



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, MAY 13, 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, May 13, 2026

1. CALL TO ORDER

Mayor Kevin Schieber called the City Council Meeting to order at 6 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

Due to an active fire, motion to table 5a. Recognition of Fire Department Officers, 2026, to the next City Council Meeting on May 27th, at 6 PM.

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Robert Canada

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

Mayor Kevin Schieber asked to move letters 7O, 7P, and 7Q from the Consent Agenda to 9C, 9D, and 9E under Staff Reports.

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

5. PRESENTATION & PROCLAMATION

a. Recognition of Fire Department Officers, 2026 VERBAL
UPDATE

Due to an active fire, motion to table 5a. Recognition of Fire Department Officers, 2026, to the next City Council Meeting on May 27th, at 6 PM.

b. Proclamation Recognizing Public Service Week INFO

Mayor Kevin Schieber presented A Proclamation of the City of North Branch, recognizing Public Service Recognition Week. May 3rd-May 9th, 2026.

c. Proclamation Recognizing National Police Week VERBAL
UPDATE

Mayor Kevin Schieber presented A Proclamation of the City of North Branch, recognizing National Police Week. May 10th-May 16th, 2026.

d. Proclamation Recognizing National Public Works Week INFO

Mayor Kevin Schieber presented A Proclamation of the City of North Branch, recognizing National Public Works Week. May 17th-May 23rd, 2026.

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.

Mayor Kevin Schieber asked to move letters 7O, 7P, and 7Q from the Consent Agenda to 9C, 9D, and 9E under Staff Reports.

RESULT: Passed

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

- a. Claims ACTION
- b. Approval of Minutes — Regular Meeting — April 22, 2026, 6:00 PM ACTION
- c. Approval of Special Meeting Minutes — April 28, 2026, 6:00 PM ACTION
- d. Recieve Legal Staff Report INFO
- e. Approval of Resolution R-323-2026 Fire Service Contracts with Townships ACTION
- f. Approval of Special Event Permit Application — North Branch American Legion Midsummer Days ACTION
- g. Approval of Special Event Permit Application - Wildridge Block Party and Street Closure ACTION
- h. Approval of Resolution R-324-2026 approving the Fireworks Permit and Contract with Minnesota Pyrotechnics LLC for a display of Fireworks/Pyrotechnics Special Effects for Midsummer Days on June 20, 2026. ACTION
- i. Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Tower Liquors ACTION
- j. Approval of Mobile Food Truck License - Medinas Tacos ACTION
- k. Approval of Mobile Food Truck License — Brick Oven Pizza ACTION
- l. Approval of Mobile Food License - Siagon Delicious ACTION
- m. Approve Massage Therapist License - Jennifer Landgren ACTION
- n. Approve Massage Business License — Ardent Soul Massage ACTION
- o. Approval of Resolution R-328-2026 requesting Chisago County provide a traffic speed study on Falcon Avenue ACTION
- p. Approval of Resolution R-329-2026 authorizing the 2024 Overlay Pay Request #4 (Final) ACTION
- q. Approval of Harder Park Disc Golf Course Improvements ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Finance Update INFO

Finance Director Sharon Wright gave the Finance Update.

Cash & Investments

- The City’s finances remain stable.
- Current balances:
 - Cash & equivalents: \$6.9 million
 - Investments: \$16.7 million
- A \$1 million CD was recently moved into a higher-yield money market account.
 - Previous rate: 1.8%
 - New rate: 3.85%

- Impact: This change will generate about \$20,000 more per year in interest income.

General Fund

- Projected net income: +\$180,752 (positive)
- Expenses include \$287,700 in carryover expenses from 2025
- Key factors:
 - Sale of the old fire hall brought in ~\$364,000
 - Construction of a new pole shed near the Water Treatment Plant cost just over \$300,000
- Result: The asset sale helped offset recent capital expenses.

Economic Development Authority (EDA)

- Projected to end the year with a positive net income
- Upcoming updates:
 - Land sale to LP
 - Payoff of 2017 bonds (~\$1.5 million)
- Impact of bond payoff:
 - Eliminates about \$345,000 in annual debt payments
 - Reduces financial obligations over the next 5 years

Utility Funds (Sewer, Storm, Water, Generation)

- Overall outlook: Stable and positive
- Major update:
 - The NW Old Town project has been postponed to 2027.
 - Budgeted funds remain, but expenses are delayed.

Key Takeaways

- The City remains in a strong and stable financial position
 - Strategic investment changes are increasing revenue
 - Asset sales and debt reduction are improving long-term financial health
 - Utility funds and operations continue to show positive trends
- b. Consider approval of change to Ordinance 407-26 pertaining to the procurement and charitable gambling proceeds for park and trail creation and maintenance funding. INFO

Mayor Keving Schieber presented the approval of a change to Ordinance 407-26 pertaining to the procurement and charitable gambling proceeds for park and trail creation and maintenance funding.

The City Council was presented with Ordinance 407-26, allowing the procurement of charitable gambling proceeds for park and trail additions and maintenance funding at the February 11, 2026, City Council meeting.

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

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

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

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

At the March 25th City Council meeting, 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 final area of focus was to review and identify levels of enforcement. 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 an upcoming meeting.

The Mayor and City Administrator shared the goals, and they were presented to the City Attorney for review. The following was the feedback from the City Attorney's office.

- The City does not have the ability under state law to require the organization's 'primary place of business' to be within the city.
- The City can require that all or a certain percentage (the current ordinance is 50%) of the organization's expenditures remain in the City's trade area, meaning you can require them to spend their money in your local area, but you can't explicitly require that their primary place of business be within the City.
 - The City's trade area must be defined in the ordinance, and under state statute, at a minimum, that must include the City and all directly neighboring cities and townships. North Branch's minimum trade area is defined as North Branch, North Branch Township, City of Harris, City of Stacy, Sunrise, Chisago Lake, Fish Lake, and Oxford Townships.
- The primary enforcement of Charitable Gambling is the State Gambling Control Board, which issues and renews operating licenses, and which works with the Department of Public Safety's Alcohol and Gambling Enforcement Division for criminal investigations. If there is an occasion where a gambling agency didn't comply with the City Code, it could be investigated and charged as a misdemeanor by the police department pursuant to City Code Section 1-11.

With the information provided by the City Attorney, the City Administrator has provided a proposed amendment to Ordinance 407-26 for review and potential approval by the City Council.

Motion to approve change to Ordinance 407-26 pertaining to the procurement and charitable gambling proceeds for park and trail creation and maintenance funding with

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

ABSENT:

NOTES:

- c. Approval of LG214 & LG215 permits for the Muddy Cow/Merrick, Inc. ACTION

The City of North Branch has received an LG214 & LG215 Premises Permit Application for Merrick, Inc. to host their gambling enterprise at the Muddy Cow North Branch LLC. The LG214 Premises Permit Application requires approval from the City before the MN Lawful Gambling approves its application.

The clerk's office signs off on the application before the applicant can send it to the Minnesota Alcohol & Gambling Enforcement office for approval.

Motion to table the approval of LG214 and LG215 permits for the Muddy Cow/Merrick, Inc., to the next City Council Meeting on May 27th at 6 PM, which would allow time for staff to get more information from the Muddy Cow, making sure that they are compliant with Ordinance 407-26.

RESULT: Passed

MOVER: Jeff Goulet

SECONDER: Robert Canada

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

ABSENT:

NOTES:

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

Police Dan Meyer presented the Approval of Resolution R-311-2026 Approving the Police Department's Automated License Plate Reader (ALPR) Policy.

At the April 22nd City Council meeting, we continued our discussion on a draft police department Automated License Plate Reader (ALPR) Policy and a potential contract with Flock Safety for the installation of seven license plate reader cameras within the city. Based on our discussion, we added language to section 145.9 to the draft ALPR policy listing the local law enforcement agencies that would initially have access to our ALPR data and requiring North Branch City Council approval for adding additional agencies. We also included a provision that would allow the Chief of Police the authority to immediately suspend or terminate an agency's access to NBPD ALPR data for misuse, unauthorized use, or for violation of applicable laws, policies, or data-sharing agreements (changes are highlighted in red in the attached draft policy).

Motion to approve Resolution R-311-2026 Approving the Police Department's Automated License Plate Reader (ALPR) Policy.

RESULT: Passed

MOVER: Robert Canada

SECONDER: Patrick Meacham

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

ABSENT:

NOTES:

- e. 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

Police Chief Dan Meyer presented the Approval of Resolution R-312-2026 Approving a Three-Year Contract with Flock Safety for Seven License Plate Reader Cameras within the City Limits.

At the April 22, 2026, City Council meeting, we continued our discussion regarding a draft Police Department Automated License Plate Reader (ALPR) Policy and a potential contract with Flock Safety for the installation of seven license plate reader cameras within the city.

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

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.

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

10. MAYOR/CITY COUNCIL

- a. Advisory Committees and Planning Commission updates

VERBAL
UPDATE

Council Member Robert Canada gave a Personnel Advisory Committee update. HR Generalist Travis Miles is reviewing the City's long-term staffing plan. The Fire Department has been interviewing candidates for open firefighter positions, while the Police Department is conducting interviews for Police Reserve and Police Sergeant positions.

Council Member Robert Canada also provided the Public Safety Committee update. The Fire Department expects delivery of its new ladder truck around June 25. The department is also evaluating additional training opportunities, as firefighters are currently not certified in EMR (Emergency Medical Response), unlike the Police Department. The goal is to train some firefighters to create a stronger blend of emergency response capabilities between the two departments. In addition, the Fire Department is reviewing its codes and policies in coordination with Human Resources, with a focus on firefighter mental health and wellness.

In recognition of Mental Health Awareness Month, the Police Department will participate in Chalk the Walk for Hope at North Branch City Hall on Thursday, May 28. Mental health resources will also be available to community members during the event.

Council Member Jeff Goulet gave the Finance Committee update. The municipal liquor store is pursuing online sales in an effort to remain competitive with other retailers in the area.

Mayor Kevin Schieber provided an update on the I-35/400th Street interchange project. The City has been working with legislators regarding the Louisiana-Pacific Building Products and the completed land acquisition. The Mayor has also reached out to all three key local state legislators. Securing passage of the bonding bill remains the primary focus, and local representatives continue to advocate strongly on the City's behalf.

Patrick Meacham provided the Planning Commission update. Following a lengthy discussion, the City Council reached consensus with the Planning Commission to hold a public hearing at the Commission's first meeting in June regarding proposed changes to side yard setbacks of 10 feet, maximum density standards of 6–18, and the removal of data centers as a permitted use in the B district. The remaining three items will be scheduled for discussion at a future joint meeting between the Planning Commission and the City Council.

11. ADJOURNMENT

The North Branch City Council Meeting adjourned at 7:46 PM.

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