



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Jim Ibinger
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, DECEMBER 9, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, December 9, 2025

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

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

Absent:

Remote:

Others Present:

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

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

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

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

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

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

- | | |
|---|--------|
| a. Claims | ACTION |
| b. Minutes - City Council Meeting - November 25, 2025, 7:00 PM | ACTION |
| c. Approval of the 2026 fee schedule | ACTION |
| d. Receive Monthly Legal Staff Report | ACTION |
| e. Approval of Road Maintenance Agreement with Stacy MN | ACTION |
| f. Approve 2026 Liquor, Tobacco, Massage, ROW, Garbage Haulers Licenses | ACTION |
| g. Approval of Resolution R-258-2025 to approve the Walker Hill Farm Preliminary/Final Plat | ACTION |
| h. Approval of Resolution R-259-2025 approving the vacation of a drainage/utility easement and approval of the North Branch Marketplace 3rd Addition Preliminary/Final Plat | ACTION |
| i. Approval of Resolution R-260-2025 accepting the offer of public dedication and reduction of security for Schoolside Village 4th Addition | ACTION |
| j. Approval of Memorandums of Understanding for Minnesota Paid Family Medical Leave | ACTION |

This item has been moved to Staff Reports 9a.

The City of North Branch currently has four Collective Bargaining Agreements (CBAs) in place. With the implementation of the Minnesota Paid Family Medical Leave Act (PMFL), being January 1st, 2026, the collection of premiums, accrual of sick time during PMFL, and use of related

benefits are not addressed in the existing CBAs. Travis Miles, Human Resources Generalist, has worked with the Business Agents representing the three unions for city staff—the International Union of Operating Engineers (IUOE) Local 49, Minnesota Teamsters 320 (City Employees Unit and Essential Supervisors Unit), and Law Enforcement Labor Services (LELS) Local 277. To address PFML, four Memorandums of Understanding (MOUs) are being proposed. The expiration date of each MOU coordinates with the expiration of the related current CBA. City staff recommends approving all four memorandums addressing PMFL for associated unions.

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

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

k. Approval of Memorandums of Agreement for Insurance Premiums ACTION

This item has been moved to Staff Reports 9b.

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

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city's insurance broker, and other agencies to find other options for medical and dental insurance. A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing the office staff and liquor operations city staff—Minnesota Teamsters 320 To address the change in premium coverage and insurance contributions outlined in the current Collective Bargaining Agreements, a memorandum of agreement with Teamsters 320 City Employee Unit is being presented.

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

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

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

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

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city's insurance broker, and other agencies to find other options for medical and dental insurance. A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing the Essential Supervisors—Minnesota Teamsters 320, to address the change in premium coverage and insurance contributions outlined in the current Collective Bargaining Agreements, a memorandum of agreement with Teamsters 320 Essential Supervisors Unit, is being presented.

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

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

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

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

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance. A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing Law Enforcement Labor Services. To address the change in premium coverage and insurance contributions outlined in the current Collective Bargaining Agreements, a memorandum of agreement with Law Enforcement Labor Services, is being presented.

City staff recommends approving the memorandums and resolution R-275-2025 regarding updating insurance premiums and contributions within the current CBAs Law Enforcement Labor Services.

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

RESULT: Passed

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

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

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance. A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing the International Union of Operating Engineers, as outlined in the current CBA. To address the change in premium coverage and insurance contributions outlined in the current Collective Bargaining Agreements, a memorandum of agreement with the International Union of Operating Engineers, is being presented.

City staff recommends approving the memorandums and resolution R-276-2025 regarding updating insurance premiums and contributions within the current CBAs International Union of Operating Engineers.

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

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

- l. Approval of Resolution R-277-2025 Agreement for accumulation of compensatory time ACTION
- m. Approval of Resolution R-265-2025 Amending a Trail Easement on Lots 3 and 4, Block 1, Falcon Apartments ACTION
- n. Approval of Resolution R-266-2025 accepting the dedication of a sidewalk easement on Lot 2, Block 1, Falcon Apartments ACTION
- o. Resolution Designation Polling Places for 2026 ACTION

8. PUBLIC HEARINGS

- a. North West Old Town Street and Utility Improvement Project Hearing INFO

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

Motion to open Public Hearing at 7:13 PM.

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

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

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

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

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

The city's 2026 Capital Improvement Plan (CIP) includes the Northwest Old Town Street and Utility Improvements including:

- Cedar Street (Elmwood Terrace Apartments to Branch Avenue)
- Elm Street (Oakview Avenue to 8th Avenue)
- 10th Avenue (TH 95 to Cedar Street)
- 11th Avenue (Elm Street to Cedar Street)
- 12th Avenue (TH 95 to Cedar Street)

The project involves the reconstruction of streets in the Old Town area along with drainage improvements, storm water detention, water main improvements and sanitary sewer remediation. Sidewalks could be included in the project along Elm Street and Ninth Avenue, and street parking along Elm Street, at the Council's direction.

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

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

Motion was made to continue the public hearing to the next City Council meeting to give residents the

opportunity to ask more questions and make statements on January 13th, 2026.

9. STAFF REPORTS

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

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

The 2026 Pavement Improvement Project is made up of two local streets identified in need of milling and a 2-inch asphalt overlay and one local street identified in need of asphalt reclamation and 4-inch re-paving. We are also proposing a geometric and drainage improvement project be completed as part of this project.

The proposed 2026 projects consist of:

- Milling and overlay of 377th Street from the west city border to Falcon Avenue North, and
- Milling and overlay of 407th Street west of Hemingway Ave, and Harvester Ct from 407th St south to dead end, and
- Reclamation and re-paving of Pine Street between Forest Blvd and Pine Street, and
- Installation of curb and gutter and storm sewer to address drainage and geometric issues along Grand Avenue, south of 376th Street.

The roadways identified for pavement improvement are local streets. Grand Avenue is a collector road that is part of the Municipal State Aid System.

The total project budget is \$790,000 and includes all proposed overlay costs as well as all engineering, survey, administrative, inspection, materials testing and contingency costs. The project will be funded from the city's street improvement fund.

Council Authorize Plans and Specs, Award Consultant Contract	December 9, 2025
Council Authorizes Bid	December 9, 2025
Completion of Final Design	December - February 2026
Open Bids	March 2025
Council Awards Bid	March/April 2026

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

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

b. Recieve Pavement Management Plan

INFO

Justin Messner, City Engineer from WSB, and Sam Lunquist, Materials Area Manager, presented on the Pavement Management Plan. In November 2024, WSB was authorized to complete a Pavement Management Plan (PMP) for the City of North Branch. Pavement condition data was collected for all paved city roads in May 2025. Using this data, the plan was developed to provide an overview of the condition of the City’s roads, and document different budgeting scenarios to evaluate the cost to meet the network condition target under varying levels of funding.

The plan includes guidance on maintenance practices and repair strategies, and information about pavement conditions on different roadway segments that can be used to guide capital improvement and maintenance plans. A total of 88.5 miles of city roads were evaluated to determine Pavement Condition Index (PCI) for bituminous roads. PCI has scale of 0-100 with higher values indicating better pavement conditions. The current weighted average PCI for bituminous roads in North Branch is 76.2.

The City Council received the Pavement Management Plan.

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

ACTION

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

Based on engineering analysis, statutory authority, and community input, the following speed limit changes are recommended for city-owned roadways (See Appendix D of the report for amap of proposed changes):

- Maintain current speed limits on MnDOT and Chisago County roads.
- Reduce Flink Avenue (north of Sunrise River) from 55 mph to 45 mph.
- Reduce Isanti Trail (west City limit to TH 95) from 55 mph to 40 mph.
- Reduce Falcon Ave (south City limit to 370th St) from 45 mph to 40 mph; add “Reduced Speed Limit Ahead” signage.
- Reduce 360th St and 372nd St (CSAH 30 to Hemingway Ave) from 45 mph to 40 mph.
- Rural Local Unpaved Roads: Set at 45 mph, but only post signs if safety issues are reported.
- Rural Local Residential Unpaved Roads: Set at 35 mph, but only post signs if safety issues are reported.
- Remove conflicting speed limit signs.
- Review curve warning signage and advisory speeds if posted limits are reduced.

Next Steps:

- Policy Adoption: Approve Speed Limit Policy and resolution for changes.
- Implementation: Develop a signing plan; install/remove signs as needed.
- Communication: Inform the community via newsletter articles, social media, press releases, and city meetings.

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

RESULT: Passed
MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES:

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

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

The study explains how area charges and assessment rates for future development agreements are set. Table 4 shows how roadway improvement fees are divided by land use, trip generation, and intersection traffic share. This makes sure that development fees are fair, transparent, and directly connected to the infrastructure needs of new growth. Recommended upgrades for intersections match the planned I-35/400th Street interchange. The analysis finds that about half of local traffic will use 400th Street eastbound to reach the upcoming interchange—signaling community support for regional infrastructure. These improvements reflect the City’s dedication to supporting mobility and economic growth across the region.

By recording local investments and aligning with key regional projects like the I-35/400th Street interchange, the City improves its chances of securing outside funding. The study may also be used in grant applications to demonstrate preparedness, solid planning, and benefits for residents. The analysis, cost data, and infrastructure review improve the City's chances of securing transportation grants like the MnDOT LRIP Program.

It’s assumed the right-of-way for the Flink Ave/400th Street Area will be secured during project platting, cutting down on city expenses. This method streamlines land purchases needed for roadway and drainage work, making development more efficient. Right-of-way requirements are clearly outlined and measured to help with negotiations and official approvals.

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

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES:

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

City Administrator Matthew Hill presented the consideration of approval of the school logo placement on the water tower as part of the rehabilitation project 2026. The City of North Branch is reconditioning Water Tower # 3 near the North Branch Schools. The current tower will be cleaned inside and out and repainted. There is currently a Viking logo on the north-facing side of the tower representing the School, but the logo is outdated and could be replaced with a more modern depiction of the school logo. We would work with the school to get an appropriate logo created and painted on the tower next summer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Finance Director Sharon Wright presented the approval of Resolution R-261-2025 adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority. The North Branch Economic Development Authority (EDA) discussed the budget proposals and recommended tax levies. The EDA has approved the EDA and HRA levies in the amounts of \$ 309,510 and \$ 315,827, respectively. The combined projected revenue total is \$ 625,337. The majority of the revenue supports repayment of debt tied to the Business Park. The action sets both final levies at the maximum allowed under the State Statute. Each year, the EDA, like the City Council, must certify its final levy to Chisago County by December 30th. In September, a preliminary levy is set for collection by a City, or in this case, the EDA. The Final Levy may be the same or less than the amount established as the preliminary levy. The budget includes an improvement program, debt payments, and an increased amount for marketing. With this approved preliminary levy, the EDA members will be able to evaluate programs and/or marketing ideas to bring more businesses into the City of North Branch. State Statute allows cities to establish EDA and HRA tax levies for the purpose of economic development; both of these are levied by the North Branch EDA. The Statutory maximum for the EDA levy is 0.01813% of the City's Estimated Market Value (EMV); the HRA levy is 0.01850% of the same EMV. For payments in 2026, the North Branch EMV is \$1,707,171,700. Based on those factors, the maximum EDA and HRA levies are \$309,510 and \$315,827, respectively, for a combined total of \$625,337. The EDA and HRA levies are considered special-purpose levies, meaning those funds may only be used for specific purposes as allowed by State Statute.

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

RESULT: Passed

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

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

Finance Director Sharon Wright presented the approval of Resolution R-262-2025 adopting the final 2026 HRA Tax Levy for the North Branch Economic Development Authority. The North Branch Economic Development Authority (EDA) discussed the budget proposals and recommended tax levies. The EDA has approved the EDA and HRA levies in the amounts of \$309,510 and \$ 315,827, respectively. The combined projected revenue total is \$ 625,337. The majority of the revenue supports repayment of debt tied to the Business Park. The action sets both final levies at the maximum allowed under State Statute. Each year, the EDA, like the City Council, must certify its final levy to Chisago County by December 30th. In September, a preliminary levy is set for collection in the next year by a City,

or in this case, the EDA. The Final Levy may be the same or less than the amount established as the preliminary levy. The budget includes an improvement program, debt payments, and an increased amount for marketing. With this approved preliminary levy, the EDA members will be able to evaluate programs and/or marketing ideas to bring more businesses into the City of North Branch.

State Statute allows cities to establish EDA and HRA tax levies for the purpose of economic development; both of these are levied by the North Branch EDA. The Statutory maximum for the EDA levy is 0.01813% of the City's Estimated Market Value (EMV); the HRA levy is 0.01850% of the same EMV. For payments in 2026, the North Branch EMV is \$1,707,171,700. Based on those factors, the maximum EDA and HRA levies are \$309,510 and \$315,827, respectively, for a combined total of \$625,337. The EDA and HRA levies are considered special-purpose levies, meaning those funds may only be used for specific purposes as allowed by State Statute.

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

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

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

Finance Director Sharon Wright presented the approval of Resolution R-263-2025, Adopting the 2026 Property Tax Levy. General fund draft budget proposals and recommended tax levies have been discussed with the City Council over the last several months. These discussions focused on debt requirements, staffing, additional operating costs, and capital needs for the City of North Branch. At this time,

A Final Tax Levy of \$7,000,000 is proposed. This is a property tax revenue increase from the prior year of approximately 5.93%. This Final Tax Levy must be certified to the County by December 30th of each year. The final levy may be the same or lower than the amount approved for the Preliminary Tax Levy, but it cannot be higher.

The proposed General Fund budget includes the following:

1. Building Official — Phased retirement to allow the City to continue issuing building permits
2. 2 part-time Seasonal Parks Employees
3. 2 Police Officer Promotions — 1 in June and 1 in September
4. 1 new Police Officer to be hired in September
5. GIS Equipment — to replace outdated equipment
6. Capital Equipment Fund establishment
7. Fire Dept roof repairs

The Proposed Preliminary Levy will also include debt payments of \$268,800. This includes 2020A Bonds for \$43,300 and 2022A Bonds for \$145,000, as well as the payment on the lease-purchase from Chisago County HRA/EDA of \$80,500. 2026 is the final payment to the County for this lease-purchase.

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

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

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

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

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

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

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

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

LGI Homes - Minnesota (Developer) received previous City Council approvals for the Final Plat for Meadows Ridge 1st Addition (Development) on November 25, 2025.

One of the conditions of the Final Plat approval is contingent on the City and developer entering into a development agreement for the Meadows Ridge 1st Addition. The development agreement is attached. The City Council tabled action on the development agreement at the November 25, 2025, meeting to the December 9, 2025, meeting for consideration. The reason for tabling was to allow additional time for the developer and city to review the terms of agreement. Both parties have reviewed and have come to agreement for approval.

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

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

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

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

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

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

Community Development Director Nate Sondrol brought the consideration of approval of Resolution R-273-2025 approving engineering service contract with WSB for the Fletcher Avenue Street and Utility Extension Project. The Fletcher Avenue Road and Utility Extension Project will include the extension of Fletcher Ave north from its current terminus north of Fletcher Court to the segment of Fletcher Avenue that extends south from 410th Street. The road will be designed to match the existing section and include an 8' bituminous trail on either side. The roadway is planned to be designated as a Municipal State Aid Street and will be designed to MSA Standards.

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

The design project will also include the development of plans to extend Goodview Avenue 800' and include two 8' wide bituminous trails on each side of the roadway. A 12" watermain will be included for the length of the road extension. This roadway and watermain is planned to be bid as an alternate. Construction costs for the alternate have not been included in the \$4,108,846.35 budget. The total project budget is \$4,108,846.35. The project will be funded from a \$1,050,000 Business Development Infrastructure Program grant from the State of Minnesota, proceeds from the sale of land in the interstate business park and the City's Street Improvement Fund. In the event, the sale of the land does not take place, the project scope for construction would be reduced to the limits of the existing BDPI project.

Next steps:

Council Authorize Plans and Specs, Award Consultant Contract - December 9, 2025
Council Authorizes Bid - December 9, 2025
Completion of Final Design - December 2025 - March 2026
Open Bids - April 2026
Council Awards Bid - April 2026

The first step for this project is to approve the engineering services contract with the City's Engineering Firm, WSB. The contract for services includes the preparation of the project design plans, materials testing, construction observation, bid preparation and publishing, creating the bid tabulation and bid verification with a letter of recommendation for award of the project.

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

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

10. MAYOR/CITY COUNCIL

a. Commission Updates

VERBAL
UPDATE

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

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

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

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

Motion to deny Mr. Johnson's grievance under Section 40 of North Branch personnel policy and statement be denied in its entirety for the reasons stated in City Administrator Hills correspondence to all

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

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

11. ADJOURNMENT

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

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