



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, JULY 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

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 Meeting — June 24, 2026 - 6:00 PM

ACTION

c. Approval of Application for Garbage Haulers License - Curside Waste

ACTION

d. Approval for Ragnar Relay Special Event Permit

ACTION

e. Approval of Transient Merchant Licenses - Renewal by Anderson

ACTION

f. Approval of Resolution R-342-2026 approving the release of the Letter of Credit and Developer obligations of the Les Schawb Tire Center Development Site

ACTION

g. Receive monthly legal report from City Attorney

INFO

8. PUBLIC HEARINGS

9. STAFF REPORTS

- | | | |
|----|--|--------|
| a. | May Finance Update | INFO |
| b. | Review of leaf vacuum program utilization and financial analysis | ACTION |

10. MAYOR/CITY COUNCIL

- | | | |
|----|--|------|
| a. | Schedule set for Q & A session - Flock ALPRs | INFO |
| b. | Changes, Challenges & Appreciation of city staff | INFO |
| c. | 2026 local election information | INFO |

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:

Presenter:

Date: 06/09/2026

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority Super Majority

City of North Branch

ACH Checks

6183 to 6187 - \$91,689.31

Checks

93698 to 93763 - \$317,356.64

Payroll

7/3/2026 - \$142,557.75

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 06/23/2026 - 3:23PM
Batch: 00003.06.2026 - 06232026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2121 1349	BAXTER, JAMES MIDSUMMER FIREWORKS 6/20/2026	15,000.00	06/23/2026	Check Sequence: 1 851-49990-50430	ACH Enabled: False
	Check Total:	15,000.00			
Vendor: 1269 JULY 2026	IUOE LOCAL 49 FRINGE BENEFIT JULY 2026 FOR 2 ADDITIONAL EE'S	3,814.00	06/23/2026	Check Sequence: 2 101-00000-21706	ACH Enabled: False
	Check Total:	3,814.00			
Vendor: 1352 6/23/2026	Michael Blue Productions, LLC ECRAC Summer Concerts 6/23/2026	2,975.00	06/23/2026	Check Sequence: 3 403-46500-50300	ACH Enabled: False
	Check Total:	2,975.00			
Vendor: 2349 LP LUNCH	TAILGATERS LP Groundbreaking Luncheon	1,622.35	06/23/2026	Check Sequence: 4 201-46500-50343	ACH Enabled: False
	Check Total:	1,622.35			
	Total for Check Run:	23,411.35			
	Total of Number of Checks:	4			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 06/30/2026 - 3:34PM
Batch: 00004.06.2026 - 06302026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2350	HAILEYJUNE VUE LLC			Check Sequence: 1	ACH Enabled: False
6/30/26 CONCERT	6/30/2026 CONCERT IN THE PARK	2,500.00	06/30/2026	403-46500-50300	
	Check Total:	2,500.00			
	Total for Check Run:	2,500.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: SharonWright
Printed: 07/02/2026 - 1:28PM
Batch: 00001.07.2026 - 07022026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1004	A-1 Tire Service, Inc.			Check Sequence: 1	ACH Enabled: False
117314	REPAIRS	46.00	07/02/2026	101-45000-50404	
	Check Total:	46.00			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 2	ACH Enabled: False
13QC-WQJF-G1V3	OFFICE SUPPLIES/CHAIR	295.36	07/02/2026	101-42110-50210	
16LP-G9QR-NG37	Shock Absorbing Lanyard/Class T Fuse	1,627.50	07/02/2026	615-49550-50400	
173R-4HJ4-Y1RX	EARPAD CUSHION - HEADSET	12.50	07/02/2026	101-41420-50201	
1CD19-NHNV-6671	TACTICAL GEAR/INTERCEPTOR	127.43	07/02/2026	101-42110-50237	
1CHL-V9PY-GQF1	OFFICE SUPPLIES/CHAIR	272.25	07/02/2026	101-42110-50210	
1KHW-VR7D-4JVG	WORKPLACE SIGNAGE	16.95	07/02/2026	101-42110-50210	
1M9N-QK1W-HTQJ	OFFICE SUPPLIES	18.05	07/02/2026	101-43000-50210	
1M9N-QK1W-HTQJ	OFFICE SUPPLIES	37.23	07/02/2026	101-45000-50210	
1M9N-QK1W-HYG1	CALENDAR	13.85	07/02/2026	101-42110-50210	
1NTK-Q9JR-YLVQ	Web Rebar Positioning Lanyard	542.00	07/02/2026	615-49550-50400	
1NVL-FFRL-CTHX	OFFICE SUPPLIES	62.00	07/02/2026	101-43000-50210	
1RH1-M7YP-MHYV	OFFICE SUPPLIES	37.23	07/02/2026	101-45000-50210	
1RP1-9PLW-96VL	OtterBox	48.95	07/02/2026	101-41420-50201	
1T7X-TTPJ-HK3D	OFFICE SUPPLIES	9.47	07/02/2026	101-42110-50210	
1TD3-XN7M-LV9T	HARD DRIVE	178.64	07/02/2026	101-42110-50210	
1TJJ-L67D-PDJG	BATTERIES	141.76	07/02/2026	602-49450-50404	
1W79-Q7M7-LK9L	OFFICE SUPPLIES	77.48	07/02/2026	101-43000-50210	
1XPR-7PRX-9CNL	WIRELESS HEADSET	33.00	07/02/2026	101-42110-50210	
1YDJ-PCK9-N91N	SIGNAGE	15.98	07/02/2026	101-41940-50401	
	Check Total:	3,567.63			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2348 4750	AMERICAN ENVIRONMENTAL LLC REPAIRS	5,770.00	07/02/2026	Check Sequence: 3 612-49700-50407	ACH Enabled: False
	Check Total:	5,770.00			
Vendor: 1029 3865279 3865280	Artisan Beer Company THC THC	141.04 141.04	07/02/2026 07/02/2026	Check Sequence: 4 609-49750-50254 609-48000-50254	ACH Enabled: False
	Check Total:	282.08			
Vendor: 1031 377642 377730 377926	Aspen Mills RESERVE OFFICER UNIFORM BADGES RESERVE OFFICER UNIFORM	325.52 650.00 421.49	07/02/2026 07/02/2026 07/02/2026	Check Sequence: 5 101-42110-50237 101-42110-50237 101-42110-50237	ACH Enabled: False
	Check Total:	1,397.01			
Vendor: 1036 287294264933X07	AT & T MOBILITY PUBLIC SAFETY PHONES	2,271.67	07/02/2026	Check Sequence: 6 101-41420-50321	ACH Enabled: False
	Check Total:	2,271.67			
Vendor: 1049 0111315700 0111318600 0111318600 0211763700 0211771100 0211771100 0301100100	BELLBOY CORPORATION OPERATING SUPPLIES OPERATING SUPPLIES N/A SALES LIQUOR LIQUOR WINE THC	207.80 65.10 404.95 1,810.21 783.97 145.65 851.80	07/02/2026 07/02/2026 07/02/2026 07/02/2026 07/02/2026 07/02/2026 07/02/2026	Check Sequence: 7 609-48000-50210 609-49750-50210 609-49750-50250 609-48000-50251 609-49750-50251 609-49750-50253 609-49750-50254	ACH Enabled: False
	Check Total:	4,269.48			
Vendor: 1052 10505200 10505200 10505201 10505207	BERNICKS N/A SALES BEER BEER CREDIT N/A SALES	80.20 1,548.00 -47.64 154.00	07/02/2026 07/02/2026 07/02/2026 07/02/2026	Check Sequence: 8 609-48000-50250 609-48000-50252 609-48000-50252 609-49750-50250	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10505207	BEER	5,533.85	07/02/2026	609-49750-50252	
10507771	THC	62.96	07/02/2026	609-48000-50254	
10507772	BEER	1,314.00	07/02/2026	609-48000-50252	
10507778	BEER	8,720.90	07/02/2026	609-49750-50252	
10507778	N/A SALES	128.00	07/02/2026	609-49750-50250	
10507779	N/A SALES	36.00	07/02/2026	609-49750-50250	
10507781	BEER CREDIT	-6.16	07/02/2026	609-49750-50252	
	Check Total:	17,524.11			
Vendor: 1066	BREAKTHRU BEVERAGE MN WINE & SPIRITS, LLC			Check Sequence: 9	ACH Enabled: False
127528455	LIQUOR	76.50	07/02/2026	609-48000-50251	
127528600	BEER	270.00	07/02/2026	609-49750-50252	
127529091	LIQUOR	442.70	07/02/2026	609-48000-50251	
127529322	LIQUOR	1,395.50	07/02/2026	609-49750-50251	
127633002	LIQUOR	1,696.58	07/02/2026	609-48000-50251	
127633129	WINE	586.15	07/02/2026	609-49750-50253	
127633130	LIQUOR	3,274.18	07/02/2026	609-49750-50251	
	Check Total:	7,741.61			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 10	ACH Enabled: False
3309112	BEER	330.20	07/02/2026	609-49750-50252	
3309112	LIQUOR	44.25	07/02/2026	609-49750-50251	
3309112	N/A SALES	44.00	07/02/2026	609-49750-50250	
3309118	LIQUOR	450.00	07/02/2026	609-48000-50251	
3309118	BEER	189.20	07/02/2026	609-48000-50252	
3311439	THC	105.00	07/02/2026	609-49750-50254	
3311439	LIQUOR	1,306.50	07/02/2026	609-49750-50251	
3311440	THC	105.00	07/02/2026	609-48000-50254	
3311440	LIQUOR	470.00	07/02/2026	609-48000-50251	
	Check Total:	3,044.15			
Vendor: 1121	Crawfords Equipment, Inc.			Check Sequence: 11	ACH Enabled: False
01-118708	MINI TRACK RENTAL	720.00	07/02/2026	101-45000-50410	
01-118776	MINI TRACK RENTAL - FUEL	10.34	07/02/2026	101-45000-50410	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		730.34			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 12	ACH Enabled: False
03-602202	N/A SALES	178.64	07/02/2026	609-49750-50250	
03-602203	N/A SALES	56.48	07/02/2026	609-48000-50250	
04-601074	N/A SALES	264.64	07/02/2026	609-49750-50250	
Check Total:		499.76			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 13	ACH Enabled: False
2804775	LIQUOR	1,198.40	07/02/2026	609-48000-50251	
2804776	THC	308.00	07/02/2026	609-48000-50254	
2804777	BEER	4,139.55	07/02/2026	609-48000-50252	
2804936	N/A SALES	28.25	07/02/2026	609-48000-50250	
2805253	THC	1,475.50	07/02/2026	609-49750-50254	
2805254	LIQUOR	3,571.20	07/02/2026	609-49750-50251	
2805255	N/A SALES	442.95	07/02/2026	609-49750-50250	
2805256	BEER	13,052.30	07/02/2026	609-49750-50252	
2810789	N/A SALES	33.85	07/02/2026	609-48000-50250	
2810790	THC	131.00	07/02/2026	609-48000-50254	
2810791	LIQUOR	738.40	07/02/2026	609-48000-50251	
2810792	BEER	3,464.40	07/02/2026	609-48000-50252	
2811457	LIQUOR CREDIT	-156.67	07/02/2026	609-49750-50251	
2811458	THC	317.00	07/02/2026	609-49750-50254	
2811459	N/A SALES	471.65	07/02/2026	609-49750-50250	
2811460	BEER	10,301.40	07/02/2026	609-49750-50252	
2811460	KEG DEPOSIT	-60.00	07/02/2026	609-00000-11560	
Check Total:		39,457.18			
Vendor: 2132	Data-Smart Computers, Inc.			Check Sequence: 14	ACH Enabled: False
98518	CONTENT FILTER SETTINGS	253.75	07/02/2026	101-41420-50300	
99513	SONIC WALL	290.00	07/02/2026	620-49600-50300	
99513	SONIC WALL	290.00	07/02/2026	615-49550-50300	
99513	SONIC WALL	290.00	07/02/2026	602-49450-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,123.75			
Vendor: UB*00144	PEGG DAWSON			Check Sequence: 15	ACH Enabled: False
	Refund Check 005152-000, 7315 386TH ST	1.49	07/01/2026	615-00000-20200	
	Refund Check 005152-000, 7315 386TH ST	11.43	07/01/2026	615-00000-20200	
	Refund Check 005152-000, 7315 386TH ST	6.61	07/01/2026	612-00000-20200	
	Refund Check 005152-000, 7315 386TH ST	17.64	07/01/2026	602-00000-20200	
	Refund Check 005152-000, 7315 386TH ST	23.51	07/01/2026	615-00000-20200	
	Refund Check 005152-000, 7315 386TH ST	17.05	07/01/2026	602-00000-20200	
	Check Total:	77.73			
Vendor: 1133	Dell Marketing, L.P.			Check Sequence: 16	ACH Enabled: False
10878939263	COMPUTERS	14,018.64	07/02/2026	101-41420-50207	
	Check Total:	14,018.64			
Vendor: 1146	Earl F. Andersen			Check Sequence: 17	ACH Enabled: False
0143170-IN	PW TRAFFIC SIGNS	293.15	07/02/2026	101-43000-50226	
	Check Total:	293.15			
Vendor: 1151	ECM Publishers, Inc.			Check Sequence: 18	ACH Enabled: False
1104078	ECRAC SUMMER CONCERT 26-7E-112	370.00	07/02/2026	403-46500-50300	
	Check Total:	370.00			
Vendor: 1179	Fastenal Company			Check Sequence: 19	ACH Enabled: False
MNTG324476	WATER R&M EQUIPMENT	161.80	07/02/2026	615-49550-50404	
	Check Total:	161.80			
Vendor: 1180	Ferguson US Holdings, Inc			Check Sequence: 20	ACH Enabled: False
0567540	WATER IRRIGATION METERS	2,642.66	07/02/2026	615-49550-50210	
	Check Total:	2,642.66			
Vendor: 2205	FES, Inc.			Check Sequence: 21	ACH Enabled: False
21902	LDH SUPPLY HOSE	1,830.00	07/02/2026	101-42280-50201	
21999	BOOTS	344.99	07/02/2026	101-42280-50201	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,174.99			
Vendor: 2240	GigFire LLC			Check Sequence: 22	ACH Enabled: False
845541	North Branch Parks Wifi	70.00	07/02/2026	101-41420-50243	
	Check Total:	70.00			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 23	ACH Enabled: False
7475185	WATER CHEMICALS	3,733.07	07/02/2026	615-49550-50272	
	Check Total:	3,733.07			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 24	ACH Enabled: False
100001962098	NETWORK SWITCHES/FIREWALL	1,849.78	07/02/2026	101-41420-50244	
	Check Total:	1,849.78			
Vendor: 1252	Hotsy Equipment Of Minnesota			Check Sequence: 25	ACH Enabled: False
29655	NOZZLE	24.55	07/02/2026	101-42280-50210	
	Check Total:	24.55			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 26	ACH Enabled: False
1963082	CONCERTS IN THE PARK AD	393.00	07/02/2026	403-46500-50300	
1963107	PUBLIC NOTICE	7.86	07/02/2026	101-41910-50351	
	Check Total:	400.86			
Vendor: UB*00147	KYLE JACOBSON			Check Sequence: 27	ACH Enabled: False
	Refund Check 006672-000, 39844 FAWN AVE	91.56	07/01/2026	602-00000-20200	
	Check Total:	91.56			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 28	ACH Enabled: False
1078864	LIQUOR	10.96	07/02/2026	609-49750-50251	
1078865	LIQUOR	6,411.85	07/02/2026	609-49750-50251	
1078866	WINE	107.22	07/02/2026	609-49750-50253	
1078867	LIQUOR	2,788.70	07/02/2026	609-49750-50251	
1078868	LIQUOR	23.76	07/02/2026	609-48000-50251	
1078869	LIQUOR	2,899.70	07/02/2026	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1078870	LIQUOR	974.00	07/02/2026	609-48000-50251	
1078871	WINE	105.90	07/02/2026	609-48000-50253	
1084168	LIQUOR	4,884.49	07/02/2026	609-49750-50251	
1084169	WINE	254.90	07/02/2026	609-49750-50253	
1084170	LIQUOR	1,796.80	07/02/2026	609-49750-50251	
1084171	WINE	221.77	07/02/2026	609-49750-50253	
1084172	N/A SALES	41.90	07/02/2026	609-49750-50250	
1084173	LIQUOR	935.40	07/02/2026	609-48000-50251	
1084174	LIQUOR	1,117.74	07/02/2026	609-49750-50251	
1084175	LIQUOR	1,008.28	07/02/2026	609-48000-50251	
1084176	LIQUOR	863.93	07/02/2026	609-48000-50251	
	Check Total:	24,447.30			
Vendor: UB*00148	DERRICK KNUTSON			Check Sequence: 29	ACH Enabled: False
	Refund Check 010359-000, 40251 GOLDEN W	6.92	07/01/2026	615-00000-20200	
	Refund Check 010359-000, 40251 GOLDEN W	14.70	07/01/2026	602-00000-20200	
	Refund Check 010359-000, 40251 GOLDEN W	0.44	07/01/2026	615-00000-20200	
	Refund Check 010359-000, 40251 GOLDEN W	2.29	07/01/2026	615-00000-20200	
	Refund Check 010359-000, 40251 GOLDEN W	5.01	07/01/2026	602-00000-20200	
	Check Total:	29.36			
Vendor: 2313	KREATIV HQ. LLC			Check Sequence: 30	ACH Enabled: False
7393	PD BUSINESS CARDS	638.75	07/02/2026	101-41940-50210	
	Check Total:	638.75			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 31	ACH Enabled: False
002722	BEER	166.00	07/02/2026	609-49750-50252	
	Check Total:	166.00			
Vendor: 1176	M Health Fairview			Check Sequence: 32	ACH Enabled: False
15009294825	VISIT 15009294825 ON 5/8/2026	161.00	07/02/2026	101-42110-50314	
15009317853	VISIT 15009317853 ON 6/1/2026	116.00	07/02/2026	101-42110-50314	
15009346914	VISIT 15009347016/15009348020/15009346914	105.00	07/02/2026	101-43000-50406	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	382.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 33	ACH Enabled: False
865969	LIQUOR	157.14	07/02/2026	609-48000-50251	
865969	N/A SALES	93.60	07/02/2026	609-48000-50250	
865969	BEER	4,167.13	07/02/2026	609-48000-50252	
866026	LIQUOR	401.67	07/02/2026	609-49750-50251	
866027	BEER CREDIT	-50.53	07/02/2026	609-49750-50252	
866028	N/A SALES	43.20	07/02/2026	609-49750-50250	
866028	BEER	4,930.35	07/02/2026	609-49750-50252	
866710	LIQUOR	183.60	07/02/2026	609-49750-50251	
866711	LIQUOR	183.60	07/02/2026	609-48000-50251	
866938	LIQUOR	122.40	07/02/2026	609-48000-50251	
866938	BEER	583.80	07/02/2026	609-48000-50252	
866938	N/A SALES	44.70	07/02/2026	609-48000-50250	
866947	LIQUOR CREDIT	-185.20	07/02/2026	609-48000-50251	
867042	N/A SALES CREDIT	-11.22	07/02/2026	609-49750-50250	
867042	BEER CREDIT	-65.53	07/02/2026	609-49750-50252	
867043	BEER	11,441.60	07/02/2026	609-49750-50252	
867043	N/A SALES	178.80	07/02/2026	609-49750-50250	
	Check Total:	22,219.11			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 34	ACH Enabled: False
INV3127633	MONTHLY LEASE	259.00	07/02/2026	101-41420-50219	
	Check Total:	259.00			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 35	ACH Enabled: False
1195640	JULY MONTHLY SERVICE	146.00	07/02/2026	101-41940-50300	
	Check Total:	146.00			
Vendor: 2058	MINNESOTA RURAL WATER ASSOCIATION			Check Sequence: 36	ACH Enabled: False
2026-2027	MEMBERSHIP AUG 2026-JULY 2027	177.08	07/02/2026	615-49550-50433	
2026-2027	MEMBERSHIP AUG 2026-JULY 2027	247.92	07/02/2026	615-00000-15500	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	425.00			
Vendor: 1691	MOTOROLA SOLUTIONS, INC			Check Sequence: 37	ACH Enabled: False
1411253567	CAR SYSTEM	2,700.00	07/02/2026	101-41420-50242	
8282326134	MOBILE ACCESSORIES	127.86	07/02/2026	101-42280-50320	
8282326612	FD COMMUNICATIONS	11,752.10	07/02/2026	101-42280-50320	
	Check Total:	14,579.96			
Vendor: 2344	MUELLER INC			Check Sequence: 38	ACH Enabled: False
00111435	PW VEH R&M	26.00	07/02/2026	101-43000-50404	
	Check Total:	26.00			
Vendor: 1453	Olson Power & Equipment			Check Sequence: 39	ACH Enabled: False
E03735	PW 2026 FLEET PURCHASE BOND	70,397.15	07/02/2026	701-70100-50540	
	Check Total:	70,397.15			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 40	ACH Enabled: False
5191911	LIQUOR	838.95	07/02/2026	609-49750-50251	
5191912	WINE	302.10	07/02/2026	609-49750-50253	
5191913	LIQUOR	504.90	07/02/2026	609-48000-50251	
5191914	WINE	566.10	07/02/2026	609-48000-50253	
5195716	LIQUOR	2,057.02	07/02/2026	609-49750-50251	
5195717	WINE	226.40	07/02/2026	609-49750-50253	
5195717	LIQUOR	373.45	07/02/2026	609-49750-50251	
5195718	LIQUOR	83.10	07/02/2026	609-49750-50251	
5195719	LIQUOR	775.90	07/02/2026	609-48000-50251	
5195720	WINE	224.50	07/02/2026	609-48000-50253	
5195720	LIQUOR	160.05	07/02/2026	609-48000-50251	
	Check Total:	6,112.47			
Vendor: 1478	PLC Towing & Recovery			Check Sequence: 41	ACH Enabled: False
26-48310	TOW FEE	157.50	07/02/2026	101-42110-50300	
	Check Total:	157.50			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00146	PROGRESSIVE BUILDERS			Check Sequence: 42	ACH Enabled: False
	Refund Check 013178-000, 6851 376TH ST	2.87	07/01/2026	612-00000-20200	
	Refund Check 013178-000, 6851 376TH ST	0.55	07/01/2026	615-00000-20200	
	Refund Check 013178-000, 6851 376TH ST	13.52	07/01/2026	615-00000-20200	
	Refund Check 013178-000, 6851 376TH ST	1.76	07/01/2026	602-00000-20200	
	Refund Check 013178-000, 6851 376TH ST	8.69	07/01/2026	615-00000-20200	
	Refund Check 013178-000, 6851 376TH ST	6.29	07/01/2026	602-00000-20200	
	Refund Check 013178-000, 6851 376TH ST	1.15	07/01/2026	615-00000-20200	
	Check Total:	34.83			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 43	ACH Enabled: False
W-124630	BEER	133.00	07/02/2026	609-49750-50252	
W-124631	BEER	66.50	07/02/2026	609-48000-50252	
	Check Total:	199.50			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 44	ACH Enabled: False
B023103	WASTEWATER LAB TESTING	184.80	07/02/2026	602-49450-50315	
B023278	WATER LAB TESTING	105.00	07/02/2026	615-49550-50315	
B023279	SEWER LAB TESTING	168.00	07/02/2026	602-49450-50315	
	Check Total:	457.80			
Vendor: 2257	Row Sewer Service			Check Sequence: 45	ACH Enabled: False
269	LP Groundbreaking Event	621.00	07/02/2026	201-46500-50343	
474	PORTA TOILETS CITY PARKS	2,145.00	07/02/2026	101-45000-50415	
	Check Total:	2,766.00			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 46	ACH Enabled: False
INV326915	SAFETY CAN W/HOSE	327.10	07/02/2026	101-43000-50482	
INV326915	SLIM ENVIRA CONE	1,075.00	07/02/2026	101-43000-50210	
	Check Total:	1,402.10			
Vendor: 2351	SANDERS, JOHNATHON			Check Sequence: 47	ACH Enabled: False
6/26/26	ESCROW REFUND	1,500.00	07/02/2026	101-00000-21190	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,500.00			
Vendor: UB*00145	LAURA SCHMITZ			Check Sequence: 48	ACH Enabled: False
	Refund Check 012087-000, 40248 GOLDEN W.	1.76	07/01/2026	615-00000-20200	
	Refund Check 012087-000, 40248 GOLDEN W.	26.40	07/01/2026	602-00000-20200	
	Refund Check 012087-000, 40248 GOLDEN W.	49.21	07/01/2026	602-00000-20200	
	Refund Check 012087-000, 40248 GOLDEN W.	11.35	07/01/2026	612-00000-20200	
	Refund Check 012087-000, 40248 GOLDEN W.	2.30	07/01/2026	615-00000-20200	
	Refund Check 012087-000, 40248 GOLDEN W.	31.92	07/01/2026	615-00000-20200	
	Refund Check 012087-000, 40248 GOLDEN W.	36.41	07/01/2026	615-00000-20200	
	Check Total:	159.35			
Vendor: 1520	Sealtech, Inc			Check Sequence: 49	ACH Enabled: False
1863	STORM SEWER R/M	1,500.00	07/02/2026	612-49700-50404	
	Check Total:	1,500.00			
Vendor: 2288	SNAP-ON CREDIT LLC			Check Sequence: 50	ACH Enabled: False
JUNE 2026	PW SUBSCRIPTION	188.00	07/02/2026	101-43000-50433	
	Check Total:	188.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 51	ACH Enabled: False
2771306	LIQUOR	8,389.15	07/02/2026	609-49750-50251	
2771307	WINE	113.38	07/02/2026	609-49750-50253	
2773365	WINE	314.56	07/02/2026	609-48000-50253	
2773365	LIQUOR	2,453.82	07/02/2026	609-48000-50251	
2773868	LIQUOR	7,078.27	07/02/2026	609-49750-50251	
2773869	WINE	746.59	07/02/2026	609-49750-50253	
	Check Total:	19,095.77			
Vendor: 2139	Duane Southworth			Check Sequence: 52	ACH Enabled: False
50375	OPTICS REIMBURSEMENT	619.08	07/02/2026	101-42110-50237	
	Check Total:	619.08			
Vendor: 1550	STREICHERS			Check Sequence: 53	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
I1831562	NEW HIRE UNIFORM	81.98	07/02/2026	101-42110-50237	
I1831596	NEW HIRE UNIFORM	251.99	07/02/2026	101-42110-50237	
I1831624	UNIFORM - JS	40.00	07/02/2026	101-42110-50237	
I1831762	UNIFORM - JS	191.98	07/02/2026	101-42110-50237	
I1831769	UNIFORM - KR	45.99	07/02/2026	101-42110-50237	
I1831871	UNIFORM - KR	97.00	07/02/2026	101-42110-50237	
I1832201	UNIFORM - DS	21.99	07/02/2026	101-42110-50237	
I1833405	NEW HIRE VEST	45.97	07/02/2026	101-42110-50237	
I1834848	NEW HIRE UNIFORM	40.00	07/02/2026	101-42110-50237	
I1834850	NEW HIRE UNIFORM	40.00	07/02/2026	101-42110-50237	
	Check Total:	856.90			
Vendor: 1803	Transit Authority Inc.			Check Sequence: 54	ACH Enabled: False
7/7/2026 CONCERT	7/7/2026 CONCERT IN THE PARK	3,600.00	07/02/2026	403-46500-50300	
	Check Total:	3,600.00			
Vendor: 2268	Vehicle Response Training			Check Sequence: 55	ACH Enabled: False
2187	BESS CLASS	714.55	07/02/2026	101-42280-50199	
	Check Total:	714.55			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 56	ACH Enabled: False
3937793	N/A SALES	207.30	07/02/2026	609-49750-50250	
	Check Total:	207.30			
Vendor: 1599	Viking Electric Supply			Check Sequence: 57	ACH Enabled: False
S010372743.001	PARK OPERATING SUPPLIES	2,647.58	07/02/2026	101-45000-50210	
	Check Total:	2,647.58			
Vendor: 1611	WATSON COMPANY			Check Sequence: 58	ACH Enabled: False
158748	N/A SALES	938.23	07/02/2026	609-49750-50250	
	Check Total:	938.23			
Vendor: 1754	WorldWide Cellars, Inc.			Check Sequence: 59	ACH Enabled: False
INV-013625	WINE	598.63	07/02/2026	609-49750-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	598.63			
Vendor: 1637	Ziegler Cat			Check Sequence: 60	ACH Enabled: False
IN002448106	GENERATIONS EQUIP R/M	34.74	07/02/2026	620-49600-50404	
IN002448159	GENERATIONS EQUIP R/M	204.19	07/02/2026	620-49600-50404	
IN002448226	GENERATIONS EQUIP R/M	101.58	07/02/2026	620-49600-50404	
	Check Total:	340.51			
	Total for Check Run:	291,445.29			
	Total of Number of Checks:	60			

Accounts Payable

Checks by Date - Summary by Check Number

User: SharonWright
Printed: 7/2/2026 2:28 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
6183	1424	N.B. Fire Relief Association	06/18/2026	1,278.40
6184	1118	Commissioner Of Revenue (W/H)	06/18/2026	9,521.08
6185	1372	Minnesota State Retirement	06/18/2026	3,512.24
6186	1468	PERA (Payroll W/H)	06/18/2026	36,087.07
6187	1585	United States Treasury	06/18/2026	41,290.52
Report Total (5 checks):				91,689.31



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, JUNE 24, 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, June 24, 2026

1. CALL TO ORDER

Mayor Kevin Schieber called the North Branch 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

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.

Wes Ringquist, Bailey Tepoorten, Lisa Kath, Jesse Anderson, Laura Anderson, Rachel Anderson, and Sam Rogstad 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.

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 Meeting - June 10, 2026, 6:00 PM | ACTION |
| c. Receive schedule of activities update for the NW Old Town Project | INFO |

8. PUBLIC HEARINGS

9. STAFF REPORTS

10. MAYOR/CITY COUNCIL

- | | |
|-------------------------------|------------------|
| a. Advisory Committee updates | VERBAL
UPDATE |
|-------------------------------|------------------|

A joint meeting was held between the City Council and the Planning Commission. The discussion resulted in meaningful progress and provided the Planning Commission with clearer direction as they continue developing recommendations. Topics discussed included side-yard setbacks, building design standards, and residential density, including apartment complexes.

Mayor Kevin Schieber thanked the Fire Department, Police Department, and Public Works Department for their hard work in making this year's Midsummer Days a success. City Administrator Matthew Hill added that the Public Works Department provides a tremendous amount of behind-the-scenes support for Midsummer Days, as well as ongoing maintenance of the City's parks.

The Louisiana-Pacific groundbreaking ceremony was held on June 23rd and was a great success. The company is investing \$150 million in its facility in the industrial park and will create more than 125 new jobs. Mayor Kevin Schieber thanked everyone who attended the groundbreaking and recognized the many individuals whose efforts helped bring Louisiana-Pacific to North Branch.

The Finance Committee reported that the City's liquor stores continue to perform well. While retail sales

remain below historical highs, both gross and net profits are meeting expectations. The committee also discussed future staffing and investment plans for the City.

The Public Works Advisory Committee discussed the Northwest Old Town investment project, including whether it should be postponed and funding redirected to other priorities. The committee also reviewed leaf pickup services and data on resident participation. Staff will present this information and potential recommendations to the City Council in July.

Council Member Patrick Meacham raised the topic of high utility users, such as data centers, and proposed that staff begin working with the Planning Commission to develop action items and recommendations regarding future data center development. The City Council reached a consensus to move forward with this effort.

11. ADJOURNMENT

The North Branch City Council Meeting adjourned at 6:56 PM

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



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 06/24/2026

Board & Commission: City Council

Subject: Approval of Application for Garbage Haulers License - Curbside Waste

BACKGROUND:

The City of North Branch has received a completed application for a Garbage Haulers License from Curbside Waste. 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 Super 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: Curbside Waste

Mailing Address: PO Box 40367 Brooklyn Park MN 55443

Company Location Address: 18150 118th Ave N Dayton MN 55369

Contact Person: Matt Herman

Phone Number: _____

**Number of Vehicles
Operating in the City:** 3

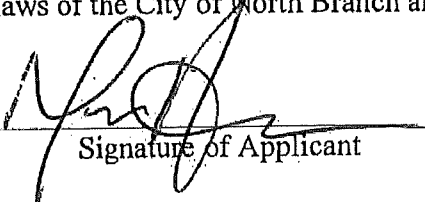
Licensing Period: January 1 to December 31, 2026

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.

6/23/2026

Date


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 Chad Master Doing Business As Curbside Waste
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 18150 118th Ave N Dayton MN 55369
Print street address or route number. City or town name. State Zip Code

Business Telephone No. Home Telephone No.

Type of Business Waste and Recycling Hauler
Print description (for Example: Bldg. Construction; or Logging; or Manufacturing.)

Workers' Compensation Insurance Company Name AIG Property Casualty
Print full name of insurance company (**NOT** insurance agent).

Policy No.
Print full number from insurance policy.

Dates of Coverage 6/01/2026 Through 6/01/2027
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 6-23-2026



NORTH BRANCH

BUSINESS/SP-CI TAX CLEARANCE INFORMATION SHEET

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue upon their request. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

LICENSE BEING APPLIED FOR OR RENEWED: _____

LICENSING AUTHORITY: City of North Branch, Chisago County, Minnesota

LICENSE RENEWAL DATE: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Chad Master

Applicant's Address: _____
Dayton MN 55369
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

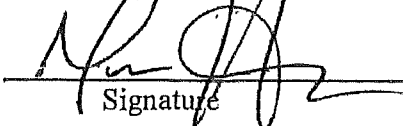
Business Name Curbside Waste

Business Address 18150 118th Ave N Dayton MN 55369
City State Zip

MINNESOTA TAX IDENTIFICATION NO: _____

FEDERAL TAX IDENTIFICATION NO _____

If a Minnesota Tax Identification number is not required, please explain on the reverse side.


Signature

Chief Operating Officer

6/23/2026

Position (Officer, Partner, etc.)

Date



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: Matt Herman

Date: 6/23/2026



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 06/30/2026

Board & Commission: City Council

Subject: Approval for Ragnar Relay Special Event Permit

Ragnar Events LLC has submitted a special event permit application for the Ragnar Running Relay scheduled to take place on August 7, 2026. The running relay is a 200-mile event starting in St. Paul and ending in Duluth. The event would be utilizing road shoulders and trails and sidewalks as available.

The route through North Branch follows along the same path as the previous Ragnar event, with the runners utilizing the Sunrise Prairie Regional Trail from the south heading north to Main Street and heading west to Flink Ave and then heading north on Flink Ave to the North Branch City Limits and continuing north along Flink Ave. See the attached map.

There are no lane closures, road closures, etc. The runners run on the sidewalk or shoulder of the road. We are a very dispersed event. Start times are staggered. You may see 230 runners over the span of 12 hours. The only place runners stop is at designated exchange points. There will be rented port-a-potties at exchange points.

A \$1,000,000 Certificate of Insurance naming the city as insured will be provided. The benefits the race brings to the community are: economic impact on gas stations, restaurants, shops, and hotels. We also hire community groups to staff the exchange points.

MN 2025 Ragnar Relay Route:

Event Website: <https://www.runragnar.com/event-detail/relay/minnesota#course>

Recommendation:

Staff recommends approval of the request.

Voting Requirements:

Voting Options Simple Majority Super Majority

Special Event Information - Ragnar Relay Minnesota

The Ragnar Road Minnesota is a 200-mile-long distance running relay race proposed to start in Minneapolis and end in Duluth August 7-8, 2026. Runners will experience “Minnesota Nice” on a scenic course that runs north on miles and miles of roads and trails! We anticipate 200 teams comprised of 12 individuals and 2 vehicles (“Ultra” teams have 6 participants and 1 vehicle), therefore we expect about 3,000 participants with 200 or less runners spread over 30-50 miles of course at any given time. Teams take turns running relay style to complete the course, picking up a runner and dropping off the next runner at each of the 36 exchange points along the course.

Parking/Traffic Flow:

- Ragnar teams start in waves staggered from 5:00am – 1:00pm to spread participants along the course, allowing about an 8-10 hour time frame to pass through communities.
- We anticipate less than 300 parking spots during our peak hours for Ragnar vehicles at major exchanges. Throughout most of the race, you can expect only 30-60 vehicles onsite.
- Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner’s leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line.

Race Personnel Onsite:

- Ragnar will have an exchange manager and volunteers present during the entire race at each exchange point. Additionally, Ragnar staff will be present throughout the event to ensure everything is running smoothly.

Sanitation and Garbage Disposal:

- Ragnar will provide portable toilets at all exchanges.
- Ragnar staff and volunteers will manage all trash clean up. A trash dumpster will be provided to collect team trash and will be removed after the event.

Safety, Emergencies and First Aid

Runner safety is of foremost concern. Before entering course, teams must go through a safety gear check and training. All runners sign waivers acknowledging that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations.

Runners and community residents can notify Ragnar through the Ragnar Race Command number, 661-RAGNAR-1 (661-724-6271), with any concerns of problems along the course. Medical personnel are at each Major Exchange point, approximately every 25-35 miles of the course. If a runner encounters a first aid issue at a minor exchange, they are to proceed to the closest major exchange to be treated. In the event of an emergency, runners are directed to contact 911 and then notify Ragnar staff.

Volunteers

Exchanges are staffed by a combination of team required volunteers and community groups and charities trained on site by Ragnar Staff. Groups and charities are given a donation for providing volunteers to manage logistics such as parking, exchange chute details, team tracking and general runner directions. Volunteers are released by a staff member once the last runner has come through.

Community Impact

Communities directly benefit economically from money spent by participants for food, lodging and other services. Additionally, Ragnar partners with regionally based charities and groups for each event to encompass an even more positive impact on the local communities.

These overnight relays benefit both participants and the communities where they are presented.

Participants have been unfailingly enthusiastic about their experiences and there are always a wide variety of human-interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team, to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for local charities or another charity of special importance to the team.

Insurance

We are sanctioned under USA Track and Field. If you would like a Certificate of Liability Insurance for \$1 Million in coverage, we are happy to provide that upon request. Please inform us what entity to have listed on that certificate.

Proposed Route in Chisago County

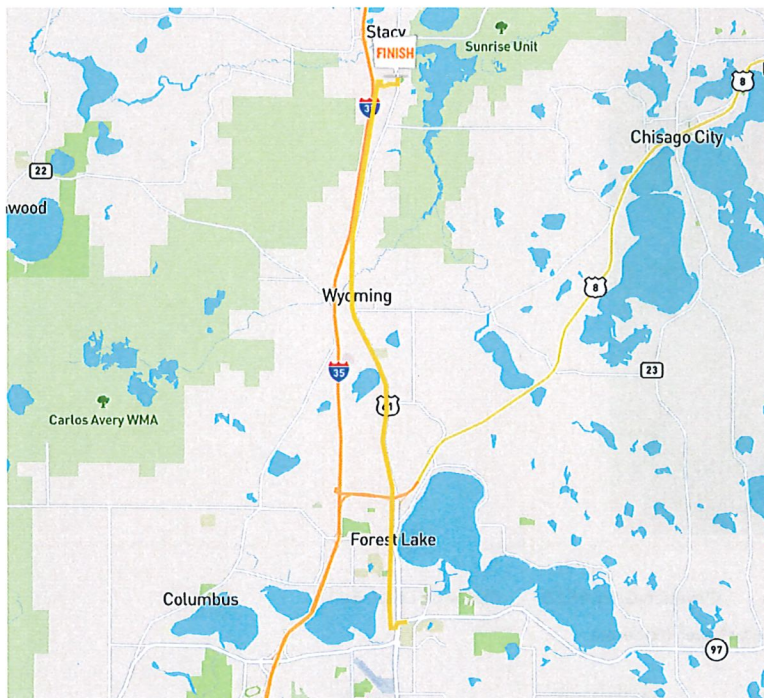
- Neighboring towns and exchange points pending approval.
- 3 ft coroplast directional signs placed on road shoulders and paths away from traffic and pedestrian walkways. Signs are on traffic cones and are placed prior to the race and removed immediately after.

ROUTE MAPS

Interactive maps can be found here:

<https://www.runragnar.com/event-detail/relay/minnesota#course>

Leg 13: Forest Lake Area High School to Doyle Fields



Details: Leg 13

Distance: 10 miles

Elevation Gain: 89.22

Elevation Loss: -99.89

Difficulty Level: Very Hard

Exchange Address:

Doyle Fields
30309 Forest Blvd
Stacy, MN 55079
(45.387382306, -92.983405056)

Turn by Turn Directions:

Depart Forest Lake High running with traffic on the path adjacent to Scandia Trail N and follow signs to stay on the running path to the Harwood Creek Trail
0.6 Right to run on the Harwood Creek/Sunrise Prairie Trail
9.6 Right to exit the trail on the paved path and turn immediately right against traffic on Fox Run Road
9.7 Left to run against traffic on 302nd St
10.0 Left to run against traffic on Forest Blvd
10.1 Arrive at exchange 13 - Doyle Fields

Van Directions:

Depart Forest Lake High right on Lake St S, which becomes Forest Blvd after 1.8 miles
9.5 Arrive at Exchange 13 - Doyle Fields

Leg Notes:

Runners will be separate from support vehicles while running on the Sunrise Prairie Trail. Due to limited trail access, there will be no One Mile to Go sign on this leg, however you'll know you're close to the exchange when you exit the trail at the 1/2 mile to go point! There's not much shade on this portion so make sure and bring your water and don't forget sunscreen!
VAN SUPPORT DESIGNATION: No Van Support - please proceed directly to the next exchange!

Leg 14: Doyle Fields to Chisago County Park and Ride



Details: Leg 14 Distance: 4.6 miles Elevation Gain: 65.69 Elevation Loss: -54.84
Difficulty Level: Moderate

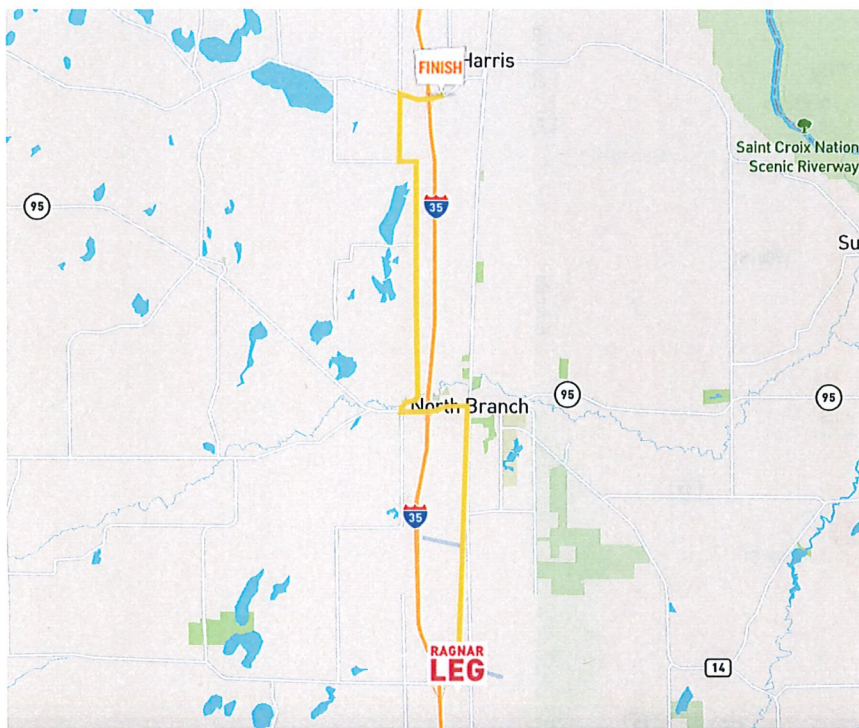
Exchange Address:
North Branch Park and Ride
6017 Athens Trail
Stacy, MN 55032
(45.450176527, -92.983984939)

Turn by Turn Directions:
Depart Doyle Fields running north on Forest Blvd against traffic
0.4 Left to run against traffic on 307th Street
0.6 Right to run on the Sunrise Prairie Trail
4.6 Arrive at Exchange 14 - North Branch Park and Ride

Van Directions:
Teams are not to pull onto side roads that intersect with the trail to support. There will be one water station on this leg for your runner to fill their handheld water bottle. Please remember this is a NO VAN SUPPORT leg and attempting to support your runner on side roads that deviate from van directions will not only earn you a violation but can cause traffic backups and unnecessary runner/vehicle crossings. Please follow support vehicle directions! Depart Doyle Fields parking lot right to head north on onto Forest Blvd Do not follow runners when they turn off off Forest Blvd, continue straight on Forest Blvd
4.5 Left on Athens Trail
4.7 Arrive at Exchange 14 - North Branch Park and Ride (on your left)

Leg Notes:
Runners will be separate from support vehicles while running on the Sunrise Prairie Trail. Don't forget your handheld water bottle to fill at the cupless water station!
Teams are not to pull onto side roads that intersect with the trail. Please remember this is a NO VAN SUPPORT leg and attempting to support your runner on side roads that deviate from van directions will not only earn you a violation, but can cause traffic backups and unnecessary runner/vehicle crossings. Please follow support vehicle directions!

Leg 15: Chisago County Park and Ride to Fish Lake Premium



Details: Leg 15

Distance: 11.1 miles

Elevation Gain: 123.79

Elevation Loss: -133.47

Difficulty Level: Very Hard

Exchange Address:

Fish Lake Premium Bait and
Tackle
5857 Stark Road
Harris, MN 55032
(45.578726308, -92.988083982)

Turn by Turn Directions:

Depart North Branch Park and Ride
running north on the Sunrise Prairie
Trail
4.3 Left to run on the sidewalk against
traffic on Main Street - *Leg becomes
support at this point*
5.3 Right to run against traffic on Flink
Ave
9.2 Left to run against traffic on 425th
Street
9.5 Right to run against traffic on
Falcon Ave
10.5 Right to run against traffic on Hwy
10/Stark Rd
11.1 Arrive at Exchange 15 - Fish Lake
Premium

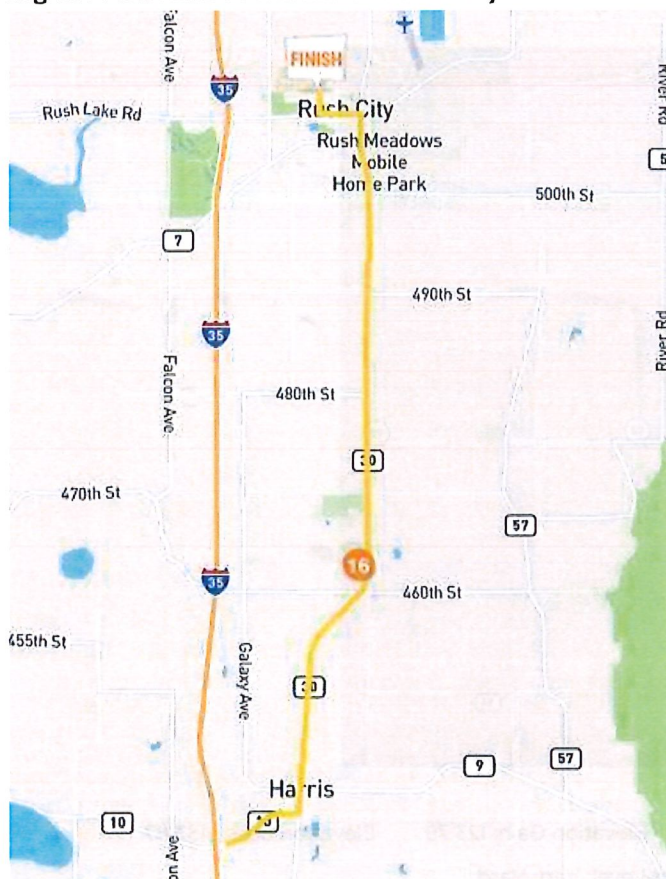
Van Directions:

Depart North Branch Park and Ride
right on Athens Trail
The first portion of the leg is No Van
Support.
0.2 Left on Forest Blvd
4.3 Left to on Main Street - *Leg
becomes support at this point*
5.3 Right on Flink Ave
9.2 Left on 425th Street
9.5 Right on Falcon Ave
10.5 Right on Hwy 10/Stark Rd
11.1 Arrive at Exchange 15 - Fish Lake
Premium

Leg Notes:

The first 4 miles of this leg are on the
Sunrise Prairie Trail with limited
availability to support. The leg
becomes full support at mile 4 where
the trail ends and the leg continues on
Forest Blvd. There is some parking
where teams can support their runner
with water and high fives, but please
be respectful of the surrounding
neighborhood during nighttime hours.
Keep noise to a minimum and no
honking or loud cheering (yes, that
means cowbell!).

Leg 16: Fish Lake Premium to Rush City School



Details: Leg 16

Distance: 8.7 miles

Elevation Gain: 89.04

Elevation Loss: -73.86

Difficulty Level: Very Hard

Exchange Address:

Rush City School
51001 Fairfield Ave
Rush City, MN 55069
(45.687956192, -92.970741462)

Turn by Turn Directions:

Depart Fish Lake Premium running against traffic on Stark Rd
0.8 Left to run on the sidewalk against traffic on Forest Blvd

8.1 Left to run on the sidewalk with traffic on 4th Street
8.6 Right to run with traffic on Hartle
8.7 Arrive at exchange 16 - Rush City School

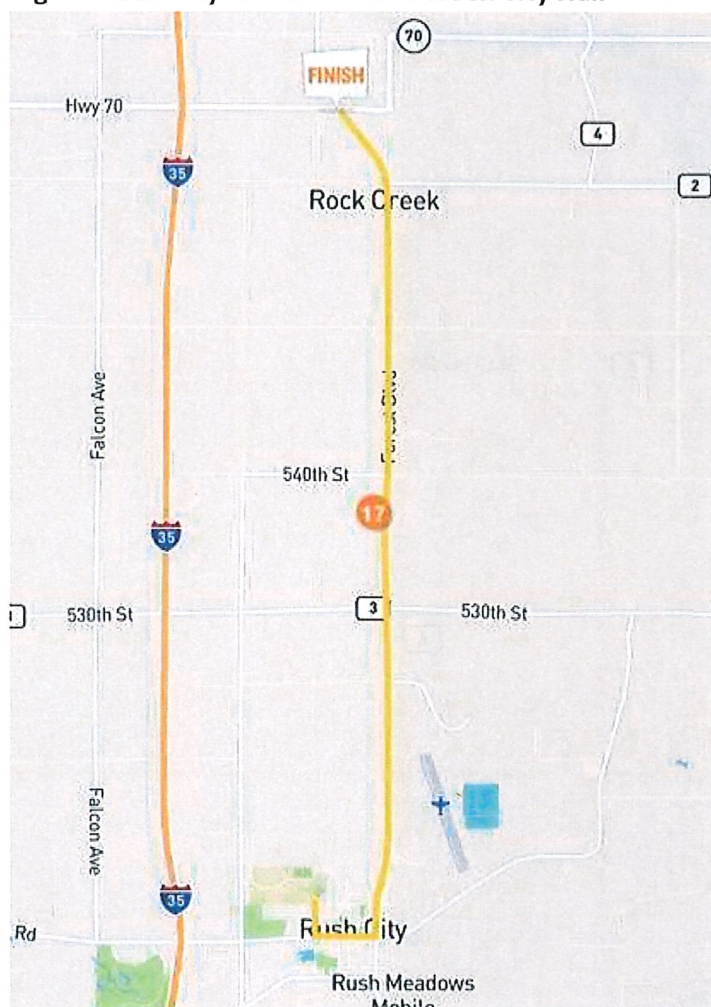
Van Directions:

Depart Fish Lake Premium running right on Stark Rd
0.8 Left on Forest Blvd
8.1 Left on 4th Street
8.6 Continue Straight, Do not follow runner to the right on Hartle Street
9.1 Right on Fairfield Ave
9.5 Arrive at exchange 16 - Rush City School

Leg Notes:

This leg is 8.8 miles of highway (que Rascal Flatts) connecting the cities of North Branch and Rush City. Drop an earbud and be mindful of traffic on the road.
The cheer moms are having a Hawaiian party at Rush City Schools! Check out the photo booth, grab a lei, and do a little hula while you wait for you runner!

Leg 17: Rush City School to Rock Creek City Hall



Details: Leg 17

Distance: 6.4 miles

Elevation Gain: 76.73

Elevation Loss: -47.63

Difficulty Level: Hard

Exchange Address:

Rock Creek City Hall
7080 Highway 70
Pine City, MN 55063
(45.7659277778,
-92.9643388889)

Turn by Turn Directions:

Depart Rush City School running south
against traffic on Hartle
0.3 Left to run against traffic on 4th St
0.7 Left on Bremer Ave running
against traffic
6.4 Arrive at Exchange 17 - Rock Creek
City Hall

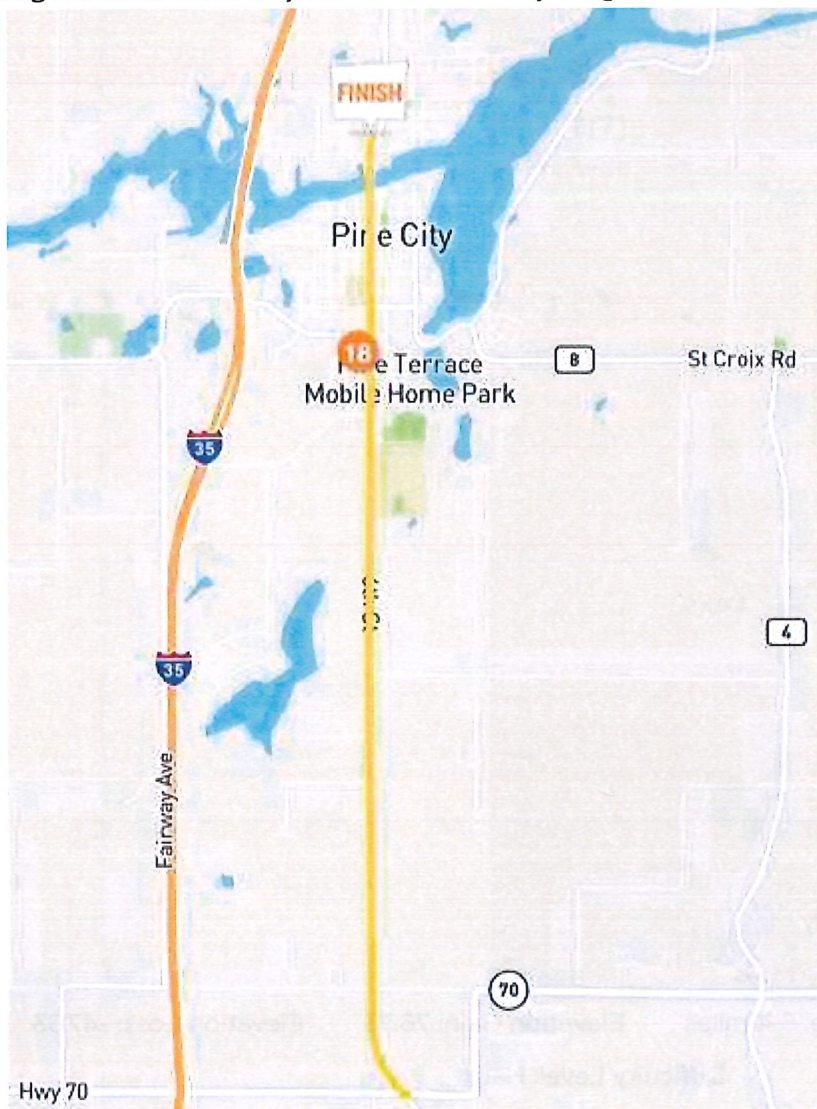
Van Directions:

Depart Rush City School left onto
Fairfield Ave
0.4 Left on 4th St
1.0 Left onto S Bremer Ave
6.5 Right onto Hwy 70
6.6 Arrive at exchange 17 - Rock Creek
City Hall

Leg Notes:

Runners will be on highway shoulders
for the entirety of this leg . Please be
mindful of traffic, obey all traffic laws
and practice safe and respectful
supporting!

Leg 18: Rock Creek City Hall to Pine County Fairgrounds



Details: Leg 18

Distance: 4.7 miles

Elevation Gain: 98.81

Elevation Loss: -103.59

Difficulty Level: Moderate

Exchange Address:

Pine City Fairgrounds
707 1st Ave NW
Pine City, MN 55063
(45.833027744, -92.970153325)

Turn by Turn Directions:

Depart Rock Creek City Hall running
against traffic on Forest Blvd
4.7 Arrive at Exchange 18 - Pine City
Fairgrounds

Van Directions:

Depart Rock Creek City Hall left on
Hwy 70
0.1 Right on Forest Blvd
4.7 Arrive at Exchange 18 - Pine City
Fairgrounds

Leg Notes:

Runners will be on highway shoulders
for the entirety of this leg. Please be
mindful of traffic, obey all traffic laws
and practice safe and respectful
supporting!
This leg is not approved for handcycles
or adaptive wheelchairs due to narrow
road shoulders.



CITY OF NORTH BRANCH

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	Ragnar Events, LLC		
Contact Person:	Connor Crowell		
Address:	2041 East St. PMB 494		
Phone:		Email:	runragnar.com

EVENT INFORMATION

Type of Event:	Race	☐ New or Renewal/Change in Application ☐
Event Name/Title:	Ragnar Relay Minnesota Road 2026	
Description of Event:	200-mile relay race from St. Paul to Duluth MN	
Proposed Location:	See Attached	Estimated Attendance: 200 teams
Event Date and Time	Date	Time
Set Up	August 7th	2pm
Actual Event	August 7th	5pm
Clean Up	August 7th	11pm

EVENT FEATURES

Will any signs/banners be put up? <i>If yes, number and size?</i>
Will there be any inflatables? No <i>If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.</i>
Will there be any entertainment? no <i>If yes, what type?</i>
Will sound amplification be used? no <i>If yes, hours and type:</i>
Will a stage or tent(s) be set up? no <i>If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.</i>
Will merchandise be sold? no <i>If yes, a transient merchant license is required from the city. Please include how many vendors:</i>
Will food be prepared or served on site? no <i>If yes, contact Minnesota Department of Health</i>
Will alcohol be served? no <i>If yes, contact the Minnesota Department of Health.</i>
Will there be a fireworks display? no <i>If yes, obtain permit from City Hall.</i>

SERVICES (After reviewing the event application, Services *may be required* for the event)

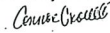
Will event Use, Close or Block any of the following: City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces	We will be on paths and sidewalks. No road closures
Will event need barricades? <i>If yes, number needed.</i>	no
Will event need water or electric? <i>If yes, please describe.</i>	no
Will portable restrooms be needed? <i>If yes, how many.</i>	Portable restrooms will be placed at exchanges
Will extra trash receptacles be needed? <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.</i>	no
Describe trash removal and cleanup during and after the event. Teams will hold on to their trash until their arrival at Pine Co Fairgrounds where we will have rented dumpsters.	
Will event need traffic control? <i>If yes, contact North Branch Police Department, 651-674-8848</i>	no
Describe crowd control procedure to ensure the safety of participants and spectators: Teams are instructed to follow all road safety guidelines. Running against traffic and staying on sidewalks	
Will "No Parking Signs" be needed? <i>If yes, how many?</i>	no
Will event need security? <i>If yes, list security company and contact info:</i>	no
Will event need EMS? <i>If yes, contact Lakes Region EMS, 651-277-4911</i>	NO
Describe plans to provide first aid if needed: We have medics on course and an emergency text number if teams need Ragnar support. Otherwise they are encouraged to call 911	
Describe the Emergency Action Plan if severe weather should arrive: Ragnar staffs a 24 hour weather watch during all races. Heat and lightning holds are used if needed.	
List any other pertinent information: (Animals, etc.)	

ATTACHMENTS (please attach additional sheets as needed)

Site Plan <i>(This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)</i>
Certificate of Insurance <i>(Include: Policy Number, Amount and Provisions that the City of North Branch is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)</i>
Permits <i>(Department of Health, Transient Merchant, Peddlers License, etc.)</i>
Signatures <i>(All signatures from properties affected, i.e. Street Closure all properties that have vehicle access)</i>
Proof of Non-Profit Status

HOLD HARMLESS AGREEMENT

The sponsor(s) of this event hereby agrees to save and hold harmless the City of North Branch, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of North Branch and is a release of Liability.



6/18/2026

Signature of Applicant or Authorized Agent

Date

For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator		
Public Works		
Police		
Parks		
Fire		

<u>Application Fee</u>	<u>Damage Deposit</u> \$100	<u>Date Received</u>	<u>Check #</u>	<u>Receipt #</u>
<u>Attendance</u>	<u>0-100</u>		<u>101 +</u>	
<u>Resident</u>	\$0		\$100	
<u>Non-Resident</u>	\$50		\$100	

COMMENTS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 06/30/2026

Board & Commission: City Council

Subject: Approval of Transient Merchant Licenses - Renewal by Anderson

Background Information:

Dylan Syverson and Mason Rainer have both applied for a Transient Merchant License from Renewal by Anderson by selling Windows and Doors within the City of North Branch from July 9th, 2026-August 9th, 2026. They have both paid the appropriate fees and have submitted the accompanying documents.

Requested City Council Action:

Approve the Transient Merchant License for Dylan Syverson and Mason Rainer for Renewal by Anderson.

Voting Requirements:

Voting Options Simple Majority Super Majority

Transient Merchant License Applicants

Notice to all License Applicants:

Attached is:

- The North Branch City Code on Peddlers, Solicitors and Transient Merchants.
- Transient Merchant License Application

The license is good for a 30-day period. The license fee is \$78.

The North Branch Police Department will conduct a background investigation on all solicitors. If more than one individual will be going door-to-door you must request a Transient Merchant License Group Sale application

License applications must be approved by the North Branch City Council before you can begin going door-to-door. You must be in possession of the approved licensed signed by the City prior to going door-to-door.

CITY OF NORTH BRANCH

Application for Transient Merchant License

****IF YOU HAVE MULTIPLE EMPLOYEES GOING DOOR TO DOOR, EACH INDIVIDUAL MUST COMPLETE SECTION 1. ADDITIONAL SPACE IS PROVIDED ON BACK****

SECTION 1 - INFORMATION ON APPLICANT

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

Rainer, Megan, Scott

APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)

APPLICANT'S PHONE NUMBER

APPLICANT'S DRIVER'S LICENSE NUMBER

APPLICANT'S DATE OF BIRTH

APPLICANT'S SOCIAL SECURITY NUMBER

HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.

☐ YES ☒ NO

SECTION 2 - INFORMATION ON COMPANY

COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD)

Renewal by Anderson

COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS

1426 County Rd C Waseo

COMPANY PHONE NUMBER

763-355-6352

MINNESOTA ID NUMBER

FEDERAL ID NUMBER

SECTION 3 - INFORMATION ON GOODS TO BE OFFERED

DESCRIPTION OF GOODS, WARES, MERCHANDISE, OR SERVICES BEING OFFERED BY TRANSIENT MERCHANT

free window estimates

DATES GOODS ARE BEING OFFERED

Date of Approval to expiration

AREA WHERE GOODS ARE BEING OFFERED

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the City of North Branch to do a criminal background investigation as may be necessary in issuance of a Transient Merchant License.

[Signature]
SIGNATURE OF APPLICANT

06/24/2026
DATE

FOR OFFICE USE ONLY

BACKGROUND CHECK COMPLETED BY _____

DATE OF INVESTIGATION _____

RECOMMEND ☐ APPROVAL OR ☐ DENIAL

☐ APPROVED OR ☐ DENIED BY CITY COUNCIL

DATE OF COUNCIL ACTION _____

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue upon their request. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

LICENSE BEING APPLIED FOR OR RENEWED: Solicitor

LICENSING AUTHORITY: City of North Branch, Chisago County, Minnesota

LICENSE RENEWAL DATE: N/A

PERSONAL INFORMATION (If applicable):

Applicant's Name Mason Rainer

Applicant's Address 1110 11th St City North Branch State MN Zip 55056

Social Security Number: 123-45-6789

BUSINESS INFORMATION (If applicable):

Business Name Renewal by Andersen

Business Address 1420 County Rd C W City North Branch State MN Zip 55056

MINNESOTA TAX IDENTIFICATION NO: 123-456789

FEDERAL TAX IDENTIFICATION NO: 123-456789

If a Minnesota Tax Identification number is not required, please explain on the reverse side.

Mason Rainer Signature 12/21/21 Date
Position (Officer, Partner, etc.)



NORTH BRANCH

CONSENT FOR THE RELEASE OF INFORMATION FOR TRANSIENT MERCHANT 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 Transient Merchant 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.

FULL NAME(PRINTED)

Mason Rainer

SIGNATURE (authorizing release)

Mason Rainer

DATE OF BIRTH

11/11/2000

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

Mason Rainer

SIGNATURE (authorizing release)

Mason Rainer

DATE OF BIRTH

DRIVERS LICENSE NUMBER

DATE SIGNED

6/24/26

CITY OF NORTH BRANCH

Application for Transient Merchant License

****IF YOU HAVE MULTIPLE EMPLOYEES GOING DOOR TO DOOR, EACH INDIVIDUAL MUST COMPLETE SECTION 1. ADDITIONAL SPACE IS PROVIDED ON BACK****

SECTION 1 - INFORMATION ON APPLICANT

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

Syversen, Dylan, Anthony

APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)

APPLICANT'S PHONE NUMBER

APPLICANT'S DRIVER'S LICENSE NUMBER

APPLICANT'S DATE OF BIRTH

APPLICANT'S SOCIAL SECURITY NUMBER

HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL, STATE OR CITY ORDINANCES OR LAWS? IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.

☐ YES ☒ NO

SECTION 2 - INFORMATION ON COMPANY

COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD)

Renewal by Andersen

COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS

1920 county rd c w Roseville MN 55113

COMPANY PHONE NUMBER

715-558-6294

MINNESOTA ID NUMBER

FEDERAL ID NUMBER

6

SECTION 3 - INFORMATION ON GOODS TO BE OFFERED

DESCRIPTION OF GOODS, WARES, MERCHANDISE, OR SERVICES BEING OFFERED BY TRANSIENT MERCHANT

Windows & Doors

DATES GOODS ARE BEING OFFERED

24/7

AREA WHERE GOODS ARE BEING OFFERED

Roseville warehouse

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the City of North Branch to do a criminal background investigation as may be necessary in issuance of a Transient Merchant License.

[Signature]

SIGNATURE OF APPLICANT

6/24/26

DATE

FOR OFFICE USE ONLY

BACKGROUND CHECK COMPLETED BY _____

DATE OF INVESTIGATION _____

RECOMMEND ☐ APPROVAL OR ☐ DENIAL

☐ APPROVED OR ☐ DENIED BY CITY COUNCIL

DATE OF COUNCIL ACTION _____



NORTH BRANCH

CONSENT FOR THE RELEASE OF INFORMATION FOR TRANSIENT MERCHANT 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 Transient Merchant 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.

FULL NAME (PRINTED)

Oylen Syverson

DATE OF BIRTH

11-11-1981

SIGNATURE (authorizing release)



DRIVERS LICENSE NUMBER

10

FULL NAME (PRINTED)

Oylen Syverson

DATE OF BIRTH

11-11-1981

SIGNATURE (authorizing release)



DRIVERS LICENSE NUMBER

DATE SIGNED

6/24/26

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue upon their request. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

LICENSE BEING APPLIED FOR OR RENEWED: Solicitor

LICENSING AUTHORITY: City of North Branch, Chisago County, Minnesota

LICENSE RENEWAL DATE: Date of approval

PERSONAL INFORMATION (If applicable):

Applicant's Name Dylan Syverson

Applicant's Address Headwaters Blvd N Forest Lake
City State Zip

MN
55025

Social Security Number: .. .

BUSINESS INFORMATION (If applicable):

Business Name Renewal by Andersen

Business Address 1420 county rd CW Rossville MN 55113
City State Zip

MINNESOTA TAX IDENTIFICATION NO: _____

FEDERAL TAX IDENTIFICATION NO. _____

If a Minnesota Tax Identification number is not required, please explain on the reverse side.

[Signature] Employee 6/24/26
Signature Position (Officer, Partner, etc.) Date

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the City of North Branch to do a criminal background investigation as may be necessary in issuance of a Transient Merchant License.


SIGNATURE OF APPLICANT

6/24/26
DATE

FOR OFFICE USE ONLY

BACKGROUND CHECK COMPLETED BY _____

DATE OF INVESTIGATION _____

RECOMMEND ☐ APPROVAL OR ☐ DENIAL

☐ APPROVED OR ☐ DENIED BY CITY COUNCIL

DATE OF COUNCIL ACTION _____



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/29/2026

Board & Commission: City Council

Subject: Approval of Resolution R-342-2026 approving the release of the Letter of Credit and Developer obligations of the Les Schawb Tire Center Development Site

Requested Action

Approve Resolution R-342-2026 releasing the Letter of Credit developer from the obligations contained within the Site Improvement Agreement between the City and SFP-E, LLC

Background

The City entered into a Site Improvement Agreement with SFP-E, LLC. for the construction of site improvements associated with the development of the Les Schwab Tire facility at 5375 St Croix Trail, North Branch on May 28, 2024.

The agreement required the developer to construct the required improvements in accordance with approved plans, satisfy all applicable conditions of approval, provide the required financial security, and comply with all provisions contained within the agreement.

The Developer has satisfactorily completed the warranty period and has requested the City return all remaining security and escrow specific to the Development. Additionally, the release of financial security and escrow means the project is complete, allowing the City to release the Developer from its terms, conditions and obligations as outlined in the Agreement.

Voting Requirements:

Voting Options Simple Majority Super Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-342-2026

A RESOLUTION RELEASING THE LETTER OF CREDIT AND DEVELOPER FROM THE OBLIGATIONS OF THE LES SCHWAB TIRE CENTER DEVELOPMENT SITE

WHEREAS, the City of North Branch (“City”) entered into a Site Improvement Agreement with SFP-E, LLC (“Developer”. for the construction of improvements associated with the development of Les Schwab development site located within the City of North Branch; and

WHEREAS, the Site Improvement Agreement established the developer's obligations for the construction of required improvements and other conditions necessary to complete the development of a 10,250 square foot retail and service center building at 5375 St Croix Trl, North Branch; and

WHEREAS, City staff has inspected the required improvements and determined that the developer has satisfactorily completed the obligations required under the Site Improvement Agreement; and

WHEREAS, the City Council finds that the developer has fulfilled the terms and conditions of the Site Improvement Agreement and that it is in the best interest of the City to formally release the developer from the remaining obligations under the agreement, pursuant to Resolution R-342-2026, as approved on July 8th, 2026.

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

1. The City Council hereby finds that the developer has satisfactorily completed the obligations required under the Site Improvement Agreement.
2. The developer is hereby released from any further obligations under the Site Improvement Agreement, except for any obligations that expressly survive completion of the agreement, including warranty obligations, maintenance responsibilities, indemnification provisions, or other continuing obligations as provided in the agreement or required by law.
3. The Mayor and City Administrator are hereby authorized to execute the release the developer obligations for the Site Improvement Agreement with SFP-E, LLC, as

described in Exhibit A

Adopted by the City Council of the City of North Branch this 8th day of July, 2026.

CITY OF NORTH BRANCH

Kevin Scheiber, Mayor

ATTEST:

Tonya Kostuch, City Clerk

EXHIBIT A
RELEASE OF
SITE IMPROVEMENT AGREEMENT
FOR LES SCHWAB TIRE CENTER
WITH SFP-E, LLC

The City of North Branch hereby states the Developer, SFP-E, LLC, has met the conditions of that certain Site Improvement Agreement entered into on the 28th day of May 2024, between the City of North Branch and SFP-E, LLC for the construction of the Les Schwab Tire Center at 5375 St Croix Trail, North Branch, Minnesota.

The legal description of the property subject to the Development and Subdivision Agreement is as follows:

Lot 2, Block 1, KWIK TRIP 930, City of North Branch, Chisago County, Minnesota

The City hereby RELEASES the Developer, its successors and assigns, from the terms and conditions of said Site Improvement Agreement.

CITY OF NORTH BRANCH

Kevin Schieber

Mayor

Matthew Hill

STATE OF MINNESOTA)

) ss.

COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this 8th day of July,

2026 by Kevin Schieber and Matthew Hill, the Mayor and City Administrator respectively, of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

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: July 1, 2026

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

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We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during June 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. **Personnel and Labor Matters**
Attorneys reviewed, analyzed, advised, and drafted a memorandum and other correspondence regarding a union matter.
2. **Municipal Matters**
Attorneys researched, reviewed, and advised on possible zoning code changes. Attorneys reviewed and advised on election judge questions. Attorneys reviewed, advised and attended a City Council meeting. Attorneys researched, reviewed, and advised on a data request.
3. **Land Use and Real Estate Matters**
Attorneys reviewed and advised on closed road and expired road order.
4. **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: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 06/25/2026

Board & Commission: City Council

Subject: May Finance Update

Finance Report – May 2026 Highlights

Overall Financial Position

- Cash equivalents total **\$9.9 million**.
- Investments total **\$16.8 million**.
- The City's overall financial position remains stable, with positive year-end projections across all major funds.

Key Updates

- Construction on the Fletcher and Goodview Street improvements begin in July and will utilize land sale proceeds, reducing cash equivalent balances.
- The Northwest Old Town project has been delayed until 2027, resulting in lower-than-budgeted capital expenditures in 2026.

Fund Highlights

- **General Fund:** Projected increase to fund balance of **\$395,829**, including **\$287,700** in 2025 carryover expenditures.
- **Economic Development Authority (EDA):** Bond defeasance eliminated the need for the 2026 debt service transfer, allowing funds to be redirected to future EDA initiatives.
- **Sewer, Stormwater, Water, and Generation Funds:** All funds are projected to end the year with positive fund balances. The Generation Fund used interest earnings to cover fire repair expenses.

- **Liquor Store Fund:** On track to achieve an **8% profit margin**. Seasonal inventory purchases were made in preparation for anticipated summer demand.

Staff Assessment

- No significant financial concerns at this time.
- Revenues and expenditures remain on track.
- The City's financial position continues to support the adopted 2026 budget.

Voting Requirements:

Bank Account Balances 5/31/2026

Cash Equivalents	EOM Balance	Interest Rate
Old National - Checking (0753)	645,740.69	0.0%
Old National - MM (2886)	5,681,537.39	3.30%
Associated - Checking (4089)	38,326.98	0.0%
Associated - MM (3859)	3,126,585.79	3.85%
Xpress Cash Balance	164,191.75	0.00%
Total Checking/Savings	\$ 9,656,382.60	

Investments

US Bank	15,731,706.31	Varies *
Wells Fargo	1,069,644.62	Varies *
Total Investments	\$ 16,801,350.93	

Total Cash & Investments	\$ 26,457,733.53
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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 3.971%.

Monthly Report for Liquor Store - Council Report

May 2026

Percent of Year: 41.67%

Sales by Month	3 Year Avg				
	2026 Sales	Sales	2025 Sales	2024 Sales	2023 Sales
January	\$ 271,144	\$ 267,378	\$ 291,927	\$ 249,337	\$ 260,869
February	253,338	263,554	271,922	260,707	258,033
March	278,204	298,489	312,449	295,583	287,435
April	293,101	301,288	320,504	288,819	294,541
May	359,491	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	\$ 1,455,277	\$ 4,098,931	\$ 4,159,379	\$ 4,127,252	\$ 4,010,162

YTD Sales compared to 3 Year Avg	\$ (45,801)	YTD Sales compared to 3 Year Avg	96.95%
YTD Sales compared to 2025 Sales	\$ (132,440)	YTD Sales compared to 2025 Sales	91.66%

Expenses by Month	2026	3 Year Avg	2025	2024	2023
	Expenses	Expenses	Expenses	Expenses	Expenses
January	177,809	\$ 236,792	278,943	175,638	255,794
February	265,745	288,753	262,001	331,652	272,608
March	282,187	310,870	281,533	324,884	326,195
April	256,448	301,215	306,612	287,748	309,284
May	346,915	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	\$ 1,329,103	\$ 3,958,447	\$ 3,873,964	\$ 4,071,654	\$ 3,929,724

YTD Exps compared to 3 Year Avg	\$ (175,285)	YTD Expenses compared to 3 Year Avg	88.35%
YTD Exps compared to 2025 Exps	\$ (182,903)	YTD Expenses compared to 2025 Exps	87.90%

	2026	3 Year Avg	2025	2024	2023
YTD Net Income (Before Transfers)	\$ 126,174	\$ 140,484	\$ 285,415	\$ 55,598	\$ 80,438
Net Income Percentage	8.67%	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	Actual 2026	Actual	Actual
	Budget	YTD	East	West
Sales	\$ 4,403,671	\$ 1,450,491	\$ 1,037,985	\$ 412,506
Cost of Sales	3,383,127	1,001,673	708,456	293,217
Gross Margin	\$ 1,020,544	\$ 448,818	\$ 329,529	\$ 119,289
	23.2%	30.9%	31.7%	28.9%

Monthly Report for Liquor Store - Council Report

May 2026

Percent of Year: 41.67%

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	276,320	109,349	123,295	25,862	9,425	8,389
April	291,898	114,233	131,209	28,817	9,026	8,614
May	359,491	138,511	171,517	27,824	9,916	11,722
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	1,450,491	569,256	654,011	135,848	46,292	45,085
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	216,016	93,502	88,003	25,710	3,436	5,366
April	197,898	75,748	90,955	20,051	5,443	5,702
May	283,014	107,119	142,569	16,987	7,459	8,881
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	1,001,673	397,549	458,631	90,772	25,594	29,126
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

May 2026

Percent of Year: 41.67%

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	4,264,983	1,538,997	2,074,599	446,826	61,000	143,561

2025 Cost of Goods Sold By Category

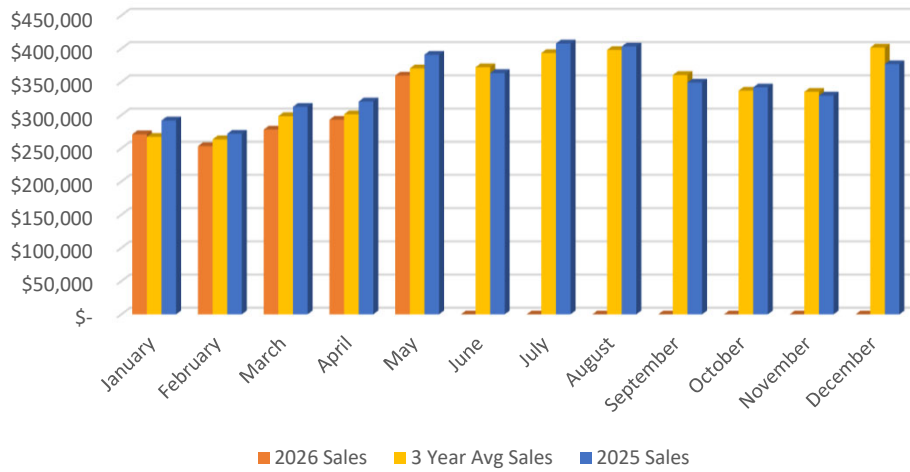
Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	197,271	70,807	92,673	22,267	5,747	5,776
March	215,775	88,594	91,132	23,825	4,551	7,672
April	248,250	94,221	127,565	14,754	5,188	6,523
May	302,502	112,929	148,341	25,240	5,761	10,231
June	243,217	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	3,106,843	1,120,529	1,515,300	320,788	44,000	106,226

Monthly Report for Liquor Store - Council Report

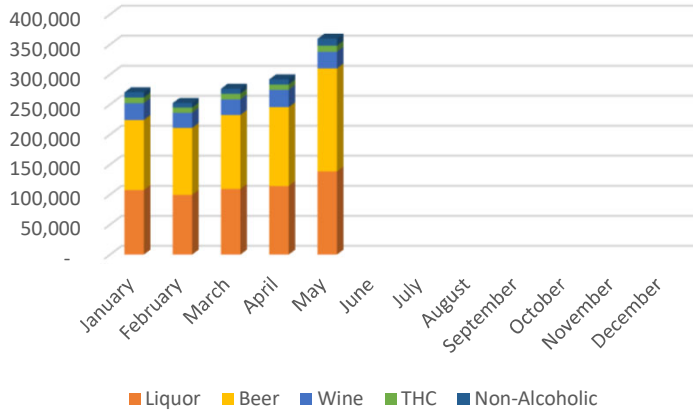
May 2026

Percent of Year: 41.67%

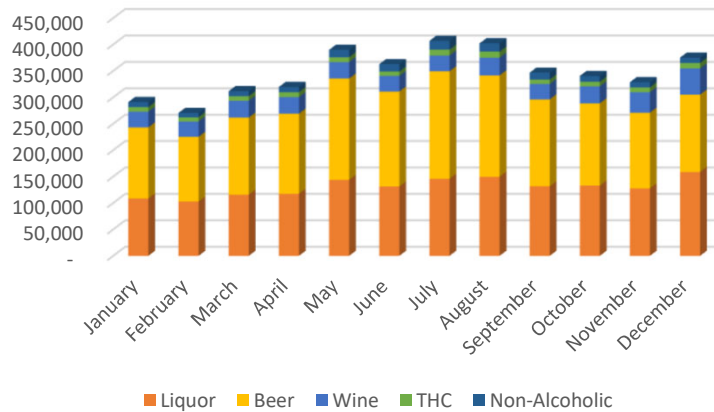
Liquor Stores Sales



2026 Sales by Category



2025 Sales by Category



City of North Branch

May 2026 Update

Percent of Year

41.67%

General Fund

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
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	120,289	134,813	(14,524)	376,072	377,050
Intergovernmental	143,878	243,949	(100,070)	1,647,545	1,670,112
Charges for Services	103,960	101,104	2,857	208,112	101,800
Fines & Forfeits	13,771	11,647	2,124	32,380	17,000
Other Revenue	79,571	84,293	(4,722)	182,371	154,000
Other Financing Sources	364,205	9,601	354,604	953,038	588,833
Total Revenues	\$ 825,675	\$ 585,423	\$ 240,252	\$ 10,021,442	\$ 9,563,995
Expenditures:					
City Council	\$ 9,468	\$ 6,967	\$ 2,501	32,702	\$ 31,037
City Administrator	70,575	77,068	(6,493)	178,881	175,739
City Clerk	48,414	20,248	28,167	120,887	136,510
Elections	113	-	113	21,400	17,900
Technology	262,905	227,614	35,291	491,045	468,000
Human Resources	36,657	676	35,981	101,235	116,699
Finance	149,255	154,246	(4,991)	389,477	407,501
City Attorney	12,032	38,953	(26,922)	59,265	50,000
City Engineer	28,882	9,979	18,903	81,543	40,000
Legislative	10,000	12,612	(2,612)	30,000	31,500
Planning & Zoning	55,318	24,184	31,134	187,322	195,897
City Facilities	66,013	60,508	5,505	164,733	160,695
Police	1,287,540	1,166,236	121,304	3,085,529	3,149,421
Fire	342,217	327,804	14,413	843,792	864,133
Building Inspection	142,845	139,155	3,691	387,006	390,136
Civil Defense	1,633	4,619	(2,986)	3,766	4,200
Animal Control	1,833	1,400	433	8,933	9,120
Street Lights	29,601	23,200	6,401	68,331	70,000
Public Works	525,789	684,542	(158,753)	2,154,076	2,189,011
Parks	82,101	76,918	5,184	560,789	618,260
Library	46,960	43,682	3,278	104,159	110,536
Non-Dept Exps	54,338	81,687	(27,349)	635,315	615,400
Total Expenditures	\$ 3,264,490	\$ 3,182,298	\$ 82,192	\$ 9,710,186	\$ 9,851,695
Net Postion increase/(decrease)	\$ (2,438,816)	\$ (2,596,875)	\$ 158,060	\$ 311,256	\$ (287,700)

EDA (201)

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance (2026 estimate)	\$ 560,062	\$ 215,421	\$ 344,641		
Revenues:					
Taxes	\$ -	\$ -	-	622,210	\$ 625,337
Intergovernmental	-	-	-	-	-
Other Revenue	21,802	21,201	601	42,325	3,800
Other Financing Sources	-	-	-	135,000	135,000
Total Revenues	\$ 21,802	\$ 21,201	\$ 601	\$ 799,535	\$ 768,203
Expenditures:					
Operating Expenditures	\$ 113,714	\$ 23,380	90,334	268,887	\$ 605,579
Total Expenditures	\$ 113,714	\$ 23,380	\$ 90,334	\$ 268,887	\$ 605,579
Net Postion increase/(decrease)	\$ (91,912)	\$ (2,179)	\$ (89,734)	\$ 530,648	\$ 162,624

Sewer Fund (602)

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance (2026 Estimate)	\$ 14,398,821	\$ 14,101,651	\$ 297,170		
Revenues:					
Charges for Services	\$ 70,826	\$ 104,087	\$ (33,261)	374,627	\$ 400,000
Utility Charges	738,939	727,985	10,954	1,808,150	1,802,000
Other Revenue	56,241	68,280	(12,040)	102,690	5,000
Other Financing Sources	-	-	-	-	237,572
Total Revenues	\$ 866,006	\$ 900,352	\$ (34,346)	\$ 2,285,467	\$ 2,444,572
Expenditures:					
Sanitary Sewer	\$ 534,598	\$ 695,077	(160,479)	1,557,719	\$ 2,845,727
Total Expenditures	\$ 534,598	\$ 695,077	\$ (160,479)	\$ 1,557,719	\$ 2,845,727
Net Postion increase/(decrease)	\$ 331,407	\$ 205,275	\$ 126,133	\$ 727,748	\$ (401,155)

Liquor Store Fund (609)

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance (2026 estimate)	\$ 688,919	\$ 523,504	\$ 165,415		
Revenues:					
Liquor Store - East	\$ 1,037,985	\$ 1,119,150	\$ (81,165)	2,860,794	\$ 3,125,952
Liquor Store - West	412,506	463,571	(51,065)	1,226,055	1,277,719
Cost of Liquor Sold - East	(708,456)	(823,811)	115,355	(2,059,772)	(2,401,344)
Cost of Liquor Sold - West	(293,217)	(329,918)	36,701	(882,759)	(981,783)
Other Revenue	4,786	4,995	(210)	7,179	3,700
Total Revenues	\$ 453,604	\$ 433,988	\$ 19,616	\$ 1,151,496	\$ 1,024,244
Operating Expenses:					
Liquor Store - East	\$ 201,700	\$ 209,485	(7,785)	\$ 497,388	\$ 550,034
Liquor Store - West	125,730	148,792	(23,062)	292,200	353,966
Transfers	-	-	-	350,000	350,000
Total Operating Expenses	\$ 327,430	\$ 358,277	\$ (30,847)	\$ 1,139,588	\$ 1,254,000
Net Postion increase/(decrease)	\$ 126,174	\$ 75,711	\$ 50,463	\$ 11,908	\$ (229,756)
Net Profit (before transfer) Percentage	8.67%	4.77%		8.84%	

Stormwater Fund (612)

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance (2026 estimate)	\$ 6,363,933	\$ 6,467,061	\$ (103,128)		
Revenues:					
Utility Charges	\$ 124,802	\$ 293,937	(169,136)	476,139	\$ 465,000
Other Revenue	17,477	12,925	4,552	26,215	7,500
Other Financing Sources	-	-	-	-	547,791
Total Revenues	\$ 142,279	\$ 306,862	\$ (164,584)	\$ 502,354	\$ 1,020,291
Expenditures:					
Storm Sewer	\$ 81,990	\$ 89,701	(7,711)	359,614	\$ 1,224,022
Total Expenditures	\$ 81,990	\$ 89,701	\$ (7,711)	\$ 359,614	\$ 1,224,022
Net Postion increase/(decrease)	\$ 60,289	\$ 217,161	\$ (156,873)	\$ 142,740	\$ (203,731)

Water Fund (615)

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 17,437,084	\$ 17,004,602	\$ 432,482		
Revenues:					
Charges for Services	\$ 34,000	\$ 52,360	\$ (18,360)	81,600	\$ 185,000
Water Charges	738,297	746,372	(8,075)	2,085,353	2,005,000
Other Revenue	45,243	48,079	(2,836)	139,792	50,000
Other Financing Sources	-	-	-	-	1,079,874
Total Revenues	\$ 817,540	\$ 846,811	\$ (29,271)	\$ 2,306,745	\$ 3,319,874
Expenditures:					
Water	\$ 354,388	\$ 548,487	(194,099)	1,876,464	\$ 5,117,834
Total Expenditures	\$ 354,388	\$ 548,487	\$ (194,099)	\$ 1,876,464	\$ 5,117,834
Net Postion increase/(decrease)	\$ 463,152	\$ 298,324	\$ 164,828	\$ 430,281	\$ (1,797,960)

Generation Fund (620)

	5/31/2026 Actual	5/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 12,205,315	\$ 11,974,349	\$ 230,966		
Revenues:					
Utility Charges	\$ 150,000	\$ 150,000	\$ -	\$ 360,000	\$ 360,000
Other Revenue	105,610	140,799	(35,189)	203,465	-
Total Revenues	\$ 255,610	\$ 290,799	\$ (35,189)	\$ 563,465	\$ 360,000
Expenditures:					
Generation	\$ 178,791	\$ 119,128	59,663	382,158	\$ 2,324,304
Total Expenditures	\$ 178,791	\$ 119,128	\$ 59,663	\$ 382,158	\$ 2,324,304
Net Postion increase/(decrease)	\$ 76,819	\$ 171,671	\$ (94,852)	\$ 181,307	\$ (1,964,304)



Prepared By: Public Works Advisory Committee

Presenter: Matt Fraley, Public Works Director

Date: 06/30/2026

Board & Commission: City Council

Subject: Review of leaf vacuum program utilization and financial analysis

Purpose

The purpose of this report is to provide the City Council with data regarding the current Leaf Vacuum Program, including usage metrics, financial obligations, and regulatory implications, to facilitate a discussion and receive direction on the future of this service.

Program Overview and Usage Data

The City currently operates two vacuum trucks for seasonal leaf collection, which are utilized primarily in the spring and fall.

- **Participation:** The service was utilized by 681 parcels out of approximately 4,900 total residential parcels.
- **Operational Schedule:**
 - **Fall:** 4–5 weeks of operation. Staffing typically involves two trucks, with specific weeks requiring two crews working 12-hour days.
 - **Spring:** 3 weeks of operation. Staffing typically involves two trucks/crews for the first two weeks.
- **Operational Metrics:** Approximately 1,000 miles are driven annually during the program. Maintenance includes an estimated 40+ hours of repair per truck annually, plus parts and supplies.

Financial Analysis

The City maintains two leaf vacuum trucks, with a purchase price of approximately \$300,000 per unit. While trucks are on a 10-year replacement cycle, they are often pushed to 15–18 years of service.

The estimated annual cost for the program is \$61,800. This includes:

- **Labor:** ~\$16,800 (Employee time).
- **Equipment:** Annual depreciation and minor costs (e.g., line tanks).
- **Note:** This estimate does not include fuel or ongoing repairs.

Regulatory and MS4 Compliance

The City has consulted with the Environmental Compliance Group regarding the MS4 program.

- **Impact:** The Leaf Vacuum Program is not established as a Best Management Practice (BMP) for TMDL compliance; discontinuing the service would not affect MS4 permit compliance.
- **Requirements:** Should the program be discontinued, the City would be required to update public education materials to clarify proper leaf disposal methods (e.g., usage of the compost site)

Summary of Options

Option	Pros	Cons
1. Maintain Status Quo	Retains a service the community expects; continues a 27-year tradition; no change to current resident behavior required.	High annual cost of ~\$61,800; inequitable distribution as only ~14% of parcels utilize the service; places full financial burden on the General Fund.
2. Implement User Fee	Offsets capital and operational costs; creates a more equitable "pay-to-play" model.	Requires administrative overhead for billing and tracking; may lead to reduced participation; potential resident pushback regarding a fee.
3. Discontinue Service	Immediate cost savings of ~\$61,800 annually; reallocates	Ends a long-standing tradition; necessitates a shift in resident

	staff and fleet resources; eliminates aging equipment maintenance costs.	behavior toward the compost site; may cause community frustration.
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Peer City Comparison

Information regarding peer city programs indicates that some municipalities utilize fee-based models to sustain this service: Circle Pines: Charges an annual fee of \$95 per household to provide leaf pickup services.

Requested Action

- The Council is requested to provide direction to City staff on which option they would like to proceed with.

Voting Requirements:

Voting Options Simple Majority Super Majority