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 26, 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
   a. Oath of office and Swearing in of Officer Justin Engen — INFO

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 - August 12, 2026, 6:00 PM — ACTION
   c. Approval of Resolution R-356-2026 authorizing Special Event Permit/Road Closure - 2nd Avenue Block Party — ACTION
   d. Approval of Resolution R-357-2026 authorizing payment to KLM Engineering LLC for construction supervision and inspection services on Water Tower #3 refurbishment project — ACTION

e.	Approval of Resolution R-358-2026 - LG214 Premises Permit Application - North Branch Area Hockey Association	ACTION
f.	Approval of Special Event Permit - Memories in Motion Trunk or Treat Classic Car Show	ACTION
g.	Approve Gambling LG220 Permit - North Branch Chamber of Commerce	ACTION
h.	Notice of Funding source for EAB tree inventory	INFO

8. PUBLIC HEARINGS

9. STAFF REPORTS

a.	Consider approval of Ordinance Amendment 416-26 amending Chapter 66 of the City Code Regarding Accessory Dwelling Units (ADU's)	ACTION
b.	Consider Approval of Reallocation of Committed Generation Fund Proceeds for NW Old Town Project to Parks and Trails Projects, Including the Flink Ave Trail Extension.	ACTION
c.	Consider approval of Resolution 355-26 awarding the construction contract for the Flink Avenue Trail Improvement Project	ACTION
d.	Consider Approval of Proposal to Prepare a Local Road Improvement Program (LRIP) Applicaion for Improvement of the Intersection at 400th Street and Flink Avenue	ACTION
e.	Consider Future Direction for the Leaf Vacuum Program	ACTION
f.	Status Update on Flock Safety ALPR Contract and Termination Implications	INFO
g.	Budget update	INFO

10. MAYOR/CITY COUNCIL

a.	Summary of City Council Member's 2027 goals	INFO
b.	Council memo from City Administrator regarding City Gala	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.

City of North Branch
Staff Report

Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 08/03/2026

Board & Commission: City Council

Subject: Oath of office and Swearing in of Officer Justin Engen

---

Chief Meyer will read the oath of office and swear in Officer Justin Engen.

Voting Requirements:

Voting Options N/A

CITY OF NORTH BRANCH
EST. 1881

City of North Branch
Staff Report

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

6225 to 6239 - $752,281.67

Checks

93972 to 94053- $1,530,088.45

Payroll

8/14/2026 - $135,260.58

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/11/2026 - 4:15PM
Batch: 00002.08.2026 - 08112026

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2367	AJ Spoff			Check Sequence: 1	ACH Enabled: False
8/11/2026	8/11/2026 Summer Concert	500.00	08/10/2026	403-46500-50300	
	Check Total:	500.00			
	Total for Check Run:	500.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/14/2026 - 11:21AM
Batch: 00003.08.2026 - 08142026

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646	Ameritas			Check Sequence: 1	ACH Enabled: False
0814AMER	8/14/2026 PAYROLL	90.00	08/14/2026	101-00000-21705	
	Check Total:	90.00			
Vendor: 2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 2	ACH Enabled: False
3294412	PW DIESEL	7,537.50	08/14/2026	101-43000-50212	
	Check Total:	7,537.50			
Vendor: 1231	Gustafson Excavating			Check Sequence: 3	ACH Enabled: False
R-344-2026	PAY REQ #1 CORRECTION	-874.35	08/14/2026	476-46500-50530	
R-352-2026	PAY REQ #2 FLETCHER AVE	514,797.78	08/14/2026	476-46500-50530	
	Check Total:	513,923.43			
Vendor: 2045	KLM ENGINEERING, INC			Check Sequence: 4	ACH Enabled: False
R-349-2026	Water Tower #3 Reconditioning	48,620.00	08/14/2026	615-49550-50530	
	Check Total:	48,620.00			
Vendor: 1292	Knife River			Check Sequence: 5	ACH Enabled: False
R-348-2026	PAY REQ #1 2026 PAV IMP	354,218.16	08/14/2026	458-43000-50535	
	Check Total:	354,218.16			
	Total for Check Run:	924,389.09			
	Total of Number of Checks:	5			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/21/2026 - 11:38AM
Batch: 00004.08.2026 - 08212026

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2140	ALERT 360 OPCO, INC.			Check Sequence: 1	ACH Enabled: False
40003556	MONITORING	56.16	08/21/2026	101-41420-50300	
40021695	MONITORING	70.45	08/21/2026	101-41420-50300	
	Check Total:	126.61			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 2	ACH Enabled: False
16CN-DKGJ-DYCH	ELECTION SUPPLIES	28.99	08/21/2026	101-41410-50210	
1JN6-LY4L-NPDT	ELECTION SUPPLIES	70.30	08/21/2026	101-41410-50210	
1NT3-P3CJ-4WCT	Liquor Store TV adapters	37.94	08/21/2026	101-41420-50201	
1P6V-WNMV-1Q31	BATTERIES	11.23	08/21/2026	101-42110-50210	
1R39-L4G3-GVQX	OFFICE SUPPLIES	102.22	08/21/2026	101-42110-50210	
1T6J-DYG9-9JL1	KEY LOCK BOX	142.49	08/21/2026	101-43000-50210	
1TJC-HDDV-DG79	NITRILE GLOVES	161.41	08/21/2026	101-43000-50210	
1WQK-7J37-YC1X	SQUAD MIRROR	18.39	08/21/2026	101-42110-50404	
1XFJ-DTHR-N1YR	OFFICE SUPPLIES	19.99	08/21/2026	101-41420-50210	
1XNP-CFLL-C3HC	WIRELESS MOUSE X3	146.93	08/21/2026	101-41420-50201	
	Check Total:	739.89			
Vendor: 1029	Artisan Beer Company			Check Sequence: 3	ACH Enabled: False
3880670	THC	330.00	08/21/2026	609-49750-50254	
	Check Total:	330.00			
Vendor: 1031	Aspen Mills			Check Sequence: 4	ACH Enabled: False
380398	UNIFORMS	203.65	08/21/2026	101-42110-50237	
380420	UNIFORMS	345.89	08/21/2026	101-42110-50237	
380529	UNIFORMS	168.85	08/21/2026	101-42110-50237	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	718.39			
Vendor:	2144	AT&T			Check Sequence: 5	ACH Enabled: False
5775318118		BILLING @ HAND ACCT	31.38	08/21/2026	101-41420-50321	
		Check Total:	31.38			
Vendor:	2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 6	ACH Enabled: False
3335545		PW MOTOR FUEL	7,665.53	08/21/2026	101-43000-50212	
		Check Total:	7,665.53			
Vendor:	1049	BELLBOY CORPORATION			Check Sequence: 7	ACH Enabled: False
0212211000		LIQUOR	1,788.85	08/21/2026	609-48000-50251	
0212269400		LIQUOR	1,850.00	08/21/2026	609-49750-50251	
0212274400		LIQUOR	2,323.85	08/21/2026	609-48000-50251	
		Check Total:	5,962.70			
Vendor:	1052	BERNICKS			Check Sequence: 8	ACH Enabled: False
10524080		BEER	1,346.20	08/21/2026	609-48000-50252	
10524080		N/A SALES	88.10	08/21/2026	609-48000-50250	
10524087		BEER	1,817.10	08/21/2026	609-49750-50252	
10526941		THC	90.00	08/21/2026	609-48000-50254	
10526942		BEER	1,137.70	08/21/2026	609-48000-50252	
10526943		LIQUOR CREDIT	-6.16	08/21/2026	609-48000-50251	
10526943		BEER CREDIT	-69.56	08/21/2026	609-48000-50252	
		Check Total:	4,403.38			
Vendor:	2338	BOYD JR, JOHN E			Check Sequence: 9	ACH Enabled: False
1246		REGLAZE WINDOWS AT FIRE HALL	1,630.00	08/21/2026	101-42280-50401	
		Check Total:	1,630.00			
Vendor:	1066	BREAKTHRU BEVERAGE MN WINE & SPIRITS, LLC			Check Sequence: 10	ACH Enabled: False
128266344		LIQUOR	999.95	08/21/2026	609-49750-50251	
128266582		LIQUOR	76.50	08/21/2026	609-49750-50251	
128367339		LIQUOR	707.52	08/21/2026	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
128367458	LIQUOR	912.35	08/21/2026	609-49750-50251	
128367459	N/A SALES	319.38	08/21/2026	609-49750-50250	
415070051	LIQUOR CREDIT	-9.15	08/21/2026	609-49750-50251	
415070052	N/A SALES CREDIT	-6.95	08/21/2026	609-49750-50250	
415070053	LIQUOR CREDIT	-2.69	08/21/2026	609-49750-50251	
415097163	LIQUOR CREDIT	-46.55	08/21/2026	609-49750-50251	
	Check Total:	2,950.36			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 11	ACH Enabled: False
3320865	LIQUOR	1,281.00	08/21/2026	609-48000-50251	
3320865	N/A	44.00	08/21/2026	609-48000-50250	
3320865	BEER	649.90	08/21/2026	609-48000-50252	
3328034	LIQUOR	1,326.00	08/21/2026	609-49750-50251	
3328034	BEER	876.90	08/21/2026	609-49750-50252	
3328034	N/A SALES	42.00	08/21/2026	609-49750-50250	
3329505	LIQUOR	705.00	08/21/2026	609-49750-50251	
	Check Total:	4,924.80			
Vendor: 2247	JASON CARDINAL			Check Sequence: 12	ACH Enabled: False
NBRCH26-2	Public Safety Emp Backgrounds	975.00	08/21/2026	101-42110-50300	
	Check Total:	975.00			
Vendor: 2315	CENTRAL-MCGOWAN, INC			Check Sequence: 13	ACH Enabled: False
529865	CYLINDER RENTAL	64.03	08/21/2026	101-43000-50210	
	Check Total:	64.03			
Vendor: 1109	CINTAS			Check Sequence: 14	ACH Enabled: False
4278059515	UNIFORMS	27.83	08/21/2026	602-49450-50237	
4278059688	UNIFORMS	0.45	08/21/2026	609-49750-50237	
4278059688	UNIFORMS	6.26	08/21/2026	612-49700-50237	
4278059688	UNIFORMS	8.84	08/21/2026	101-45000-50237	
4278059688	UNIFORMS	61.27	08/21/2026	101-43000-50237	
4278059688	UNIFORMS	3.17	08/21/2026	101-45500-50237	
4278059688	UNIFORMS	2.32	08/21/2026	620-49600-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4278059688	UNIFORMS	1.21	08/21/2026	101-42110-50237	
4278059688	UNIFORMS	27.44	08/21/2026	615-49550-50237	
4278059688	UNIFORMS	8.87	08/21/2026	602-49450-50237	
4278059688	UNIFORMS	4.99	08/21/2026	101-41940-50237	
4278059688	SHOP TOWELS	6.35	08/21/2026	101-43000-50300	
4278074503	MOPS/MATS/SUPPLIES	58.26	08/21/2026	609-49750-50300	
4278074577	MOPS/MATS/SUPPLIES	43.08	08/21/2026	609-48000-50300	
4278839005	UNIFORMS	27.83	08/21/2026	602-49450-50237	
4278839011	UNIFORMS	2.32	08/21/2026	620-49600-50237	
4278839011	UNIFORMS	3.17	08/21/2026	101-45500-50237	
4278839011	UNIFORMS	6.26	08/21/2026	612-49700-50237	
4278839011	UNIFORMS	0.45	08/21/2026	609-49750-50237	
4278839011	UNIFORMS	4.99	08/21/2026	101-41940-50237	
4278839011	UNIFORMS	8.84	08/21/2026	101-45000-50237	
4278839011	UNIFORMS	25.91	08/21/2026	615-49550-50237	
4278839011	UNIFORMS	61.27	08/21/2026	101-43000-50237	
4278839011	UNIFORMS	1.21	08/21/2026	101-42110-50237	
4278839011	SHOP SUPPLIES	6.35	08/21/2026	101-43000-50300	
4278839011	UNIFORMS	8.87	08/21/2026	602-49450-50237	
4279554459	MATS	33.63	08/21/2026	602-49450-50300	
4279554459	UNIFORMS	27.86	08/21/2026	602-49450-50237	
4279554541	UNIFORMS	61.26	08/21/2026	101-43000-50237	
4279554541	UNIFORMS	25.91	08/21/2026	615-49550-50237	
4279554541	UNIFORMS	8.84	08/21/2026	101-45000-50237	
4279554541	MATS	29.51	08/21/2026	101-43000-50300	
4279554541	UNIFORMS	0.45	08/21/2026	609-49750-50237	
4279554541	UNIFORMS	1.21	08/21/2026	101-42110-50237	
4279554541	UNIFORMS	3.17	08/21/2026	101-45500-50237	
4279554541	UNIFORMS	2.32	08/21/2026	620-49600-50237	
4279554541	MATS	31.47	08/21/2026	615-49550-50300	
4279554541	UNIFORMS	8.87	08/21/2026	602-49450-50237	
4279554541	UNIFORMS	6.26	08/21/2026	612-49700-50237	
4279554541	UNIFORMS	4.99	08/21/2026	101-41940-50237	
4279568950	MATS	14.42	08/21/2026	101-42280-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4279569049	MATS/SUPPLIES	58.26	08/21/2026	609-49750-50300	
4279569177	MATS/SUPPLIES	43.08	08/21/2026	609-48000-50300	
	Check Total:	779.32			
Vendor: 1902	CIVICPLUS LLC			Check Sequence: 15	ACH Enabled: False
382246	LIVE STREAMIING	99.16	08/21/2026	101-41420-50242	
	Check Total:	99.16			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 16	ACH Enabled: False
04-601236	N/A SALES	54.06	08/21/2026	609-48000-50250	
04-601238	N/A SALES	235.28	08/21/2026	609-49750-50250	
04-601268	N/A SALES	81.68	08/21/2026	609-48000-50250	
04-601270	N/A SALES	119.60	08/21/2026	609-49750-50250	
	Check Total:	490.62			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 17	ACH Enabled: False
2848249	N/A SALES	59.25	08/21/2026	609-48000-50250	
2848251	LIQUOR	1,010.25	08/21/2026	609-48000-50251	
2848252	BEER	3,742.15	08/21/2026	609-48000-50252	
2848426	THC	397.00	08/21/2026	609-49750-50254	
2848427	N/A SALES	235.10	08/21/2026	609-49750-50250	
2848428	LIQUOR	1,132.25	08/21/2026	609-49750-50251	
2848429	BEER	8,308.87	08/21/2026	609-49750-50252	
2854770	LIQUOR	633.20	08/21/2026	609-49750-50251	
2854774	BEER	12,065.60	08/21/2026	609-49750-50252	
2854775	N/A SALES	190.53	08/21/2026	609-49750-50250	
2855183	BEER CREDIT	-60.80	08/21/2026	609-49750-50252	
2855316	LIQUOR	368.80	08/21/2026	609-48000-50251	
2855317	BEER	3,066.80	08/21/2026	609-48000-50252	
	Check Total:	31,149.00			
Vendor: 1175	F.I.R.E.			Check Sequence: 18	ACH Enabled: False
8275	Leadership Training	750.00	08/21/2026	101-42280-50199	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	750.00			
Vendor:	2301	KIRI FAUL, KIRI ANN			Check Sequence: 19	ACH Enabled: False
2822		Pre-Employment Evaluation	375.00	08/21/2026	101-42110-50314	
		Check Total:	375.00			
Vendor:	1180	Ferguson US Holdings, Inc			Check Sequence: 20	ACH Enabled: False
0569260		OPERATING SUPPLIES	443.55	08/21/2026	615-49550-50210	
0569386		OPERATING SUPPLIES	631.20	08/21/2026	615-49550-50210	
		Check Total:	1,074.75			
Vendor:	1480	FERGUSON US HOLDINGS, INC.			Check Sequence: 21	ACH Enabled: False
314707		Water Equip R/M RPZ Meter	1,015.21	08/21/2026	615-49550-50404	
CMC308828		CREDIT FROM INVOICE 308828	-80.38	08/21/2026	615-49550-50407	
		Check Total:	934.83			
Vendor:	2205	FES, Inc.			Check Sequence: 22	ACH Enabled: False
22070		GARMENT REPAIR	889.87	08/21/2026	101-42280-50201	
		Check Total:	889.87			
Vendor:	2369	FL MOTORS LLC			Check Sequence: 23	ACH Enabled: False
808606		2019 F350 R/M	251.85	08/21/2026	101-42280-50404	
		Check Total:	251.85			
Vendor:	1706	Flaherty & Hood, P.A.			Check Sequence: 24	ACH Enabled: False
25503		GEN MUNI MATTERS - JULY 2026	3,055.00	08/21/2026	101-42110-50304	
25503		GEN MUNI MATTERS - JULY 2026	1,187.50	08/21/2026	101-41910-50304	
25503		GEN MUNI MATTERS - JULY 2026	540.19	08/21/2026	101-41610-50304	
25503		GEN MUNI MATTERS - JULY 2026	107.50	08/21/2026	201-46500-50304	
25503		ATTY - JULY 2026	225.00	08/21/2026	609-49750-50300	
25546		LABOR/EMP MATTERS JUL 2026	1,977.50	08/21/2026	101-41610-50304	
		Check Total:	7,092.69			
Vendor:	2240	GigFire LLC			Check Sequence: 25	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
875061	PARKS WIFI	70.00	08/21/2026	101-41420-50243	
	Check Total:	70.00			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 26	ACH Enabled: False
6070647	201 BILLABLE LOCATES JUL 2026	90.45	08/21/2026	612-49700-50300	
6070647	201 BILLABLE LOCATES JUL 2026	90.45	08/21/2026	602-49450-50300	
6070647	201 BILLABLE LOCATES JUL 2026	90.45	08/21/2026	615-49550-50300	
	Check Total:	271.35			
Vendor: 1220	Grainger			Check Sequence: 27	ACH Enabled: False
9027790089	Generation Equip R/M	90.38	08/21/2026	620-49600-50404	
	Check Total:	90.38			
Vendor: 1234	Hach Company			Check Sequence: 28	ACH Enabled: False
15055569	Water Chemicals	645.00	08/21/2026	615-49550-50272	
15103033	Wastewater Chemicals	713.60	08/21/2026	602-49450-50272	
15108582	Wastewater Chemicals	69.00	08/21/2026	602-49450-50272	
	Check Total:	1,427.60			
Vendor: 1237	Hasser Garage Doors			Check Sequence: 29	ACH Enabled: False
28563	GARAGE DOOR R/M	4,910.00	08/21/2026	101-42280-50401	
	Check Total:	4,910.00			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 30	ACH Enabled: False
4273601179	Water Chemicals	1,651.80	08/21/2026	615-49550-50272	
7521569	Water Chemicals	8,499.10	08/21/2026	615-49550-50272	
	Check Total:	10,150.90			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 31	ACH Enabled: False
100002055404	NETWORK SWITCHES/FIREWALLS	1,849.78	08/21/2026	101-41420-50244	
	Check Total:	1,849.78			
Vendor: 1249	Mitchell Holmes			Check Sequence: 32	ACH Enabled: False
1228	LOCKER TAGS	89.45	08/21/2026	101-42280-50237	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	89.45			
Vendor:	1251	Hose Pros, LLC			Check Sequence: 33	ACH Enabled: False
12508		Water Equip R/m	211.16	08/21/2026	615-49550-50404	
12624		Water Equip R/M	100.82	08/21/2026	615-49550-50404	
		Check Total:	311.98			
Vendor:	1265	Isanti-Chisago County Star			Check Sequence: 34	ACH Enabled: False
1007858		NB RFP CITY ATTY/ENGINEER/2025 TAX IN	7.40	08/21/2026	101-41910-50351	
		Check Total:	7.40			
Vendor:	1268	IUOE Local #49			Check Sequence: 35	ACH Enabled: False
AUG 2026		PW AUG 2026 UNION DUES	490.00	08/21/2026	101-00000-21708	
		Check Total:	490.00			
Vendor:	2110	Jet Line Sales & Service, LLC			Check Sequence: 36	ACH Enabled: False
1527		Sewer Equip R/M	527.23	08/21/2026	602-49450-50404	
		Check Total:	527.23			
Vendor:	1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 37	ACH Enabled: False
1114267		WINE	61.90	08/21/2026	609-49750-50253	
1114268		LIQUOR	331.75	08/21/2026	609-49750-50251	
1114269		LIQUOR	271.90	08/21/2026	609-49750-50251	
1114270		LIQUOR	403.70	08/21/2026	609-49750-50251	
1114271		LIQUOR	288.90	08/21/2026	609-48000-50251	
1114272		LIQUOR	459.60	08/21/2026	609-48000-50251	
1118876		LIQUOR	1,096.70	08/21/2026	609-49750-50251	
1118877		WINE	1,863.70	08/21/2026	609-49750-50253	
1118878		LIQUOR	2,089.05	08/21/2026	609-49750-50251	
1118879		WINE	49.90	08/21/2026	609-49750-50253	
1118881		LIQUOR	113.90	08/21/2026	609-48000-50251	
1118882		WINE	1,792.10	08/21/2026	609-48000-50253	
1118883		LIQUOR	2,430.95	08/21/2026	609-48000-50251	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	11,254.05			
Vendor:	1891	Kirvida Fire, Inc.			Check Sequence: 38	ACH Enabled: False
14376		Engine # 4301 R/M	497.48	08/21/2026	101-42280-50404	
		Check Total:	497.48			
Vendor:	1685	Lakes Brewing Company			Check Sequence: 39	ACH Enabled: False
002824		BEER	72.00	08/21/2026	609-49750-50252	
		Check Total:	72.00			
Vendor:	1329	Main Street Church			Check Sequence: 40	ACH Enabled: False
08112026		GREAT HALL RENTAL - PRIMARY	250.00	08/21/2026	101-41410-50210	
11032026		GREAT HALL RENTAL - ELECTION	250.00	08/21/2026	101-41410-50210	
		Check Total:	500.00			
Vendor:	1643	McDonald Distributing			Check Sequence: 41	ACH Enabled: False
872534		BEER CREDIT	-6.00	08/21/2026	609-49750-50252	
873313		LIQUOR	370.40	08/21/2026	609-49750-50251	
873318		N/A SALES	90.90	08/21/2026	609-48000-50250	
873318		LIQUOR	229.90	08/21/2026	609-48000-50251	
873318		BEER	2,236.65	08/21/2026	609-48000-50252	
873318		THC	69.00	08/21/2026	609-48000-50254	
873389		N/A SALES	200.40	08/21/2026	609-49750-50250	
873389		BEER	3,227.45	08/21/2026	609-49750-50252	
873389		THC	69.00	08/21/2026	609-49750-50254	
8740951		BEER CREDIT	-38.00	08/21/2026	609-48000-50252	
874283		BEER CREDIT	-6.00	08/21/2026	609-49750-50252	
874285		LIQUOR CREDIT	-37.63	08/21/2026	609-48000-50251	
874388		BEER CREDIT	-138.20	08/21/2026	609-49750-50252	
874394		N/A SALES	27.30	08/21/2026	609-48000-50250	
874394		BEER	2,984.35	08/21/2026	609-48000-50252	
874394		LIQUOR	82.27	08/21/2026	609-48000-50251	
874464		LIQUOR	1,526.30	08/21/2026	609-49750-50251	
874465		BEER	6,792.50	08/21/2026	609-49750-50252	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
874465		N/A SALES	96.60	08/21/2026	609-49750-50250	
874465		THC	64.00	08/21/2026	609-49750-50254	
8860727		BEER CREDIT	-50.60	08/21/2026	609-49750-50252	
		Check Total:	17,790.59			
Vendor:	1376	MMUA			Check Sequence: 42	ACH Enabled: False
69328		PRE EMP TESTING	100.00	08/21/2026	101-42110-50314	
69328		PRE EMP TESTING	100.00	08/21/2026	101-41430-50314	
		Check Total:	200.00			
Vendor:	1386	MN Dept Of Labor Industry Bld			Check Sequence: 43	ACH Enabled: False
Q2 2026		Q2 2026 PERMIT SURCHARGE	3,251.35	08/21/2026	101-00000-21716	
		Check Total:	3,251.35			
Vendor:	2344	MUELLER INC			Check Sequence: 44	ACH Enabled: False
111408		PW SHOP SUPPLIES - TAX EXEMPT	477.00	08/21/2026	101-45000-50404	
111440		TAX EXEMPT	-7.01	08/21/2026	101-45000-50404	
111486		PW SHOP SUPPLIES	13.00	08/21/2026	101-43000-50210	
111495		TAX EXEMPT	-16.59	08/21/2026	620-49600-50240	
		Check Total:	466.40			
Vendor:	1432	NCPERS Group Life Ins.			Check Sequence: 45	ACH Enabled: False
SEPT 2026		SEPT 2026 VOL LIFE	48.00	08/21/2026	101-00000-21714	
		Check Total:	48.00			
Vendor:	1449	Nuss Truck & Equipment			Check Sequence: 46	ACH Enabled: False
PSO325769-1		PW Veh R/M Plow Truck	490.65	08/21/2026	101-43000-50404	
PSO325769-2		CREDIT FOR RETURN PART 25153056 MT	-53.49	08/21/2026	101-43000-50404	
PSO328879-1		PW Veh R/M Plow Truck	657.34	08/21/2026	101-43000-50404	
PSO328889-1		PW Veh R/M Plow Truck	385.08	08/21/2026	101-43000-50404	
		Check Total:	1,479.58			
Vendor:	1763	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE			Check Sequence: 47	ACH Enabled: False
DV26070427		WAN SERVICES	1,110.33	08/21/2026	101-41420-50243	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	1,110.33			
Vendor:	1451	Old Dominion Brush			Check Sequence: 48	ACH Enabled: False
10046089		R/M Equip Leaf Truck	1,222.03	08/21/2026	612-49700-50404	
		Check Total:	1,222.03			
Vendor:	1453	Olson Power & Equipment			Check Sequence: 49	ACH Enabled: False
R01731		EQUIP RENTAL - SKID CUTTER	500.00	08/21/2026	101-43000-50415	
R01741		3 MO EQUIP RENTAL - TRACTORS	8,400.00	08/21/2026	101-45000-50415	
		Check Total:	8,900.00			
Vendor:	2293	On-Line Retrievers			Check Sequence: 50	ACH Enabled: False
JUL 2026		JULY 2026 ANIMAL CONTROL	515.95	08/21/2026	101-42700-50310	
		Check Total:	515.95			
Vendor:	1465	Paustis Wine Company			Check Sequence: 51	ACH Enabled: False
301441		WINE	452.50	08/21/2026	609-49750-50253	
		Check Total:	452.50			
Vendor:	1472	Petersons North Branch Mill			Check Sequence: 52	ACH Enabled: False
220541		SOIL TEST	15.00	08/21/2026	101-45000-50300	
		Check Total:	15.00			
Vendor:	1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 53	ACH Enabled: False
5217696		LIQUOR	1,739.21	08/21/2026	609-49750-50251	
5217697		LIQUOR	235.15	08/21/2026	609-49750-50251	
5217698		N/A SALES	5.70	08/21/2026	609-49750-50250	
5217699		WINE	109.42	08/21/2026	609-48000-50253	
5217700		LIQUOR	570.23	08/21/2026	609-48000-50251	
5217701		LIQUOR	483.95	08/21/2026	609-48000-50251	
5221297		LIQUOR	1,315.80	08/21/2026	609-49750-50251	
5221298		LIQUOR	430.92	08/21/2026	609-49750-50251	
5221298		WINE	241.90	08/21/2026	609-49750-50253	
5221299		N/A SALES	64.55	08/21/2026	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5221300	LIQUOR	333.00	08/21/2026	609-48000-50251	
588966	LIQUOR CREDIT	-231.80	08/21/2026	609-49750-50251	
	Check Total:	5,298.03			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 54	ACH Enabled: False
SEPT 2026	STORE 2 SEPTEMBER 2026	6,574.33	08/21/2026	609-48000-50412	
	Check Total:	6,574.33			
Vendor: 1478	PLC RECOVERY			Check Sequence: 55	ACH Enabled: False
26-49431	TOW CASE 76009452	156.00	08/21/2026	101-42110-50300	
	Check Total:	156.00			
Vendor: 1484	Premium Waters Inc.			Check Sequence: 56	ACH Enabled: False
311518593	Monthly Rent Jun	10.84	08/21/2026	101-42280-50210	
311574699	Monthly Rent Jul	10.84	08/21/2026	101-42280-50210	
311632222	Monthly Rent Aug	10.84	08/21/2026	101-42280-50210	
	Check Total:	32.52			
Vendor: 1487	Prophoenix Corporation			Check Sequence: 57	ACH Enabled: False
2026445	CONFERENCE REGISTRATION	945.00	08/21/2026	101-42110-50332	
	Check Total:	945.00			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 58	ACH Enabled: False
W-128777	BEER	133.00	08/21/2026	609-49750-50252	
W-128778	BEER	120.00	08/21/2026	609-48000-50252	
	Check Total:	253.00			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 59	ACH Enabled: False
B023870	Sewer Lab Testing	385.80	08/21/2026	602-49450-50315	
B024001	Wastewater Lab Testing	151.20	08/21/2026	602-49450-50315	
B024142	Wastewater Lab Testing	151.20	08/21/2026	602-49450-50315	
B024292	Sewer Lab Testing	16.80	08/21/2026	602-49450-50315	
B024293	Sewer Lab Testing	16.80	08/21/2026	602-49450-50315	
B024294	Sewer Lab Testing	16.80	08/21/2026	602-49450-50315	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
B024320		Sewer Lab Testing	168.00	08/21/2026	602-49450-50315	
B024379		WATER TESTING	105.00	08/21/2026	615-49550-50315	
B024461		Wastewater Lab Testing	168.00	08/21/2026	602-49450-50315	
		Check Total:	1,179.60			
Vendor:	2257	Row Sewer Service			Check Sequence: 60	ACH Enabled: False
662		PARKS BATHROOM RENTALS	2,270.00	08/21/2026	101-45000-50415	
		Check Total:	2,270.00			
Vendor:	2116	Amy Schweigert			Check Sequence: 61	ACH Enabled: False
1304		FD JULY 2026 SERVICES	424.00	08/21/2026	101-42280-50314	
1312		PD JULY 2026 SERVICES	180.00	08/21/2026	101-42110-50300	
		Check Total:	604.00			
Vendor:	2070	Short-Elliott-Hendrickson, Inc.			Check Sequence: 62	ACH Enabled: False
513353		Annual Environmental Reporting	5,500.00	08/21/2026	620-49600-50300	
		Check Total:	5,500.00			
Vendor:	1525	Siteone Landscape Supply Hldg			Check Sequence: 63	ACH Enabled: False
169918501-001		FIREHALL IRRIGATION	1,087.38	08/21/2026	101-42280-50401	
169920256-001		FIREHALL IRRIGATION	264.00	08/21/2026	101-42280-50401	
		Check Total:	1,351.38			
Vendor:	1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 64	ACH Enabled: False
2788877		WINE	383.97	08/21/2026	609-48000-50253	
2788877		LIQUOR	1,590.97	08/21/2026	609-48000-50251	
2789389		LIQUOR	4,410.13	08/21/2026	609-49750-50251	
2789390		WINE	245.56	08/21/2026	609-49750-50253	
2791587		LIQUOR	387.01	08/21/2026	609-48000-50251	
2792171		LIQUOR	1,444.31	08/21/2026	609-49750-50251	
2792172		WINE	217.80	08/21/2026	609-49750-50253	
9676528		LIQUOR CREDIT	-150.00	08/21/2026	609-49750-50251	
9685964		WINE CREDIT	-12.00	08/21/2026	609-48000-50253	
9686005		WINE CREDIT	-12.00	08/21/2026	609-49750-50253	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	8,505.75			
Vendor:	1879	Stericycle, Inc.			Check Sequence: 65	ACH Enabled: False
8015054423		SHREDDING SERVICE	810.16	08/21/2026	101-41940-50300	
		Check Total:	810.16			
Vendor:	1550	STREICHERS			Check Sequence: 66	ACH Enabled: False
I1840750		LL GEAR	8,719.65	08/21/2026	101-42110-50201	
		Check Total:	8,719.65			
Vendor:	1753	Summit Fire Protection			Check Sequence: 67	ACH Enabled: False
4323948		RPZ Meter Testing	2,500.00	08/21/2026	615-49550-50404	
		Check Total:	2,500.00			
Vendor:	2365	SUPERIOR CAPITAL HOLDINGS, INC			Check Sequence: 68	ACH Enabled: False
2601487		COMMUNICATION R/M	121.00	08/21/2026	101-42280-50320	
2601488		COMMUNICATION R/M	307.00	08/21/2026	101-42280-50320	
		Check Total:	428.00			
Vendor:	2254	TENVOORDE FORD, INC.			Check Sequence: 69	ACH Enabled: False
268236		2026 F150 Police Squad -12288	49,180.00	08/21/2026	701-70100-50550	
		Check Total:	49,180.00			
Vendor:	1521	THE SHERWIN-WILLIAMS CO., INC			Check Sequence: 70	ACH Enabled: False
16289		CROSSWALK PAINT	734.25	08/21/2026	101-43000-50224	
		Check Total:	734.25			
Vendor:	2368	TMI COATINGS, LLC			Check Sequence: 71	ACH Enabled: False
R-350-2026		TOWER 3 PAY REQUEST #1	49,780.00	08/21/2026	615-49550-50530	
R-351-202		TOWER 3 PAY REQUEST #2	118,465.00	08/21/2026	615-49550-50530	
		Check Total:	168,245.00			
Vendor:	2300	TOTAL CONTROL SYSTEMS, INC.			Check Sequence: 72	ACH Enabled: False
12208		SCADA UPGRADE	29,826.66	08/21/2026	612-49700-50300	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
12208		SCADA UPGRADE	29,826.67	08/21/2026	615-49550-50300	
12208		SCADA UPGRADE	29,826.67	08/21/2026	602-49450-50300	
		Check Total:	89,480.00			
Vendor:	1598	Viking Coca-Cola Bottling Co.			Check Sequence: 73	ACH Enabled: False
39718057		N/A SALES	206.25	08/21/2026	609-49750-50250	
		Check Total:	206.25			
Vendor:	2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 74	ACH Enabled: False
401363		UB ENVELOPES	135.49	08/21/2026	602-49450-50210	
401363		UB ENVELOPES	135.48	08/21/2026	615-49550-50210	
401363		UB ENVELOPES	135.48	08/21/2026	612-49700-50210	
		Check Total:	406.45			
Vendor:	1622	WINE MERCHANTS			Check Sequence: 75	ACH Enabled: False
7575868		WINE	244.90	08/21/2026	609-49750-50253	
7575869		WINE	244.90	08/21/2026	609-48000-50253	
		Check Total:	489.80			
Vendor:	1628	WSB & Associates, Inc.			Check Sequence: 76	ACH Enabled: False
JUNE 2026		R-036431-000-2 RRA/ERP	1,125.50	08/21/2026	615-49550-50303	
JUNE 2026		R-036168-000-3 BESS	1,013.25	08/21/2026	101-00000-21194	
JUNE 2026		R-026799-000-5 FLASHING	70.00	08/21/2026	101-00000-21120	
JUNE 2026		R-032250-000-7 OLD TOWN IMP	25,677.00	08/21/2026	101-41700-50303	
JUNE 2026		R-032627-000-7 FAIRWAY FIELD	4,846.00	08/21/2026	101-00000-21187	
JUNE 2026		R-032813-000-7 LP EXPERT FIN	6,321.00	08/21/2026	101-00000-21193	
JUNE 2026		R-031777-000-6 CITY ENGINEERING	6,255.00	08/21/2026	615-49550-50303	
JUNE 2026		R-027752-000-5 VALVOLINE	693.00	08/21/2026	101-00000-21191	
JUNE 2026		R-031777-000-6 CITY ENGINEERING	3,306.50	08/21/2026	615-49550-50303	
JUNE 2026		R-024886-000-12 MEADOWS N T/H	908.50	08/21/2026	101-00000-21164	
JUNE 2026		R-021646-000-20 SRTS	140.00	08/21/2026	486-46500-50303	
JUNE 2026		R-032810-000-7 FLETCHER AVE EXT	23,646.60	08/21/2026	476-46500-50303	
JUNE 2026		R-024317-000-24 MEADOWS RIDGE	1,420.50	08/21/2026	101-00000-21165	
JUNE 2026		R-027688-000-7 2025 FLINK AVE TRL	3,844.50	08/21/2026	486-46500-50303	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
JUNE 2026	R-032809-000-7 2026 PMP	9,297.10	08/21/2026	101-43000-50303	
JUNE 2026	R-035290-000-4 SHERWOOD PINES	313.00	08/21/2026	101-00000-21177	
JUNE 2026	R-035668-000-3 FARMSTEAD	4,750.00	08/21/2026	476-46500-50303	
JUNE 2026	R-019771-000-41 MS4	968.75	08/21/2026	612-49700-50303	
JUNE 2026	R-032786-000-5 WELLHEAD PP	11,990.50	08/21/2026	615-49550-50303	
JUNE 2026	R-035506-000-3 WESTSIDE COM SEN LIV	243.00	08/21/2026	101-00000-21175	
JUNE 2026	R-031777-000-6 CITY ENGINEERING	2,120.00	08/21/2026	101-41700-50303	

	Check Total:	108,949.70
	Total for Check Run:	605,199.36
	Total of Number of Checks:	76

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 8/21/2026 1:58 PM

CITY OF
EST. 1881
NORTH BRANCH

Check No	Vendor No	Vendor Name	Check Date	Check Amount
6225	2096	Xpress Solutions Inc	08/06/2026	2,539.89
6226	2107	US BANK - CREDIT CARDS	07/07/2026	49,970.34
6227	1630	XCEL Energy	07/24/2026	326.82
6228	1362	MINNESOTA REVENUE	07/20/2026	34,448.00
6229	1362	MINNESOTA REVENUE	07/20/2026	2,248.00
6230	1118	Commissioner Of Revenue (W/H)	08/14/2026	9,577.19
6231	1372	Minnesota State Retirement	08/14/2026	3,023.04
6232	1468	PERA (Payroll W/H)	08/14/2026	37,801.98
6233	1585	United States Treasury	08/14/2026	40,701.28
6234	2308	METROPOLITAN LIFE INSURANCE CC	08/14/2026	5,494.06
6235	1424	N.B. Fire Relief Association	08/14/2026	935.20
6236	1397	MN PFA	08/14/2026	523,710.65
6237	1362	MINNESOTA REVENUE	08/19/2026	2,654.00
6238	1362	MINNESOTA REVENUE	08/19/2026	38,414.00
6239	1592	US Postal Service	08/18/2026	437.22
			Report Total (15 checks):	752,281.67

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

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, August 12, 2026

1. CALL TO ORDER

Mayor Kevin Schieber called the City Council Meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

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

4. AGENDA APPROVAL

a. Approve Agenda ACTION

RESULT:	**Passed**
MOVER:	**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.

Paul Johnson, Sam Rogstad, Wes Ringquist, and Mark Leyde provided public comment for the City Council.

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 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

City Administrator Matthew Hill presented the recommendation to pause the FLOCK installation brought forward from the August 5, 2026, work session. 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
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 to this information at the Council meeting.

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 who were present at the meeting. That request is now being brought forward to the Council for formal consideration.

Motion to refrain from the installation of Flock or any (ALPR's) cameras indefinitely and to remove and secure the three FLOCK cameras that had been installed.

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

b. Consider approval of proposal from WSB for mitiagaion of trees effected by Emerald Ash Borer — ACTION

City Administrator Matthew Hill presented the consideration and approval of the proposal from WSB for mitigation of trees affected by Emerald Ash Borer. 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 is opening in October 2026 from the Environment and Natural Resources Trust Fund that has the goal of reducing impact of EAB through inventory, planting assessment, management, removal, and improving 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.

Motion to approve the proposal from WSB for mitigation of trees affected by the Emerald Ash Borer.

RESULT:	**Passed**

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

c. NW Old Town Project - Revised Scope Cost Estimate INFO

Heidi Hamilton, Senior Project Manager from WSB, presented a revised scope cost estimate for the NW Old Town Project. 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 water main located along nine blocks of the project area
- Spot improvements of sanitary sewer located in areas where water main replacement would occur
- Pavement replacement in areas of water main replacement.

We have assumed full replacement of the bituminous pavement, matching existing pavement widths and with no drainage improvements. The cost estimate for the revised project scope is $2.2 million. 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

Motion to proceed with the reduced-scope, "Bare-Bones" project.

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

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

Community Development Director Nate Sondrol presented the approval of Ordinance 414-26, amending City Code Section 66-943, Design Standards for permitted building materials, and amending the design overlay district map. 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.

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 city staff to prepare the proposed amendments for formal consideration and 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.

Motion to approve Ordinance 414-26 Amending City Code Section 66-943 Design Standards for permitted building materials and amending the design overlay district map.

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

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

Community Development Director Nate Sondrol presented the Approval of Ordinance 415-26, amending City Code Section 66-6 to allow Twin homes and Quad and townhouses as permitted uses in the Central Business District. 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 & Town home

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, multifamily dwellings, and apartments.

Staff believes the proposed amendment is consistent with the purpose and intent of the CBD. Twin homes and quad/town homes provide missing-middle housing options that are generally less intensive than larger multifamily 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.

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.

Motion to approve Ordinance 415-26 amending City Code Section 66-6 to allow Twin homes and Quad and townhouses as permitted uses in the Central Business District.

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

f. June Finance Update INFO

Finance Director Sharon Wright gave the June Finance Update.

• 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: The 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.

g. 2027 Initial Budget Presentation INFO

Finance Director Sharon Wright gave the 2027 Initial Budget Presentation. Sharon implemented a new levy tracking mechanism to provide a clearer view of the proposed levy adjustments and presented an early 2027 budget and levy framework, including possible additions for equipment, staffing, and parks. The City Council discussed prioritizing maintenance of current service levels, limiting new additions, and using cautious preliminary levy numbers. The preliminary budget will go back to the finance advisory to prepare for the September preliminary budget.

10. MAYOR/CITY COUNCIL

a. 2026 City Gala — INFO

Mayor Kevin Schieber raised the idea of a future city gala focused on community recognition, history, and positive accomplishments. City Administrator Matthew Hill offered to put together an informational packet regarding galas, such as what you can do as a city, what you can't do regarding fundraisers, and when you can partner with somebody else within a nonprofit in the Community to provide fundraising opportunities.

b. Council Goals for 2027 — INFO

Mayor Kevin Schieber asked the City Council members to bring proposed goals or ideas to the next council meeting for 2027.

11. ADJOURNMENT

The City Council meeting adjourned at 7:47 PM.

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

City of North Branch
Staff Report

Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/17/2026

Board & Commission: City Council

Subject: Approval of Resolution R-356-2026 authorizing Special Event Permit/Road Closure - 2nd Avenue Block Party

---

An application has been submitted for a 2nd Avenue Block Party on 09/06/26. The event starts at noon and goes until 10 pm. All the homeowners on 2nd Avenue have given approval for the neighborhood to be blocked off on 2nd Avenue at Cedar and Elm. Blockades will be provided by the City of North Branch. A map of the setup has been given to the City. The City Administrator, Police Chief, Fire Chief, and Public Works Director have all given their approval for this neighborhood event.

Staff Recommendation:

Staff recommends approval for this Special Event Permit for the 2nd Avenue Block Party.

Voting Requirements:

Voting Options **Simple Majority Super Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-356-2026

RESOLUTION — 2ND AVE BLOCK PARTY AND STREET CLOSURE - SPECIAL EVENT PERMIT

WHEREAS, the City of North Branch requires a Special Event permit for any event open to the general public held upon on public or privately owned property and will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event; and

WHEREAS, the event(s) will take place on Sunday, September 6, 2026, from approximately 12pm – 10pm; and

WHEREAS, the portion of 2nd Avenue from Elm Street to Cedar Street would be closed during the event; and

That the City Council hereby approves a Special Event Permit for the 2nd Avenue Block Party and 2nd Avenue street closure in North Branch, Minnesota, subject to the following conditions:

- The applicant is responsible for obtaining signatures of support from all of the adjacent property owners.
- There are no concerns found from city staff review of the permit application
- The applicant is responsible for securing any required permits from the Department of Health.
- The special event permit, once issued, may be revoked, following notice and hearing, upon a finding by the city council that the property and/or use is not in compliance with the conditions of approval.

Passed and adopted this 26th day of August 2026.

CITY OF NORTH BRANCH

BY:______________________________
Kevin Schieber, Mayor

ATTEST:__________________________
Tonya Kostuch, City Clerk

CITY OF NORTH BRANCH

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	2nd Avenue Block Party
Contact Person:	Paul Garza
Address:	Second Ave North Branch MN 55056
Phone:	**Email:**

EVENT INFORMATION

Type of Event:	✔ New or Renewal/Change in Application ☐		
Event Name/Title:	2nd Avenue Block Party		
Description of Event:	Block Party		
Proposed Location:	Second Avenue	**Estimated Attendance:** 80 people	

Event Date and Time	**Date**	**Time**
Set Up	9/6/26	9am
Actual Event	9/6/26	12pm
Clean Up	9/6/26	10-11pm

EVENT FEATURES

Will any signs/banners be put up? No *If yes, number and size?*
Will there be any inflatables? No *If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.*
Will there be any entertainment? Yes DJ *If yes, what type?*
Will sound amplification be used? Yes speakers 12pm - 10pm *If yes, hours and type:*
Will a stage or tent(s) be set up? Canopies down in the middle of the road *If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.*
Will merchandise be sold? No *If yes, a transient merchant license is required from the city. Please include how many vendors:*
Will food be preparer or served on site? We' re all doing some grilling *If yes, contact Minnesota Department of Health*
Will alcohol be served? No *If yes, contact the Minnesota Department of Health.*
Will there be a fireworks display? No *If yes, obtain permit from City Hall.*

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

Will event Use, Close or Block any of the following:Yes City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces
Will event need barricades? Yes 4 two on each end of the block. *If yes, number needed.*
Will event need water or electric?No *If yes, please describe.*
Will portable restrooms be needed? No *If yes, how many.*
Will extra trash receptacles be needed? No *If yes how many?* *Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.*
Describe trash removal and cleanup during and after the event. Me and my four neighbors the ones who are signing the paper are going to clean up everything after the event and use all of our own trash receptacles.
Will event need traffic control? *If yes, contact North Branch Police Department, 651-674-8848* No
Describe crowd control procedure to ensure the safety of participants and spectators: Me and my four neighbors will make sure everybody behaves themselves
Will "No Parking Signs" be needed? No *If yes, how many?*
Will event need security? *If yes, list security company and contact info:* No
Will event need EMS? *If yes, contact Lakes Region EMS, 651-277-4911* No
Describe plans to provide first aid if needed:Call 911
Describe the Emergency Action Plan if severe weather should arrive: Everybody would go home those who lived too far could easily come into one of our houses if the weather got too bad.
List any other pertinent information: *(Animals, etc.)* No animals other than our family pets that will be in our houses

ATTACHMENTS *(please attach additional sheets as needed)*

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

HOLD HARMLESS AGREEMENT

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

8/6/26

Signature of Applicant or Authorized Agent — Date

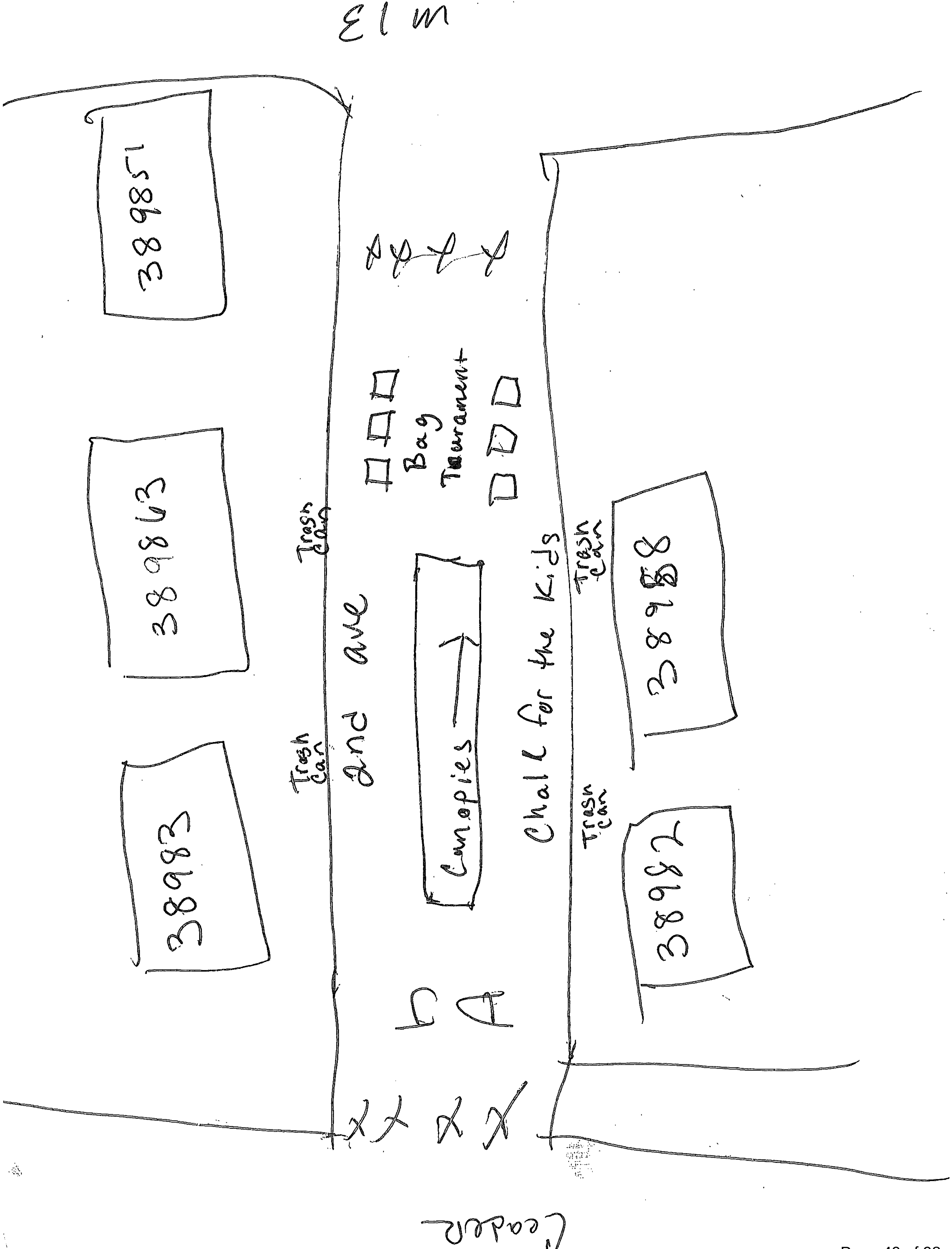
For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator	Signed off by Matthew Hill	8/13/26
Public Works	Signed off by Matt Fratey	8/17/26
Police	Signed off by Dan Meyer	8/13/26
Parks		
Fire	Signed off by Chief Herren	8/13/26

Application Fee	Damage Deposit	Date Received	Check #	Receipt #
	$100			

Attendance	0-100	101 +
Resident	$0	$100
Non-Resident	$50	$100

COMMENTS



Elm
389851
389863
38983
Trash can
Trash can
2nd ave
Bag Tournament
Canopies
Chalk for the Kids
Trash can
Trash can
38988
38982
Cedar

NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/18/2026

Board & Commission: City Council

Subject: Approval of Resolution R-357-2026 authorizing payment to KLM Engineering LLC for construction supervision and inspection services on Water Tower #3 refurbishment project

---

Introduction

The City Council previously authorized an engineering services contract with KLM Engineering for the Water Tower #3 Reconditioning Project. This report recommends the approval of a payment to KLM Engineering for construction supervision and inspection services.

Background

KLM Engineering has been providing ongoing construction supervision and inspection services for the reconditioning of Water Tower #3, a 500,000-gallon single pedestal tower. The tower was originally constructed in 2004 and is currently undergoing its scheduled reconditioning as part of the City's capital improvement plan.

Discussion

The City has received an invoice in the amount of $24,310 for construction supervision and inspection services. This payment request is consistent with the terms and scope of the approved agreement with KLM Engineering, which established a total fixed fee for construction supervision and inspection services of $97,240. This progress payment follows a previously approved payment of $48,620 made earlier in August 2026 when the project reached approximately 60% completion.

Recommendation

Staff recommends the City Council approve Resolution R-357-2026 authorizing the payment of $24,310 to KLM Engineering for construction supervision and inspection services related to 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 11636
Date 08/18/2026

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	72,930.00	48,620.00	24,310.00
Total	97,240.00	72,930.00	48,620.00	24,310.00

Invoice total **24,310.00**

75% billed

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH, MINNESOTA

RESOLUTION NO. R-357-2026

A RESOLUTION AUTHORIZING PROGRESS PAYMENT TO KLM ENGINEERING FOR THE WATER TOWER #3 REHABILITATION PROJECT

WHEREAS, the City of North Branch previously entered into an engineering services agreement with KLM Engineering for construction supervision and inspection services related to the Water Tower #3 Rehabilitation Project; and

WHEREAS, the City Council formally authorized the contract for these professional services through the adoption of Resolution No. R-237-2025; and

WHEREAS, KLM Engineering has rendered professional construction supervision and inspection services in accordance with the established contract scope; and

WHEREAS, a progress payment in the amount of $24,310.00 is now due for services rendered to date on the aforementioned project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA:

1. The City Council hereby approves the progress payment of $24,310.00 to KLM Engineering for construction supervision and inspection services for the Water Tower #3 Rehabilitation Project.
2. The City Administrator and appropriate staff are authorized to execute the necessary documentation to process this payment.
3. This payment shall be funded from the City's Water Utility Fund.

Passed by the City Council of North Branch, Minnesota on August 26, 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk

CITY OF

EST. 1881

NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/18/2026

Board & Commission: City Council

Subject: Approval of Resolution R-358-2026 - LG214 Premises Permit Application - North Branch Area Hockey Association

---

Background Information:
North Branch Area Hockey Association will be using the precise location at the Endzone Eats & Treats, located at 6355 Elm Street, Suite 200, North Branch, MN 55056, for their gambling events in North Branch. The LG214 Premises Permit Application requires an approved resolution from the City before the MN Lawful Gambling approves the application.

Once the resolution is approved, the clerk's office signs off on the application before the applicant can send it to the Minnesota Alcohol & Gambling Enforcement office for approval so that they can be issued a permit to carry out gambling activities from that location.

Staff Recommendation:
Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by North Branch Area Hockey Association.

Voting Requirements:

Voting Options **Simple Majority Super Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-358-2026

A RESOLUTION APPROVING THE LG214 PREMISES PERMIT FOR NORTH BRANCH AREA HOCKEY ASSOCIATION

WHEREAS, the North Branch Area Hockey Association requires an approved LG214 Premises Permit within the limits of the City of North Branch; and

WHEREAS, the North Branch Area Hockey Association will be using the premises located at Endzone Eats & Treats, 6355 Elm Street, North Branch, MN 55056 for their gambling events in North Branch; and

WHEREAS, the City of North Branch has received an application from North Branch Area Hockey Association, and has found no issue that would warrant a denial; and

WHEREAS, the North Branch Area Hockey Association is authorized to use the designated premises for its gambling events; and

WHEREAS, the City Clerk will sign off on the permit; and

The City Council hereby approves the LG214 Premises Permit for the North Branch Area Hockey Association, passed and adopted this 26th day of August 2026.

CITY OF NORTH BRANCH

BY:_________________________
Kevin Schieber, Mayor

ATTEST:_____________________
Tonya Kostuch, City Clerk

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: North Branch Area Hockey Assoc. License Number:

Chief Executive Officer (CEO) Ken Fritz Daytime Phone:

Gambling Manager: Thomas Garin Daytime Phone

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: KD Holdings LLC dba Endzone Eats & Treats

List any previous names for this location:

N/A

Street address where premises is located: 6355 Elm St. Suite 200 55056
(Do not use a P.O. box number or mailing address.)

City: North Branch OR Township: County: Chisago Zip Code: 55056

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Neighborhood National Bank Bank Account Number:

Bank Street Address: 5481 St. Croix Trl City: North Branch State: **MN** Zip Code: 55056

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
Stacy Self Storage 30586 Forest Blvd	Stacy	**MN**	55079
		MN	
		MN	

LG214 Premises Permit Application

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL
for a gambling premises located within city limits

City Name: ______

Date Approved by City Council: ______

Resolution Number: ______
(If none, attach meeting minutes.)

Signature of City Personnel:

______

Title: ______ Date Signed: ______

Local unit of government must sign.

COUNTY APPROVAL
for a gambling premises located in a township

County Name: ______

Date Approved by County Board: ______

Resolution Number: ______
(If none, attach meeting minutes.)

Signature of County Personnel:

______

Title: ______ Date Signed: ______

TOWNSHIP NAME: ______

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: ______

Signature of Township Officer: ______

Title: ______ Date Signed: ______

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

[signature] 8/13/2020

Signature of Chief Executive Officer (designee may not sign) Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

City of North Branch
Staff Report

Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/18/2026

Board & Commission: City Council

Subject: Approval of Special Event Permit - Memories in Motion Trunk or Treat Classic Car Show

---

An application has been submitted for the Memories in Motion Trunk or Treat Classic Car show on 09/27/26, located at Denny's Restaurant, 38681 Tanger Drive, North Branch. The event starts at noon to 5 PM. A map of the setup has been given to the City. The City Administrator, Police Chief, Fire Chief, and Public Works Director have all given their approval for this event.

Staff Recommendation:

Staff recommend approval for this Special Event Permit for the Memories in Motion Truck or Treat Classic Car show on 09/27/26.

Voting Requirements:

Voting Options **Simple Majority Super Majority**

CITY OF NORTH BRANCH

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	Freezing Moments Photography - Memories In Motion		
Contact Person:	David & Jayde Meyer		
Address:			
Phone:		**Email:**	

EVENT INFORMATION

Type of Event:	New or Renewal/Change in Application		
Event Name/Title:	Memories In Motion Trunk Or Treat Classic Car Show		
Description of Event:	Memories in Motion Trunk or Treat Classic Car Show is a family-friendly Halloween celebration featuring classic cars, costumes, candy and plenty of spooky fun!		
Proposed Location:	Denny's Restaurant 38681 Tanger Dr, North Branch	**Estimated Attendance:**	100-125+

Event Date and Time	Date	Time
Set Up	Sunday, September 27th, 2026	9:00 AM - 11:59 AM
Actual Event	Sunday, Septemberr 27th, 2026	12:00 PM -5:00 PM
Clean Up	Sunday, September 27th, 2026	5:20 PM - 7:00 PM

EVENT FEATURES

Will any signs/banners be put up? *If yes, number and size?*	Yes, we will have yard signs put on the corner of Neighborhood Bank, Denny's and banners up for display at Denny's. Banner sizes 4x8 and yard signs 12x18
Will there be any inflatables? *If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.*	No there will not be.
Will there be any entertainment? *If yes, what type?*	Yes, The Kruzers they play 50's to 80's music.
Will sound amplification be used? *If yes, hours and type:*	12:00 PM - 5:00 PM
Will a stage or tent(s) be set up? *If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.*	No Stage and there will be canopy's they are 10x10 each
Will merchandise be sold? *If yes, a transient merchant license is required from the city. Please include how many vendors:*	
Will food be preparer or served on site? *If yes, contact Minnesota Department of Health*	No
Will alcohol be served? *If yes, contact the Minnesota Department of Health.*	No
Will there be a fireworks display? *If yes, obtain permit from City Hall.*	No

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

Will event Use, Close or Block any of the following: City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces	No
Will event need barricades? *If yes, number needed.*	No
Will event need water or electric? *If yes, please describe.*	No
Will portable restrooms be needed? *If yes, how many.*	2-3 - Currently speaking to a rental
Will extra trash receptacles be needed? *If yes how many?* *Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.*	No
Describe trash removal and cleanup during and after the event. Trash bins with pages placed throughout the event grounds, we have a designated team that checks and manages the trashes outside, plus we have the big garbage bin outside of denny's as well. We are planning on throwing all trash in Dennys Dumpster outside for disposal.	
Will event need traffic control? *If yes, contact North Branch Police Department, 651-674-8848*	No
Describe crowd control procedure to ensure the safety of participants and spectators: Areas of the event grounds will be blocked off from traffic inside the parking lot of Denny's to ensure safety for all participants and spectators.	
Will "No Parking Signs" be needed? *If yes, how many?*	No
Will event need security? *If yes, list security company and contact info:*	No
Will event need EMS? *If yes, contact Lakes Region EMS, 651-277-4911*	No
Describe plans to provide first aid if needed: First we would assess the situation to see what is going on, We have members that are a part of this organization that are certified PCA's and are trained in medical emergencies and will assist the situation until medical personal has arrived.	
Describe the Emergency Action Plan if severe weather should arrive: We are working with other local businesses located near Denny's for people to go to in case of severe weather.	
List any other pertinent information: *(Animals, etc.)* N/A	

ATTACHMENTS *(please attach additional sheets as needed)*

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

HOLD HARMLESS AGREEMENT

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

Signature of Applicant or Authorized Agent ______________________ Date __________

For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator	City Admin Matthew Hill approved	8/17/26
Public Works	Public Works Matt Fraley approved	8/18/26
Police	Chief Meyer approved	8/17/26
Parks	Community Development Director Nate Sondrol approved	8/17/26
Fire		

Application Fee	Damage Deposit $100	Date Received	Check #	Receipt #

Attendance	0-100	101 +
Resident	$0	$100
Non-Resident	$50	$100

COMMENTS


BOUNCY HOUSE & LEMONADE
BATHROOM
CHECK IN & HENNA, TEMPORARY TATTOO STATION
STAFF PARKING
ENTRY
VEHICLE SHOW
BAND AREA
STAFF PARKING
BATHROOM
VENDORS
EXIT
Vehicle Show
Vendors
Band Area
Bathrooms
Garbage
Check In & Henna, Temporary Tattoo Station
Bouncy House & Lemonade
Staff Parking
No Access Area
MEMORIES IN MOTION EVENT MAP
Thank you for supporting our community event!

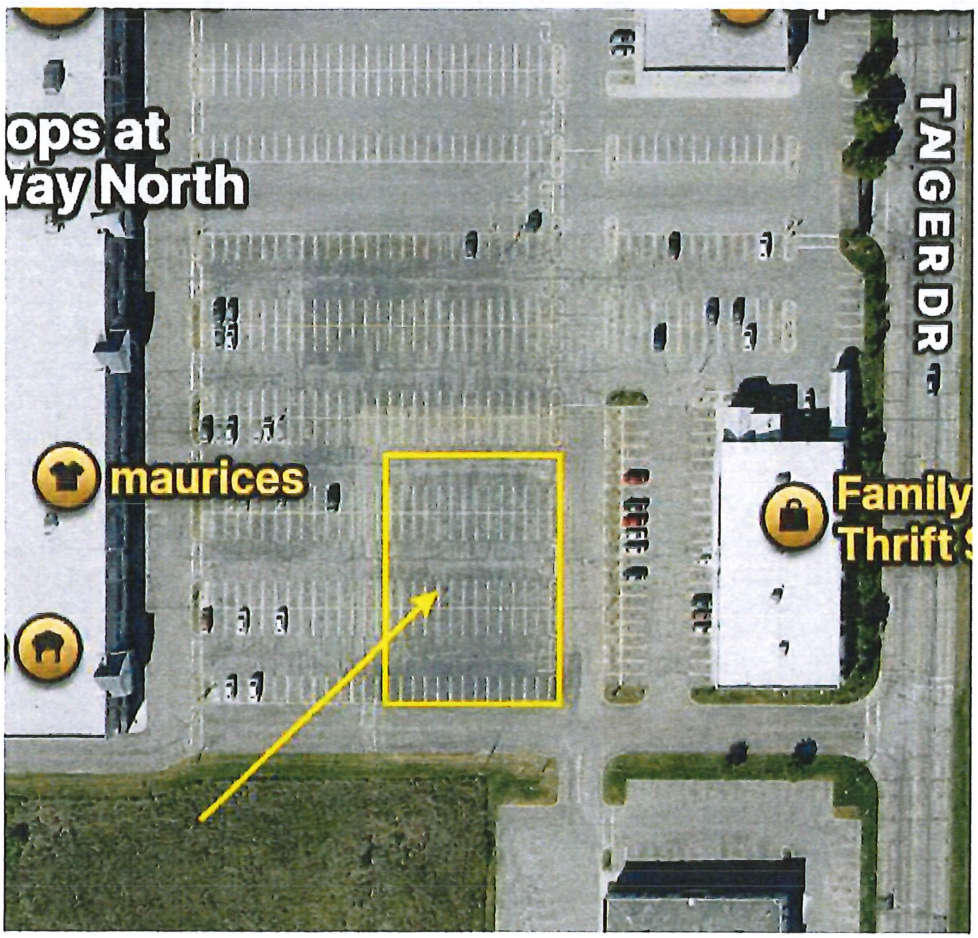
RIC Properties

RETAIL • INDUSTRIAL • COMMERCIAL • PROPERTY MANAGEMENT SPECIALISTS

Memories in Motions Events,

We are pleased to participate in helping you with your event using our parking lot. Please use the south end of our lot. Please Park in the area on the map below. Thank you for thinking of us for your event.

Chris Gagnon Director of Operations
Cell
Email



725 3rd Avenue SE, Suite 113, Cambridge, MN 55008

CITY OF
EST. 1881
NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/19/2026

Board & Commission: City Council

Subject: Approve Gambling LG220 Permit - North Branch Chamber of Commerce

---

Background Information:

The North Branch Area Chamber of Commerce will be holding a Bingo Event at Tailgaters Sports Bar & Grill, 6355 Elm Street, Suite 400, North Branch, on November 6, 2026. The Clerk's office signs off on the application before it can be sent to the Minnesota Gambling Control Board.

Staff Recommendation:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the North Branch Area Chamber of Commerce.

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 Area Chamber of Commerce

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: 6063 Main Street, Suite B

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

Name of Chief Executive Officer (CEO): Clint Link

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 <u>one</u> 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 <u>both</u> 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 Sports Bar & Grill

Physical Address (do not use P.O. box): 6355 Elm Street, Suite 400

Check one:

☑ City: North Branch Zip: 55056 County: Chisago

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 11/6/2026

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.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises
located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: ______________________

Signature of City Personnel:

____

Title: ______________ Date: ______________

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises
located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: ______________________

Signature of County Personnel:

____

Title: ______________ Date: ______________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________ Date: ______________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [signature] Date: 8/19/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Clint Link

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/20/2026

Board & Commission: City Council

Subject: Notice of Funding source for EAB tree inventory

Purpose

The purpose of this report is to provide the City Council with requested clarification regarding the funding source for the Emerald Ash Borer (EAB) tree inventory proposal from WSB. This follow-up ensures transparency regarding the financial implementation of the previously approved agreement.

Background

At the August 12, 2026, regular meeting, the City Council approved a proposal from WSB to conduct a comprehensive inventory of approximately 1,500 ash trees on public property. During the presentation of this item, the Council requested that staff return with specific details on which fund would be utilized to cover the project costs.

Funding Proposal

Following the Council's request, the City Administrator and Finance Director conducted a review of current fiscal allocations. Staff has identified that the EAB tree inventory project can be fully funded by utilizing the Public Works (PW) 2026 budget. This allocation allows the City to move forward with the inventory immediately without requiring additional new appropriations for the current fiscal year.

Additional Context

During the initial discussion, the City Council inquired about the possibility of using gambling proceeds to fund this initiative. While this remains a potential future resource, the City does not currently have this income available. Consequently, the Public Works 2026 budget is the primary and most viable source to ensure the project stays on schedule. Completing this inventory now is a critical step for prioritizing removals.

No Council Action is required at this time.

Voting Requirements:

Voting Options **Simple Majority**

PLANNING COMMISSION STAFF REPORT

Meeting Date: 8/26/2026
Prepared by: Ryan Saltis, City Planner

Requested Action

To Consider Approval of Ordinance 414-26 amending City Code Chapter 66 regarding accessory dwelling units (ADU)'s definitions, districts and performance standards.

1. Proposed Ordinance – Accessory Dwelling Units (ADU's)
2. Text Amendment to Section 66-8 Definitions to include Accessory Dwelling Unit Definition
3. Text Amendment to the Zoning District Use Table in Section 66-6 to include Accessory Dwelling Units as a Conditional ("C") Use in the R-1, RR, and AG zoning districts

Overview / Background

The Planning Commission has discussed the potential adoption of regulations allowing Accessory Dwelling Units (ADU's) within the City of North Branch over that past few months.The topic has been reviewed over multiple Planning Commission meetings, including discussions regarding appropriate zoning districts, approval procedures, dimensional standards, parking requirements, owner occupancy, utility connections, architectural compatibility, ADU placement, and rental limitations.

At the July 7, 2026 Planning Commission meeting, City staff presented the draft ADU ordinance for review. Following discussion, the Planning Commission expressed general support for the proposed ordinance language and directed staff to schedule a public hearing for August 4, 2026. The August 4 staff report also identified detached ADU placement as a policy question after a resident requested greater flexibility for front- and side-yard locations. The draft ordinance presented at that time otherwise limited detached ADUs to the required rear yard.

The Planning Commission held the public hearing on August 4, 2026. During the hearing, a resident raised two primary concerns regarding the proposed ordinance: the allowable location of detached ADUs and the prohibition on short-term rentals.

Regarding location, the resident questioned whether detached ADUs should be allowed within front or side yards rather than being limited to the rear yard. After discussion, the Planning Commission determined that detached ADUs should be provided the same front- and side-yard placement flexibility as accessory buildings under the City's existing accessory structure regulations. Under that approach, detached ADUs may be located within a front yard on the following qualifying properties:

- Lots nominally five (5) acres or larger and zoned RR Rural Residential or AG Agricultural; or
- Lots forty (40) acres or larger and zoned R-1 Single-Family Residential.

For properties that do not meet these acreage and zoning thresholds, detached ADUs would remain limited to the rear or side yard. All ADUs would continue to be subject to the principal-structure setbacks of the underlying zoning district and review through the Conditional Use Permit process.

The resident also requested that the City reconsider the proposed prohibition on short-term rental use so that an ADU could be rented for periods of less than thirty (30) consecutive days. The Planning Commission discussed the request and determined that the short-term rental prohibition should remain as presented. Accordingly, short-term rental use of either the ADU or the principal dwelling would be prohibited, and rental periods would be required to be at least thirty (30) consecutive days.

Following the public hearing and discussion, the Planning Commission recommended that the City Council approve the proposed ADU regulations with the location modification described above, to be consistent with the current accessory structure code, while retaining the prohibition on short-term rentals.

City staff received an additional letter of support of the proposed ordinance on August 18, 2026 and has been included in the packet.

Summary of Proposed Ordinance

With the Planning Commission's recommended modification, the proposed ordinance establishes the following standards:

- Accessory Dwelling Units permitted only within the AG, RR, and R-1 zoning districts.
- Conditional Use Permit required for all ADUs.
- Separate provisions for attached and detached ADUs.
- Maximum floor area of 750 square feet for both attached and detached ADUs.
- Maximum of one (1) ADU permitted per property.
- Property owner must occupy either the principal dwelling or the ADU as their primary residence.
- The principal dwelling shall remain the primary residential use of the property.
- Detached ADUs are generally limited to the rear or side yard, with front-yard placement allowed on qualifying five-acre RR/AG lots and qualifying forty-acre R-1 lots.
- Setbacks shall comply with the principal structure setbacks of the underlying zoning district.
- Exterior building materials shall match or be substantially similar to the principal dwelling.
- Minimum of one (1) additional off-street parking space required.
- Compliance with applicable Building, Fire, Plumbing, Electrical, Mechanical, and other applicable codes.
- Connection to approved public water and sanitary sewer systems where available, or demonstration of adequate private well and septic capacity.
- Manufactured homes, recreational vehicles, travel trailers, campers, shipping containers, and tiny homes on wheels shall not be permitted as detached ADUs unless otherwise authorized by City Code.
- Short-term rental use is prohibited; rental periods shall be no less than thirty (30) consecutive days.
- Failure to maintain owner occupancy or comply with ordinance or CUP requirements may constitute grounds for revocation of the Conditional Use Permit.

Staff Analysis

City staff believes the proposed ordinance, as recommended by the Planning Commission, provides a balanced framework for allowing ADUs while preserving the character of existing residential neighborhoods. The ordinance establishes clear standards for size, parking, owner occupancy, architecture, utilities, and rental duration, while the Conditional Use Permit process allows each proposal to be reviewed for site-specific considerations such as lot configuration, drainage, utilities, parking, and impacts to surrounding properties.

The Planning Commission's recommended location modification provides additional flexibility on larger rural and residential properties while remaining consistent with the City's existing approach to accessory building placement. Applying the same acreage and zoning thresholds avoids creating a separate placement standard for detached ADUs and continues to limit front- and side-yard ADUs on smaller residential lots.

Retaining the short-term rental prohibition also maintains the original intent of the ordinance to create an additional long-term housing option that remains subordinate to an owner-occupied principal residential property. The proposed language requires rental periods of at least thirty (30) consecutive days.

Text Amendment – Section 66-8 Definitions

Staff recommends amending Section 66-8 Definitions to establish a formal definition for Accessory Dwelling Unit (ADU). Adding a separate definition distinguishes an ADU from other accessory structures that are not intended for human habitation and provides consistency throughout Chapter 66.

Proposed Definition:

Accessory Dwelling Unit (ADU): A subordinate dwelling unit located on the same lot as a legally established principal single-family dwelling that provides complete, independent living facilities. An Accessory Dwelling Unit shall not be considered the principal use of the property.

Text Amendment – Zoning District Use Table within Section 66-6

As part of the proposed ADU ordinance, staff recommends amending Section 66-6 Uses Within Zoning Districts by updating the Zoning Use Table to include Accessory Dwelling Units (ADU's) as an accessory use.

The proposed amendment would add a new row titled "Accessory Dwelling Unit (ADU)" within the Accessory Uses section of the Zoning Use Table and designate the use as Conditional ("C") within the R-1 Single-Family Residential, RR Rural Residential, and AG Agricultural zoning districts. This amendment is consistent with the proposed ordinance, which requires approval of a Conditional Use Permit for all Accessory Dwelling Units and establishes the applicable development standards in proposed Section 66-950 Accessory Dwelling Units.

This amendment ensures the Zoning Use Table accurately reflects where Accessory Dwelling Units may be considered and is consistent with the proposed approval process established in the ordinance.

District Uses	Notes	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2	SO
F. ACCESSORY USES															
Permitted Accessory Uses															
Accessory Dwelling Unit (ADU)			C			C	C								
Accessory Structure, Agriculture Building							P								
Accessory Structure, Detached Residential Garage14	See Footnotes		P	P	P	P	P				P				
Accessory Structure, Pool House14	See Footnotes		P	P	P	P	P				P				
Accessory Structure w/Plumbing						C	C	P							

City Council Action

Staff recommends that the City Council consider the Planning Commission recommendation and take the following actions:

1) Approval of Ordinance 414-26 amending City Code Chapter 66 regarding accessory dwelling units (ADU)'s definitions, districts and performance standards.

ORDINANCE NO. 416-26

AN ORDINANCE AMENDING CITY CODE CHAPTER 66 REGARDING ACCESSORY DWELLING UNITS (ADU'S), DEFINITIONS, DISTRICTS AND STANDARDS

The North Branch City Council hereby ordains as follows:

Section 1. Adding Language Regarding Accessory Dwelling Units

City Code Chapter 66 is hereby amended by adding Section §66-950 Accessory Dwelling Units (ADU's) as follows:

§66-950 ACCESSORY DWELLING UNITS (ADU'S)

(a) *Purpose.* The purpose of this section is to provide standards for accessory dwelling units (ADU's) that offer additional housing opportunities while preserving the character of existing residential neighborhoods. These standards are intended to ensure that ADU's remain subordinate to the principal dwelling and are compatible with surrounding residential development.

(b) *Applicability.* Accessory dwelling units may be permitted as a Conditional Use in the AG Agricultural, RR Rural Residential, and R-1 Single-Family Residential zoning districts. ADU's shall comply with all provisions of this section in addition to the regulations of the underlying zoning district.

(c) *Types of Accessory Dwelling Units.*

(1) Attached ADU: Located within or physically attached to the principal dwelling.
(2) Detached ADU: Located in a detached accessory structure subordinate to the principal dwelling.

(d) *Conditional Use Permit Required.* Accessory dwelling units require approval of a Conditional Use Permit in accordance with Sections 66-64 through 66-66.

(e) *General Standards.*

(1) Only one (1) accessory dwelling unit shall be permitted per property.

(2) A legally established principal single-family dwelling shall exist on the property prior to approval of an accessory dwelling unit.

(3) The owner of the property shall occupy either the principal dwelling or the accessory dwelling unit as their primary residence.

(4) The principal dwelling shall remain the primary residential use of the property. The accessory dwelling unit shall remain subordinate and incidental to the principal dwelling.

(5) The maximum floor area of an accessory dwelling unit shall not exceed 750 square feet.

(6) Accessory dwelling units shall not be subdivided or sold separately from the principal dwelling.

(7) Short-term rental use of an accessory dwelling unit or the principal dwelling is prohibited. Rental periods shall be no less than thirty (30) consecutive days.

(8) All accessory dwelling units shall comply with all applicable Building Code, Fire Code, Plumbing Code, Electrical Code, Mechanical Code, and other applicable federal, state, and local regulations.

(9) Manufactured homes, recreational vehicles (RV's), travel trailers, campers, shipping containers, and tiny homes constructed on chassis or wheels shall not be permitted as detached accessory dwelling units unless expressly authorized elsewhere in this chapter.

(10) Accessory dwelling units shall be connected to approved public water and sanitary sewer systems where available. Utility connections may be provided through the existing service lines serving the principal dwelling or through separate service connections, subject to review and approval by the City Engineer, Public Works Director, Building Official, and applicable utility provider. Where private well and septic systems are utilized, the applicant shall demonstrate that the existing or proposed systems have adequate capacity to serve both the principal dwelling and the accessory dwelling unit, subject to approval by the applicable reviewing authority.

(11) Failure to maintain owner occupancy or comply with this section or any Conditional Use Permit condition may constitute grounds for revocation of the Conditional Use Permit.

(f) *Location Standards.*

(1) *Location*. No accessory dwelling unit shall be located in the front yard, with the following exception(s):

a. Lots nominally five (5) acres or larger and zoned RR Rural Residential or AG Agricultural; or

b. Lots forty (40) acres or larger and zoned R-1 Single-Family Residential.

(g) *Dimensional Standards.*

(1) Setbacks shall comply with those required for principal structures in the underlying zoning district in City Code Section 66-210.

(2) Maximum size shall be 750 square feet.

(3) Height shall comply with the underlying zoning district.

(h) *Parking.*

(1) A minimum of one (1) additional off-street parking space shall be provided for each accessory dwelling unit.

(2) The required parking space shall be shown on the site plan submitted with the Conditional Use Permit application and shall comply with all applicable parking, driveway, and surfacing requirements of this chapter.

(3) The location and design of the required parking space shall be subject to review and approval by the City through the Conditional Use Permit process.

(i) *Architectural Standards.* Exterior building materials shall match or be substantially similar to the principal dwelling. Roof pitch, siding, trim, colors, and architectural details shall maintain compatibility with the principal dwelling.

(j) Utilities and Addressing.

(1) All accessory dwelling units shall obtain all required building, plumbing, mechanical, electrical, and utility permits prior to occupancy.

(2) Utility connections shall be installed in accordance with all applicable City standards, State Building Code, State Plumbing Code, and the requirements of the applicable utility provider.

(3) The City Engineer, Public Works Director, Building Official, and applicable utility provider shall determine the appropriate method of water and sanitary sewer service based on the proposed site plan, utility capacity, applicable codes, and site conditions.

(4) Separate addressing shall be provided when required by the Building Official, Fire Department, Chisago County, or emergency service providers.

Section 2. Amending Language Regarding Definitions

City Code Section §66-8 Definitions, is hereby amended by adding the following underlined language.
s
§66-8 DEFINITIONS
Accessory Dwelling Unit (ADU) means a subordinate dwelling unit located on the same lot as a legally established principal single-family dwelling that provides complete, independent living facilities. An Accessory Dwelling Unit shall not be considered the principal use of the property.

Section 3. 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 F. Accessory Uses of the Zoning Use Table, add the following use:

District Uses	Notes	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2	SO
F. ACCESSORY USES															
Permitted Accessory Uses															
Accessory Dwelling Unit (ADU)			C			C	C								

Section 4. Summary Publication.

The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

> Ordinance 416-26 Amending Chapter 66 of the City Code Regarding Accessory Dwelling Units (ADU's). This ordinance contains the districts where accessory dwellings units are permitted within the City and includes definitions and standards for ADU's

Section 5. 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

August 18, 2026

Honorable Mayor Schieber and North Branch City Council,

The Saint Paul Area Association of Realtors® (SPAAR) is a member organization representing approximately 7,500 Realtors® who live and work in 12 counties and nearly 200 municipalities east of the Mississippi, including North Branch. SPAAR and its members are dedicated to helping build better communities. SPAAR members support property rights and efforts to increase housing inventory, including North Branch's proposed Accessory Dwelling Unit (ADU) ordinance.

Part of building stronger, more prosperous communities is offering current and future residents an abundance of housing options at prices they can afford. For several years now, the United States, and Minnesota, have endured a housing crisis. Fewer and fewer homes are available to buy or rent and prices continue to rise; this makes housing less accessible to more and more people. This is why SPAAR supports North Branch's proposed ADU ordinance.

ADUs have a multitude of benefits not just for their owners, but for the community. ADUs can…

- Increase property values
- Increase the availability of rental housing
- Make rental housing in the community more affordable
- Provide the owner with additional income
- Serve as housing for aging parents, caretakers, or kids

ADUs have many benefits for both individual owners and the communities where they are located. SPAAR is hopeful that North Branch will adopt the Accessory Dwelling Unit ordinance with this in mind.

I look forward to continuing to work with you and your staff on public policy initiatives to best serve the housing needs of residents in your community. If SPAAR, our members, or I can be of any assistance, please do not hesitate to contact me at any time.

Best regards,
Danielle "Bickham" Pelton
2026 President - Saint Paul Area Association of Realtors®
651.270.7773
danielle@cardinalrealtors.com

NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/21/2026

Board & Commission: City Council

Subject: Consider Approval of Reallocation of Committed Generation Fund Proceeds for NW Old Town Project to Parks and Trails Projects, Including the Flink Ave Trail Extension.

Background

In 2023, the City completed the sale of the electric utility to ECE. Following the necessary defeasance of bonds, $1,865,237.55 remained and was committed to infrastructure improvements in the NW Old Town area. Due to a decision to proceed with necessary infrastructure repairs but exclude the originally planned street improvements, approximately $800,000 of the original commitment is currently available for alternative project funding.

Proposal

The City Administration proposes reallocating this uncommitted balance up to $500,000 to support high-priority Parks and Trails projects. Specifically, these funds would be used to address current budget shortfalls for the Flink Ave Trail Extension, which requires additional funding to move forward following the reception of bids that exceeded original estimates.

Recommendation

It is recommended that the City Council:

1. Authorize the reallocation up to $500,000 from the Generation Fund to the Capital Fund for the Flink Ave Trail Extension and other priority park projects.
2. Direct staff to finalize the necessary accounting transfers upon confirmation from the City's financial advisors or auditors regarding the transfer of funds between Enterprise and Capital Funds.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By: Heidi Hamilton, Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 08/17/2026

Board & Commission: City Council

Subject: Consider approval of Resolution 355-26 awarding the construction contract for the Flink Avenue Trail Improvement Project

---

Introduction:
Bids were received for the above-referenced project on Wednesday, July 15, 2026, and were opened and read aloud. Nine bids were received and checked for mathematical accuracy. The bid summary is attached and indicates the low bid was submitted by New Look Contracting, Inc. in the amount of $1,835,751.50. The Engineer's Estimate was $1,656,979.50.

Background:

The Flink Ave Trail will create a continuous multi-use paved route along Flink Avenue, connecting residents and visitors to the Sunrise River, nearby businesses, and the citywide trail network linking downtown, schools, parks, and US Bike Route 41 (Northstar Route).

Phase 1 of the trail, from 392nd St to 395th St, was completed in Spring 2023 with the help of funding from a DNR Local Trail Connections grant. The current project will construct Phase 2 of the trail, extending the trail from 392nd St south to the existing trail near County Market/North Branch Marketplace. The project was designed and bid in 2025; however, bids received came in over budget. As a result, the City determined not to award a contract at that time and to pursue additional grant funding to help close the funding gap and rebid the project.

Earlier this year, the city was notified of receipt of an additional $250,000 grant for the project from the Minnesota DNR. The project was advertised for bid again in June 2026 and staff is recommending that the contract be awarded to low bidder.

If awarded, construction may begin this fall or next spring, with completion in June 2027.

Funding/Financing:

Funding for the project is identified in the table below.

Source	Amount
2023 Active Transportation (AT) Grant	$574,332
2026 DNR Local Trails Connections Grant	$250,000
2026 Street Improvement (General Fund)	$177,000
Parks Maintenance (General Fund)	$290,000
Park Dedication Fund	$44,419.50
Committed Funds from Electric Sale	$500,000
Total	**$1,835,751.50**

We recommend that the City Council consider these bids and award a contract in the amount of $1,835,751.50 to New Look Contracting, Inc. based on the results of the bids received.

Recommended Action:

Approve Resolution R-355-2026 Awarding the construction contract for the Flink Avenue Trail Improvement Project to New Look Contracting, Inc.

Voting Requirements:

Simple Majority

Attachment:

1. Resolution R-355-2026

2. Bid Summary
3. Location Map

Voting Requirements:

Voting Options **Simple Majority Super Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-355-2026

A RESOLUTION AWARDING THE CONSTRUCTION CONTRACT FOR THE FLINK AVE TRAIL PHASE II PROJECT

WHEREAS, the City has identified the Flink Avenue Trail as an important multi-modal transportation connection; and

WHEREAS, two grants have been awarded by the State of Minnesota (Active Transportation $574,332 and DNR Local Trail Connections ($250,000) to help fund the project, in the total amount of $824,322; and

WHEREAS, the city will need to enter into an agreement with the State of Minnesota for the DNR local trail connections grant; and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids for the Flink Avenue Trail Extension project on May 27, 2025; and,

WHEREAS, the City Council authorized advertisement for re-bid for the Flink Avenue Trail Extension project on June 10, 2026; and,

WHEREAS, the project was designed and advertised for bid in accordance with all applicable Minnesota laws; and,

WHEREAS, nine bids were received and publicly read aloud on July 15, 2026, and the low bid with was provided by New Look Contracting, Inc.; and

WHEREAS, funding for the project will be provided by the DNR Local Trail Connections Grant ($250,000), Active Transportation Grant ($574,332), Street Improvement Fund ($177,000), Parks Fund ($290,000), Park Dedication Fund ($44,419.50) and Committed Funds from the Electric Sale ($500,000); and

NOW, THEREFORE, BE IT RESOLVED THAT BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby approves the Flink Avenue Trail Extension Contract with New Look Contracting, Inc as presented in the amount of $1,835,751.50.

BE IT FURTHER RESOLVED, the city will enter into an agreement with the State of Minnesota for the DNR local trail connections grant for the Flink Avenue Trail project; and

Whereupon said resolution was declared duly passed and adopted and was signed by the Mayor and attested by the City Administrator dated this 26th day of August 2026.

____

Kevin Schieber, Mayor

Attested:

____

Tonya Kostuch, City Clerk

BID TABULATION SUMMARY

PROJECT:
Flink Avenue Trail Improvement Project

SAP NO.:
225-118-004

OWNER:
City of North Branch

WSB PROJECT NO.:
027688-000

Bids Opened: Wednesday, July 15, 2026, at 10:00 am

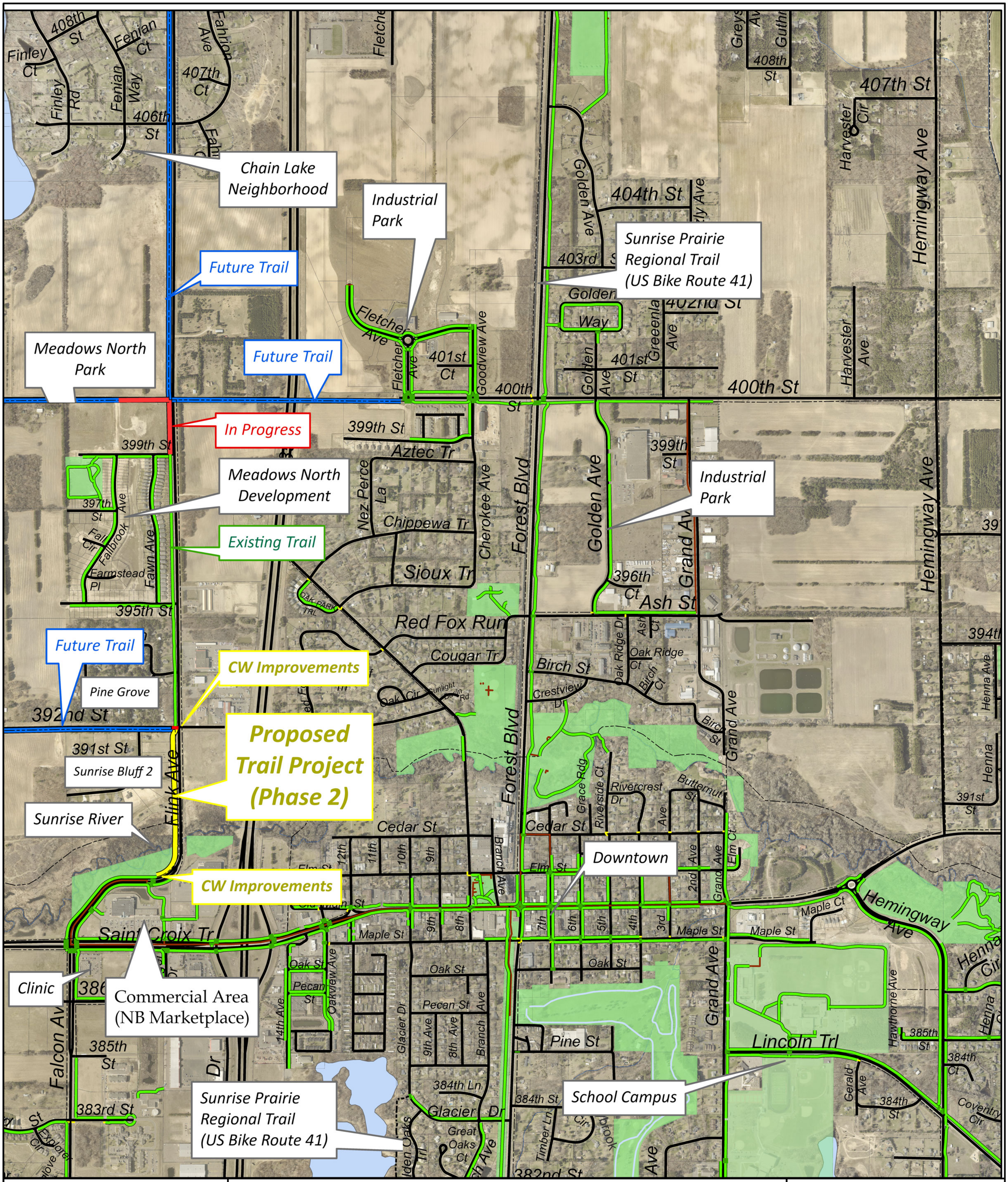
	Contractor	Bid Security (5%)	Grand Total Bid
1	New Look Contracting, Inc.	X	$1,835,751.50
2	Douglas-Kerr Underground, LLC	X	$2,078,413.20
3	Peterson Companies	X	$2,109,900.00
4	Meyer Contracting Inc.	X	$2,156,450.16
5	Pember Companies, Inc.	X	$2,200,570.53
6	D&D Contracting LLC	X	$2,286,093.14
7	J.R. Ferche, Inc.	X	$2,686,972.20
8	Dresel Contracting Inc.	X	$2,975,106.36
9	Veit & Company, Inc.	X	$3,167,595.65
	Engineer's Opinion of Cost		$1,656,979.00

I hereby certify that this is a true and correct tabulation of the bids as received on July 15, 2026.

Emily Brown

Emily Brown, Project Manager

Denotes corrected figure



Flink Ave Trail Project Phase II
392nd St - NB Marketplace
North Branch - Chisago County, MN

Project Location Map

CITY OF NORTH BRANCH

Date: Nov 30, 2023

Scale: 1":1,500'

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: August 26, 2026

Board & Commission: City Council

Subject: Approving Proposal to Prepare a Local Road Improvement Program (LRIP) application for improvement of the intersection at 400th Street & Flink Avenue

---

Introduction:

The 2026 LRIP solicitation will be open September 1, 2026 – November 25, 2026. This is an important funding opportunity for local roads for construction, reconstruction and reconditioning projects. Funding is available for Routes of Regional Significance, which is the category under which the 400th & Flink Intersection would be considered. MnDOT has indicated that $50 million will be awarded through the 2026 LRIP solicitation.

Background Information:

The city has identified 400th & Flink as an improvement priority to support the future development of more than 1000 acres of land as well as the connection to the future 400th Street interchange with I-35. A Transportation Impact Study was completed in September 2025 which resulted in a preliminary layout for a roundabout at this location. The total cost for the roundabout was estimated to be $1.8 million. LRIP funds may only be used to fund construction, so engineering, right-of-way, construction administration and other non-construction costs would not be eligible.

This study was developed in partnership with LGI Homes (the Developer) as part of the conditions of approval for the Meadows Ridge Development. This partnership outlines the scope of required transportation improvements, ensures a fair methodology for cost allocation, and aligns local investments with regional goals like the future I-35/400th Street interchange.

WSB has prepared a proposal to complete a grant application on behalf of the city. The estimated cost for this work is $12,963. A copy of the full scope of services is attached for your review. Funding is available via Franchise Fee revenue to complete this work.

Grant awards are expected to be announced in late March 2027.

Recommended Action:

Staff requests Council to consider approval of an engineering services contract with WSB to allow the preparation and submittal of application for LRIP funding.

Voting Requirements:

Simple Majority

Attachment:

Proposal to Prepare a Local Road Improvement Program (LRIP) application for improvement of the intersection at 400th Street & Flink Avenue

August 5, 2026

Matthew Hill, City Administrator
North Branch City Hall
6408 Elm Street
North Branch, MN 55056

Re: Proposal to Prepare a Local Road Improvement Program (LRIP) 2026 Application for Improvements at the Intersection of 400th St and Flink Ave

Dear Mr. Hill:

This letter serves as a proposal for services to prepare a 2026 MnDOT LRIP funding application on behalf of the City of North Branch for construction of a roundabout at the intersection of 400th St and Flink Ave. At the time of writing, complete information for the 2026 LRIP solicitation is not available. This scope of services represents our best understanding of the requirements based on previous solicitations, however changes to the proposed scope and fee are anticipated once additional information becomes available.

Scope of Services

WSB will prepare a 2026 LRIP application for construction of a roundabout at the intersection of 400th St and Flink Ave. The following list of tasks summarizes our understanding of the work:

Task 1 – Project Management

Task 1 will involve overall project management, including coordination with the City of North Branch, progress reports, billing, etc.

Task 2 – Concept Refinement and Cost Estimate

Task 2 will involve reviewing and updating the roundabout concept and cost estimate for the project developed as part of the Flink Ave/400th St Area Transportation Impact Study. It is expected that updates to these items will be required to meet grant program requirements.

Task 3 – Application Preparation and Submittal

Task 3 includes preparation of the application narrative, maps, and other supporting materials. A draft of responses to all required application questions will be prepared for City staff review. WSB will complete one round of edits to the application materials. WSB will also develop a template letter of support for City staff to circulate to Chisago County and other parties for inclusion in the application.

It is anticipated that an online portal will be used for submission of the final application materials. Once all application materials have been approved by the City, WSB staff will upload all materials and submit the grant application on behalf of the City.

Next Steps and Timeline

A grant preparation schedule will be developed once 2026 LRIP solicitation information is released.

Key dates:

- September 1, 2026: LRIP solicitation opens.

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

- November 25, 2026: LRIP solicitation closes.

Proposed Staff
Preparation of the grant application will be led by Austin Hauf as Project Manager. Austin has extensive experience writing a variety of federal and state grant program applications. Austin will be assisted by WSB engineers and planners who have supported numerous past grant applications.

Proposed Fee
WSB proposes to prepare the LRIP application for a fee not to exceed $12,963. The attached table provides a breakdown of these costs. This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North Branch and WSB on January 4, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once the grant solicitation has been released.

If you have any questions about this proposal or would like to discuss any revisions, please feel free to contact Austin Hauf at 701-446-7202 or at AHauf@wsbeng.com.

Sincerely,

WSB

Austin Hauf, AICP
Project Manager

Attachments: Cost proposal

ACCEPTANCE:
I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into City of North Branch and WSB on January 4, 2022.

By: ______________________________________

Name: ____________________________________

Title: ____________________________________

Date: _____________________________________

City of North Branch

Local Road Improvement Program

400th St & Flink Ave Intersection Improvements

Detailed Cost Breakdown of Tasks

Task	Description	Sr. Planner/ PM	Planning Support	Sr. Engineer	Engineer	Engineering Support	Safety Engineer	Project Controls	Total Hours	Cost
1	**Project Management**	2						2	**4**	**$ 748.00**
2.0	**Concept Refinement and Cost Estimate**									
2.1	Review and refine concept layout, ID ROW Needs	1		1	1	6			**9**	**$ 1,567.00**
2.2	Review and refine cost estimate for concept	1		3	3	10			**17**	**$ 3,099.00**
3.0	**Application Preparation and Submittal**									
3.1	Prepare funding application, including mapping and supporting materials	15	18				3		**36**	**$ 6,576.00**
3.2	Update application based on City comments (assumes 1 round of edits)	1	5						**6**	**$ 973.00**
Total Hours		**20**	**23**	**4**	**4**	**16**	**3**	**2**	**72**	
2026 Hourly Costs		$213.00	$152.00	$276.00	$196.00	$147.00	$215.00	$161.00		
Fee		**$4,260.00**	**$3,496.00**	**$1,104.00**	**$784.00**	**$2,352.00**	**$645.00**	**$322.00**		**$12,963.00**

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matt Fraley, Public Works Director

Date: 08/20/2026

Board & Commission: City Council

Subject: Consider Future Direction for the Leaf Vacuum Program

---

Background:
The purpose of this report is to provide the City Council with comprehensive program usage data, financial obligations, and regulatory information. This information is intended to facilitate a formal discussion and receive specific direction from the Council regarding the future of the leaf vacuum service.

Current Usage Data

- **Participation:** The spring service was utilized by 681 residential parcels.
- **Total Scope:** There are approximately 4,900 residential parcels within the city.
- **Participation Rate:** The spring program had a current participation rate of approximately 13.9% to 14%.

Operational Schedule and Metrics

The program operates on a seasonal basis with the following staffing and equipment allocations:

- **Spring Operations:** 4-week duration utilizing one truck and one Public Works staff member.
- **Fall Operations:** 4-week duration utilizing two trucks and two Public Works staff members.
- **Annual Metrics:**
  - Approximately 3,000 miles are driven annually during the program.
  - The program requires 450 total staff hours per calendar year.
  - Maintenance demands exceed 40 repair hours per truck annually.

Financial Analysis:

Expense Category	Estimated Annual Cost
Public Works Labor (including benefits)	$29,668
Vehicle Replacement CIP (20-year cycle)	$26,750
Repairs and Maintenance	$3,938
Fuel	$1,444
Total Annual Program Cost	**$61,800**

Available haulers to provide leaf/compost removal:
Chisago Lakes Sanitation NO (not interested at this time)
Genes Disposal NO (does not provide service in NB)
Ace Waste NO (organics bins for Commercial accounts only)
Republic Services NO (only offers Industrial Pickup in NB)
Talon Sanitation NO (does not provide compost bins)
Terrys NO (only provides garbage/ recycling)
Waste Management NO(does not provide compost bin in NB)

Compost Gate Options:

Received 2 quotes for slide gate with key fob or code access.

- Barnum Companies $27,850
- Century Fence $29,550

Tracking/ Metrics available from software

Residents would need to register at city hall to gain access for the year

Options for Council Consideration

Staff requests direction on one of the following three options:

1. **Option 1: Maintain Status Quo**
   Continue the current leaf vacuum service free of charge for residents.
2. **Option 2: Implement User Fee**
   Collect fall data and implement a "pay-to-play" model with an estimated fee of $150 per residence to offset operational and capital costs.

3. **Option 3: Discontinue Service**
   Eliminate the curbside leaf vacuum program entirely.

Voting Requirements:

Voting Options **Simple Majority**

NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/20/2026

Board & Commission: City Council

Subject: Status Update on Flock Safety ALPR Contract and Termination Implications

---

Current Status of Flock ALPR System

Following the City Council's direction staff have completed the following actions regarding the Automated License Plate Reader (ALPR) system:

- **Project Pause:** All installation of the remaining four cameras has been halted.
- **Hardware Removal:** The three cameras that had been physically installed (Lincoln Trail & 360th Street, Forest Boulevard & 360th Street, and St. Croix Trail & 387th Street) have been removed by City Public Works staff.
- **Asset Storage:** The removed hardware is currently stored in the Public Works shop pending pickup by Flock Safety.

Contractual Obligations and Implications of Cancellation

Legal counsel from Flaherty & Hood, P.A., has reviewed the Flock Safety Agreement and Terms and Conditions to determine the City's financial and legal position regarding cancellation.

- **Absence of Termination for Convenience:** The provided agreement does not contain a "termination for convenience" provision that would allow the City to unilaterally cancel the contract and seek reimbursement for fees already paid.
- **Financial Liability:** The contract is a three-year agreement. Flock Safety has advised that while they can stop the installation and remove the equipment, the City remains responsible for the financial obligations outlined for the duration of the three-year term.
- **Non-Renewal Provision:** The Flock Agreement outlines the following regarding contract renewal:

    - "This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term".
- **Hardware Ownership:** The Terms and Conditions specify that hardware removal must be managed by Flock Safety, and the City is restricted from tampering with or removing the equipment itself. However, following the Council's directive, Public Works performed the removal, and those units are now held in secure storage.

Conclusion and Next Steps

Based on legal review, there is no contractual mechanism to mandate reimbursement of fees already incurred. To conclude the City's relationship with Flock Safety, the following steps are required:

1. **Written Notice:** Provide formal written notice to Flock Safety representatives of the City's decision to cancel services and not renew the contract.
2. **Coordination of Assets:** Continue coordination with Flock Safety to facilitate the transfer/pickup of the hardware currently stored in the Public Works shop

Requested action:

If Council would like to cancel the contract, a motion and second to cancel would be required.

Voting Requirements:

Voting Options **Simple Majority**

NORTH BRANCH

City of North Branch
Staff Report

Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 08/20/2026

Board & Commission: City Council

Subject: Budget update

Budget Update

The budget has undergone several changes since the last Council meeting. One of the primary updates is a new column added to the Proposed Levy Spreadsheet. As indicated by the green arrow at the bottom of the spreadsheet, this column reflects the additional tax revenue needed to maintain the General Fund expenses at the base amount. Based on these calculations, Proposed Levy Revenue would need to increase 2.29% over the prior year.

The next column reflects the difference between the base amount of required costs and the increase in Estimated Market Value (EMV) for properties within the City of North Branch. The EMV figures are provided by Chisago County. The 2026 EMV is $1,685,893,100, which increases to $1,798,572,700 in 2027, an increase of 6.68%. The 2027 figure includes $32,582,200 in new construction EMV within the City of North Branch.

Using the 6.68% increase in EMV, the tax levy would increase to approximately $7,074,408. This additional revenue could be used to offset a portion of the costs associated with three potential new positions and increased health insurance costs.

The additional cost associated with these items is approximately $489,816. The increase in property values above the base amount provides approximately $288,228 that can be used to offset these costs, leaving approximately $201,588 to be covered through an additional levy increase.

Equipment Replacement Fund

The proposed Equipment Replacement Fund contribution has also been reduced from $300,000 to $150,000. Because equipment replacement needs have been prioritized over the additional staffing costs, the proposed levy revenue increase would be approximately 8.69% at this point in the budget process.

After accounting for the additional staffing costs, the current proposed levy revenue increase is approximately 11.37% over the prior year's levy revenue. This is before we add the levy needed to cover debt. The City has principal and interest payments in 2027 of $346,574 brings the total Proposed Levy Revenue to 12.65%. The debt payments included in the levy for 2027 increase by $77,774 over prior year's debt payment.

Potential Staffing Changes

For clarification, the staffing changes currently being considered include three potential positions:

1. Community Service Officer — $107,911
2. Patrol Officer — $139,112
3. Parks Manager — $116,724

These positions represent potential additions to the City's staffing plan and are included in the current budget discussions.

Health Insurance Costs

Due to concerns about rising health insurance costs, a request was made to increase the budgeted health insurance increase from 5% to 15%. This change adds approximately $118,000 to the budget.

However, following discussion with Travis, the anticipated increase may be closer to 10%. This is based on the City's participation in a self-funded health insurance plan through the IUOE 49 Fringe Benefits Program.

Staff will continue to monitor the insurance costs and other budget factors as the levy and proposed budget are refined.

Voting Requirements:

2027-2032 FINANCIAL FORECAST LEVY-BASE-RATE SUMMARY

This drives all other dates>>>	2026 Actual	2026 Actual	New Const. 1.9326%		Home Values 4.7510%	New Efforts	New Efforts	New Efforts	New Efforts	Adj Debt Levy	Adj EQA levy	Other	Abatement Levy	Total	2027 Proposed	Increase (Decrease)	Percent 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	$ 26,823	$ 288,228		$ 201,588			-	-	-		7,275,996	$ 7,275,996	644,796	9.72%
														-	-	-	
Levy for New Efforts:		Included Above	n/a		n/a									-	-	-	
Other	-	$ -												-	-	-	
Other														-	-		
Total General Fund (Fund 101)>>>	6,631,200	6,631,200													7,275,996	644,796	9.72%
														-			
Capital Fund - Streets	-	-	-		-									-	-	-	
Capital Fund - Parks								-						-	-	-	
Capital Fund - Equipment						150,000								150,000	150,000	150,000	
														-	-	-	
Total Equipment Fund (Fund 701)>>>	-	-													150,000	150,000	
General Fund - Operating	6,631,200	6,631,200													7,425,996	794,796	11.99%
														-			
DEBT LEVY																	
Fund 322 - Bond 2020A	43,300	43,300	837		2,097					512				46,746	46,746	3,446	
Fund 399 - Bond 2022A	145,000	145,000	2,802		7,022					(7,719)				147,105	147,105	2,105	
Fund 476 - Chisago County	80,500	80,500	1,556		3,899					(85,955)				-	-	(80,500)	
Fund - Bond 2026A	-	-	-		-					152,723				152,723	152,723	152,723	
Total DEBT LEVY (Funds vary)>>>	268,800	268,800													346,574	77,774	28.93%
														-			
Total City Levy>>>	6,900,000	6,900,000													7,772,569	872,569	12.65%
														-			
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													658,817	33,480	5.35%
														-			
														-			
Total Tax Levy Policy>>>	7,525,337	7,525,337	145,438	26,823	331,530	150,000	201,588	-	-	59,561	-	-	n/a	8,431,386	8,431,386	906,049	12.04%
		% of BASE>	1.93%	0.36%	4.41%	1.99%	2.68%	0.00%	0.00%	0.79%	0.00%	0.00%	n/a				
		Cumm>>	**1.93%**	**2.29%**	**6.69%**	**8.69%**	**11.37%**	**11.37%**	**11.37%**	12.16%	12.16%	12.16%	n/a				
TOTAL LEVY - ALL SOURCES	**$ 7,525,337**	**$ 7,525,337**												**$ 8,431,386**	**$ 8,431,386**	**$ 906,049**	**12.04%**
Check s/b=0>>>	TRUE																
Total City Only Levy - City and Abatement	$ 6,900,000	$ 6,900,000													$ 7,772,569	872,569	12.65%

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	$ 7,307,996
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**	**$ 7,331,996**

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**

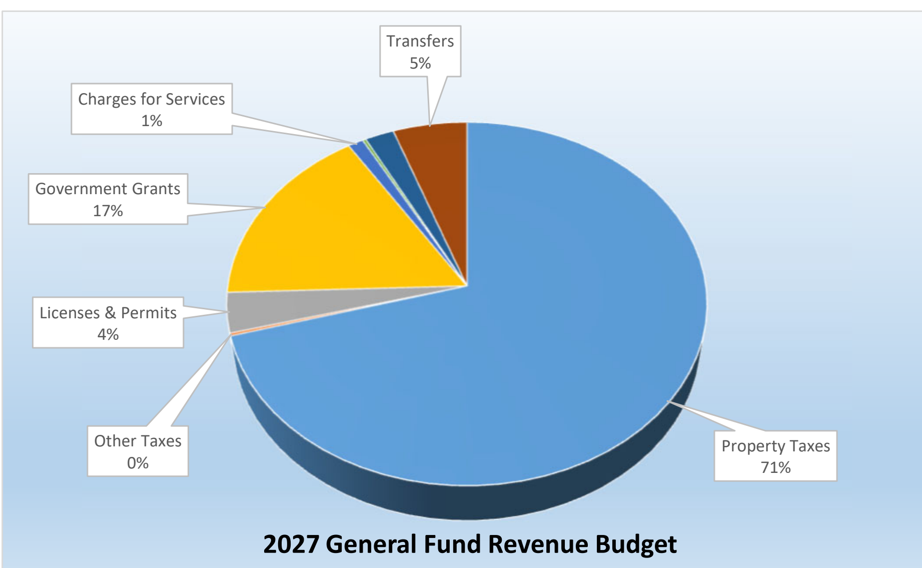
State Grants and Aids	5,993	-	6,500	-	-
Local Government Aid	1,029,202	1,030,822	1,032,838	516,419	1,037,577
Mkt Value Credit	11,275	11,402	10,000	-	11,000
Muni State Aid St Maintenance	245,270	290,352	268,774	283,117	265,000
Other State Aid Grants	85,071	35,852	20,000	12,779	30,000
Other Federal Aid/Grants	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**	**$ 10,345,683**
Revenue not including taxes levied	$ 2,729,726	$ 2,887,654	$ 2,932,795	$ 2,077,151	$ 3,037,687
Taxes as % of total revenue	66.4%	68.4%	69.3%	62.5%	70.6%



General Fund
2027 Expenditures Budget

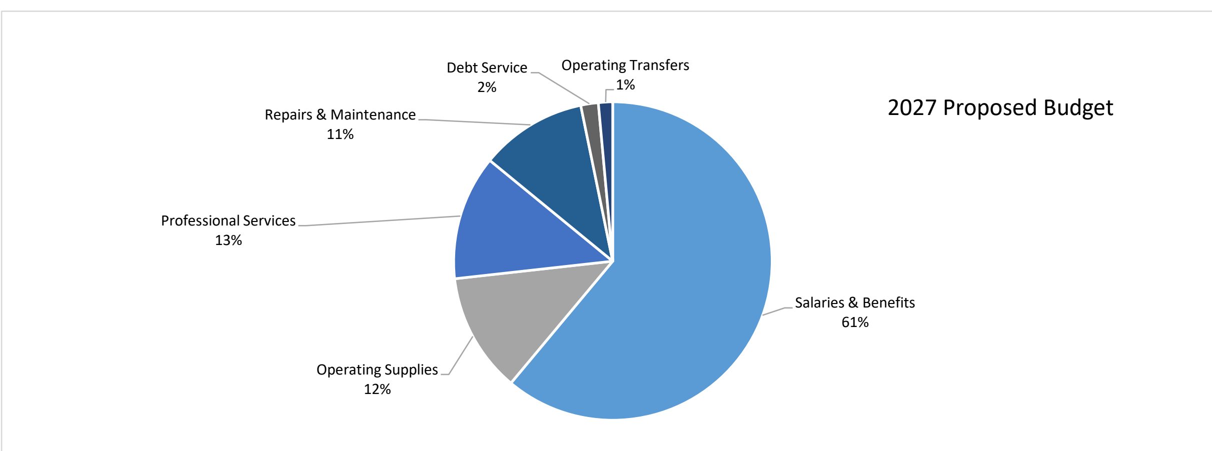
Description	2024 Actual	2025 Actual	2026 Adopted	2026 with full year wages	2026 YTD Actual	2027 Proposed w/out new positions	2027 Proposed
Employees Wages & Salaries	$ 2,938,536	$ 3,159,288	$ 3,460,009	$ 3,684,386	$ 1,819,691	$ 3,758,449	$ 4,004,803
Overtime	211,334	208,777	200,819	200,819	137,834	190,720	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
Vehical/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**	**-**	**-**	**150,000**
Total General Fund Expenditures	**$ 8,254,924**	**$ 9,611,105**	**$ 9,851,695**	**$ 10,180,314**	**$ 4,790,154**	**$ 9,823,867**	**$ 10,345,683**
Revenue	$ 7,333,872	$ 8,209,738	$ 8,791,474	$ 8,884,454	$ 3,675,056	$ 9,823,867	$ 10,345,683
Net Income (Loss)	$ (921,052)	$ (1,401,367)	$ (1,060,221)	$ (1,295,860)	$ (1,115,098)	$ 0	$ (0)



City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/21/2026

Board & Commission: City Council

Subject: Summary of City Council Member's 2027 goals

Based on the emails from City Council members regarding 2027 goals, here is a summary of the key themes and initiatives:

Fiscal Planning and Budgeting

- **Zero-Based Budgeting:** Transition to zero-based budgeting, where each year starts from zero, highlighting the costs to do nothing versus suggested additions for personnel, assets, or programs.
- **Revenue Generation:** Address revenue challenges without relying solely on property tax levies. Explore increasing prices for products or services if revenue cannot support business needs.
- **Comprehensive Cost Analysis:** When presenting new headcount needs, include the full cost of the position, such as training, equipment, and required support assets (e.g., a squad car for a new officer).
- **Capital Planning:** Continue refining financial planning methods and laying out longer-term capital projects to realign current reserves.

Facilities and Infrastructure

- **Building Maintenance:** Prioritize “Support to Buildings” to address the interior and exterior state of facilities (City Hall, Public Works, and Fire Hall). This includes appointing a dedicated facilities manager to handle maintenance priorities, repairs, and determining whether work should be done internally or subcontracted.
- **Efficiency:** Consider contracting out services like pest control for all facilities to achieve cost savings. Consolidate general supply ordering under a point person and move away from vendors like Uline in favor of more cost-effective options.

- **Space Management:** Address workspace clutter (e.g., City Hall) to improve efficiency and safety.

Departmental Initiatives

- **Fire Department:** Prioritize wants and needs. The Fire Chief’s position should be transitioned to a full-time role. Explore ways to compensate firefighters for their time and encourage the department to be more self-sustaining through fundraising for non-critical equipment.
- **Police Department:** Focus on continued recruitment and training plans.
- **Liquor Store:** Explore development plans beyond just liquor sales, such as a dispensary.
- **Alignment:** Improve alignment between the City Administrator and department staff, and encourage directors to bring ideas forward.

Economic Development & Community Engagement

- **Business Recruitment & Retention:** This is identified as a top priority. Key strategies include creating a welcome program, hosting business tours, building stronger relationships with existing businesses, and simplifying building codes to decrease regulation and costs.
- **Community Engagement:** Foster partnerships with entities like the North Chamber of Commerce and potentially form a committee (possibly involving the EDA) to lead community engagement efforts.
- **Branding & Growth:** Focus on “focused growth,” capping density, and supporting strategic retail. Promote community achievements and historical preservation to maintain the city's unique hometown feel.
- **Athletics/Community Assets:** Embrace sports and outdoor activities, with goals related to the hockey arena, an athletic complex with tournament potential, and the expansion of hiking/biking trails

When the final set of goals are presented, I will send a revised summary, and share the individual submissions with the Council as staff works to incorporate the feedback into the future City plans.

Voting Requirements:

Memorandum

To: City Council

From: Matthew Hill, City Administrator

Date: August 18, 2026

Subject: Proposal for City Recognition Gala

We are looking into hosting a gala to celebrate the City's accomplishments and staff. While this would be a great way to build community spirit, there are some important things to consider first.

Background

Local municipalities (city or town governments) in Minnesota do not typically host formal galas themselves. Instead, municipal governments focus on public administration, community festivals, and civic parades.

Who Hosts Galas in Minnesota

- Nonprofits & Charities: Organizations like the Animal Humane Society or Make-A-Wish Minnesota host major fundraising galas.
- Chambers of Commerce: Local business networks (such as regional or cultural chambers) host annual recognition or commerce galas.
- Private Venues & Foundations: Hospital foundations, arts groups, and community associations rent local event centers or hotels for formal galas rather than the city government acting as host

Fundraising

If we want to include fundraising, we must be very careful. The League of Minnesota Cities advises that the City cannot run a fundraiser on its own, as this would likely violate state law. We would need a formal partner to handle any fundraising efforts to ensure we stay compliant. Without a partner, we risk running into legal and financial issues. We would also need to finalize where the funding would go, such as park/trail improvements.

Possible partners:

NB Chamber of Commerce

NB School District

NB Beautification Committee (not sure if they are a registered non-profit)

Other non-profit organizations

Staffing

Our staff is already very busy with their current responsibilities. Asking them to take on event planning for a gala would be difficult and could interfere with their daily duties. We need to decide if we have the time and resources for this, or if we should scale back the event to avoid overworking our team. Other possibilities include having the potential partner organizations do the planning and organizing.

Recommendation

Before we proceed, we should discuss if the benefits of this event are worth these challenges. We can research partnership options if the Council would like to move forward.