



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, SEPTEMBER 9, 2026 @ 6:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

4. AGENDA APPROVAL
 - a. Approve Agenda

ACTION

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT

Provides an opportunity for the public to address the Council on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes.

7. CONSENT AGENDA

All matters listed under Consent Agenda are considered routine and/or non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- a. Claims **ACTION**
- b. Approval of Minutes - Regular Meeting - August 26, 2026, 6:00 PM **ACTION**
- c. Approval of Resolution R-364-2026 authorizing payment to KLM Engineering LLC for construction supervision and inspection services on Water Tower #3 refurbishment project **ACTION**
- d. Approval of Resolution R-359-2026 approving a Fireworks Display Permit/Special Event Permit with Minnesota Pyrotechnics for the North Branch High School Homecoming Fireworks Display on October 2, 2026. **ACTION**

- e. Approval of Application for Cannabis Retail Registration - Microbusiness - Wild River Cannabis LLC ACTION
- f. Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Holiday Stationstores, 5842 St Croix Trail ACTION
- g. Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Holiday Stationstores, 5554 St. Croix Trail ACTION
- h. Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Holiday Stationstores, 5945 Main Street ACTION
- i. Approve Gambling LG220 Exempt Permit - Minnesota Deer Hunters Association - Wild River Chapter ACTION
- j. Approve Resolution R-361-2026 authorizing payment for Pay Voucher #3 for Gustafson Excavating, Inc. for the Fletcher Ave Street and Utility Extension Project ACTION
- k. Receive monthly legal report from City Attorney INFO

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Consider approval of Resolution R-360-2026 authorizing the approval of NW Old Town project engineering proposal from WSB ACTION
- b. 2026 City Staff Climate Survey INFO
- c. Consider approval of Resolution R-365-2026 adopting the 2027 Preliminary Levy and Budget for the City of North Branch, MN ACTION
- d. Consider approval of Resolution R-362-2026 adopting the preliminary 2027 EDA tax levy for the City of North Branch ACTION
- e. Consider approval of Resolution R-363-2026 adopting the preliminary 2027 HRA tax levy for the City of North Branch ACTION
- f. Finance 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.



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

6240 to 6251 - \$95,156.89

Checks

94054 to 94152- \$374,391.80

Payroll

8/28/2026 - \$139,406.77

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 08/28/2026 - 1:38PM
 Batch: 00005.08.2026 - 08282026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646 0828 AMER	Ameritas AMERITAS 8/28/2026 PAYROLL	90.00	08/28/2026	Check Sequence: 1 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: 1265 107858	Isanti-Chisago County Star RFP ENGINEER - 2025 TIF	34.69	08/28/2026	Check Sequence: 2 101-41910-50351	ACH Enabled: False
	Check Total:	34.69			
Vendor: 1269 OCT 2026 OCT 2026	IUOE LOCAL 49 FRINGE BENEFIT 49ERS HEALTH INS OCT 2026 CITY EMP HEALTH INS OCT 2026	23,450.00 64,838.00	08/28/2026 08/28/2026	Check Sequence: 3 101-00000-21706 101-00000-21706	ACH Enabled: False
	Check Total:	88,288.00			
Vendor: 1954 Q2 2026	Dennis Johnson Q2 2026 EDA COMMISSION	75.00	08/28/2026	Check Sequence: 4 101-41110-50331	ACH Enabled: False
	Check Total:	75.00			
Vendor: 2311 Q2 2026	KEOCHER, CASSANDRA Q2 2026 EDA COMMISSION	100.00	08/28/2026	Check Sequence: 5 101-41110-50331	ACH Enabled: False
	Check Total:	100.00			
Vendor: 2045 11636 PR-#3	KLM ENGINEERING, INC R-237-2025 WATER TOWER REHAB	24,310.00	08/28/2026	Check Sequence: 6 615-49550-50530	ACH Enabled: False
	Check Total:	24,310.00			
Vendor: 1305 10655	C/O BERKLEY RISK ADMINISTRATORS COMPANY LEAGUE OF MN CITIES INS. TRU LMC GL 000000359223	918.00	08/28/2026	Check Sequence: 7 101-49990-50445	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	918.00			
Vendor: 1176	M Health Fairview			Check Sequence: 8	ACH Enabled: False
15009446438	VISIT 15009446438 ON 8/5/2026	287.45	08/28/2026	101-42110-50314	
	Check Total:	287.45			
Vendor: 1955	Sara Paul			Check Sequence: 9	ACH Enabled: False
Q2 2026	Q2 2026 EDA COMMISSION	75.00	08/28/2026	101-41110-50331	
	Check Total:	75.00			
Vendor: 2126	Marshall Saunders			Check Sequence: 10	ACH Enabled: False
Q2 2026	Q2 2026 EDA COMMISSION	50.00	08/28/2026	101-41110-50331	
	Check Total:	50.00			
Vendor: 1956	Jessica Thelander			Check Sequence: 11	ACH Enabled: False
Q2 2026	Q2 2026 EDA COMMISSION	100.00	08/28/2026	101-41110-50331	
	Check Total:	100.00			
	Total for Check Run:	114,328.14			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 09/04/2026 - 9:49AM
Batch: 00001.09.2026 - 09042026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1004	A-1 Tire Service, Inc.			Check Sequence: 1	ACH Enabled: False
119384	Parks Equip R/M	369.00	09/04/2026	101-45000-50404	
	Check Total:	369.00			
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 2	ACH Enabled: False
13618458T067	TRASH SERVICE SEPT 2026	155.25	09/04/2026	609-49750-50387	
13618458T067	TRASH SERVICE SEPT 2026	405.84	09/04/2026	101-43000-50387	
13618458T067	TRASH SERVICE SEPT 2026	139.63	09/04/2026	101-42280-50387	
13618458T067	TRASH SERVICE SEPT 2026	63.36	09/04/2026	615-49550-50387	
13618458T067	TRASH SERVICE SEPT 2026	118.87	09/04/2026	101-45500-50387	
13618458T067	TRASH SERVICE SEPT 2026	261.52	09/04/2026	602-49450-50387	
13618458T067	TRASH SERVICE SEPT 2026	128.79	09/04/2026	615-49550-50387	
13618458T067	TRASH SERVICE SEPT 2026	244.22	09/04/2026	101-41940-50387	
	Check Total:	1,517.48			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 3	ACH Enabled: False
1DC3-F3MD-4HRV	Replacement UPS Battery PD	189.99	09/04/2026	101-41420-50201	
1NGN-GYQR-F1FR	OtterBox iPhone	47.95	09/04/2026	101-41420-50210	
	Check Total:	237.94			
Vendor: 1836	Analyze Corporation			Check Sequence: 4	ACH Enabled: False
20260643	Managed DNS Service	900.00	09/04/2026	101-41420-50242	
	Check Total:	900.00			
Vendor: 2370	ARNOLD'S OF ST CLOUD, INC			Check Sequence: 5	ACH Enabled: False
140955	Parks Equip R/M TriDeck	21.81	09/04/2026	101-45000-50404	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	21.81			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 6	ACH Enabled: False
287294264933X09	PUBLIC SAFETY PHONES	2,436.53	09/04/2026	101-41420-50321	
	Check Total:	2,436.53			
Vendor: 1038	AUTOMATIC SYSTEMS GROUP, LLC			Check Sequence: 7	ACH Enabled: False
045451	Sewer Equip R/M	435.00	09/04/2026	602-49450-50404	
	Check Total:	435.00			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 8	ACH Enabled: False
0111565300	N/A SALES	33.09	09/04/2026	609-48000-50250	
0111565300	OPERATING SUPPLIES	135.68	09/04/2026	609-48000-50210	
0111565400	N/A SALES	102.78	09/04/2026	609-49750-50250	
0111565400	OPERATING SUPPLIES	433.42	09/04/2026	609-49750-50210	
0212413600	LIQUOR	831.90	09/04/2026	609-48000-50251	
0212414200	LIQUOR	1,063.10	09/04/2026	609-49750-50251	
	Check Total:	2,599.97			
Vendor: 1052	BERNICKS			Check Sequence: 9	ACH Enabled: False
10529477	BEER	1,099.70	09/04/2026	609-48000-50252	
10529477	N/A SALES	29.00	09/04/2026	609-48000-50250	
10529478	BEER CREDIT	-67.99	09/04/2026	609-48000-50252	
10529485	N/A SALES	32.50	09/04/2026	609-49750-50250	
10529485	BEER	3,305.10	09/04/2026	609-49750-50252	
10532266	N/A SALES	51.20	09/04/2026	609-48000-50250	
10532266	BEER	1,919.20	09/04/2026	609-48000-50252	
10532272	N/A SALES	228.90	09/04/2026	609-49750-50250	
10532272	BEER	9,859.55	09/04/2026	609-49750-50252	
10532273	N/A SALES	26.71	09/04/2026	609-49750-50250	
10532274	BEER CREDIT	-26.19	09/04/2026	609-49750-50252	
4367178	N/A SALE CREDIT	-6.16	09/04/2026	609-48000-50250	
4367178	BEER CREDIT	-15.36	09/04/2026	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	16,436.16			
Vendor: 1066	BREAKTHRU BEVERAGE MN WINE & SPIRITS, LLC			Check Sequence: 10	ACH Enabled: False
128471593	LIQUOR	617.60	09/04/2026	609-49750-50251	
128576776	LIQUOR	825.65	09/04/2026	609-48000-50251	
128576894	LIQUOR	3,838.07	09/04/2026	609-49750-50251	
	Check Total:	5,281.32			
Vendor: UB*00184	JUNE CARR			Check Sequence: 11	ACH Enabled: False
	Refund Check 010654-000, 6426 BIRCH ST #2	0.86	09/02/2026	602-00000-20200	
	Refund Check 010654-000, 6426 BIRCH ST #2	37.11	09/02/2026	615-00000-20200	
	Refund Check 010654-000, 6426 BIRCH ST #2	26.94	09/02/2026	602-00000-20200	
	Refund Check 010654-000, 6426 BIRCH ST #2	2.38	09/02/2026	615-00000-20200	
	Refund Check 010654-000, 6426 BIRCH ST #2	0.56	09/02/2026	615-00000-20200	
	Refund Check 010654-000, 6426 BIRCH ST #2	8.20	09/02/2026	612-00000-20200	
	Check Total:	76.05			
Vendor: 1905	Cemstone Products Co., Inc.			Check Sequence: 12	ACH Enabled: False
8193355	CONCRETE BLOCK 2X2X6	1,000.00	09/04/2026	101-43000-50210	
	Check Total:	1,000.00			
Vendor: 1092	CENTRAL PENSION FUND			Check Sequence: 13	ACH Enabled: False
AUG 2026	CENTRAL PENSION FUND AUG 2026	5,248.87	09/04/2026	101-00000-21705	
	Check Total:	5,248.87			
Vendor: 1109	CINTAS			Check Sequence: 14	ACH Enabled: False
4279569003	MOPS/MATS	26.27	09/04/2026	101-45500-50300	
4279569025	MOPS/MATS/SUPPLIES	64.31	09/04/2026	101-41940-50300	
4280347111	UNIFORMS	2.32	09/04/2026	620-49600-50237	
4280347111	UNIFORMS	8.87	09/04/2026	602-49450-50237	
4280347111	UNIFORMS	4.99	09/04/2026	101-41940-50237	
4280347111	UNIFORMS	0.45	09/04/2026	609-49750-50237	
4280347111	UNIFORM	1.21	09/04/2026	101-42110-50237	
4280347111	UNIFORMS	6.26	09/04/2026	612-49700-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4280347111	UNIFORMS	61.27	09/04/2026	101-43000-50237	
4280347111	UNIFORMS	3.17	09/04/2026	101-45500-50237	
4280347111	UNIFORMS	25.91	09/04/2026	615-49550-50237	
4280347111	UNIFORMS	8.84	09/04/2026	101-45000-50237	
4280347111	SHOP SUPPLIES	6.35	09/04/2026	101-43000-50300	
4280347116	UNIFORMS	27.83	09/04/2026	602-49450-50237	
4280347116	MOP	2.05	09/04/2026	602-49450-50300	
	Check Total:	250.10			
Vendor: 1902	CIVICPLUS LLC			Check Sequence: 15	ACH Enabled: False
380167	Annual Fee	22,907.83	09/04/2026	101-41420-50242	
	Check Total:	22,907.83			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 16	ACH Enabled: False
04-601281	N/A SALES	64.96	09/04/2026	609-48000-50250	
04-601283	N/A SALES	106.24	09/04/2026	609-49750-50250	
04-601294	N/A SALES	150.96	09/04/2026	609-49750-50250	
	Check Total:	322.16			
Vendor: 1688	Custom Fire Apparatus, Inc.			Check Sequence: 17	ACH Enabled: False
0025287-IN	PICK UP R/M	1,720.80	09/04/2026	101-42280-50404	
	Check Total:	1,720.80			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 18	ACH Enabled: False
2861091	LIQUOR	210.40	09/04/2026	609-49750-50251	
2861134	N/A SALES	62.10	09/04/2026	609-48000-50250	
2861135	THC	349.00	09/04/2026	609-48000-50254	
2861136	LIQUOR	325.60	09/04/2026	609-48000-50251	
2861137	BEER	1,803.70	09/04/2026	609-48000-50252	
2861138	N/A SALES	175.60	09/04/2026	609-49750-50250	
2861139	BEER	8,599.88	09/04/2026	609-49750-50252	
2867626	THC	129.00	09/04/2026	609-49750-50254	
2867627	LIQUOR	1,713.40	09/04/2026	609-49750-50251	
2867629	N/A SALES	334.88	09/04/2026	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2867630	BEER	12,383.35	09/04/2026	609-49750-50252	
2867709	BEER	2,852.95	09/04/2026	609-48000-50252	
2867710	LIQUOR	681.80	09/04/2026	609-48000-50251	
	Check Total:	29,621.66			
Vendor: UB*00174	TAYLOR DALE			Check Sequence: 19	ACH Enabled: False
	Refund Check 012361-000, 38104 EVERTON A	13.93	09/02/2026	615-00000-20200	
	Refund Check 012361-000, 38104 EVERTON A	10.11	09/02/2026	602-00000-20200	
	Refund Check 012361-000, 38104 EVERTON A	0.88	09/02/2026	615-00000-20200	
	Refund Check 012361-000, 38104 EVERTON A	0.10	09/02/2026	602-00000-20200	
	Refund Check 012361-000, 38104 EVERTON A	4.34	09/02/2026	612-00000-20200	
	Refund Check 012361-000, 38104 EVERTON A	0.06	09/02/2026	615-00000-20200	
	Check Total:	29.42			
Vendor: UB*00176	TIM & LUANNE DAVIDSON			Check Sequence: 20	ACH Enabled: False
	Refund Check 008702-000, 37888 HAWTHORI	18.79	09/02/2026	602-00000-20200	
	Refund Check 008702-000, 37888 HAWTHORI	16.78	09/02/2026	615-00000-20200	
	Refund Check 008702-000, 37888 HAWTHORI	1.06	09/02/2026	615-00000-20200	
	Refund Check 008702-000, 37888 HAWTHORI	12.16	09/02/2026	602-00000-20200	
	Refund Check 008702-000, 37888 HAWTHORI	1.09	09/02/2026	615-00000-20200	
	Refund Check 008702-000, 37888 HAWTHORI	5.23	09/02/2026	612-00000-20200	
	Refund Check 008702-000, 37888 HAWTHORI	12.18	09/02/2026	615-00000-20200	
	Check Total:	67.29			
Vendor: 2372 08122026	DEPARTMENT OF NATURAL RESOURCES LIGHT TOWER TRAILER	1,800.00	09/04/2026	Check Sequence: 21 208-42280-50201	ACH Enabled: False
	Check Total:	1,800.00			
Vendor: 1143 4849211337	Dr Pepper Snapple Group N/A SALES	192.74	09/04/2026	Check Sequence: 22 609-49750-50250	ACH Enabled: False
	Check Total:	192.74			
Vendor: 2362 4729258	ECOLAB INC. PEST CONTROL	67.74	09/04/2026	Check Sequence: 23 101-42280-50401	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	67.74			
Vendor: UB*00185	ELEVATE BUILDERS			Check Sequence: 24	ACH Enabled: False
	Refund Check 013406-000, 4786 384TH ST	2.07	09/02/2026	602-00000-20200	
	Refund Check 013406-000, 4786 384TH ST	2.85	09/02/2026	615-00000-20200	
	Refund Check 013406-000, 4786 384TH ST	0.18	09/02/2026	615-00000-20200	
	Refund Check 013406-000, 4786 384TH ST	0.90	09/02/2026	612-00000-20200	
	Check Total:	6.00			
Vendor: 2202	Jillian Fairbanks			Check Sequence: 25	ACH Enabled: False
912026	NOTARY COMMISSION	22.00	09/04/2026	101-41940-50433	
	Check Total:	22.00			
Vendor: 1180	Ferguson US Holdings, Inc			Check Sequence: 26	ACH Enabled: False
0571869	Meter Couplings	1,526.54	09/04/2026	615-49550-50210	
	Check Total:	1,526.54			
Vendor: 2205	FES, Inc.			Check Sequence: 27	ACH Enabled: False
22103	BUNKER BOOTS	344.99	09/04/2026	101-42280-50201	
	Check Total:	344.99			
Vendor: 1187	Fisk Tire & Auto-NB			Check Sequence: 28	ACH Enabled: False
321313	PW Vehicle R/M	258.04	09/04/2026	101-43000-50404	
	Check Total:	258.04			
Vendor: UB*00169	JWAY GAY			Check Sequence: 29	ACH Enabled: False
	Refund Check 006626-000, 38634 HENNA CIR	71.01	09/02/2026	615-00000-20200	
	Refund Check 006626-000, 38634 HENNA CIR	51.49	09/02/2026	602-00000-20200	
	Refund Check 006626-000, 38634 HENNA CIR	2.59	09/02/2026	602-00000-20200	
	Refund Check 006626-000, 38634 HENNA CIR	22.12	09/02/2026	612-00000-20200	
	Refund Check 006626-000, 38634 HENNA CIR	4.51	09/02/2026	615-00000-20200	
	Refund Check 006626-000, 38634 HENNA CIR	1.66	09/02/2026	615-00000-20200	
	Check Total:	153.38			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1231 43672	Gustafson Excavating DEMO	55,300.00	09/04/2026	Check Sequence: 30 476-46500-50300	ACH Enabled: False
	Check Total:	55,300.00			
Vendor: 1234 15138161	Hach Company Water Chemicals	514.15	09/04/2026	Check Sequence: 31 615-49550-50272	ACH Enabled: False
	Check Total:	514.15			
Vendor: UB*00171	CHRISTINE HARTGERS			Check Sequence: 32	ACH Enabled: False
	Refund Check 013169-000, 38052 GREENWAY	1.98	09/02/2026	602-00000-20200	
	Refund Check 013169-000, 38052 GREENWAY	42.94	09/02/2026	602-00000-20200	
	Refund Check 013169-000, 38052 GREENWAY	1.28	09/02/2026	615-00000-20200	
	Refund Check 013169-000, 38052 GREENWAY	3.76	09/02/2026	615-00000-20200	
	Refund Check 013169-000, 38052 GREENWAY	18.45	09/02/2026	612-00000-20200	
	Refund Check 013169-000, 38052 GREENWAY	59.23	09/02/2026	615-00000-20200	
	Check Total:	127.64			
Vendor: 1239 7542114	Hawkins, Inc. Waste Water Chemicals	1,640.82	09/04/2026	Check Sequence: 33 602-49450-50272	ACH Enabled: False
	Check Total:	1,640.82			
Vendor: 1246 959164 959175	HOHENSTEINS, INC. BEER BEER	234.20 128.00	09/04/2026 09/04/2026	Check Sequence: 34 609-49750-50252 609-48000-50252	ACH Enabled: False
	Check Total:	362.20			
Vendor: UB*00183	KREGG HURLBERT			Check Sequence: 35	ACH Enabled: False
	Refund Check 006603-000, 38652 GRAND AVI	2.12	09/02/2026	615-00000-20200	
	Refund Check 006603-000, 38652 GRAND AVI	10.38	09/02/2026	612-00000-20200	
	Refund Check 006603-000, 38652 GRAND AVI	38.00	09/02/2026	615-00000-20200	
	Refund Check 006603-000, 38652 GRAND AVI	24.17	09/02/2026	602-00000-20200	
	Check Total:	74.67			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 36	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1008960	LEGAL NOTICES	30.99	09/04/2026	101-41910-50351	
	Check Total:	30.99			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 37	ACH Enabled: False
1123429	LIQUOR	235.90	09/04/2026	609-49750-50251	
1123430	LIQUOR	3,899.89	09/04/2026	609-49750-50251	
1123431	LIQUOR	1,586.20	09/04/2026	609-49750-50251	
1123432	WINE	1,370.00	09/04/2026	609-49750-50253	
1123433	N/A SALES	41.90	09/04/2026	609-49750-50250	
1123434	WINE	1.90	09/04/2026	609-48000-50253	
1123435	LIQUOR	1,209.50	09/04/2026	609-49750-50251	
1123436	LIQUOR	9.50	09/04/2026	609-48000-50251	
1123437	WINE	278.70	09/04/2026	609-48000-50253	
1123438	LIQUOR	1,660.00	09/04/2026	609-48000-50251	
1123439	WINE	397.30	09/04/2026	609-48000-50253	
1123440	LIQUOR	806.60	09/04/2026	609-48000-50251	
1128165	LIQUOR	3,255.02	09/04/2026	609-49750-50251	
1128166	WINE	99.80	09/04/2026	609-49750-50253	
1128167	LIQUOR	3,095.49	09/04/2026	609-49750-50251	
1128168	WINE	93.90	09/04/2026	609-49750-50253	
1128169	LIQUOR	1,508.45	09/04/2026	609-49750-50251	
1128170	LIQUOR	1,188.36	09/04/2026	609-48000-50251	
1128171	LIQUOR	409.50	09/04/2026	609-48000-50251	
1128172	WINE	247.60	09/04/2026	609-48000-50253	
1128173	LIQUOR	1,043.05	09/04/2026	609-48000-50251	
	Check Total:	22,438.56			
Vendor: 2371	JOHNSON HEALTH TECH RETAIL, INC.			Check Sequence: 38	ACH Enabled: False
21-076510	EQUIP SERVICE	194.00	09/04/2026	101-42280-50404	
	Check Total:	194.00			
Vendor: 1891	Kirvida Fire, Inc.			Check Sequence: 39	ACH Enabled: False
14405	2017 Pierce R/M	1,964.24	09/04/2026	101-42280-50404	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,964.24			
Vendor: 2373	KUHN, ROCHELLE			Check Sequence: 40	ACH Enabled: False
09012026	NOTARY COMMISSION	20.00	09/04/2026	101-41940-50433	
	Check Total:	20.00			
Vendor: UB*00179	VINCENT LANGE			Check Sequence: 41	ACH Enabled: False
	Refund Check 010398-000, 4854 384TH TRL	5.46	09/02/2026	612-00000-20200	
	Refund Check 010398-000, 4854 384TH TRL	17.54	09/02/2026	615-00000-20200	
	Refund Check 010398-000, 4854 384TH TRL	0.83	09/02/2026	602-00000-20200	
	Refund Check 010398-000, 4854 384TH TRL	12.72	09/02/2026	602-00000-20200	
	Refund Check 010398-000, 4854 384TH TRL	1.11	09/02/2026	615-00000-20200	
	Refund Check 010398-000, 4854 384TH TRL	0.54	09/02/2026	615-00000-20200	
	Check Total:	38.20			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 42	ACH Enabled: False
881370 JUL 2026	Legislative Representation JUL 2026	2,500.00	09/04/2026	101-41800-50300	
	Check Total:	2,500.00			
Vendor: UB*00172	JACQUELYN L. LARSON			Check Sequence: 43	ACH Enabled: False
	Refund Check 007714-000, 6655 381ST ST	0.11	09/02/2026	602-00000-20200	
	Refund Check 007714-000, 6655 381ST ST	0.21	09/02/2026	615-00000-20200	
	Refund Check 007714-000, 6655 381ST ST	3.19	09/02/2026	615-00000-20200	
	Refund Check 007714-000, 6655 381ST ST	0.06	09/02/2026	615-00000-20200	
	Refund Check 007714-000, 6655 381ST ST	0.01	09/02/2026	615-00000-20200	
	Refund Check 007714-000, 6655 381ST ST	0.99	09/02/2026	612-00000-20200	
	Refund Check 007714-000, 6655 381ST ST	2.31	09/02/2026	602-00000-20200	
	Check Total:	6.88			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 44	ACH Enabled: False
September 2026	PD - UNION DUES SEPT 2026	1,022.00	09/04/2026	101-00000-21708	
	Check Total:	1,022.00			
Vendor: UB*00186	WASIA LEE			Check Sequence: 45	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005914-000, 4745 381ST TRL	20.71	09/02/2026	615-00000-20200	
	Refund Check 005914-000, 4745 381ST TRL	0.94	09/02/2026	615-00000-20200	
	Refund Check 005914-000, 4745 381ST TRL	4.63	09/02/2026	612-00000-20200	
	Refund Check 005914-000, 4745 381ST TRL	31.97	09/02/2026	602-00000-20200	
	Refund Check 005914-000, 4745 381ST TRL	14.87	09/02/2026	615-00000-20200	
	Refund Check 005914-000, 4745 381ST TRL	10.77	09/02/2026	602-00000-20200	
	Refund Check 005914-000, 4745 381ST TRL	45.58	09/02/2026	615-00000-20200	
	Check Total:	129.47			
Vendor: UB*00168	JOSEPH LENZ			Check Sequence: 46	ACH Enabled: False
	Refund Check 005403-000, 8116 384TH TRL	0.22	09/02/2026	602-00000-20200	
	Refund Check 005403-000, 8116 384TH TRL	51.18	09/02/2026	615-00000-20200	
	Refund Check 005403-000, 8116 384TH TRL	3.26	09/02/2026	615-00000-20200	
	Refund Check 005403-000, 8116 384TH TRL	0.13	09/02/2026	615-00000-20200	
	Refund Check 005403-000, 8116 384TH TRL	37.11	09/02/2026	602-00000-20200	
	Refund Check 005403-000, 8116 384TH TRL	15.43	09/02/2026	612-00000-20200	
	Check Total:	107.33			
Vendor: 1907	LJJ Wastwater Maintenance, Inc.			Check Sequence: 47	ACH Enabled: False
0826-1933	Sewer Prof. Services Televising	12,806.10	09/04/2026	602-49450-50300	
	Check Total:	12,806.10			
Vendor: UB*00175	HEATHER & GREGORY LUND			Check Sequence: 48	ACH Enabled: False
	Refund Check 006721-000, 5462 395TH ST	100.32	09/02/2026	615-00000-20200	
	Refund Check 006721-000, 5462 395TH ST	39.11	09/02/2026	615-00000-20200	
	Refund Check 006721-000, 5462 395TH ST	72.73	09/02/2026	602-00000-20200	
	Refund Check 006721-000, 5462 395TH ST	6.37	09/02/2026	615-00000-20200	
	Refund Check 006721-000, 5462 395TH ST	31.25	09/02/2026	612-00000-20200	
	Refund Check 006721-000, 5462 395TH ST	0.02	09/02/2026	615-00000-20200	
	Refund Check 006721-000, 5462 395TH ST	60.36	09/02/2026	602-00000-20200	
	Check Total:	310.16			
Vendor: 1176	M Health Fairview			Check Sequence: 49	ACH Enabled: False
75000474-8/2026	5 NEW FD VISITS 7/30 TO 8/4	2,347.25	09/04/2026	101-42280-50314	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,347.25			
Vendor: 1327 INV20289	MACQUEEN EQUIPMENT INC. FIT TESTING	360.00	09/04/2026	Check Sequence: 50 101-42280-50314	ACH Enabled: False
	Check Total:	360.00			
Vendor: 2339 2026 DINNER	MATKAITI, TONY 2026 APPRECIATION DINNER	1,500.00	09/04/2026	Check Sequence: 51 208-42280-50332	ACH Enabled: False
	Check Total:	1,500.00			
Vendor: 1643 8740958	McDonald Distributing BEER CREDIT	-16.71	09/04/2026	Check Sequence: 52 609-49750-50252	ACH Enabled: False
875537	LIQUOR	281.60	09/04/2026	609-48000-50251	
875537	N/A SALES	68.63	09/04/2026	609-48000-50250	
875537	BEER	722.99	09/04/2026	609-48000-50252	
875552	LIQUOR CREDIT	-15.43	09/04/2026	609-49750-50251	
875553	BEER CREDIT	-11.40	09/04/2026	609-49750-50252	
875554	LIQUOR	46.30	09/04/2026	609-49750-50251	
875555	BEER	8,117.00	09/04/2026	609-49750-50252	
875555	N/A SALES	92.40	09/04/2026	609-49750-50250	
875555	LIQUOR	249.20	09/04/2026	609-49750-50251	
875555	THC	64.00	09/04/2026	609-49750-50254	
876505	BEER	951.95	09/04/2026	609-48000-50252	
876505	LIQUOR	340.65	09/04/2026	609-48000-50251	
876505	N/A SALES	24.85	09/04/2026	609-48000-50250	
876505	THC	65.75	09/04/2026	609-48000-50254	
876566	LIQUOR	482.47	09/04/2026	609-49750-50251	
876567	N/A SALES	200.90	09/04/2026	609-49750-50250	
876567	BEER	4,291.00	09/04/2026	609-49750-50252	
	Check Total:	15,956.15			
Vendor: 1644 IN-46009	MEGA BEER BEER	375.75	09/04/2026	Check Sequence: 53 609-48000-50252	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	375.75			
Vendor: UB*00166	MELBY HOMES LLC			Check Sequence: 54	ACH Enabled: False
	Refund Check 013209-000, 7255 HAWTHORN	0.77	09/02/2026	602-00000-20200	
	Refund Check 013209-000, 7255 HAWTHORN	1.74	09/02/2026	615-00000-20200	
	Refund Check 013209-000, 7255 HAWTHORN	27.41	09/02/2026	615-00000-20200	
	Refund Check 013209-000, 7255 HAWTHORN	76.17	09/02/2026	615-00000-20200	
	Refund Check 013209-000, 7255 HAWTHORN	0.50	09/02/2026	615-00000-20200	
	Refund Check 013209-000, 7255 HAWTHORN	19.87	09/02/2026	602-00000-20200	
	Refund Check 013209-000, 7255 HAWTHORN	8.54	09/02/2026	612-00000-20200	
	Check Total:	135.00			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 55	ACH Enabled: False
INV3176117	COPY MACHINE LEASE	259.00	09/04/2026	101-41420-50219	
	Check Total:	259.00			
Vendor: 1353	MIDCONTINENT			Check Sequence: 56	ACH Enabled: False
16640100115795	INTERNET 8/25 TO 9/24/2024	1,321.95	09/04/2026	101-41420-50243	
	Check Total:	1,321.95			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 57	ACH Enabled: False
1205611	SEPTEMBER MONTHLY SERVICE	146.00	09/04/2026	101-41940-50300	
	Check Total:	146.00			
Vendor: 1401	MN State Fire Chiefs Assn.			Check Sequence: 58	ACH Enabled: False
11275	Annual Conference x 2	650.00	09/04/2026	101-42280-50332	
	Check Total:	650.00			
Vendor: 1404	MN TEAMSTERS #320			Check Sequence: 59	ACH Enabled: False
SEPT 2026	CITY EE UNION DUES SEPT 2026	884.00	09/04/2026	101-00000-21708	
SEPT 2026	SUP UNION DUES SEPT 2026	800.00	09/04/2026	101-00000-21708	
	Check Total:	1,684.00			
Vendor: UB*00167	RENEE MOEN			Check Sequence: 60	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 010458-000, 6454 377TH ST	11.68	09/02/2026	612-00000-20200	
	Refund Check 010458-000, 6454 377TH ST	37.51	09/02/2026	615-00000-20200	
	Refund Check 010458-000, 6454 377TH ST	0.31	09/02/2026	615-00000-20200	
	Refund Check 010458-000, 6454 377TH ST	4.21	09/02/2026	615-00000-20200	
	Refund Check 010458-000, 6454 377TH ST	6.48	09/02/2026	602-00000-20200	
	Refund Check 010458-000, 6454 377TH ST	2.38	09/02/2026	615-00000-20200	
	Refund Check 010458-000, 6454 377TH ST	27.19	09/02/2026	602-00000-20200	
	Check Total:	89.76			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 61	ACH Enabled: False
21695	SERVICE LABOR FOR MONITOR SET UP	1,000.00	09/04/2026	609-49750-50210	
21696	VARIOUS CITY PROJECTS	500.00	09/04/2026	101-41420-50300	
21724	AFTER HOURS PD TECH SUPPORT	125.00	09/04/2026	101-41420-50300	
21739	APPS FOR ENTERPRISE - 7/22/2026-2/8/2027	257.22	09/04/2026	101-41420-50242	
21739	APPS FOR ENTERPRISE - 7/22/2026-2/8/2027	61.54	09/04/2026	101-00000-15500	
	Check Total:	1,943.76			
Vendor: 1691	MOTOROLA SOLUTIONS, INC			Check Sequence: 62	ACH Enabled: False
8282334236	VEHICULAR ADAPTER	1,067.77	09/04/2026	101-42280-50320	
	Check Total:	1,067.77			
Vendor: 2344	MUELLER INC			Check Sequence: 63	ACH Enabled: False
111440	CORRECTION	7.01	09/04/2026	101-45000-50404	
111495	CORRECTION	16.59	09/04/2026	620-49600-50240	
	Check Total:	23.60			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 64	ACH Enabled: False
2027-004	MOTOR FUELS	274.61	09/04/2026	612-49700-50212	
2027-004	MOTOR FUELS	567.89	09/04/2026	615-49550-50212	
2027-004	MOTOR FUELS	173.23	09/04/2026	602-49450-50212	
2027-004	MOTOR FUELS	181.00	09/04/2026	101-42400-50212	
2027-004	MOTOR FUELS	924.22	09/04/2026	101-42280-50212	
2027-004	MOTOR FUELS	158.61	09/04/2026	101-45000-50212	
2027-004	MOTOR FUELS	833.95	09/04/2026	101-43000-50212	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2027-004	MOTOR FUELS	47.89	09/04/2026	101-41940-50212	
2027-004	MOTOR FUELS	57.38	09/04/2026	620-49600-50212	
2027-004	MOTOR FUELS	4,372.66	09/04/2026	101-42110-50212	
	Check Total:	7,591.44			
Vendor: UB*00180	KENNETH LUNDGREN & MEGHAN PEDERSON			Check Sequence: 65	ACH Enabled: False
	Refund Check 005562-000, 7246 385TH ST	70.34	09/02/2026	602-00000-20200	
	Refund Check 005562-000, 7246 385TH ST	97.04	09/02/2026	615-00000-20200	
	Refund Check 005562-000, 7246 385TH ST	6.16	09/02/2026	615-00000-20200	
	Refund Check 005562-000, 7246 385TH ST	30.23	09/02/2026	612-00000-20200	
	Check Total:	203.77			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 66	ACH Enabled: False
5224839	LIQUOR	5,484.60	09/04/2026	609-49750-50251	
5224840	WINE	103.00	09/04/2026	609-49750-50253	
5224841	LIQUOR	3,315.80	09/04/2026	609-48000-50251	
5224842	WINE	154.50	09/04/2026	609-48000-50253	
5228468	LIQUOR	121.70	09/04/2026	609-49750-50251	
5228469	WINE	1,262.80	09/04/2026	609-49750-50253	
5228469	LIQUOR	270.55	09/04/2026	609-49750-50251	
5228470	WINE	483.30	09/04/2026	609-48000-50253	
	Check Total:	11,196.25			
Vendor: 1484	PREMIUM WATERS INC.			Check Sequence: 67	ACH Enabled: False
311686595	FD WATER BUBBLER	10.00	09/04/2026	101-42280-50210	
	Check Total:	10.00			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 68	ACH Enabled: False
W-129841	BEER	240.00	09/04/2026	609-49750-50252	
	Check Total:	240.00			
Vendor: UB*00029	RANGER PLANT CONSTRUCTIONAL CO			Check Sequence: 69	ACH Enabled: False
	Refund Check 007101-000, JOB PO #726	0.31	09/02/2026	615-00000-20200	
	Refund Check 007101-000, JOB PO #726	194.83	09/02/2026	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 007101-000, JOB PO #726	4.44	09/02/2026	615-00000-20200	
	Check Total:	199.58			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 70	ACH Enabled: False
B024616	WATER LAB TESTING	16.80	09/04/2026	615-49550-50315	
B024619	WASTE WATER LAB TESTING	168.00	09/04/2026	602-49450-50315	
	Check Total:	184.80			
Vendor: UB*00182	MARIAH ROHM			Check Sequence: 71	ACH Enabled: False
	Refund Check 013315-000, 39571 OAK PARK	56.75	09/02/2026	615-00000-20200	
	Refund Check 013315-000, 39571 OAK PARK	3.60	09/02/2026	615-00000-20200	
	Refund Check 013315-000, 39571 OAK PARK	17.67	09/02/2026	612-00000-20200	
	Refund Check 013315-000, 39571 OAK PARK	0.99	09/02/2026	602-00000-20200	
	Refund Check 013315-000, 39571 OAK PARK	41.14	09/02/2026	602-00000-20200	
	Refund Check 013315-000, 39571 OAK PARK	0.64	09/02/2026	615-00000-20200	
	Check Total:	120.79			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 72	ACH Enabled: False
329840	PW Operating Supplies	191.00	09/04/2026	101-43000-50210	
329841	PW Operating Supplies	118.50	09/04/2026	101-43000-50210	
329842	PW Operating Supplies	185.08	09/04/2026	101-43000-50210	
329843	PW Operating Supplies	38.40	09/04/2026	101-43000-50210	
	Check Total:	532.98			
Vendor: UB*00170	KEVIN SCHWEIGEL			Check Sequence: 73	ACH Enabled: False
	Refund Check 012089-000, 40219 GOLDEN W.	1.76	09/02/2026	615-00000-20200	
	Refund Check 012089-000, 40219 GOLDEN W.	20.12	09/02/2026	602-00000-20200	
	Refund Check 012089-000, 40219 GOLDEN W.	8.64	09/02/2026	612-00000-20200	
	Refund Check 012089-000, 40219 GOLDEN W.	11.70	09/02/2026	615-00000-20200	
	Refund Check 012089-000, 40219 GOLDEN W.	53.96	09/02/2026	602-00000-20200	
	Refund Check 012089-000, 40219 GOLDEN W.	34.96	09/02/2026	615-00000-20200	
	Refund Check 012089-000, 40219 GOLDEN W.	27.76	09/02/2026	615-00000-20200	
	Check Total:	158.90			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00177	CLIFFORD & CRYSTAL SHEPPECK			Check Sequence: 74	ACH Enabled: False
	Refund Check 008508-000, 7385 385TH ST	0.02	09/02/2026	615-00000-20200	
	Refund Check 008508-000, 7385 385TH ST	22.21	09/02/2026	602-00000-20200	
	Refund Check 008508-000, 7385 385TH ST	0.10	09/02/2026	615-00000-20200	
	Refund Check 008508-000, 7385 385TH ST	30.63	09/02/2026	615-00000-20200	
	Refund Check 008508-000, 7385 385TH ST	0.17	09/02/2026	602-00000-20200	
	Refund Check 008508-000, 7385 385TH ST	1.95	09/02/2026	615-00000-20200	
	Refund Check 008508-000, 7385 385TH ST	9.54	09/02/2026	612-00000-20200	
	Check Total:	64.62			
Vendor: UB*00173	ERIC M. SMITH			Check Sequence: 75	ACH Enabled: False
	Refund Check 007593-000, 38288 HILLSHIRE	2.93	09/02/2026	602-00000-20200	
	Refund Check 007593-000, 38288 HILLSHIRE	8.17	09/02/2026	615-00000-20200	
	Refund Check 007593-000, 38288 HILLSHIRE	1.90	09/02/2026	615-00000-20200	
	Refund Check 007593-000, 38288 HILLSHIRE	5.92	09/02/2026	602-00000-20200	
	Refund Check 007593-000, 38288 HILLSHIRE	2.54	09/02/2026	612-00000-20200	
	Refund Check 007593-000, 38288 HILLSHIRE	0.53	09/02/2026	615-00000-20200	
	Check Total:	21.99			
Vendor: 2288 SEPT 2026	SNAP-ON CREDIT LLC SOFTWARE SUBSCRIPTION	96.33	09/04/2026	Check Sequence: 76 101-43000-50433	ACH Enabled: False
	Check Total:	96.33			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 77	ACH Enabled: False
2794321	WINE	420.57	09/04/2026	609-48000-50253	
2794321	LIQUOR	3,944.71	09/04/2026	609-48000-50251	
2794832	LIQUOR	1,475.36	09/04/2026	609-49750-50251	
2794833	WINE	236.16	09/04/2026	609-49750-50253	
2796907	WINE	174.77	09/04/2026	609-48000-50253	
2796907	LIQUOR	436.80	09/04/2026	609-48000-50251	
2797529	LIQUOR	2,919.76	09/04/2026	609-49750-50251	
2797530	WINE	165.37	09/04/2026	609-49750-50253	
	Check Total:	9,773.50			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1542 7011006133	Staples OFFICE SUPPLIES	181.24	09/04/2026	Check Sequence: 78 101-41940-50210	ACH Enabled: False
	Check Total:	181.24			
Vendor: 1550 I1844089	STREICHERS UNIFORM-NEW HIRE	2,217.72	09/04/2026	Check Sequence: 79 101-42110-50237	ACH Enabled: False
	Check Total:	2,217.72			
Vendor: UB*00178	ERIC & CAROL SWANSON			Check Sequence: 80	ACH Enabled: False
	Refund Check 013486-000, 37816 HAWTHOR	7.10	09/02/2026	602-00000-20200	
	Refund Check 013486-000, 37816 HAWTHOR	16.10	09/02/2026	615-00000-20200	
	Refund Check 013486-000, 37816 HAWTHOR	12.09	09/02/2026	602-00000-20200	
	Check Total:	35.29			
Vendor: 1827 E-44111	Urban Growler Brewing Company, LLC BEER	288.00	09/04/2026	Check Sequence: 81 609-49750-50252	ACH Enabled: False
	Check Total:	288.00			
Vendor: 1592 2026 PERMIT FEE	US Postal Service 2026 PERMIT FEE	97.50	09/04/2026	Check Sequence: 82 602-49450-50322	ACH Enabled: False
2026 PERMIT FEE	2026 PERMIT FEE	97.50	09/04/2026	612-49700-50322	
2026 PERMIT FEE	2026 PERMIT FEE	97.50	09/04/2026	615-49550-50322	
2026 PERMIT FEE	2026 PERMIT FEE	97.50	09/04/2026	101-41940-50322	
	Check Total:	390.00			
Vendor: 1598 39718125	Viking Coca-Cola Bottling Co. N/A SALES	254.50	09/04/2026	Check Sequence: 83 609-49750-50250	ACH Enabled: False
39718180	N/A SALES	275.55	09/04/2026	609-49750-50250	
	Check Total:	530.05			
Vendor: 1601 0400594-IN	VINOCOPIA, Inc. WINE	399.50	09/04/2026	Check Sequence: 84 609-48000-50253	ACH Enabled: False
0400595-IN	WINE	170.50	09/04/2026	609-49750-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	570.00			
Vendor: UB*00181	ROBERT WAHLBERG			Check Sequence: 85	ACH Enabled: False
	Refund Check 008018-000, 6242 RED FOX RU	6.97	09/02/2026	602-00000-20200	
	Refund Check 008018-000, 6242 RED FOX RU	3.46	09/02/2026	602-00000-20200	
	Refund Check 008018-000, 6242 RED FOX RU	0.30	09/02/2026	615-00000-20200	
	Refund Check 008018-000, 6242 RED FOX RU	4.52	09/02/2026	615-00000-20200	
	Refund Check 008018-000, 6242 RED FOX RU	1.48	09/02/2026	612-00000-20200	
	Refund Check 008018-000, 6242 RED FOX RU	4.77	09/02/2026	615-00000-20200	
	Check Total:	21.50			
Vendor: 1611	WATSON COMPANY			Check Sequence: 86	ACH Enabled: False
160224	OPERATIONS SUPPLIES	64.54	09/04/2026	609-49750-50210	
160224	N/A SALES	1,368.13	09/04/2026	609-49750-50250	
160224	OPERATIONS SUPPLIES	84.52	09/04/2026	609-48000-50210	
	Check Total:	1,517.19			
Vendor: 1621	WINDSTREAM SERVICES			Check Sequence: 87	ACH Enabled: False
8/25-9/24/2026	CITY FAXES & LANDLINES	434.50	09/04/2026	101-41420-50321	
	Check Total:	434.50			
Vendor: 1867	WORKSTRATEGIES			Check Sequence: 88	ACH Enabled: False
849954186	Post Offer Employment Testing	185.00	09/04/2026	101-42110-50314	
	Check Total:	185.00			
	Total for Check Run:	260,063.66			
	Total of Number of Checks:	88			

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 9/4/2026 12:36 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
6240	2170	Pathpoint Merchant Services LLC	08/03/2026	2,236.99
6241	1424	N.B. Fire Relief Association	08/27/2026	968.80
6242	1941	WEX, Inc.	08/25/2026	108.50
6243	1585	United States Treasury	08/28/2026	40,096.17
6244	1468	PERA (Payroll W/H)	08/28/2026	37,181.28
6245	1372	Minnesota State Retirement	08/28/2026	3,014.40
6246	1118	Commissioner Of Revenue (W/H)	08/28/2026	9,431.30
6247	1621	WINDSTREAM SERVICES	08/31/2026	40.36
6248	1630	XCEL Energy	08/31/2026	295.11
6249	1033	Associated Bank	08/14/2026	27.80
6250	1592	US Postal Service	08/28/2026	1,138.10
6251	2146	Bremer Bank	08/17/2026	80.95
6252	1365	Minnesota Energy Resources	09/03/2026	537.13
Report Total (13 checks):				95,156.89



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**

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 26, 2026

1. CALL TO ORDER

Mayor Kevin Schieber called the North Branch City Council meeting to order at 6pm.

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

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.

Peter Schaps, Jen Koeppen, Mark Leyde, Mark Murray. Joseph Van Kirk. Barb Wilson and Jessie Anderson provided public comment.

7. CONSENT AGENDA

All matters listed under Consent Agenda are considered routine and/or non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

RESULT: Passed

MOVER: Robert Canada

SECONDER: Patrick Meacham

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

ABSENT:

NOTES:

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

Community Development Director Nate Sondrol presented the approval of Ordinance Amendment 416-26 amending Chapter 66 of the City Code regarding Accessory Dwelling Units (ADU's).

The Planning Commission has discussed the potential adoption of regulations allowing Accessory Dwelling Units (ADU's) within the City of North Branch over the 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.

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.
- A 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.

Motion to approve Ordinance Amendment 416-26 amending Chapter 66 of the City Code regarding Accessory Dwelling Units (ADU's).

RESULT: **Passed**

MOVER: **Jeff Goulet**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:

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

City Administrator Matthew Hill presented the approval of the reallocation of committed Generation Fund Proceeds for the NW Old Town Project to Parks and Trails Projects, including the Flink Avenue Trail Project.

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.

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.

Motion to approve the Reallocation of Committed Generation Fund Proceeds up to \$500,0000 for NW Old Town Project to Parks and Trails Projects, including the Flink Avenue Trail Extension, and to direct staff to finalize the necessary county transfers upon confirmation from the City's financial advisors or auditors regarding the transfer of funds between enterprise and capital funds.

RESULT: **Passed**

MOVER: **Jim Ibinger**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:

- c. Consider approval of Resolution 355-26 awarding the construction contract for the **ACTION**
 Flink Avenue Trail Improvement Project

Community Development Director Nate Sondrol presented the approval of Resolution 355-26 awarding the construction contract for the Flink Avenue Trail Improvement Project.

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

Funding for the project is identified below.

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

Motion to approve Resolution 355-26 awarding the construction contract for the Flink Avenue Trail Phase II Improvement Project to New Look Contracting, Inc.

RESULT: **Passed**

MOVER: **Patrick Meacham**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:

- d. Consider Approval of Proposal to Prepare a Local Road Improvement Program ACTION
 (LRIP) Application for Improvement of the Intersection at 400th Street and Flink
 Avenue

City Administrator Matthew Hill presented the approval of the Proposal to Prepare a Local Road Improvement Program (LRIP) Application for Improvement of the Intersection at 400th Street and Flink Avenue.

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.

Motion to approve the engineering services contract with WSB to allow preparation and submittal of an application for Local Road Improvement Program (LRIP) funding not to exceed \$12,963 for the improvement of the intersection at 400th Street and Flink Avenue.

RESULT: **Passed**

MOVER: **Jeff Goulet**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:

e. Consider Future Direction for the Leaf Vacuum Program

ACTION

Public Works Director Matt Fraley presented the Future Direction for the Leaf Vacuum Program.

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 and 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)

Terry's 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

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

There was a consensus from the City Council for staff to conduct a citywide survey regarding the Leaf Vacuum Program.

Motion to collect the Fall Usage Data and hold action until the November 25th City Council Meeting.

RESULT: Passed

MOVER: Jim Ibinger

SECONDER: Jeff Goulet

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

ABSENT:

NOTES:

f. Status Update on Flock Safety ALPR Contract and Termination Implications INFO

City Administrator Matthew Hill presented the Status Update on Flock Safety ALPR Contract and Termination Implications.

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

Motion to provide formal written notice to Flock Safety to terminate and cancel the current contract and not to renew.

RESULT: **Passed**

MOVER: **Jeff Goulet**

SECONDER: **Jim Ibinger**

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

ABSENT:

NOTES:

g. Budget update

INFO

Finance Director Sharon Wright presented the 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 Human Resources, 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.

10. MAYOR/CITY COUNCIL

Motion to table 10a, Summary of City Council Member's 2027 Goals, and 10b, Council memo from the City Administrator regarding a City Gala until the next City Council Meeting on September 9th, 2026.

RESULT: **Passed**

MOVER: **Kevin Schieber**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:

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

11. ADJOURNMENT

The North Branch City Council Meeting adjourned at 8:48 PM.

RESULT: **Passed**

MOVER: **Kevin Schieber**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/28/2026

Board & Commission: City Council

Subject: Approval of Resolution R-364-2026 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 \$14,586 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.

Recommendation

Staff recommends the City Council approve Resolution R-357-2026 authorizing the payment of \$14,586 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 11670
Date 08/28/2026

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	87,516.00	72,930.00	14,586.00
Total	97,240.00	87,516.00	72,930.00	14,586.00

Invoice total **14,586.00**

90% billed

STATE OF MINNESOTA
COUNTY OF CHISAGO
CITY OF NORTH BRANCH, MINNESOTA

RESOLUTION NO. R-364-2026
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 \$14,586.00 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 \$14,586.00 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 September 9, 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/31/2026

Board & Commission: City Council

Subject: Approval of Resolution R-359-2026 approving a Fireworks Display Permit/Special Event Permit with Minnesota Pyrotechnics for the North Branch High School Homecoming Fireworks Display on October 2, 2026.

Background Information:

Minnesota Pyrotechnics is requesting approval of a fireworks display permit for a display at the High School Homecoming Football Game on October 2, 2026, at the North Branch High School. The fireworks display is scheduled to begin following the football game. The school would work with Minnesota Pyrotechnics to provide the fireworks. Minnesota Pyrotechnics has provided a Certificate of Liability Insurance and a diagram of where the location of the fireworks would be launched and the surrounding area. All the displays would have a maximum of a 3" arterial shell and would be contained within the school district property.

City staff, including the Fire Chief, have reviewed the plans and have expressed no concerns with the approval of the request.

Requested City Council Action:

Motion to approve Resolution R-359-2026 approving the fireworks display permit.

Voting Requirements:

Voting Options Simple Majority Super Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-359-2026

Resolution R-359-2026 Approving the Fireworks Display Permit for the North Branch High School Homecoming Fireworks Display on 10/02/26.

WHEREAS, Minnesota Pyrotechnics is requesting approval of a Fireworks Display Permit for a fireworks display at North Branch High School on 10/02/26; and

WHEREAS, Minnesota Pyrotechnics is willing to provide this service; and

WHEREAS, the requirements of a Fireworks Permit application have been met.

Now, therefore, the City of North Branch hereby grants a fireworks display permit to put on a fireworks display on 10/03/25 at the North Branch High School, contingent upon the following conditions being met:

1. Minnesota Pyrotechnics must supply the City with a \$1,000,000 insurance certificate naming the City's additional insured and holding the City harmless from any and all incidents that may occur.
2. Minnesota Pyrotechnics, shall provide a list of the names and ages of all assistants participating in the display.
3. The display is put on by a pyro technician licensed by the State of Minnesota.
4. The display cannot take place if there are high winds (30 mph or more).
5. Minnesota Pyrotechnics must comply with all state regulations, including, but not limited to, shell size.
6. Only security, Minnesota Pyrotechnics, and North Branch Fire Department representatives will be allowed in the safety radius area.

Mayor

Date

Attest:

City Clerk

Date

(FOR USE BY LOCAL JURISDICTIONS)

SAMPLE APPLICATION / PERMIT
OUTDOOR PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is \$ _____ and must be made payable to _____

Name of Applicant (Sponsoring Organization): Minnesota Pyrotechnics

Address of Applicant: _____, Stacy, MN 55079

Name of Applicant's Authorized Agent: James Baxter

Address of Agent: same as above

Telephone Number of Agent: _____ Date of Display: 10/02/2026 Time of Display: after football game

Location of Display: North Branch High School 38175 Grand Ave, North Branch, MN 55079

Manner and place of storage of fireworks prior to display: Magazine, support truck

Type and number of fireworks to be discharged: shells, fire, comets, mines

**MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT
SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.**

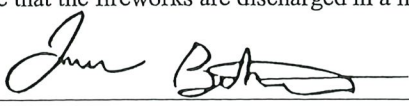
Name of Supervising Operator: James Baxter Certificate No.: 1061

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ see certificate
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

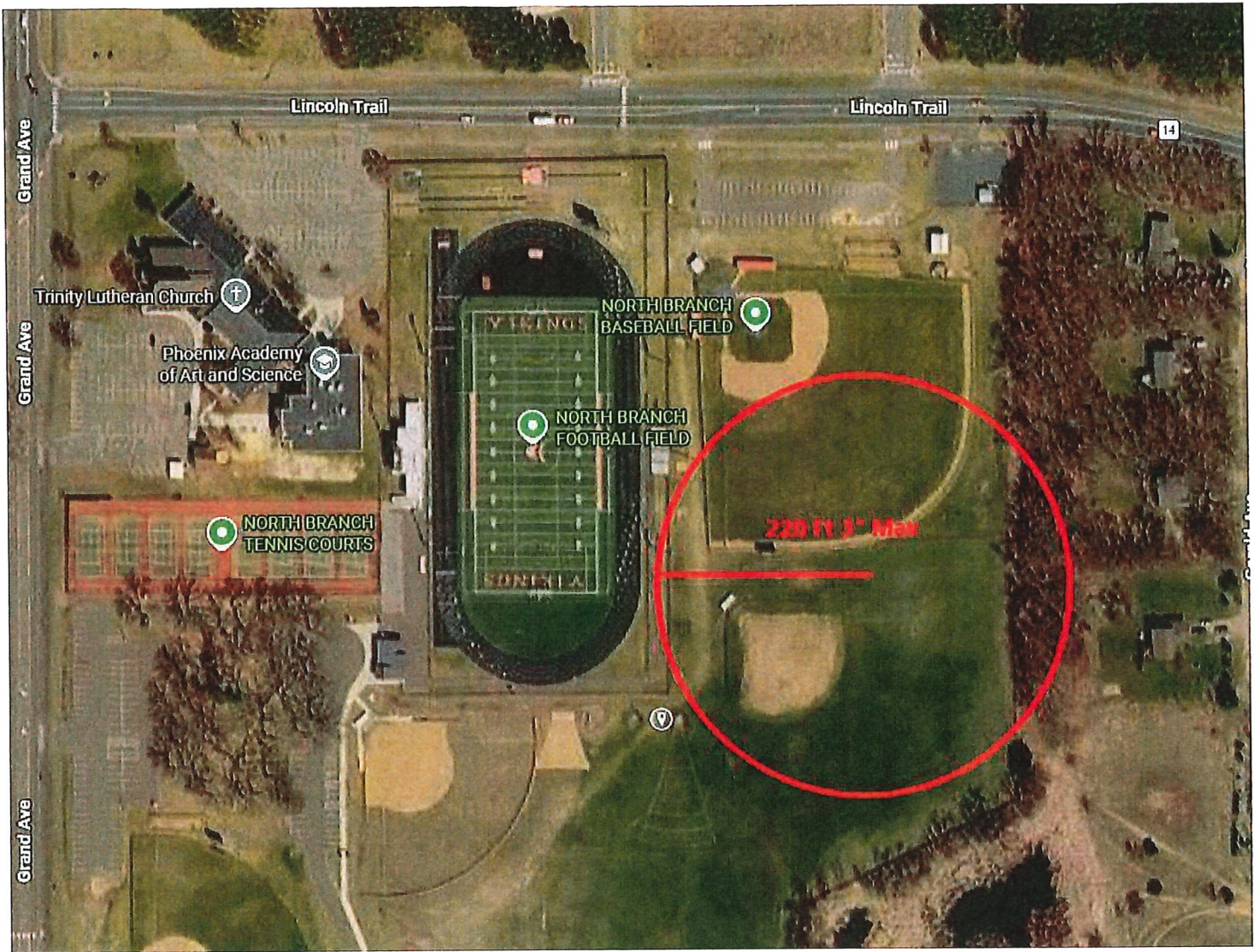
The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent):  Date: 08/25/2026

Signature of Fire Chief/County Sheriff: _____ Date: _____

Signature of Issuing Authority: _____ Date: _____





CITY OF NORTH BRANCH

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	Minnesota Pyrotechnics		
Contact Person:	James Baxter		
Address:	Stacy, MN 55079		
Phone:		Email:	

EVENT INFORMATION

Type of Event:	☒ New or Renewal/Change in Application ☐		
Event Name/Title:	North Branch High School Homecoming		
Description of Event:	North Branch homecoming football game		
Proposed Location:	baseball field behind the football stadium	Estimated Attendance:	audience from game
Event Date and Time	Date	Time	
Set Up	10/02/2026	2 PM	
Actual Event	10/02/2026	During game	
Clean Up	10/02/2026	10pm	

EVENT FEATURES

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

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

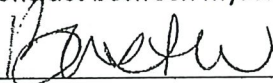
Will event Use, Close or Block any of the following: no City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces
Will event need barricades? no <i>If yes, number needed.</i>
Will event need water or electric? no <i>If yes, please describe.</i>
Will portable restrooms be needed? no <i>If yes, how many.</i>
Will extra trash receptacles be needed? no <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.</i>
Describe trash removal and cleanup during and after the event. Minnesota Pyrotechnics will clean up trash after the fireworks display
Will event need traffic control? no <i>If yes, contact North Branch Police Department, 651-674-8848</i>
Describe crowd control procedure to ensure the safety of participants and spectators: caution tape
Will "No Parking Signs" be needed? no <i>If yes, how many?</i>
Will event need security? no <i>If yes, list security company and contact info:</i>
Will event need EMS? no <i>If yes, contact Lakes Region EMS, 651-277-4911</i>
Describe plans to provide first aid if needed:
Describe the Emergency Action Plan if severe weather should arrive:
List any other pertinent information: (Animals, etc.)

ATTACHMENTS (please attach additional sheets as needed)

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

HOLD HARMLESS AGREEMENT

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



 Signature of Applicant or Authorized Agent

08/26/2026

 Date

For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator		
Public Works		
Police		
Parks		
Fire		

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

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



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/31/2026

Board & Commission: City Council

Subject: Approval of Application for Cannabis Retail Registration - Microbusiness - Wild River Cannabis LLC

Background Information:

Wild River Cannabis LLC has applied for a Cannabis Retail Registration Application for a Microbusiness location at 4628 Isanti Trail, North Branch, MN 55056. The organization has applied for a license along with paying the appropriate fee.

Wild River Cannabis LLC has submitted the following to the City of North Branch:

- A copy of a valid State license issued by the Minnesota Office of Cannabis Management
- A copy of the lease agreement with the owner of the property
- A certificate of liability insurance covering the license period.
- Completed Tennessee warning
- Completed MN Workers' Comp Law form for business
- Completed MN Tax Clearance Certificate form for business.

Requested Action:

Approve the Microbusiness application for Wild River Cannabis LLC.

Voting Requirements:

Voting Options Simple Majority Super Majority



Cannabis Retail Registration Application

NORTH BRANCH

TODAY'S DATE 8.26.20

Application Type: ☐ Initial Registration ☐ Renewal Registration

Cannabis License Information:

Check the type of license approved by the Office of Cannabis Management.

☒ Microbusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal

☐ Mezzobusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal

☐ Lower-Potency Hemp Edible Retailer - \$125 Annual Registration Fee

☐ Cannabis Retailer- \$500 Initial Registration Fee, \$1,000 Annual Renewal

☐ Medical Cannabis Combination Business - \$500 Initial Registration Fee, \$1,000 Annual Renewal

Retail Location Information:

Parcel number of property where the retail business will be located _____

Address of Retail Location 4628 Isanti Trail North Branch MN 55056

City North Branch State MN Zip Code 55056

Applicant Information:

Applicant's Full Name James Rayer

Applicant's Address North Branch MN 55056

City North Branch State MN Zip Code 55056

Phone # _____

Email Address wildriverdispensary@gmail.com

Are you the owner of the property where the retail business will be located? ☐ Yes ☒ No

If no, property owner information below is required.

Property Owner Information: If different than applicant information

Property Owner's Full Name Chris Ruddy

Owner's Address _____

City Stacy State MN Zip Code 55079

Phone # _____

Email Address _____

Minnesota cannabis or lower potency business license
number: Micro-L25-000873

Prior to registration being issued, every application shall be submitted with(Except low hemp) :

- Initial Registration Fee \$500, Renewal Registration Fee \$1,000 due upon State Approval
- A copy of a valid State license or written notice of license preapproval letter issued by the Minnesota Office of Cannabis Management.
- A copy of the lease agreement or other contract authorizing application to occupy the retail location if the applicant is not the owner of the property.
- A copy of the documentation showing compliance with:
 - Zoning from the zoning authority.
 - Compliance with state fire and building codes.
- A certificate of liability insurance covering the license period.
- Complete Tennessee Warning form for each person referenced on the application.
- Complete MN Workers' Comp Law form for business.
- Complete MN Tax Clearance Certificate form for business.

*An application is not considered complete until **ALL** items listed above are received by the City.*

Complete applications will be reviewed in the order they were received.

I understand and agree to comply with all requirements of the State of Minnesota. I have supplied all required information with this application and that all information given is true and correct. I understand that the registration is valid for a period of 1 year from the date of issue.

Construction Codes and Licensing Division
Licensing and Certification Services
443 Lafayette Road North
St. Paul, MN 55155



E-mail: dli.license@state.mn.us
Website: www.dli.mn.gov
Phone: (651) 284-5034

Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
---	---------------------------	----------------------------

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) Wild River Cannabis LLC

DBA ("doing business as" or "also known as" an assumed name), if applicable
Wild River Dispensary

Business address (must be physical street address, no P.O. boxes) 4628 Isanti Trail	City North Branch	State MN	ZIP code 55056
County Chisago	Email address wildriverwelding@gmail.com		

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. ☐ I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)

Policy number	Effective date	Expiration date
---------------	----------------	-----------------

☐ I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce.)

2. I am not required to have workers' compensation insurance because:

- ☐ I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- ☒ I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- ☐ I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- ☐ I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name James Rayer

Applicant signature (required) James Rayer	Title Owner	Date 06-12-2026
---	----------------	--------------------

If you have questions about completing this form or to request this form in Braille, large print or audio.

Certificate of Compliance MN Workers' Compensation Law 8.1.2024

CITY OF NORTH BRANCH

APPLICATION FOR LICENSE INVOLVING PRIVATE OR CONFIDENTIAL INFORMATION

(Tennessee Warning)

THIS FORM MUST BE COMPLETED BY ALL INDIVIDUALS LISTED IN APPLICATION

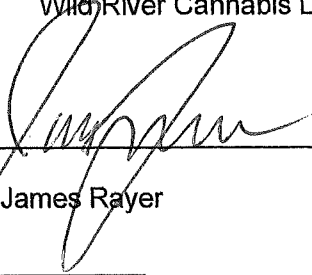
In connection with your request for a license/registration, the City of North Branch has asked that you provide it with information about yourself which is classified as either private or confidential by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: Your social security number or Minnesota business identification number.
2. The purpose and intended use of the information requested is: To comply with Minnesota Statutes, Section 270.72.
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information is as follows: Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.
5. The known consequences of refusing to supply the requested information is: Your request for a license cannot be processed.
6. The following persons and entities are authorized by law to receive the information if provided: State of Minnesota - Department of Revenue and other government agencies as provided by law.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Applicant / Individual: James Rayer

Business: Wild River Cannabis LLC d/b/a Wild River Dispensary

Applicant's Signature:  _____

Printed Name of Applicant: James Rayer

Date: 8-26-26 _____

For City of North Branch cannabis retail registration application.

CITY OF NORTH BRANCH

BUSINESS / SP-CI TAX CLEARANCE INFORMATION SHEET

LICENSE APPLICANT

Pursuant to Minnesota Statute § 270C.72, Tax Clearance: Issuance of Licenses, the licensing authority is required to provide the Minnesota Commissioner of Revenue with applicable tax-identification information for license applicants.

This information may be used in connection with issuance, renewal, transfer, denial, or revocation of a license when delinquent Minnesota taxes, penalties, or interest are involved.

The licensing authority may provide the information to the Minnesota Department of Revenue as authorized by law.

Failure to supply required information may jeopardize or delay processing of the license or registration application.

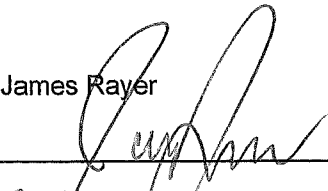
Return this form with the license/registration application to the City of North Branch. Do not return this form directly to the Minnesota Department of Revenue.

LICENSE BEING APPLIED FOR OR RENEWED: Cannabis Retail Registration
LICENSING AUTHORITY: City of North Branch, Chisago County, Minnesota
LICENSE RENEWAL DATE: 8.25.27

BUSINESS INFORMATION

Business Name: Wild River Cannabis LLC
DBA: Wild River Dispensary
Business Address: 4628 Isanti Trail
City / State / ZIP: North Branch, MN 55056
Minnesota Tax Identification No.: _____
Federal Tax Identification No. (EIN): _____

APPLICANT / AUTHORIZED SIGNER

Applicant Name: James Rayer
Signature: 
Position (Officer, Member, etc.): Owner
Date: 8.26.26

Note: Enter the business's actual Minnesota Tax ID and Federal EIN in the blank fields. Do not use an OCM license number in either tax-identification field.



CANNABIS MICROBUSINESS LICENSE

WILD RIVER CANNABIS LLC

Active Site Registrations

- 4628 Isanti Trail North Branch, MN 55056

Approved Endorsements*

- Cannabis flower packaging endorsement
- Retail operations endorsement

**The endorsements listed on this license are approved for the overall business, but may not be approved for each individual site.*



License Number:

Effective Date: August 25, 2026

Expiration Date: August 25, 2027

Scan for more information on this licensed business.

A handwritten signature in black ink that reads 'Eric Taubel'.

Eric Taubel
Director

The establishment listed above has been issued a cannabis microbusiness license by the Minnesota Office of Cannabis Management. This license has been issued under the authority of Minnesota Statutes, chapter 342.



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/31/2026

Board & Commission: City Council

Subject: Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Holiday Stationstores, 5842 St Croix Trail

Background Information:

Holiday Stationstores, located at 5842 St. Croix Trail, North Branch, MN, has applied for a Cannabis Retail Registration Application for a Lower-Potency Hemp Edible Retailer. The organization has applied for a license, provided its retailer license from the Minnesota Office of Cannabis Management, and paid the appropriate license fee.

Requested Action:

Approve the Lower-Potency Hemp Edible Retailer for Holiday Stationstores, located at 5842 St. Croix Trail, North Branch, MN

Voting Requirements:

Voting Options Simple Majority Super Majority



Cannabis Retail Registration Application

NORTH BRANCH

TODAY'S DATE 08/25/2026

Application Type: ☒ Initial Registration ☐ Renewal Registration

Cannabis License Information:

Check the type of license approved by the Office of Cannabis Management.

- | | |
|--|---|
| ☐ Microbusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal | ☐ Cannabis Retailer- \$500 Initial Registration Fee, \$1,000 Annual Renewal |
| ☐ Mezzobusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal | ☐ Medical Cannabis Combination Business - \$500 Initial Registration Fee, \$1,000 Annual Renewal |
| ☒ Lower-Potency Hemp Edible Retailer - \$125 Annual Registration Fee | |

Retail Location Information:

Parcel number of property where the retail business will be located R16.00461.00
Address of Retail Location 5842 St Croix Trl - Holiday Stationstore 2746054
City North Branch State MN Zip Code 55056

Applicant Information:

Applicant's Full Name Melissa Duncan
Applicant's Address P.O. Box 347
City Columbus State IN Zip Code 47202

Phone # _____ Email Address _____

Are you the owner of the property where the retail business will be located? ☒ Yes ☐ No
If no, property owner information below is required.

Property Owner Information: If different than applicant information

Property Owner's Full Name Holiday Stationstores, LLC.
Owner's Address P.O. Box 347
City Columbus State IN Zip Code 47202

Phone # _____ Email Address _____



LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE

HOLIDAY STATIONSTORES LLC

5842 Saint Croix Trail
North Branch, MN 55056

Approved Endorsements*

- LPHE retailer operations endorsement

**The endorsements listed on this license are approved for the overall business, but may not be approved for each individual site.*



License Number:

Effective Date: July 06, 2026

Expiration Date: July 06, 2027

Scan for more information on this licensed business.

A handwritten signature in black ink, reading 'Eric Taubel'.

Eric Taubel
Director

The establishment listed above has been issued a lower-potency hemp edible retailer license by the Minnesota Office of Cannabis Management. This license has been issued under the authority of Minnesota Statutes, chapter 342.



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/31/2026

Board & Commission: City Council

Subject: Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Holiday Stationstores, 5554 St. Croix Trail

Background Information:

Holiday Stationstores, located at 5554 St. Croix Trail, North Branch, MN, has applied for a Cannabis Retail Registration Application for a Lower-Potency Hemp Edible Retailer. The organization has applied for a license, provided its retailer license from the Minnesota Office of Cannabis Management, and paid the appropriate license fee.

Requested Action:

Approve the Lower-Potency Hemp Edible Retailer for Holiday Stationstores, located at 5554 St. Croix Trail, North Branch, MN

Voting Requirements:

Voting Options Simple Majority Super Majority



Cannabis Retail Registration Application

NORTH BRANCH

TODAY'S DATE 08/25/2026

Application Type: ☒ Initial Registration ☐ Renewal Registration

Cannabis License Information:

Check the type of license approved by the Office of Cannabis Management.

- | | |
|--|---|
| ☐ Microbusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal | ☐ Cannabis Retailer- \$500 Initial Registration Fee, \$1,000 Annual Renewal |
| ☐ Mezzobusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal | ☐ Medical Cannabis Combination Business - \$500 Initial Registration Fee, \$1,000 Annual Renewal |
| ☒ Lower-Potency Hemp Edible Retailer - \$125 Annual Registration Fee | |

Retail Location Information:

Parcel number of property where the retail business will be located r11.00410.27
Address of Retail Location 5554 St Croix Trl - Holiday Stationstore 2746403
City North Branch State MN Zip Code 55056

Applicant Information:

Applicant's Full Name Melissa Duncan
Applicant's Address P.O. Box 347
City Columbus State IN Zip Code 47202

Phone # - / - Email Address -

Are you the owner of the property where the retail business will be located? ☐ Yes ☒ No
If no, property owner information below is required.

Property Owner Information: If different than applicant information

Property Owner's Full Name Holiday Stationstores, LLC.
Owner's Address P.O. Box 347
City Columbus State IN Zip Code 47202
Phone - mail Address -



LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE

HOLIDAY STATIONSTORES LLC

5842 Saint Croix Trail
North Branch, MN 55056

Approved Endorsements*

- LPHE retailer operations endorsement

**The endorsements listed on this license are approved for the overall business, but may not be approved for each individual site.*



License Number

Effective Date: July 06, 2026

Expiration Date: July 06, 2027

Scan for more information on this licensed business.

A handwritten signature in black ink, reading 'Eric Taubel'.

Eric Taubel
Director

The establishment listed above has been issued a lower-potency hemp edible retailer license by the Minnesota Office of Cannabis Management. This license has been issued under the authority of Minnesota Statutes, chapter 342.



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/31/2026

Board & Commission: City Council

Subject: Approval of Application for Cannabis Retail Registration - Low Potency Hemp Retailer - Holiday Stationstores, 5945 Main Street

Background Information:

Holiday Stationstores, located at 5945 Main Street, North Branch, MN, has applied for a Cannabis Retail Registration Application for a Lower-Potency Hemp Edible Retailer. The organization has applied for a license, provided its retailer license from the Minnesota Office of Cannabis Management, and paid the appropriate license fee.

Requested Action:

Approve the Lower-Potency Hemp Edible Retailer for Holiday Stationstores, located at 5945 Main Street, North Branch, MN

Voting Requirements:

Voting Options Simple Majority Super Majority



Cannabis Retail Registration Application

NORTH BRANCH

TODAY'S DATE 08/25/2026

Application Type: ☒ Initial Registration ☐ Renewal Registration

Cannabis License Information:

Check the type of license approved by the Office of Cannabis Management.

- | | |
|--|---|
| ☐ Microbusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal | ☐ Cannabis Retailer- \$500 Initial Registration Fee, \$1,000 Annual Renewal |
| ☐ Mezzobusiness - \$500 Initial Registration Fee, \$1,000 Annual Renewal | ☐ Medical Cannabis Combination Business - \$500 Initial Registration Fee, \$1,000 Annual Renewal |
| ☒ Lower-Potency Hemp Edible Retailer - \$125 Annual Registration Fee | |

Retail Location Information:

Parcel number of property where the retail business will be located r16.00133.00
Address of Retail Location 5945 Main St - Holiday Stationstore 2746346
City North Branch State MN Zip Code 55056

Applicant Information:

Applicant's Full Name Melissa Duncan
Applicant's Address P.O. Box 347
City Columbus State IN Zip Code 47202

Phone # _____ Email Address _____

Are you the owner of the property where the retail business will be located? ☐ Yes ☒ No
If no, property owner information below is required.

Property Owner Information: If different than applicant information

Property Owner's Full Name Holiday Stationstores, LLC.
Owner's Address P.O. Box 347
City Columbus State IN Zip Code 47202

Phone # _____ Email Address _____



LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE

HOLIDAY STATIONSTORES LLC

5945 Main Street
North Branch, MN 55056

Approved Endorsements*

- LPHE retailer operations endorsement

**The endorsements listed on this license are approved for the overall business, but may not be approved for each individual site.*



License Number:

Effective Date: July 06, 2026

Expiration Date: July 06, 2027

Scan for more information on this licensed business.

A handwritten signature in black ink, reading 'Eric Taubel'.

Eric Taubel
Director

The establishment listed above has been issued a lower-potency hemp edible retailer license by the Minnesota Office of Cannabis Management. This license has been issued under the authority of Minnesota Statutes, chapter 342.



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 09/04/2026

Board & Commission: City Council

**Subject: Approve Gambling LG220 Exempt Permit - Minnesota Deer Hunters Association
- Wild River Chapter**

BACKGROUND:

The Deer Hunters Association will be holding the Bingo event at Tailgater's Gar and Grill, 6355 Elm Street, Suite C, North Branch, MN 55056, on October 11, 2026. The Clerk's office signs off on the application before the applicant can send it to the Minnesota Alcohol & Gambling Enforcement office, so they can be issued a permit to carry out the event as request after Council approval.

STAFF RECOMMENDATION:

Staff recommends council approval of the application for submission to the Minnesota Gambling Control Board by the Minnesota Deer Hunters Association - Wild River Chapter

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: <u>Minnesota Deer Hunters Association- Wild River Chapter</u>	Previous Gambling Permit Number: <u>X-03790-26-024</u>
Minnesota Tax ID Number, if any: <u>43236991</u>	Federal Employer ID Number (FEIN), if any: <u>41-1390958</u>
Mailing Address: <u>P.O.Box 125</u>	
City: <u>Harris</u>	State: <u>MN</u> Zip: <u>55032</u> County: <u>Chisago</u>
Name of Chief Executive Officer (CEO): <u>Karen Tuseth</u>	
CEO Daytime Phone: <u>()</u>	CEO Email: <u>()</u>
(permit will be emailed to this email address unless otherwise indicated below)	
Email permit to (if other than the CEO): <u></u>	

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☒ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

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

Check one:
☒ City: North Branch Zip: 55056 County: Chisago
☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): October 11th 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.

L6220 Application for Exempt Permit

4/23
Page 2 of 3

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

CITY APPROVAL located within city limits for a gambling premises ☐ 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: _____	COUNTY APPROVAL located in a township for a gambling premises ☐ 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: _____
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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: Karen Tuseth Date: 9-4-26

(Signature must be CEO's signature; designee may not sign)

Print Name: Karen Tuseth

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.
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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



Prepared By: Matthew Hill, City Administrator

Presenter: Matt Fraley, Public Works Director

Date: 09/02/2026

Board & Commission: City Council

Subject: Approve Resolution R-361-2026 authorizing payment for Pay Voucher #3 for Gustafson Excavating, Inc. for the Fletcher Ave Street and Utility Extension Project

Introduction:

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

Background Information:

Pay Request 3 includes payment for work completed through August 31, 2026, minus a 5% retainage. We have reviewed the attached Pay Voucher #3 in the amount of \$653,594.78 and determined the request to be in accordance with terms and conditions of the construction contract and project progress.

Recommended Action:

We recommend approval of Resolution R-361-2026 authorizing payment to Gustafson Excavating, Inc. in the amount of \$653,594.78.

Voting Requirements:

Simple Majority

Attachment:

Pay Voucher 3 for Gustafson Excavating, Inc.
Resolution R-361-2026

Voting Requirements:

Voting Options **Simple Majority Super Majority**

Fletcher Avenue Street & Utility
Extension Project

Pay Voucher 3



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

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

Work Certified To Date	
Base Bid Items	\$1,560,476.80
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$1,560,476.80

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$687,994.50	\$1,560,476.80	\$78,023.84	\$828,858.18	\$653,594.78	\$1,482,452.96
Percent Retained: 5%			Percent Complete: 47.35%		

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

Approved By Gustafson Excavating, Inc.

Approved By WSB

Derek Gustafson

Signature

Emily Brown

Signature

9/2/2026

Date

September 1, 2026

Date

Approved By City of North Branch

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/09/26	\$330,589.90	\$16,529.50	\$314,060.40
2	07/30/26	\$541,892.40	\$27,094.62	\$514,797.78
3	08/28/26	\$687,994.50	\$34,399.72	\$653,594.78

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$1,560,476.80	\$78,023.84	\$828,858.18	\$653,594.78	\$1,482,452.96

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$653,594.78	\$3,295,934.75	\$3,295,934.75	\$1,482,452.96

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$82,000.00	1	0.05	\$4,100.00	0.9	\$73,800.00
2	2101.505	CLEARING	ACRE	\$4,000.00	1.9	0	\$0.00	3.45	\$13,800.00
3	2101.505	GRUBBING	ACRE	\$4,000.00	1.9	0	\$0.00	3.45	\$13,800.00
4	2104.502	REMOVE SIGN	EACH	\$400.00	7	0	\$0.00	2	\$800.00
5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$8.00	278	0	\$0.00	0	\$0.00
6	2104.503	REMOVE CURB & GUTTER	L F	\$4.00	474	179	\$716.00	179	\$716.00
7	2104.503	REMOVE FENCE	L F	\$5.00	77	0	\$0.00	77	\$385.00
8	2104.503	REMOVE CONCRETE GUTTER	L F	\$4.00	52	0	\$0.00	0	\$0.00
9	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$2.00	1953	1027	\$2,054.00	1027	\$2,054.00
10	2104.518	REMOVE BITUMINOUS WALK	S F	\$1.50	1574	0	\$0.00	0	\$0.00
11	2104.518	REMOVE CONCRETE WALK	S F	\$2.00	310	0	\$0.00	0	\$0.00
12	2106.507	EXCAVATION - COMMON (P)	C Y	\$5.00	15037	0	\$0.00	9022	\$45,110.00
13	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$3.00	9729	0	\$0.00	3891	\$11,673.00
14	2106.601	DEWATERING	LS	\$25,000.00	1	0	\$0.00	0	\$0.00
15	2112.519	SUBGRADE PREPARATION	RDST	\$150.00	34.2	0	\$0.00	0	\$0.00
16	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	50	2	\$300.00	4	\$600.00
17	2130.523	WATER	MGAL	\$45.00	50	15	\$675.00	15	\$675.00
18	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$40.00	3835	0	\$0.00	0	\$0.00
19	2331.603	JOINT ADHESIVE	L F	\$3.00	6904	0	\$0.00	0	\$0.00
20	2360.504	TYPE SP 12.5 WEAR CRS MIX(2,B)4.0" THICK	S Y	\$35.00	104	0	\$0.00	0	\$0.00
21	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$90.00	1067	0	\$0.00	0	\$0.00
22	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$81.50	1777	0	\$0.00	0	\$0.00
23	2506.502	ADJUST FRAME & RING CASTING	EACH	\$300.00	5	0	\$0.00	0	\$0.00
24	2511.507	RANDOM RIPRAP CLASS III	C Y	\$120.00	35	0	\$0.00	0	\$0.00
25	2521.518	6" CONCRETE WALK	S F	\$15.00	396	0	\$0.00	0	\$0.00
26	2521.518	3" BITUMINOUS WALK	S F	\$2.75	33491	0	\$0.00	0	\$0.00
27	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$21.00	6904	0	\$0.00	0	\$0.00
28	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$96.00	274	0	\$0.00	0	\$0.00
29	2531.618	TRUNCATED DOMES	S F	\$60.00	78	0	\$0.00	0	\$0.00
30	2563.601	TRAFFIC CONTROL	LS	\$2,500.00	1	0	\$0.00	0	\$0.00
31	2564.518	SIGN	S F	\$95.00	25	0	\$0.00	0	\$0.00
32	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
33	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$180.00	32	0	\$0.00	6	\$1,080.00
34	2573.503	SILT FENCE, TYPE MS	L F	\$3.00	775	0	\$0.00	1065	\$3,195.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
35	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.00	2700	0	\$0.00	572	\$2,288.00
36	2574.508	FERTILIZER TYPE 3	LB	\$1.50	2161	0	\$0.00	0	\$0.00
37	2574.508	FERTILIZER TYPE 4	LB	\$1.50	109	0	\$0.00	0	\$0.00
38	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$2.10	4403	0	\$0.00	0	\$0.00
39	2575.505	SEEDING	ACRE	\$700.00	7.2	0	\$0.00	0	\$0.00
40	2575.505	DISK ANCHORING	ACRE	\$300.00	6.3	0	\$0.00	0	\$0.00
41	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.50	15675	0	\$0.00	3650	\$5,475.00
42	2575.523	WATER	MGAL	\$65.00	781	0	\$0.00	0	\$0.00
43	2575.608	SEED WET DITCH	LB	\$70.00	19	0	\$0.00	0	\$0.00
44	2575.608	SEED SOUTHERN SHORTGRASS ROADSIDE	LB	\$42.00	102	0	\$0.00	0	\$0.00
45	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	\$38.00	63	0	\$0.00	0	\$0.00
46	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$3.00	2960	0	\$0.00	0	\$0.00
47	2582.518	CROSSWALK MULTI COMP	S F	\$10.50	208	0	\$0.00	0	\$0.00
48	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$150.00	6	1	\$150.00	1	\$150.00
49	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	415	0	\$0.00	0	\$0.00
50	2106.507	EXCAVATION - CHANNEL AND POND (P)	C Y	\$4.00	10220	1533	\$6,132.00	2555	\$10,220.00
51	2501.502	36" RC PIPE APRON	EACH	\$2,500.00	1	0	\$0.00	0	\$0.00
52	2501.502	42" RC PIPE APRON	EACH	\$4,400.00	1	0	\$0.00	0	\$0.00
53	2501.602	TRASH GUARD FOR 42" PIPE APRON	EACH	\$1,250.00	1	0	\$0.00	0	\$0.00
54	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$40.00	517	160	\$6,400.00	160	\$6,400.00
55	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$42.00	467	467	\$19,614.00	467	\$19,614.00
56	2503.503	24" RC PIPE SEWER DES 3006 CL III	L F	\$58.00	135	0	\$0.00	0	\$0.00
57	2503.503	36" RC PIPE SEWER DES 3006 CL III	L F	\$89.00	1069	128	\$11,392.00	211.6	\$18,832.40
58	2503.503	42" RC PIPE SEWER DES 3006 CL III	L F	\$148.00	1139	286	\$42,328.00	286	\$42,328.00
59	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,500.00	2	1	\$1,500.00	1	\$1,500.00
60	2506.502	CASTING ASSEMBLY	EACH	\$1,350.00	19	0	\$0.00	0	\$0.00
61	2506.503	CONST DRAINAGE STRUCTURE DESIGN H	L F	\$390.00	3	0	\$0.00	0	\$0.00
62	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$550.00	35	17.3	\$9,515.00	17.3	\$9,515.00
63	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$600.00	29	6.1	\$3,660.00	6.1	\$3,660.00
64	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$640.00	32	0	\$0.00	0	\$0.00
65	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$1,050.00	23	16.6	\$17,430.00	16.6	\$17,430.00
66	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,800.00	2	1	\$1,800.00	2	\$3,600.00
67	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$1,900.00	12	5	\$9,500.00	5	\$9,500.00
68	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$10.00	68	0	\$0.00	0	\$0.00
69	2503.503	4" PVC PIPE SEWER	L F	\$18.00	135	0	\$0.00	0	\$0.00
70	2503.503	8" PVC PIPE SEWER	L F	\$29.00	497	180	\$5,220.00	585	\$16,965.00
71	2503.503	10" PVC PIPE SEWER	L F	\$30.00	319	10	\$300.00	319	\$9,570.00
72	2503.503	18" PVC PIPE SEWER	L F	\$49.00	4304	2188	\$107,212.00	4046	\$198,254.00
73	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,500.00	2	0	\$0.00	2	\$3,000.00
74	2503.602	10"X8" PVC WYE	EACH	\$780.00	1	0	\$0.00	1	\$780.00
75	2503.602	18"X4" PVC WYE	EACH	\$2,100.00	2	0	\$0.00	0	\$0.00
76	2503.602	18"X8" PVC WYE	EACH	\$2,000.00	9	2	\$4,000.00	9	\$18,000.00
77	2503.603	TELEWISE SANITARY SEWER	L F	\$2.10	5255	0	\$0.00	0	\$0.00
78	2506.602	CASTING ASSEMBLY (SANITARY)	EACH	\$1,150.00	17	0	\$0.00	0	\$0.00
79	2506.602	CHIMNEY SEAL	EACH	\$275.00	16	0	\$0.00	0	\$0.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
80	2506.603	CONSTRUCT 48" DIA SANITARY MANHOLE	L F	\$398.00	233	102	\$40,596.00	209	\$83,182.00
81	2021.501	MOBILIZATION	LS	\$17,000.00	1	0.05	\$850.00	0.8	\$13,600.00
82	2106.507	EXCAVATION - COMMON (P)	C Y	\$5.00	3700	740	\$3,700.00	2035	\$10,175.00
83	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$5.00	980	245	\$1,225.00	245	\$1,225.00
84	2106.601	DEWATERING	LS	\$1,500.00	1	0	\$0.00	0	\$0.00
85	2112.519	SUBGRADE PREPARATION	RDST	\$150.00	10.5	0	\$0.00	0	\$0.00
86	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	5	0	\$0.00	0	\$0.00
87	2130.523	WATER	MGAL	\$45.00	5	0	\$0.00	0	\$0.00
88	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$32.00	954	0	\$0.00	0	\$0.00
89	2331.603	JOINT ADHESIVE	L F	\$5.00	2134	0	\$0.00	0	\$0.00
90	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$90.00	321	0	\$0.00	0	\$0.00
91	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$81.50	535	0	\$0.00	0	\$0.00
92	2501.502	15" RC PIPE APRON	EACH	\$880.00	1	0	\$0.00	0	\$0.00
93	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$450.00	1	0	\$0.00	0	\$0.00
94	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$40.00	1033	0	\$0.00	0	\$0.00
95	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$42.00	216	0	\$0.00	0	\$0.00
96	2503.503	24" RC PIPE SEWER DES 3006 CL III	L F	\$55.50	115	0	\$0.00	0	\$0.00
97	2506.502	CASTING ASSEMBLY	EACH	\$1,350.00	6	0	\$0.00	0	\$0.00
98	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$550.00	46	0	\$0.00	0	\$0.00
99	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$1,900.00	5	0	\$0.00	0	\$0.00
100	2511.507	RANDOM RIPRAP CLASS III	C Y	\$120.00	5	0	\$0.00	0	\$0.00
101	2511.602	LANDSCAPE BOULDERS	EACH	\$450.00	3	0	\$0.00	0	\$0.00
102	2521.518	6" CONCRETE WALK	S F	\$15.00	320	0	\$0.00	0	\$0.00
103	2521.518	3" BITUMINOUS WALK	S F	\$2.75	9096	0	\$0.00	0	\$0.00
104	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$21.00	2134	0	\$0.00	0	\$0.00
105	2531.618	TRUNCATED DOMES	S F	\$60.00	40	0	\$0.00	0	\$0.00
106	2563.601	TRAFFIC CONTROL	LS	\$2,000.00	1	0	\$0.00	0	\$0.00
107	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$180.00	10	0	\$0.00	0	\$0.00
108	2573.503	SILT FENCE, TYPE MS	L F	\$3.00	350	0	\$0.00	1065	\$3,195.00
109	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.00	1050	0	\$0.00	500	\$2,000.00
110	2574.508	FERTILIZER TYPE 3	LB	\$3.00	438	0	\$0.00	0	\$0.00
111	2575.505	SEEDING	ACRE	\$700.00	1.5	0	\$0.00	0	\$0.00
112	2575.505	DISK ANCHORING	ACRE	\$300.00	1.5	0	\$0.00	0	\$0.00
113	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.50	3575	0	\$0.00	2400	\$3,600.00
114	2575.523	WATER	MGAL	\$65.00	157	0	\$0.00	0	\$0.00
115	2575.608	SEED WET DITCH	LB	\$70.00	2	0	\$0.00	0	\$0.00
116	2575.608	SEED SOUTHERN SHORTGRASS ROADSIDE	LB	\$42.00	38	0	\$0.00	0	\$0.00
117	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	\$38.00	4	0	\$0.00	0	\$0.00
131	2104.502	REMOVE GATE VALVE & BOX	EACH	\$180.00	2	0	\$0.00	2	\$360.00
132	2104.502	REMOVE HYDRANT	EACH	\$800.00	1	0	\$0.00	1	\$800.00
133	2104.503	REMOVE WATER MAIN	L F	\$12.00	37	0	\$0.00	35	\$420.00
134	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,800.00	2	0	\$0.00	2	\$3,600.00
135	2504.602	HYDRANT	EACH	\$9,200.00	5	2	\$18,400.00	4	\$36,800.00
136	2504.602	20" BUTTERFLY VALVE & BOX	EACH	\$14,000.00	4	1	\$14,000.00	3	\$42,000.00
137	2504.602	6" GATE VALVE & BOX	EACH	\$3,600.00	12	6	\$21,600.00	9	\$32,400.00
138	2504.602	12" GATE VALVE & BOX	EACH	\$7,000.00	2	1	\$7,000.00	2	\$14,000.00
139	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$55.00	346	208	\$11,440.00	260.5	\$14,327.50
140	2504.603	12" PVC WATERMAIN	L F	\$58.20	314	62.5	\$3,637.50	320.5	\$18,653.10

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
141	2504.603	20" PVC WATERMAIN	L F	\$101.00	2992	1291	\$130,391.00	2740	\$276,740.00
142	2504.604	4" POLYSTYRENE INSULATION	S Y	\$54.00	14	3.6	\$194.40	3.6	\$194.40
143	2504.608	DUCTILE IRON FITTINGS	LB	\$24.00	6581	2397	\$57,528.00	5659	\$135,816.00
156	2504.602	HYDRANT	EACH	\$9,200.00	2	0	\$0.00	2	\$18,400.00
157	2504.602	6" GATE VALVE & BOX	EACH	\$3,600.00	9	0	\$0.00	9	\$32,400.00
158	2504.602	12" GATE VALVE & BOX	EACH	\$7,000.00	4	2	\$14,000.00	4	\$28,000.00
159	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$55.00	392	0	\$0.00	412	\$22,660.00
160	2504.603	12" PVC WATERMAIN	L F	\$58.20	2412	1503	\$87,474.60	2427	\$141,251.40
161	2504.608	DUCTILE IRON FITTINGS	LB	\$24.00	1014	915	\$21,960.00	2392	\$57,408.00
162	2574.508	FERTILIZER TYPE 3	LB	\$3.00	312	0	\$0.00	0	\$0.00
163	2575.505	SEEDING	ACRE	\$700.00	0.9	0	\$0.00	0	\$0.00
164	2575.505	DISK ANCHORING	ACRE	\$300.00	0.9	0	\$0.00	0	\$0.00
165	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.50	2200	0	\$0.00	0	\$0.00
166	2575.523	WATER	MGAL	\$65.00	97	0	\$0.00	0	\$0.00
167	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	\$38.00	24	0	\$0.00	0	\$0.00
Bid Totals:							\$687,994.50		\$1,560,476.80

Project Category Totals

Category	Amount This Voucher	Amount To Date
A. SURFACE IMPROVEMENTS	\$7,845.00	\$177,951.00
B. DRAINAGE IMPROVEMENTS	\$129,421.00	\$142,749.40
C. SANITARY SEWER IMPROVEMENTS	\$157,328.00	\$329,751.00
D. BID ALTERNATE 1	\$5,775.00	\$33,795.00
F. BID ALTERNATE 3	\$264,190.90	\$576,111.00
H. BID ALTERNATE 5	\$123,434.60	\$300,119.40

Contract Change Item Status

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

Contract Change Totals

No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions

Line No.	Item	Description	Date	Added	Comments

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

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-361-2026

**RESOLUTION R-361-2026 APPROVING PAY REQUEST #3
FOR THE FLETCHER AVENUE UTILITY AND EXTENSION PROJECT**

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

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

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby approves Pay Request #3 for the Fletcher Avenue Street and Utility Extension Project for payment to Gustafson Excavating, Inc. in the amount of \$653,594.78.

Adopted by the Council on this 9th day of September 2026.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk

MEMORANDUM

To: The Honorable Kevin Schieber
City of North Branch City Council **VIA EMAIL ONLY**

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: September 3, 2026

Re: Legal Staff Report for September 9, 2026 City Council Meeting

- - - - -

We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during August 2026. The matters listed below are discussed in a general manner only for sake of brevity and to maintain any attorney-client privileged and/or confidential information/data.

Summary of City Matters

1. **Personnel and Labor Matters**
Attorneys reviewed, analyzed, advised, and drafted correspondence regarding labor union negotiations.
2. **Municipal Matters**
Attorneys researched, reviewed, advised and drafted correspondence regarding the Flock contract. Attorneys researched, reviewed, and advised on a data request. Attorneys researched, reviewed, advised and drafted correspondence regarding a dangerous dog claim.
3. **Land Use and Real Estate Matters**
Attorneys researched, reviewed, advised and drafted a memorandum on a possible real estate transaction and related legal questions. Attorneys researched, reviewed and advised on City Code requirements in relation to a development matter and related driveway easement.
4. **Staff Communications**
Attorneys also make occasional day-to-day communications with the City Administrator, City Engineer and City staff regarding the above-referenced matters, among others.

CMH/sc



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 09/01/2026

Board & Commission: City Council

Subject: Consider approval of Resolution R-360-2026 authorizing the approval of NW Old Town project engineering proposal from WSB

1. Introduction

The purpose of this report is to request Council approval for the engineering and construction services agreement with WSB for the "bare bones" iteration of the Northwest Old Town Street and Utility Improvement Project. This revised scope was developed following the direction provided by the City Council at the July 22, 2026, meeting to move forward with a scaled-down alternative.

2. Background

The City of North Branch originally considered a full reconstruction project for the Northwest Old Town area, including comprehensive drainage, roadway, and utility improvements. Following significant community engagement and mixed feedback regarding assessment costs and the project's scale, the Council directed staff to pursue a "bare bones" alternative.

This revised option focuses strictly on essential infrastructure needs:

- **Watermain Replacement:** Upgrading undersized watermains along nine blocks within the project corridor.
- **Sanitary Sewer:** Performing spot repairs of sanitary sewer deficiencies in areas where excavation for watermain replacement is already occurring.
- **Pavement Restoration:** Pavement replacement will be limited only to the areas impacted by watermain excavation, maintaining existing roadway widths with no new drainage improvements.

3. Funding/Financing

The total project budget and proposed funding plan are shown below:

Project Cost Estimate:

Street	\$980,300
Watermain	\$1,091,500
Sanitary Sewer	\$44,500
TOTAL	\$2,116,300

Proposed Project Funding:
 Restricted Fund - \$1,365,237.00
 Sanitary Sewer - \$44,500.00
 Street Fund - \$288,563.00
 Water Fund - \$418,000.00
 Total - \$2,116,300.00

4. Engineering Services Proposal

The attached proposal from WSB outlines the professional services necessary to complete this revised project scope. Engineering Services are included in the cost estimate above.

The proposal includes:

- Final Design & Bidding: Preparation of construction documents, plans, project specifications, and assistance through the public bidding process.
- Public Information: A neighborhood meeting will be held prior to construction, the project websites will be maintained, weekly emails will be provided during construction and resident inquiries will be addressed.
- Construction Administration & Inspection: Oversight of construction activities to ensure compliance with standards, contract administration, and project documentation.
- Materials Testing: Quality assurance testing for materials used during construction as required by City specifications.

The total estimated fee for these comprehensive services is \$315,174

Based on the task hour budget provided by WSB, the costs for each phase of the project are as follows:

Task Description: Estimated Fee
 Task 0: Preliminary Engineering Additional Services \$10,075
 Task 1: Final Plans/Specifications/Bidding \$85,692
 Task 2: Public Information \$17,151
 Task 3: Construction Survey/Administration/Observation \$180,616
 Task 4: Material Testing \$21,640
 Total Estimated Fee \$315,174

Under the "bare bones" direction, the project scope has been adjusted such that special assessments to property owners are not currently proposed.

5. Project Schedule:

If authorized to proceed, the following schedule is planned.

Final Design.....	September - December 2026
Advertise for Bids.....	January 2027
Bid opening.....	February 2027
Begin construction.....	June 2027
Project closeout.....	December 2027

6. Recommended Action

Staff recommends that the City Council consider the following action:

- Approve the engineering services agreement with WSB for the Northwest Old Town Street and Utility Improvement Project "bare bones" scope in the amount of \$315,174 and authorize the City Administrator to execute the contract.

Voting Requirements:

Voting Options **Simple Majority**

**STATE OF MINNESOTA
COUNTY OF CHISAGO
CITY OF NORTH BRANCH**

CITY COUNCIL RESOLUTION NO. R-360-2026

A RESOLUTION AUTHORIZING AND ACCEPTING THE ENGINEERING SERVICES AGREEMENT WITH WSB FOR THE NORTHWEST OLD TOWN STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, the North Branch City Council directed staff on July 22, 2026, to move forward with a revised "bare bones" scope for the Northwest Old Town Street and Utility Improvement Project; and

WHEREAS, WSB has provided a proposal for professional engineering and construction services necessary to complete this project, including final design, bidding, construction administration, inspection, and materials testing; and

WHEREAS, the total estimated fee for these professional services is \$315,174.

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

1. The Engineering Services Agreement with WSB for the Northwest Old Town Street and Utility Improvement Project "bare bones" scope in the amount of \$315,174 is hereby accepted and approved.
2. The City Administrator is authorized to execute the contract on behalf of the City of North Branch.

Adopted this 9th Day of September 2026.

Kevin Schieber, Mayor

ATTEST:

Tonya Kostuch, City Clerk

SCOPE OF SERVICES

Northwest Old Town Street and Utility Improvement Project

FOR THE CITY OF NORTH BRANCH



September 1, 2026

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

Re: Northwest Old Town Street and Utility Improvement Project
Work Plan – Final Design & Construction Services

Dear Mr. Hill:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the Northwest Old Town Street and Utility Improvement Project final design through final project closeout, based on the direction provided at the August 12, 2026 City Council meeting.

Enclosed you will find a proposal to complete the tasks associated with the Northwest Old Town Street and Utility Improvement Project. The proposal includes an hourly breakdown to complete each of the tasks associated with the project.

We appreciate the opportunity to provide you with this proposal and we are again looking forward to working with you and your staff toward the completion of these projects. Please feel free to contact me directly with any questions or concerns you may have.

If you have questions about the content of this scope of services, please feel to reach out at jmessner@wsbeng.com or 612.388.9652.

Sincerely,

WSB

Justin Messner, PE
Director of Municipal Services



PROJECT UNDERSTANDING

It is our understanding that the City of North Branch seeks to replace the undersized watermain along Cedar Street, Elm Street, Eleventh Avenue and Tenth Avenue. Street restoration will involve full-width pavement replacement. Spot repairs of sanitary sewer deficiencies and manhole adjustments will be made as needed.

It is understood that the existing roadway widths will be maintained, and minimal impacts will be made outside of the curb or edge of bituminous with the exception of excavation for watermain replacement and grading required for pavement restoration and replacement. It is assumed project is funded through local street and water funds.

The proposed scope of services will include the development of construction documents including final plans and project specifications and bidding assistance. This work also includes construction administration, construction inspection and materials testing as required by the City.

PROJECT APPROACH/SCOPE OF SERVICES

The following approach will describe the professional services necessary to complete the requested scope of services.

Task 0 | ADDITIONAL SERVICES FOR PRELIMINARY ENGINEERING

WSB provided additional services during Preliminary Engineering that were not included in the previous project budgets. These services were provided to arrive at a community supported and reduced project scope. These services include:

- Conducting additional communications including door hanger notifications, creating and maintaining a project website, responding to resident inquiries, and holding an additional neighborhood information meeting in July.
- Revising the project scope and cost estimate to the “Bare-Bones” option.

Task 1 | Final Design and Bidding

WSB will provide design and complete the contract documents necessary to construct the project as described:

Subtask 1.1 – Final Design

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- Prepare 60% plan set for review by city staff.
- Prepare and submit applications for the necessary permitting agencies. It is assumed the following permits will be needed for the project:
 - NPDES Storm Water Permit (MPCA)
 - MN Department of Health Watermain Plan Review
- Coordinate with private utility companies located in the improvement corridor. This coordination will include providing drawings to any affected utility companies and hosting a utility relocation meeting to determine what utilities, if any, will require relocation.
- Conduct neighborhood meetings for residents.
- Update and maintain project website and respond to resident questions.
- Prepare 100% plan set for review by city staff. The City Engineer will be integrally involved in the review of the project through the final design process to ensure the quality of the final plans and specifications.



- Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Subtask 1.2 – Bidding

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Prepare and upload bidding documents to QuestCDN.
- WSB will field bidders' questions and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for the award of the project.

Task 2 | Construction Contract Administration, Observation

WSB will provide construction observation services for the project. It is assumed that construction will require full-time inspection of 10 weeks. This work includes the following:

Subtask 3.1 – Construction Contract Administration

WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

- Attend construction meetings for close coordination of day-to-day progress of work and ensure the project is being completed as intended. It is assumed weekly construction meetings will be coordinated with WSB office hours.
- Communicate regularly with involved stakeholders to keep them informed regarding the impact of construction to the area, including neighbors, businesses, and local agencies.
- Maintain project website with current information and send weekly email with project construction updates.
- Review, document and file contractor permits, submittals, test reports, and certificates of compliance.
- Accurately verify contract pay items.
- Prepare all pay vouchers in accordance with project revenues and expenses.
- Prepare contract change documents and cost estimates with negotiations with the contractor on any contract changes.
- Respond to all contractor requests for information (RFI).
- Complete all necessary field finalizing of the project documentation in accordance with project specifications.

Subtask 3.2 – Construction Observation

WSB will provide Construction observation services through construction of the project and final project closeout. This will include:

- Construction survey and staking.
- Record all construction activities daily, making a complete and accurate record of all events.
- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.



- Perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractor's schedule and needs.
- Exercise the "Authority and Duties of the Inspector" as necessary

Task 3 | Material Testing

WSB will provide material testing services for construction based on the testing rates as defined in the City Standard Specifications for Construction.

SCHEDULE

It is understood that this project will be constructed during the 2027 summer construction season. To meet the desired schedule, we propose the following schedule:

Council Authorizes Final Design	September 9, 2026
Final Design	September - December 2026
Bid opening	February 2027
Begin construction.....	June 2027
Project closeout.....	December 2027

PROPOSED FEE

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar types of projects. The following is a summary of the costs for each phase of the project:

Task	Description	Fee
0	Preliminary Engineering Additional Services	\$10,075
1	Final Plans/Specifications/Bidding	\$85,692
2	Public Information	\$17,151
3	Construction Survey/Administration/Observation	\$180,616
4	Material Testing	<u>\$21,640</u>
	Total	\$315,174

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of **\$315,174**. If additional work outside of the above-described scope is determined to be necessary, it will proceed only after City approval. This additional work would be billed on an hourly basis in accordance with the WSB Fee Schedule in effect at that time



ACCEPTANCE

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 we receive signed authorization.

ACCEPTED BY:

City of North Branch:

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

Signature: _____

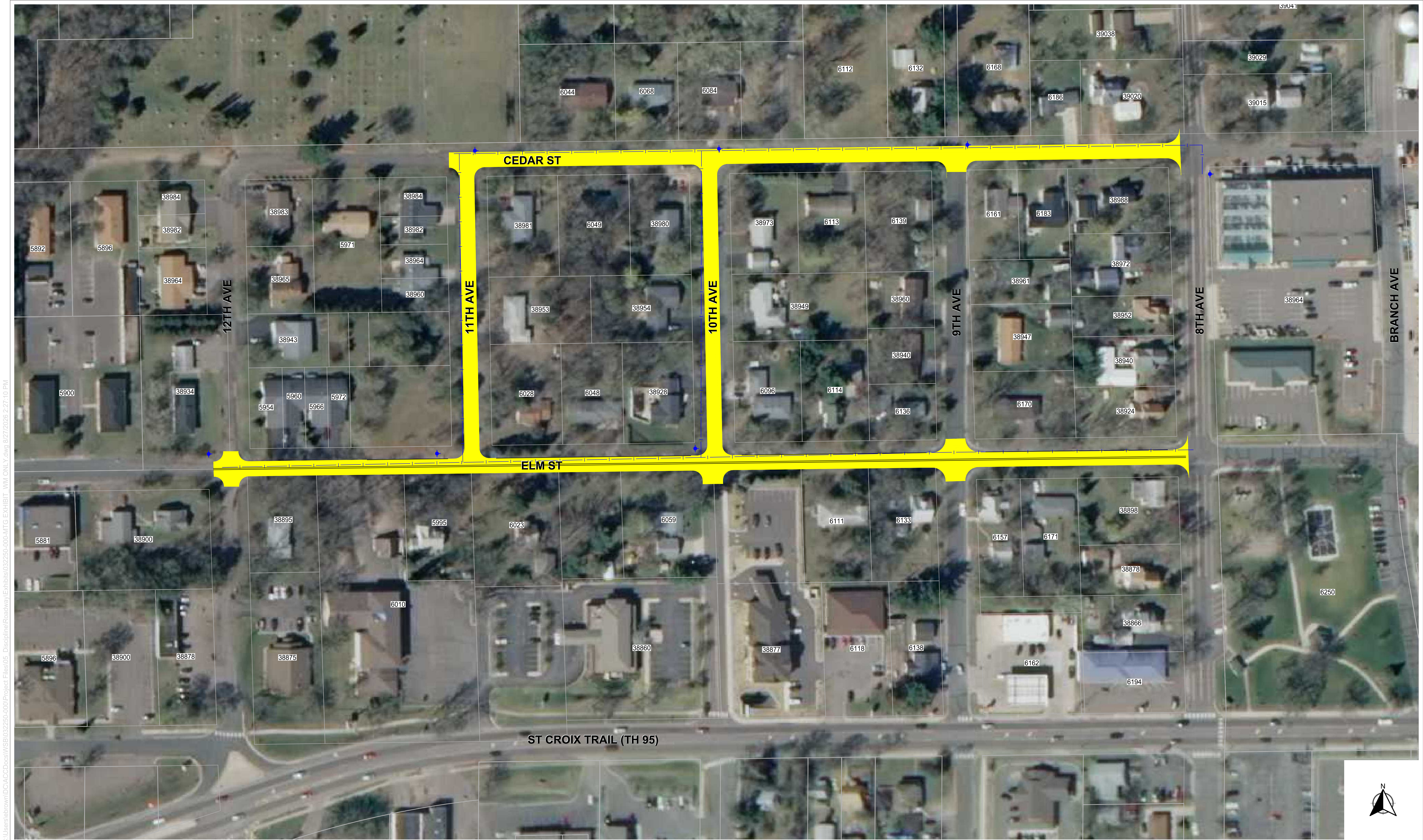
Name/Title: _____

Date: _____



Estimate of Cost
City of North Branch, MN
Professional Engineering Services
Northwest Old Town Street and Utility Improvements
Final Design and Construction Services

Task Description	Estimated Hours											Cost
		Project Manager	Graduate Engineer	Engineering Technician	Construction Observer	Environmental Scientist	Public Engagement Specialist	Onsite Survey	Office Survey	Admin	Total Hours	
	Heidi Hamilton	Emily Brown	Erik Moberg					2-Person Crew				
0 AdditionaI Services												
0.1 Preliminary Engineering	LUMP SUM											\$10,075
1 Final Design												
1.1 Project Management	20	80									100	\$24,800
1.2 Design			160	40		16					216	\$36,840
1.3 Cost Estimates		8	20								28	\$5,028
1.4 Specifications		12	12							12	36	\$6,036
1.5 QA/QC	30										30	\$8,280
1.6 Meetings	6	6									12	\$3,102
1.7 Bidding		4								6	10	\$1,606
Task 1 Total Estimated Hours and Fee	56	110	192	40		16				18	432	\$85,692
2 Public Information												
2.1 Neighborhood Meetings	3	3					15				21	\$4,476
2.2 Communication Updates							65				65	\$12,675
Task 3 Total Estimated Hours and Fee	3	3					80				570	\$17,151
3 Construction Services												
3.1 Construction Administration	20	120									140	\$34,440
3.2 Construction Observation					540	40					580	\$103,200
3.3 Field Staking								100	16		116	\$30,092
3.4 Final Review of the Project		10									10	\$2,410
3.5 Final Acceptance and Final Pay Request		6								16	22	\$3,158
3.6 Record Drawings			20	16	2						38	\$7,316
Task 3 Total Estimated Hours and Fee	20	136	20	16	542	40		100	16	16	906	\$180,616
4 Material Testing												
4.1 Material Testing	Lump Sum										LS	\$21,640
Task 4 Total Estimated Hours and Fee												\$21,640
Total Estimated Hours	79	249	212	56	542	56	80	100	16	34	1424	
Hourly Billing Rate	\$276	\$241	\$155	\$241	\$180	\$150	\$195	\$275	\$162	\$107		
Total Fee by Labor Classification	\$21,804	\$60,009	\$32,860	\$13,496	\$97,560	\$8,400	\$15,600	\$27,500	\$2,592	\$3,638		\$283,459
Total Lump Sump Fee												\$31,715
TOTAL PROJECT COST												\$315,174



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Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 09/01/2026

Board & Commission: City Council

Subject: 2026 City Staff Climate Survey

Background: We wanted to establish a baseline understanding of employee experiences, perceptions, and priorities across the City. To my knowledge, there has not been a climate survey conducted with City staff. The survey was designed to give employees a confidential and structured opportunity to share their perspectives while providing City leadership with meaningful information to identify areas of strength, address organizational challenges, and develop strategies that support employees and improve the City's ability to effectively serve the community. The Workplace Climate Survey was conducted from June 3 through July 3, 2026, capturing employee perspectives across departments and leadership levels. Responses were collected from all City departments, with reported department response rates ranging from approximately 45% to 100%. The overall city employee response, including full-time and part-time, was 63%.

Summary: Overall, the results reflect a workforce that is highly committed to public service, proud of its work, and strongly connected to coworkers and immediate supervisors. At the same time, employees identified several organizational challenges that may affect morale, efficiency, service delivery, and long-term workforce sustainability.

The most consistent city organizational strengths are: strong teamwork and employee camaraderie, pride in serving the community, high levels of personal accomplishment, positive relationships with immediate supervisors, commitment to ethical and professional service, strong community relationships and public-service motivation.

The most significant opportunities are: staffing levels and workforce capacity, workload distribution and employee burnout, communication and transparency, aging equipment, facilities, and technology, career advancement and professional development, employee recognition and well-being, alignment between operational needs and available resources, greater understanding of departmental operations by the City Council.

Based on the survey, there are five strategic next steps:

1. Workforce Capacity
2. Communication and Transparency
3. Employee Investment
4. Resource Modernization
5. City Council Engagement.

This month, Administrator Hill and myself will be meeting with the department heads to discuss these five areas and steps we can take.

As stated, one opportunity identified through the survey is to strengthen City Council engagement with staff and increase awareness of the work happening across City Departments. I encourage Council members to invite staff to work sessions or meet with departments to learn more about their roles, responsibilities, and the services they provide. These conversations can strengthen communication, build relationships, and provide greater insight into the resources needed to effectively serve our community.

In conclusion, the City has a committed workforce that wants to succeed, but employees are increasingly seeking the organizational capacity and support necessary to do their jobs effectively. The City's greatest strengths of teamwork, public-service commitment, employee knowledge, and positive supervisor relationships—provide a strong foundation for improvement. Based on the survey, the primary challenge is ensuring that staffing, workload, communication, resources, technology, professional development, and organizational decision-making keep pace with operational demands and community growth.

Voting Requirements:

Voting Options



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 08/31/2026

Board & Commission: City Council

Subject: Consider approval of Resolution R-365-2026 adopting the 2027 Preliminary Levy and Budget for the City of North Branch, MN

Overview/Background

General Fund draft budget proposals and recommended tax levies have been discussed with City Council over the last few months. These discussions focused on debt requirements, staffing, and additional operating costs for the City of North Branch. At this time, a Preliminary Tax Levy of \$7,520,983 is proposed. This is a property tax revenue increase from the prior year of approximately 9.0%. This Preliminary Tax Levy must be certified to Chisago County by September 30th of each year. The final levy may be the same or lower than the amount established at this time, but it cannot be more. That action, plus the budget adoption, will take place in December.

Items for Consideration

Although the budget is still in draft form, the proposed General Fund budget includes the following:

1. Community Service Officer (CSO) – This position would manage the Code Enforcement that is currently managed under the Building Official freeing up 0.5 FTE in the building department. The CSO would also be able to perform specific duties that would relieve some duties from the sworn police officers with an additional 0.5 FTE for police.
2. Parks Manager – This position would oversee all the parks, recreation, and trail responsibilities. This would include overseeing the Concerts in the Park, Midsummer Days, Fall Harvest Festival, as well as the ice-skating rinks in the winter. This position would also be responsible for researching and applying for grants to help fund projects. Also, GIS would be managed by this position.
3. Patrol Officer – This is one more step towards the minimum staffing level for the police. The goal is to have 20 sworn officers. We are currently at 16 sworn officers.

4. Equipment Replacement Plan – each year we have equipment that is needing to be replaced. The goal is to create a fund that will help to normalize the expenses across the years. What this means it that a year that requires a million dollars for equipment, can be funded partially from fund balance. This would keep the required contribution from the levy at a steady rate.

The Proposed Preliminary Levy will also include debt payments of \$346,575. This includes 2020A Bond for \$46,747; 2022A Bond for \$147,105; and 2026A Bond for \$152,723.

The Truth in Taxation meeting has been set for December 9, 2026 at 6:00pm at North Branch City Hall.

Voting Requirements:

Voting Options Simple Majority Super Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-365-2026

RESOLUTION R-365-2026 ADOPTING THE PRELIMINARY 2027 TAX LEVY FOR THE CITY OF NORTH BRANCH

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ("City") is required by Minnesota Statute §275.065 to adopt and certify preliminary tax levies to Chisago County ("County") on or before September 30 of each year; and,

WHEREAS, the City Council has received and discussed said proposed budget and property tax levy collectible in 2027.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, That the proposed preliminary property tax levy collectible in 2027 submitted to the Council is hereby adopted as the Proposed Property Tax Levy of \$7,520,983 for taxes payable in 2027. The proposed levy is attached and made part of this resolution.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

Unanimously approved on the 9th day of September 2026.

Mayor

Date

Attest:

City Clerk

This drives all other dates>>>						2026	2026	New Const.	Home Values	New	New	New	New	Adj	Adj	Abatement	2027	Increase	Percent												
						Actual	Actual	1.9326%	4.7510%	Efforts	Efforts	Efforts	Efforts	Debt Levy	EQA levy	Other	Levy	Total	Proposed	(Decrease)	Inc.(Dec.)										
CITY TAX LEVY POLICY						Balanced GF																									
CITY LEVY																															
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					6,786,180	\$	6,786,180	154,980	2.34%									
CSO										\$	107,911								107,911	\$	107,911	107,911									
Parks Manager										\$	93,636			\$	23,088					116,724	\$	116,724	116,724								
Patrol Officer										\$	-			\$	139,112					139,112	\$	139,112	139,112								
Additional 10% Health Ins Premiums										\$	86,681								86,681	\$	86,681	86,681									
Levy for New Efforts:								Included Above	n/a	n/a								-		-	-										
Other								\$	-									-		-	-										
Other																		-		-	-										
Total General Fund (Fund 101)>>>							6,631,200		6,631,200										7,236,608		605,408	9.13%									
Capital Fund - Streets							-		-		-								-		-										
Capital Fund - Parks																			-		-										
Capital Fund - Equipment											100,000							100,000		100,000											
Total Equipment Fund (Fund 701)>>>							-		-										-		-										
General Fund - Operating							6,631,200		6,631,200										100,000		100,000										
DEBT LEVY																			-		-										
Fund 322 - Bond 2020A							43,300		43,300		837		2,097				513		46,747		46,747	3,447									
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										
Total DEBT LEVY (Funds vary)>>>							268,800		268,800									346,575		77,775	28.93%										
Total City Levy>>>							6,900,000		6,900,000										7,683,183		783,183	11.35%									
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		133,352		26,823		301,246		100,000		162,200		-	-	59,562	-	-	n/a	8,342,000		8,342,000	816,663	10.85%
								% of BASE>	1.93%	0.39%	4.37%	1.45%	2.16%	0.00%	0.00%	0.86%	0.00%	0.00%	n/a												
								Cumm>>	1.93%	2.32%	6.69%	8.14%	10.29%	10.29%	10.29%	11.16%	11.16%	11.16%	n/a												
TOTAL LEVY - ALL SOURCES						\$	7,525,337	\$	7,525,337										\$	8,342,000	\$	8,342,000	\$	816,663							

General Fund
2027 Revenue Budget

Description	2024 Actual	2025 Actual	2026 Adopted	2026 YTD Actual	2027 Proposed
Current Ad Valorem Taxes	\$ 5,348,768	\$ 6,124,309	\$ 6,631,200	\$ 3,411,110	\$ 7,174,408
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	\$ 6,292,562	\$ 6,655,200	\$ 3,484,841	\$ 7,198,408

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	286,680	200,000
Septic Permits and Opinion	10,880	7,640	6,000	7,475	7,000
Plan Check Fee	89,541	77,473	85,000	157,836	75,000
Mechanical Permits	22,967	23,416	22,000	11,735	23,000
Plumbing Permits	23,657	17,343	15,000	7,458	16,000
Site Locate/Permit	2,160	5,406	2,000	3,760	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	5,180	12,000
Excavation Permit/License	14,700	6,800	5,000	2,900	7,000
Animal Licenses	840	1,288	750	936	750
Dance Permits	60	60	50	60	60
Sign Permits	1,110	930	500	1,110	1,000
Other Permits	2,195	220	500	2,754	-
Total Licenses and Permits	\$ 437,683	\$ 366,395	\$ 377,050	\$ 493,170	\$ 369,110

State Grants and Aids	5,993	-	6,500	27,988	-
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	\$ 867,785	\$ 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	250	400
Fire Service Contract	77,051	89,275	75,000	95,234	90,000
Other Revenues	14,294	14,845	12,500	4,372	14,000
Total Charge for Services	\$ 122,081	\$ 116,200	\$ 101,800	\$ 104,885	\$ 117,400

Court Fines	24,796	26,412	17,000	20,009	25,000
False Alarm Fees	-	-	-	-	-
Total Fines and Forfeits	\$ 24,796	\$ 26,412	\$ 17,000	\$ 20,009	\$ 25,000

General Fund
2027 Revenue Budget

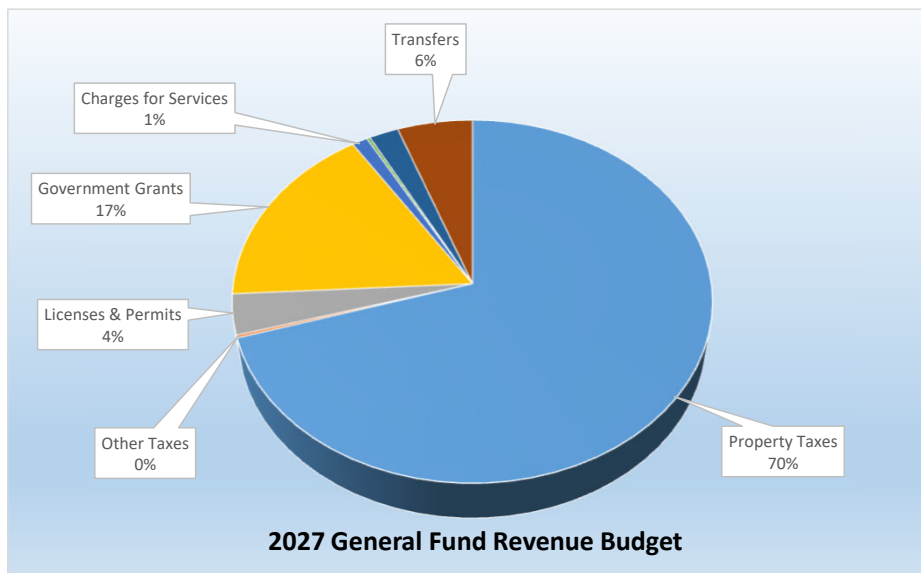
Description	2024 Actual	2025 Actual	2026 Adopted	2026 YTD Actual	2027 Proposed
Special Assessments	7,834	-	-	-	-
Misc Revenue	-	9,312	-	9,122	500
Reimbursement-Police	25,191	36,908	20,000	13,896	20,000
Reimbursement-Pbl Wks	24,945	7,190	25,000	148,661	5,000
Reimbursement-Fire Dept	3,950	4,262	-	4,252	5,000
PD ADM Citations	440	600	-	-	500
Interest Earnings	116,304	138,499	75,000	67,578	150,000
Refunds & Reimbursements	-	451	-	4,555	-
Other Revenues	11,794	12,578	12,000	6,481	13,000
Other Rents and Royalties	23,210	23,939	22,000	15,168	23,000
Insurance Reimbursement	26,481	50,821	-	3,000	5,000
Contributions and Donations	-	-	-	-	-
Total Other Revenue	\$ 240,149	\$ 284,560	\$ 154,000	\$ 272,714	\$ 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	\$ 9,143,964	\$ 9,563,995	\$ 5,607,608	\$ 10,212,095
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Revenue not including taxes levied	\$ 2,729,726	\$ 2,876,749	\$ 2,932,795	\$ 2,145,169	\$ 3,037,687
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Taxes as % of total revenue	66.4%	68.5%	69.3%	61.7%	70.3%
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General Fund
2027 Expenditures Budget

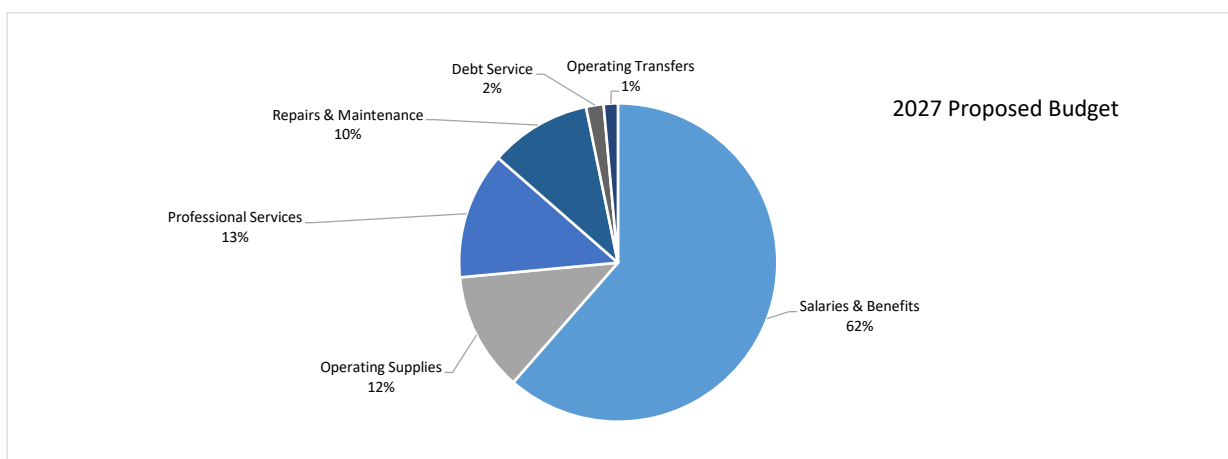
Description	2024 Actual	2025 Actual	2026 Adopted	2026 with full year wages	2026 YTD Actual	2027 Proposed w/out new positions	2027 Proposed
Employees Wages & Salaries	\$ 2,938,536	\$ 3,159,288	\$ 3,460,009	\$ 3,684,386	\$ 2,073,396	\$ 3,758,448	\$ 4,004,802
Overtime	211,334	208,777	200,819	200,819	157,944	190,720	168,230
Part-Time Employees	28,775	58,062	59,750	59,750	61,853	84,224	84,224
Fire Call-Edu	49,200	79,421	124,000	124,000	71,087	161,500	190,000
PERA	391,200	397,765	463,616	512,425	302,243	506,702	542,137
FICA and Medicare	145,313	147,534	188,337	196,036	118,795	191,697	202,413
Employer Paid Health	539,023	576,383	752,597	791,849	438,924	891,862	971,324
Paid Family Medical Leave	-	-	-	8,482	9,488	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	5,945	5,000	5,000
Wages & Benefits	\$ 4,472,249	\$ 4,833,119	\$ 5,460,323	\$ 5,788,942	\$ 3,414,675	\$ 5,997,588	\$ 6,376,650

Non-capital Equipment	84,117	232,316	191,000	191,000	103,148	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	43,772	125,200	125,200
Motor Fuels	73,620	80,955	105,100	105,100	63,629	99,500	99,500
Copy Machine Lease	16,939	24,911	25,900	25,900	19,511	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	5,710	25,000	25,000
Traffic Signs	12,471	9,732	15,000	15,000	1,246	11,000	11,000
Vehicle/Truck Lease	5,512	6,501	-	-	-	-	-
Gravel	140,052	152,144	154,000	154,000	147,865	154,000	154,000
Traffic Signals	9,240	17,023	10,000	10,000	6,092	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	28,433	51,000	51,000
Small Tools and Minor Equip	12,265	22,131	25,100	25,100	16,011	26,000	26,000
Software	-	182,032	267,000	267,000	171,300	339,100	339,100
Internet Lease	16,176	26,911	27,200	27,200	18,596	33,100	33,100
Network Switches/Firewall	9,199	31,263	10,000	10,000	15,342	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	35,061	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	\$ 794,126	\$ 1,252,400	\$ 1,252,400

Professional Services	327,402	316,665	236,800	236,800	124,314	378,900	408,900
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	74,133	85,000	85,000
Attorney's Fees	157,238	101,279	55,300	55,300	29,301	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	80,274	70,000	70,000
Consultant Services	4,550	5,975	8,520	8,520	3,149	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	15,481	21,300	21,300
Communications	17,112	1,969	36,000	36,000	16,140	20,000	20,000
Telephone	28,289	60,692	64,300	64,300	36,694	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	6,377	21,100	21,100
Conference & Training	50,313	49,715	54,700	54,700	28,097	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	781	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	57,512	94,900	94,900
Refuse	10,691	40,716	11,000	11,000	13,564	12,450	12,450
Professional Services	\$ 1,203,862	\$ 1,235,485	\$ 1,190,745	\$ 1,190,745	\$ 645,292	\$ 1,308,440	\$ 1,338,440

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	11,579	105,000	105,000
Repairs/Maint Buildings	36,748	79,906	232,500	232,500	169,430	179,500	179,500
Repairs/Maint Machinery/Equip	148,285	175,510	176,815	176,815	90,581	173,600	173,600
Drug & Alcohol Testing	897	3,320	800	800	512	1,500	1,500
Rentals	32,190	40,700	39,600	39,600	24,539	35,000	35,000
Other Equipment Rentals	1,111	-	5,000	5,000	624	-	-
Miscellaneous	9,751	16,941	5,300	5,300	3,463	-	-
Dues and Subscriptions	19,631	26,276	22,800	22,800	26,340	32,950	32,950
Books and Pamphlets	-	-	1,500	1,500	351	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	33,249	510,000	510,000
Contingency	-	2,499	30,000	30,000	-	30,000	30,000
Repairs & Maintenance	\$ 747,812	\$ 1,876,965	\$ 1,313,915	\$ 1,313,915	\$ 364,124	\$ 1,075,050	\$ 1,075,050
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	\$ 5,407,939	\$ 9,863,301	\$ 10,422,363
Revenue	\$ 7,333,872	\$ 9,143,964	\$ 9,563,995	\$ 9,563,995	\$ 5,607,608	\$ 9,863,301	\$ 10,212,095
Net Income (Loss)	\$ (921,052)	\$ (467,141)	\$ (287,700)	\$ (616,319)	\$ 199,669	\$ 0	\$ (210,268)



Proposed Levy Certification For Taxes Payable in 2027

City of North Branch

FUND	LEVY	
General Fund	\$ 7,074,408.00	
Capital Plan Funding	\$ 100,000.00	
	\$	
	\$	
	\$	
	\$	
Debt Service Levies		<i>Is the debt levy less than bond register requirements? If yes, see requirements below.</i>
2017C GO TIF Refunding (Replaces 2009D GO TIF)	\$	☒ Yes / ☐ No
2020A GO Bonds (Bridge Project 2009A)	\$ 46,747.00	☐ Yes / ☒ No
ESSBY County Debt	\$ -	☐ Yes / ☐ No
2022A GO Equipment Certificate	\$ 147,105.00	☐ Yes / ☒ No
2026A GO Equipment Certificate	\$ 152,723.00	☐ Yes / ☒ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
Market Value Levies		
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
TOTAL ALL LEVIES	\$ 7,520,983.00	

I do hereby certify listed above is the proposed levy for the City of North Branch for taxes payable in 2027.

Signature of City Official

Date

To reduce the debt levy from the amounts shown on the bond register, you must certify that you are making an irrevocable appropriation of funds actually on hand to the debt service account or that there are excess funds existing in the debt service account for payment of the debt. The funds must be on hand, not anticipated future funds. This certification has to be made in your resolution appropriating the funds and reducing the debt levy.

Final Levy Certification For Taxes Payable in 2027

City of North Branch

FUND	LEVY	
General Fund	\$	
EDA Operational Fund	\$	
Capital Plan Funding	\$	
	\$	
	\$	
	\$	
Debt Service Levies		<i>Is the debt levy less than bond register requirements? If yes, see requirements below.</i>
2017C GO TIF Refunding (Replaces 2009D GO TIF)	\$	☐ Yes / ☐ No
2020A GO Bonds (Bridge Project 2009A)	\$	☐ Yes / ☐ No
ESSBY County Debt	\$	☐ Yes / ☐ No
2022A GO Equipment Certificate	\$	☐ Yes / ☐ No
2026A GO Equipment Certificate	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
Market Value Levies		
	\$	☐ Yes / ☐ No
	\$	☐ Yes / ☐ No
TOTAL ALL LEVIES	\$ -	

I do hereby certify listed above is the final levy for the City of North Branch for taxes payable in 2027.

Signature of City Official

Date

To reduce the debt levy from the amounts shown on the bond register, you must certify that you are making an irrevocable appropriation of funds actually on hand to the debt service account or that there are excess funds existing in the debt service account for payment of the debt. The funds must be on hand, not anticipated future funds. This certification has to be made in your resolution appropriating the funds and reducing the debt levy.



Chisago County Truth In Taxation
Certification of Contact Information & Budget/Tax Meeting Dates
For Taxes Payable in 2027

Please return this form to the County Auditor-Treasurer by September 30, 2026

Taxing Authority	City of North Branch	
Prior Yr Meeting Date & Time	6:30 p.m. December 3, 2025	Pay 2027 Meeting Date & Time

Contact Information - List the mailing address, telephone and website to be printed on the Notice of Proposed Taxes that the taxpayers will use to contact you with questions or comments. Do not include staff names or titles.

Check this box if there is no changes to the mailing address and contact information.

Authority Name	City of North Branch	Change to Authority Name	
Mailing Address	PO Box 910	Change to Mailing Address	
City/State/Zip	North Branch, MN 55056	Change to City/State/Zip	
Phone Number	651-674-8113	Change to Phone Number	
Website	www.ci.north-branch.mn.us	Change to Website	

Location of the Truth In Taxation meeting - Provide building name and address of the meeting location.

Check this box if there is no changes the meeting location.

Meeting Location 1	North Branch City Hall	Change to Meeting Location 1	
Meeting Location 2	6408 Elm Street, North Branch, MN	Change to Meeting Location 2	

SCHOOL DISTRICTS ONLY: Yes No Does the school district intent to hold a referendum under 126C.17 subd 9 at the November general election?

If YES, a note will be printed on the Notice of Proposed Taxes indicating that a referendum is pending and that, if approved by the voters, the final school voter approved tax amount may be higher than the proposed amount.

Contact Name		Phone Number	
---------------------	----------------------	---------------------	----------------------

Completed forms can be mailed to the address below or emailed to auditor-treasurer@chisagocountymn.gov
Chisago County Auditor-Treasurer's Office, 313 North Main St, Room 271, Center City, MN 55012
If you have questions on the form call us at 651-213-8500.



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 09/03/2026

Board & Commission: City Council

Subject: Consider approval of Resolution R-362-2026 adopting the preliminary 2027 EDA tax levy for the City of North Branch

Overview/Background

The North Branch Economic Development Authority (EDA) discussed draft budget proposals and recommended tax levies. At the September meeting, the EDA recommended preliminary EDA and HRA levies in the amounts of \$ 332,736 and \$326,081, respectively. The combined projected revenue total is \$ 662,417. The action sets both preliminary levies at the maximum allowed under State Statute.

Each year, the EDA, like the City Council, must certify its preliminary levy to Chisago County by September 30th. A preliminary levy sets the maximum taxes to be collected by a City, or in this case EDA. The final Levy may be the same or less than the amount established as the preliminary levy.

Although the budget is still in draft form, the budget includes an improvement program, and an increased amount for marketing. With this approved preliminary levy, the EDA members will be able to evaluate programs and/or marketing ideas to bring more businesses into the City of North Branch.

State Statute allows cities to establish EDA and HRA tax levies for the purpose of economic development; the North Branch EDA levies both of these. The Statutory maximum for the EDA levy is 0.01813% of the City's Estimated Market Value (EMV); the HRA levy is 0.01850% of the same EMV. For payments in 2027, the North Branch EMV is \$1,798,572,200. Based on those factors, the maximum EDA and HRA levies are \$332,736 and \$336,081, respectively, for a combined total of \$662,417.

The EDA and HRA levies are considered special purpose levies, meaning those funds may only be used for specific purposes as allowed by State Statute.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-362-2026

RESOLUTION R-362-2026 ADOPTING THE PRELIMINARY 2027 EDA TAX LEVY FOR THE CITY OF NORTH BRANCH

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ("City") is required by Minnesota Statute §275.065 to adopt and certify preliminary tax levies to Chisago County ("County") on or before September 30 of each year; and,

WHEREAS, the North Branch Economic Development Authority ("EDA"), a public body corporate and a political subdivision organized under Minnesota Statutes §469.001 to §469.047 and §469.090 to §469.1082; and,

WHEREAS, pursuant to State Statute §469.107, the maximum EDA tax levy is set at 0.01813% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2027 of \$326,081; and,

WHEREAS, the North Branch Economic Development Authority has determined the tax levy necessary to meet EDA objectives in 2027 to be in the amount of \$326,081; and,

WHEREAS, the purpose of said funds shall be used by the EDA for operating costs as allowed by law, including, but not limited to business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby authorizes a preliminary 2027 EDA tax levy in the amount of \$326,081.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

Mayor

Date

Attest:

City Clerk



Prepared By:

Presenter:

Date: 09/03/2026

Board & Commission: City Council

Subject: Consider approval of Resolution R-363-2026 adopting the preliminary 2027 HRA tax levy for the City of North Branch

Overview/Background

The North Branch Economic Development Authority (EDA) discussed draft budget proposals and recommended tax levies. At the September meeting, the EDA recommended preliminary EDA and HRA levies in the amounts of \$ 332,736 and \$326,081, respectively. The combined projected revenue total is \$ 662,417. The action sets both preliminary levies at the maximum allowed under State Statute.

Each year, the EDA, like the City Council, must certify its preliminary levy to Chisago County by September 30th. A preliminary levy sets the maximum taxes to be collected by a City, or in this case EDA. The final Levy may be the same or less than the amount established as the preliminary levy.

Although the budget is still in draft form, the budget includes an improvement program, and an increased amount for marketing. With this approved preliminary levy, the EDA members will be able to evaluate programs and/or marketing ideas to bring more businesses into the City of North Branch.

State Statute allows cities to establish EDA and HRA tax levies for the purpose of economic development; the North Branch EDA levies both of these. The Statutory maximum for the EDA levy is 0.01813% of the City's Estimated Market Value (EMV); the HRA levy is 0.01850% of the same EMV. For payments in 2027, the North Branch EMV is \$1,798,572,200. Based on those factors, the maximum EDA and HRA levies are \$332,736 and \$326,081, respectively, for a combined total of \$662,417.

The EDA and HRA levies are considered special purpose levies, meaning those funds may only be used for specific purposes as allowed by State Statute.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-363-2026

RESOLUTION R-363-2026 ADOPTING THE PRELIMINARY 2027 HRA TAX LEVY FOR THE CITY OF NORTH BRANCH

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ("City") is required by Minnesota Statute §275.065 to adopt and certify preliminary tax levies to Chisago County ("County") on or before September 30 of each year; and,

WHEREAS, the North Branch Economic Development Authority ("EDA"), a public body corporate and a political subdivision organized under Minnesota Statutes §469.001 to §469.047 and §469.090 to §469.1082; and,

WHEREAS, pursuant to State Statute §469.107, the maximum HRA tax levy is set at 0.01850% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2027 of \$332,736; and,

WHEREAS, the North Branch Economic Development Authority has determined the tax levy necessary to meet HRA objectives in 2027 to be in the amount of \$332,736; and,

WHEREAS, the purpose of said funds shall be used by the EDA for operating costs as allowed by law, including, but not limited to business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby authorizes a preliminary 2027 HRA tax levy in the amount of \$332,736.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

Mayor

Date

Attest:

City Clerk



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 08/31/2026

Board & Commission: City Council

Subject: Finance Update

City Financial Update – July 2026 Overview

Cash & Investments

- The City's overall financial position remains strong and stable.
- Current balances:
 - **Cash & money markets:** \$10.6 million
 - **Investments:** \$18.8 million
 - **Total cash & investments:** \$29.5 million
- The increase in cash is primarily due to receipt of the first property tax distribution from Chisago County.
- Investments are earning an average of 3.988% interest.

General Fund

- The General Fund continues to benefit from **favorable** revenues in 2026.
- Key factors:
 - Permit revenue from LP Building site construction
 - Approximately \$364,000 from the sale of the former fire hall
- The increase in Other Revenue is impacted by the timing and allocation of interest earnings to the appropriate funds.
- Overall: General Fund revenues are performing favorably.

Economic Development Authority (EDA)

- The EDA Fund is still anticipated to end the year with a positive balance.
- The façade program has been utilized by several businesses during 2026.
- Overall: The EDA continues to support local business investment while maintaining a positive financial outlook.

Liquor Operations

- July expenses increased slightly to keep pace with customer demand.
- Year-to-date expenses remain below prior years.
- Sales have increased from prior months and are returning to historical levels.
- Sales typically follow a seasonal trend, with stronger activity during the summer and winter holiday periods.

Utility Funds – Sewer, Stormwater, Water & Generation

- The NW Old Town project has been updated and may begin incurring expenses in the Sewer, Stormwater, and Water Funds during 2026.
- Remaining project funds will be carried forward at year-end to complete the project.
- The timing of project expenditures is contributing to current budget-to-actual variances in the affected funds.
- A portion of the project is being funded with electric sale proceeds, which could result in a negative Generation Fund net income at year-end.
- Stormwater: Most annual revenue has been collected; the focus for the remainder of the year is keeping expenditures within earned revenue.

Key Takeaways

- The City maintains a strong overall financial position, with \$29.5 million in cash and investments.
- General Fund revenues are favorable, supported by permit revenue, the former fire hall sale, and interest earnings.
- EDA and liquor operations continue to show positive trends.
- NW Old Town project timing will impact several utility funds and year-end fund balances.
- Continued monitoring of Stormwater expenditures and the Generation Fund balance will be important through year-end.

Voting Requirements:

Bank Account Balances

7/31/2026

Cash Equivalents	EOM Balance	Interest Rate
Old National - Checking (0753)	785,201.77	0.0%
Old National - MM (2886)	6,468,380.71	3.30%
Associated - Checking (4089)	10,002.12	0.0%
Associated - MM (3859)	3,307,460.70	4.00%
Xpress Cash Balance	32,826.34	0.00%
Total Checking/Savings	\$ 10,603,871.64	

Investments

US Bank	17,789,022.73	Varies *
Wells Fargo	1,076,935.35	Varies *
Total Investments	\$ 18,865,958.08	

Total Cash & Investments	\$ 29,469,829.72
-------------------------------------	-------------------------

** US Bank and Wells Fargo investments have multiple types of investments with different interest rates that fluctuate from 2% to 4.97% with an average of 3.988%.

Monthly Report for Liquor Store - Council Report

July 2026

Percent of Year: 58.33%

Sales by Month	3 Year Avg				
	2026 Sales	Sales	2025 Sales	2024 Sales	2023 Sales
January	\$ 271,144	\$ 267,378	\$ 291,927	\$ 249,337	\$ 260,869
February	253,338	263,554	271,922	260,707	258,033
March	278,204	298,489	312,449	295,583	287,435
April	293,101	301,288	320,504	288,819	294,541
May	360,314	370,369	390,914	359,929	360,263
June	346,188	372,085	363,395	356,157	396,703
July	383,389	393,482	407,811	387,761	384,874
August	-	398,130	403,319	416,855	374,215
September	-	360,443	349,113	367,288	364,930
October	-	336,889	341,819	348,507	320,341
November	-	335,195	329,442	360,918	315,225
December	-	401,629	376,764	435,391	392,734
Total	\$ 2,185,678	\$ 4,098,931	\$ 4,159,379	\$ 4,127,252	\$ 4,010,162

YTD Sales compared to 3 Year Avg	\$ (80,967)	YTD Sales compared to 3 Year Avg	96.43%
YTD Sales compared to 2025 Sales	\$ (173,245)	YTD Sales compared to 2025 Sales	92.66%

Expenses by Month	2026	3 Year Avg	2025	2024	2023
	Expenses	Expenses	Expenses	Expenses	Expenses
January	177,809	\$ 236,792	278,943	175,638	255,794
February	265,745	288,753	262,001	331,652	272,608
March	282,187	310,870	281,533	324,884	326,195
April	256,465	301,215	306,612	287,748	309,284
May	346,915	366,758	382,917	389,397	327,960
June	276,935	294,351	301,144	275,479	306,429
July	320,673	351,556	311,880	378,477	364,310
August	-	373,026	389,614	365,253	364,211
September	-	326,835	303,075	346,710	330,720
October	-	277,308	288,136	237,750	306,036
November	-	337,813	256,422	378,443	378,576
December	-	493,171	511,686	580,224	387,602
Total	\$ 1,926,728	\$ 3,958,447	\$ 3,873,964	\$ 4,071,654	\$ 3,929,724

YTD Exps compared to 3 Year Avg	\$ (223,567)	YTD Expenses compared to 3 Year Avg	89.60%
YTD Exps compared to 2025 Exps	\$ (198,302)	YTD Expenses compared to 2025 Exps	90.67%

	2026	3 Year Avg	2025	2024	2023
YTD Net Income (Before Transfers)	\$ 258,950	\$ 140,484	\$ 285,415	\$ 55,598	\$ 80,438
Net Income Percentage	11.85%	3.43%	6.86%	1.35%	2.01%

Gross Margin NOTE: Gross Margin measures the revenue generated less the cost of the items sold

	2026 Annual	Actual 2026	Actual	Actual
	Budget	YTD	East	West
Sales	\$ 4,403,671	\$ 2,175,930	\$ 1,566,226	\$ 609,704
Cost of Sales	3,383,127	1,461,850	1,050,468	411,382
Gross Margin	\$ 1,020,544	\$ 714,081	\$ 515,759	\$ 198,322
	23.2%	32.8%	32.9%	32.5%

Monthly Report for Liquor Store - Council Report

July 2026

Percent of Year: 58.33%

2026 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	270,358	107,604	116,593	27,997	9,513	8,652
February	252,424	99,559	111,396	25,349	8,412	7,708
March	276,320	109,349	123,295	25,862	9,425	8,389
April	291,898	114,233	131,209	28,817	9,026	8,614
May	359,491	138,511	171,517	27,824	9,916	11,722
June	343,496	131,655	163,320	25,976	10,061	12,483
July	381,943	151,161	179,835	25,235	11,833	13,878
August	-					
September	-					
October	-					
November	-					
December	-					
Total	2,175,930	852,071	997,166	187,060	68,186	71,446
Budget Total by Category	4,403,671	1,574,916	2,116,542	449,028	113,400	149,785

2026 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	99,283	29,718	52,186	9,080	4,379	3,920
February	205,462	91,462	84,919	18,944	4,878	5,258
March	216,016	93,502	88,003	25,710	3,436	5,366
April	197,898	75,748	90,955	20,051	5,443	5,702
May	283,014	107,119	142,569	16,987	7,459	8,881
June	216,170	67,120	120,432	16,816	3,704	8,100
July	244,006	103,809	118,737	8,085	5,360	8,015
August	-					
September	-					
October	-					
November	-					
December	-					
Total	1,461,850	568,478	697,800	115,673	34,658	45,241
Budget Total by Category	3,383,127	1,211,475	1,629,167	345,406	81,000	116,079

Monthly Report for Liquor Store - Council Report

July 2026

Percent of Year: 58.33%

2025 Sales and Cost of Goods Sold for Comparison

2025 Sales By Category

	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	291,017	108,447	134,588	29,854	8,527	9,601
February	270,498	102,744	122,439	29,206	7,886	8,224
March	311,711	115,750	145,909	32,016	8,543	9,492
April	319,634	117,478	151,667	31,388	9,222	9,879
May	389,862	143,857	191,703	31,187	9,203	13,912
June	362,784	131,376	179,596	29,633	8,187	13,992
July	406,984	145,869	203,349	30,037	10,836	16,893
August	402,160	149,728	191,844	33,503	11,339	15,745
September	346,718	131,695	164,430	29,057	8,428	13,108
October	340,438	132,943	155,783	32,034	8,702	10,977
November	328,592	127,703	143,254	38,757	9,155	9,723
December	375,182	158,683	146,320	49,730	10,179	10,270
Total	4,145,579	1,566,272	1,930,884	396,400	110,207	141,817
Budget Total by Category	4,264,983	1,538,997	2,074,599	446,826	61,000	143,561

2025 Cost of Goods Sold By Category

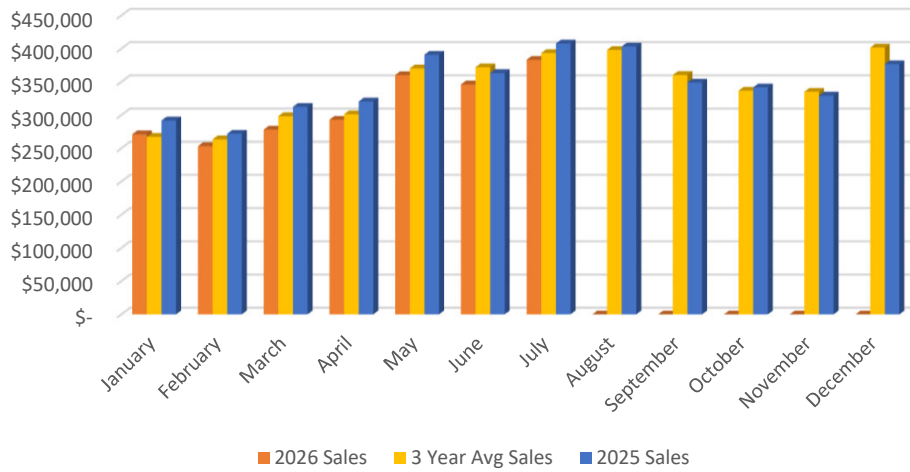
Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	197,271	70,807	92,673	22,267	5,747	5,776
March	215,775	88,594	91,132	23,825	4,551	7,672
April	248,250	94,221	127,565	14,754	5,188	6,523
May	302,502	112,929	148,341	25,240	5,761	10,231
June	243,217	86,363	138,001	7,370	3,131	8,352
July	250,491	80,559	137,287	18,564	4,993	9,089
August	307,288	102,590	168,665	16,725	8,494	10,814
September	245,121	87,019	128,277	14,864	5,138	9,824
October	230,120	77,950	120,831	15,798	4,963	10,577
November	196,203	69,075	100,932	16,453	3,204	6,539
December	349,680	140,307	160,982	33,636	6,421	8,335
Total	2,975,850	1,109,121	1,480,498	224,124	64,321	97,787
Budget Total by Category	3,106,843	1,120,529	1,515,300	320,788	44,000	106,226

Monthly Report for Liquor Store - Council Report

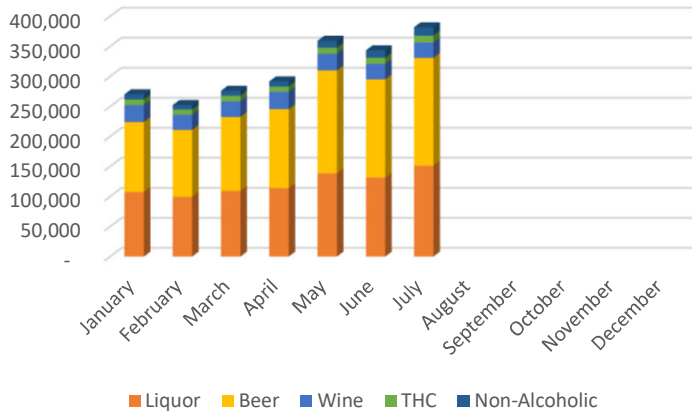
July 2026

Percent of Year: 58.33%

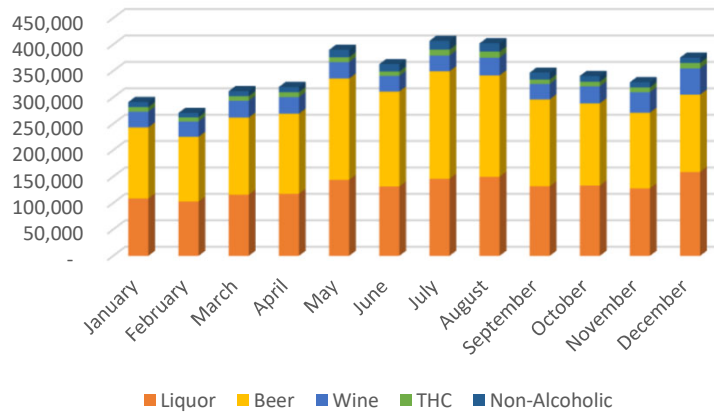
Liquor Stores Sales



2026 Sales by Category



2025 Sales by Category



City of North Branch

July 2026 Update

Percent of Year

58.33%

General Fund

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance - General Fund	\$ 4,630,488	\$ 5,333,430	\$ (702,942)		
Revenues:					
Taxes	\$ 3,484,841	\$ 3,414,071	\$ 70,770	\$ 6,621,924	\$ 6,655,200
Licenses & Permits	466,856	199,929	266,927	632,928	377,050
Intergovernmental	839,797	820,185	19,611	1,687,957	1,670,112
Charges for Services	104,738	107,613	(2,875)	157,107	101,800
Fines & Forfeits	17,832	16,542	1,290	25,802	17,000
Other Revenue	310,989	163,074	147,914	331,351	154,000
Other Financing Sources	364,205	14,701	349,504	953,038	588,833
Total Revenues	\$ 5,589,256	\$ 4,736,115	\$ 853,141	\$ 10,410,107	\$ 9,563,995
Expenditures:					
City Council	\$ 16,640	\$ 14,348	\$ 2,292	32,702	\$ 31,037
City Administrator	102,953	117,193	(14,240)	182,721	175,739
City Clerk	70,736	36,092	34,643	124,131	136,510
Elections	127	-	127	21,400	17,900
Technology	336,778	303,736	33,042	504,634	468,000
Human Resources	59,493	877	58,616	106,002	116,699
Finance	224,576	213,099	11,477	391,135	407,501
City Attorney	15,789	48,959	(33,170)	41,383	50,000
City Engineer	24,470	14,590	9,880	53,179	40,000
Legislative	15,000	17,612	(2,612)	30,000	31,500
Planning & Zoning	88,284	44,593	43,691	187,322	195,897
City Facilities	91,126	82,939	8,188	156,755	160,695
Police	1,838,997	1,610,862	228,135	3,137,785	3,149,421
Fire	439,840	428,989	10,851	843,792	864,133
Building Inspection	229,410	192,794	36,615	387,006	390,136
Civil Defense	2,442	5,770	(3,328)	3,766	4,200
Animal Control	2,633	2,100	533	8,933	9,120
Street Lights	41,153	34,492	6,662	70,548	70,000
Public Works	876,283	1,033,572	(157,289)	2,154,076	2,189,011
Parks	147,086	116,336	30,750	548,263	618,260
Library	59,360	53,982	5,378	104,159	110,536
Non-Dept Exps	63,775	250,805	(187,030)	607,913	615,400
Total Expenditures	\$ 4,746,952	\$ 4,623,738	\$ 123,214	\$ 9,697,604	\$ 9,851,695
Net Postion increase/(decrease)	\$ 842,304	\$ 112,377	\$ 729,927	\$ 712,502	\$ (287,700)

EDA (201)

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 548,534	\$ 215,421	\$ 333,113		
Revenues:					
Taxes	\$ 328,052	\$ 306,928	21,124	622,210	\$ 625,337
Other Revenue	26,201	49,723	(23,522)	44,916	3,800
Other Financing Sources	-	101,415	101,415	135,000	135,000
Total Revenues	\$ 354,253	\$ 458,067	\$ 99,017	\$ 802,126	\$ 768,203
Expenditures:					
Operating Expenditures	\$ 154,583	\$ 46,687	107,896	252,575	\$ 605,579
Total Expenditures	\$ 154,583	\$ 46,687	\$ 107,896	\$ 252,575	\$ 605,579
Net Postion increase/(decrease)	\$ 199,670	\$ 411,379	\$ (8,879)	\$ 549,551	\$ 162,624

Sewer Fund (602)

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 15,230,223	\$ 14,101,651	\$ 1,128,572		
Revenues:					
Charges for Services	\$ 285,991	\$ 251,319	\$ 34,672	442,079	\$ 400,000
Utility Charges	1,076,120	1,052,222	23,897	1,844,777	1,802,000
Other Revenue	84,356	90,205	(5,850)	96,413	5,000
Other Financing Sources	-	-	-	-	237,572
Total Revenues	\$ 1,446,466	\$ 1,393,746	\$ 52,720	\$ 2,383,269	\$ 2,444,572
Expenditures:					
Sanitary Sewer	\$ 729,386	\$ 873,761	(144,375)	1,630,314	\$ 2,845,727
Total Expenditures	\$ 729,386	\$ 873,761	\$ (144,375)	\$ 1,630,314	\$ 2,845,727
Net Postion increase/(decrease)	\$ 717,080	\$ 519,985	\$ 197,094	\$ 752,955	\$ (401,155)

Liquor Store Fund (609)

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 839,453	\$ 523,504	\$ 315,949		
Revenues:					
Liquor Store - East	\$ 1,566,226	\$ 1,377,691	\$ 188,536	2,836,652	\$ 3,125,952
Liquor Store - West	609,704	567,814	41,890	1,215,708	1,277,719
Cost of Liquor Sold - East	(1,050,468)	(999,254)	(51,214)	(2,014,023)	(2,401,344)
Cost of Liquor Sold - West	(411,382)	(397,692)	(13,690)	(863,153)	(981,783)
Other Revenue	9,747	5,607	4,141	14,621	3,700
Total Revenues	\$ 723,828	\$ 554,165	\$ 169,663	\$ 1,189,805	\$ 1,024,244
Operating Expenses:					
Liquor Store - East	\$ 293,997	\$ 249,184	44,814	\$ 512,489	\$ 550,034
Liquor Store - West	179,790	167,021	12,770	305,816	353,966
Transfers	-	-	-	350,000	350,000
Total Operating Expenses	\$ 473,788	\$ 416,204	\$ 57,583	\$ 1,168,305	\$ 1,254,000
Net Postion increase/(decrease)	\$ 250,040	\$ 137,961	\$ 112,079	\$ 21,501	\$ (229,756)
Net Profit (before transfer) Percentage	11.44%	7.07%		9.13%	

Stormwater Fund (612)

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 7,478,367	\$ 6,467,061	\$ 1,011,306		
Revenues:					
Utility Charges	\$ 426,248	\$ 374,469	51,779	479,861	\$ 465,000
Other Revenue	23,473	17,424	6,048	35,209	7,500
Other Financing Sources	-	-	-	-	547,791
Total Revenues	\$ 449,721	\$ 391,894	\$ 57,827	\$ 515,070	\$ 1,020,291
Expenditures:					
Storm Sewer	\$ 143,748	\$ 162,058	(18,310)	453,613	\$ 1,224,022
Total Expenditures	\$ 143,748	\$ 162,058	\$ (18,310)	\$ 453,613	\$ 1,224,022
Net Postion increase/(decrease)	\$ 305,973	\$ 229,836	\$ 76,138	\$ 61,457	\$ (203,731)

Water Fund (615)

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 18,179,389	\$ 17,004,602	\$ 1,174,787		
Revenues:					
Charges for Services	\$ 163,562	\$ 236,080	\$ (72,518)	280,392	\$ 185,000
Water Charges	1,237,455	1,195,060	42,395	2,121,299	2,005,000
Other Revenue	73,370	64,123	9,247	99,841	50,000
Other Financing Sources	-	-	-	-	1,079,874
Total Revenues	\$ 1,474,387	\$ 1,495,263	\$ (20,876)	\$ 2,501,532	\$ 3,319,874
Expenditures:					
Water	\$ 535,760	\$ 691,666	(155,905)	1,464,104	\$ 5,117,834
Total Expenditures	\$ 535,760	\$ 691,666	\$ (155,905)	\$ 1,464,104	\$ 5,117,834
Net Postion increase/(decrease)	\$ 938,626	\$ 803,597	\$ 135,029	\$ 1,037,428	\$ (1,797,960)

Generation Fund (620)

	7/31/2026 Actual	7/31/2025 Actual	Current vs Prior Inc/(Dec)	Projected 2026	2026 Budget
Fund Balance	\$ 12,118,171	\$ 11,974,349	\$ 143,822		
Revenues:					
Utility Charges	\$ 210,000	\$ 210,000	\$ -	\$ 360,000	\$ 360,000
Other Revenue	154,915	182,531	(27,617)	181,046	-
Total Revenues	\$ 364,915	\$ 392,531	\$ (27,617)	\$ 541,046	\$ 360,000
Expenditures:					
Generation	\$ 183,436	\$ 141,854	41,583	972,441	\$ 2,324,304
Total Expenditures	\$ 183,436	\$ 141,854	\$ 41,583	\$ 972,441	\$ 2,324,304
Net Postion increase/(decrease)	\$ 181,478	\$ 250,677	\$ (69,199)	\$ (431,395)	\$ (1,964,304)

Council Goals for 2027

Fiscal Planning and Budgeting

- **Zero-Based Budgeting:** Transition to a zero-based budgeting model to evaluate the necessity and cost of all programs, personnel, and assets compared to a "do nothing" baseline.
- **Service Prioritization:** Distinguish between essential services and "nice to have" services, particularly for those funded by property tax levies or lacking independent revenue streams.
- **Revenue Generation:** Explore alternative revenue streams and price adjustments for city products or services to meet business needs without over-reliance on property tax levies.
- **Comprehensive Cost Analysis:** Include all secondary costs (training, equipment, support assets) when proposing new headcount.
- **Long-Term Capital Planning:** Refine financial planning to realign current reserves with multi-year capital projects.

Facilities and Infrastructure

- **Building Maintenance:** Prioritize interior and exterior facility support for City Hall, Public Works, and the Fire Hall under a dedicated facilities manager.
- **Gated Compost Site:** Implement a gated compost facility featuring a fee-based access system utilizing key fobs.
- **Efficiency Measures:** Consolidate supply ordering and explore city-wide service contracts (e.g., pest control) for cost savings.
- **Space Management:** Address workspace clutter at City Hall to enhance safety and operational efficiency.

Departmental Initiatives

- **Fire Department:** Prioritize essential equipment and transition the Fire Chief position to a full-time role while encouraging self-sustaining fundraising for non-critical needs.
- **Police Department:** Focus on the execution of recruitment and training plans.
- **Liquor Store:** Investigate development opportunities beyond traditional sales, such as a potential dispensary.
- **Organizational Alignment:** Improve communication and idea-sharing between the City Administrator and department directors.

Economic Development & Community Engagement

- **Strategic Infrastructure:** Prioritize the development of the industrial park and the interchange to drive growth.
- **Business Recruitment & Retention:** Enhance local relationships through a new business welcome program, tours, and simplified building codes to reduce regulatory costs.
- **Signature Events:** Develop community growth initiatives around Midsummer Days, potentially utilizing the Mayor's fundraiser as the official kick-off for the week.
- **Branding & Growth:** Support strategic retail and "focused growth" while preserving the city's unique hometown feel and historical achievements.
- **Community Assets:** Expand hiking/biking trails and pursue development for the hockey arena and an athletic complex with tournament potential.

Governance and Representation

- **Professionalism:** Maintain a "low drama" governance environment to ensure City Hall and the City Council serve as positive representations of the community.
- **Reputation Management:** Proactively manage city affairs to ensure positive public perception and avoid negative press coverage.

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.