NORTH BRANCH
——Minnesota——

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Jim Ibinger
Councilmember

Patrick Meacham
Councilmember

CITY COUNCIL
REGULAR AGENDA
TUESDAY, NOVEMBER 25, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

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

REGULAR MEETING

Tuesday, November 25, 2025

1. CALL TO ORDER

Mayor Kevin Schieber called the North Branch City Council to order at 7:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Councilmember Jeff Goulet, Councilmember Jim Ibinger, Councilmember Patrick Meacham, Councilmember Robert Canada
Absent:
Remote:
Others Present:
Notes:

4. AGENDA APPROVAL

a. Approve Agenda ACTION

RESULT: **Passed**
MOVER: **Jeff Goulet**
SECONDER: **Robert Canada**

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

5. PRESENTATION & PROCLAMATION

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

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

6. PUBLIC COMMENT

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

No one signed up for public comment.

7. CONSENT AGENDA

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

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

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

a.	Claims	ACTION
b.	Minutes — City Council Meeting - November 12, 2025, 7:00 PM	ACTION
c.	Approve Request to Change City Hall Hours for December 26, 29, and 30	ACTION
d.	Approve the LG240B Application to Conduct Excluded Bingo - Vikings Girls Homerun Club	ACTION
e.	Approve 2026 Liquor and Tobacco Licenses	ACTION
f.	Approval of Resolution R-255-2025 to approve the Meadows Ridge 1st Addition Final Plat	ACTION
g.	Approval of Meadows Ridge Planned Unit Development and Subdivision Agreement	ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

a. Update on website INFO

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

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

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

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

c. Consider approval of Ordinance # 401-25 and summary for publication amending the City Code to remove Water and Light and related Public Utilities Commission. ACTION

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

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

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

Human Resource Generalist Travis Miles asked the Council to approve the Minnesota Paid Leave Policy and adding it to the City's Personnel Policy in section 45. The Minnesota Paid Family and Medical Leave program goes into effect on January 1, 2026. City staff has worked with our employment attorney to develop a policy that ensures employees understand their responsibilities under the new law and the

procedures for requesting Paid Family and Medical Leave. The policy explains required documentation, eligibility for continuous or intermittent leave, and how Paid Family and Medical Leave will run concurrently with the federal Family and Medical Leave Act and/or Minnesota Pregnancy and Parenting Leave when applicable. It also outlines the provisions for using supplemental leave and for maintaining health insurance coverage during approved paid leave. The Minnesota Paid Leave policy needs to be added to the current City Personnel Policy as section 45.

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

e. Tax Levy and Budget Discussion INFO

Finance Director Sharon Wright presented the Tax Levy and Budget Discussion. On December 9, 2025, the City Council must approve the Final Tax Levy related to the 2026 Budget. At the September 23rd City Council meeting, a Preliminary Tax Levy was set at $7,000,000. In 2025, the tax rate charged to residential households was 42.15% of the Taxable Market Value. With the Preliminary levy set at $7 million, this projects out to a tax rate of 40.36% of the Taxable Market Value of the property. What this means is that a property that has the same Taxable Market Value as the prior year will be paying 1.79% less to the City Levy in 2026.

Taxable Market Value in 2025 of $350,000 / 100 x 42.15% = $1,475.25 in City of North Branch Tax Levy

Taxable Market Value in 2026 of $350,000 / 100 x 40.36% = $1,412.60 in City of North Branch Tax Levy

The total property tax that is collected by the City of North Branch would increase from 2025 by 5.93% but this percentage increase is due to an increase in property assessed values and new homes in the community. If we take the above example and show the property with a 10% increase, the property tax would look like this:

Taxable Market Value (increased in 2026 by 10%) $385,000 / 100 x 40.36% = $1,553.86 in City of North Branch Tax Levy.

This is provided as clarification on the Preliminary Levy to help make the decision for the Final Levy. The full budget is being presented tonight with the changes from the work session on November 18, 2025. The final budget will be presented on December 9, 2025, for approval by the City Council. I am requesting that Council bring forward any changes tonight to either the levy or the budget to allow time for these changes to be made before the December 9th meeting.

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

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

Finance Director Sharon Wright presented the consideration of approval of Resolution R-248-2025 concerning Bond Reimbursement Regulations. This is a continuation of the discussion with City Council about utilizing bonds to purchase equipment that has become obsolete. Some of this equipment takes 12-18 months to receive after being ordered. Because of this, we are bringing forward this resolution. This

will allow the City staff to order these large pieces of equipment with the forethought that they would not be arriving until late 2026 or early 2027. The amount being considered has been reduced to $3,915,000. The police cars will proceed using a different method.

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

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

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

City Administrator Matthew Hill gave a recap of the NW Old Town Street and Utility project neighborhood meeting. The City of North Branch provided a neighborhood meeting for the residents residing in the NW Old Town Street and Utility project area to introduce the project and get community feedback. 15 people attended in person, and 6 people attended remotely. After a presentation provided by Justin Messner, Heidi Hamilton, Emily Brown, and two Graduate Engineers from WSB, some of the key discussion points were:

- Sidewalks, are they needed?
- Parking lanes, where, if needed at all?
- Is the timing of the project appropriate due to the Hwy 95 construction? Mr. Messner confirmed with attendees that MNDOT has pushed the project to 2029.
- There were several technical infrastructure questions regarding the size of water lines, storm water connection and holding pond, line up of streets, and ability to shift where needed.
- There was no requested consensus on the assessment level, but it was brought up that it seemed fair to the property owners.

All of the information and comment cards will be collected, and the future design will take all aspects recorded into account. Next Steps: There is a public hearing scheduled for December 9, 2025, for Council consideration of the design and specifications of the project. The notification has been mailed.

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

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

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

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

NOTES:

10. MAYOR/CITY COUNCIL

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

Mayor Kevin Schieber gave a Summary of the Conclusions of the Evaluation of the Performance of City Administrator Matthew Hill. On November 12th, 2025, the City Council conducted a closed session for the Annual Evaluation of Performance for Administrator Hill.

In accordance with Minnesota Statute 13b.05 a summary of the evaluation is as follows.

Matthew Hill's annual performance review reflects steady progress and overall effectiveness as City Administrator. He has strengthened leadership, improved the workplace culture, and enhanced public engagement, while maintaining professionalism and dependability. Areas for continued focus include timely communication on major initiatives—such as the Comprehensive Plan—and refining fiscal planning processes to improve transparency. With strong community relationships and a commitment to organizational development, Matthew is well-positioned to build on these achievements and deliver further improvements in 2026. The City Council is confident in his ability to lead North Branch toward continued success and growth in the year ahead.

b. Council Liaison Reports VERBAL UPDATE

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

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

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

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

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

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

11. ADJOURNMENT

The meeting was adjourned at 8:35 PM.

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