



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, APRIL 22, 2026 @ 6:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Wednesday, April 22, 2026

1. CALL TO ORDER

Mayor Kevin Schieber 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

Mayor Kevin Schieber requested to move 7L from the Content Agenda to 9a under Staff Reports and 9d under Staff Reports to 9b under Staff Reports.

RESULT: Passed
MOVER: Robert Canada

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

5. PRESENTATION & PROCLAMATION

a. Lynn Cornwell from Moreton Capital Markets INFO

Lynn Cornwell from Moreton Capital Markets gave a presentation regarding the City of North Branch's investment portfolio.

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.

Kendra Bordon, Kris Kring and Ken Norberg gave Public Comment.

7. CONSENT AGENDA

Mayor Kevin Schieber requested to move 7L from the Content Agenda to 9a under Staff Reports and 9d under Staff Reports to 9b under Staff Reports.

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

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| a. | Claims | ACTION |
| b. | Approval of minutes - Regular Meeting - April 8, 2026, 6:00 PM | ACTION |
| c. | Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Kwik Trip Store 931 | ACTION |
| d. | Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Kwik Trip Store 930 | ACTION |
| e. | Approval of Application for Cannabis Retail Registration — Low Potency Hemp Retailer - North Branch Smoke Shop | ACTION |
| f. | Approval of 30-day Transient Merchant License Group Sale for Custom Remodelers, Inc. | ACTION |
| g. | Approve Transient Merchant License - NBBA Community Ball | ACTION |
| h. | Approve Application for 4-day Temporary On-Sale Liquor License - North Branch American Legion Post 85 - Midsummer Days | ACTION |
| i. | Approval of Special Event Permit — North Branch American Legion Midsummer Days | ACTION |
| j. | Approval of Resolution R-314-2026 approving the Fairway Field Development and Subdivision Agreement | ACTION |

- | | | |
|-----|--|--------|
| k. | Approval of Ordinance No.411 Amending City Code Sec 66-855 Surfacing and Sec 66-8 Definitions | ACTION |
| l. | Approval of the hiring of Michael Mullen as the Building Official for the City of North Branch | ACTION |
| m. | Approval of Memorandums of Agreement for PTO Accrual increases based on anniversary dates | INFO |
| i. | Approval of Resolution R-316-2026 clarification of PTO accrual based on anniversary dates for City Employee Bargaining Unit | ACTION |
| ii. | Approval of Resolution R-317-2026 clarification of PTO accrual based on anniversary dates for the Essential Supervisor Bargaining Unit | ACTION |
| n. | Notice of change to Public Works hours: May 23, 2026 - September 4, 2026 | INFO |
| o. | Approval of Resolution R-318-2026 Low Bid for Project Water Tower #3 Rehabilitation | ACTION |
| p. | Approval of Resolution R-319-2026 to amend the 2025 Transfer Budget | ACTION |

8. PUBLIC HEARINGS

9. STAFF REPORTS

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| a. | Approval of Resolution R-315-2026 to Amend 2026 Budget | ACTION |
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Mayor Kevin Schieber asked why the City is switching from OnPing to Total Control Systems, Inc. for the generation plant and water systems. The Public Works Director, Matt Fraley explained that it's a very unique system, and the integrators have difficulty work with OnPing, it hasn't really functioned as intended and we haven't been able to get our generation systems running properly. The plan is to transition to a more standard SCADA system that will better serve the city long-term.

Motion to Approve Resolution R-315-2026 to Amend 2026 Budget.

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES:

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| b. | Consider approval of Resolution R-320-2026 Approving Plans and Specifications and Authorizing Ad for Bid for the Fletcher Avenue Road and Utility Extension Project | ACTION |
|----|---|--------|

Justin Messner from WSB presented the approval of Resolution R-320-2026 Approving Plans and Specifications and Authorizing Ad for Bid for the Fletcher Avenue Road and Utility Extension Project.

The Fletcher Avenue Road and Utility Extension Project will include the extension of Fletcher Ave north from its current terminus north of Fletcher Court to the segment of Fletcher Avenue that extends south from 410th Street. The road is 36' wide, matching the existing section. A 10' Trail has been included on the east side of the roadway, following current city ordinance. The roadway will be designated as a Municipal State Aid Street and has been designed to MSA Standards. Trunk utilities included in the project are a 20" water main within the Fletcher Avenue alignment, and an 18" sanitary sewer that will extend north from Goodview Avenue, turn west and connect to Fletcher Avenue.

Also included in the plans is the extension of Goodview Avenue 276' north of 402nd Street, with a 12" water main and 10' bituminous trail on the east side. This improvement is needed to fulfill the terms of the 2020-1 Everlong Holdings TIF District and will be funded by this TIF.

The plans and specs include a bid alternate to construct the full extension of Goodview Avenue to the north and terminating in a cul-de-sac. The road is designed to be 32' wide and includes a 10' wide bituminous trail on the east side and a 12" water main looped through the Industrial Park. The extension of Goodview will provide access to seven more land parcels in the Industrial Park. The additional 1,030' of roadway and 2400' of water main are included as bid alternates. If pricing is good, the city may choose to build all of Goodview Avenue and the water main or just build the water main (which will be in the same alignment as the trunk sanitary sewer).

This roadway and utility extension provides important infrastructure connections within the Industrial Park. Construction of the roadway and utilities is being coordinated with the LP Siding project, which is also planned to begin construction this spring.

At the time of publication of this report, the construction cost estimate was in the process of being updated to reflect recent plan refinements. Updated numbers will be provided to the Council when available and no later than the City Council Meeting. The 90% plan costs are Included below.

The estimated construction costs at 90% for the Base Bid project are \$3,726,855. Bid Alternate 1, which includes all of Goodview Avenue and the water main within it, has an estimated construction cost of \$1,036,326. Bid Alternate 2 includes only the 12" water main loop and has an estimated construction cost of \$504,152.

The plans and specifications are on file with the City Engineer and will be provided upon request.

The total estimated Base Bid Project cost with engineering is \$4.23 million. If bids come unfavorably, the city may want to include Alternate 1 or Alternate 2 in the bid award. The Base Bid is proposed to be funded as follows:

Source Amount

Business Development Infrastructure \$1,050,000

Program from the State of Minnesota grant TIF Everlong Holdings \$78,337

Proceeds from Land Sale \$3,102,819

Total \$4,231,156

If authorized moving forward, the project schedule is outlined below.

- Council Approves Plans and Specifications and Authorizes Bid on April 22, 2026
- Open Bids May 21, 2026
- Council Awards Bid May 27, 2026
- Construction June - November 2026

Motion to Approve Resolution R-320-2026 Approving Plans and Specifications and Authorizing Ad for Bid for the Fletcher Avenue Road and Utility Extension Project.

RESULT: Passed

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

c. Consider ordinance #410-26 amending the City of North Branch Fee Schedule ACTION

City Administrator Matthew Hill presented Ordinance #410-26 amending the City of North Branch Fee Schedule.

The following adjustments are proposed for inclusion in the updated City Fee Schedule:

- Water Meter Fee Standardization (Building Department & Public Works)

To ensure consistency and cost recovery across municipal departments, the fee for water meters in both the Building Department and Public Works sections will be standardized. The new rate is established at cost + 10% to cover procurement and administrative handling. This change resolves previous inconsistencies in meter pricing between the two departments.

- Utility Franchise Fee Adjustments

Changes have been made to the franchise fees collected from both the gas and electric utilities. These adjustments reflect current agreements and financial requirements as approved by City Council at the December 9, 2025, meeting in Ordinances 402-25, 403-25, 404-25, and 405-25.

- Implementation of Monthly Surcharge

A new \$25 monthly surcharge is being added to the fee schedule. This surcharge is mandated by and referenced under City Code Sec 58-24. This addition ensures compliance with the specified code section for revenue collection.

Motion to amend the City of North Branch Fee Schedule ordinance #410-26.

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

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

Police Chief Dan Meyer presented the Approval of Resolution R-311-2026 Approving the Police Department's Automated License Plate Reader (ALPR) Policy. At the April 8th City Council meeting, we held a public hearing regarding a draft police department Automated License Plate Reader (ALPR) Policy and a potential contract with Flock Safety for the installation of seven license plate reader cameras within the city. Some of the questions and concerns that were discussed were in relation to whom the city would potentially share Flock data with and what types of "alerts" or "hits" on-duty officers would receive from the Flock system.

After speaking to other area law enforcement agencies who currently utilize the Flock system, the intent would be to allow for limited data sharing with a small group of local law enforcement partners, including:

- Chisago County Sheriff's Office
- Wyoming Police Department
- Lakes Area Police Department
- Pine County Sheriff's Office
- Forest Lake Police Department
- Isanti Police Department

Police Chief Dan Meyer proposed language to the draft policy that would allow some flexibility to adjust this list when it serves public safety interests. For example, this could include adding other nearby agencies if those agencies add Flock cameras in the future, or remove an agency if concerns arise about system use. The draft language also builds on periodic review and Council awareness:

Proposed Language – Section 145.9:

The Chief of Police will maintain a list of law enforcement agencies that have been granted access to North Branch Police Department ALPR data and will review this list at least annually with the North Branch City Council. The Chief of Police will notify the City Administrator and the City Council if any agencies are added to or removed from this list. The system is structured so that alert categories are set at the administrative level and cannot be modified by individual users. The intention would be to include alerts for:

- Wanted persons
- Missing or endangered persons
- Stolen vehicles
- Stolen license plates
- “KOPS” alerts (Keeping Our Police Safe)
- Non-valid registered owners (e.g., suspended, revoked, or canceled driver's licenses)

Proposed Language – Section 145.4:

Alert categories or “hot lists” will be determined by the Chief of Police and applied system-wide.

Motion was to table this until the first meeting in May. The Council is going to send some changes that they would like to the policy.

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES:

- e. Consider Approval of Resolution R-312-2026 Approving a Three-Year Contract with Flock Safety for Seven License Plate Reader Cameras within the City Limits ACTION

Chief Dan Meyer presented the Approval of Resolution R-312-2026 Approving a Three-Year Contract with Flock Safety for Seven License Plate Reader Cameras within the City Limits. At the April 8th City

Council meeting, a public hearing was held regarding a draft police department Automated License Plate Reader (ALPR) Policy and a potential contract with Flock Safety for the installation of seven license plate reader cameras within the city.

The City received a proposal for a three-year contract with Flock Safety that includes:

- Seven ALPR cameras installed at key entry points.
- Cost per camera: \$3,000 annually
- Total annual cost: \$21,000
- Total Cost of three-year contract: \$63,000
- Installation fees: Waived by Flock Safety if approved

Some questions that arose during the last city council meeting were in regard to the possibility of subscribing to the Flock system without owning Flock cameras and whether the city could opt out of allowing Flock to retain anonymized North Branch images for machine learning purposes. Flock does offer an access-only subscription at approximately \$12,000 per year. This does not appear to provide significant value without having our own cameras in place. It would rely on other agencies choosing to share data with us, and the nearest camera is currently about three miles outside our city limits (Lincoln Trail/347th Street). Flock also advised that the city could opt out of allowing Flock to retain anonymized North Branch images for machine learning purposes if we choose to move forward.

The City received a one-time Public Safety Aid appropriation in 2023. Remaining funds from this allocation are eligible and available to support this project.

Motion was to table this until the first meeting in May.

RESULT:

MOVER: Patrick Meacham

SECONDER: Robert Canada

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

ABSENT:

NOTES:

10. MAYOR/CITY COUNCIL

- a. Engineering Services - Initiate review of engineering services

VERBAL
UPDATE

Mayor Kevin Schieber presented Engineering Services — Initiate review of engineering services. Over the past few years, the city council has brought about the idea that we should open up our city engineering services contract for open bidding. For various reasons, the city has not taken the necessary steps to create a RFQ (request for quotes).

The Mayor is recommending to the City Council that the City Council direct city staff to start the process of soliciting our engineering services contract for open bidding. The Mayor stated that before we do that, however, we should first review the current statement of work with our staff so we can determine if we have the proper requirements and quality control measures in place. The Mayor is also requesting a report on what has been paid annually in service charges to the current engineering services contractor over the past 10 years. Is this something the council would like to push forward at this time?

It was agreed to have a work session in the future to start the process of soliciting our engineering services contract for open bidding.

b. Parks, Trail and Open Space Commission project priorities discussion

VERBAL
UPDATE

Mayor Kevin Schieber presented the Parks, Trail and Open Space Commission project priorities discussion.

The Mayor said, after attending several PTOS Commission meetings, one of the things I have been trying to understand is how the city prioritizes the funding approvals for the projects presented to the commission. I think the commission does a good job of working through the actions put in front of them, but it is not clear to me, other than projects listed in chronological order, why some projects are approved year over year, while others are delayed. I am looking for a discussion from the council on how to prioritize the projects presented to the PTOS Commission. I am wondering if we need to establish clearer priority standards, possibly creating some type of ranking matrix. Looking for feedback from our staff leaders as well.

The consensus was to have a work session to discuss how to prioritize the projects that are presented to the Parks, Trails and Open Spaces Commission.

c. City Flag - proposal to create a city flag

VERBAL
UPDATE

Mayor Kevin Schieber presented a proposal to create a City flag. In August 2024, the city council passed resolution # R-78-2024, a Resolution in opposition to any display of the Minnesota state flag on city property (attached). The city has not flown any version of the state flag since this resolution was adopted. There has been a tremendous amount of discourse regarding the creation of a new state flag, and replacing the old version. As a point of reference, the city has three flag poles in Central Park, and when the Veterans Circle of Honor is constructed, the three flag poles will be relocated into the design.

The Mayor said, I propose the city council replace the state flag with a newly designed city flag. While the city cannot directly influence decisions at the state level, we do have control over our own community values and how we express city pride. We could turn this into an enjoyable community event by organizing a flag design contest, possibly involving local schools, which would also create a unique educational opportunity. I am looking for feedback on this idea, along with direction from staff leaders.

It was agreed that this isn't a high priority, possibly a public hearing and inviting conversation from the community.

d. City Support for Mid-Summer Days

VERBAL
UPDATE

Mayor Kevin Schieber presented City support for Mid-Summer Days. This is the 100th anniversary of Mid-Summer Days, which has been hosted by the North Branch American Legion (Post 85) since the inception of the annual summer event. This is quite an achievement for the local American Legion, and this event has historically been viewed as a North Branch community event. This summer will also be the 250th birthday of our nation, only a few weeks after Mid-Summer Days.

Does the council want to consider any special support for this historic 100th anniversary celebration? A few ideas could be creating a special banner honoring the achievement. The city could also consider creating a float for the parade. The Mayor is looking for any interest or feedback from the council and city staff.

There was some discussion about helping to market and advertise, possibly on Facebook or the City Website or getting a banner.

Human Resources Generalist Travis Miles presented the Safer City Through Police Strategic Staffing. As the City has experienced continued growth, no additional police officer positions were added between 2017 and 2022. Since 2022, four new officer positions have been approved, contributing to expanded capacity, though some coverage challenges remain. Chief of Police Meyer, Sergeants Sapp and Janssen, along with Human Resources, will provide an overview of current staffing, share observations on workforce trends, and discuss strategies to continue aligning staffing levels with community needs.

From 2007 to 2022, the city did not add any new officer positions. During that time, staffing declined: in 2010, two officers retired and were not replaced, and a lieutenant was promoted to chief without back filling the lieutenant role—leaving the department down three positions by 2016. Staffing recovery began slowly. One position was refilled around 2016, and another in 2019. Despite continued city growth, the police force did not keep pace. New positions were finally added in recent years: the 13th officer in 2022, 14th in 2023, 15th in 2025, and now a 16th position this year. Based on a recommended staffing level of 1.6 officers per 1,000 residents, a city of 12,000 should have about 20 officers. With only 16 positions, the department remains understaffed.

Currently, the department includes a chief, sergeants (with hiring in progress to reach four), one investigator (with a second pending staffing levels), one school resource officer, and patrol officers, supported by administrative staff. However, staffing challenges persist. Since 2023, the department has not had a fully staffed, fully trained patrol force, contributing to continued overtime needs. Although hiring has increased, many recruits are new graduates who require training time before becoming fully deployable. Two contingent hires are in progress, and once they complete training, the department expects to reach full staffing by the end of the year.

A common question has been: why aren't the chief, investigator, or school resource officer (SRO) regularly on patrol? The chief's role has become increasingly administrative, especially since 2010. Expanded state mandates, policy requirements, training oversight, audits, budgeting, and personnel matters now take up most of the time, limiting availability for patrol. The SRO is assigned to the school under a contract that prioritizes their presence there during the day. While they can assist on patrol when needed, this is kept to a minimum to meet school obligations. The investigator focuses on follow-up work such as interviews, coordination with the county attorney and social services, and handling warrants—often outside the city. While they can assist patrol in urgent situations, doing so delays critical investigative work. Sergeants do assist with patrol and are heavily involved in covering staffing gaps, often working long and irregular shifts due to ongoing shortages since 2023. Overall, while these roles can support patrol when necessary, their primary responsibilities limit consistent patrol coverage.

Officers work an 80-hour, two-week schedule (5 on/5 off, 2 on/2 off). Ideally, each shift has one sergeant and two patrol officers, but staffing shortages leave gaps. Training requirements add further strain. Officers must complete monthly and annual training, including multiple weapons qualifications, CPR/EMR, and specialized training. These often require pulling officers off patrol or bringing them in on days off, creating coverage issues. When an officer is out (training, vacation, or leave), shifts go unfilled—sometimes leaving only one officer on patrol unless overtime is used. Covering these gaps can require around 50 hours of overtime per week. Officers can take overtime as pay or comp time. Accrued comp time creates a financial liability for the city, currently totaling about \$235,000 that will eventually need to be paid out. Overtime has increased significantly from 2023 to 2024, with the largest drivers being training (about 34–38%) and staffing coverage (about 24–28%). Some overtime, like special

details, is reimbursed and not a net cost to the city. Looking ahead to 2025–2026, overtime is expected to rise further—primarily due to increased training demands and the need to bring officers in outside their normal schedules to meet new requirements. There will be more discussion in the closed session.

- f. Closed meeting pursuant to Minn. Stat. § 13D.05, subd. 3 (d) to receive security briefings and reports of the North Branch Police Department concerning recommendations regarding public services. INFO

This portion of the regular meeting of the City Council of the North Branch will be closed pursuant to Minnesota statute section 13D.05 Subd.3 (d). The council's need for confidentiality outweighs the purposes served by the Open Meeting Law. In this case, based on the following, the city council is Chief of Police and select city staff. You do have a candid and open discussion about legitimate public safety concerns, security deficiencies and recommendations regarding public services, including staffing levels of the police department. The only business to be discussed in a closed session are public safety concerns, serious security deficiencies and recommendations regarding public services. Financial issues related to security matters will not be discussed in closed session, and all related financial decisions shall be made in open session. An open session would be detrimental because it would expose security and public safety issues that could threaten the well-being of the city and its residents. And lastly, a closed session would benefit the public in order to allow the city and select staff to have a candid discussion about addressing public safety issues without exposing any vulnerabilities of the public to the public at large.

Motion to close the City Council Meeting at 8:35 PM.

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

Motion to open the City Council Meeting at 9:05 PM.

11. ADJOURNMENT

The North Branch City Council meeting was adjourned at 9:21 PM.

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