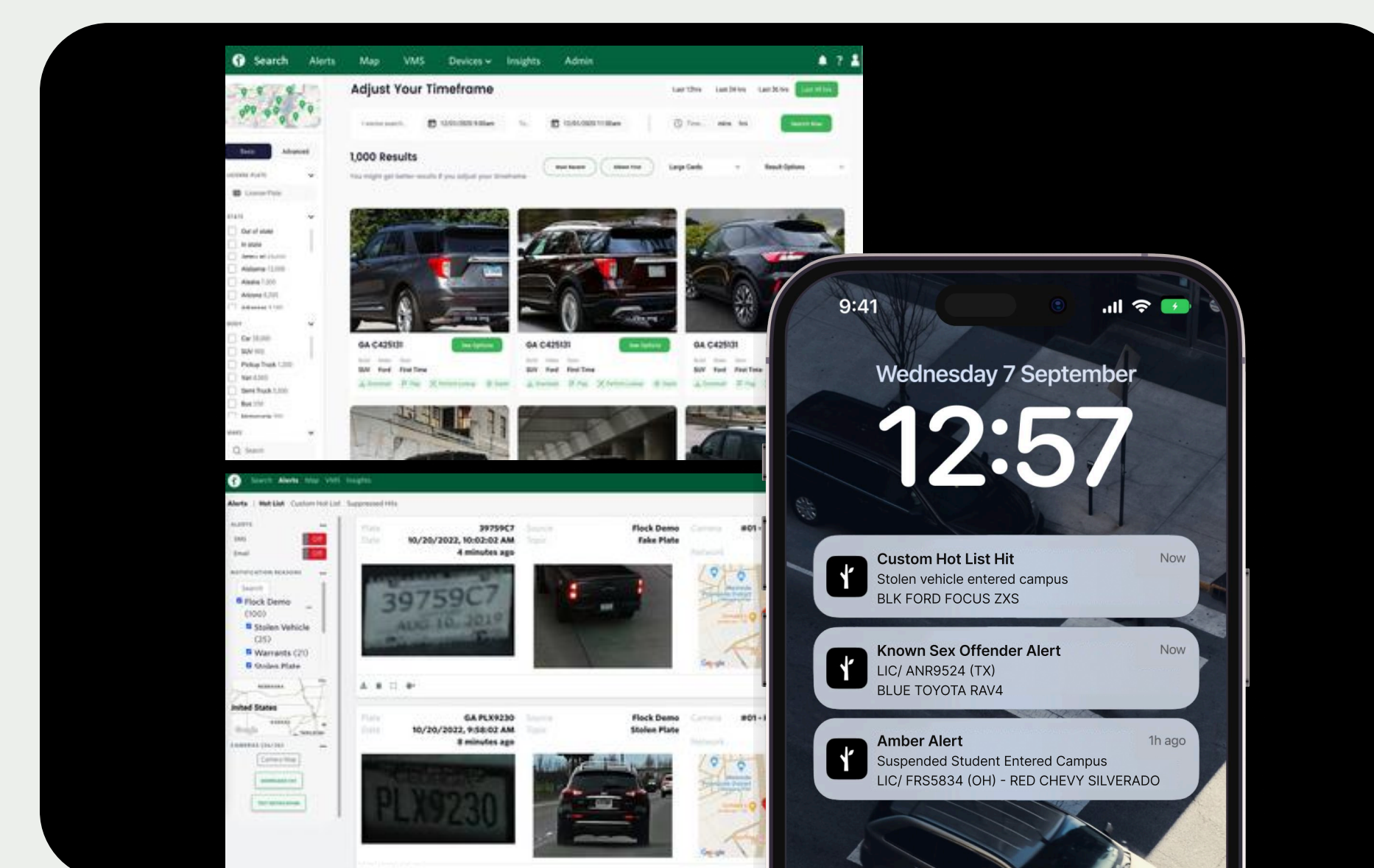
Detect

LPR cameras capture images of passing vehicles and send them to the cloud.



Investigate

Cloud-based machine learning software identifies characters on the plate and analyzes vehicle attributes like color and make, which is searchable for up to 30 days.



Respond

Law enforcement receive instant location-based notifications for custom Hot Lists, NCIC wanted lists, AMBER alerts, Silver alerts, and more.

*Flock Safety identifies vehicle body type, make, color, license plate (partial, missing, or covered plates), temporary plates, license plate state, and unique features like decals, bumper stickers, and accessories.



Securing Public Trust in LPR







Why Flock Safety is the privacy-protecting license plate recognition (LPR) choice for cities – legally, technically, and reputationally.



As communities demand both safety and accountability, city leaders must **ensure that any LPR program is designed to protect civil liberties and remain in compliance** with local laws and policies. The Flock LPR system is built with Privacy by Design: we collect only what is visible from public roadways, enforce strict retention, and hard-code safeguards that limit inappropriate access.

The Flock Standard: Four Ways Communities Can Improve Public Trust Around LPR

Flock's LPR ensures community safety doesn't come at the expense of community values.

 <p>Federal Sharing Safeguards</p> <p>Flock does not contract with ICE or DHS.</p>	 <p>No Data Resale</p> <p>Flock does not sell or share LPR data and is not a data broker.</p>	 <p>Breach and Security Risk</p> <p>Flock uses CJIS-aligned controls (including encryption at rest and in transit) and our cloud has never been compromised.</p>	 <p>Built In Transparency</p> <p>Flock offers permanent audit trails, automatic data deletion, and transparency portals</p>
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What Flock LPRs Collect (and What We Don't)

 <p>Collected:</p> <p>License Plate Text, Date/Time, Camera Location, and Basic Vehicle Attributes (Make/Model/Color) - All Observable From Public Roadways.</p>	 <p>Not Collected:</p> <p>Names, Addresses, Phone Numbers, Driver Identity, Biometric Identifiers, or Other Confidential Personal Information.</p>
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Bottom line: Flock's LPR is **not connected** to DMV records and does not build a database of people, only vehicle attributes already visible in public

Safeguards That Limit Federal Access



No national or statewide lookups for federal agencies: federal agencies are excluded from the nationwide and statewide network search capabilities.



Compliance with state-level restrictions: in states such as California and Virginia, legal restrictions that govern federal or out-of-state access to LPR data are coded directly in the platform to help customers with compliance.

Council FAQ

Q: How do we know this won't be used for unauthorized immigration enforcement?

A: There is no backdoor access into Flock. Flock does not contract with ICE or DHS, and federal agencies are excluded from national and statewide network search capabilities. In states such as California and Virginia, legal restrictions that may limit federal or out-of-state access to publicly funded LPR data are supported within the platform to help agencies comply.

Q: Does LPR capture confidential personal information?

A: No. Flock captures plates and vehicle characteristics that are visible from public roadways. It does not capture names, addresses, phone numbers, or driver identity.

Q: What happens to the data after 30 days?

A: By default, it is permanently deleted via a 30-day hard delete, supporting investigations while limiting long-term surveillance risk.

Q: If a citizen complains about misuse, can we audit access?

A: Yes. Every search requires a justification, and agencies can access a comprehensive audit trail for their organization showing who searched, when, and why.



The Executive Takeaway

If your city is considering LPR, the critical question is not whether LPR works, it's whether your vendor minimizes legal, security, and reputational risk. Flock's Privacy-by-Design model, hard-coded safeguards limiting federal access, strict default retention, and CJIS-aligned security controls make it the **lowest-risk LPR option to defend in public.**



Security Claims & Facts

CLAIM

Flock has inadequate security standards.

FACT

Flock is relentlessly focused on data integrity and security, and secures data in accordance with the highest industry requirements. This includes strict encryption standards that use a 256-bit key to convert plain text into cipher – virtually impenetrable to brute-force attacks. Flock adheres to the following security frameworks and certifications, amongst others:

- ISO 27001 compliance certification (an international framework for IT security)
- SOC 2 Type II, assessed by an audit that assesses an organization's controls over its data and system
- NIST 800-53, an information security standard defined by the National Institute of Standards and Technology (NIST)
- Secure By Design principles program authored by the Cybersecurity and Infrastructure Security Agency (CISA)

CLAIM

Flock has been hacked.

FACT

Flock's platform has never been hacked. A recent YouTube video claims "80,000 cameras" have been hacked. This is false. The YouTuber in question gained limited access to one older generation camera that had never been connected to our system and had never received a security update, which we push out frequently. Flock cameras are not connected to each other; access to one does not provide access to any others. No access to Flock's cloud environment is possible via a camera. All customer data collected by Flock devices is encrypted at rest, in transit, and while stored in the cloud. Flock's cloud storage has never been compromised.



CLAIM

It is possible to hack into Flock's cloud database from a Flock camera.

FACT

It is not possible to hack into Flock's cloud database from a Flock camera. Alleged vulnerabilities circulating on the internet have no effect on our cloud platform, where evidence and metadata is stored. Images sent to the cloud are fully encrypted in transit.

CLAIM

Flock does not update our hardware or mitigate identified vulnerabilities in our hardware system.

FACT

Flock publicly discloses identified vulnerabilities on a regular basis to the public vulnerability database maintained by MITRE, most recently in May 2025. Vulnerability identification and remediation is an ongoing process.

CLAIM

Flock does not require Multi-Factor Authentication for customers.

FACT

In November 2024, Flock made Multi-Factor Authentication (MFA) the default for all users, supported through common providers including Okta and Google Authenticator. For Single Sign-On (SSO), Flock supports multiple authentication methods including SAML, OIDC, and Azure-specific SSO. Following the decision to make MFA default, Flock proactively conducted outreach to thousands of law enforcement agencies to help them enable MFA, and the vast majority of Flock's law enforcement customers now use either MFA or SSO.

CLAIM

Foreign adversaries have access to the Flock system.

FACT

There is zero evidence that foreign actors have or have had any access whatsoever to Flock's system or cloud platform.



Flock Safety LPR®

Myths & Facts

MYTH

LPRs are mass surveillance and can track people everywhere they go.

FACT

LPRs take a point-in-time image of the rear of vehicles on public roadways. They do not continuously track vehicles. Images that don't match a specific search or alert connected to an investigation are never accessed and automatically deleted.

MYTH

Flock can keep our data and can sell or share it with 3rd parties

FACT

Flock does not sell customer data to third parties. Flock customers own the data collected by their LPR systems. Flock does not share it without customer permission. Local agencies decide if, when, and with whom to share data with and can revoke access at any time. This commitment is enshrined in our contracts with customers.

MYTH

LPRs are a violation of the 4th Amendment

FACT

Courts have consistently found that license plate readers, which take images of vehicles on public roads, are not a violation of privacy under the 4th Amendment.

MYTH

These cameras can use facial recognition

FACT

Flock does not utilize facial recognition technology.

MYTH

Flock's data is shared with ICE and federal agencies

FACT

Flock's customers own 100% of their data. Flock customers determine which other law enforcement agencies, if any, they want to share data with. Flock cannot share a customer's data without their approval.



MYTH

Private customers can access Flock's network

FACT

Private Flock customers do not have access to law enforcement data. While private customers can choose to share their data with a law enforcement agency, it is a one-way sharing relationship. Private customers can never access National or Statewide Lookup.

MYTH

LPRs don't have an impact on crime

FACT

Thousands of crimes are solved every week using Flock's LPR cameras. This is why groups like the National Center for Missing and Exploited Children and Mothers Against Drunk Driving consider Flock LPR cameras a critical tool in keeping our children and streets safe.

MYTH

This is new, untested technology

FACT

License Plate Readers have been around since the 1970s. Flock LPRs are highly accurate, collecting objective evidence and investigative leads proven to solve crime.

MYTH

Police can use these systems without oversight

FACT

Flock has created industry-leading audits and safeguards that go above and beyond legal requirements to help agencies quickly identify any misuse. A search reason and user ID are always required. Search records including user ID and search reason are kept permanently, creating an audit trail for robust oversight and accountability. Flock also offers an LPR Transparency Portal where agencies can share important information about how LPRs are utilized and can include audit information.

MYTH

Criminals will just cover license plates and render these useless

FACT

Flock's Vehicle Fingerprint Technology utilizes vehicle details like body-type, make, color, and other vehicle information to help identify wanted vehicles when a license plate is obscured or missing.





Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 03/23/2026

Board & Commission: City Council

Subject: Consider Approval of Resolution R-311-2026 Approving the Police Department's Automated License Plate Reader (ALPR) Policy

At the March 11, 2026 City Council Meeting, we discussed the potential partnership with Flock Safety for the installation of license plate reader cameras at strategic points within the city. Notice of tonight's public hearing was posted in the city's newspaper, at city hall, and on the city's websites and social media pages. A link to the draft Automated License Plate Reader Policy was also added to the city's website for review.

Requested Action & Staff Recommendation:

I respectfully request the City Council to approve the Automated License Plate Reader (ALPR) policy.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-311-2026

A RESOLUTION APPROVING THE POLICE DEPARTMENT'S AUTOMATED LICENSE PLATE READER (ALPR) POLICY

WHEREAS, the North Branch Police Department recognizes the potential benefits of utilizing Automated License Plate Reader Technology (ALPR) to enhance public safety by using vehicle recognition technology to aid investigations, locate stolen vehicles, identify vehicles associated with wanted individuals, assist with locating missing persons, and deter criminal activity; and

WHEREAS, the department is committed to ensuring the responsible and ethical use of ALPR technology, while upholding the rights and privacy of citizens; and

WHEREAS, the department has developed a comprehensive ALPR policy that addresses key operational, safety, and privacy concerns;

THEREFORE, BE IT RESOLVED, that the North Branch City Council hereby approves the attached ALPR policy, effective April 8, 2026;

AND BE IT FURTHER RESOLVED, that the policy shall be reviewed and updated periodically, but no less than annually, to ensure its continued relevance and effectiveness;

AND BE IT FURTHER RESOLVED, that all personnel utilizing ALPR technology shall receive adequate training, in accordance with the policy.

Passed by the City Council of North Branch, Minnesota this 8th day of April, 2026.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 03/23/2026

Board & Commission: City Council

Subject: Consider Approval of Resolution R-312-2026 Approving a Three-Year Contract with Flock Safety for Seven License Plate Reader Cameras within the City Limits

The City received a proposal for a three-year contract with Flock Safety that includes:

- **Seven ALPR cameras** installed at key entry points.
- **Cost per camera:** \$3,000 annually
- **Total annual cost:** \$21,000
- **Total Cost of three-year contract:** \$36,000
- **Installation fees:** Waived by Flock Safety if approved

Optional Add-On: Traffic Analytics Module

- Annual cost: \$2,500
- Provides anonymized traffic data (no license plate information retained)
- Tracks vehicle counts, patterns, and trends over time
- Useful for public works, engineering, and safety planning
- Retains aggregated data for up to five years

Funding Source

The City received a one-time Public Safety Aid appropriation in 2023. Remaining funds from this allocation are eligible and available to support this project.

Requested Action & Staff Recommendation:

I respectfully request the City Council to approve a three-year contract with Flock Safety for seven automated license plate readers.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-312-2026

A RESOLUTION APPROVING A THREE-YEAR CONTRACT WITH FLOCK SAFETY FOR SEVEN AUTOMATED LICENSE PLATE READER CAMERAS

WHEREAS, the North Branch Police Department utilizes various equipment to carry out their operational duties; and

WHEREAS, Automated license plate reader cameras are a tool utilized by local law enforcement to assist with these duties; and

WHEREAS, Flock Safety is a provider of automated license plate reader cameras which offer a 3-year contract; and

WHEREAS, The price is \$21,000 per year with a total price of \$63,000 for the 3-year contract;

THEREFORE, BE IT RESOLVED, that the North Branch City Council hereby authorizes a three-year contract with Flock Safety for seven automated license plate reader cameras for \$63,000;

Passed by the City Council of North Branch, Minnesota this 8th day of April, 2026.

Kevin Schieber, Mayor
ATTEST:

Matthew Hill, City Administrator

**Flock Safety + MN - North Branch
PD**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Karim Richani
karim.richani@flocksafety.com
+19169458073

Created Date: 03/26/2026
Expiration Date: 03/04/2026
Quote Number: Q-186255
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 6408 Elm St North Branch, Minnesota 55056

Ship To: 6408 Elm St North Branch, Minnesota 55056

Billing Company Name: MN - North Branch PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 36 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$21,000.00
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	7	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$0.00	7	\$0.00

Subtotal Year 1:	\$21,000.00
Annual Recurring Subtotal:	\$21,000.00
Discounts:	\$4,550.00
Estimated Tax:	\$0.00
Contract Total:	\$63,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$21,000.00
Annual Recurring after Year 1	\$21,000.00
Contract Total	\$63,000.00

*Tax not included

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$4,550.00

Product and Services Description

FlockOS Features	Description
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 04/02/2026

Board & Commission: City Council

Subject: Finance Update

Finance Update – February 2026

Cash and Investments

The City remains in a strong financial position with stable operations, solid liquidity, and consistent investment performance.

- **Operating Cash:** Approximately **\$6.6 million** is held in checking and money market accounts.
- **Target Balance: \$6.0 million**, which provides sufficient liquidity while minimizing the risk of penalties associated with large invoices or pay applications.
- **Variance:** The February cash balance remains within the target; however, we have some large items anticipated in mid-April.

In addition to cash, the City holds **\$17.3 million in diversified investments**, including U.S. Agencies, Treasuries, Certificates of Deposit, and Bonds.

- The portfolio earned an average rate of **3.93% in January**, generating approximately **\$50,000 in monthly interest income**.
- Returns remain consistent with current market conditions, with 2-year government securities yielding around **3.8%**.

Overall, the investment strategy continues to emphasize **safety, liquidity, and stable returns**.

Liquor Store Fund Performance

The Liquor Store Fund reflects a stable start to the new year. While revenue continued in a downward trend compared to the prior year, the net income percentage is still 18.03%.

- **Revenue:** holding steady at 98.47% of the 3-year average.
- **Expenses:** Decreased \$112,415 compared to the prior year.
- **Net Income Before Transfers:** \$94,253 profit.

The improved performance is largely attributable to improved purchasing practices.

General Financial Update

- **Technology Department:** Approximately **44% of the annual budget spent**, which is typical due to annual software licenses that renew each year on January 1, as well as one-time purchases of computer equipment at the beginning of the year.
- **Department Expenditures:** Department expenditures are better aligned with prior year and current budget in February.
- **EDA Fund:** Continues to show a negative net position, which is expected as its primary revenue source—property taxes—is not received until July.
- **Generation Fund:** When the current expenses are extrapolated for the year, it ends up with a negative net income. This will be offset by interest earnings and the true expenses that occur will be monitored to keep this amount in line with the actual revenue received.

All other funds remain stable.

Overall Financial Position

- Liquidity remains strong with stable revenues and disciplined expense management.
- Investment earnings continue to provide steady supplemental funding.
- Liquor Store operations continue to show strong financial performance.

Bottom of Form

Voting Requirements:

Bank Account Balances 2/28/2026

	EOM Balance	Interest Rate
Old National - Checking (0753)	680,150.44	0.0%
Old National - MM (2886)	4,045,548.47	3.45%
Associated - Checking (4089)	69,772.99	0.0%
Associated - MM (3859)	1,820,361.31	4.25%
Xpress Cash Balance	26,800.26	0.00%
Total Checking/Savings	<u>\$ 6,642,633.47</u>	

Investments

US Bank	15,269,764.96	Varies *
Neighborhood National CD	1,000,000.00	1.8%
Wells Fargo	1,070,668.95	Varies *
Total Investments	<u>\$ 17,340,433.91</u>	

Total Cash & Investments	<u><u>\$ 23,983,067.38</u></u>
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US Bank and Wells Fargo investments have multiple types of investments with different interest rates that fluctuate from 2% to 4.97% with an average of 3.934%.

Monthly Report for Liquor Store - Council Report

February 2026

Percent of Year: 16.67%

Sales by Month	3 Year Avg				
	2026 Sales	Sales	2025 Sales	2024 Sales	2023 Sales
January	\$ 270,358	\$ 267,378	\$ 291,927	\$ 249,337	\$ 260,869
February	252,424	263,554	271,922	260,707	258,033
March	-	298,489	312,449	295,583	287,435
April	-	301,288	320,504	288,819	294,541
May	-	370,369	390,914	359,929	360,263
June	-	372,085	363,395	356,157	396,703
July	-	393,482	407,811	387,761	384,874
August	-	398,130	403,319	416,855	374,215
September	-	360,443	349,113	367,288	364,930
October	-	336,889	341,819	348,507	320,341
November	-	335,195	329,442	360,918	315,225
December	-	401,629	376,764	435,391	392,734
Total	\$ 522,782	\$ 4,098,931	\$ 4,159,379	\$ 4,127,252	\$ 4,010,162

YTD Sales compared to 3 Year Avg	\$ (8,150)	YTD Sales compared to 3 Year Avg	98.47%
YTD Sales compared to 2025 Sales	\$ (41,067)	YTD Sales compared to 2025 Sales	92.72%

Expenses by Month	2026	3 Year Avg	2025	2024	2023
	Expenses	Expenses	Expenses	Expenses	Expenses
January	162,873	\$ 236,792	278,943	175,638	255,794
February	265,656	288,753	262,001	331,652	272,608
March	-	310,870	281,533	324,884	326,195
April	-	301,215	306,612	287,748	309,284
May	-	366,758	382,917	389,397	327,960
June	-	294,351	301,144	275,479	306,429
July	-	351,556	311,880	378,477	364,310
August	-	373,026	389,614	365,253	364,211
September	-	326,835	303,075	346,710	330,720
October	-	277,308	288,136	237,750	306,036
November	-	337,813	256,422	378,443	378,576
December	-	493,171	511,686	580,224	387,602
Total	\$ 428,529	\$ 3,958,447	\$ 3,873,964	\$ 4,071,654	\$ 3,929,724

YTD Exps compared to 3 Year Avg	\$ (97,016)	YTD Expenses compared to 3 Year Avg	81.54%
YTD Exps compared to 2025 Exps	\$ (112,415)	YTD Expenses compared to 2025 Exps	79.22%

	2026	3 Year Avg	2025	2024	2023
YTD Net Income (Before Transfers)	\$ 94,253	\$ 140,484	\$ 285,415	\$ 55,598	\$ 80,438
Net Income Percentage	18.03%	3.43%	6.86%	1.35%	2.01%

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

	2026 Annual Budget	Actual 2026 YTD	Actual East	Actual West
Sales	\$ 4,403,671	\$ 522,782	\$ 372,394	\$ 150,388
Cost of Sales	3,383,127	304,745	208,374	96,371
Gross Margin	\$ 1,020,544	\$ 218,037	\$ 164,021	\$ 54,017
	23.2%	41.7%	44.0%	35.9%

Monthly Report for Liquor Store - Council Report

February 2026

Percent of Year: 16.67%

2026 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	270,358	107,604	116,593	27,997	9,513	8,652
February	252,424	99,559	111,396	25,349	8,412	7,708
March	-					
April	-					
May	-					
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	522,782	207,162	227,989	53,346	17,925	16,360
Budget Total by Category	4,403,671	1,574,916	2,116,542	449,028	113,400	149,785

2026 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	99,283	29,718	52,186	9,080	4,379	3,920
February	205,462	91,462	84,919	18,944	4,878	5,258
March	-					
April	-					
May	-					
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	304,745	121,181	137,105	28,024	9,257	9,178
Budget Total by Category	3,383,127	1,211,475	1,629,167	345,406	81,000	116,079

Monthly Report for Liquor Store - Council Report

February 2026

Percent of Year: 16.67%

2025 Sales and Cost of Goods Sold for Comparison

2025 Sales By Category

	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	375,182	158,683	146,320	49,730	10,179	10,270
Total	4,145,579	1,566,272	1,930,884	396,400	110,207	141,817

Budget Total by Category

Category	4,264,983	1,538,997	2,074,599	446,826	61,000	143,561
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2025 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	197,271	70,807	92,673	22,267	5,747	5,776
March	215,775	88,594	91,132	23,825	4,551	7,672
April	248,250	94,221	127,565	14,754	5,188	6,523
May	302,502	112,929	148,341	25,240	5,761	10,231
June	243,217	86,363	138,001	7,370	3,131	8,352
July	250,491	80,559	137,287	18,564	4,993	9,089
August	307,288	102,590	168,665	16,725	8,494	10,814
September	245,121	87,019	128,277	14,864	5,138	9,824
October	230,120	77,950	120,831	15,798	4,963	10,577
November	196,203	69,075	100,932	16,453	3,204	6,539
December	349,680	140,307	160,982	33,636	6,421	8,335
Total	2,975,850	1,109,121	1,480,498	224,124	64,321	97,787

Budget Total by Category

Category	3,106,843	1,120,529	1,515,300	320,788	44,000	106,226
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City of North Branch

February 2026 Update

Percent of Year

16.67%

General Fund

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance - General Fund (2026 estimate)	\$ 5,021,391	\$ 5,333,430	\$ (312,039)		
Revenues:					
Taxes	\$ -	\$ 16	\$ (16)	\$ 6,621,924	\$ 6,655,200
Licenses & Permits	31,919	41,453	(9,534)	402,840	377,050
Intergovernmental	140,999	134,387	6,612	1,670,112	1,670,112
Charges for Services	4,108	7,027	(2,919)	101,000	101,800
Fines & Forfeits	3,745	3,732	13	20,000	17,000
Other Revenue	84,981	41,352	43,628	245,000	154,000
Other Financing Sources	-	-	-	588,833	588,833
Total Revenues	\$ 265,752	\$ 227,968	\$ 37,784	\$ 9,649,709	\$ 9,563,995
Expenditures:					
City Council	\$ 117	\$ 102	\$ 15	29,763	\$ 31,037
City Administrator	30,528	26,358	4,171	166,700	175,739
City Clerk	21,555	12,246	9,309	117,833	136,510
Elections	-	-	-	17,450	17,900
Technology	208,313	115,710	92,603	455,759	468,000
Human Resources	11,047	-	11,047	98,292	116,699
Finance	53,514	56,259	(2,745)	352,108	407,501
City Attorney	3,566	9,860	(6,294)	59,265	50,000
City Engineer	-	3,384	(3,384)	73,201	40,000
Legislative	5,000	-	5,000	30,000	31,500
Planning & Zoning	22,615	-	22,615	167,510	195,897
City Facilities	35,852	33,158	2,694	169,140	160,695
Police	616,730	516,786	99,943	2,968,821	3,149,421
Fire	70,064	183,152	(113,087)	800,214	864,133
Building Inspection	55,167	60,245	(5,078)	383,217	390,136
Civil Defense	600	243	357	2,761	4,200
Animal Control	400	350	50	4,133	9,120
Street Lights	11,686	5,701	5,986	66,745	70,000
Public Works	258,679	192,929	65,749	2,154,076	2,189,011
Parks	27,494	43,356	(15,862)	560,789	618,260
Library	28,258	13,600	14,658	126,322	110,536
Non-Dept Exps	46,051	52,836	(6,785)	640,402.00	615,400
Total Expenditures	\$ 1,507,238	\$ 1,326,274	\$ 180,964	\$ 9,444,501	\$ 9,851,695
Net Postion increase/(decrease)	\$ (1,241,486)	\$ (1,098,306)	\$ (143,180)	\$ 205,208	\$ (287,700)

EDA (201)

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance (2026 estimate)	\$ 560,062	\$ 215,421	\$ 344,641		
Revenues:					
Taxes	\$ -	\$ -	-	622,210	\$ 625,337
Intergovernmental	-	-	-	-	-
Other Revenue	7,600	13,176	(5,576)	11,400	3,800
Other Financing Sources	-	-	-	135,000	135,000
Total Revenues	<u>\$ 7,600</u>	<u>\$ 13,176</u>	<u>\$ (5,576)</u>	<u>\$ 768,610</u>	<u>\$ 768,203</u>
Expenditures:					
Operating Expenditures	\$ 26,426	\$ -	26,426	737,108	\$ 605,579
Total Expenditures	<u>\$ 26,426</u>	<u>\$ -</u>	<u>\$ 26,426</u>	<u>\$ 737,108</u>	<u>\$ 605,579</u>
Net Postion increase/(decrease)	<u>\$ (18,826)</u>	<u>\$ 13,176</u>	<u>\$ (32,002)</u>	<u>\$ 31,503</u>	<u>\$ 162,624</u>

Sewer Fund (602)

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance (2026 Estimate)	\$ 14,398,821	\$ 14,101,651	\$ 297,170		
Revenues:					
Charges for Services	\$ 9,502	\$ 22,239	\$ (12,737)	412,000	\$ 400,000
Utility Charges	268,827	263,984	4,842	1,840,000	1,802,000
Other Revenue	-	31,211	(31,211)	100,000	5,000
Other Financing Sources	-	-	-	-	237,572
Total Revenues	<u>\$ 278,328</u>	<u>\$ 317,435</u>	<u>\$ (39,106)</u>	<u>\$ 2,352,000</u>	<u>\$ 2,444,572</u>
Expenditures:					
Sanitary Sewer	\$ 206,031	\$ 255,157	(49,127)	2,276,387	\$ 2,845,727
Total Expenditures	<u>\$ 206,031</u>	<u>\$ 255,157</u>	<u>\$ (49,127)</u>	<u>\$ 2,276,387</u>	<u>\$ 2,845,727</u>
Net Postion increase/(decrease)	<u>\$ 72,298</u>	<u>\$ 62,277</u>	<u>\$ 10,021</u>	<u>\$ 75,613</u>	<u>\$ (401,155)</u>

Liquor Store Fund (609)

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance (2026 estimate)	\$ 688,919	\$ 523,504	\$ 165,415		
Revenues:					
Liquor Store - East	\$ 372,394	\$ 392,301	\$ (19,907)	2,969,654	\$ 3,125,952
Liquor Store - West	150,388	169,213	(18,826)	1,213,833	1,277,719
Cost of Liquor Sold - East	(208,374)	(272,790)	64,417	(2,305,859)	(2,401,344)
Cost of Liquor Sold - West	(96,371)	(114,412)	18,040	(988,225)	(981,783)
Other Revenue	-	2,335	(2,335)	3,700	3,700
Total Revenues	\$ 218,037	\$ 176,648	\$ 41,390	\$ 893,103	\$ 1,024,244
Operating Expenses:					
Liquor Store - East	\$ 87,510	\$ 91,068	(3,558)	\$ 522,024	\$ 550,034
Liquor Store - West	51,217	62,674	(11,457)	229,549	353,966
Transfers	-	-	-	-	350,000
Total Operating Expenses	\$ 138,727	\$ 153,742	\$ (15,015)	\$ 751,572	\$ 1,254,000
Net Postion increase/(decrease)	\$ 79,310	\$ 22,906	\$ 56,405	\$ 141,530	\$ (229,756)
Net Profit Percentage	15.17%	4.06%		3.38%	

Stormwater Fund (612)

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance (2026 estimate)	\$ 6,363,933	\$ 6,467,061	\$ (103,128)		
Revenues:					
Utility Charges	\$ 42,975	\$ 42,934	41	465,000	\$ 465,000
Other Revenue	6,309	5,905	404	6,309	7,500
Other Financing Sources	-	-	-	-	547,791
Total Revenues	\$ 49,284	\$ 48,839	\$ 445	\$ 471,309	\$ 1,020,291
Expenditures:					
Storm Sewer	\$ 28,598	\$ 39,755	(11,157)	460,000	\$ 1,224,022
Total Expenditures	\$ 28,598	\$ 39,755	\$ (11,157)	\$ 460,000	\$ 1,224,022
Net Postion increase/(decrease)	\$ 20,686	\$ 9,084	\$ 11,602	\$ 11,309	\$ (203,731)

Water Fund (615)

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance	\$ 17,437,084	\$ 17,004,602	\$ 432,482		
Revenues:					
Charges for Services	\$ 3,400	\$ 15,300	\$ (11,900)	40,800	\$ 185,000
Water Charges	248,956	251,162	(2,206)	1,893,737	2,005,000
Other Revenue	8,713	20,190	(11,478)	104,551	50,000
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 261,069	\$ 286,652	\$ (25,584)	\$ 2,039,089	\$ 2,240,000
Expenditures:					
Water	\$ 197,873	\$ 265,384	(67,511)	1,811,171	\$ 5,117,834
Total Expenditures	\$ 197,873	\$ 265,384	\$ (67,511)	\$ 1,811,171	\$ 5,117,834
Net Postion increase/(decrease)	\$ 63,196	\$ 21,268	\$ 41,928	\$ 227,918	\$ (2,877,834)

Generation Fund (620)

	<u>2/28/2026</u>	<u>2/28/2025</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2026</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2026</u>	<u>Budget</u>
Fund Balance	\$ 12,205,315	\$ 11,974,349	\$ 230,966		
Revenues:					
Utility Charges	\$ 60,000	\$ 60,000	\$ -	\$ 360,000	\$ 360,000
Other Revenue	-	65,794	(65,794)	-	-
Total Revenues	\$ 60,000	\$ 125,794	\$ (65,794)	\$ 360,000	\$ 360,000
Expenditures:					
Generation	\$ 56,225	\$ 59,987	(3,762)	418,000	\$ 2,324,304
Total Expenditures	\$ 56,225	\$ 59,987	\$ (3,762)	\$ 418,000	\$ 2,324,304
Net Postion increase/(decrease)	\$ 3,775	\$ 65,807	\$ (62,032)	\$ (58,000)	\$ (1,964,304)



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/02/2026

Board & Commission: City Council

Subject: Consider Approval of Ordinance No.409-26 amending North Branch City Code, Chapter 18: Businesses, Article XII: Cannabis Regulation

BACKGROUND

On October 28, 2025, (tabled from the October 14 meeting) the City Council discussed and approved a license application for a cannabis retail establishment at the regular Council meeting. During the deliberation of this license, several questions were raised regarding the clarity and/or application of certain provisions within City Ordinance No. 381-24, which governs the zoning and operational location of cannabis businesses.

As a condition of the discussion and subsequent approval, the City Council directed staff to place the review of City Ordinance No. 381-24 on a future Council agenda for a dedicated discussion including clarity on Buffer Zones: Potential ambiguity in the measurement or application of distance requirements from sensitive uses (e.g., schools, parks, and daycare facilities).

At the January 27, 2026 City Council meeting, the consensus of the Council was to have Council Member Canada bring some recommended changes for review at a future meeting.

Member Canada brought some ideas back to the City Council on March 25, 2026. Consensus was for Canada to bring back to Council with some areas of change which may include adjustments to hours and buffer zones. After discussion with Member Canada, he decided to present an ordinance amendment with the addition of a buffer zone of 500 feet from city parks, and not to request any changes to hours of operation.

Requested Action:

Council Member Canada requests that the Council considers approval of Ordinance No. 409-26 amending City Code, restricting cannabis sales within a 500 foot buffer zone around city parks.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 409-26

AMENDING CHAPTER 18 BUSINESS, ARTICLE XII CANNABIS REGULATION
THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN THAT: (New
material is in red.)

Section #1. Chapter 2 of the City of North Branch City Code is hereby amended to read as
Follows:

ARTICLE XII CANNABIS REGULATION

Sec. 18-378 Requirements for Cannabis Businesses

Minimum Buffer Requirements:

- A cannabis business shall not operate within 1,000 feet of a school.
- A cannabis retail business shall not operate within 1,000 feet of another cannabis retail business.
- A cannabis retail business shall not operate within 500 feet of a City owned park.

For the purposes of this article, the distance shall be determined by horizontal measurement from the nearest existing school, public park as described above, or cannabis retail business to the nearest point of the structure housing the proposed new cannabis business use.

Per Minnesota Statutes §462.357 subd. 1e, nothing in this section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

Section #2.

Summary Publication The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

Ordinance 409-26 Amending Chapter 18 Business, Article XII Cannabis Regulation. The ordinance regulates the buffer zones regulating the location cannabis sales can operate within

the City to comply with MN state statutes and uphold the health, safety, and welfare of the City's residents.

This Ordinance shall have full force and effect upon its passage and publication.

Passed by the City Council of the City of North Branch, Minnesota, this 8th day of April, 2026.

Kevin Schieber, Mayor

ATTEST:

Tonya Kosuch, City Clerk