



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, AUGUST 12, 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 - July 22, 2026, 6:00 PM

ACTION

c. Approve Gambling LG220 Exempt Permit — North Branch Sno-Drifters

ACTION

d. Approval of Transient Merchant License — Wolf Tree Wealth Management

ACTION

e. Approval of the 30-day Transient Merchant Group License for The Shield Co Marketing, LLC.

ACTION

f. Receive report from City Attorney

INFO

- g. Consider Approval of Resolution R-347-2026 to Approve the Agreement to Provide School Resource Officer (SRO) Services to the North Branch Area School District during the 2026-2027 School Year ACTION
- h. Approval of Resolution # R-348-2026 approving change orders 1,2, and 3 and authorizing payment to Knife River Corporation in the amount of \$354,218.16 for the 2026 Pavement Improvement Project ACTION
- i. Approval of Resolution R-349-2026 authorizing payment to KLM Engineering, Inc. for construction supervision and inspection services at the Water Tower #3 rehabilitation project ACTION
- j. Approval of Resolution R-350-2026 Authorizing Pay Request #1 for the Water Tower #3 Reconditioning Project ACTION
- k. Approval of Resolution R-351-2026 Authorizing Pay Request #2 for the Water Tower #3 Reconditioning Project ACTION
- l. Approval of Resolution R-352-2026 authorizing payment for Pay Voucher #2 to Gustafson Excavating, Inc. for the Fletcher Avenue Street and Utility Extension Project ACTION
- m. Re-table the Leaf Vac program to August 26, 2026 at 6PM ACTION
- n. Approval of Resolution R-353-2026 Releasing the Letter of Credits and Developer Obligations for Lucht's Crossing 4th Addition ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Consider the recommendation to pause the FLOCK installation brought forward from the August 5, 2026 work session ACTION
- b. Consider approval of proposal from WSB for mitigation of trees effected by Emerald Ash Borer ACTION
- c. NW Old Town Project - Revised Scope Cost Estimate INFO
- d. Consider approval of Ordinance 414-26 Amending City Code Section 66-943 Design Standards for permitted building materials and amending the design overlay district map ACTION
- e. Consider Approval of Ordinance 415-26 amending City Code Section 66-6 to allow Twinhomes and Quad and Townhouses as permitted uses in the Central Business District ACTION
- f. June Finance Update INFO
- g. 2027 Initial Budget Presentation INFO

10. MAYOR/CITY COUNCIL

- a. 2026 City Gala INFO
- b. Council Goals for 2027 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

6203 to 6224 - \$1,390,899.12

Checks

93863 to 93971 - \$813,463.03

Payroll

7/31/2026 - \$135,688.09

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad

Printed: 07/17/2026 - 9:59AM

Batch: 00006.07.2026 - 07172026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1269	IUOE LOCAL 49 FRINGE BENEFIT			Check Sequence: 1	ACH Enabled: False
AUG 2026	PW HEALTH AUG 2026	23,450.00	07/17/2026	101-00000-21706	
AUG 2026	CITY STAFF HEALTH AUG 2026	62,931.00	07/17/2026	101-00000-21706	
	Check Total:	86,381.00			
	Total for Check Run:	86,381.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 07/24/2026 - 8:02AM
Batch: 00007.07.2026 - 07242026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2140	ALERT 360 OPCO, INC.			Check Sequence: 1	ACH Enabled: False
17403127	MONITORING AUG 2026 - EAST	56.16	07/23/2026	101-43000-50300	
17403128	MONITORING AUG 2026 - WEST	70.45	07/23/2026	101-43000-50300	
	Check Total:	126.61			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 2	ACH Enabled: False
1KX7-MKVV-PX7M	UNIFORMS	20.90	07/23/2026	101-42110-50237	
1QY3-JRN7-CW6L	PW Vehicles R/M	19.44	07/23/2026	101-43000-50404	
	Check Total:	40.34			
Vendor: 1031	Aspen Mills			Check Sequence: 3	ACH Enabled: False
378697	NEW HIRE UNIFORM-JE	678.05	07/23/2026	101-42110-50237	
	Check Total:	678.05			
Vendor: 2132	Data-Smart Computers, Inc.			Check Sequence: 4	ACH Enabled: False
99673	SONIC WALL UPDATES - LIQUOR STORE	435.00	07/23/2026	101-41420-50300	
	Check Total:	435.00			
Vendor: 2362	ECOLAB INC.			Check Sequence: 5	ACH Enabled: False
2742743	FD PEST CONTROL	112.11	07/23/2026	101-42280-50401	
2742864	FD PEST CONTROL	69.78	07/23/2026	101-42280-50401	
2742903	FD PEST CONTROL	92.34	07/23/2026	101-42280-50401	
2749734	FD PEST CONTROL	69.78	07/23/2026	101-42280-50401	
2757107	FD PEST CONTROL	69.78	07/23/2026	101-42280-50401	
2764999	FD PEST CONTROL	69.78	07/23/2026	101-42280-50401	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	483.57			
Vendor: 1175	F.I.R.E.			Check Sequence: 6	ACH Enabled: False
8237	FIRE DEPT TRAINING	650.00	07/23/2026	101-42280-50199	
	Check Total:	650.00			
Vendor: 2240	GigFire LLC			Check Sequence: 7	ACH Enabled: False
860327	North Branch Parks Wif	70.00	07/23/2026	101-41420-50243	
	Check Total:	70.00			
Vendor: 1231	Gustafson Excavating			Check Sequence: 8	ACH Enabled: False
R-344-2026	PAY REQUEST 1 FLETCHER AVE	314,934.75	07/23/2026	476-46500-50530	
	Check Total:	314,934.75			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 9	ACH Enabled: False
1966683	PUBLIC ANNCMNT TIF DIST 2026-2	45.79	07/23/2026	101-00000-21175	
	Check Total:	45.79			
Vendor: 2288	SNAP-ON CREDIT LLC			Check Sequence: 10	ACH Enabled: False
Aug 2026	August Scan Tool Subscription	94.00	07/23/2026	101-43000-50433	
	Check Total:	94.00			
Vendor: 2363	VENTIMIGLIA, JOSEPH			Check Sequence: 11	ACH Enabled: False
3917	REWIRE	250.00	07/23/2026	101-42280-50404	
	Check Total:	250.00			
	Total for Check Run:	317,808.11			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

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 Printed: 07/28/2026 - 7:58AM
 Batch: 00008.07.2026 - 07282026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00153	ALYSON ERNST OR TOMMY FLEMING			Check Sequence: 1	ACH Enabled: False
	Refund Check 006928-000, 39610 FALLBROO	37.61	07/27/2026	602-00000-20200	
	Refund Check 006928-000, 39610 FALLBROO	6.80	07/27/2026	612-00000-20200	
	Refund Check 006928-000, 39610 FALLBROO	21.85	07/27/2026	615-00000-20200	
	Refund Check 006928-000, 39610 FALLBROO	105.97	07/27/2026	615-00000-20200	
	Refund Check 006928-000, 39610 FALLBROO	24.36	07/27/2026	615-00000-20200	
	Refund Check 006928-000, 39610 FALLBROO	1.39	07/27/2026	615-00000-20200	
	Refund Check 006928-000, 39610 FALLBROO	15.85	07/27/2026	602-00000-20200	
	Check Total:	213.83			
Vendor: UB*00152	JIM & JOEY ANTOLIK			Check Sequence: 2	ACH Enabled: False
	Refund Check 009981-000, 4661 382ND DR	25.50	07/27/2026	615-00000-20200	
	Refund Check 009981-000, 4661 382ND DR	7.94	07/27/2026	612-00000-20200	
	Refund Check 009981-000, 4661 382ND DR	99.34	07/27/2026	615-00000-20200	
	Refund Check 009981-000, 4661 382ND DR	1.63	07/27/2026	615-00000-20200	
	Refund Check 009981-000, 4661 382ND DR	18.98	07/27/2026	602-00000-20200	
	Refund Check 009981-000, 4661 382ND DR	18.50	07/27/2026	602-00000-20200	
	Refund Check 009981-000, 4661 382ND DR	12.29	07/27/2026	615-00000-20200	
	Check Total:	184.18			
Vendor: 2010	CINDY JO MUSIC, LLC			Check Sequence: 3	ACH Enabled: False
Grant 26-7E-112	ECRAC Summer Concerts 7/28/2026	500.00	07/28/2026	403-46500-50300	
	Check Total:	500.00			
Vendor: UB*00154	DAVID & BRITTANY HERGERT			Check Sequence: 4	ACH Enabled: False
	Refund Check 005559-000, 8198 384TH TRL	7.16	07/27/2026	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005559-000, 8198 384TH TRL	2.10	07/27/2026	612-00000-20200	
	Refund Check 005559-000, 8198 384TH TRL	6.72	07/27/2026	615-00000-20200	
	Refund Check 005559-000, 8198 384TH TRL	7.23	07/27/2026	615-00000-20200	
	Refund Check 005559-000, 8198 384TH TRL	0.43	07/27/2026	615-00000-20200	
	Refund Check 005559-000, 8198 384TH TRL	4.88	07/27/2026	602-00000-20200	
	Refund Check 005559-000, 8198 384TH TRL	11.05	07/27/2026	602-00000-20200	
	Check Total:	39.57			
Vendor: UB*00161	KEVIN HERKNER			Check Sequence: 5	ACH Enabled: False
	Refund Check 007172-000, 5381 395TH ST	6.10	07/27/2026	615-00000-20200	
	Refund Check 007172-000, 5381 395TH ST	4.42	07/27/2026	602-00000-20200	
	Refund Check 007172-000, 5381 395TH ST	1.90	07/27/2026	612-00000-20200	
	Refund Check 007172-000, 5381 395TH ST	0.38	07/27/2026	602-00000-20200	
	Refund Check 007172-000, 5381 395TH ST	0.25	07/27/2026	615-00000-20200	
	Refund Check 007172-000, 5381 395TH ST	0.39	07/27/2026	615-00000-20200	
	Check Total:	13.44			
Vendor: UB*00156	JAKE & TAYLOR LYNCH			Check Sequence: 6	ACH Enabled: False
	Refund Check 013358-000, 38313 HARDER A\	0.70	07/27/2026	615-00000-20200	
	Refund Check 013358-000, 38313 HARDER A\	11.12	07/27/2026	615-00000-20200	
	Refund Check 013358-000, 38313 HARDER A\	3.04	07/27/2026	615-00000-20200	
	Refund Check 013358-000, 38313 HARDER A\	4.67	07/27/2026	602-00000-20200	
	Refund Check 013358-000, 38313 HARDER A\	3.87	07/27/2026	615-00000-20200	
	Refund Check 013358-000, 38313 HARDER A\	3.47	07/27/2026	612-00000-20200	
	Refund Check 013358-000, 38313 HARDER A\	8.07	07/27/2026	602-00000-20200	
	Check Total:	34.94			
Vendor: UB*00164	NICOLE MURLOWSKI			Check Sequence: 7	ACH Enabled: False
	Refund Check 006074-000, 8199 384TH TRL	6.43	07/27/2026	602-00000-20200	
	Refund Check 006074-000, 8199 384TH TRL	2.03	07/27/2026	615-00000-20200	
	Refund Check 006074-000, 8199 384TH TRL	4.15	07/27/2026	615-00000-20200	
	Refund Check 006074-000, 8199 384TH TRL	31.87	07/27/2026	615-00000-20200	
	Refund Check 006074-000, 8199 384TH TRL	9.93	07/27/2026	612-00000-20200	
	Refund Check 006074-000, 8199 384TH TRL	20.29	07/27/2026	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 006074-000, 8199 384TH TRL	23.10	07/27/2026	602-00000-20200	
	Check Total:	97.80			
Vendor: UB*00157	ROGER NELSON			Check Sequence: 8	ACH Enabled: False
	Refund Check 010994-000, 38251 EXPLORER	3.12	07/27/2026	615-00000-20200	
	Refund Check 010994-000, 38251 EXPLORER	35.62	07/27/2026	602-00000-20200	
	Refund Check 010994-000, 38251 EXPLORER	49.13	07/27/2026	615-00000-20200	
	Refund Check 010994-000, 38251 EXPLORER	0.09	07/27/2026	602-00000-20200	
	Refund Check 010994-000, 38251 EXPLORER	0.07	07/27/2026	615-00000-20200	
	Refund Check 010994-000, 38251 EXPLORER	15.30	07/27/2026	612-00000-20200	
	Check Total:	103.33			
Vendor: UB*00163	DUSTIN NOGA			Check Sequence: 9	ACH Enabled: False
	Refund Check 012909-000, 6788 CEDAR ST	71.13	07/27/2026	615-00000-20200	
	Refund Check 012909-000, 6788 CEDAR ST	4.51	07/27/2026	615-00000-20200	
	Refund Check 012909-000, 6788 CEDAR ST	51.57	07/27/2026	602-00000-20200	
	Refund Check 012909-000, 6788 CEDAR ST	22.15	07/27/2026	612-00000-20200	
	Refund Check 012909-000, 6788 CEDAR ST	81.74	07/27/2026	602-00000-20200	
	Refund Check 012909-000, 6788 CEDAR ST	52.93	07/27/2026	615-00000-20200	
	Check Total:	284.03			
Vendor: UB*00149	ADAM REUTER			Check Sequence: 10	ACH Enabled: False
	Refund Check 005908-000, 38366 HUDSON D	0.84	07/27/2026	615-00000-20200	
	Refund Check 005908-000, 38366 HUDSON D	11.58	07/27/2026	602-00000-20200	
	Refund Check 005908-000, 38366 HUDSON D	4.10	07/27/2026	612-00000-20200	
	Refund Check 005908-000, 38366 HUDSON D	68.74	07/27/2026	615-00000-20200	
	Refund Check 005908-000, 38366 HUDSON D	7.51	07/27/2026	615-00000-20200	
	Refund Check 005908-000, 38366 HUDSON D	13.16	07/27/2026	615-00000-20200	
	Refund Check 005908-000, 38366 HUDSON D	9.54	07/27/2026	602-00000-20200	
	Check Total:	115.47			
Vendor: UB*00165	RICK SAF			Check Sequence: 11	ACH Enabled: False
	Refund Check 005064-000, 37922 HARVESTE	4.84	07/27/2026	602-00000-20200	
	Refund Check 005064-000, 37922 HARVESTE	3.13	07/27/2026	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005064-000, 37922 HARVEST	22.07	07/27/2026	615-00000-20200	
	Refund Check 005064-000, 37922 HARVEST	16.01	07/27/2026	602-00000-20200	
	Refund Check 005064-000, 37922 HARVEST	1.40	07/27/2026	615-00000-20200	
	Refund Check 005064-000, 37922 HARVEST	6.87	07/27/2026	612-00000-20200	
	Check Total:	54.32			
Vendor: UB*00155	KAITLYN SOLBERG			Check Sequence: 12	ACH Enabled: False
	Refund Check 007251-000, 37540 GREENWIC	51.66	07/27/2026	602-00000-20200	
	Refund Check 007251-000, 37540 GREENWIC	4.47	07/27/2026	615-00000-20200	
	Refund Check 007251-000, 37540 GREENWIC	0.34	07/27/2026	615-00000-20200	
	Refund Check 007251-000, 37540 GREENWIC	14.58	07/27/2026	602-00000-20200	
	Refund Check 007251-000, 37540 GREENWIC	22.16	07/27/2026	612-00000-20200	
	Refund Check 007251-000, 37540 GREENWIC	71.30	07/27/2026	615-00000-20200	
	Refund Check 007251-000, 37540 GREENWIC	9.42	07/27/2026	615-00000-20200	
	Check Total:	173.93			
Vendor: UB*00150	ANDREW & JODY SPOFFORD			Check Sequence: 13	ACH Enabled: False
	Refund Check 010226-000, 7605 387TH ST	17.37	07/27/2026	615-00000-20200	
	Refund Check 010226-000, 7605 387TH ST	5.41	07/27/2026	612-00000-20200	
	Refund Check 010226-000, 7605 387TH ST	1.10	07/27/2026	615-00000-20200	
	Refund Check 010226-000, 7605 387TH ST	16.91	07/27/2026	602-00000-20200	
	Refund Check 010226-000, 7605 387TH ST	12.59	07/27/2026	602-00000-20200	
	Refund Check 010226-000, 7605 387TH ST	10.95	07/27/2026	615-00000-20200	
	Check Total:	64.33			
Vendor: UB*00162	ANDREW OR JULIA STEINERT			Check Sequence: 14	ACH Enabled: False
	Refund Check 012197-000, 7545 385TH ST	27.93	07/27/2026	602-00000-20200	
	Refund Check 012197-000, 7545 385TH ST	38.53	07/27/2026	615-00000-20200	
	Refund Check 012197-000, 7545 385TH ST	2.44	07/27/2026	615-00000-20200	
	Refund Check 012197-000, 7545 385TH ST	12.01	07/27/2026	612-00000-20200	
	Check Total:	80.91			
Vendor: UB*00151	MICHAEL SULLIVAN			Check Sequence: 15	ACH Enabled: False
	Refund Check 006871-000, 4735 381ST TRL	36.18	07/27/2026	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 006871-000, 4735 381ST TRL	26.23	07/27/2026	602-00000-20200	
	Refund Check 006871-000, 4735 381ST TRL	11.27	07/27/2026	612-00000-20200	
	Refund Check 006871-000, 4735 381ST TRL	2.29	07/27/2026	615-00000-20200	
	Refund Check 006871-000, 4735 381ST TRL	2.69	07/27/2026	602-00000-20200	
	Refund Check 006871-000, 4735 381ST TRL	1.73	07/27/2026	615-00000-20200	
	Refund Check 006871-000, 4735 381ST TRL	128.82	07/27/2026	615-00000-20200	
	Check Total:	209.21			
Vendor: UB*00159	DOUGLAS TORSETH			Check Sequence: 16	ACH Enabled: False
	Refund Check 011284-000, 37915 GERALD AV	4.11	07/27/2026	615-00000-20200	
	Refund Check 011284-000, 37915 GERALD AV	46.91	07/27/2026	602-00000-20200	
	Refund Check 011284-000, 37915 GERALD AV	109.60	07/27/2026	615-00000-20200	
	Refund Check 011284-000, 37915 GERALD AV	64.70	07/27/2026	615-00000-20200	
	Refund Check 011284-000, 37915 GERALD AV	20.15	07/27/2026	612-00000-20200	
	Refund Check 011284-000, 37915 GERALD AV	21.04	07/27/2026	615-00000-20200	
	Refund Check 011284-000, 37915 GERALD AV	32.48	07/27/2026	602-00000-20200	
	Check Total:	298.99			
Vendor: UB*00158	DANIEL WILSON			Check Sequence: 17	ACH Enabled: False
	Refund Check 006914-000, 39626 FALLBROO	118.78	07/27/2026	615-00000-20200	
	Refund Check 006914-000, 39626 FALLBROO	7.53	07/27/2026	615-00000-20200	
	Refund Check 006914-000, 39626 FALLBROO	37.00	07/27/2026	612-00000-20200	
	Refund Check 006914-000, 39626 FALLBROO	86.13	07/27/2026	602-00000-20200	
	Check Total:	249.44			
Vendor: UB*00160	CORINNE AND MICHAEL YOUSO			Check Sequence: 18	ACH Enabled: False
	Refund Check 006780-000, 5111 383RD ST	3.91	07/27/2026	602-00000-20200	
	Refund Check 006780-000, 5111 383RD ST	23.97	07/27/2026	612-00000-20200	
	Refund Check 006780-000, 5111 383RD ST	2.54	07/27/2026	615-00000-20200	
	Refund Check 006780-000, 5111 383RD ST	4.89	07/27/2026	615-00000-20200	
	Refund Check 006780-000, 5111 383RD ST	55.77	07/27/2026	602-00000-20200	
	Refund Check 006780-000, 5111 383RD ST	76.94	07/27/2026	615-00000-20200	
	Check Total:	168.02			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	2,885.74			
	Total of Number of Checks:	18			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 07/31/2026 - 9:51AM
 Batch: 00009.07.2026 - 07312026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646	Ameritas			Check Sequence: 1	ACH Enabled: False
0731 AMER	7/31/2026 DEF COMP	90.00	07/31/2026	101-00000-21705	
	Check Total:	90.00			
Vendor: 2144	AT&T			Check Sequence: 2	ACH Enabled: False
3658927113	BILLING @ HAND ACCT	31.40	07/31/2026	101-41420-50321	
	Check Total:	31.40			
Vendor: 1092	CENTRAL PENSION FUND			Check Sequence: 3	ACH Enabled: False
JUL 2026	PW CENTRAL PEN FUND JUL 2026	7,938.80	07/31/2026	101-00000-21705	
	Check Total:	7,938.80			
Vendor: 1269	IUOE LOCAL 49 FRINGE BENEFIT			Check Sequence: 4	ACH Enabled: False
SEPT 2026	CITY EMPLOYEES HEALTH	59,117.00	07/31/2026	101-00000-21706	
SEPT 2026	PUBLIC WORKS HEALTH	23,450.00	07/31/2026	101-00000-21706	
	Check Total:	82,567.00			
Vendor: 1176	M Health Fairview			Check Sequence: 5	ACH Enabled: False
15009416652	PRE-EMP DRUG TESTING - RE	116.00	07/31/2026	101-41430-50314	
75000964 JUL-26	VISITS 15009294825 &15009317853	277.00	07/31/2026	101-42110-50314	
	Check Total:	393.00			
Vendor: 1404	MN TEAMSTERS #320			Check Sequence: 6	ACH Enabled: False
AUG 2026	UNION DUES CITY STAFF	1,684.00	07/31/2026	101-00000-21708	
	Check Total:	1,684.00			
Vendor: 1405	MN UI FUND - UNEMPLOYMENT			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Q2 2026	UNEMPLOYMENT BENEFITS	2,833.69	07/31/2026	101-49990-50142	
	Check Total:	2,833.69			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 8	ACH Enabled: False
661602082026	AUG 2026 LIFE INS	48.00	07/31/2026	101-00000-21714	
	Check Total:	48.00			
	Total for Check Run:	95,585.89			
	Total of Number of Checks:	8			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 08/06/2026 - 4:13PM
 Batch: 00001.08.2026 - 08062026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 1	ACH Enabled: False
13478383T067	TRASH SERVICE AUG 2026	261.52	08/05/2026	602-49450-50387	
13478383T067	TRASH SERVICE AUG 2026	118.87	08/05/2026	101-45500-50387	
13478383T067	TRASH SERVICE AUG 2026	155.25	08/05/2026	609-49750-50387	
13478383T067	TRASH SERVICE AUG 2026	405.84	08/05/2026	101-43000-50387	
13478383T067	TRASH SERVICE AUG 2026	244.22	08/05/2026	101-41940-50387	
13478383T067	TRASH SERVICE AUG 2026	63.36	08/05/2026	615-49550-50387	
13478383T067	TRASH SERVICE AUG 2026	139.63	08/05/2026	101-42280-50387	
13478383T067	TRASH SERVICE AUG 2026	128.79	08/05/2026	615-49550-50387	
	Check Total:	1,517.48			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 2	ACH Enabled: False
14XP-6X46-L7XR	GARAGE DOOR OPENER	46.99	08/05/2026	101-43000-50210	
16MC-C6TX-9DLH	Cardstock	11.14	08/05/2026	101-41410-50210	
174F-7M19-MCLN	OPERATING SUPPLIES	123.38	07/31/2026	609-48000-50210	
1DLW-GC6K-PRNL	IRRIGATION CONTROLLERS	339.70	08/05/2026	101-45000-50404	
1DN4-4Q19-J6HG	Document Scanner	368.89	08/05/2026	101-41420-50201	
1DN4-4Q19-J6HG	Heavy Duty Bookends	40.28	08/05/2026	101-41420-50210	
1FDA-6CXL-DPMN	REPAIR/MAINT EQUIP/MACHINERY	10.75	08/05/2026	101-42110-50404	
1FDA-6CXL-DPMN	UNIFORMS	68.22	08/05/2026	101-42110-50237	
1JFN-CPLV-Q7TW	OFFICE/OPERATING SUPPLIES	65.59	08/05/2026	101-42110-50210	
	Check Total:	1,074.94			
Vendor: 1029	Artisan Beer Company			Check Sequence: 3	ACH Enabled: False
3872982	THC	278.80	08/05/2026	609-49750-50254	
3874878	THC	1,000.00	08/05/2026	609-49750-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3874879	THC	237.20	08/05/2026	609-49750-50254	
3874880	THC	174.00	08/05/2026	609-48000-50254	
3874881	THC	70.52	08/05/2026	609-48000-50254	
3876777	THC	215.50	08/05/2026	609-49750-50254	
3876778	THC	215.50	08/05/2026	609-48000-50254	
455536	THC CREDIT	-23.36	08/05/2026	609-49750-50254	
	Check Total:	2,168.16			
Vendor: 1031	Aspen Mills			Check Sequence: 4	ACH Enabled: False
378971	UNIFORMS	221.00	08/05/2026	101-42110-50237	
	Check Total:	221.00			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 5	ACH Enabled: False
287294264933X08	NEW IPADS	1,842.04	08/05/2026	101-42280-50320	
287294264933X08	SAFETY MOBILE PHONES/SERVICE	2,289.48	08/05/2026	101-41420-50321	
287294265529X08	CITY MOBILE PHONES/SERVICE	1,380.39	08/05/2026	101-41420-50321	
	Check Total:	5,511.91			
Vendor: 2364	BAXTER, SHANNON			Check Sequence: 6	ACH Enabled: False
1451	UNIFORMS	30.00	08/05/2026	101-43000-50237	
	Check Total:	30.00			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 7	ACH Enabled: False
0111427700	N/A SALES	120.45	08/05/2026	609-49750-50250	
0111454300	OPERATING SUPPLIES	70.93	08/05/2026	609-49750-50210	
0111454300	N/A SALES	250.24	08/05/2026	609-49750-50250	
0212065700	LIQUOR	848.89	08/05/2026	609-49750-50251	
0212067700	LIQUOR	719.40	08/05/2026	609-48000-50251	
0212134800	WINE	137.92	08/05/2026	609-49750-50253	
0212134800	LIQUOR	926.14	08/05/2026	609-49750-50251	
0301206800	THC	618.15	08/05/2026	609-49750-50254	
	Check Total:	3,692.12			
Vendor: 1052	BERNICKS			Check Sequence: 8	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10515928	BEER	2,834.65	08/05/2026	609-48000-50252	
10515928	N/A SALES	80.20	08/05/2026	609-48000-50250	
10515935	N/A SALES	65.00	08/05/2026	609-49750-50250	
10515935	BEER	6,304.20	08/05/2026	609-49750-50252	
10515936	N/A SALES	77.40	08/05/2026	609-49750-50250	
10515937	BEER CREDIT	-6.00	08/05/2026	609-49750-50252	
10518755	BEER	1,823.05	08/05/2026	609-48000-50252	
10518762	THC	90.00	08/05/2026	609-49750-50254	
10518763	BEER	3,872.55	08/05/2026	609-49750-50252	
10518763	N/A SALES	385.00	08/05/2026	609-49750-50250	
10518764	N/A SALES	36.00	08/05/2026	609-49750-50250	
10518765	BEER CREDIT	-85.60	08/05/2026	609-49750-50252	
10521370	BEER	2,756.35	08/05/2026	609-48000-50252	
10521376	BEER	8,230.25	08/05/2026	609-49750-50252	
10521376	N/A SALES	224.50	08/05/2026	609-49750-50250	
10521377	N/A SALES	52.66	08/05/2026	609-49750-50250	
10521378	BEER CREDIT	-80.64	08/05/2026	609-49750-50252	
Check Total:		26,659.57			
Vendor: 1066	BREAKTHRU BEVERAGE MN WINE & SPIRITS, LLC			Check Sequence: 9	ACH Enabled: False
127954569	N/A SALES	278.66	08/05/2026	609-48000-50250	
127954570	WINE	129.65	08/05/2026	609-48000-50253	
127954571	LIQUOR	229.95	08/05/2026	609-48000-50251	
127954699	LIQUOR	2,003.62	08/05/2026	609-49750-50251	
127954700	N/A SALES	46.65	08/05/2026	609-49750-50250	
127954701	WINE	291.30	08/05/2026	609-49750-50253	
128052133	LIQUOR	2,771.59	08/05/2026	609-49750-50251	
128052770	BEER	405.00	08/05/2026	609-49750-50252	
128052771	LIQUOR	25.50	08/05/2026	609-49750-50251	
128156106	LIQUOR	2,341.58	08/05/2026	609-48000-50251	
128156107	WINE	161.65	08/05/2026	609-48000-50253	
128156349	LIQUOR	471.54	08/05/2026	609-49750-50251	
128156350	WINE	604.95	08/05/2026	609-49750-50253	
128157692	BEER	270.00	08/05/2026	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	10,031.64			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 10	ACH Enabled: False
3320860	BEER	611.70	08/05/2026	609-49750-50252	
3324087	BEER	295.00	08/05/2026	609-49750-50252	
3324087	LIQUOR	1,125.00	08/05/2026	609-49750-50251	
	Check Total:	2,031.70			
Vendor: 2361	CARPENTERS NSP, LLC			Check Sequence: 11	ACH Enabled: False
7264	Parks Equip R/M	1,273.95	08/05/2026	101-45000-50404	
	Check Total:	1,273.95			
Vendor: 1109	CINTAS			Check Sequence: 12	ACH Enabled: False
4273601179	MOPS/MATS/SUPPLIES	43.08	08/05/2026	609-48000-50300	
4275804916	UNIFORMS	35.00	08/05/2026	602-49450-50237	
4275804951	UNIFORMS	6.26	08/05/2026	612-49700-50237	
4275804951	UNIFORMS	2.32	08/05/2026	620-49600-50237	
4275804951	UNIFORMS	61.27	08/05/2026	101-43000-50237	
4275804951	UNIFORMS	1.21	08/05/2026	101-42110-50237	
4275804951	UNIFORMS	25.91	08/05/2026	615-49550-50237	
4275804951	UNIFORMS	3.17	08/05/2026	101-45500-50237	
4275804951	UNIFORMS	8.87	08/05/2026	602-49450-50237	
4275804951	MATS/SUPPLIES	6.35	08/05/2026	101-43000-50300	
4275804951	UNIFORMS	0.45	08/05/2026	609-49750-50237	
4275804951	UNIFORMS	8.84	08/05/2026	101-45000-50237	
4276550077	UNIFORMS	27.38	08/05/2026	602-49450-50237	
4276550077	MATS	33.63	08/05/2026	602-49450-50300	
4276550250	UNIFORMS	26.29	08/05/2026	615-49550-50237	
4276550250	UNIFORMS	4.99	08/05/2026	101-41940-50237	
4276550250	UNIFORMS	6.64	08/05/2026	612-49700-50237	
4276550250	UNIFORMS	61.65	08/05/2026	101-43000-50237	
4276550250	MATS/SUPPLIES	29.50	08/05/2026	101-43000-50300	
4276550250	UNIFORMS	2.32	08/05/2026	620-49600-50237	
4276550250	UNIFORMS	9.26	08/05/2026	602-49450-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4276550250	UNIFORMS	3.17	08/05/2026	101-45500-50237	
4276550250	UNIFORMS	1.21	08/05/2026	101-42110-50237	
4276550250	MATS	31.47	08/05/2026	615-49550-50300	
4276550250	UNIFORMS	0.45	08/05/2026	609-49750-50237	
4276550250	UNIFORMS	8.84	08/05/2026	101-45000-50237	
4276563671	MATS	14.42	08/05/2026	101-42280-50300	
4276563749	MATS/SUPPLIES	26.27	08/05/2026	101-45500-50300	
4276563799	MATS/SUPPLIES	64.31	08/05/2026	101-41940-50300	
4276563882	MATS/SUPPLIES	58.26	08/05/2026	609-49750-50300	
4276563926	MATS	8.85	08/05/2026	615-49550-50300	
4276564007	MATS/SUPPLIES	43.08	08/05/2026	609-48000-50300	
4277319485	MOP	2.05	08/05/2026	602-49450-50300	
4277319485	UNIFORMS	27.83	08/05/2026	602-49450-50237	
4277319554	UNIFORMS	6.26	08/05/2026	612-49700-50237	
4277319554	UNIFORMS	61.26	08/05/2026	101-43000-50237	
4277319554	UNIFORMS	1.21	08/05/2026	101-42110-50237	
4277319554	UNIFORMS	25.91	08/05/2026	615-49550-50237	
4277319554	SHOP TEL/BAGSTAND	6.35	08/05/2026	101-43000-50300	
4277319554	UNIFORMS	8.84	08/05/2026	101-45000-50237	
4277319554	UNIFORMS	3.17	08/05/2026	101-45500-50237	
4277319554	UNIFORMS	2.32	08/05/2026	620-49600-50237	
4277319554	UNIFORMS	8.87	08/05/2026	602-49450-50237	
4277319554	UNIFORMS	4.99	08/05/2026	101-41940-50237	
4277319554	UNIFORMS	0.46	08/05/2026	609-49750-50237	
	Check Total:	824.24			
Vendor: 1109	CINTAS			Check Sequence: 13	ACH Enabled: False
4275804951	UNIFORMS	4.99	08/05/2026	101-41940-50237	
	Check Total:	4.99			
Vendor: 1121	Crawfords Equipment, Inc.			Check Sequence: 14	ACH Enabled: False
01-118956	HYD HOSE	127.29	08/05/2026	101-43000-50404	
	Check Total:	127.29			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1122	Crystal Springs Ice			Check Sequence: 15	ACH Enabled: False
04-601178	N/A SALES	56.32	08/05/2026	609-48000-50250	
04-601180	N/A SALES	263.20	08/05/2026	609-49750-50250	
04-601196	N/A SALES	83.44	08/05/2026	609-48000-50250	
04-601198	N/A SALES	245.50	08/05/2026	609-49750-50250	
04-601216	N/A SALES	74.40	08/05/2026	609-48000-50250	
04-601218	N/A SALES	135.92	08/05/2026	609-49750-50250	
	Check Total:	858.78			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 16	ACH Enabled: False
2829985	N/A SALES	129.93	08/05/2026	609-49750-50250	
2830261	N/A SALES	18.50	08/05/2026	609-48000-50250	
2830262	THC	352.00	08/05/2026	609-48000-50254	
2830263	BEER	3,881.65	08/05/2026	609-48000-50252	
2830264	LIQUOR	705.76	08/05/2026	609-48000-50251	
2830265	THC	253.00	08/05/2026	609-49750-50254	
2830266	LIQUOR	762.65	08/05/2026	609-49750-50251	
2830267	BEER	9,575.10	08/05/2026	609-49750-50252	
2835943	THC	551.00	08/05/2026	609-48000-50254	
2835944	N/A SALES	93.00	08/05/2026	609-48000-50250	
2835945	LIQUOR	2,091.00	08/05/2026	609-48000-50251	
2835946	BEER	3,346.70	08/05/2026	609-48000-50252	
2836286	N/A SALES	277.85	08/05/2026	609-49750-50250	
2836288	THC	1,455.00	08/05/2026	609-49750-50254	
2836290	LIQUOR	3,770.00	08/05/2026	609-49750-50251	
2836292	BEER	15,878.25	08/05/2026	609-49750-50252	
2840347	LIQUOR	3,550.00	08/05/2026	609-49750-50251	
2842233	LIQUOR	213.20	08/05/2026	609-49750-50251	
2842515	N/A SALES	31.00	08/05/2026	609-48000-50250	
2842516	THC	69.00	08/05/2026	609-48000-50254	
2842517	LIQUOR	411.00	08/05/2026	609-48000-50251	
2842518	BEER	1,821.65	08/05/2026	609-48000-50252	
2842519	THC	122.00	08/05/2026	609-49750-50254	
2842520	N/A SALES	263.00	08/05/2026	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2842521	BEER	4,615.80	08/05/2026	609-49750-50252	
	Check Total:	54,238.04			
Vendor: 2132	Data-Smart Computers, Inc.			Check Sequence: 17	ACH Enabled: False
100485	Data Smart Casting Labor	326.25	08/05/2026	101-41420-50300	
	Check Total:	326.25			
Vendor: 2248	Dean's Heating and Air Conditioning, Inc.			Check Sequence: 18	ACH Enabled: False
7/21/2026	AC REPAIRS	315.00	08/05/2026	615-49550-50404	
	Check Total:	315.00			
Vendor: 1143	Dr Pepper Snapple Group			Check Sequence: 19	ACH Enabled: False
4849210886	N/A SALES	192.74	08/05/2026	609-49750-50250	
	Check Total:	192.74			
Vendor: 2362	ECOLAB INC.			Check Sequence: 20	ACH Enabled: False
4483483	PEST CONTROL	67.74	08/05/2026	101-42280-50401	
	Check Total:	67.74			
Vendor: 1168	Envirotech			Check Sequence: 21	ACH Enabled: False
CD202618785	PW 2026 Road Chloride	43,619.52	08/05/2026	101-43000-50308	
	Check Total:	43,619.52			
Vendor: 1173	Evergreen Recycling, LLC			Check Sequence: 22	ACH Enabled: False
4033	SPRING CLEAN UP DAY DISPOSAL	1,397.00	08/05/2026	101-43000-50387	
	Check Total:	1,397.00			
Vendor: 1180	Ferguson US Holdings, Inc			Check Sequence: 23	ACH Enabled: False
0569172	Water Equip R/M	242.91	08/05/2026	615-49550-50404	
0569309	Water Equip R/M	127.00	08/05/2026	615-49550-50404	
	Check Total:	369.91			
Vendor: 1657	Fire Catt			Check Sequence: 24	ACH Enabled: False
18554	HOSE TESTING	5,517.00	08/05/2026	101-42280-50404	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	5,517.00			
Vendor: 1190	FLEXIBLE PIPE TOOL COMPANY			Check Sequence: 25	ACH Enabled: False
33000	Collection System Repair	1,147.50	08/05/2026	602-49450-50407	
	Check Total:	1,147.50			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 26	ACH Enabled: False
6050647	211 BILLABLE TICKETS	94.95	08/05/2026	602-49450-50300	
6050647	211 BILLABLE TICKETS	94.95	08/05/2026	612-49700-50300	
6050647	211 BILLABLE TICKETS	94.95	08/05/2026	615-49550-50300	
	Check Total:	284.85			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 27	ACH Enabled: False
7502913	WASTE WATER CHEMICALS	3,725.56	08/05/2026	602-49450-50272	
7508996	WATER PLANT CHEMICALS	4,994.30	08/05/2026	615-49550-50272	
	Check Total:	8,719.86			
Vendor: 1252	Hotsy Equipment Of Minnesota			Check Sequence: 28	ACH Enabled: False
76635	REPAIRS/MAINT BUILDINGS	14,583.94	08/05/2026	101-42280-50401	
76636	REPAIRS/MAINT BUILDINGS	6,751.90	08/05/2026	101-42280-50401	
	Check Total:	21,335.84			
Vendor: 1263	Intoximeters, Inc.			Check Sequence: 29	ACH Enabled: False
820976	OPERATING SUPPLIES	130.00	08/05/2026	101-42110-50210	
	Check Total:	130.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 30	ACH Enabled: False
1006486	REF 1969114, 1969115, 1969116	22.66	08/05/2026	101-41910-50351	
1007118	REF 1970634	60.13	08/05/2026	101-41910-50351	
1007118	REF 1970632, 1970633	121.64	08/05/2026	101-41500-50351	
	Check Total:	204.43			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 31	ACH Enabled: False
1099453	LIQUOR	2,052.05	08/05/2026	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1099454	LIQUOR	423.45	08/05/2026	609-49750-50251	
1099455	N/A SALES	103.80	08/05/2026	609-49750-50250	
1099456	WINE	185.80	08/05/2026	609-49750-50253	
1099457	LIQUOR	382.30	08/05/2026	609-49750-50251	
1099458	LIQUOR	439.60	08/05/2026	609-49750-50251	
1099459	WINE	205.70	08/05/2026	609-49750-50253	
1099460	WINE	59.80	08/05/2026	609-48000-50253	
1099461	WINE	472.05	08/05/2026	609-48000-50253	
1099462	LIQUOR	199.50	08/05/2026	609-48000-50251	
1099463	LIQUOR	520.60	08/05/2026	609-48000-50251	
1099464	WINE	703.20	08/05/2026	609-48000-50253	
1104059	LIQUOR	75.55	08/05/2026	609-49750-50251	
1104060	WINE	427.42	08/05/2026	609-49750-50253	
1104061	WINE	153.90	08/05/2026	609-48000-50253	
1104062	LIQUOR	719.60	08/05/2026	609-49750-50251	
1104063	LIQUOR	640.32	08/05/2026	609-49750-50251	
1104064	WINE	61.90	08/05/2026	609-49750-50253	
1104065	LIQUOR	157.48	08/05/2026	609-48000-50251	
1104066	WINE	299.70	08/05/2026	609-48000-50253	
1104067	N/A SALES	91.80	08/05/2026	609-48000-50250	
1104068	LIQUOR	992.05	08/05/2026	609-48000-50251	
1108989	LIQUOR	4,096.41	08/05/2026	609-49750-50251	
1108990	LIQUOR	98.90	08/05/2026	609-49750-50251	
1108991	N/A SALES	77.80	08/05/2026	609-49750-50250	
1108992	WINE	261.50	08/05/2026	609-49750-50253	
1108993	LIQUOR	113.90	08/05/2026	609-49750-50251	
1108994	WINE	1,262.92	08/05/2026	609-49750-50253	
1108995	N/A SALES	99.80	08/05/2026	609-49750-50250	
1108996	LIQUOR	1,718.13	08/05/2026	609-48000-50251	
1108997	LIQUOR	395.60	08/05/2026	609-48000-50251	
1108998	N/A SALES	77.80	08/05/2026	609-48000-50250	
1108999	WINE	569.00	08/05/2026	609-48000-50253	
184992	WINE CREDIT	-2.00	08/05/2026	609-48000-50253	
189084	LIQUOR CREDIT	-4.87	08/05/2026	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
190161	LIQUOR CREDIT	-37.50	08/05/2026	609-49750-50251	
	Check Total:	18,094.96			
Vendor: 1292	Knife River			Check Sequence: 32	ACH Enabled: False
1175613	PW Street Maint Material	172.84	08/05/2026	101-43000-50224	
	Check Total:	172.84			
Vendor: 2325	LAKE AREA ROOFING & CONSTRUCTION, INC			Check Sequence: 33	ACH Enabled: False
3543	FIRE HALL ROOF REPAIRS	3,265.00	08/05/2026	101-42280-50401	
	Check Total:	3,265.00			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 34	ACH Enabled: False
002795	BEER	128.00	08/05/2026	609-49750-50252	
	Check Total:	128.00			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 35	ACH Enabled: False
879364-JUNE2026	Legislative Representation	2,500.00	08/05/2026	101-41800-50300	
	Check Total:	2,500.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 36	ACH Enabled: False
AUG 2026	PD UNION DUES	1,022.00	08/05/2026	101-00000-21708	
	Check Total:	1,022.00			
Vendor: 1308	LegalShield			Check Sequence: 37	ACH Enabled: False
AUG 2026	AUG 2026 LEGAL SHIELD	46.85	08/05/2026	101-00000-21712	
	Check Total:	46.85			
Vendor: 1176	M Health Fairview			Check Sequence: 38	ACH Enabled: False
15009346914	VISIT 15009346914 ON 6/9/2026	35.00	08/05/2026	101-43000-50406	
15009347016	VISIT 15009347016 ON 6/9/2026	35.00	08/05/2026	101-43000-50406	
15009348020	VISIT 15009348020 ON 6/9/2026	35.00	08/05/2026	101-43000-50406	
	Check Total:	105.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 39	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
870104	THC	129.75	08/05/2026	609-49750-50254	
870104	N/A SALES	158.95	08/05/2026	609-49750-50250	
870104	VENDOR KEG DEPOIST	30.00	08/05/2026	609-00000-11560	
870104	BEER	4,039.60	08/05/2026	609-49750-50252	
870104	LIQUOR	72.95	08/05/2026	609-49750-50251	
870117	LIQUOR	96.10	08/05/2026	609-48000-50251	
870117	BEER	3,998.00	08/05/2026	609-48000-50252	
870198	LIQUOR	122.40	08/05/2026	609-49750-50251	
871198	BEER	4,100.35	08/05/2026	609-48000-50252	
871198	LIQUOR	158.62	08/05/2026	609-48000-50251	
871198	N/A SALES	68.05	08/05/2026	609-48000-50250	
871198	THC	65.75	08/05/2026	609-48000-50254	
871284	LIQUOR	352.30	08/05/2026	609-49750-50251	
871285	N/A SALES	88.73	08/05/2026	609-49750-50250	
871285	BEER	6,981.24	08/05/2026	609-49750-50252	
871285	LIQUOR	37.93	08/05/2026	609-48000-50251	
871306	KEG VENDOR CREDIT	-30.00	08/05/2026	609-00000-11560	
871306	BEER CREDIT	-447.80	08/05/2026	609-49750-50252	
872231	N/A SALES	48.53	08/05/2026	609-48000-50250	
872231	LIQUOR	281.60	08/05/2026	609-48000-50251	
872231	BEER	1,332.94	08/05/2026	609-48000-50252	
872312	BEER	6,809.55	08/05/2026	609-49750-50252	
872324	LIQUOR	1,598.40	08/05/2026	609-49750-50251	
Check Total:		30,093.94			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 40	ACH Enabled: False
INV3151485	RICOH 08/01/2026 to 08/31/2026	259.00	08/05/2026	101-41420-50219	
Check Total:		259.00			
Vendor: 1353	MIDCONTINENT			Check Sequence: 41	ACH Enabled: False
16640100115673	INTERNET 7/25 TO 8/24/2026	1,321.95	08/05/2026	101-41420-50243	
Check Total:		1,321.95			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 42	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1200682	AUGUST MONTHLY SERVICE	146.00	08/05/2026	101-41940-50300	
	Check Total:	146.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 43	ACH Enabled: False
21085	OPERATING SUPPLIES	527.60	07/31/2026	609-49750-50210	
21173	MICROSOFT 365 QTY 2	192.48	08/05/2026	101-41420-50242	
21209	AFTER HOURS PD TECH SUPPORT	62.50	08/05/2026	101-41420-50300	
	Check Total:	782.58			
Vendor: 1763	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE			Check Sequence: 44	ACH Enabled: False
DV26060444	WAN SERVICES - JUNE 2026	1,150.00	08/05/2026	101-41420-50243	
	Check Total:	1,150.00			
Vendor: 1453	Olson Power & Equipment			Check Sequence: 45	ACH Enabled: False
R01595	EXCAVATOR RENTAL	721.25	08/05/2026	612-49700-50407	
R01613	EXCAVATOR RENTAL	450.00	08/05/2026	612-49700-50407	
	Check Total:	1,171.25			
Vendor: 1465	Paustis Wine Company			Check Sequence: 46	ACH Enabled: False
300253	WINE	176.00	08/05/2026	609-49750-50253	
300254	WINE	167.00	08/05/2026	609-48000-50253	
	Check Total:	343.00			
Vendor: 1472	Petersons North Branch Mill			Check Sequence: 47	ACH Enabled: False
172234	EROSION CONTROL	81.77	08/05/2026	602-49450-50530	
	Check Total:	81.77			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 48	ACH Enabled: False
5206775	LIQUOR	405.50	08/05/2026	609-49750-50251	
5206776	WINE	531.04	08/05/2026	609-49750-50253	
5206776	LIQUOR	377.00	08/05/2026	609-49750-50251	
5206777	WINE	395.70	08/05/2026	609-48000-50253	
5206778	LIQUOR	493.30	08/05/2026	609-48000-50251	
5206779	WINE	545.10	08/05/2026	609-48000-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5210316	LIQUOR	462.90	08/05/2026	609-49750-50251	
5210317	LIQUOR	1,023.65	08/05/2026	609-49750-50251	
5210318	LIQUOR	333.45	08/05/2026	609-48000-50251	
5214028	LIQUOR	288.45	08/05/2026	609-49750-50251	
5214029	LIQUOR	108.60	08/05/2026	609-49750-50251	
5214029	WINE	942.20	08/05/2026	609-49750-50253	
5214030	WINE	343.60	08/05/2026	609-48000-50253	
5214031	LIQUOR	96.90	08/05/2026	609-48000-50251	
5214032	LIQUOR	235.15	08/05/2026	609-48000-50251	
5214032	WINE	550.80	08/05/2026	609-48000-50253	
584728	LIQUOR CREDIT	-27.32	08/05/2026	609-49750-50251	
586315	N/A SALES CREDIT	-6.64	08/05/2026	609-49750-50250	
	Check Total:	7,099.38			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 49	ACH Enabled: False
98145	REPAIRS/MAINTENANCE t0023072	344.75	07/31/2026	609-48000-50401	
	Check Total:	344.75			
Vendor: 1987	POMP'S TIRE SERVICE INC			Check Sequence: 50	ACH Enabled: False
2390037900	PW R&M Equip	92.75	08/05/2026	101-43000-50404	
	Check Total:	92.75			
Vendor: 1484	Premium Waters Inc.			Check Sequence: 51	ACH Enabled: False
855536-07-26	OPERATING SUPPLIES	11.76	08/05/2026	609-49750-50210	
	Check Total:	11.76			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 52	ACH Enabled: False
W-126646	BEER	150.50	08/05/2026	609-48000-50252	
W-126650	BEER	186.50	08/05/2026	609-49750-50252	
W-127682	BEER	120.00	08/05/2026	609-49750-50252	
	Check Total:	457.00			
Vendor: 2019	QUADIENT, INC			Check Sequence: 53	ACH Enabled: False
Q2464004	BILL STUFFER 8/24 TO 11/24/2026	413.97	08/05/2026	101-41420-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	413.97			
Vendor: 2366	REYNOLDS, SCOTTY			Check Sequence: 54	ACH Enabled: False
8/18 CONCERT	SUMMER CONCERT 8/18/2026	6,000.00	08/05/2026	403-46500-50300	
	Check Total:	6,000.00			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 55	ACH Enabled: False
B023697	Sewer Lab Testing	168.00	08/05/2026	602-49450-50315	
B023861	Sewer Lab Testing	423.60	08/05/2026	602-49450-50315	
B023862	Water Lab Testing	105.00	08/05/2026	615-49550-50315	
B023864	Water Lab Testing	403.00	08/05/2026	615-49550-50315	
	Check Total:	1,099.60			
Vendor: 2257	Row Sewer Service			Check Sequence: 56	ACH Enabled: False
621	PARK RENTALS	2,145.00	08/05/2026	101-45000-50415	
	Check Total:	2,145.00			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 57	ACH Enabled: False
INV327984	UNIFORMS-SEASONALS	577.00	08/05/2026	101-43000-50237	
INV327985	UNIFORMS	116.95	08/05/2026	101-45000-50237	
	Check Total:	693.95			
Vendor: 1527	SMALL LOT MN			Check Sequence: 58	ACH Enabled: False
64041	WINE	167.00	08/05/2026	609-48000-50253	
64042	WINE	167.00	08/05/2026	609-49750-50253	
	Check Total:	334.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 59	ACH Enabled: False
2781132	LIQUOR	208.65	08/05/2026	609-48000-50251	
2781132	WINE	191.25	08/05/2026	609-48000-50253	
2781632	LIQUOR	5,890.69	08/05/2026	609-49750-50251	
2781633	WINE	345.18	08/05/2026	609-49750-50253	
2786773	WINE	335.66	08/05/2026	609-49750-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	6,971.43			
Vendor: 1542	Staples			Check Sequence: 60	ACH Enabled: False
7010651211	CITY HALL OFFICE SUPPLIES	296.62	08/05/2026	101-41940-50210	
	Check Total:	296.62			
Vendor: 1550	STREICHERS			Check Sequence: 61	ACH Enabled: False
I1840451	NEW HIRE VEST	1,993.00	08/05/2026	101-42110-50201	
	Check Total:	1,993.00			
Vendor: 2365	SUPERIOR CAPITAL HOLDINGS, INC			Check Sequence: 62	ACH Enabled: False
2609391	Programming of New Pagers	1,848.00	08/05/2026	101-42280-50320	
2609595	NYLON CASE	103.85	08/05/2026	101-42280-50320	
	Check Total:	1,951.85			
Vendor: 1563	TDS Media Direct, Inc.			Check Sequence: 63	ACH Enabled: False
37588	ADVERTISING	399.00	07/31/2026	609-49750-50340	
	Check Total:	399.00			
Vendor: 1521	THE SHERWIN-WILLIAMS CO., INC			Check Sequence: 64	ACH Enabled: False
36005162890626	STREET PAINT MECH GUN	10,320.67	08/05/2026	701-70100-50580	
36153162890626	STREET MAINT MATERIALS	3,391.93	08/05/2026	101-43000-50224	
	Check Total:	13,712.60			
Vendor: 2340	TRI-STATE BOBCAT, INC			Check Sequence: 65	ACH Enabled: False
S44132	PW R/M Plow Equip	5,851.00	08/05/2026	101-43000-50404	
	Check Total:	5,851.00			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 66	ACH Enabled: False
587384736	COPIER LEASE	2,248.16	08/05/2026	101-41420-50219	
	Check Total:	2,248.16			
Vendor: 1595	VATA Communications Inc			Check Sequence: 67	ACH Enabled: False
10-16695	PW DESK PHONE	267.42	08/05/2026	101-41420-50201	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	267.42			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 68	ACH Enabled: False
39705485	N/A SALES	271.95	08/05/2026	609-49750-50250	
39705541	N/A SALES	214.15	08/05/2026	609-49750-50250	
	Check Total:	486.10			
Vendor: 1611	WATSON COMPANY			Check Sequence: 69	ACH Enabled: False
159469	N/A SALES	1,855.46	08/05/2026	609-49750-50250	
159715	OPERATIONS SUPPLIES	29.66	08/05/2026	609-49750-50210	
159715	N/A SALES	903.28	08/05/2026	609-49750-50250	
	Check Total:	2,788.40			
Vendor: 1621	Windstream			Check Sequence: 70	ACH Enabled: False
DUE 8/18/2026	FROM 7/25/2026 TO 8/24/2026	381.96	08/05/2026	101-41420-50321	
	Check Total:	381.96			
Vendor: 1867	WORKSTRATEGIES			Check Sequence: 71	ACH Enabled: False
849852577	Employment Testing	185.00	08/05/2026	101-42110-50314	
	Check Total:	185.00			
	Total for Check Run:	310,802.29			
	Total of Number of Checks:	71			

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 8/6/2026 3:17 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
6202	1365	Minnesota Energy Resources	07/10/2026	606.23
6203	2316	BRINDLEE MOUNTAIN FIRE APPARAT	07/13/2026	500,000.00
6204	1424	N.B. Fire Relief Association	07/15/2026	868.80
6205	2308	METROPOLITAN LIFE INSURANCE CC	07/15/2026	5,325.20
6206	1468	PERA (Payroll W/H)	07/17/2026	40,161.17
6207	1118	Commissioner Of Revenue (W/H)	07/17/2026	10,319.82
6208	1585	United States Treasury	07/17/2026	43,634.28
6209	1372	Minnesota State Retirement	07/17/2026	3,043.91
6210	2146	Bremer Bank	07/17/2026	287.07
6211	1886	US Bank - Bond Pymts	07/24/2026	750.00
6212	1886	US Bank - Bond Pymts	07/24/2026	39,706.25
6213	1818	Old National Bank	07/24/2026	4,398.30
6214	1152	EHLERS	07/24/2026	10,100.00
6215	1941	WEX, Inc.	07/24/2026	108.50
6216	1592	US Postal Service	07/27/2026	1,140.94
6217	1372	Minnesota State Retirement	07/31/2026	3,024.51
6218	1468	PERA (Payroll W/H)	07/31/2026	36,020.99
6219	1585	United States Treasury	07/31/2026	40,772.32
6220	1362	MINNESOTA REVENUE	07/31/2026	9,535.00
6221	1424	N.B. Fire Relief Association	07/31/2026	918.40
6222	1033	Associated Bank	07/14/2026	87.90
6223	1993	Truist Government Finance	08/03/2026	639,478.00
6224	1365	Minnesota Energy Resources	08/04/2026	611.53

Report Total (23 checks):

1,390,899.12



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 22, 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, July 22, 2026

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

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

Absent:

Remote:

Others Present:

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

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.

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: Robert Canada

SECONDER: Jim Ibinger

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

ABSENT:

NOTES:

- | | |
|--|--------|
| a. Claims | ACTION |
| b. Approval of Minutes — Regular Meeting - July 8, 2026 - 6:00 PM | ACTION |
| c. Approval of Letter of Support for Chisago County's Fish Lake Park Grant Application | ACTION |
| d. Approve Gambling LG220 Permit — St. Gregory the Great Catholic Church | ACTION |
| e. Approval of a 30-day Transient Merchant License for Southwestern Advantage | ACTION |
| f. Approve 2026 Application for Right-of-Way License for Northern State Power MN DBA Xcel Energy | ACTION |
| g. Approval of City Administrator's Recommendation to Separate Employee M. M. from Employment with the City. | ACTION |
| h. Approval of Resolution #R-343-2026 authorizing the appointment of election judges and establishing election judge compensation | ACTION |
| i. Approval of Resolution R-344-2026 authorizing payment for Pay Voucher #1 for Gustafson Excavation, Inc. for work completed at the Fletcher Ave Street and Utility project | ACTION |

8. PUBLIC HEARINGS

- | | |
|--|--------|
| a. Consider Approval of Resolution R-346-2026 approving the proposed establishment of TIF District 2026-2 and adoption of TIF Plan | ACTION |
|--|--------|

Schane Rudlang, from Ehlers, presented the Approval of Resolution R-346-2026 approving the proposed establishment of TIF District 2026-2 and adoption of TIF Plan.

The City received an application request for Tax Increment Financing (TIF) assistance from North Branch Independent Senior Living, LLC for the construction of a 107-unit multifamily senior independent residential development in North Branch. The proposed project is planned for the area located on the west side of Falcon Avenue south of the extension of 386th St. The property in consideration is currently utilized as vacant land that is zoned Business and guided as High Density

Residential, and an Independent Senior Community is a permitted use.

The developer, along with Ehlers, the city's financial advisor, and city staff, provided an overview and background relating to the project, TIF districts, and preliminary findings to the City Council at their meeting on April 28, 2026. The City Council discussed this and came to a consensus for the developer to bring options back to the council for consideration. The developer presented 2 options to the City Council for consideration at the May 27, 2026, meeting and the City Council provided a consensus (3-2) of support for an option that included support for a 20-year TIF along with funding assistance from the city for \$258,052 from development fee credits and SAHA funding to construct the full "L" from Hwy 95 to 386th Street with the understanding of no changes to the terms.

The City Council approved (3-2) Resolution R-339-2026 that approved a term sheet for the facility on June 10, 2026.

City staff is currently working with the developer on the Preliminary Plat, Final Plat, and Site Plan approval and associated agreements.

The Applicant requested TIF for \$2,890,000 to facilitate the development. Upon analysis, Ehlers and City staff recommended a cap of \$2,890,000; the District has a projected maximum duration of twenty (20) years. The State Statute establishes a maximum 26-year duration for an Economic Development District. EDA recommended approval of a term sheet, noting the amount and duration, and recommended creation of the TIF District to the City Council. State Statute requires the City Council to conduct all required public hearings and establish TIF Districts. The notice was published and sent to the School District and Chisago County, as required by State Statute. The hearing was scheduled for July 22, 2026.

The Public Hearing opened at 6:07 PM.

Nancy Hoffman, Executive Director of the Chisago County HRA-EDA, spoke during the public hearing, stating that the HRA-EDA supports and approved a \$200K grant for the project.

City Administrator Matthew Hill acknowledged an email that was sent to the City Council from resident Kathy Blomquist in support of the project.

The Public Hearing closed at 6:11 PM.

Motion to approve Resolution R-345-2026 approving the modification to the Development Program for Development District No.1; Establishing Tax Increment Financing District No. 2026-2 within Development District No. 1; Approving the Tax Increment Financing Plan therefor and authorizing the Execution and approval of the development agreement between the City of North Branch and North Branch Independent Senior Living, LLC, substantially in the forms presented to the Council.

Roll Call Results which was performed by City Administrator Matthew Hill.

Kevin Schieber: Yes

Robert Canada: Yes

Jeff Goulet: No

Jim Ibinger: No

Patrick Meacham: Yes

Outcome: Motion carried (3 in favor, 2 opposed)

9. STAFF REPORTS

a. Direction on NW Old Town Street and Utilities Improvement Project

INFO

Heidi Hamilton from Ehlers presented the Direction NW Old Town Street and Utilities Improvement Project.

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

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

The project involves the reconstruction of streets in the Old Town area along with drainage improvements, stormwater detention, water main improvements, and sanitary sewer remediation.

The City Council considered proceeding with this project in 1995, 2006, and again in 2016. In all instances, the project did not go forward due to high assessment costs. A new assessment policy was adopted in August 2025 and used in developing the proposed financial plan for the project.

Four neighborhood meetings and a Public Hearing have been held to discuss the project between November 2025 and July 2026. At the July 14 neighborhood meeting, an updated plan was presented that includes modifications from the original plan that were made to address resident comments. The table below outlines concerns that have been raised and how the revised plan has or would address the comments if it moves ahead.

Comment/Concern	Resolution
On-street parking desired	• One-side of parking is included on Elm where feasible. • On Cedar and 10th, 11th, 12th Avenues north of Elm, a surmountable curb is planned, and it is recommended that the MSA designation be removed so parking need not be restricted on the 24' wide roads. • Parking restrictions will be limited to the south side of Elm and one block of 12th Avenue.
Speeding	Bump outs, a traffic-calming design element, are included at cross-streets on Elm.
Lack of adherence to stop sign	Flashing LED lighted stop sign is included at Elm & 10 th .
Visibility at the south-east corner of Elm & 8 th Street (at Central Park)	Utility boxes and fences will be relocated to improve sight lines.
Sidewalk Snow removal	Staff recommendation that the city plow the sidewalk on Elm as part of routine snow removal operations.
Drainage Issues	Curb & gutter and storm sewer will be added.

10 th Avenue south of Elm was previously reconstructed	This block was removed from the project.
Mailboxes on Elm conflict with proposed parking	A plan for relocation of mailboxes would be developed in collaboration with the Post Master during final design.

The revised cost estimate and proposed funding plan for the revised proposal is shown below.

Project Costs

Fund	Amount
Roadway Improvements	\$2,801,500
Drainage Improvements	\$1,163,600
Sanitary Sewer Improvements	\$ 130,900
Watermain Improvements	\$1,091,500
Water Fund	\$ 425,962
TOTAL	\$5,187,500

Funding Plan

Fund	Amount
Municipal State Aid	\$1,399,600
Special Assessments	\$ 496,527
Restricted Fund	\$1,865,238
429 Bonds	\$1,000,173
Water Fund	\$ 425,962
TOTAL	\$5,187,500

Feedback on the revised plan:

There were many opinions shared at the neighborhood, including:

- Some support sidewalks and some do not
- Some are concerned about the cost of the assessment, and some think the assessment is more than fair since it is lower than the city policy stipulates.
- Some like the design of Elm and some dislike the proposed bump-outs.
- Some want Cedar Street to be 30' wide, so there is room for on-street parking and two-way traffic.
- It was suggested that parking should be moved to the south side of Elm to avoid mailboxes.
- Some want to reduce the project cost by eliminating curbs and gutters from the design.

Options:

Due to the variety of strong opinions being expressed about the project, we wanted Council feedback on the path forward. Three options are outlined below.

Option 1 – Proceed with reconstruction project

The next steps for moving the project forward would be to update the Feasibility Report, hold a public hearing, and direct the preparation of final plans and specifications. Additional consideration of resident comments would take place during final design.

Option 2 – Reduced Project Scope

Resident feedback has indicated broad support for:

- Replacement of an undersized water main located along nine blocks of the project area

- Spot improvements to sanitary sewers that make sense to do in conjunction with other work.
- Adding LED lighted stop signs at 10th & Cedar and 10th & Elm
- Relocating utility boxes and fence located in the north-west corner of Central Park (8th and Elm)

Pavement would be replaced where excavation occurs for water main replacement. While the paving cost associated with this option would be substantially lower than Option 1, drainage concerns would not be addressed, and roadway infrastructure would not be improved.

Option 3 – Delay project indefinitely

The primary driver of this project has been to upgrade water mains and address drainage concerns, but there is nothing compelling the project to move forward currently. Delay is an option.

There was consensus to get a cost estimate to scale down the project to replace the water main and the sanitary sewer. WSB will provide a construction cost estimate for just replacing the water main, some spot repairs to the sanitary sewer, and doing an overlay on the roads where the excavation would take place.

- b. Consider Approval of Ordinance 413-26 approving an Interim Ordinance ACTION
 Authorizing Study and Imposing a Moratorium on High Utility Demand Uses

Community Development Director Nate Sondrol presented the Approval of Ordinance 413-26 approving an Interim Ordinance Authorizing Study and Imposing a Moratorium on High Utility Demand Uses.

At the July 8, 2026, City Council meeting, the City Council accepted a recommendation to conduct a public hearing and consider an ordinance authorizing a study and imposing a moratorium on data centers and high-impact utility consumers. To further clarify the scope of the proposed study, the draft ordinance has been narrowly tailored to apply to uses defined as follows:

"Data center" means a building or other facility used principally for the storage, management, processing, and/or transmission of digital data, which houses computer or network equipment, systems, services, appliances, and/or other associated components related to digital data operations. A data center may also include accessory and appurtenant facilities, such as offices, air handlers, power generators, water cooling systems and water storage facilities, utility substations, and other associated infrastructure necessary to support sustained digital data operations. The term "data center" does not include computing facilities that are not the principal use of a building or other facility in extent or area, but which perform similar functions only as an accessory to a separate lawful principal use.

"High impact utility consumer" means any new or expanding commercial, industrial, or agricultural land use that meets any of the following criteria:

1. A facility and its connected associated facilities designed for and capable of operating at a capacity of 25 megawatts or more but less than 50 megawatts.
2. A facility and its connected associated facilities with a projected average water use of 50,000 gallons per day (GPD) or more.
3. Development of any facility and its connected associated facilities in excess of 450,000 gross square feet.

To allow the City Council the opportunity to review the City's regulations governing these types of uses without the time constraints associated with a pending development application, staff recommends that the City adopt an interim ordinance authorizing a study and establishing a temporary moratorium on the development of the use types described above. The purpose of the moratorium is to provide the City with

adequate time to evaluate potential impacts related to land use compatibility, utility infrastructure capacity and consumption, public services, environmental considerations, and other planning factors, and to determine whether amendments to the City's zoning and development regulations are warranted. The proposed moratorium only applies to data centers and high-impact utility consumers as narrowly defined above and is not expected to affect the vast majority of commercial, industrial, or agricultural development projects.

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

10. MAYOR/CITY COUNCIL

a. Changes, Challenges, and Appreciation of City Staff - Mayor Kevin Schieber INFO

Mayor Kevin Schieber presented Changes, Challenges, and Appreciation of City Staff. The mayor acknowledged the significant staff and council turnover over the past several years and thanked employees, commissioners, and council members for their dedication during the transition. He highlighted accomplishments including improved staffing, stronger financial management, increased liquor store performance, public safety equipment upgrades, industrial park development, the LP Manufacturing project, comprehensive planning efforts, and enhanced relationships with developers and community partners. He noted that the city has become more welcoming and collaborative, emphasizing the council's commitment to responsible stewardship of taxpayer resources and expressing appreciation for the positive direction and teamwork throughout the organization.

11. ADJOURNMENT

The North Branch City Council meeting adjourned at 7:15 PM.

RESULT: **Passed**
MOVER: **Kevin Schieber**
SECONDER: **Patrick Meacham**
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: 07/22/2026

Board & Commission: City Council

Subject: Approve Gambling LG220 Exempt Permit — North Branch Sno-Drifters

Background Information:

North Branch Sno-Drifters, will be holding a Raffle at Tailgaters, 6355 Elm Street, North Branch, MN on December 12, 2026. After Council approval, the Clerk's Office signs off on the application before the applicant submits it to the Minnesota Alcohol and Gambling Enforcement Division, which issues the permit authorizing the requested event.

Staff Recommendation & Requested City Council Action:

Staff recommends that Council approve the application for submission to the Minnesota Gambling Control Board by The North Branch Sno-Drifters.

Voting Requirements:

Voting Options Simple Majority Super Majority

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: North Branch Sno-Drifters

Previous Gambling Permit Number: X- 1

Minnesota Tax ID Number, if any: _____

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

Mailing Address: PO Box 114

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

Name of Chief Executive Officer (CEO): Kevin Gustafson

CEO Daytime Phone: _____

CEO Email: _____

(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 6355 Elm St.

Check one:

☒ City: North Branch, MN Zip: 55056 County: Chisago

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 12, 2026

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/22/2026

Board & Commission: City Council

Subject: Approval of Transient Merchant License — Wolf Tree Wealth Management

Background:

Cade Wolfe has completed an application for a 30-day Transient License for Wolf Tree Wealth Management from August 13, 2026, to September 13, 2026. All required paperwork has been received, along with a completed background check and payment.

Recommended Action:

Approve the 2026 Transient Merchant License for Wolf Tree Wealth Management from August 13, 2026, to September 13, 2026.

Voting Requirements:

Voting Options Simple Majority Super Majority

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) Wolfe, Cade, Jonathan	
APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) 6386 Birch St, Unit 14, North Branch MN 55056	
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? ☐ YES ☒ NO IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED. No	

SECTION 2 - INFORMATION ON COMPANY

COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD) Wolf Tree Wealth Management		
COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS 100 E Madison Ave, Grantsburg WI 54840		
COMPANY PHONE NUMBER 715-463-1234	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 Wealth Management, Retirement Planning Services, Investment Management	
DATES GOODS ARE BEING OFFERED	AREA WHERE GOODS ARE BEING OFFERED Grantsburg

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 
 DATE 06/25/2026

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)

DATE ● OF BIRTH

Cade Wolfe

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

DATE ● OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

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: Transient Merchant License

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

LICENSE RENEWAL DATE: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Cade Wolfe

Applicant's Address _____
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name Wolf Tree Wealth Management

Business Address 100 E Madison Ave, Grantsburg, WI, 54840
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.

	Financial Associate	06/25/2026
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 *[Signature]* 06/25/2026
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 _____



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/22/2026

Board & Commission: City Council

Subject: Approval of the 30-day Transient Merchant Group License for The Shield Co Marketing, LLC.

Background:

The Shield Co Marketing LLC, has completed an application for a 30-day Transient Merchant License Group Sale. The company does door-to-door sales for pest control services. They will be selling in North Branch from 08/13/26-09/31/26. All documents have been completed, along with background checks and fees have been paid.

Group members include the following:

Hudsynn Shoup
Hailey Lawrence
Natalie Lacey
Ellie Lund
Ryan Kardell
Brody Voyles
Christopher Tuivai

Recommended Action:

Motion and second to approve the application for a 30-day Transient Merchant License Group Sale for The Shield Co Marketing, LLC

Voting Requirements:

Voting Options Simple Majority Super Majority

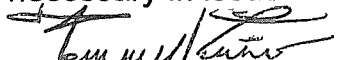
CITY OF NORTH BRANCH

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) Twivai Christopher Thomas		
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? ☐ YES ☒ NO IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.		
SECTION 2 - INFORMATION ON COMPANY		
COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD) The Shield Co Marketing, LLC		
COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297		
COMPANY PHONE NUMBER 763-388-3984	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 Door to door sales for pest control services		
DATES GOODS ARE BEING OFFERED 8/1/26-8/31/26	AREA WHERE GOODS ARE BEING OFFERED Residential	

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

07/22/26
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)

Christopher Thomas Tuwai

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

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: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Christopher Thomas Tuivai

Applicant's Address: _____
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
City State Zip

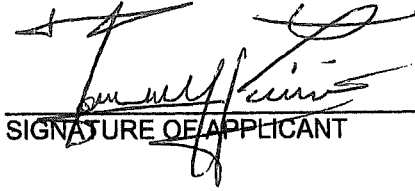
MINNESOTA TAX IDENTIFICATION NO: _____

FEDERAL TAX IDENTIFICATION NO. _____

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

Christopher Thomas Tuivai Sales Rep 07/22/26
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

07/22/26
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 _____

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)

Voyles Brody Brandon

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

735 E 2780 N Provo UT 84604

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)

The Shield Co Marketing, LLC

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

275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297

COMPANY PHONE NUMBER

MINNESOTA ID NUMBER

FEDERAL ID NUMBER

763-388-3984

SECTION 3 - INFORMATION ON GOODS TO BE OFFERED

DESCRIPTION OF GOODS, WARES, MERCHANDISE, OR SERVICES BEING OFFERED BY TRANSIENT MERCHANT
Door to door sales for pest control services

9/13/26
DATES GOODS ARE BEING OFFERED

8/1/26-8/31/26

AREA WHERE GOODS ARE BEING OFFERED

Residential

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

7/22/26
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)

Brody
Voyles

DATE OF BIRTH

SIGNATURE (authorizing release)

Brody
Voyles

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

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: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Brady Brandon Voyles

Applicant's Address _____
City State Zip

Social Security Number _____

BUSINESS INFORMATION (If applicable):

Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
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] Sales Rep 7/22/26
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

7/22/26
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 _____

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)

Kardell Ryan James

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)

The Shield Co Marketing, LLC

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

275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297

COMPANY PHONE NUMBER

763-388-3984

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

Door to door sales for pest control services

DATES GOODS ARE BEING OFFERED

8/1/26-8/31/26

AREA WHERE GOODS ARE BEING OFFERED

Residential

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

DATE

7/22/26

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)

DATE OF BIRTH

Ryan Kardell

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

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: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Ryan James Kardell

Applicant's Address: _____
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
City State Zip

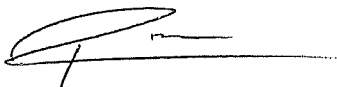
MINNESOTA TAX IDENTIFICATION NO: _____

FEDERAL TAX IDENTIFICATION NO. 4

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

[Signature] Sales Rep 7/22/26
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.



7/22/26

SIGNATURE OF APPLICANT

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 _____

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) Lund Ellie Jo		
APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) 1000 W. 10th St. Gilbert AZ 85297		
APPLICANT'S PHONE NUMBER 602-338-3333	APPLICANT'S DRIVER'S LICENSE NUMBER 1-12345678	
APPLICANT'S DATE OF BIRTH 01/15/1985	APPLICANT'S SOCIAL SECURITY NUMBER 123-45-6789	
HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? ☐ YES ☒ NO IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.		
SECTION 2 - INFORMATION ON COMPANY		
COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD) The Shield Co Marketing, LLC		
COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297		
COMPANY PHONE NUMBER 763-388-3984	MINNESOTA ID NUMBER 123456789	FEDERAL ID NUMBER 12-3456789
SECTION 3 - INFORMATION ON GOODS TO BE OFFERED		
DESCRIPTION OF GOODS, WARES, MERCHANDISE, OR SERVICES BEING OFFERED BY TRANSIENT MERCHANT Door to door sales for pest control services		
DATES GOODS ARE BEING OFFERED 8/1/26-8/31/26	AREA WHERE GOODS ARE BEING OFFERED Residential	

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.

Ellie Lund
SIGNATURE OF APPLICANT

7/22/26
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

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FULL NAME(PRINTED)

Ellie Lund

SIGNATURE (authorizing release)

Ellie Lund

DATE OF BIRTH

11 - 1 -

DRIVERS LICENSE NUMBER

- - - - -

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

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.

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LICENSE BEING APPLIED FOR OR RENEWED: Solicitor

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

LICENSE RENEWAL DATE: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Ellie Jo Lund

Applicant's Address _____
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

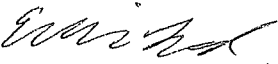
Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
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.

<u></u>	<u>Sales Rep</u>	<u>7/22/26</u>
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.

Erin [Signature]
SIGNATURE OF APPLICANT

7/22/26
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 _____

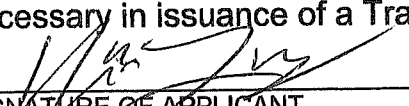
CITY OF NORTH BRANCH

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) Lacey Natalie		
APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) 7000 1st Ave S, Minneapolis, MN 55425		
APPLICANT'S PHONE NUMBER 612-338-1111	APPLICANT'S DRIVER'S LICENSE NUMBER 123456789	
APPLICANT'S DATE OF BIRTH 01/01/1980	APPLICANT'S SOCIAL SECURITY NUMBER 123-45-6789	
HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? ☐ YES ☒ NO IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.		
SECTION 2 - INFORMATION ON COMPANY		
COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD) The Shield Co Marketing, LLC		
COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297		
COMPANY PHONE NUMBER 763-388-3984	MINNESOTA ID NUMBER 123456789	FEDERAL ID NUMBER 12-3456789
SECTION 3 - INFORMATION ON GOODS TO BE OFFERED		
DESCRIPTION OF GOODS, WARES, MERCHANDISE, OR SERVICES BEING OFFERED BY TRANSIENT MERCHANT Door to door sales for pest control services		
DATES GOODS ARE BEING OFFERED 8/1/26-8/31/26	AREA WHERE GOODS ARE BEING OFFERED Residential	

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 

DATE 7-22-21

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

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FULL NAME(PRINTED)

Natalie Lucy

DATE OF BIRTH

.

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

- - - - -

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

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.

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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: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Natalie Lacey

Applicant's Address _____
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
City State Zip

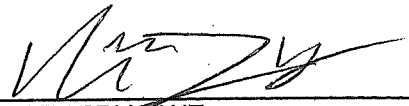
MINNESOTA TAX IDENTIFICATION NO: _____

FEDERAL TAX IDENTIFICATION NO: _____

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

[Signature] Sales Rep 7-22-26
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

7-22-26
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 _____

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) Lawrence Hailey Marie		
APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297		
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? ☐ YES ☒ NO IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.		
SECTION 2 - INFORMATION ON COMPANY		
COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD) The Shield Co Marketing, LLC		
COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297		
COMPANY PHONE NUMBER 763-388-3984	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 Door to door sales for pest control services		
DATES GOODS ARE BEING OFFERED 8/1/26-8/31/26	AREA WHERE GOODS ARE BEING OFFERED Residential	

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 *Hailey Lawrence* DATE 7/22/26

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

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FULL NAME(PRINTED)

DATE OF BIRTH

Hailey Lawrence

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

Hailey L.

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

LICENSE APPLICANT:

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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: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Hailey Marie Lawrence

Applicant's Address _____
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
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.

Hailey Lawrence Sales Rep 7/22/26
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 *Shirley J.*

DATE 7/22/26

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 _____

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)

Shoup Hudson Taylor

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)

The Shield Co Marketing, LLC

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

275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297

COMPANY PHONE NUMBER

MINNESOTA ID NUMBER

FEDERAL ID NUMBER

763-388-3984

SECTION 3 - INFORMATION ON GOODS TO BE OFFERED

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

Door to door sales for pest control services

DATES GOODS ARE BEING OFFERED

AREA WHERE GOODS ARE BEING OFFERED

~~8/13/26~~ 8/31/26

Residential

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.

Hudson Shoup
SIGNATURE OF APPLICANT

7/22/26
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

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FULL NAME(PRINTED)

Hudson Taylor Shoup

DATE OF BIRTH

. . .

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

LICENSE APPLICANT:

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LICENSE BEING APPLIED FOR OR RENEWED: Solicitor

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

LICENSE RENEWAL DATE: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Hudson Taylor Shoup

Applicant's Address _____
City #107 State _____ Zip _____

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name The Shield Co Marketing, LLC

Business Address 275 E. Rivulon Blvd Ste 106 Gilbert AZ 85297
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.

Hudson Taylor Shoup Sales Rep 7/22/26
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.

Hudson *Hays*
SIGNATURE OF APPLICANT

7/22/20
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 _____

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: August 5, 2026

Re: Legal Staff Report for August 12, 2026 City Council Meeting

- - - - -

We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during July 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 correspondence regarding a union matter. Attorneys reviewed, analyzed, advised, and drafted correspondence regarding a data practices matter.
2. **Municipal Matters**
Attorneys researched, reviewed, advised and drafted a moratorium ordinance. Attorneys reviewed, advised, and drafted correspondence regarding City Council public hearing processes. Attorneys researched, reviewed, and advised on a data request.
3. **Land Use and Real Estate Matters**
Attorneys researched, reviewed and advised on a possible real estate transaction. Attorneys researched, reviewed and advised on City Code requirements in relation to a development matter and related driveway easement.
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: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 08/03/2026

Board & Commission: City Council

Subject: Consider Approval of Resolution R-347-2026 to Approve the Agreement to Provide School Resource Officer (SRO) Services to the North Branch Area School District during the 2026-2027 School Year

Staff recommends approval of the attached resolution authorizing the School Resource Officer (SRO) Services Agreement between the City of North Branch and the North Branch Area School District. The proposed agreement is substantially the same as the agreement approved for the previous school year, with the only modifications being the updated contract term dates and the compensation provisions. Approval of this resolution will authorize the City to continue providing School Resource Officer services to the North Branch Area School District for the upcoming school year.

STAFF RECOMMENDATION

City Staff recommend approval of the resolution.

RECOMMENDED CITY COUNCIL ACTION

Motion to approve Resolution R-347-2026, to provide school resource officer services to the North Branch Area School District during the 2026-2027 school year.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-347-2026

**AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICER SERVICES TO THE
NORTH BRANCH SCHOOL DISTRICT**

WHEREAS, the City provides police services with the City of North Branch, Minnesota; and

WHEREAS, the School District provides educational instruction and services to children enrolled therein; and

WHEREAS, the School District generally provides such instruction and services at public schools located within the City of North Branch, Minnesota; and

WHEREAS, City and the School District desire to enter into agreement whereby the City shall assign one or more peace officers to serve as School Resource Officers (“SRO”) and provide School Resource Officer services (hereinafter the “SRO Services”) to the School District; and

WHEREAS, the purpose of the SRO Services includes enhancing security and safety within the School District facilities and School District property; building positive relationships between law enforcement, students and school staff; maintaining a law enforcement presence at School District events and facilities, and providing prompt responses to, and investigations of, criminal or delinquent offenses committed on or about School District property or School District facilities; and

WHEREAS, the City is prepared to provide the SRO Services to the School District according to the terms and conditions set forth in the agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH; in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the Agreement to Provide School Resource (SRO) Services to the North Branch Area School District is hereby approved.

Passed by the City Council of North Branch, Minnesota this 12th day of August, 2026.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

**AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICER (SRO) SERVICES TO THE NORTH BRANCH AREA
SCHOOL DISTRICT**

2026-2027

This Agreement is made by and between the City of North Branch, Minnesota (hereinafter the “City”), and Independent School District No. 138, North Branch, Minnesota (hereinafter the “School District”).

RECITALS:

WHEREAS, the City provides police services with the City of North Branch, Minnesota; and

WHEREAS, the School District provides educational instruction and services to children enrolled therein; and

WHEREAS, the School District generally provides such instruction and services at public schools located within the City of North Branch, Minnesota; and

WHEREAS, City and the School District desire to enter into agreement whereby the City shall assign one or more peace officers to serve as School Resource Officers (“SRO”) and provide School Resource Officer services (hereinafter the “SRO Services”) to the School District; and

WHEREAS, the purpose of the SRO Services includes enhancing security and safety within the School District facilities and School District property; building positive relationships between law enforcement, students and school staff; maintaining a law enforcement presence at School District events and facilities, and providing prompt responses to, and investigations of, criminal or delinquent offenses committed on or about School District property or School District facilities; and

WHEREAS, the City is prepared to provide the SRO Services to the School District according to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Employment of the School Resource Officer; Uniforms and Equipment. The City agrees to employ and provide a peace officer to work in and about the School District’s property and facilities during the school year (hereinafter the “School Resource Officer” or “SRO”). It is acknowledged and agreed-to by the parties that the SRO is an employee of the City, subject to the administration, supervision, and control of the City. It is understood and agreed that in performing the SRO Services, the City, and any person employed by or contracted with the City, shall not be an employee or agent of the School District. The City will furnish training, uniforms, equipment, and schedule of deployment required under Minnesota law or that is needed for the implement of this Agreement. The SRO shall wear a City--approved uniform or other approved attire when providing the SRO Services. The School District will provide the SRO with a secure work space, as well as ancillary support services, such as occasional clerical assistance, use of copiers and telephones.

2. Compensation for the SRO Services. In exchange for providing the SRO Services, the School District shall pay the City as set forth in Exhibit A, attached hereto. The School District shall not assume liability for the direct payment of any salaries, wages, or other compensation to the SRO or any City personnel performing services hereunder for said SRO Services, and the City hereby assumes said responsibility for payment of wages and benefits, including vacation and sick leave; mileage, uniforms; public employees retirement contributions; workers' compensation, automobile, general liability insurance costs; general overhead, including indirect expenses and supplies, radio unit expense, and health expenses.
3. Supervision of the SRO; Assignment and Reassignment. The City, in its sole discretion, shall have the power and authority to hire, assign, reassign, discharge, and discipline the SRO. As an employee of the City, the SRO will be subject to the chain of command of the City's Police Department. The SRO's effectiveness in the program will be evaluated at the end of each school term. In the event the School District is dissatisfied with the SRO who has been assigned to the School District, the School District's Administration will recommend that the officer not be assigned as an SRO during the following year. If any problems or concerns arise with the SRO or with the SRO's performance during the school term, the school district shall immediately notify the Chief of Police. The City reserves the right to remove or reassign any SRO upon written notification to the Superintendent of the School District. If it is reasonably anticipated that the assigned SRO will be unable to perform the duties for periods of less than one month for reasons related to vacation, illness or injury, the City, after consulting the School District, will determine if there is a need to assign another peace officer to fill the temporary vacancy. If the SRO resigns or is otherwise unable or unwilling to perform the duties and the anticipated absence is one month or longer or is permanent, the City shall assign a replacement peace officer to provide the SRO Services if police department staffing allows.
4. Hours of Work; Duties of the SRO. The SRO's regularly scheduled hours of work will be 7:15 AM to 3:15 PM, or a similar schedule to coincide with the hours school is in session. If the SRO responds to a school incident or a school emergency outside of these regularly scheduled hours, the SRO may act in their official SRO capacity while handling the incident. The SRO's duties shall include, but not be limited to, the following:
 - a. Foster a positive school climate through relationship building and open communication. Build relationships, enhance community-policing activities, identify safety concerns within the schools, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff;
 - b. In coordination with school administrators, provide presentations in the areas of safety, crime prevention, bullying, etc.
 - c. Engage students and staff during School District hours or at designated School District events to establish rapport between the SRO and the student population;

- d. Patrol School District grounds and facilities during School District hours and at other specified times or events in order to reduce or deter incidents of school violence; and maintain a safe and secure environment on school grounds; North Branch Public Schools/City of North Branch SRO
- e. Coordinate with School District administration and staff and provide advice on the School District's Emergency Operations Plans and the implementation of any safety drills, including fire, inclement weather, active shooter, or other lock-down drills;
- f. At the School District's request, periodically review and assess the School District's physical space, policies, and/or procedures to complete a threat assessment ,evaluate potential risks for student and staff safety, and identify vulnerabilities in school facilities and safety protocols;
- g. Present drug awareness and resistance education (DARE or other similar program) to students or provide education on personal safety and other law enforcement topics to students and/or staff as requested by School District administration;
- h. Respond to complaints and investigate matters of alleged criminal or delinquent activity;
- i. Attend and participate in applicable school meetings and to communicate and coordinate with the School District's principals and other appropriate school administrators concerning the needs of the school and its students;
- j. Promptly notify school administration upon removing a student from the school campus;
- k. Notify a parent as soon as practicable when minor students are issued a criminal citation or arrested;
- l. Provide appropriate, and when warranted, immediate response and interventions regarding students who may be abused, neglected and otherwise maltreated pursuant to Minnesota Statutes § 626.556 or Minnesota Statutes § 260C.001, et seq. This response may include making reports to the local social service agency, taking immediate action to place a student on a hold pursuant to Minnesota Statutes § 260C.175; or enforcing court orders;
- m. Enforce criminal laws and protect students, staff, and visitors to the school grounds from criminal activity.
- n. Serve as a liaison from law enforcement to school officials. Coordinate, when practical, the investigative approach between the City, other law enforcement authorities (if involved) and the School District. The SRO shall comply with applicable legal standards for searches, seizures, and interviews. The SRO will not be involved with administrative activities of school personnel unless a violation of law (criminal, delinquent, juvenile petty offense, or juvenile traffic offense) is alleged or there is an exigent circumstance requiring intervention for safety or to prevent flight;
- o. Assist School District staff and respond to concerns of visitors at the School District facilities, including the presence of unauthorized adults, allegations of trespass or threatening behaviors, and alleged violations of Orders for Protection, Domestic Abuse No Contact Orders or Harassment Restraining Orders; and North Branch Public Schools/City of North Branch SRO

p. At the request of the School District, participate as a witness in any administrative, quasi-judicial or judicial proceeding in which the School District is party, including, but not limited to, expulsion hearings.

5. Personnel Policies. The SRO shall be subject to all personnel policies and practices of the City, except as such policies or practices may be modified by the terms and conditions of this Agreement.
6. Responsibility for Student Discipline. The parties hereto acknowledge and agree that the School District shall be responsible for disciplining students for violations of School District policies, rules and procedures. The SRO must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
7. Term of Agreement; Termination. This Agreement shall commence on September 1, 2026 and end on June 30, 2027, unless otherwise renewed or extended by the parties. Any party may terminate this Agreement without cause by notifying the other part no earlier than ninety (90) days prior to the date of termination.
8. Default. In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue uncured for a period of thirty (30) days after written notice thereof, the nondefaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, immediately terminate this Agreement.
9. Notices. All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below.

City of North Branch

ATTN: Chief of Police

6408 Elm Street

North Branch, MN 55056

and

Independent School District No. 138

ATTN: Superintendent of Schools

38705 Grand Ave.

North Branch, MN 55056

10. Workers' Compensation. The City agrees to be responsible for any claim of injury or sickness to the SRO stemming from the performance of work under this Agreement.
11. Liability. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees,

commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the parties to waive any common law or statutory protections and immunities or impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement.

12. Insurance. The City will maintain workers' compensation insurance, public employees' liability insurance, and automobile insurances, in amounts deemed appropriate and not less than the coverage limits prescribed under Minn. Stat. Chapter 466. The City and the School District will each maintain general liability insurance with coverage limits not less than those prescribed in Minn. Stat. Chapter 466.
13. Data Practices. The parties will share information as necessary for the administration and performance of this Agreement, consistent with local, state and federal law relating to confidentiality and disclosure of government data, including but not limited to education records created or maintained by educational institutions and law enforcement agencies. For the purposes of access to student records by an SRO, the SRO is considered a "school official" as provided in the Federal Educational Rights and Privacy Act ("FERPA") 20 U.S.C. 1232g. A SRO may be provided access to student information only as needed by the SRO to perform his duties related to educational or school administration activities when the SRO's use of such student information remains under the direct control of the School District. A SRO may also be granted access to education records in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose such student information consistent with FERPA and the Minnesota Government Data Practices Act.
14. Non-Discrimination. In the performance of work under this Agreement, the City agrees not to discriminate against any School District employee, volunteer, student, or student family member because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability.
15. Entire Agreement/Modifications/Applicable Law. This Agreement (including Exhibit A) contains all of the agreements and understandings between the parties and supersedes and replaces any prior agreements, negotiations or proposed agreements, written or oral. Each of the parties hereto acknowledges that no other party nor agent of any other party, has made any promises, representations or warranties whatsoever, express or implied, not contained herein, to induce it to execute this Agreement. This document may not be modified or altered except by a subsequent writing to be signed by all parties hereto. All terms and conditions shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.
16. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, rules or regulations, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement, and the remaining provisions of this Agreement

shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provisions or by its severance from this Agreement.

17. No Assignment or Subcontract. The City shall not assign, delegate or subcontract any right or obligation hereunder without the prior written consent of the School District.
18. No Third Party Beneficiary Rights. The provisions of this Agreement are for the sole benefit of the parties and their successors and permitted assigns, and they will not be construed as conferring any rights to any third party (including any third-party beneficiary rights).
19. Force Majeure. A party is not liable for failure to perform the party's obligations under this Agreement if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, pandemic, epidemic, or other natural disaster), lack of fuel, strikes, labor disputes, national emergency, state-wide emergency, war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, terrorist activities, or government sanction. Except as mutually agreed-to by the parties in writing, the School District has no liability or payment obligation concerning, or in respect to, SRO Services that the City did not perform during an event of Force Majeure.
20. Binding Agreement. This Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, executors, administrators, successors and assigns.
21. No Oral Waiver. No breach of any provision of this Agreement can be waived by any party hereto unless such waiver is made in writing. Waiver of any breach by any undersigned party will not be deemed to be a waiver of any other breach of the same or any other provision hereof.

IN WITNESS WHEREOF, the City, by resolution duly adopted by its Council, has caused this Agreement to be signed by its Mayor, Clerk, and Chief of Police and the seal of the City to be affixed hereto on the ____ day of _____, 2026; and the School District, by resolution of its School Board and signature of its Board Chair and Clerk of said Board on the ____ day of _____, 2026 [SIGNATURES TO FOLLOW]

CITY OF NORTH BRANCH

By: Mayor of the City of North Branch

By: Clerk By:

Chief of Police

INDEPENDENT SCHOOL DISTRICT NO. 138

By: Board Chair

By: Clerk

EXHIBIT A

TERMS OF COMPENSATION

The daily rate, based on 4 hours per school day, for the SRO Services is \$280.35 per school day during the time period from September 1, 2026 to December 31, 2026.

The daily rate, based on 4 hours per school day, for the SRO Services is \$294.20 per school day during the time period from January 1, 2027 to June 30, 2027.

The City shall invoice the School District in December 2026 for services rendered by the SRO from September 1, 2026 to December 31, 2026. The City shall invoice the School District in June 2027 for services rendered by the SRO from January 1, 2027 to June 30, 2027.

For the 2026 - 2027 school year, the School District agrees to pay for 4 hours of SRO services per school day and the City of North Branch agrees to assign the SRO to the District 8 hours per school day.

If the School District requires additional police services outside of the terms of this contract (such as security at athletic events or other school sponsored events, etc.), the City shall invoice the School District the cost of these services pursuant to the City's current fee schedule.



Prepared By: Heidi Hamilton, Senior Project Manager

Presenter: Justin Messner, City Engineer

Date: August 12, 2026

Board & Commission: City Council

**Subject: 2026 Pavement Improvement Project - Approve Change Order 1, 2 and 3
and Pay Request 1 for Knife River Corporation – North Central**

Introduction:

The 2026 Pavement Improvement Project includes improvements to 377th Street, 407th Street and Harvester Circle, Pine Street and Grand Avenue. Project construction began in June and will be completed by September.

Background Information:

During construction several changes to the project scope were identified as necessary to complete a satisfactory final project. These changes have resulted in the following Change Orders:

Change Order 1 – Additional Items needed for 377th Street

Milling the surface of 377th uncovered an inadequate base layer. Patching and surface leveling was needed to provide a sufficient base for the planned overlay.

Cost \$67,729.00

Change Order 2 – Additional Items needed for 407th Culvert Replacement

Prior to construction on 407th, staff identified a non-functional drainage ditch and culvert across 407th. The contractor was asked to replace the culvert and grade the ditch to improve drainage.

Cost \$8,284.00

Change Order 3 – Additional Work needed for Pine Street

Prior to construction on Pine Street, staff identified opportunities to improve drainage by replacing non-functional driveway culverts. Four trees were also identified for removal. The contractor replaced two culverts, performed additional grading and removed the four trees.

Cost \$16,512.00

Change Orders Total \$92,625.00

Revised Contract Total: \$515,674.92

Pay Request 1 includes payment for work completed through July 30, 2026, including the above noted change orders, minus a 5% retainage. We have reviewed the Pay Voucher in the amount of \$354,218.16 and determined the request to be in accordance with terms and conditions of the construction contract and project progress.

Recommended Action:

We recommend approval of Resolution R-348-2026 approving Changes Orders 1, 2 and 3 and authorizing payment to Knife River Corporation in the amount of \$354,218.16.

Voting Requirements:

Simple Majority

Attachments:

Changes Order 1, 2 and 3

Pay Request 1 for Knife River Corporation

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-348-2026

**RESOLUTION R-348-2026 APPROVING CHANGE ORDERs 1, 2 AND 3 AND PAY
REQUEST 1 FOR THE 2026 PAVEMENT IMPREOMENT PROJECT**

WHEREAS, the City of North Branch entered into a construction contract with Knife River Corporation on March 25, 2026 for the construction of the 2026 Pavement Improvement Project;

WHEREAS, the additional needed work on 377th, 407th and Pine Street was identified as necessary during construction;

WHEREAS, change orders were negotiated with the contractor to ensure the cost-effective and timely completion of the project;

WHEREAS, the total costs of the three change orders is \$92,625 for a total construction contract value of \$515,674.92;

WHEREAS, The total project cost will be funded from the Street Fund;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby approves Change Orders 1, 2 and 3 for the 2026 Pavement Improvement Project and approves Pay Request 1 for payment to Knife River Corporation in the amount of \$354,218.16.

Adopted by the Council on this 12th day of August 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk

2026 Pavement Improvement
Project

Pay Voucher 1



Client: City of North Branch 6408 Elm Street North Branch, MN 55056-0910	Contractor: KNIFE RIVER 4787 SHADOW WOOD DR NE SAUK RAPIDS, MN 56379
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WSB Project No.: 032809-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$423,049.92	Original	\$423,049.92
Contract Changes	\$92,625.00	Additional	N/A
Revised Contract	\$515,674.92	Total	\$423,049.92

Work Certified To Date	
Base Bid Items	\$281,746.22
Contract Changes	\$91,115.00
Material On Hand	\$0.00
Total	\$372,861.22

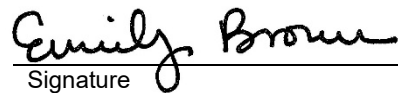
Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$372,861.22	\$372,861.22	\$18,643.06	\$0.00	\$354,218.16	\$354,218.16
Percent Retained: 5%			Percent Complete: 72.31%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By KNIFE RIVER

Approved By WSB

Signature


Signature

Date

August 3, 2026
Date

Approved By City of North Branch

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/30/26	\$372,861.22	\$18,643.06	\$354,218.16

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$372,861.22	\$18,643.06	\$0.00	\$354,218.16	\$354,218.16

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$354,218.16	\$515,674.92	\$423,049.92	\$354,218.16

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$32,500.00	1	0.75	\$24,375.00	0.75	\$24,375.00
2	2101.505	CLEARING	ACRE	\$11,000.00	0.05	0	\$0.00	0	\$0.00
3	2101.505	GRUBBING	ACRE	\$11,000.00	0.05	0	\$0.00	0	\$0.00
4	2104.502	SALVAGE SIGN	EACH	\$50.00	1	0	\$0.00	0	\$0.00
5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	940	803	\$2,409.00	803	\$2,409.00
6	2104.503	REMOVE CURB & GUTTER	L F	\$6.00	60	81	\$486.00	81	\$486.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$6.00	260	205.7	\$1,234.20	205.7	\$1,234.20
8	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$5.00	270	360	\$1,800.00	360	\$1,800.00
9	2104.518	REMOVE CONCRETE WALK	S F	\$6.00	129	646	\$3,876.00	646	\$3,876.00
10	2104.518	REMOVE BITUMINOUS WALK	S F	\$2.50	2010	2480	\$6,200.00	2480	\$6,200.00
11	2106.507	EXCAVATION - COMMON (P) (P)	C Y	\$13.00	546	0	\$0.00	0	\$0.00
12	2106.507	COMMON EMBANKMENT (CV) (P) (P)	C Y	\$12.00	263	0	\$0.00	0	\$0.00
13	2118.507	AGGREGATE SURFACING (CV) CLASS SPECIAL	C Y	\$106.00	50	0	\$0.00	0	\$0.00
14	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$195.00	12	5	\$975.00	5	\$975.00
15	2130.523	WATER	MGAL	\$106.00	10	0	\$0.00	0	\$0.00
16	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$60.58	190	66	\$3,998.28	66	\$3,998.28
17	2215.504	FULL DEPTH RECLAMATION	S Y	\$3.00	3099	3290	\$9,870.00	3290	\$9,870.00
18	2221.604	SHOULDER BASE AGGREGATE	S Y	\$3.50	2370	2934	\$10,269.00	2934	\$10,269.00
19	2231.604	BITUMINOUS PATCH SPECIAL	S Y	\$35.00	260	182	\$6,370.00	182	\$6,370.00
20	2232.504	MILL BITUMINOUS SURFACE (0.5")	S Y	\$0.76	17600	17672	\$13,430.72	17672	\$13,430.72
21	2331.603	JOINT ADHESIVE	L F	\$0.05	1289	0	\$0.00	0	\$0.00
22	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C)3.0" THICK	S Y	\$25.00	270	235	\$5,875.00	235	\$5,875.00
23	2360.509	TYPE SP 9.5 NON WEAR COURSE MIX (2,C)	TON	\$94.00	480	0	\$0.00	0	\$0.00
24	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$95.00	2060	1542.93	\$146,578.35	1542.93	\$146,578.35
25	2501.502	18" RC PIPE APRON	EACH	\$850.00	1	1	\$850.00	1	\$850.00
26	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	\$510.00	1	1	\$510.00	1	\$510.00
27	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$89.00	80	80	\$7,120.00	80	\$7,120.00
28	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$175.00	3	0	\$0.00	0	\$0.00
29	2504.602	ADJUST GATE VALVE & BOX	EACH	\$500.00	2	0	\$0.00	0	\$0.00
30	2506.502	ADJUST FRAME & RING CASTING	EACH	\$750.00	1	0	\$0.00	0	\$0.00
31	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$450.00	9	12.8	\$5,760.00	12.8	\$5,760.00
32	2511.507	RANDOM RIPRAP CLASS III	C Y	\$150.00	4	4	\$600.00	4	\$600.00
33	2521.518	6" CONCRETE WALK	S F	\$10.00	90	90	\$900.00	90	\$900.00
34	2521.518	3" BITUMINOUS WALK	S F	\$2.75	2100	0	\$0.00	0	\$0.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
35	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$25.00	400	387	\$9,675.00	387	\$9,675.00
36	2531.618	TRUNCATED DOMES	S F	\$50.00	28	0	\$0.00	0	\$0.00
37	2540.602	TEMPORARY MAIL BOX	EACH	\$150.00	6	6	\$900.00	6	\$900.00
38	2540.602	MAIL BOX SUPPORT	EACH	\$200.00	30	0	\$0.00	0	\$0.00
39	2563.601	TRAFFIC CONTROL	LS	\$3,467.65	1	1	\$3,467.65	1	\$3,467.65
40	2563.610	FLAGGER	HOURL	\$65.00	30	94	\$6,110.00	94	\$6,110.00
41	2564.502	INSTALL SIGN TYPE C	EACH	\$1,100.00	1	0	\$0.00	0	\$0.00
42	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	1	0	\$0.00	0	\$0.00
43	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$213.54	3	3	\$640.62	3	\$640.62
44	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.75	1400	1694	\$6,352.50	1694	\$6,352.50
45	2575.604	SITE RESTORATION	S Y	\$2.50	1820	235	\$587.50	235	\$587.50
46	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.10	5060	5264	\$526.40	5264	\$526.40
Bid Totals:							\$281,746.22		\$281,746.22

Project Category Totals

Category	Amount This Voucher	Amount To Date
2026 STREET IMPROVEMENT	\$281,746.22	\$281,746.22

Contract Change Item Status

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	47	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (LEVELING COURSE)	TON	\$89.00	761	761	\$67,729.00	761	\$67,729.00
CO	2	48	2104.503	REMOVE PIPE CULVERTS	L F	\$18.00	44	44	\$792.00	44	\$792.00
CO	2	49	2104.502	REMOVE PIPE APRON	EACH	\$150.00	2	2	\$300.00	2	\$300.00
CO	2	50	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$68.00	44	44	\$2,992.00	44	\$2,992.00
CO	2	51	2501.502	12" RC PIPE APRON	EACH	\$850.00	2	2	\$1,700.00	2	\$1,700.00
CO	2	52	2511.607	RANDOM RIPRAP	C Y	\$150.00	4	0	\$0.00	0	\$0.00
CO	2	53	2106.601	SITE GRADING, DITCH	LS	\$2,000.00	1	1	\$2,000.00	1	\$2,000.00
CO	3	54	2021.501	MOBILIZATION	LS	\$1,000.00	1	1	\$1,000.00	1	\$1,000.00
CO	3	55	2101.501	CLEARING & GRUBBING	LS	\$1,500.00	4	4	\$6,000.00	4	\$6,000.00
CO	3	56	2104.503	REMOVE PIPE CULVERTS	L F	\$18.00	24	24	\$432.00	24	\$432.00
CO	3	57	2501.503	12" CS PIPE CULVERT	L F	\$50.00	24	24	\$1,200.00	24	\$1,200.00
CO	3	58	2501.602	12" PIPE APRON, METAL	EACH	\$400.00	2	2	\$800.00	2	\$800.00
CO	3	59	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$68.00	40	40	\$2,720.00	40	\$2,720.00
CO	3	60	2501.502	12" RC PIPE APRON	EACH	\$850.00	2	2	\$1,700.00	2	\$1,700.00
CO	3	61	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	\$910.00	1	0	\$0.00	0	\$0.00
CO	3	62	2511.607	RANDOM RIPRAP	C Y	\$150.00	5	5	\$750.00	5	\$750.00
CO	3	63	2106.601	SITE GRADING, DITCH	LS	\$1,000.00	1	1	\$1,000.00	1	\$1,000.00
Contract Change Totals:									\$91,115.00		\$91,115.00

Contract Change Totals

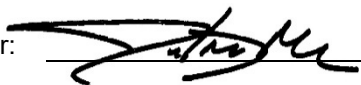
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	Additional item needed for 377th Street.	\$67,729.00	\$67,729.00
2	CO	Additional items needed for 407th culvert replacement.	\$7,784.00	\$7,784.00
3	CO	Additional items needed for Pine Street.	\$15,602.00	\$15,602.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

WSB Project No. 032809-000		Owner Project No.		Change Order No. 1		
Project Title/Description: 2026 Pavement Improvement Project						
Owner: City of North Branch						
Owner Address: 6408 Elm Street North Branch, MN 55056-0910						
Contractor: KNIFE RIVER						
Contractor Address: 4787 SHADOW WOOD DR NE SAUK RAPIDS, MN 56379						
Total Change Order Amount: \$67,729.00						
Issue: Additional item needed for 377th Street.						
Entitlement: Payment for this work will be at Contract Unit Prices, Negotiated Lump Sum, Negotiated Unit Prices, or on a Force Account basis as provided in MnDOT Specification 1904 (include as many as apply), as shown in the estimate of cost.						
Contract Time: is not changed.						
Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Local	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (LEVELING COURSE)	TON	\$89.00	761	\$67,729.00
Net Change This Change Order						\$67,729.00

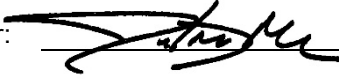
Approved By Contractor: _____ Date: _____

Approved By Project Engineer:  _____ Date: July 28, 2026

Approved By Owner: _____ Date: _____

WSB Project No. 032809-000		Owner Project No.		Change Order No. 2		
Project Title/Description: 2026 Pavement Improvement Project						
Owner: City of North Branch						
Owner Address: 6408 Elm Street North Branch, MN 55056-0910						
Contractor: KNIFE RIVER						
Contractor Address: 4787 SHADOW WOOD DR NE SAUK RAPIDS, MN 56379						
Total Change Order Amount: \$8,384.00						
Issue: Additional items needed for 407th culvert replacement.						
Resolution: 1. The Agency will 2. The Contractor will						
Entitlement: Payment for this work will be at Contract Unit Prices, Negotiated Lump Sum, Negotiated Unit Prices, or on a Force Account basis as provided in MnDOT Specification 1904 (include as many as apply), as shown in the estimate of cost.						
Contract Time: is not changed						
Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Local	2104.502	REMOVE PIPE APRON	EACH	\$150.00	2	\$300.00
Local	2104.503	REMOVE PIPE CULVERTS	L F	\$18.00	44	\$792.00
Local	2106.601	SITE GRADING, DITCH	LS	\$2,000.00	1	\$2,000.00
Local	2501.502	12" RC PIPE APRON	EACH	\$850.00	2	\$1,700.00
Local	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$68.00	44	\$2,992.00
Local	2511.607	RANDOM RIPRAP	C Y	\$150.00	4	\$600.00
Net Change This Change Order						\$8,384.00

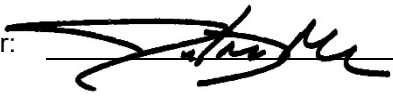
Approved By Contractor: _____ Date: _____

Approved By Project Engineer:  _____ Date: July 28, 2026

Approved By Owner: _____ Date: _____

WSB Project No. 032809-000		Owner Project No.		Change Order No. 3		
Project Title/Description: 2026 Pavement Improvement Project						
Owner: City of North Branch						
Owner Address: 6408 Elm Street North Branch, MN 55056-0910						
Contractor: KNIFE RIVER						
Contractor Address: 4787 SHADOW WOOD DR NE SAUK RAPIDS, MN 56379						
Total Change Order Amount: \$16,512.00						
Issue: Additional items needed for Pine Street. Entitlement: Payment for this work will be at Contract Unit Prices, Negotiated Lump Sum, Negotiated Unit Prices, or on a Force Account basis as provided in MnDOT Specification 1904 (include as many as apply), as shown in the estimate of cost. Contract Time: is not changed.						
Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Local	2021.501	MOBILIZATION	LS	\$1,000.00	1	\$1,000.00
Local	2101.501	CLEARING & GRUBBING	LS	\$1,500.00	4	\$6,000.00
Local	2104.503	REMOVE PIPE CULVERTS	L F	\$18.00	24	\$432.00
Local	2106.601	SITE GRADING, DITCH	LS	\$1,000.00	1	\$1,000.00
Local	2501.502	12" RC PIPE APRON	EACH	\$850.00	2	\$1,700.00
Local	2501.503	12" CS PIPE CULVERT	L F	\$50.00	24	\$1,200.00
Local	2501.602	12" PIPE APRON, METAL	EACH	\$400.00	2	\$800.00
Local	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	\$910.00	1	\$910.00
Local	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$68.00	40	\$2,720.00
Local	2511.607	RANDOM RIPRAP	C Y	\$150.00	5	\$750.00
Net Change This Change Order						\$16,512.00

Approved By Contractor: _____ Date: _____

Approved By Project Engineer:  _____ Date: July 28, 2026

Approved By Owner: _____ Date: _____



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/05/2026

Board & Commission: City Council

Subject: Approval of Resolution R-349-2026 authorizing payment to KLM Engineering, Inc. for construction supervision and inspection services at the Water Tower #3 rehabilitation project

Introduction

The City Council previously approved Resolution #R-237-2025, authorizing an engineering services contract with KLM Engineering for the Water Tower #3 Reconditioning Project. This report recommends the approval of a progress payment for construction supervision and inspection services rendered.

Background

KLM Engineering has provided ongoing construction supervision and inspection services for the reconditioning of Water Tower #3, a 500,000-gallon single pedestal tower originally built in 2004.

In accordance with the contract terms, the city has received invoice #11576, dated August 4, 2026, in the amount of \$48,620.00. Public Works and Utilities Director Matt Fraley has confirmed that following recent project meetings, the tower rehabilitation project is currently at 60% completion. The services provided are consistent with the contract scope and completion status.

Recommendation

Staff recommends the City Council approve the payment of \$48,620.00 to KLM Engineering for construction supervision and inspection services for the Water Tower #3 Reconditioning Project.

Voting Requirements:

Voting Options **Simple Majority**



KLM Engineering, Inc.
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125
651-773-5111

City of North Branch, MN

Invoice number 11576
Date 08/04/2026

Project **North Branch, MN 0.5MG Single Pedestal
(Tower No. 3 - South)**

Attn: Matthew Hill mhill@northbranchmn.gov

City Council Resolution #: R-237-2025

KLM Identification #: R-20251001.P
KLM Project #: 2071

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
CONSTRUCTION SUPERVISION & INSPECTION SERVICES	97,240.00	48,620.00	0.00	48,620.00
Total	97,240.00	48,620.00	0.00	48,620.00

Invoice total **48,620.00**

50% billed

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-349-2026

Resolution Approving Payment to KLM Engineering, Inc. for Construction Supervision and Inspection Services Relating to the Water Tower #3 Reconditioning Project

WHEREAS, the City Council previously adopted Resolution #R-237-2025, which authorized an engineering services contract with KLM Engineering for the reconditioning of Water Tower #3; and

WHEREAS, KLM Engineering has provided ongoing construction supervision and inspection services in accordance with the approved contract; and

WHEREAS, the City has received Invoice #11576, dated August 4, 2026, in the amount of \$48,620.00 for service

Now, Therefore, Be It Resolved That: The City of North Branch Council approves Payment in the amount of \$48,620.00 to KLM Engineering, Inc. for the Water Tower #3 Reconditioning Project.

ADOPTED this 12th day of August 2026.

Approved:

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 07/20/2026

Board & Commission: City Council

Subject: Approval of Resolution R-350-2026 Authorizing Pay Request #1 for the Water Tower #3 Reconditioning Project

Background

The City of North Branch is currently undertaking the reconditioning of the 500,000-gallon elevated reservoir, known as Water Tower #3, located at 37775 Grand Avenue. This project was programmed into the Water Utility Fund Capital Improvement Plan to ensure the long-term structural integrity and water quality of the city's distribution system.

The project is being performed by TMI Coatings, LLC. KLM Engineering, Inc. is serving as the project engineer, providing construction inspection and management services.

Discussion

TMI Coatings, LLC has submitted Pay Request No. 1 for work completed through June 30, 2026. This initial application covers mobilization, structural modifications, and progress on the exterior abrasive blasting and coating.

The total value of work completed and materials stored to date is \$52,400.00. Pursuant to the contract, a 5% retainage of \$2,620.00 has been applied, resulting in a current payment due of \$49,780.00.

The project engineer, KLM Engineering, has reviewed the submitted documentation and the work performed on-site. They have certified that the work has progressed as indicated and is in

accordance with the contract documents. Consequently, KLM Engineering recommends that the City of North Branch approve this pay request.

Recommendation

Staff recommends that the City Council approve Resolution R-350-2026 Authorizing Pay Request No. 1 in the amount of \$49,780.00 to TMI Coatings, LLC.

Attachments

- KLM Recommendation Letter for Pay Request No. 1
- TMI Coatings Application and Certificate for Payment
- Resolution R-350-2026

Voting Requirements:

Voting Options **Simple Majority Super Majority**



Corporate Office

1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

July 17, 2026

Mr. Matthew Hill
City Administrator
City of North Branch
PO Box 910
North Branch, MN 55056

By Email

**RE: Pay Request No. 1 for the Reconditioning of the 500,000 Gallon Elevated Reservoir
(Tower No. 3) located in North Branch, Minnesota.
City Project No. R-032787-000
KLM Project No. 2071-25**

Dear Mr. Hill,

TMI Coatings has submitted Pay Request No. 1 in the amount of \$49,780.00. KLM Engineering recommends the City of North Branch approve this Pay Request.

If you have any questions, please contact me at 651-755-8664.

Sincerely,

KLM Engineering, Inc.

Scott J. Kriesse
Project Supervisor

SK/TK

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TMI Job No. 7941

TO (OWNER):

City of North Branch
6408 Elm Street
North Branch, MN 55056

PROJECT:

Cleaning, Repairing, & Painting
500,000-Gallon Elevated Reservoir

APPLICATION NO:

1

PERIOD TO:

6/30/26

Distribution to:

☐ OWNER☐ ENGINEER☐ CONTRACTOR

FROM (CONTRACTOR):

TMI Coatings, LLC.
3291 Terminal Drive
Eagan, MN 55121

VIA:

KLM Engineering, Inc.
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

CONTRACT NO:

R-032787-000

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with Contract.

Continuation sheet, AIA Document G703, is attached

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner		ADDITIONS
TOTAL		DEDUCTIONS
Approved this month		
Number	Date Approved	
TOTALS		\$0.00
Net change by Change Orders		\$0.00

1. ORIGINAL CONTRACT SUM	\$ 499,250.00
2. Net change by change orders	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 499,250.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 52,400.00

5. RETAINAGE:

a. 5% of Completed Work \$ 2,620.00

b. of Stored Material \$

(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE	\$ 49,780.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 0.00
8. CURRENT PAYMENT DUE	\$ 49,780.00
9. BALANCE TO FINISH, PLUS RETAINAGE (LINE 3 LESS LINE 6)	\$ 449,470.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: TMI COATINGS, LLC

By: *Sam Wilson*

State of: MINNESOTA

County of:

DAKOTA

Subscribed and sworn to before me this

24th

day of June 2026

Notary Public: *Stephanie Joyce Limpert*

My Commission expires: 1/31/2031

AMOUNT CERTIFIED

\$ 49,780.00

(Attach explanation if amount certified differs from the amount applied for.)

By: *Sam Wilson*

Date:

7-17-26

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of contractor under this Contract.

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the architect's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE: 2

OF

2

PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER:

1

APPLICATION DATE:

6/24/26

PERIOD TO:

6/30/26

CONTRACT NO:

R-032787-000

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Job No. 7941

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED & STORED TO DATE (D + E + F)	H % (G+C)	I BALANCE TO FINISH	J RETAINAGE 5%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Structure Modifications	\$110,000.00		\$8,900.00		\$8,900.00	8%	\$101,100.00	\$445.00
2	Surface Repairs (\$125 per MH)	\$6,250.00				\$0.00	0%	\$6,250.00	\$0.00
3	Interior Wet Area Abrasive Blast & Prime Coat	\$75,000.00				\$0.00	0%	\$75,000.00	\$0.00
3.1	Interior Wet Finish Coat	\$40,000.00				\$0.00	0%	\$40,000.00	\$0.00
4	Interior Dry Area Spot Prep & Prime Coat (Sweating Areas)	\$21,000.00				\$0.00	0%	\$21,000.00	\$0.00
5	Exterior Area Abrasive Blast & Coating & Containment	\$95,000.00		\$28,500.00		\$28,500.00	30%	\$66,500.00	\$1,425.00
5.1	Exterior Area Intermediate Coats	\$75,000.00				\$0.00	0%	\$75,000.00	\$0.00
5.2	Exterior Area Finish Coat & Logos	\$62,000.00				\$0.00	0%	\$62,000.00	\$0.00
6	Mobilization	\$15,000.00		\$15,000.00		\$15,000.00	100%	\$0.00	\$750.00
	TOTAL	\$499,250.00	\$0.00	\$52,400.00	\$0.00	\$52,400.00		\$446,850.00	\$2,620.00

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-350-2026

A RESOLUTION AUTHORIZING PAYMENT TO TMI COATINGS, LLC FOR THE WATER
TOWER #3 RECONDITIONING PROJECT

WHEREAS, TMI Coatings, LLC has submitted Pay Request No. 1 for work completed through
June 30, 2026, regarding the Water Tower #3 Reconditioning Project; and

WHEREAS, the project engineer, KLM Engineering, Inc., has reviewed the work performed and
certified that it is in accordance with the contract documents; and

WHEREAS, the total value of work completed is \$52,400.00, and after a 5% retainage of
\$2,620.00, the amount due is \$49,780.00; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Branch that the
City approves payment of \$49,780.00 to TMI Coatings, LLC for the Water Tower #3
Reconditioning Project for work completed through June 30, 2026.

ADOPTED this 12th day of August, 2026.

Approved:

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 07/20/2026

Board & Commission: City Council

Subject: Approval of Resolution R-351-2026 Authorizing Pay Request #2 for the Water Tower #3 Reconditioning Project

Background

The City of North Branch is currently undertaking the reconditioning of the 500,000-gallon elevated reservoir, known as Water Tower #3. This project was programmed into the Water Utility Fund Capital Improvement Plan to ensure the long-term structural integrity and water quality of the city's distribution system. The project is being performed by TMI Coatings, LLC, with KLM Engineering, Inc. serving as the project engineer.

Discussion

TMI Coatings, LLC has submitted Pay Request No. 2 in the amount of \$118,465.00 for work completed. KLM Engineering, Inc. has reviewed the work performed and the submitted documentation, certifying that the work is in accordance with the contract documents. Following a recent project meeting, it was confirmed that the overall tower rehabilitation project is currently at approximately 60% completion. KLM Engineering recommends that the City of North Branch approve this pay request.

Recommendation

Staff recommends that the City Council approve Resolution R-351-2026 authorizing the payment of \$118,465.00 to TMI Coatings, LLC for Pay Request No. 2.

Attachments

- KLM Recommendation Letter for Pay Request No. 2
- TMI Coatings Pay Request No. 2
- Resolution R-351-2026

Voting Requirements:

Voting Options Simple Majority Super Majority



Corporate Office

1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

July 17, 2026

Mr. Matthew Hill
City Administrator
City of North Branch
PO Box 910
North Branch, MN 55056

By Email

**RE: Pay Request No. 2 for the Reconditioning of the 500,000 Gallon Elevated Reservoir
(Tower No. 3) located in North Branch, Minnesota.
City Project No. R-032787-000
KLM Project No. 2071-25**

Dear Mr. Hill,

TMI Coatings has submitted Pay Request No. 2 in the amount of \$118,465.00. KLM Engineering recommends the City of North Branch approve this Pay Request.

If you have any questions, please contact me at 651-755-8664.

Sincerely,

KLM Engineering, Inc.

Scott J. Krieser
Project Supervisor

SK/TK

TMI Job No. 7941

Distribution to:

CONTRACT NO: R-032787-000

CONTRACTOR

Continuation sheet, AIA Document G703, is attached

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of contractor under this Contract

AIA DOCUMENT G703

PAGE: 2

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2

PAGES

2

APPLICATION NUMBER:

7/17/26

7/31/26

CONTRACT NO: R-032787-000

Use Column I on Contracts where variable retainage for line items may apply.

Job No. 7941

Page 112 of 175

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-351-2026

A RESOLUTION AUTHORIZING PAYMENT TO TMI COATINGS, LLC FOR THE WATER
TOWER #3 RECONDITIONING PROJECT

WHEREAS, TMI Coatings, LLC has submitted Pay Request No. 2 regarding the Water Tower
#3 Reconditioning Project for work completed through July 31, 2026; and

WHEREAS, the project engineer, KLM Engineering, Inc., has reviewed the work performed and
certified that it is in accordance with the contract documents; and

WHEREAS, the amount due is \$118,465.00; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Branch that the
City approves payment of \$118,465.00 to TMI Coatings, LLC for the Water Tower #3
Reconditioning Project.

ADOPTED this 12th day of August, 2026.

Approved:

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Heidi Hamilton, Senior Project Manager

Presenter: Heidi Hamilton, Senior Project Manager

Date: August 12, 2026

Board & Commission: City Council

Subject: Approve Resolution R-352-2026 authorizing payment for Pay Voucher #2 for Gustafson Excavating, Inc. for the Fletcher Avenue Street and Utility Extension Project

Introduction:

The Fletcher Avenue Street and Utility Extension Project construction is underway with work being performed by Gustafson Excavating, Inc.

Background Information:

Pay Request 2 includes payment for work completed through July 30, 2026, including the above noted change orders, minus a 5% retainage. We have reviewed the attached Pay Voucher #2 in the amount of \$514,797.78 and determined the request to be in accordance with terms and conditions of the construction contract and project progress.

Recommended Action:

We recommend approval of Resolution R-352-2026 authorizing payment to Gustafson Excavating, Inc. in the amount of \$514,797.78.

Voting Requirements:

Simple Majority

Attachment:

Pay Voucher 2 for Gustafson Excavating, Inc.
Resolution R-352-2026

Fletcher Avenue Street & Utility
Extension Project

Pay Voucher 2



Client: City of North Branch 6408 Elm Street North Branch, MN 55056-0910	Contractor: Gustafson Excavating, Inc. 6610 410th Street; PO Box 788 North Branch, MN 55056
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WSB Project No.: 032810-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$3,295,934.75	Original	\$3,295,934.75
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$3,295,934.75	Total	\$3,295,934.75

Work Certified To Date	
Base Bid Items	\$872,482.30
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$872,482.30

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$541,892.40	\$872,482.30	\$43,624.12	\$314,060.40	\$514,797.78	\$828,858.18
Percent Retained: 5%			Percent Complete: 26.47%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By Gustafson Excavating, Inc.

Approved By WSB

Derek Gustafson

Signature

Emily Brown

Signature

8/5/2026

Date

August 3, 2026

Date

Approved By City of North Branch

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/09/26	\$330,589.90	\$16,529.50	\$314,060.40
2	07/30/26	\$541,892.40	\$27,094.62	\$514,797.78

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$872,482.30	\$43,624.12	\$314,060.40	\$514,797.78	\$828,858.18

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$514,797.78	\$3,295,934.75	\$3,295,934.75	\$828,858.18

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
A. SURFACE IMPROVEMENTS									
1	2021.501	MOBILIZATION	LS	\$82,000.00	1	0.05	\$4,100.00	0.85	\$69,700.00
2	2101.505	CLEARING	ACRE	\$4,000.00	1.9	0	\$0.00	3.45	\$13,800.00
3	2101.505	GRUBBING	ACRE	\$4,000.00	1.9	0	\$0.00	3.45	\$13,800.00
4	2104.502	REMOVE SIGN	EACH	\$400.00	7	1	\$400.00	2	\$800.00
5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$8.00	278	0	\$0.00	0	\$0.00
6	2104.503	REMOVE CURB & GUTTER	L F	\$4.00	474	0	\$0.00	0	\$0.00
7	2104.503	REMOVE FENCE	L F	\$5.00	77	77	\$385.00	77	\$385.00
8	2104.503	REMOVE CONCRETE GUTTER	L F	\$4.00	52	0	\$0.00	0	\$0.00
9	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$2.00	1953	0	\$0.00	0	\$0.00
10	2104.518	REMOVE BITUMINOUS WALK	S F	\$1.50	1574	0	\$0.00	0	\$0.00
11	2104.518	REMOVE CONCRETE WALK	S F	\$2.00	310	0	\$0.00	0	\$0.00
12	2106.507	EXCAVATION - COMMON (P)	C Y	\$5.00	15037	3130	\$15,650.00	9022	\$45,110.00
13	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$3.00	9729	2918	\$8,754.00	3891	\$11,673.00
14	2106.601	DEWATERING	LS	\$25,000.00	1	0	\$0.00	0	\$0.00
15	2112.519	SUBGRADE PREPARATION	RDST	\$150.00	34.2	0	\$0.00	0	\$0.00
16	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	50	2	\$300.00	2	\$300.00
17	2130.523	WATER	MGAL	\$45.00	50	0	\$0.00	0	\$0.00
18	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$40.00	3835	0	\$0.00	0	\$0.00
19	2331.603	JOINT ADHESIVE	L F	\$3.00	6904	0	\$0.00	0	\$0.00
20	2360.504	TYPE SP 12.5 WEAR CRS MIX(2,B)4.0" THICK	S Y	\$35.00	104	0	\$0.00	0	\$0.00
21	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$90.00	1067	0	\$0.00	0	\$0.00
22	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$81.50	1777	0	\$0.00	0	\$0.00
23	2506.502	ADJUST FRAME & RING CASTING	EACH	\$300.00	5	0	\$0.00	0	\$0.00
24	2511.507	RANDOM RIPRAP CLASS III	C Y	\$120.00	35	0	\$0.00	0	\$0.00
25	2521.518	6" CONCRETE WALK	S F	\$15.00	396	0	\$0.00	0	\$0.00
26	2521.518	3" BITUMINOUS WALK	S F	\$2.75	33491	0	\$0.00	0	\$0.00
27	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$21.00	6904	0	\$0.00	0	\$0.00
28	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$96.00	274	0	\$0.00	0	\$0.00
29	2531.618	TRUNCATED DOMES	S F	\$60.00	78	0	\$0.00	0	\$0.00
30	2563.601	TRAFFIC CONTROL	LS	\$2,500.00	1	0	\$0.00	0	\$0.00
31	2564.518	SIGN	S F	\$95.00	25	0	\$0.00	0	\$0.00
32	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$2,500.00	1	1	\$2,500.00	1	\$2,500.00
33	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$180.00	32	0	\$0.00	6	\$1,080.00
34	2573.503	SILT FENCE, TYPE MS	L F	\$3.00	775	1065	\$3,195.00	1065	\$3,195.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
35	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.00	2700	0	\$0.00	572	\$2,288.00
36	2574.508	FERTILIZER TYPE 3	LB	\$1.50	2161	0	\$0.00	0	\$0.00
37	2574.508	FERTILIZER TYPE 4	LB	\$1.50	109	0	\$0.00	0	\$0.00
38	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$2.10	4403	0	\$0.00	0	\$0.00
39	2575.505	SEEDING	ACRE	\$700.00	7.2	0	\$0.00	0	\$0.00
40	2575.505	DISK ANCHORING	ACRE	\$300.00	6.3	0	\$0.00	0	\$0.00
41	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.50	15675	1875	\$2,812.50	3650	\$5,475.00
42	2575.523	WATER	MGAL	\$65.00	781	0	\$0.00	0	\$0.00
43	2575.608	SEED WET DITCH	LB	\$70.00	19	0	\$0.00	0	\$0.00
44	2575.608	SEED SOUTHERN SHORTGRASS ROADSIDE	LB	\$42.00	102	0	\$0.00	0	\$0.00
45	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	\$38.00	63	0	\$0.00	0	\$0.00
46	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$3.00	2960	0	\$0.00	0	\$0.00
47	2582.518	CROSSWALK MULTI COMP	S F	\$10.50	208	0	\$0.00	0	\$0.00
B. DRAINAGE IMPROVEMENTS									
48	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$150.00	6	0	\$0.00	0	\$0.00
49	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	415	0	\$0.00	0	\$0.00
50	2106.507	EXCAVATION - CHANNEL AND POND (P)	C Y	\$4.00	10220	1022	\$4,088.00	1022	\$4,088.00
51	2501.502	36" RC PIPE APRON	EACH	\$2,500.00	1	0	\$0.00	0	\$0.00
52	2501.502	42" RC PIPE APRON	EACH	\$4,400.00	1	0	\$0.00	0	\$0.00
53	2501.602	TRASH GUARD FOR 42" PIPE APRON	EACH	\$1,250.00	1	0	\$0.00	0	\$0.00
54	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$40.00	517	0	\$0.00	0	\$0.00
55	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$42.00	467	0	\$0.00	0	\$0.00
56	2503.503	24" RC PIPE SEWER DES 3006 CL III	L F	\$58.00	135	0	\$0.00	0	\$0.00
57	2503.503	36" RC PIPE SEWER DES 3006 CL III	L F	\$89.00	1069	0	\$0.00	83.6	\$7,440.40
58	2503.503	42" RC PIPE SEWER DES 3006 CL III	L F	\$148.00	1139	0	\$0.00	0	\$0.00
59	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,500.00	2	0	\$0.00	0	\$0.00
60	2506.502	CASTING ASSEMBLY	EACH	\$1,350.00	19	0	\$0.00	0	\$0.00
61	2506.503	CONST DRAINAGE STRUCTURE DESIGN H	L F	\$390.00	3	0	\$0.00	0	\$0.00
62	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$550.00	35	0	\$0.00	0	\$0.00
63	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$600.00	29	0	\$0.00	0	\$0.00
64	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$640.00	32	0	\$0.00	0	\$0.00
65	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$1,050.00	23	0	\$0.00	0	\$0.00
66	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,800.00	2	0	\$0.00	1	\$1,800.00
67	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$1,900.00	12	0	\$0.00	0	\$0.00
C. SANITARY SEWER IMPROVEMENTS									
68	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$10.00	68	0	\$0.00	0	\$0.00
69	2503.503	4" PVC PIPE SEWER	L F	\$18.00	135	0	\$0.00	0	\$0.00
70	2503.503	8" PVC PIPE SEWER	L F	\$29.00	497	360	\$10,440.00	405	\$11,745.00
71	2503.503	10" PVC PIPE SEWER	L F	\$30.00	319	0	\$0.00	309	\$9,270.00
72	2503.503	18" PVC PIPE SEWER	L F	\$49.00	4304	1858	\$91,042.00	1858	\$91,042.00
73	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,500.00	2	1	\$1,500.00	2	\$3,000.00
74	2503.602	10"X8" PVC WYE	EACH	\$780.00	1	0	\$0.00	1	\$780.00
75	2503.602	18"X4" PVC WYE	EACH	\$2,100.00	2	0	\$0.00	0	\$0.00
76	2503.602	18"X8" PVC WYE	EACH	\$2,000.00	9	7	\$14,000.00	7	\$14,000.00
77	2503.603	TELEWISE SANITARY SEWER	L F	\$2.10	5255	0	\$0.00	0	\$0.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
78	2506.602	CASTING ASSEMBLY (SANITARY)	EACH	\$1,150.00	17	0	\$0.00	0	\$0.00
79	2506.602	CHIMNEY SEAL	EACH	\$275.00	16	0	\$0.00	0	\$0.00
80	2506.603	CONSTRUCT 48" DIA SANITARY MANHOLE	L F	\$398.00	233	107	\$42,586.00	107	\$42,586.00
D. BID ALTERNATE 1									
81	2021.501	MOBILIZATION	LS	\$17,000.00	1	0.65	\$11,050.00	0.75	\$12,750.00
82	2106.507	EXCAVATION - COMMON (P)	C Y	\$5.00	3700	1295	\$6,475.00	1295	\$6,475.00
83	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$5.00	980	0	\$0.00	0	\$0.00
84	2106.601	DEWATERING	LS	\$1,500.00	1	0	\$0.00	0	\$0.00
85	2112.519	SUBGRADE PREPARATION	RDST	\$150.00	10.5	0	\$0.00	0	\$0.00
86	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	5	0	\$0.00	0	\$0.00
87	2130.523	WATER	MGAL	\$45.00	5	0	\$0.00	0	\$0.00
88	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$32.00	954	0	\$0.00	0	\$0.00
89	2331.603	JOINT ADHESIVE	L F	\$5.00	2134	0	\$0.00	0	\$0.00
90	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$90.00	321	0	\$0.00	0	\$0.00
91	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$81.50	535	0	\$0.00	0	\$0.00
92	2501.502	15" RC PIPE APRON	EACH	\$880.00	1	0	\$0.00	0	\$0.00
93	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$450.00	1	0	\$0.00	0	\$0.00
94	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$40.00	1033	0	\$0.00	0	\$0.00
95	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$42.00	216	0	\$0.00	0	\$0.00
96	2503.503	24" RC PIPE SEWER DES 3006 CL III	L F	\$55.50	115	0	\$0.00	0	\$0.00
97	2506.502	CASTING ASSEMBLY	EACH	\$1,350.00	6	0	\$0.00	0	\$0.00
98	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$550.00	46	0	\$0.00	0	\$0.00
99	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$1,900.00	5	0	\$0.00	0	\$0.00
100	2511.507	RANDOM RIPRAP CLASS III	C Y	\$120.00	5	0	\$0.00	0	\$0.00
101	2511.602	LANDSCAPE BOULDERS	EACH	\$450.00	3	0	\$0.00	0	\$0.00
102	2521.518	6" CONCRETE WALK	S F	\$15.00	320	0	\$0.00	0	\$0.00
103	2521.518	3" BITUMINOUS WALK	S F	\$2.75	9096	0	\$0.00	0	\$0.00
104	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$21.00	2134	0	\$0.00	0	\$0.00
105	2531.618	TRUNCATED DOMES	S F	\$60.00	40	0	\$0.00	0	\$0.00
106	2563.601	TRAFFIC CONTROL	LS	\$2,000.00	1	0	\$0.00	0	\$0.00
107	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$180.00	10	0	\$0.00	0	\$0.00
108	2573.503	SILT FENCE, TYPE MS	L F	\$3.00	350	1065	\$3,195.00	1065	\$3,195.00
109	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.00	1050	0	\$0.00	500	\$2,000.00
110	2574.508	FERTILIZER TYPE 3	LB	\$3.00	438	0	\$0.00	0	\$0.00
111	2575.505	SEEDING	ACRE	\$700.00	1.5	0	\$0.00	0	\$0.00
112	2575.505	DISK ANCHORING	ACRE	\$300.00	1.5	0	\$0.00	0	\$0.00
113	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.50	3575	625	\$937.50	2400	\$3,600.00
114	2575.523	WATER	MGAL	\$65.00	157	0	\$0.00	0	\$0.00
115	2575.608	SEED WET DITCH	LB	\$70.00	2	0	\$0.00	0	\$0.00
116	2575.608	SEED SOUTHERN SHORTGRASS ROADSIDE	LB	\$42.00	38	0	\$0.00	0	\$0.00
117	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	\$38.00	4	0	\$0.00	0	\$0.00
F. BID ALTERNATE 3									
131	2104.502	REMOVE GATE VALVE & BOX	EACH	\$180.00	2	1	\$180.00	2	\$360.00
132	2104.502	REMOVE HYDRANT	EACH	\$800.00	1	0	\$0.00	1	\$800.00
133	2104.503	REMOVE WATER MAIN	L F	\$12.00	37	20	\$240.00	35	\$420.00
134	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,800.00	2	1	\$1,800.00	2	\$3,600.00
135	2504.602	HYDRANT	EACH	\$9,200.00	5	1	\$9,200.00	2	\$18,400.00
136	2504.602	20" BUTTERFLY VALVE & BOX	EACH	\$14,000.00	4	1	\$14,000.00	2	\$28,000.00
137	2504.602	6" GATE VALVE & BOX	EACH	\$3,600.00	12	2	\$7,200.00	3	\$10,800.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
138	2504.602	12" GATE VALVE & BOX	EACH	\$7,000.00	2	1	\$7,000.00	1	\$7,000.00
139	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$55.00	346	41	\$2,255.00	52.5	\$2,887.50
140	2504.603	12" PVC WATERMAIN	L F	\$58.20	314	258	\$15,015.60	258	\$15,015.60
141	2504.603	20" PVC WATERMAIN	L F	\$101.00	2992	503	\$50,803.00	1449	\$146,349.00
142	2504.604	4" POLYSTYRENE INSULATION	S Y	\$54.00	14	0	\$0.00	0	\$0.00
143	2504.608	DUCTILE IRON FITTINGS	LB	\$24.00	6581	1421	\$34,104.00	3262	\$78,288.00

H. BID ALTERNATE 5

156	2504.602	HYDRANT	EACH	\$9,200.00	2	2	\$18,400.00	2	\$18,400.00
157	2504.602	6" GATE VALVE & BOX	EACH	\$3,600.00	9	9	\$32,400.00	9	\$32,400.00
158	2504.602	12" GATE VALVE & BOX	EACH	\$7,000.00	4	2	\$14,000.00	2	\$14,000.00
159	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$55.00	392	412	\$22,660.00	412	\$22,660.00
160	2504.603	12" PVC WATERMAIN	L F	\$58.20	2412	924	\$53,776.80	924	\$53,776.80
161	2504.608	DUCTILE IRON FITTINGS	LB	\$24.00	1014	1477	\$35,448.00	1477	\$35,448.00
162	2574.508	FERTILIZER TYPE 3	LB	\$3.00	312	0	\$0.00	0	\$0.00
163	2575.505	SEEDING	ACRE	\$700.00	0.9	0	\$0.00	0	\$0.00
164	2575.505	DISK ANCHORING	ACRE	\$300.00	0.9	0	\$0.00	0	\$0.00
165	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.50	2200	0	\$0.00	0	\$0.00
166	2575.523	WATER	MGAL	\$65.00	97	0	\$0.00	0	\$0.00
167	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	\$38.00	24	0	\$0.00	0	\$0.00

Bid Totals:

\$541,892.40

\$872,482.30

Project Category Totals

Category	Amount This Voucher	Amount To Date
A. SURFACE IMPROVEMENTS	\$38,096.50	\$170,106.00
B. DRAINAGE IMPROVEMENTS	\$4,088.00	\$13,328.40
C. SANITARY SEWER IMPROVEMENTS	\$159,568.00	\$172,423.00
D. BID ALTERNATE 1	\$21,657.50	\$28,020.00
F. BID ALTERNATE 3	\$141,797.60	\$311,920.10
H. BID ALTERNATE 5	\$176,684.80	\$176,684.80

Contract Change Item Status

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date

Contract Change Totals:

Contract Change Totals

No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions

Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-352-2026

**RESOLUTION R-352-2026 APPROVING PAY REQUEST #2
FOR THE FLETCHER AVENUE UTILITY AND EXTENSION PROJECT**

WHEREAS, the City of North Branch entered into a construction contract with Gustafson Excavating, Inc. for the Fletcher Avenue Street and Utility Extension Project; and

WHEREAS, the City and WSB have reviewed the data and determined the request to be in accordance with the terms and conditions of the construction contract and project Progress.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby approves Pay Request #2 for the Fletcher Avenue Street and Utility Extension Project for payment to Gustafson Excavating, Inc. in the amount of \$514,797.78.

Adopted by the Council on this 12th day of August 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/06/2026

Board & Commission: City Council

Subject: Re-table the Leaf Vac program to August 26, 2026 at 6PM

Review of Leaf Vacuum Program Utilization and Financial Analysis

The leaf vacuum program utilization and financial analysis was previously tabled to the August 12 Council meeting during the July 8, 2026, City Council meeting. Due to the Director of Public Works and Utilities' scheduled absence, we will need to move the discussion to the next Council meeting.

- Proposed Motion: Motion to re-table the review of the leaf vacuum program utilization and financial analysis until the August 26th City Council Meeting at 6:00pm.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 08/06/2026

Board & Commission: City Council

Subject: Approval of Resolution R-353-2026 Releasing the Letter of Credits and Developer Obligations for Lucht's Crossing 4th Addition

Overview / Background

The North Branch City Council approved the Final Plat for Lucht's Crossing 4th Addition ("Development") on January 26, 2021, and entered into a Planned Unit Development and Subdivision Agreement ("Agreement") for the Development, on July 27, 2022. The Developer completed the public improvements ("Improvements") as required by the Agreement, and offered to dedicate the Improvements in 2025. The City Council approved the offer of dedication for the public improvements July 8, 2025, entering the one (1) year warranty period and upon compliance with the wetland management 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 public portion of the project is complete, allowing the City to release the Developer from its terms, conditions and obligations as outlined in the Agreement. Because the Agreement is recorded with Chisago County, the City must approve a resolution and document for recording, releasing the Developer from the Agreement.

Staff Recommendation

City staff recommend accepting, releasing and returning to the developer the financial securities and remaining escrow balance for Lucht's Crossing 4th Addition.

Recommended City Council Action

Motion to approve Resolution No. R-353-2026, accepting, releasing and returning to the

developer the financial securities and remaining escrow balance for Lucht's Crossing 4th Addition.

Voting Requirements:

Voting Options Simple Majority Super Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-353-2026

WHEREAS, the City of North Branch (“City”) and Graphic Homes, Inc (“Developer”) entered into a Development and Subdivision Agreement (“Agreement”) on July 27, 2022, for the purpose of the construction of a residential subdivision, known as Lucht’s Crossing 4th Addiion (“Development”); and,

WHEREAS, said Agreement for the Development was submitted to and recorded with Chisago County on August 22, 2022, as Document No. 661775; and,

WHEREAS, the public improvements (“Improvements”) are complete and have been accepted by the City, and the remaining financial securities and escrow were authorized for release and return to the Developer, pursuant to Resolution No. R-353-2026, as approved by the City Council on August 12, 2026; and,

WHEREAS, the City has reviewed the Agreement and has determined all terms and conditions described therein have been satisfied by the Developer and that the improvements related to the Development are deemed complete.

NOW, THEREFORE, BE IT RESOLVED THAT, the Mayor and City Clerk are hereby authorized to accept the public improvements and release the developer obligations for the Development and Subdivision Agreement for Lucht’s Crossing 4th Addition with Graphic Homes, Inc, as described in Exhibit A, subject to the following conditions.

- 1. Developer shall pay all applicable fees and expenses incurred by the City or as outlined in the wetland management agreement as related to the Development.**

Passed by the City Council of North Branch, Minnesota this 12th day of August, 2026.

Kevin Schieber, Mayor
Attested:

Tonya Kostuch, City Clerk

EXHIBIT A
RELEASE OF
DEVELOPMENT AND SUBDIVISION AGREEMENT
FOR LUCHTS CROSSING 4TH ADDITION
WITH GRAPHIC HOMES, INC

The City of North Branch hereby states the Developer, Graphic Homes, Inc, has met the conditions of that certain Development and Subdivision Agreement entered into on the 27th day of July 2022, between the City of North Branch and Graphic Homes, Inc for the construction of a residential subdivision, known as Lucht's Crossing 4th Addition, which was recorded with Chisago County on August 22, 2022 (Document No. 661775).

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

Lots 1-3, Block 1, Lots 1-14, Block 2, Lots 1-5, Block 3, Lots 1-11, Block 4, and Lots 1-4 Block 5, and Outlot A, Lucht's Crossing 4th Addition, Chisago County, Minnesota

The City hereby RELEASES the Developer, its successors and assigns, from the terms and conditions of said Development and Subdivision Agreement (Document No. 661775).

CITY OF NORTH BRANCH

Kevin Schieber

Mayor

Matthew Hill

STATE OF MINNESOTA)

) ss.

COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____,
2025 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



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/06/2026

Board & Commission: City Council

Subject: Consider the recommendation to pause the FLOCK installation brought forward from the August 5, 2026 work session

Background

On May 13, 2026, the North Branch City Council approved a three-year contract with Flock Safety for the installation of seven Automated License Plate Reader (ALPR) cameras. This decision was passed via a 3-2 vote, with the program funded through one-time 2023 State Public Safety Aid. Following this approval, the city received significant community feedback and expressions of concern regarding data privacy and the deployment of this technology. In response to these concerns, a community work session and public information meeting was held on August 5, 2026, to facilitate dialogue between residents, city staff, and elected officials.

Current Status

As of August 7, 2026, the status of the Flock camera deployment is as follows:

- **Installation Progress:** Three of the seven authorized cameras have been physically installed.
- **Locations:** The installed cameras are located at:
 - Lincoln Trail & 360th Street
 - Forest Boulevard & 360th Street
 - St. Croix Trail & 387th Street

- **Operational Status:** None of the installed cameras have been activated; they are currently non-operational.
- **Precautionary Measures:** At the request of the Police Department, North Branch Public Works has covered the installed cameras to deter potential theft, vandalism, or damage.
- **Project Pause:** Installation of the remaining four cameras has been paused pending further Council direction.

Considerations

Financial

The total contract value for the three-year agreement is \$63,000. While initial installation fees were waived or discounted, any request to remove already installed cameras would likely fall outside the project's original scope. Chief Meyer has requested information from Flock regarding the implications of the cancellation of the contract. There may be updates of this information at the Council meeting.

Conclusion/Next Steps

The City Council is now asked to determine the future of the ALPR program. Potential courses of action include:

1. **Proceed with Original Installation:** Authorize the activation of the three installed cameras and the installation of the remaining four units as originally planned.
2. **Indefinite Pause:** Maintain the current status or removal of the three non-operational, covered cameras and continue the pause on further installations while seeking additional community engagement or Council clarity.
3. **Removal and Termination:** Initiate formal contract termination with Flock Safety.

At the Community Meeting on August 5, 2026, the Mayor stated that he was going to request that the City Council place the project on indefinite pause, and there was consensus of the 3 Council Members that were present at the meeting. That request is now being brought forward to the Council for formal consideration.

Requested action:

Motion and Second to pause the FLOCK installation as brought forward from the August 5, 2026 work session.

Voting Requirements:

Voting Options **Simple Majority**



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 07/16/2026

Board & Commission: City Council

Subject: Consider approval of proposal from WSB for mitigation of trees effected by Emerald Ash Borer

Background

The City of North Branch is currently facing a significant public safety and infrastructure risk due to the Emerald Ash Borer (EAB). Following consultations with WSB's Forestry Program Manager, Emily Ball, it has been determined that the City must prioritize the mitigation of brittle, dead ash trees to prevent hazards within the community.

According to a Minnesota DNR Rapid Assessment, there are approximately 2,700 ash trees within the maintained areas of North Branch. Based on this data, staff estimates that between 1,500 and 2,000 of these trees are located on public land—including parks, boulevards, and city-owned facility grounds—and require formal assessment to determine their condition and removal priority.

Proposal Overview

The proposed scope of work from WSB focuses on providing the City with the data and tools necessary to manage the EAB infestation effectively. Key deliverables include:

- **GIS-Based Management Application:** Development of a tree inventory collection application using ArcGIS Field Maps, allowing City staff to maintain and update the inventory in the future.

- **Comprehensive Field Collection:** Professional assessment of up to 1,500 ash trees in maintained public spaces, capturing location, diameter, condition rating, and removal priority.
- **Data Analysis & Mapping:** Generation of detailed maps and data tables color-coded by priority level (1, 2, or 3) to identify trees with the most significant defects in high-use areas.
- **Removal Bid Packet:** Creation of a specialized ash tree removal bid packet with technical specifications and locations, enabling the City to take immediate action on high-risk removals.

Budgetary Context

Securing external funding for EAB mitigation remains a challenge. The MN DNR does not anticipate issuing grants this fiscal year, and current Met Council community planting grants are restricted to the 7-County Metro area.

A grant opportunity opening in October 2026 from the Environment and Natural Resources Trust Fund that has the goal of reducing impacts of EAB through inventory, planting assessment, management, removal, and improve community forests. Having a completed inventory in hand will give us an opportunity to apply for and potentially receive grant funding to assist the City in the removal of dead or dying Ash Trees.

This inventory is also a critical prerequisite for the budget process. Initial estimates suggest a need for at least \$50,000 in tree removal costs for high-risk public trees in the coming year. The data from this inventory will ensure that any allocated funds are spent efficiently on the most hazardous trees first.

Conclusion/Next Steps

Approval of this proposal will provide the City with a data-driven roadmap for managing our urban forest. By identifying "Priority 1" trees—those that are dead or brittle and located in high-traffic areas where they pose a risk to residents—the City can proactively manage public safety and avoid the higher costs associated with emergency tree removals. Following the inventory, staff will return to Council with prioritized removal lists and refined future budget requests.

Funding to cover the cost of this proposal will be provided by the newly established gambling proceeds ordinance, which starts this quarter, and/or realignment of current budgets.

Recommendation

Staff recommends that the City Council approve the proposal from WSB to conduct an Emerald Ash Borer (EAB) tree inventory. This initiative is essential for identifying high-risk ash trees on public property and developing a structured mitigation and removal plan.

Voting Requirements:

Voting Options **Simple Majority**

SCOPE OF SERVICES

City of North Branch

Ash Tree Inventory Assessment



July 7, 2026

Mr. Matthew Hill
City Administrator
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: City Ash Tree Inventory Project

Dear Matthew,

On behalf of WSB, thank you for this opportunity to submit our qualifications for a tree inventory. We are pleased to present this proposal to provide a public tree inventory for the City of North Branch. We understand you are seeking a full inventory of ash trees growing in maintained spaces in city owned properties, parks and rights-of-way.

Further details regarding the scope of work are detailed in the scope below. We look forward to talking with you more about our process and how we can help deliver a high quality and cost-effective product to the City of North Branch. Please let me know if you have any questions.

Sincerely,
WSB

Emily Ball
Forestry Program Manager



I. Project Understanding and Approach

It is our understanding that City of North Branch would like to have an inventory completed for all ash trees growing in maintained spaces within city owned properties, parks and rights-of-way.

WSB will work with your staff to generate the most useful schema (attributes collected about each tree) and values so that you can prioritize the highest risk (hazard) ash, track tree removals, make tree contractor bid packets and more. After the GIS schema is finalized, WSB will create a GIS based field collection application that can be used in the future by your staff to keep the tree inventory current.

II. Scope of Services –Tree Inventory

1. Project Management, Meetings, and Engagement

- A. Project management will be performed throughout the course of the project. Project management will include attending meetings, regular communication with the Client, and management of staff and budget. The following subtasks are included as part of Project Management:
- 1) Project kickoff meeting with client
 - 2) Attend up to 4 hours of meeting with client throughout the project
 - 3) Answer resident calls/emails about the project
 - 4) Public outreach materials

2. Tree Inventory Collection Application (ArcGIS – Field Maps)

A. WSB will create a tree inventory collection application using Esri's Field Maps application, using an EOS Arrow GPS unit with sub meter accuracy. WSB also has an EOS Arrow GPS with sub foot accuracy if greater accuracy is desired.

WSB natural resources division staff will collect the attributes as defined in the City of North Branch schema.

Attributes planned for collection include:

- Location of trees (x/y coordinates)
- Type Property (Park, Facility, Street/Boulevard or other useful categories)
- Diameter (diameter at standard height formerly known as dbh)
- Tree species (green/black/white ash)
- Date collected
- Injection date (if it exists)
- Condition rating on a 4-point scale (dead, poor, fair, good)
- Removal priority 1,2, or 3 based on condition + target
- Ability to attach photos if needed



The information that can be collected is customizable and WSB will work closely with North Branch staff to determine what data is being collected in the field and most useful for future management.

3. Data Collection in the Field

A. Based on Minnesota Department of Natural Resources Rapid Assessment data, North Branch has approximately 2,700 ash trees growing in mowed maintained boulevards, front yards and parks. From this figure, we estimate that about 1,500 are on public property that should be captured during this project. Based on the size of the community, we estimate that approximately 100 trees will be inventoried per day per person.

B. Quality Control and Quality Assurance Process (QAQC)

Ensuring data collection is accurate and complete is a priority for this project. The following procedures will be used in our QC/QA process:

- Each day, WSB staff will review their work in a desktop environment to scan for errors and omissions which will be addressed the following field day.
- Weekly, WSB staff will cross-check a sample of trees inventoried by another staff member. The project manager will review data and provide both GIS quality control and staff support on a regular basis.

4. Deliverables for the Tree Inventory Include:

- A. Schema and tree points represented by a point feature class within a file or personal geodatabase (*.gdb or mdb) compatible with Esri's ArcGIS Pro (a way to collect tree data) which can be moved to Datafi at completion
- B. Point feature (tree) attributes will include the attributes matching City of North Branch schema, if it exists.
- C. Up to 1,500 ash trees will be collected with this estimate. If WSB reaches 1,500 ash trees and budget remains, WSB staff will continue to inventory until the budget is depleted or all the ash are captured, whichever happens first.
- D. WSB will generate a handout and language for City social media/newsletters about emerald ash borer and the City's inventory and removal efforts.

III. Scope of Services –Tree Inventory Analysis, Mapping, Bid Packet

When the tree inventory is completed, WSB staff will analyze the data and organize it into a series of data tables and maps to help the City take action on removal of infested dying ash.

The analysis will include park maps showing ash tree locations for contractor use. WSB GIS staff will also generate up to 2 additional maps determined to be most useful by the City of North Branch prior to starting the project. An additional deliverable which could help expedite ash removal is an ash tree removal bid packet with specifications including all prioritized ash removals, addresses and maps which could be released to contractors by North Branch staff.

1. Deliverables for Tree Inventory Analysis and Mapping Include:

- A. Number of Priority 1, 2, and 3 ash removals and a list of locations and sizes



- B. Maps color coding ash trees by priority, labeled with unique number (All parks/city property and up to two additional maps requested by the City)
- C. Condition rating of ROW vs. Park/Open Space Trees table
- D. Ash tree quantity, condition rating and location table
- E. ROW vs. Park/Open Space Ash Trees table
- F. Average cost to remove all ash based on average diameter of all ROW vs Park trees
- G. Ash tree removal bid packet with specifications

IV. Exclusions

1. The following items are excluded from this Agreement; however, Consultant can provide these professional services for additional compensation by amendment to this Agreement.
 - A. Ash tree survey work in wooded areas or non-ash species.

V. Additional Services

1. Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

VI. Relevant Project Experience



Project One:

Complete public tree inventory, Crystal, Minnesota, Data Collection via AGO Field Maps

- More than 5,000 trees were captured
- Accuracy/Precision Required: Sub-foot
- Total Project Time: Approximately 3 months intermittently

Project Two:

City-wide public ash tree inventory, Mahtomedi, Minnesota

- Data Collection to the species level, condition, removal priority via AGO Field Maps on public right-of-way and park properties
- Accuracy/Precision Required: Sub-foot
- Total Project Time: Approximately one month

**Project Three:**

City-wide public ash tree assessment/inventory update, Brooklyn Park, Minnesota

- Updating tree inventory attributes via AGO Field Maps on public right-of-way and park properties
- Accuracy/Precision Required: Sub-meter
- Total Project Time: Ongoing

Project Four:

Grant Writing, Brooklyn Park, Minnesota

- Wrote and successfully awarded a \$500,000 MN DNR Shade Tree Bonding Grant, 2023
- Wrote and awarded a \$50,000 Hennepin County Healthy Canopy Grant, 2024

Project Five:

Grant Writing, Mahtomedi, Minnesota

- Wrote and successfully awarded a \$125,000 MN DNR Shade Tree Bonding Grant, 2023

Project Six:

Grant Writing, Wright County, Minnesota

- Wrote and successfully awarded a \$500,000 MN DNR Shade Tree Bonding Grant, 2023

VII. Project Team

With our professional staff and project experience, WSB can provide the appropriate expertise for all aspects of the project. We are pleased to present our project team, the leaders of which are outlined below:

- Project Manager - Emily Ball
- Tree Inventory – Karen Zumach, Kyle Schansberg, Tim Paquin
- GIS – WSB GIS staff

Emily Ball – Forestry Program Manager

Emily has a B.S. in Urban and Community Forestry from the University of Minnesota. She is an ISA Certified Arborist with the Tree Risk Assessment Qualification, a MN Certified Tree Inspector, and has twenty-three years of experience leading community forestry programs and projects. She has managed staff and contractors to complete tree inventory projects varying in size from a park system of an entire city (Minnetonka, Lakeville, Crystal and Mahtomedi) to just city boulevards (Brooklyn Park) or smaller site-level commercial developments. She has also



helped communities create or reconfigure their GIS schema based on desired reporting and management goals (Burnsville, Mahtomedi, St. Anthony Village)

Karen Zumach – Forestry Program Coordinator

Karen has a B.S. in Geology/Geophysics, Horticulture. She is an ISA Certified Arborist and has 18+ years working in urban forestry. She has extensive experience with program planning, outreach inventory, managing volunteers and planting projects.

Kyle Schansberg – Forestry Program Technician

Kyle has B.S. in Forest Science with a Certificate in Environmental Studies. He is an ISA Certified Arborist, Urban Forest Professional, Tree Risk Assessment Qualified, and MN Certified Tree Inspector with nine years' experience. He has worked in municipal programs as a tree inspector, and private tree care doing arboriculture and tree inventory and restoration work.

Tim Paquin – Environmental Scientist, Minnesota

Tim has a B.S. in Wildlife Biology and has been an Environmental Scientist for six years. He has completed the MN DNR Plot-Based Inventory training and surveys, completed forest cover and plant community classifications and several project based and municipal tree inventories.

VIII. Anticipated Project Schedule

Upon approval, WSB will work with the City of North Branch on a suitable schedule that is “Notice to Proceed” (NTP). WSB assumes the following preliminary schedule:

Milestone	Target Date
Proposal Submission Deadline	July 2026
Intent to Award	TBD
Contract Execution	TBD
Inventory Begins	Early August 2026
Inventory Completion	End of September 2026
Analysis and Mapping	October 2026

The schedule provided above approximates the duration for the project. As the project is kicked off, a baseline schedule will be developed and tracked via the life of the project.

WSB currently has the available resources needed to execute the scope of work.



IX. Proposed Fees and Assumptions

The fee schedule represents an ash-only inventory using up to three WSB staff on site collecting tree data. We anticipate field staff will spend about 135 hours on site, or about 17 full days of work total collecting an estimated 1,500 trees on public property. The project will be expedited by using three staff to complete the inventory which can be done over approximately 2 months. If there are more than 1,500 public ash trees, and budget remains, WSB staff will continue to inventory when approved by City of North Branch staff. WSB will continue to inventory public ash trees until completed or until budget is depleted, whichever occurs first.

If there are additional ash trees that need to be collected, and the budget has been depleted, additional inventory work could occur with a contract amendment generated with written approval by City staff, at the rate of \$124 per hour, with an estimate of approximately 100 trees inventoried per day.

Meetings with the City and resident calls are estimated on an hourly basis and will not be billed if they are not utilized.

Public Tree Inventory, Analysis, Mapping and Bid Packet	
Tree Inventory	Fee
Project Management, Kick off meeting, Progress meetings with City, Review Maps and Priorities with City, generate public outreach materials, Answer resident calls	\$4,308
ArcGIS Online Set up, Field Map Set up, Exporting Data	\$1,930
On-Site Inventory, approximately 230 labor hours for 5,000 trees* including QA/QC process	\$20,056
SUBTOTAL	\$26,294
<i>On-Site Inventory on an hourly basis after 1,500 ash trees are collected (or inventory funds are depleted if there are greater than 1,500 public ash)</i>	\$124/hour
Tree Inventory Analysis, Mapping, Bid Packet	Fee
Written inventory summary, graphics, tables, maps of ash tree locations in PDF form	\$5,430
Written bid specs with lists prioritized ash lists (trees listed by location and address. X/Y Coords)	\$2,521
SUBTOTAL	\$ 7,951.00



ACCEPTANCE

This letter represents our entire understanding of the project scope. If the City of North Branch is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Name: _____

Title: _____

Date: _____



Prepared By: Heidi Hamilton, Senior Project Manager

Presenter: Heidi Hamilton, Senior Project Manager

Date: August 12, 2026

Board & Commission: City Council

Subject: Northwest Old Town Project - Revised Scope Cost Estimate

Introduction:

At the July 22, 2026 City Council meeting staff provided an update on the Northwest Old Town Street and Utility Improvements project, including a revised design that addresses comments heard at neighborhood meetings that were held in March, May and July. The City Council was asked to provide direction about whether to move forward with the project as proposed, which would require holding a public hearing.

The Council asked staff to prepare a new cost estimate for a smaller project scope for the Northwest Old Town project area. The revised “Bare Bones” scope includes:

- Replacement of undersized watermain located along nine blocks of the project area
- Spot improvements of sanitary sewer located in areas where watermain replacement would occur
- Pavement replacement in areas of watermain replacement.

We have assumed full replacement of the bituminous pavement, matching existing pavement widths and with no drainage improvements. A map showing the area of proposed watermain replacement and associated work is attached.

Funding/Financing:

The cost estimate for the revised project scope is \$2.2 million, as detailed below.

Funding Category	Amount
Roadway Improvements	\$ 980,300
Sanitary Sewer Improvements	\$ 130,900
Watermain Improvements	\$1,091,500
TOTAL	\$2,202,700

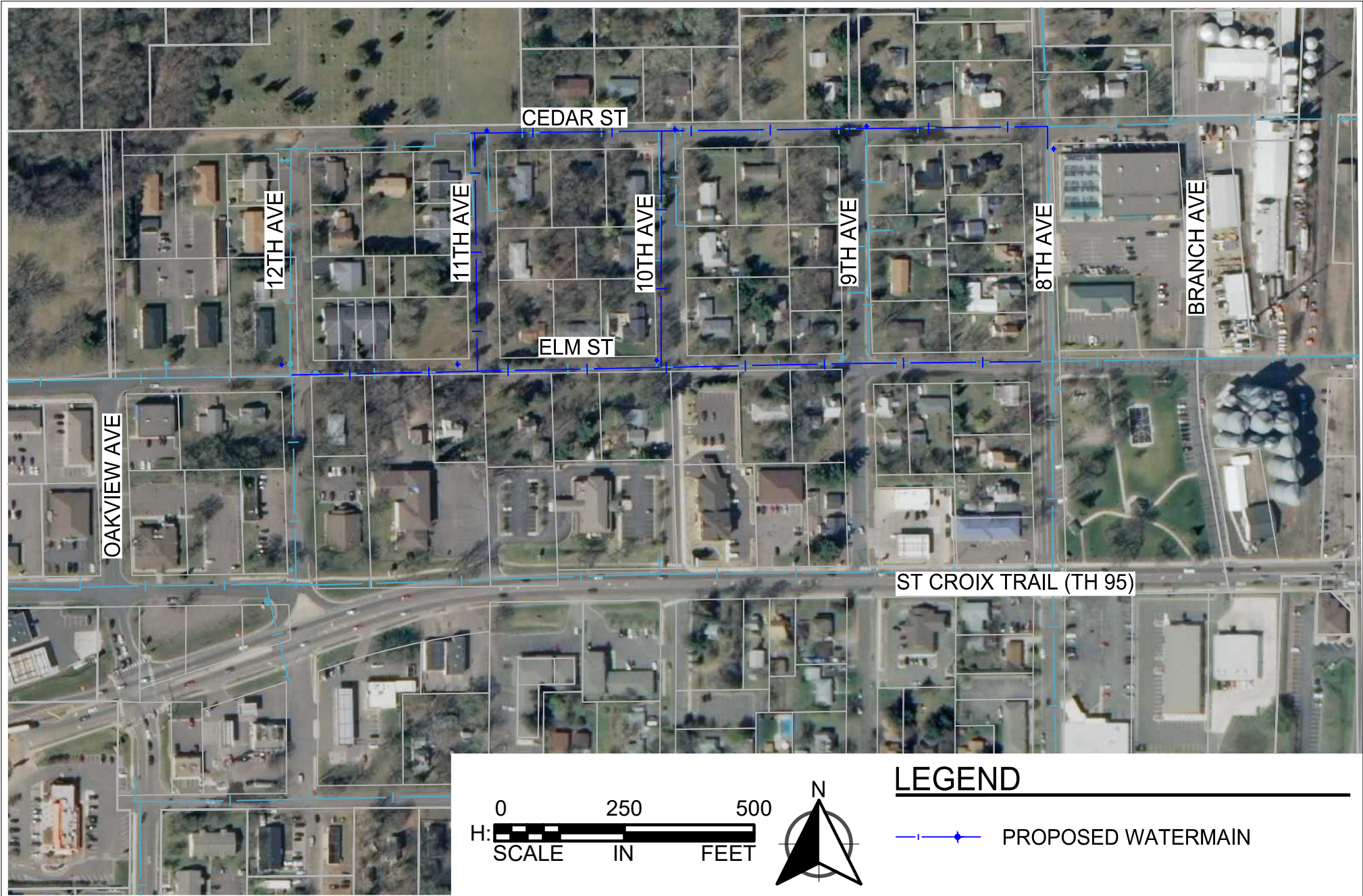
If the Council wishes to move forward with the smaller project, staff will prepare a project funding plan and design proposal for consideration at a future Council meeting

Voting Requirements:

Simple Majority

Attachments:

1. Map of revised project area



Supplemental memo: NW Old Town project

Council Members,

Following the July 14th neighborhood meeting and the recent staff report prepared by Heidi Hamilton regarding the Northwest Old Town Street and Utilities Improvement Project, we are requesting your direction on how you would like to proceed.

We have reviewed the various community perspectives and would appreciate your guidance on which path the City should take:

- **Proceed with the full reconstruction project** as proposed.
- **Proceed with a reduced-scope, "bare bones" project** that focuses primarily on essential watermain and sanitary sewer improvements, with limited roadway work.
- **Delay the project indefinitely** given the mixed feedback from the neighborhood.

I would also like to remind the Council of the efforts we have made to minimize the financial impact on our residents. We successfully fixed the assessment process in August 2025 to better support our landowners, and under the current proposal, we are assessing only 1/2 of what the City has the ability to assess. Additionally, I want to reiterate that deferments are available for seniors and veterans under specific circumstances to ensure this project remains accessible for our vulnerable residents.

Please let us know how you would like to move forward so we can update our plans and specifications accordingly. We are available to discuss these options in further detail at your convenience.



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 08/06/2026

Board & Commission: City Council

Subject: Consider approval of Ordinance 414-26 Amending City Code Section 66-943 Design Standards for permitted building materials and amending the design overlay district map

REQUEST

The City Council is requested to consider amendments to the City's Design Standards Ordinance, including:

1. Adding Engineered Wood Siding as a permitted Class 1 exterior building material under Section 66-943; and
2. Adopting a revised Design Standards Zone Map to better align design standard areas with existing development patterns, major transportation corridors, commercial growth areas, parcel configurations, and future land use planning.

BACKGROUND

The Planning Commission began reviewing potential amendments to the Design Standards Ordinance in May 2026 with additional discussion occurring at subsequent Planning Commission meetings and at the June 17, 2026 Joint City Council and Planning Commission Work Session.

During the review process, the Planning Commission and City Council discussed revisions to the Design Standards Zone Map and the addition of engineered wood siding as a Class 1 building material and directed to city staff to prepare the proposed amendments for formal consideration and public hearing.

PUBLIC HEARING

The Planning Commission held a public hearing on August 4, 2026, regarding the proposed ordinance amendment and revised Design Standards Zone Map and received no public

comments or input. Following the public hearing, the Planning Commission discussed the item and recommended approval of the proposed ordinance and map amendments.

REQUESTED CITY COUNCIL ACTION

To recommend approval of Ordinance 414-26 amending City Code Section 66-943 Design Standards regarding Class 1 building materials and the design standards map

Voting Requirements:

Voting Options **Simple Majority Super Majority**



Report

Public Hearing – Design Standards Ordinance Amendments (Section 66-943)

Overview / Background

The City of North Branch has been evaluating updates to its Design Standards Ordinance over the past several months as part of a broader effort to ensure the City's architectural standards remain consistent with current building materials and future development goals.

The Planning Commission first discussed potential amendments to the Design Standards Ordinance during the May 5, 2026 Planning Commission Meeting, where staff introduced revisions to the Design Standards Map and identified several areas where the existing map could be improved to better align with commercial corridors, development patterns, and future growth areas. Since that meeting, the Planning Commission has held additional discussions regarding the proposed map revisions, appropriate design standard zones, and potential updates to the permitted exterior building materials.

At the June 17, 2026 Joint City Council and Planning Commission Work Session, City Staff presented the proposed Design Standards amendments for further discussion. During the work session, City Council and Planning Commission Members reviewed the proposed map revisions, discussed adjustments to several Design Standards Zones, and expressed support for adding “Engineered Wood Siding” to the list of permitted Class 1 exterior building materials. Staff was directed to prepare the necessary ordinance amendments and revised Design Standards Map for a formal public hearing.

The proposed amendments before the Planning Commission include:

- Addition of “Engineered Wood Siding” as a permitted Class 1 Exterior Building Material.
- Adoption of a revised Design Standards Zone Map to better align the City's design standards with existing development patterns, major transportation corridors, commercial growth areas, and future land use planning.

These amendments are intended to provide additional flexibility in building materials while improving consistency, predictability, and long-term implementation of the City's design standards throughout North Branch.

Analysis

Proposed Text Amendment – Engineered Wood Siding

Section 66-943 currently establishes three classes of exterior building materials, with Class 1 materials representing the highest quality and durability.

Staff is proposing the addition of **Engineered Wood Siding** to the Class 1 materials list.

Engineered wood products have become increasingly common in residential and commercial construction and offer several advantages, including:

- Improved durability and resistance to moisture, insects, and weather.
- A high-quality appearance that closely resembles traditional wood siding.

- Compatibility with existing architectural styles found throughout North Branch.
- Greater flexibility for builders while maintaining the City's desired aesthetic standards.

Staff believes engineered wood siding meets the overall intent of the Design Standards Ordinance by providing a durable, attractive exterior material consistent with other Class 1 building materials.

Proposed Design Standards Map – Map Revisions

The second amendment updates the City's Design Standards Zone Map.

The current map has been in place for several years and generally follows major transportation corridors and commercial areas. During review, Staff identified several locations where the existing boundaries could create inconsistent design requirements or unnecessarily split similarly situated properties.

The proposed map reorganizes several Design Standards Zones while maintaining the City's overall intent of requiring higher-quality building materials in the most visible and commercially significant areas.

Staff recommends adoption of the revised Design Standards Map with the following general changes:

- Expands portions of **Design Standards Zone 1** to include additional commercially significant properties and areas surrounding the Interstate 35 corridor.
- Adjusts **Zone 2** boundaries to provide more logical transitions between Zones 1 and 3.
- Revises several boundaries so that design standard lines better follow parcel configurations rather than dividing large development sites.
- Updates several commercial and future development areas to better reflect current land use planning objectives.
- Improves consistency along the Flink Avenue and Interstate 35 corridor where significant future commercial and mixed-use development is anticipated.

Overall, Staff believes the revised map creates a more logical and administratively efficient zoning framework while maintaining the intent of emphasizing high-quality architecture in the City's most visible development corridors.

Consistency with Comprehensive Plan

The proposed amendments are consistent with the goals and policies of the North Branch Comprehensive Plan by:

- Encouraging high-quality architectural design.
- Promoting attractive commercial development.
- Supporting investment along major transportation corridors.
- Providing flexibility through modern building materials while maintaining community character.
- Creating clear and predictable development standards for future growth.

Staff Recommendation

1. Recommend approval/denial to the City Council for the proposed Text Amendment to Section 66-943 Design Standards to include "Engineered Wood Siding" to the Class 1 building materials list.
2. Recommend approval/denial to the City Council for the proposed Design Standards Zone Map

ORDINANCE NO. 414-26

AN ORDINANCE AMENDING CITY CODE SECTION §66-943 DESIGN STANDARDS REGARDING CLASS 1 BUILDING MATERIALS AND THE DESIGN STANDARDS ZONE MAP

The North Branch City Council hereby ordains as follows:

Section 1. Amending Class 1 Exterior Building Materials

City Code Section §66-943 Design Standards, is hereby amended by adding the following underlined language to the list of Class 1 Exterior Building Materials.

§66-943 DESIGN STANDARDS

Within the Class 1 Exterior Building Materials list, add the following material:

- vii. Engineered Wood Siding

Section 2. Amending the Design Standards Zone Map

City Code Section §66-943 Design Standards is hereby amended by replacing the existing Design Standards Zone Map with the attached Design Standards Zone Map as depicted in Exhibit A, which shall become the official Design Standards Zone Map of the City of North Branch and is incorporated herein by reference.

Section 3. Effective Date.

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

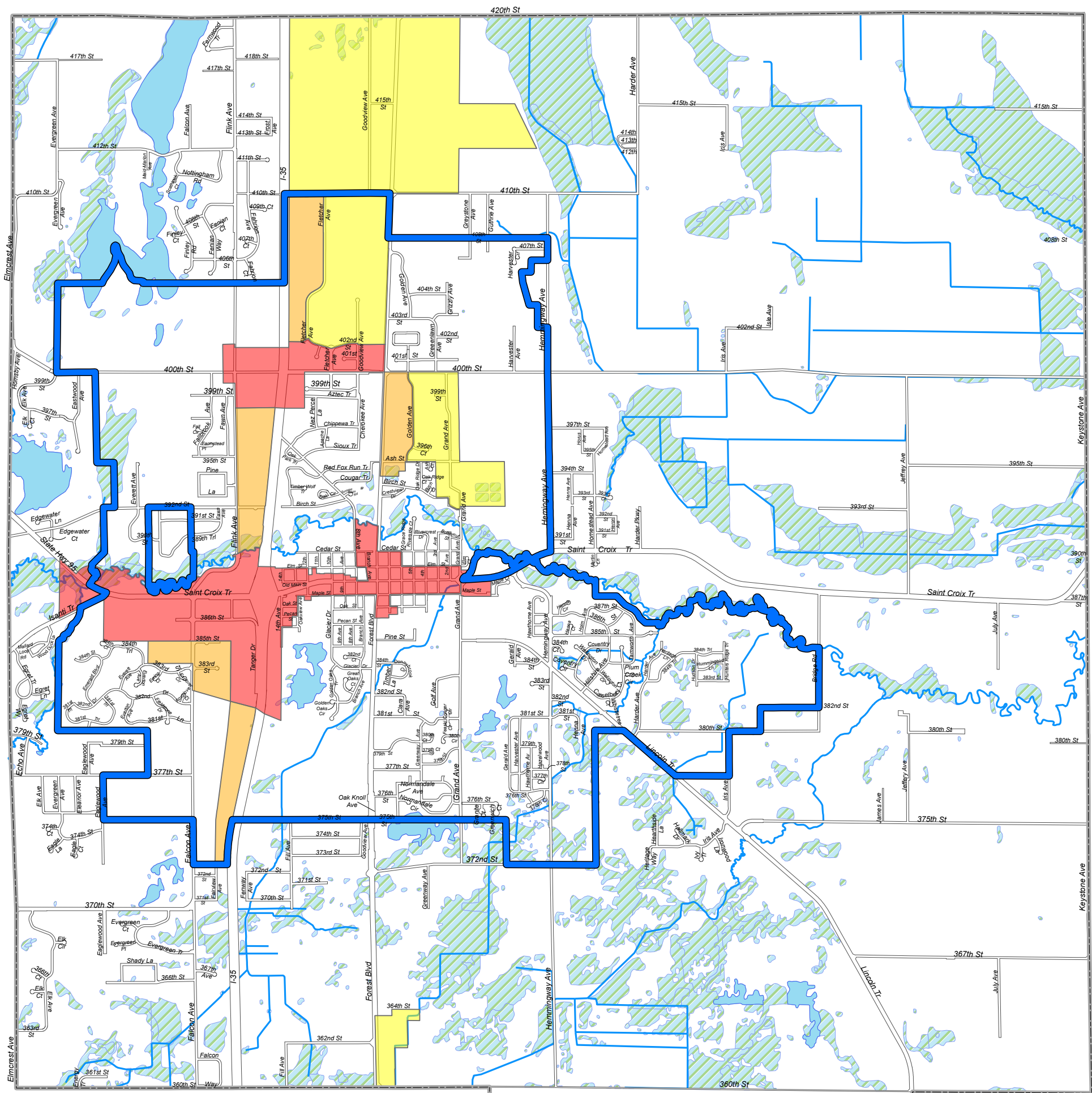
Passed by the City Council of the City of North Branch, Chisago County, Minnesota, this 12th day of August, 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk

Exhibit A



- ZONE
- 1
 - 2
 - 3





Prepared By: Ryan Saltis, City Planner, Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 08/07/2026

Board & Commission: City Council

Subject: Consider Approval of Ordinance 415-26 amending City Code Section 66-6 to allow Twinhomes and Quad and Townhouses as permitted uses in the Central Business District

REQUEST

The City Council is being asked to consider a text amendment to Chapter 66 of the North Branch City Code to amend the Permitted Uses Table for the CBD – Central Business District zoning district.

The proposed amendment would designate the following uses as Permitted (“P”) within the CBD:

- Dwelling, Twin Homes
- Dwelling, Quad & Townhome

BACKGROUND

The Planning Commission discussed the proposed amendment at its July 7, 2026 meeting and was generally supportive of allowing these housing types within the CBD. Staff subsequently prepared the proposed ordinance amendment and conducted the required public hearing.

The CBD is intended to accommodate a mix of commercial, residential, civic, and pedestrian-oriented development. The district already permits several higher-density residential uses, including duplexes, triplexes, multi-family dwellings, and apartments.

ANALYSIS

Staff believes the proposed amendment is consistent with the purpose and intent of the CBD. Twin homes and quad/townhomes provide missing-middle housing options that are generally less intensive than larger multi-family and apartment developments already permitted in the district.

Allowing these uses would:

- Expand housing diversity and ownership opportunities;
- Support infill and redevelopment of smaller or underutilized parcels;
- Provide additional housing options within walking distance of downtown businesses and services;
- Make the permitted-use table more consistent with the range of residential development already allowed in the CBD; and
- Support efficient use of existing municipal infrastructure.

The amendment would not change the underlying development standards applicable to the CBD. Future development would remain subject to applicable zoning, building, parking, setbacks, site plan, and other City requirements.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on August 4, 2026, to consider the proposed ordinance amendment and received one public comment in support of the proposed changes. Following the public hearing, the Planning Commission recommended approval of the ordinance amendment to the City Council.

STAFF RECOMMENDATION

Staff supports the Planning Commission's recommendation and finds that the proposed amendment is consistent with the purpose and intent of the CBD zoning district, provides additional housing opportunities, and represents a logical update to the City's Permitted Uses Table.

REQUESTED ACTION:

Motion to approve Ordinance 415-26 amending City Code Section 66-6 Uses within Zoning Districts, to designate Dwelling, Twin Homes and Dwelling, Quad & Townhome as Permitted ("P") uses within the CBD zoning district.

Voting Requirements:

Voting Options **Simple Majority Super Majority**



Report

Public Hearing – Text Amendment to Chapter 66, Permitted Uses Table – Allow Twinhomes and Quad & Townhomes within the CBD (Central Business District) Zoning District.

Request

The purpose of this public hearing is to consider a text amendment to Chapter 66 of the North Branch City Code by amending the Permitted Uses Table to allow *Dwelling, Twin Homes* and *Dwelling, Quad & Townhome* as Permitted Uses (“P”) within the CBD – Central Business District zoning district.

If adopted, the amendment would add a “P” in the CBD column for the following residential uses:

- Dwelling, Twin Homes
- Dwelling, Quad & Townhome

Overview / Background

At the July 7, 2026 Planning Commission meeting, staff presented this proposed text amendment for discussion. Commissioners discussed the compatibility of twinhomes and quad/townhomes within the Central Business District and were generally supportive of the proposed amendment. Staff was directed to prepare a formal ordinance amendment and schedule a public hearing for Planning Commission consideration.

The Central Business District is intended to support a mixture of commercial, residential, civic, and pedestrian-oriented development. The district already permits several higher-density residential housing types, including duplexes, triplexes, multi-family dwellings, and apartments. Staff believes allowing twinhomes and quad/townhomes is consistent with the overall intent of the district and fills a gap within the existing Permitted Uses Table.

Analysis

Consistency with Existing Residential Uses

The proposed amendment would create a more logical progression of residential housing types within the CBD zoning district.

Currently, the City permits residential developments with significantly greater density than either Twinhomes or Townhomes. In many cases:

- Twinhomes consist of only two attached dwelling units
- Townhomes typically range from 4 to 8 units and often resemble traditional neighborhood-scale development.
- Apartments and larger multi-family developments generally produce greater density, building mass, traffic generation, and parking demand than townhome developments.

Because these more intensive residential uses are already permitted, allowing Twinhomes and Townhomes would provide additional housing options without substantially changing the character or intent of the zoning district.

Housing Diversity

Allowing these housing types would expand the City's available housing choices by providing:

- Owner-Occupied attached housing opportunities
- Missing middle housing between single-family homes and apartments
- Housing options for first-time homebuyers, young professionals, and empty nesters
- Opportunities for smaller-scale residential redevelopment

Townhomes and Twinhomes can also provide ownership opportunities that require less maintenance while utilizing existing municipal infrastructure efficiently.

Downtown Redevelopment Opportunities

The CBD contains several parcels that may not be large enough to support apartment-style developments but could accommodate small-scale attached housing.

Allowing Townhomes and Twinhomes may:

- Encourage redevelopment of underutilized properties
- Increase investment in the downtown area
- Support additional residents within walking distance of businesses and services
- Strengthen the mixed-use character envisioned for the CBD

Because these housing types generally have smaller building footprints than apartment buildings, they may also provide additional flexibility on constrained redevelopment sites.

Consistency with Comprehensive Planning Goals

One of the City's ongoing planning objectives is to encourage a variety of housing types that meet the needs of residents throughout different stages of life.

This amendment would support that objective by:

- Increasing housing diversity
- Providing additional ownership housing options
- Encouraging efficient use of existing infrastructure
- Supporting infill development within established areas of the community

Comparison of Existing Permitted Uses

Zoning District Permitted Use Table Excerpt:

District Uses	Notes	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD
A. RESIDENTIAL USES										
Household Living										
Dwelling, Single-Family			P	P		P	P			
Dwelling, Single-Family (Prior to December 31, 2022)										P
Dwelling, Two-Family (Duplex) & Triplex				P	P					P
Dwelling, Twin Homes			P	P	P					
Dwelling, Quad & Townhome				P	P					
Dwelling, Multi-Family (3 to 6 units)				P	P					P
Dwelling, Multi-Family (7 to 16 units)					P					P
Dwelling, Apartments					P					P
Dwelling, Apartments Above Commercial										P
Dwelling, Prefabricated Home				C	C					

The Central Business District (CBD) currently permits several higher-density residential uses, including duplexes, triplexes, multi-family dwellings, and apartments, but does not permit Twinhomes or Townhomes. Staff believes these housing types are compatible with the existing residential uses already allowed in the district and would provide additional ownership housing opportunities while supporting downtown residential growth. Therefore, staff recommends amending the Permitted Uses Table to designate Twinhomes and Quad & Townhomes as permitted ("P") uses within the CBD zoning district.

Staff Recommendation

Staff finds that the proposed amendment is consistent with the purpose and intent of the Central Business District and represents a logical update to the City's Permitted Uses Table. Twinhomes and Quad & Townhomes are generally less intensive than several residential uses already permitted within the CBD and provide additional ownership housing opportunities while supporting downtown redevelopment and housing diversity.

Therefore, staff recommends that the Planning Commission recommend approval of the proposed ordinance amendment to the City Council.

Planning Commission Action

Recommended Motion:

Motion to recommend approval to the City Council of the proposed text amendment to Chapter 66 of the North Branch City Code, amending the Permitted Uses Table to designate Dwelling, Twin Homes and Dwelling, Quad & Townhome as Permitted ("P") uses within the CBD zoning district, based on the findings presented in this report.

ORDINANCE NO. 415-26

AN ORDINANCE AMENDING CITY CODE SECTION §66-6 USES WITHIN ZONING DISTRICTS, TO ALLOW TWINHOMES AND QUAD & TOWNHOMES AS PERMITTED USES WITHIN THE CENTRAL BUSINESS DISTRICT (CBD)

The North Branch City Council hereby ordains as follows:

Section 1. Amending Language Regarding Uses Within Zoning Districts

City Code Section §66-6 Uses Within Zoning Districts, is hereby amended by adding the following underlined language to the Zoning Use Table.

§66-6 USES WITHIN ZONING DISTRICTS

Within Section A. Residential Uses of the Zoning Use Table, amend the CBD (Central Business District) column as follows:

District Uses	Notes	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2	SO
A. RESIDENTIAL USES															
Household Living															
Dwelling, Single-Family			P	P		P	P				P	P	P	P	
Dwelling, Single-Family (Prior to December 31, 2022)				P	P					P	P	P	P	P	
Dwelling, Duplex & Triplex				P	P					P	P	P	P	P	
Dwelling, Twin Homes			P	P	P					P	P	P	P	P	
Dwelling, Quad & Townhome				P	P					P	P	P	P	P	
Dwelling, Multi-Family (3 to 6 units)				P	P					P	P	P	P	P	
Dwelling, Multi-Family (7 to 16 units)					P					P	P	P	P	P	
Dwelling, Apartments					P					P	P	P	P	P	
Dwelling, Apartments Above Commercial										P	P	P	P	P	
Dwelling, Prefabricated Home				C	C					P	P	P	P	P	

Section 2. Effective Date.

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

Passed by the City Council of the City of North Branch, Chisago County, Minnesota, this 26th day of August, 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 08/04/2026

Board & Commission: City Council

Subject: June Finance Update

June Finance Summary

- **Cash & Investments:** Strong financial position with \$9.1 million in cash and \$16.8 million in investments. Interest rates remained stable through June with a positive outlook entering July.
- **Property Taxes:** First property tax settlement was received from Chisago County in early July and typically exceeds 50% of the annual levy due to many taxpayers paying their full year's taxes.
- **Liquor Stores:** Entering the strongest sales season of the year. Projected 2026 sales of \$3.9–\$4.0 million with continued cost control expected to support the full \$350,000 transfer and a net profit margin exceeding 9%.
- **EDA Fund:** Projected to end 2026 with approximately \$500,000 in net income following the elimination of debt payment transfers.
- **General Fund:** Projected net income of approximately \$400,000, demonstrating the City's tax levy is appropriately funding operations without over-levying.
- **Utility Funds:** Sewer, Water, Stormwater, and Generation Funds all remain financially stable. The Sewer Fund continues to perform especially well, while the remaining utility funds are projected to finish the year with positive operating results.

Voting Requirements:

Bank Account Balances 6/30/2026

Cash Equivalents	EOM Balance	Interest Rate
Old National - Checking (0753)	326,121.04	0.0%
Old National - MM (2886)	5,446,246.60	3.30%
Associated - Checking (4089)	22,856.62	0.0%
Associated - MM (3859)	3,196,736.77	4.00%
Xpress Cash Balance	105,748.01	0.00%
Total Checking/Savings	\$ 9,097,709.04	

Investments

US Bank	15,794,382.38	Varies *
Wells Fargo	1,079,790.75	Varies *
Total Investments	\$ 16,874,173.13	

Total Cash & Investments	\$ 25,971,882.17
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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 3.97%.

Monthly Report for Liquor Store - Council Report

June 2026

Percent of Year: 50.00%

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	360,314	370,369	390,914	359,929	360,263
June	344,096	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	\$ 1,800,196	\$ 4,098,931	\$ 4,159,379	\$ 4,127,252	\$ 4,010,162

YTD Sales compared to 3 Year Avg	\$ (72,967)	YTD Sales compared to 3 Year Avg	96.10%
YTD Sales compared to 2025 Sales	\$ (150,916)	YTD Sales compared to 2025 Sales	92.27%

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	276,878	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	\$ 1,605,981	\$ 3,958,447	\$ 3,873,964	\$ 4,071,654	\$ 3,929,724

YTD Exps compared to 3 Year Avg	\$ (192,758)	YTD Expenses compared to 3 Year Avg	89.28%
YTD Exps compared to 2025 Exps	\$ (207,169)	YTD Expenses compared to 2025 Exps	88.57%

	2026	3 Year Avg	2025	2024	2023
YTD Net Income (Before Transfers)	\$ 194,214	\$ 140,484	\$ 285,415	\$ 55,598	\$ 80,438
Net Income Percentage	10.79%	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	\$ 1,793,987	\$ 1,288,726	\$ 505,262
Cost of Sales	3,383,127	1,217,844	869,189	348,655
Gross Margin	\$ 1,020,544	\$ 576,143	\$ 419,536	\$ 156,607
	23.2%	32.1%	32.6%	31.0%

Monthly Report for Liquor Store - Council Report

June 2026

Percent of Year: 50.00%

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	343,496	131,655	163,320	25,976	10,061	12,483
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	1,793,987	700,910	817,331	161,825	56,353	57,568
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	216,170	67,120	120,432	16,816	3,704	8,100
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	1,217,844	464,669	579,063	107,588	29,298	37,226
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

June 2026

Percent of Year: 50.00%

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

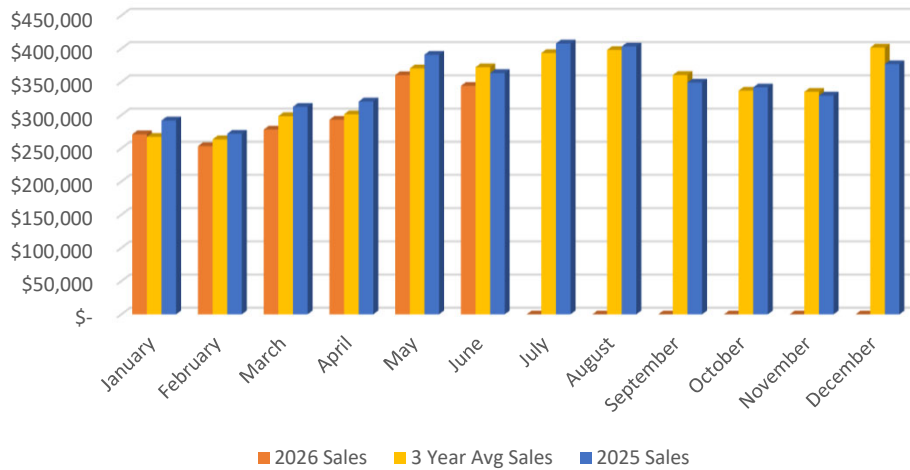
Monthly Report for Liquor Store - Council Report

June 2026

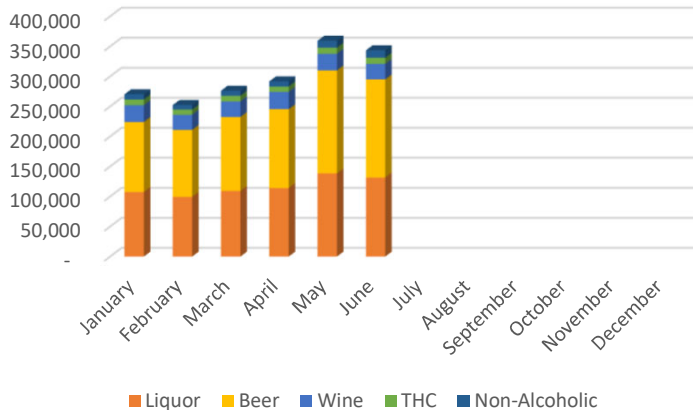
Percent of Year:

50.00%

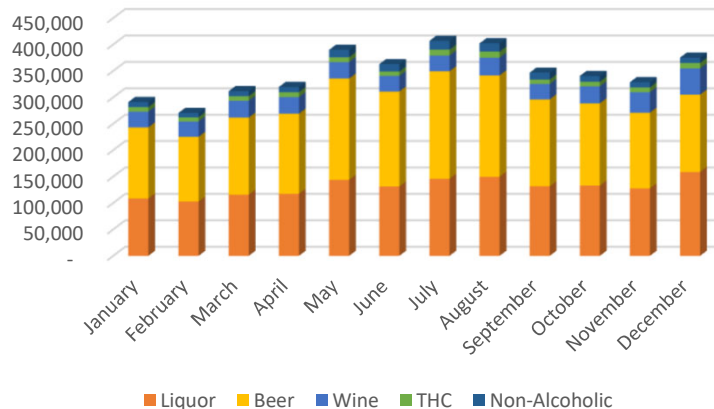
Liquor Stores Sales



2026 Sales by Category



2025 Sales by Category



City of North Branch

June 2026 Update

Percent of Year

50.00%

General Fund

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance - General Fund	\$ 4,630,488	\$ 5,333,430	\$ (702,942)		
Revenues:					
Taxes	\$ -	\$ 16	\$ (16)	\$ 6,621,924	\$ 6,655,200
Licenses & Permits	158,351	164,967	(6,616)	358,568	377,050
Intergovernmental	171,360	257,128	(85,767)	1,647,545	1,670,112
Charges for Services	104,535	104,684	(149)	179,448	101,800
Fines & Forfeits	16,190	13,470	2,721	25,802	17,000
Other Revenue	123,145	141,198	(18,054)	362,095	154,000
Other Financing Sources	364,205	14,701	349,504	953,038	588,833
Total Revenues	\$ 937,786	\$ 696,163	\$ 241,623	\$ 10,148,420	\$ 9,563,995
Expenditures:					
City Council	\$ 16,640	\$ 7,317	\$ 9,324	32,702	\$ 31,037
City Administrator	83,605	97,228	(13,623)	178,881	175,739
City Clerk	57,438	26,222	31,216	123,832	136,510
Elections	113	-	113	21,400	17,900
Technology	285,553	256,223	29,330	491,045	468,000
Human Resources	47,178	676	46,502	103,833	116,699
Finance	182,360	185,619	(3,259)	391,135	407,501
City Attorney	13,398	45,554	(32,156)	59,265	50,000
City Engineer	40,771	12,500	28,271	44,511	40,000
Legislative	12,500	15,112	(2,612)	30,714	31,500
Planning & Zoning	68,610	33,889	34,721	187,322	195,897
City Facilities	78,113	72,191	5,923	156,755	160,695
Police	1,494,332	1,394,008	100,324	3,132,163	3,149,421
Fire	381,623	396,540	(14,916)	843,792	864,133
Building Inspection	181,658	165,892	15,766	387,006	390,136
Civil Defense	1,941	4,902	(2,961)	3,766	4,200
Animal Control	2,233	1,750	483	8,933	9,120
Street Lights	35,406	28,869	6,537	68,331	70,000
Public Works	729,299	841,590	(112,291)	2,154,076	2,189,011
Parks	109,184	95,958	13,225	548,263	618,260
Library	52,145	48,791	3,353	104,159	110,536
Non-Dept Exps	60,654	82,177	(21,523)	607,913	615,400
Total Expenditures	\$ 3,934,754	\$ 3,813,006	\$ 121,748	\$ 9,679,795	\$ 9,851,695
Net Postion increase/(decrease)	\$ (2,996,968)	\$ (3,116,843)	\$ 119,875	\$ 468,625	\$ (287,700)

EDA (201)

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 548,534	\$ 215,421	\$ 333,113		
Revenues:					
Taxes	\$ -	\$ -	-	622,210	\$ 625,337
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	252,478	\$ 605,579
Total Expenditures	\$ 113,714	\$ 23,380	\$ 90,334	\$ 252,478	\$ 605,579
Net Postion increase/(decrease)	\$ (91,912)	\$ (2,179)	\$ (89,734)	\$ 547,057	\$ 162,624

Sewer Fund (602)

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 15,230,223	\$ 14,101,651	\$ 1,128,572		
Revenues:					
Charges for Services	\$ 70,826	\$ 104,087	\$ (33,261)	442,079	\$ 400,000
Utility Charges	738,939	727,985	10,954	1,844,777	1,802,000
Other Revenue	56,241	68,280	(12,040)	96,413	5,000
Other Financing Sources	-	-	-	-	237,572
Total Revenues	\$ 866,006	\$ 900,352	\$ (34,346)	\$ 2,383,269	\$ 2,444,572
Expenditures:					
Sanitary Sewer	\$ 534,598	\$ 695,077	(160,479)	1,519,153	\$ 2,845,727
Total Expenditures	\$ 534,598	\$ 695,077	\$ (160,479)	\$ 1,519,153	\$ 2,845,727
Net Postion increase/(decrease)	\$ 331,407	\$ 205,275	\$ 126,133	\$ 864,116	\$ (401,155)

Liquor Store Fund (609)

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 839,453	\$ 523,504	\$ 315,949		
Revenues:					
Liquor Store - East	\$ 1,288,726	\$ 1,377,691	\$ (88,965)	2,818,094	\$ 3,125,952
Liquor Store - West	505,262	567,814	(62,553)	1,207,755	1,277,719
Cost of Liquor Sold - East	(869,189)	(999,254)	130,065	(2,000,847)	(2,401,344)
Cost of Liquor Sold - West	(348,655)	(397,692)	49,037	(857,506)	(981,783)
Other Revenue	6,209	5,607	602	9,313	3,700
Total Revenues	\$ 582,352	\$ 554,165	\$ 28,187	\$ 1,176,809	\$ 1,024,244
Operating Expenses:					
Liquor Store - East	\$ 239,656	\$ 249,184	(9,528)	\$ 498,196	\$ 550,034
Liquor Store - West	148,499	167,021	(18,522)	299,578	353,966
Transfers	-	-	-	350,000	350,000
Total Operating Expenses	\$ 388,154	\$ 416,204	\$ (28,050)	\$ 1,147,775	\$ 1,254,000
Net Postion increase/(decrease)	\$ 194,198	\$ 137,961	\$ 56,236	\$ 29,035	\$ (229,756)
Net Profit (before transfer) Percentage	10.79%	7.07%		9.39%	

Stormwater Fund (612)

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 7,478,367	\$ 6,467,061	\$ 1,011,306		
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)	412,100	\$ 1,224,022
Total Expenditures	\$ 81,990	\$ 89,701	\$ (7,711)	\$ 412,100	\$ 1,224,022
Net Postion increase/(decrease)	\$ 60,289	\$ 217,161	\$ (156,873)	\$ 90,254	\$ (203,731)

Water Fund (615)

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 18,179,389	\$ 17,004,602	\$ 1,174,787		
Revenues:					
Charges for Services	\$ 34,000	\$ 52,360	\$ (18,360)	280,392	\$ 185,000
Water Charges	738,297	746,372	(8,075)	2,121,299	2,005,000
Other Revenue	45,243	48,079	(2,836)	99,841	50,000
Other Financing Sources	-	-	-	-	1,079,874
Total Revenues	\$ 817,540	\$ 846,811	\$ (29,271)	\$ 2,501,532	\$ 3,319,874
Expenditures:					
Water	\$ 354,388	\$ 548,487	(194,099)	2,414,071	\$ 5,117,834
Total Expenditures	\$ 354,388	\$ 548,487	\$ (194,099)	\$ 2,414,071	\$ 5,117,834
Net Postion increase/(decrease)	\$ 463,152	\$ 298,324	\$ 164,828	\$ 87,461	\$ (1,797,960)

Generation Fund (620)

	6/30/2026 Actual	6/30/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 12,118,171	\$ 11,974,349	\$ 143,822		
Revenues:					
Utility Charges	\$ 150,000	\$ 150,000	\$ -	\$ 360,000	\$ 360,000
Other Revenue	105,610	140,799	(35,189)	181,046	-
Total Revenues	\$ 255,610	\$ 290,799	\$ (35,189)	\$ 541,046	\$ 360,000
Expenditures:					
Generation	\$ 178,791	\$ 119,128	59,663	314,292	\$ 2,324,304
Total Expenditures	\$ 178,791	\$ 119,128	\$ 59,663	\$ 314,292	\$ 2,324,304
Net Postion increase/(decrease)	\$ 76,819	\$ 171,671	\$ (94,852)	\$ 226,754	\$ (1,964,304)



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 08/04/2026

Board & Commission: City Council

Subject: 2027 Initial Budget Presentation

I have implemented a new levy tracking mechanism to provide a clearer view of the proposed levy adjustments. The spreadsheet begins with the prior year's levy (2026) and then applies a series of incremental adjustments.

The first adjustment reflects new growth within the City. At the bottom of this column, the percentage increase over the prior year's levy is shown. The next adjustment accounts for the increase in estimated taxable home values within the city limits. The percentage at the bottom of this column closely aligns, within rounding, with the County Assessor's Annual Report, which identifies an overall market value increase of 6.68% for the City of North Branch.

Increasing the City's levy to match this 6.68% growth would generate approximately \$277,486 in additional revenue, covering a significant portion of the \$363,747 needed to fund the additional staff positions included in the proposed budget.

I recognize that the Council previously identified equipment needs as a higher priority than the proposed staffing additions. To address this priority while preserving the staffing requests, I propose utilizing the increased transfer from the Municipal Liquor Stores to fund the \$300,000 in equipment purchases.

The remaining new funding request is \$175,000 for park improvements. These funds would support capital improvements and other identified infrastructure needs within the City's park system.

If the City elects not to use the increased Liquor Store transfer for equipment but retains the proposed staffing and park improvement funding within the levy, the proposed levy increase would be 15.67% over the 2026 levy. Alternatively, if the increased Liquor Store transfer is used to fund the equipment purchases, the proposed levy increase would be reduced to 11.32%.

For additional context, the proposed General Fund budgeted expenses—including the requested equipment, staffing, and park improvement funding—totals \$10,670,683. This represents an 8.31% increase over the 2026 General Fund budget expenses of \$9,851,695.

Currently, I am seeking feedback and direction from the City Council regarding the proposed budget, funding priorities, and preferred approach as we move forward with the budget development process.

Voting Requirements:

2027-2032 FINANCIAL FORECAST LEVY-BASE-RATE SUMMARY

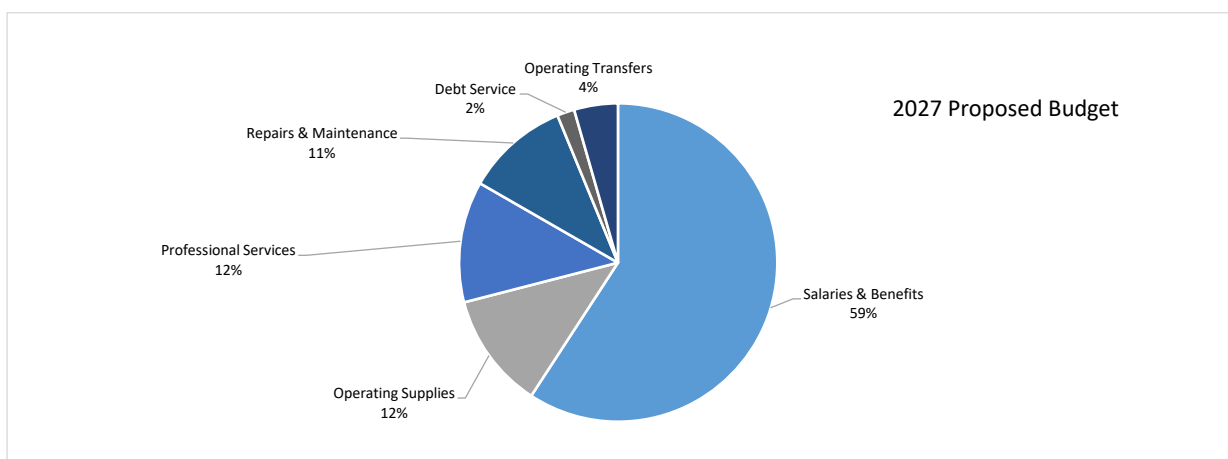
This drives all other dates>>>					2026	2026	New Const.	Home Values	New	New	New	New	Adj	Adj		Abatement	2027			Increase	Percent								
					Actual	Actual	1.9326%	4.7510%	Efforts	Efforts	Efforts	Efforts	Debt Levy	EQA levy	Other	Levy	Total	Proposed	(Decrease)	Inc.(Dec.)									
CITY TAX LEVY POLICY -									1	2	3	4	Balanced GF																
CITY LEVY									Support Equipment	Staffing ** 10-Yr Plan	Support to Parks	Support to Streets																	
2026 Included in Payable 2026 Levy Below:																													
Staffing - full year wages for 2026 new employees					\$	218,111																							
Parks/Fire						24,737																							
Other General Fund - Operating						6,388,352																							
General Fund - Operating									\$	6,631,200	\$	6,631,200	\$	128,157	315,051		83,588	-	-	-	7,157,996	\$	7,157,996	526,796	7.94%				
Levy for New Efforts:							Included Above	n/a	n/a																				
Other					-	\$	-																						
Other																													
Total General Fund (Fund 101)>>>						6,631,200		6,631,200																					
Capital Fund - Streets									-	-	-	-																	
Capital Fund - Parks																175,000			175,000		175,000								
Capital Fund - Equipment													300,000				175,000			300,000		300,000							
Total Equipment Fund (Fund 701)>>>						-		-																					
General Fund - Operating						6,631,200		6,631,200																					
DEBT LEVY																													
Fund 322 - Bond 2020A						43,300		43,300		837	2,097			723			46,957		46,957		3,657								
Fund 399 - Bond 2022A						145,000		145,000		2,802	7,022			(7,028)			147,796		147,796		2,796								
Fund 476 - Chisago County						80,500		80,500		1,556	3,899			(85,236)			719		719		(79,781)								
Fund - Bond 2026A						-		-		-	-			152,723			152,723		152,723		152,723								
Total DEBT LEVY (Funds vary)>>>						268,800		268,800																					
Total City Levy>>>						6,900,000		6,900,000																					
EDA/HRA LEVY																													
HRA Levy						315,827		315,827		6,104	15,295						332,736		332,736		16,909	5.35%							
EDA Levy						309,510		309,510		5,982	14,989						326,081		326,081		16,571	5.35%							
Other						-		-									-		-		-								
Total EDA Levy (Fund 201)>>>						625,337		625,337																					
Total Tax Levy Policy>>>										7,525,337		7,525,337	145,438	358,353	300,000	83,588	175,000	-	61,182	-	-	n/a	8,640,007	8,640,007	1,114,670	14.81%			
							% of BASE>	1.93%	4.76%	3.99%	1.11%	2.33%	0.00%	0.81%	0.00%	0.00%	n/a												
							Cumm>>	1.93%	6.69%	10.68%	11.79%	14.12%	14.12%	14.93%	14.93%	14.93%	n/a												
TOTAL LEVY - ALL SOURCES					\$	7,525,337	\$	7,525,337															\$	8,640,007	\$	8,640,007	\$	1,114,670	14.81%
Check s/b=0>>>					TRUE																								
Total City Only Levy - City and Abatement					\$	6,900,000	\$	6,900,000															\$	7,981,190		1,081,190	15.67%		

General Fund
2027 Expenditures Budget

Description	2024 Actual	2025 Actual	2026 Adopted	2026 with full year wages	2026 YTD Actual	2027 Proposed w/out new positions	2027 Proposed
Employees Wages & Salaries	\$ 2,938,536	\$ 3,159,288	\$ 3,460,009	\$ 3,684,386	\$ 1,819,691	\$ 3,758,449	\$ 4,004,803
Overtime	211,334	208,777	200,819	200,819	137,834	190,720	168,230
Part-Time Employees	28,775	58,062	59,750	59,750	44,951	84,224	84,224
Fire Call-Edu	49,200	79,421	124,000	124,000	61,871	161,500	190,000
PERA	391,200	397,765	463,616	512,425	267,442	506,702	542,137
FICA and Medicare	145,313	147,534	188,337	196,036	105,567	191,697	202,413
Employer Paid Health	539,023	576,383	752,597	791,849	382,070	812,427	884,643
Paid Family Medical Leave	-	-	-	8,482	8,331	16,465	17,550
Unemployment Benefit Payments	1,042	12,538	1,000	1,000	8,973	1,000	1,000
Worker's Comp Insurance	167,176	188,451	205,195	205,195	166,028	189,970	189,970
Training & Instruction Inside	650	4,900	5,000	5,000	5,195	5,000	5,000
Salaries & Benefits	\$ 4,472,249	\$ 4,833,119	\$ 5,460,323	\$ 5,788,942	\$ 3,007,952	\$ 5,918,154	\$ 6,289,970
Non-capital Equipment	84,117	232,316	191,000	191,000	90,724	89,800	89,800
Computer	73,604	26,953	39,600	39,600	32,645	39,600	39,600
Operating Supplies	85,099	70,176	109,750	109,750	39,029	125,200	125,200
Motor Fuels	73,620	80,955	105,100	105,100	48,426	99,500	99,500
Copy Machine Lease	16,939	24,911	25,900	25,900	17,003	25,700	25,700
SCBA Maint	-	7,525	8,000	8,000	3,230	8,000	8,000
Street Maint Materials	16,710	15,413	25,000	25,000	1,411	25,000	25,000
Traffic Signs	12,471	9,732	15,000	15,000	1,246	11,000	11,000
Vehicle/Truck Lease	5,512	6,501	-	-	-	-	-
Gravel	140,052	152,144	154,000	154,000	147,865	154,000	154,000
Traffic Signals	9,240	17,023	10,000	10,000	5,329	10,000	10,000
License And Permits	127	1,158	1,800	1,800	143	900	900
Uniforms	65,974	61,244	45,950	45,950	25,029	51,000	51,000
Small Tools and Minor Equip	12,265	22,131	25,100	25,100	15,962	26,000	26,000
Software	-	182,032	267,000	267,000	168,967	339,100	339,100
Internet Lease	16,176	26,911	27,200	27,200	14,944	33,100	33,100
Network Switches/Firewall	9,199	31,263	10,000	10,000	13,492	13,500	13,500
Salt - Sidewalks	548	640	5,000	5,000	738	1,000	1,000
Street Lights	56,293	43,492	60,000	60,000	30,076	60,000	60,000
Salt And Sand	140,391	121,469	140,000	140,000	81,655	140,000	140,000
Operating Supplies	\$ 818,337	\$ 1,133,989	\$ 1,265,400	\$ 1,265,400	\$ 737,915	\$ 1,252,400	\$ 1,252,400
Professional Services	327,402	316,665	236,800	236,800	118,813	378,900	378,900
Auditing and Acct g Services	36,270	32,514	28,500	28,500	18,851	33,500	33,500
Engineering Fees	58,138	77,689	90,000	90,000	62,716	85,000	85,000
Attorney's Fees	157,238	101,279	55,300	55,300	22,541	55,000	55,000
Crack Sealing	67,420	70,907	80,000	80,000	2,898	80,000	80,000
Dust Control	55,679	66,110	90,000	90,000	36,654	70,000	70,000
Consultant Services	4,550	5,975	8,520	8,520	2,633	7,800	7,800
Pension-Fire Relief Assoc	122,334	139,133	105,000	105,000	-	115,000	115,000
Medical Exams	8,218	18,083	15,600	15,600	14,010	21,300	21,300
Communications	17,112	1,969	36,000	36,000	11,918	20,000	20,000
Telephone	28,289	60,692	64,300	64,300	32,611	73,400	73,400
Postage	3,811	5,640	6,500	6,500	3,610	6,500	6,500
Travel Expenses	6,392	7,735	13,675	13,675	3,620	21,100	21,100
Conference & Training	50,313	49,715	54,700	54,700	22,924	56,900	56,900
Meeting Expense	-	112	500	500	240	500	500
Advertising	-	771	-	-	195	2,000	2,000
Legal Notices	2,296	1,670	2,800	2,800	534	1,800	1,800
General Notices	5,195	-	200	200	-	-	-
Insurance	171,551	167,834	176,490	176,490	133,681	164,890	164,890
Insurance - Deductible	-	5,620	5,000	5,000	-	5,000	5,000
Rental Bldg Expense	11	116	2,500	2,500	-	2,500	2,500
Utility Services	70,952	64,540	107,360	107,360	52,587	94,900	94,900
Refuse	10,691	40,716	11,000	11,000	11,259	12,450	12,450
Professional Services	\$ 1,203,862	\$ 1,235,485	\$ 1,190,745	\$ 1,190,745	\$ 552,294	\$ 1,308,440	\$ 1,308,440

General Fund
2027 Expenditures Budget

Description	2024 Actual	2025 Actual	2026 Adopted	2026 with full year wages	2026 YTD Actual	2027 Proposed w/out new positions	2027 Proposed
Repairs & Maint Cont	6,464	18,718	289,000	289,000	11,536	105,000	105,000
Repairs/Maint Buildings	36,748	79,906	232,500	232,500	136,503	179,500	179,500
Repairs/Maint Machinery/Equip	148,285	175,510	176,815	176,815	71,867	173,600	173,600
Drug & Alcohol Testing	897	3,320	800	800	407	1,500	1,500
Rentals	32,190	40,700	39,600	39,600	11,724	35,000	35,000
Other Equipment Rentals	1,111	-	5,000	5,000	124	-	-
Miscellaneous	9,751	16,941	5,300	5,300	2,177	-	-
Dues and Subscriptions	19,631	26,276	22,800	22,800	25,577	32,950	32,950
Books and Pamphlets	-	-	1,500	1,500	225	3,900	3,900
Recording Fees	414	276	-	-	138	-	-
PropTaxes/ Assessments	3,160	3,278	3,600	3,600	3,318	3,600	3,600
Streets	489,161	1,509,541	507,000	507,000	38,674	510,000	510,000
Contingency	-	2,499	30,000	30,000	-	70,000	70,000
Repairs & Maintenance	\$ 747,812	\$ 1,876,965	\$ 1,313,915	\$ 1,313,915	\$ 302,271	\$ 1,115,050	\$ 1,115,050
Capital Outlay	51,217	-	-	-	-	-	-
Improvements - Buildings	-	181,193	-	-	-	-	-
Improvements Other Than Bldgs	40,064	73,887	-	-	-	45,000	45,000
Heavy Machinery	-	-	-	-	4,900	-	-
Motor Vehicles	159,707	-	-	-	-	-	-
Capital Outlay	\$ 250,988	\$ 255,080	\$ -	\$ -	\$ 4,900	\$ 45,000	\$ 45,000
Debt Srv Principal	49,241	51,290	93,093	93,093	159,604	151,443	151,443
Interest	16,258	14,209	25,219	25,219	25,218	33,380	33,380
Debt Service	\$ 65,499	\$ 65,499	\$ 118,312	\$ 118,312	\$ 184,822	\$ 184,823	\$ 184,823
Operating Transfers	696,177	210,968	503,000	503,000	-	-	475,000
Total General Fund Expenditures	\$ 8,254,924	\$ 9,611,105	\$ 9,851,695	\$ 10,180,314	\$ 4,790,154	\$ 9,823,867	\$ 10,670,683
Revenue	\$ 7,333,872	\$ 8,209,738	\$ 8,791,474	\$ 8,884,454	\$ 3,675,056	\$ 9,823,867	\$ 10,670,683
Net Income (Loss)	\$ (921,052)	\$ (1,401,367)	\$ (1,060,221)	\$ (1,295,860)	\$ (1,115,098)	\$ 0	\$ (0)



General Fund
2027 Revenue Budget

Description	2024 Actual	2025 Actual	2026 Adopted	2026 YTD Actual	2027 Proposed
Current Ad Valorem Taxes	\$ 5,348,768	\$ 6,122,023	\$ 6,631,200	\$ 3,411,110	\$ 7,632,996
Delinquent Ad Valorem Taxes	51,228	130,948	-	51,329	-
Tax-Incrmnt +/-Excess & Surplus	-	-	-	-	-
Other Taxes/Solar Prod Tx	23,710	25,348	24,000	22,401	24,000
Penalties and Interest DelTax	2,744	11,957	-	-	-
Total Taxes	\$ 5,426,450	\$ 6,290,276	\$ 6,655,200	\$ 3,484,841	\$ 7,656,996

Home Occupation License	250	-	-	250	-
Business Licenses/Permits	575	1,125	1,000	550	900
Alcoholic Beverage License	18,250	14,825	15,000	250	15,000
Beer Off/On Sale License	225	-	600	-	-
Liquor Off/On Sale	-	750	150	-	-
Sunday License	1,600	-	1,000	-	1,000
Club License	-	216	-	78	-
Professional and Transient	1,302	1,684	1,500	1,890	2,500
Tobacco License	2,750	3,625	2,500	1,000	2,500
Refuse License (Garbage)	156	2,496	1,500	468	1,500
Building Permits	230,265	188,479	200,000	275,517	200,000
Septic Permits and Opinion	10,880	7,640	6,000	4,380	7,000
Plan Check Fee	89,541	77,473	85,000	150,951	75,000
Mechanical Permits	22,967	23,416	22,000	10,934	23,000
Plumbing Permits	23,657	17,343	15,000	6,746	16,000
Site Locate/Permit	2,160	5,406	2,000	3,440	2,000
Grading Permit	1,000	500	1,000	500	1,000
Conditional Use Permit	900	900	1,000	300	900
Sewer & Water Permit	12,300	11,220	15,000	4,900	12,000
Excavation Permit/License	14,700	6,800	5,000	2,900	7,000
Animal Licenses	840	1,288	750	849	750
Dance Permits	60	60	50	60	60
Sign Permits	1,110	930	500	885	1,000
Other Permits	2,195	220	500	2,618	-
Total Licenses and Permits	\$ 437,683	\$ 366,395	\$ 377,050	\$ 469,466	\$ 369,110

State Grants and Aids	5,993	-	6,500	-	-
Local Government Aid	1,029,202	1,030,822	1,032,838	516,419	1,037,577
Mkt Value Credit	11,275	11,402	10,000	-	11,000
Muni State Aid St Maintenance	245,270	290,352	268,774	283,117	265,000
Other State Aid Grants	85,071	35,852	20,000	12,779	30,000
Other Federal Aid/Grants	24,000	-	-	-	-
Fire Aid	122,334	143,133	125,000	-	145,000
Police Aid	168,158	172,077	170,000	-	175,000
Youth Officer School Reimb.	35,251	33,396	37,000	27,482	50,000
Total Intergovernmental	\$ 1,726,554	\$ 1,717,034	\$ 1,670,112	\$ 839,797	\$ 1,713,577

Zoning and Subdivision Fees	20,770	3,300	8,000	2,710	5,000
Plat Fee	9,490	8,380	6,000	2,320	8,000
Assessment Search Fees	475	400	300	200	400
Fire Service Contract	77,051	89,275	75,000	95,234	90,000
Other Revenues	14,294	14,845	12,500	4,274	14,000
Total Charge for Services	\$ 122,081	\$ 116,200	\$ 101,800	\$ 104,738	\$ 117,400

Court Fines	24,796	26,412	17,000	17,832	25,000
False Alarm Fees	-	-	-	-	-
Total Fines and Forfeits	\$ 24,796	\$ 26,412	\$ 17,000	\$ 17,832	\$ 25,000

General Fund
2027 Revenue Budget

Description	2024 Actual	2025 Actual	2026 Adopted	2026 YTD Actual	2027 Proposed
Special Assessments	7,834	-	-	-	-
Misc Revenue	-	9,312	-	9,102	500
Reimbursement-Police	25,191	36,908	20,000	10,468	20,000
Reimbursement-Pbl Wks	24,945	7,190	25,000	148,661	5,000
Reimbursement-Fire Dept	3,950	4,262	-	2,825	5,000
PD ADM Citations	440	600	-	-	500
Interest Earnings	116,304	149,404	75,000	58,974	150,000
Refunds & Reimbursements	-	451	-	4,141	-
Other Revenues	11,794	12,578	12,000	6,481	13,000
Other Rents and Royalties	23,210	23,939	22,000	15,060	23,000
Insurance Reimbursement	26,481	50,821	-	3,000	5,000
Contributions and Donations	-	-	-	-	-
Total Other Revenue	\$ 240,149	\$ 295,465	\$ 154,000	\$ 258,712	\$ 222,000

Sales of General Fixed Assets	-	14,701	-	364,205	-
Transfer from Other Fund	154,753	326,100	588,833	-	566,600
Total Other Financing	\$ 154,753	\$ 340,801	\$ 588,833	\$ 364,205	\$ 566,600

Total General Fund Revenue	\$ 8,132,466	\$ 9,152,582	\$ 9,563,995	\$ 5,539,590	\$ 10,670,683
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Revenue not including taxes levied	\$ 2,706,016	\$ 2,862,306	\$ 2,908,795	\$ 2,054,749	\$ 3,013,687
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Taxes as % of total revenue	66.7%	68.7%	69.6%	62.9%	71.8%
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