



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, FEBRUARY 27, 2024 @ 5:00 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. Approve Minutes

ACTION

c. Resolution R-13-2024, Approving the Preliminary Plat for Happy Acres Morning View 2nd Addition Preliminary Plat

ACTION

d. Resolution No. R-14-2024, Approving the Preliminary Plat for Carchedi Commons 2nd Addition

ACTION

- e. Resolution No. R-15-2024, Approving the Final Plat for Carchedi Commons 2nd Addition ACTION
- f. Resolution No. R-16-2024, Approving the Preliminary Plat for Parsons Family ACTION
- g. Resolution No. R-17-2024, Approving the Final Plat for Parsons Family ACTION
- h. Resolution No. R-18-2024, Restricting and Authorizing the Expenditure of Funds for Public Safety Purposes ACTION
- i. Approve Transient Merchant License - Plant Place Inc ACTION
- j. Resolution No. R-21-2024 Approving Water Tower 1 Rehabilitation Project Pay Request No. 3, & Change Order No. 2 ACTION

8. PUBLIC HEARINGS

- a. Public Hearing to Consider the Vacation of a Certain Part of Evergreen Avenue Right of Way and Drainage and Utility Easements of Lot 1, Block 1 of Chain Lake View ACTION

9. STAFF REPORTS

- a. Resolution No. R-20-2024, Approving a Map Amendment to the 2018 Comprehensive Plan ACTION
- b. Ordinance No. 368-24, Approving a Map Amendment to the Official Zoning Map of the City of North Branch ACTION

10. MAYOR/CITY COUNCIL

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:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 01/12/2024

Board & Commission: City Council

Subject: Approve Agenda

Council to approve the agenda as it or with modification with a motion, and second.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Sharon Wright, Finance Director
Presenter: Sharon Wright, Finance Director
Date: 01/12/2024

Board & Commission: City Council

Subject: Claims

Council approve the monthly claims as presented.

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5366 to - \$0

Checks

88914 to - 88981 \$316,342.12

Credit Card Transactions

DEC Transactions

Total paid to US Bank 1-7-2024

\$43,211.63

Payroll

February 16, 2024 - \$ 105,070.34

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 02/27/2024 - 11:58AM



Check Number	Check Date	Amount
1025 - Anderson and Koch Ford		
88921	02/27/2024	
Inv JOB 14833		5,289.99
88921 Total:		5,289.99
1025 - Anderson and Koch Ford Total:		5,289.99
1029 - Artisan Beer Company		
88922	02/27/2024	
Inv 3659242		40.00
Inv 3659243		123.00
Inv 3659244		55.40
Inv 3660806		120.00
88922 Total:		338.40
1029 - Artisan Beer Company Total:		338.40
1049 - Bellboy Corporation		
88923	02/27/2024	
Inv 108000900		191.87
Inv 108002100		85.49
Inv 108002200		150.08
Inv 202518400		3,761.12
Inv 202608800		5,968.98
Inv 202611700		1,389.50
Inv 202630900		-500.80
88923 Total:		11,046.24
1049 - Bellboy Corporation Total:		11,046.24
1052 - Bernicks		
88924	02/27/2024	
Inv 10179081		1,597.65
Inv 10179082		-51.20
Inv 10181620		2,510.50
Inv 10181621		-399.35
Inv 10181629		2,032.00
88924 Total:		5,689.60

Check Number	Check Date	Amount
1052 - Bernicks Total:		5,689.60
1066 - Breakthru Beverage MN		
88925	02/27/2024	
Inv 114302589		614.84
Inv 114302840		1,642.72
Inv 114403561		523.07
Inv 411942568		-120.65
88925 Total:		2,659.98
1066 - Breakthru Beverage MN Total:		2,659.98
1082 - Capitol Beverage Sales LP		
88926	02/27/2024	
Inv 2942958		858.40
88926 Total:		858.40
1082 - Capitol Beverage Sales LP Total:		858.40
1095 - Chisago Co. Training Assoc.		
88927	02/27/2024	
Inv NBPD2024		300.00
88927 Total:		300.00
1095 - Chisago Co. Training Assoc. Total:		300.00
1099 - Chisago County Chiefs/Police		
88928	02/27/2024	
Inv NBPS2024		50.00
88928 Total:		50.00
1099 - Chisago County Chiefs/Police Total:		50.00
1114 - Coffee Mill Inc		
88929	02/27/2024	
Inv 262623		68.00
88929 Total:		68.00
1114 - Coffee Mill Inc Total:		68.00
1129 - Dahlheimer Distributing		
88931	02/27/2024	
Inv 2110472		3,915.45
Inv 2111040		-136.80
Inv 2111048		254.95

Check Number	Check Date	Amount
Inv 2111049		9,155.91
Inv 2111355		59.46
Inv 2115657		4,128.70
Inv 2115863		310.25
Inv 2115866		7,973.70
88931 Total:		25,661.62
1129 - Dahlheimer Distributing Total:		25,661.62
1143 - Dr Pepper Snapple Group		
88932	02/27/2024	
Inv 3562336615		209.86
88932 Total:		209.86
1143 - Dr Pepper Snapple Group Total:		209.86
1176 - M Health Fairview		
88949	02/27/2024	
Inv 15007312458		114.00
88949 Total:		114.00
1176 - M Health Fairview Total:		114.00
1180 - Ferguson US Holdings, Inc		
88933	02/27/2024	
Inv 521092		14,160.00
Inv 525183		750.00
Inv 525792		2,400.00
88933 Total:		17,310.00
1180 - Ferguson US Holdings, Inc Total:		17,310.00
1182 - Finance & Commerce		
88934	02/27/2024	
Inv 745650102		242.97
Inv 745673455		253.65
88934 Total:		496.62
1182 - Finance & Commerce Total:		496.62
1204 - Gateway Sign Co.		
88935	02/27/2024	
Inv 289486		190.00
88935 Total:		190.00

Check Number	Check Date	Amount
1204 - Gateway Sign Co. Total:		190.00
1216 - Gopher State One-Call, Inc.		
88936	02/27/2024	
Inv 4010640		89.15
88936 Total:		89.15
1216 - Gopher State One-Call, Inc. Total:		89.15
1221 - Granicus, LLC		
88937	02/27/2024	
Inv 179682		434.24
88937 Total:		434.24
1221 - Granicus, LLC Total:		434.24
1239 - Hawkins, Inc.		
88940	02/27/2024	
Inv 6685797		5,315.89
Inv 6690977		10.00
88940 Total:		5,325.89
1239 - Hawkins, Inc. Total:		5,325.89
1246 - Hohensteins, Inc.		
88942	02/27/2024	
Inv 688850		504.00
88942 Total:		504.00
1246 - Hohensteins, Inc. Total:		504.00
1265 - Isanti-Chisago County Star		
88943	02/27/2024	
Inv 1802537		48.30
Inv 1803936		15.75
88943 Total:		64.05
1265 - Isanti-Chisago County Star Total:		64.05
1269 - IUOE Local 49 Fringe Benefit		
88944	02/27/2024	
Inv FOR APR 2024		17,700.00
88944 Total:		17,700.00

Check Number	Check Date	Amount
1269 - IUOE Local 49 Fringe Benefit Total:		17,700.00
1279 - Johnson Brothers Liquor Co.		
88914	02/14/2024	
Inv 2466776		33.00
88914 Total:		33.00
88945	02/27/2024	
Inv 2479779		438.28
Inv 2479780		185.64
Inv 2479781		978.44
Inv 2479782		582.20
Inv 2479783		3,067.80
Inv 2479784		1,570.84
Inv 2479785		842.56
Inv 2479786		936.74
Inv 2479787		461.78
Inv 2479788		392.45
Inv 2484069		244.82
Inv 2484070		449.10
Inv 2484073		724.97
Inv 2484075		648.19
Inv 2484076		205.54
Inv 2484077		98.13
Inv 2484078		1,390.38
Inv 2484079		1,576.08
Inv 285784		-262.82
88945 Total:		14,531.12
1279 - Johnson Brothers Liquor Co. Total:		14,564.12
1292 - Knife River		
88917	02/16/2024	
Inv WSB19699-000		39,137.99
88917 Total:		39,137.99
1292 - Knife River Total:		39,137.99
1296 - Lamar Companies		
88947	02/27/2024	
Inv 115607422		445.00
88947 Total:		445.00
1296 - Lamar Companies Total:		445.00
1365 - Minnesota Energy Resources		
88952	02/27/2024	
Inv 505053332-00001		573.43

Check Number	Check Date	Amount
Inv 505590187-00001		26.91
Inv 505650311-00001		510.18
Inv 507851907-00001		136.28
88952 Total:		1,246.80
1365 - Minnesota Energy Resources Total:		1,246.80
1388 - MN Dept Of Natural Resources		
88953	02/27/2024	
Inv 8108240		28.30
Inv 8108266		28.30
88953 Total:		56.60
1388 - MN Dept Of Natural Resources Total:		56.60
1398 - MN Pollution Control Agency		
88954	02/27/2024	
Inv 10000178586		1,450.00
88954 Total:		1,450.00
1398 - MN Pollution Control Agency Total:		1,450.00
1403 - MN State Partrol, CMV Section		
88955	02/27/2024	
Inv DOT STICKERS		36.00
88955 Total:		36.00
1403 - MN State Partrol, CMV Section Total:		36.00
1423 - N.B. Area Public Schools-Fuel		
88957	02/27/2024	
Inv JAN 2024		3,519.35
88957 Total:		3,519.35
1423 - N.B. Area Public Schools-Fuel Total:		3,519.35
1430 - Nardini Fire Equipt. Co., Inc.		
88958	02/27/2024	
Inv 277888		414.00
88958 Total:		414.00
1430 - Nardini Fire Equipt. Co., Inc. Total:		414.00
1432 - NCPERS Group Life Ins.		

Check Number	Check Date	Amount
88959	02/27/2024	
Inv FOR MARCH 2024		64.00
88959 Total:		64.00
1432 - NCPERS Group Life Ins. Total:		64.00
1465 - Paustis Wine Company		
88961	02/27/2024	
Inv 227861		691.00
Inv 227862		426.00
88961 Total:		1,117.00
1465 - Paustis Wine Company Total:		1,117.00
1474 - Phillips Wine & Spirits, Inc.		
88962	02/27/2024	
Inv 517706		-25.10
Inv 6735375		1,278.77
Inv 6735376		293.80
Inv 6735377		62.64
Inv 6735378		496.94
Inv 6735379		408.38
Inv 6738890		2,188.74
Inv 6738891		251.25
Inv 6738892		251.73
88962 Total:		5,207.15
1474 - Phillips Wine & Spirits, Inc. Total:		5,207.15
1475 - Pitney Bowes Bank Inc Purchase Power		
88963	02/27/2024	
Inv FEB OVERAGE		3.50
88963 Total:		3.50
1475 - Pitney Bowes Bank Inc Purchase Power Total:		3.50
1477 - Pitney Bowes Global Financial Srvs LLC		
88964	02/27/2024	
Inv 3106524781		164.55
88964 Total:		164.55
1477 - Pitney Bowes Global Financial Srvs LLC Total:		164.55
1478 - PLC Towing & Recovery		
88965	02/27/2024	
Inv 24-35471		133.00

Check Number	Check Date	Amount
88965 Total:		133.00
1478 - PLC Towing & Recovery Total:		133.00
1482 - Post Haste Business Solutions		
88966	02/27/2024	
Inv 129652		63.96
Inv 129714		146.01
Inv 129739		198.00
88966 Total:		407.97
1482 - Post Haste Business Solutions Total:		407.97
1534 - Southern Glazers Wine & Spirits of Minnesota		
88969	02/27/2024	
Inv 2445028		4,890.52
Inv 2445501		3,046.67
88969 Total:		7,937.19
1534 - Southern Glazers Wine & Spirits of Minnesota Total:		7,937.19
1542 - Staples		
88970	02/27/2024	
Inv 8072990031		264.27
88970 Total:		264.27
1542 - Staples Total:		264.27
1550 - Streichers		
88971	02/27/2024	
Inv 1681220		312.00
88971 Total:		312.00
1550 - Streichers Total:		312.00
1552 - Sun Life Assurance Company		
88919	02/16/2024	
Inv 0216		2,528.38
88919 Total:		2,528.38
1552 - Sun Life Assurance Company Total:		2,528.38
1584 - U.S. Bank Equipment Finance		
88972	02/27/2024	

Check Number	Check Date	Amount
Inv 522229988		185.00
Inv 522321678		958.08
88972 Total:		1,143.08
1584 - U.S. Bank Equipment Finance Total:		1,143.08
1585 - United States Treasury		
88915	02/14/2024	
Inv 41-6005421		1,803.17
88915 Total:		1,803.17
1585 - United States Treasury Total:		1,803.17
1595 - VATA Communications Inc		
88974	02/27/2024	
Inv 10-13337		793.28
88974 Total:		793.28
1595 - VATA Communications Inc Total:		793.28
1598 - Viking Coca-Cola Bottling Co.		
88975	02/27/2024	
Inv 3370061		123.90
Inv 3370062		157.60
Inv 3370125		125.30
88975 Total:		406.80
1598 - Viking Coca-Cola Bottling Co. Total:		406.80
1601 - Vinocopia, Inc.		
88976	02/27/2024	
Inv 346069		741.75
88976 Total:		741.75
1601 - Vinocopia, Inc. Total:		741.75
1611 - Watson Company		
88977	02/27/2024	
Inv 140180		861.12
Inv 140322		992.39
88977 Total:		1,853.51
1611 - Watson Company Total:		1,853.51

Check Number	Check Date	Amount
1623 - Winebow, Inc.		
88979	02/27/2024	
Inv 143121		306.00
88979 Total:		306.00
1623 - Winebow, Inc. Total:		306.00
1626 - GS Systems, Inc. & Affiliates		
88938	02/27/2024	
Inv 26488		4,200.00
88938 Total:		4,200.00
1626 - GS Systems, Inc. & Affiliates Total:		4,200.00
1628 - WSB & Associates, Inc.		
88980	02/27/2024	
Inv 17678-000-25		158.00
Inv 18732-000-15		79.00
Inv 19036-000-9		4,898.00
Inv 19486-000-16		298.00
Inv 19699-000-15		102.00
Inv 20015-000-14		158.00
Inv 21065-000-12		2,843.50
Inv 21286-000-12		70.00
Inv 22237-000-10		316.00
Inv 22285-000-11		898.00
Inv 22542-000-9		3,759.25
Inv 23945-000-3		987.00
Inv 24103-000-2		6,192.00
Inv 24131-000-1		6,674.75
Inv 24225-000-1		640.00
Inv 24316-000-2		405.00
Inv 24514-000-1		140.00
Inv 24515-000-1		140.00
88980 Total:		28,758.50
1628 - WSB & Associates, Inc. Total:		28,758.50
1630 - XCEL Energy		
88981	02/27/2024	
Inv 51-0012033162-9		216.73
Inv 51-6102224-2		171.88
Inv 51-7498295-5		1,402.47
88981 Total:		1,791.08
1630 - XCEL Energy Total:		1,791.08
1643 - McDonald Distributing		

Check Number	Check Date	Amount
88950	02/27/2024	
Inv 5760429		-29.75
Inv 5760432		-86.40
Inv 5760433		-154.93
Inv 731551		707.35
Inv 731565		4,507.85
Inv 731581		-12.33
Inv 731586		325.00
Inv 732658		873.40
Inv 732678		1,742.50
Inv 732685		69.00
Inv 732800		205.20
Inv 732817		6,802.05
Inv 732842		-184.00
88950 Total:		14,764.94
1643 - McDonald Distributing Total:		14,764.94
1644 - Mega Beer		
88951	02/27/2024	
Inv 8306		404.41
88951 Total:		404.41
1644 - Mega Beer Total:		404.41
1646 - Ameritas		
88916	02/16/2024	
Inv 0216 AMER		90.00
88916 Total:		90.00
1646 - Ameritas Total:		90.00
1658 - Kramer Mechanical Plumbing & Heating, Inc.		
88946	02/27/2024	
Inv 29831		1,140.00
88946 Total:		1,140.00
1658 - Kramer Mechanical Plumbing & Heating, Inc. Total:		1,140.00
1662 - Amazon Capital Services		
88920	02/27/2024	
Inv 1H3C-XQJQ-1PP1		537.20
88920 Total:		537.20
1662 - Amazon Capital Services Total:		537.20

Check Number	Check Date	Amount
1691 - Motorola Solutions, Inc.		
88956	02/27/2024	
Inv 1411055146		2,460.00
Inv 32029331589		958.00
88956 Total:		3,418.00
1691 - Motorola Solutions, Inc. Total:		3,418.00
1761 - WEX BANK		
88978	02/27/2024	
Inv 349805		101.99
88978 Total:		101.99
1761 - WEX BANK Total:		101.99
1763 - Office of MNIT Services-Accounts Receivable		
88960	02/27/2024	
Inv 24010431		1,150.00
88960 Total:		1,150.00
1763 - Office of MNIT Services-Accounts Receivable Total:		1,150.00
1827 - Urban Growler Brewing Company, LLC		
88973	02/27/2024	
Inv 35420		211.50
88973 Total:		211.50
1827 - Urban Growler Brewing Company, LLC Total:		211.50
1884 - Pine Tree Commercial Realty, SUSO 4 North Branch, LP		
88918	02/16/2024	
Inv FOR MAR 2024		8,721.11
88918 Total:		8,721.11
1884 - Pine Tree Commercial Realty, SUSO 4 North Branch, LP Total:		8,721.11
1907 - LJJ Wastwater Maintenance, Inc.		
88948	02/27/2024	
Inv 224-1740		4,810.00
88948 Total:		4,810.00
1907 - LJJ Wastwater Maintenance, Inc. Total:		4,810.00
1908 - GTG Properties, LLC		

Check Number	Check Date	Amount
88939	02/27/2024	
Inv FOR MAR 2024		100.00
88939 Total:		100.00
1908 - GTG Properties, LLC Total:		100.00
1998 - HEWLETT-PACKARD FINANCIAL SERVICES COMPANY		
88941	02/27/2024	
Inv 601020276		1,849.78
Inv 601042630		1,849.78
88941 Total:		3,699.56
1998 - HEWLETT-PACKARD FINANCIAL SERVICES COMPANY Total:		3,699.56
2066 - RMB Environmental Laboratories, Inc.		
88967	02/27/2024	
Inv 11815		124.60
Inv 11817		479.00
Inv 11869		124.60
88967 Total:		728.20
2066 - RMB Environmental Laboratories, Inc. Total:		728.20
2070 - Short-Elliott-Hendrickson, Inc.		
88968	02/27/2024	
Inv 15739		1,725.70
Inv 176977		2,925.00
88968 Total:		4,650.70
2070 - Short-Elliott-Hendrickson, Inc. Total:		4,650.70
2072 - Compass Minerals America Inc		
88930	02/27/2024	
Inv 1296075		13,649.60
Inv 1296741		24,157.83
Inv 1297494		18,801.00
88930 Total:		56,608.43
2072 - Compass Minerals America Inc Total:		56,608.43
Total:		316,342.12

City of North Branch

ACH Checks

5366 to - \$0

Checks

88914 to - 88981 \$316,342.12

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DEC Transactions

Total paid to US Bank 1-7-2024

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Payroll

February 16, 2024 - \$ 105,070.34

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 2/27/2024 3:21 PM



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88914	1279	Johnson Brothers Liquor Co.	02/14/2024	33.00
88915	1585	United States Treasury	02/14/2024	1,803.17
88916	1646	Ameritas	02/16/2024	90.00
88917	1292	Knife River	02/16/2024	39,137.99
88918	1884	SUSO 4 North Branch, LP Pine Tree Comm	02/16/2024	8,721.11
88919	1552	Sun Life Assurance Company	02/16/2024	2,528.38
88920	1662	Amazon Capital Services	02/27/2024	537.20
88921	1025	Anderson and Koch Ford	02/27/2024	5,289.99
88922	1029	Artisan Beer Company	02/27/2024	338.40
88923	1049	Bellboy Corporation	02/27/2024	11,046.24
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88929	1114	Coffee Mill Inc	02/27/2024	68.00
88930	2072	Compass Minerals America Inc	02/27/2024	56,608.43
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88941	1998	HEWLETT-PACKARD FINANCIAL SERVICES	02/27/2024	3,699.56
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88943	1265	Isanti-Chisago County Star	02/27/2024	64.05
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88948	1907	LJJ Wastewater Maintenance, Inc.	02/27/2024	4,810.00
88949	1176	M Health Fairview	02/27/2024	114.00
88950	1643	McDonald Distributing	02/27/2024	14,764.94
88951	1644	Mega Beer	02/27/2024	404.41
88952	1365	Minnesota Energy Resources	02/27/2024	1,246.80
88953	1388	MN Dept Of Natural Resources	02/27/2024	56.60
88954	1398	MN Pollution Control Agency	02/27/2024	1,450.00
88955	1403	MN State Patrol, CMV Section	02/27/2024	36.00
88956	1691	Motorola Solutions, Inc.	02/27/2024	3,418.00
88957	1423	N.B. Area Public Schools-Fuel	02/27/2024	3,519.35
88958	1430	Nardini Fire Equipt. Co., Inc.	02/27/2024	414.00
88959	1432	NCPERS Group Life Ins.	02/27/2024	64.00
88960	1763	Office of MNIT Services-Accounts Receivable	02/27/2024	1,150.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
88961	1465	Paustis Wine Company	02/27/2024	1,117.00
88962	1474	Phillips Wine & Spirits, Inc.	02/27/2024	5,207.15
88963	1475	Pitney Bowes Bank Inc Purchase Power	02/27/2024	3.50
88964	1477	Pitney Bowes Global Financial Svcs LLC	02/27/2024	164.55
88965	1478	PLC Towing & Recovery	02/27/2024	133.00
88966	1482	Post Haste Business Solutions	02/27/2024	407.97
88967	2066	RMB Environmental Laboratories, Inc.	02/27/2024	728.20
88968	2070	Short-Elliott-Hendrickson, Inc.	02/27/2024	4,650.70
88969	1534	Southern Glazers Wine & Spirits of Minnes	02/27/2024	7,937.19
88970	1542	Staples	02/27/2024	264.27
88971	1550	Streichers	02/27/2024	312.00
88972	1584	U.S. Bank Equipment Finance	02/27/2024	1,143.08
88973	1827	Urban Growler Brewing Company, LLC	02/27/2024	211.50
88974	1595	VATA Communications Inc	02/27/2024	793.28
88975	1598	Viking Coca-Cola Bottling Co.	02/27/2024	406.80
88976	1601	Vinocopia, Inc.	02/27/2024	741.75
88977	1611	Watson Company	02/27/2024	1,853.51
88978	1761	WEX BANK	02/27/2024	101.99
88979	1623	Winebow, Inc.	02/27/2024	306.00
88980	1628	WSB & Associates, Inc.	02/27/2024	28,758.50
88981	1630	XCEL Energy	02/27/2024	1,791.08
Report Total (68 checks):				316,342.12

Accounts Payable

Checks by Date - Detail by Check Number

User: TiffaniFolstad
Printed: 2/27/2024 3:22 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
88914	1279 2466776	Johnson Brothers Liquor Co. LIQUOR - SHORT PAID IN ERROR 2/5/2024	02/14/2024	33.00
Total for Check Number 88914:				33.00
88915	1585 41-6005421	United States Treasury 941 TAX PERIOD 6/30/2023 FOR 41-6005421	02/14/2024	1,803.17
Total for Check Number 88915:				1,803.17
88916	1646 0216 AMER	Ameritas Ameritas 457 Employee	02/16/2024 PR Batch 00002.02.2024 Amc	90.00
Total for Check Number 88916:				90.00
88917	1292 WSB19699-000	Knife River FINAL PAY VOUCHER 3 2022 LOCAL ST OV	02/16/2024	39,137.99
Total for Check Number 88917:				39,137.99
88918	1884 FOR MAR 2024	SUSO 4 North Branch, LP Pine Tree Comm MARCH 2024 RENT	02/16/2024	8,721.11
Total for Check Number 88918:				8,721.11
88919	1552 0216	Sun Life Assurance Company STD Ins Employer/LTD Ins Employee	02/16/2024 STD/LTD Disability Ins Empl	2,528.38
Total for Check Number 88919:				2,528.38
88920	1662 1H3C-XQJQ-1PP1	Amazon Capital Services UNIFORMS/JANSSEN	02/27/2024	537.20
Total for Check Number 88920:				537.20
88921	1025 JOB 14833	Anderson and Koch Ford LMC CLAIM #335181	02/27/2024	5,289.99
Total for Check Number 88921:				5,289.99
88922	1029 3659242 3659243 3659244 3660806	Artisan Beer Company BEER BEER BEER BEER	02/27/2024	40.00 123.00 55.40 120.00
Total for Check Number 88922:				338.40
88923	1049 108000900 108002100 108002200	Bellboy Corporation LIQUOR BAGS BAGS	02/27/2024	191.87 85.49 150.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	202518400	LIQUOR		3,761.12
	202608800	LIQUOR		5,968.98
	202611700	LIQUOR		1,389.50
	202630900	LIQUOR		-500.80
Total for Check Number 88923:				11,046.24
88924	1052	Bernicks	02/27/2024	
	10179081	NA SALES		23.00
	10179081	BEER CREDIT		1,574.65
	10179082	BEER CREDIT		-51.20
	10181620	NA SALES		28.70
	10181620	BEER		2,481.80
	10181621	BEER CREDIT		-399.35
	10181629	BEER		2,032.00
Total for Check Number 88924:				5,689.60
88925	1066	Breakthru Beverage MN	02/27/2024	
	114302589	NA SALES		76.95
	114302589	WINE		120.65
	114302589	LIQUOR		417.24
	114302840	NA SALES		152.89
	114302840	LIQUOR		1,224.94
	114302840	WINE		264.89
	114403561	LIQUOR		523.07
	411942568	WINE CREDIT		-120.65
Total for Check Number 88925:				2,659.98
88926	1082	Capitol Beverage Sales LP	02/27/2024	
	2942958	BEER		858.40
Total for Check Number 88926:				858.40
88927	1095	Chisago Co. Training Assoc.	02/27/2024	
	NBPD2024	2024 DUES		300.00
Total for Check Number 88927:				300.00
88928	1099	Chisago County Chiefs/Police	02/27/2024	
	NBPS2024	2024 DUES		50.00
Total for Check Number 88928:				50.00
88929	1114	Coffee Mill Inc	02/27/2024	
	262623	COFFEE		68.00
Total for Check Number 88929:				68.00
88930	2072	Compass Minerals America Inc	02/27/2024	
	1296075	ROAD SALT		13,649.60
	1296741	ROAD SALT		24,157.83
	1297494	ROAD SALT		18,801.00
Total for Check Number 88930:				56,608.43
88931	1129	Dahlheimer Distributing	02/27/2024	
	2110472	BEER		3,915.45
	2111040	BEER CREDIT		-136.80
	2111048	NA SALES		254.95
	2111049	BEER		9,185.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2111049	KEG DEPOSIT		30.00
	2111049	KEG DEPOSIT CREDIT		-60.00
	2111355	NA SALES		59.46
	2115657	BEER		4,128.70
	2115863	NA SALES		310.25
	2115866	LIQUOR		1,315.00
	2115866	BEER		6,658.70
Total for Check Number 88931:				25,661.62
88932	1143 3562336615	Dr Pepper Snapple Group NA SALES	02/27/2024	209.86
Total for Check Number 88932:				209.86
88933	1180 521092 525183 525792	Ferguson US Holdings, Inc NEPTUNE 360 AMI PROJECT NEPTUNE 360 AMI PROJECT ANNUAL SOFTWARE UPDATES	02/27/2024	14,160.00 750.00 2,400.00
Total for Check Number 88933:				17,310.00
88934	1182 745650102 745673455	Finance & Commerce HWY 95 WATERMAIN PROJECT ADVERTIS PUBLIC NOTICE NORTHWOOD PICKLEBAI	02/27/2024	242.97 253.65
Total for Check Number 88934:				496.62
88935	1204 289486	Gateway Sign Co. INSURANCE CLAIM CA 335181	02/27/2024	190.00
Total for Check Number 88935:				190.00
88936	1216 4010640	Gopher State One-Call, Inc. 29 BILLABLE TICKETS	02/27/2024	89.15
Total for Check Number 88936:				89.15
88937	1221 179682	Granicus, LLC Agenda & Minutes	02/27/2024	434.24
Total for Check Number 88937:				434.24
88938	1626 26488 26488	GS Systems, Inc. & Affiliates WASTEWATER SCADA ALARMING WATER SCADA ALARMING	02/27/2024	2,100.00 2,100.00
Total for Check Number 88938:				4,200.00
88939	1908 FOR MAR 2024	GTG Properties, LLC PYLON SIGN PANEL	02/27/2024	100.00
Total for Check Number 88939:				100.00
88940	1239 6685797 6690977	Hawkins, Inc. WATER PLANT CHEMICALS 150LB CHLORINE CYL	02/27/2024	5,315.89 10.00
Total for Check Number 88940:				5,325.89
88941	1998 601020276	HEWLETT-PACKARD FINANCIAL SER NETWORK SWITCHES/FIREWALL	02/27/2024	155.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	601020276	NETWORK SWITCHES/FIREWALL		391.68
	601020276	NETWORK SWITCHES/FIREWALL		152.11
	601020276	NETWORK SWITCHES/FIREWALL		329.58
	601020276	NETWORK SWITCHES/FIREWALL		149.12
	601020276	NETWORK SWITCHES/FIREWALL		162.04
	601020276	NETWORK SWITCHES/FIREWALL		509.56
	601042630	NETWORK SWITCHES/FIREWALL		391.68
	601042630	NETWORK SWITCHES/FIREWALL		155.69
	601042630	NETWORK SWITCHES/FIREWALL		509.56
	601042630	NETWORK SWITCHES/FIREWALL		162.04
	601042630	NETWORK SWITCHES/FIREWALL		152.11
	601042630	NETWORK SWITCHES/FIREWALL		329.58
	601042630	NETWORK SWITCHES/FIREWALL		149.12
Total for Check Number 88941:				3,699.56
88942	1246 688850	Hohensteins, Inc. BEER	02/27/2024	504.00
Total for Check Number 88942:				504.00
88943	1265 1802537 1803936	Isanti-Chisago County Star NORTHWOOD PARK IMPROVEMENT NB PLANNING COMM	02/27/2024	48.30 15.75
Total for Check Number 88943:				64.05
88944	1269 FOR APR 2024	IUOE Local 49 Fringe Benefit 49ERS HEALTH BENEFIT	02/27/2024	17,700.00
Total for Check Number 88944:				17,700.00
88945	1279 2479779 2479780 2479781 2479782 2479783 2479784 2479785 2479786 2479787 2479788 2484069 2484070 2484073 2484075 2484076 2484077 2484078 2484079 285784	Johnson Brothers Liquor Co. WINE WINE LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR WINE LIQUOR WINE LIQUOR WINE WINE WINE LIQUOR LIQUOR LIQUOR WINE LIQUOR CREDIT	02/27/2024	438.28 185.64 978.44 582.20 3,067.80 1,570.84 842.56 936.74 461.78 392.45 244.82 449.10 724.97 648.19 205.54 98.13 1,390.38 1,576.08 -262.82
Total for Check Number 88945:				14,531.12
88946	1658 29831	Kramer Mechanical Plumbing & Heating, I GAS LINE REPAIR	02/27/2024	1,140.00
Total for Check Number 88946:				1,140.00
88947	1296	Lamar Companies	02/27/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	115607422	BULLETIN I35.5 MI SO HWY 95		445.00
			Total for Check Number 88947:	445.00
88948	1907 224-1740	LJJ Wastwater Maintenance, Inc. JETTING/TELEVISE LINES	02/27/2024	4,810.00
			Total for Check Number 88948:	4,810.00
88949	1176 15007312458	M Health Fairview VISIT 15007312458 ON 2/1/2024 GUARANTO	02/27/2024	114.00
			Total for Check Number 88949:	114.00
88950	1643 5760429 5760432 5760433 5760433 731551 731565 731565 731581 731586 732658 732678 732685 732800 732817 732817 732842	McDonald Distributing BEER CREDIT BEER CREDIT NA CREDIT BEER CREDIT BEER BEER LIQUOR BEER CREDIT LIQUOR BEER BEER BEER LIQUOR NA SALES BEER BEER CREDIT	02/27/2024	-29.75 -86.40 -10.53 -144.40 707.35 4,474.25 33.60 -12.33 325.00 873.40 1,742.50 69.00 205.20 152.00 6,650.05 -184.00
			Total for Check Number 88950:	14,764.94
88951	1644 8306	Mega Beer	02/27/2024	404.41
			Total for Check Number 88951:	404.41
88952	1365 505053332-00001 505590187-00001 505650311-00001 507851907-00001	Minnesota Energy Resources IN:4926093959 USAGE FROM 1/20 TO 2/19/21 IN:4923794325 USAGE FROM 1/22 TO 2/19/21 IN:4922780868 USAGE FROM 1/19 TO 2/16/21 IN:4924171837 USAGE FROM 1/22 TO 2/19/21	02/27/2024	573.43 26.91 510.18 136.28
			Total for Check Number 88952:	1,246.80
88953	1388 8108240 8108266	MN Dept Of Natural Resources 12X12 METAL SIGN 12X12 METAL SIGN	02/27/2024	28.30 28.30
			Total for Check Number 88953:	56.60
88954	1398 10000178586	MN Pollution Control Agency ANNUAL PERMIT FEE	02/27/2024	1,450.00
			Total for Check Number 88954:	1,450.00
88955	1403 DOT STICKERS	MN State Partrol, CMV Section DOT INSPECTION STICKERS	02/27/2024	36.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 88955:				36.00
88956	1691	Motorola Solutions, Inc.	02/27/2024	
	1411055146	BODY CAM AND SUBSCRIPTION		2,460.00
	32029331589	2 REMOTE SPEAKER MICROPHONES		958.00
Total for Check Number 88956:				3,418.00
88957	1423	N.B. Area Public Schools-Fuel	02/27/2024	
	JAN 2024	FUEL		105.86
	JAN 2024	FUEL		2,511.79
	JAN 2024	FUEL		61.59
	JAN 2024	FUEL		279.25
	JAN 2024	FUEL		173.19
	JAN 2024	FUEL		209.65
	JAN 2024	FUEL		178.02
Total for Check Number 88957:				3,519.35
88958	1430	Nardini Fire Equipt. Co., Inc.	02/27/2024	
	277888	INSPECTION		414.00
Total for Check Number 88958:				414.00
88959	1432	NCPERS Group Life Ins.	02/27/2024	
	FOR MARCH 2024	BILLING: 661602032024		64.00
Total for Check Number 88959:				64.00
88960	1763	Office of MNIT Services-Accounts Receiv	02/27/2024	
	24010431	WAN SERVICES MONTHLY FEE		1,150.00
Total for Check Number 88960:				1,150.00
88961	1465	Paustis Wine Company	02/27/2024	
	227861	WINE		691.00
	227862	WINE		426.00
Total for Check Number 88961:				1,117.00
88962	1474	Phillips Wine & Spirits, Inc.	02/27/2024	
	517706	LIQUOR CREDIT		-25.10
	6735375	LIQUOR		1,278.77
	6735376	WINE		293.80
	6735377	NA SALES		62.64
	6735378	LIQUOR		496.94
	6735379	WINE		408.38
	6738890	LIQUOR		2,188.74
	6738891	WINE		251.25
	6738892	NA SALES		251.73
Total for Check Number 88962:				5,207.15
88963	1475	Pitney Bowes Bank Inc Purchase Power	02/27/2024	
	FEB OVERAGE	FEBRUARY POSTAGE OVERAGE		3.50
Total for Check Number 88963:				3.50
88964	1477	Pitney Bowes Global Financial Srvs LLC	02/27/2024	
	3106524781	Q1 POSTAL SCALE LEASE		164.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 88964:				164.55
88965	1478 24-35471	PLC Towing & Recovery CASE #24.002264	02/27/2024	133.00
Total for Check Number 88965:				133.00
88966	1482 129652 129714 129739	Post Haste Business Solutions NAMEPLATES METER READER RETURN SHIPPING RECEIPT BOOKS	02/27/2024	63.96 146.01 198.00
Total for Check Number 88966:				407.97
88967	2066 11815 11817 11869	RMB Environmental Laboratories, Inc. WEEKLY WW TESTING ANNUAL COMPOST TEST WEEKLY WW TESTING	02/27/2024	124.60 479.00 124.60
Total for Check Number 88967:				728.20
88968	2070 15739 176977	Short-Elliott-Hendrickson, Inc. INSTALL/PROGRAM NEW CHLORINE TANI ANNUAL GEN EMISSION REPORTS	02/27/2024	1,725.70 2,925.00
Total for Check Number 88968:				4,650.70
88969	1534 2445028 2445501	Southern Glazers Wine & Spirits of Minnes LIQUOR LIQUOR	02/27/2024	4,890.52 3,046.67
Total for Check Number 88969:				7,937.19
88970	1542 8072990031 8072990031	Staples CLEANING AND OFFICE SUPPLIES CLEANING AND OFFICE SUPPLIES	02/27/2024	176.06 88.21
Total for Check Number 88970:				264.27
88971	1550 1681220	Streichers UNIFORMS/SKAR	02/27/2024	312.00
Total for Check Number 88971:				312.00
88972	1584 522229988 522321678 522321678 522321678 522321678 522321678 522321678 522321678 522321678	U.S. Bank Equipment Finance COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE COPY MACHINE LEASE	02/27/2024	185.00 129.84 69.33 69.33 205.52 69.33 69.33 69.33 276.07
Total for Check Number 88972:				1,143.08
88973	1827 35420	Urban Growler Brewing Company, LLC BEER	02/27/2024	211.50
Total for Check Number 88973:				211.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
88974	1595 10-13337	VATA Communications Inc TONE SIGNAL GENERATOR	02/27/2024	793.28
Total for Check Number 88974:				793.28
88975	1598 3370061 3370062 3370125	Viking Coca-Cola Bottling Co. NA SALES NA SALES NA SALES	02/27/2024	123.90 157.60 125.30
Total for Check Number 88975:				406.80
88976	1601 346069	Vinocopia, Inc. WINE	02/27/2024	741.75
Total for Check Number 88976:				741.75
88977	1611 140180 140322 140322	Watson Company NA SALES OPERATING SUPPLIES NA SALES	02/27/2024	861.12 121.60 870.79
Total for Check Number 88977:				1,853.51
88978	1761 349805	WEX BANK MOTOR FUELS	02/27/2024	101.99
Total for Check Number 88978:				101.99
88979	1623 143121 143121	Winebow, Inc. LIQUOR WINE	02/27/2024	210.00 96.00
Total for Check Number 88979:				306.00
88980	1628 17678-000-25 18732-000-15 19036-000-9 19486-000-16 19699-000-15 20015-000-14 21065-000-12 21286-000-12 22237-000-10 22285-000-11 22542-000-9 23945-000-3 24103-000-2 24131-000-1 24225-000-1 24316-000-2 24514-000-1 24515-000-1	WSB & Associates, Inc. CONSTRUCTION OBSERVATION CONSTRUCTION OBSERVATION CONSTRUCTION OBSERVATION CONSTRUCTION OBSERVATION/LOC REDU FINAL PAPERWORK CONSTRUCTION OBSERVATION RETAINER AND MAPS ENGINEERS ESTIMATE REVIEW CONSTRUCTION OBSERVATION 2023 LOCAL STREET OVERLAY HWY 95 CIP PROJECT 27023 FALCON AVE PROJECT APP PREP FINAL DESIGN ANALYSIS, UPDATE AUAR PLAN REVIEW, MEMO, PMO CORRESPONDANCE, DISCUSSION, MGMT PLAT REVIEW PLAT REVIEW	02/27/2024	158.00 79.00 4,898.00 298.00 102.00 158.00 2,843.50 70.00 316.00 898.00 3,759.25 987.00 6,192.00 6,674.75 640.00 405.00 140.00 140.00
Total for Check Number 88980:				28,758.50
88981	1630 51-0012033162-9 51-6102224-2 51-7498295-5	XCEL Energy For usage 1/18 to 2/16/2024 For usage 1/09 to 2/08/2024 For usage 1/09 to 2/08/2024	02/27/2024	216.73 171.88 1,402.47

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
		Total for Check Number 88981:		1,791.08
		Report Total (68 checks):		316,342.12



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 02/26/2024

Board & Commission: City Council

Subject: Approve Minutes

Approve provided minutes.

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JANUARY 9, 2024
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, January 9, 2024

1. CALL TO ORDER

The North Branch City Council met in a regular meeting and Mayor Kevin Schieber called the meeting to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Schieber led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Schieber and Councilmembers Schaps, Miles, Neider and Canada.

Also present, Interim City Administrator/Community Development Director Jason Ziemer, City Clerk/IT Director Varma, Finance Director Sharon Wright, Public Works Director Williams, GIS Specialist/Parks Director Sondrol along with members of press and public.

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

RESULT:	Passed
MOVER:	Robert Canada
SECONDER:	Kelly Neider
AYES:	Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider
ABSENT:	None
Notes:	Motion passed unanimously.

5. PRESENTATION & PROCLAMATION

None.

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.

Mr Jeff from North Branch Lions Club addressed the Council and spoke about the club and how it serves the community of North Branch.

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:	Kelly Neider
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider
ABSENT:	None
Notes:	Motion passed unanimously.

- a. Claims ACTION
- b. Approve Minutes ACTION
- c. Approve Resolution for Grand Ave. Storm Water Retention Basin Project Pay Request ACTION #1

8. PUBLIC HEARINGS

No public hearing was held.

9. STAFF REPORTS

a. Appointment of Interim City Administrator

ACTION

Two motions were made on this agenda items.

First Motion Failed to table the agenda item for the January 23, 2024, meeting.

RESULT:	Failed
MOVER:	Kelly Neider
SECONDER:	Peter Schaps
AYES:	Peter Schaps, Kelly Neider
NAY:	Kevin Schieber, Travis Miles, Robert Canada
Notes:	Motion failed 3/2

Second Motion passed.

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Travis Miles, Robert Canada
NAYS:	Peter Schaps, Kelly Neider
Notes:	Motion passed 3/2

Council approved the continuation of the appointment of Jason Ziemer as the Interim City Administrator and authorized the Mayor and City Clerk to execute the agreement between City of North Branch and Jason Ziemer.

b. Approve a Resolution Authorizing Official Signatories & Declaring Official Depositories

ACTION

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider

ABSENT:	None
Notes:	Motion Passed

c. Approve a Resolution Approving the Annual Appointments & Designations

ACTION

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider
ABSENT:	None
Notes:	Motion passed 5/0

d. Approve Appointments to Citizen Advisory Commissions

ACTION

A motion was made by Schieber to appoint Sara Paul to EDA and seconded by Canada. Motion carried unanimously.

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Miles, Kelly Neider, Peter Schaps
ABSENT:	None
Notes:	Motion passed

A motion was made by Schieber to appoint Lynn Wilson to PTOS and seconded by Canada. Motion carried unanimously.

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Miles, Kelly Neider, Peter Schaps
ABSENT:	None
Notes:	Motion passed

A motion was made by Schieber to appoint Patrick Meacham to Planning and seconded by Miles. Motion carried 3/2. Schaps and Neider were Nay.

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Miles
NAYS:	Peter Schaps, Kelly Neider
Notes:	Motion passed 3/2

- e. Approve a Resolution Authorizing 2023 Budget Carryovers

ACTION

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Travis Mies, Kelly Neider, Peter Schaps
ABSENT:	None
Notes:	Motion passed unanimously.

- f. General Fund Contingency Budget Allocation

INFO

Finance Director Wright went over the General Fund Contingency budget allocation as an informational item.

- g. 2024 Elections

INFO

The 2024 Elections information was provided to the Council as an informational item. Councilmember Schaps requested information and discussion on re-establishing a Municipal Primary and would like to discuss it during a worksession.

- h. Monthly Legal Report

INFO

A monthly legal report was provided to the Council as presented.

10. MAYOR/CITY COUNCIL

None.

11. ADJOURNMENT

Motion to adjourn by Canada and seconded by Miles. Motion carried unanimously. Meeting was adjourned at 8:14pm.



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JANUARY 16, 2024
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, January 16, 2024

1. CALL TO ORDER

The North Branch City Council met in Worksession and Mayor Kevin Schieber called the meeting to order at 6:30 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Mayor Schieber, Councilmembers Schaps, Miles, Neider, and Canada.

Guest Present: Mr. & Mrs. LaGrange

Also present, Interim City Administrator Ziemer and City Clerk/IT Director Varma.

4. WORKSESSION ITEMS

- e. Discuss Potential Economic Development Growth Evaluation Ideas

The council invited Mr. LaGrange to speak to the Council about his ideas on goals and initiatives for EDA, the Council and the community. Mr. LaGrange mentioned the use of Kaizen methods, which is a Japanese term meaning change for the better or continuous improvement. It is a Japanese business philosophy that concerns the processes that continuously improve operations and involve all employees. Kaizen sees

improvement in productivity as a gradual and methodical process. Mr. LaGrange also stated he would be interested in membership of the EDA.

- a. Discuss Recruitment Process and Next Steps Regarding Search for a Permanent City Administrator

Council discussed the recruitment process and were in consensus of getting a proposal from the respective recruiting firms and also to invite a representative from the League of Minnesota Cities to discuss the search for a permanent City Administrator.

- b. Discuss Methods of Citizen Outreach and Public Notice Requirements

The council discuss different methods to outreach citizens to public notice requirement. The council was in consensus to see how an app could provide efficient delivery of notices.

- c. Discuss Council Decision Processes Related to Commission Recommendations

Council discussed the process related to bringing the Commission's recommendation to the Council.

- d. Discuss Council, Commission and Staff Expectations for 2024

Council discusses the Council, Commission and Staff exsection for 2024 and how to collaborate in the most efficient way and also maintain a high quality of delivery of services and morale.

- f. Discuss Potential Re-establishment of Local Primary Elections

Councilmember Schaps led the discussion on the re-establishment of the Municipal Primary. The Council was in consensus to discuss more in future meeting before deciding.

5. ADJOURNMENT

Motion to adjourn by Schieber and seconded by Miles. Meeting was adjourned at 8:41pm



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JANUARY 23, 2024
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, January 23, 2024

1. CALL TO ORDER

The North Branch City Council met in REGULAR and Mayor Kevin Schieber called the meeting to order at 6:59 PM.

2. PLEDGE OF ALLEGIANCE

Mayor led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Schieber, Councilmembers Schaps, Neider and Canada.

Absent: Councilmember Miles.

Also present, PTOS Chair Klopp, Interim City Administrator/Community Development Director Ziemer, City Clerk/IT Director Varma, GIS Specialist/Parks Director Sondrol, Police Chief Meyer along with members of press and public.

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

Mayor removed items number 9(c) and 9(d) from the agenda item to be moved to the February meeting.

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Peter Schaps, Kelly Neider
ABSENT:	Travis Miles
Notes:	Motion Passed

5. PRESENTATION & PROCLAMATION

None.

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.

PTOS Chair Charles Klopp addressed the Council and provided his feedback on having a joint meeting with all commissions and Council to discuss splash pads and other park related items.

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:	Peter Schaps
AYES:	Kevin Schieber, Robert Canada, Peter Schaps, Kelly Neider
ABSENT:	Travis Miles
Notes:	Motion Passed

a. Claims

ACTION

b. Resolution - Flink Ave Trail Phase II - MNDOT Active Transportation Grant Application Authorization

ACTION

- c. Resolution - Northwood Park Pickleball Court and Site Improvement - Request Bid Authorization ACTION
- d. Approve Revisions to Section 23, Paid Time Off (PTO), of the North Branch Personnel Policy. ACTION
- e. Approve Gambling LG220 Exempt Permit - Wild River Chapter MN Deer Hunter Association ACTION
- f. Approve the LG240B Application to Conduct Excluded Bingo - St. Gregory Knights of Columbus Council 10016 ACTION

8. PUBLIC HEARINGS

- a. Approve a Resolution Vacating Certain Drainage & Utility Easements as Dedicated with Old Little Sweden Plat 2 ACTION

Regular meeting was closed to go into public hearing with a motion made by Mayor Schieber and seconded by Canada at 7:09pm. Mayor closed the public hearing at 7:09pm and went into regular meeting at 7:10pm. There was no one present for the public hearing.

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Peter Schaps, Kelly Neider
ABSENT:	Travis Miles
Notes:	

9. STAFF REPORTS

- a. 2023 Police Activity Report INFO

Police Chief Meyer updated the Council on the 2023 Police Activity Report as laid out in the agenda packet.

- b. PTOS Commission Meeting Update - January 8, 2024 INFO

GIS Specialist/Parks Director Sondrol updated the Council on PTOS meeting held on January 8, 2024.

- c. Consider a Resolution, Approving a Map Amendment to the 2018 Comprehensive Plan ACTION

RESULT:	Passed
MOVER:	Kevin Schieber

SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Peter Schaps, Kelly Neider
ABSENT:	Travis Miles
Notes:	This item was tabled for the first meeting in February.

- d. Consider an Ordinance, Amending the Official Zoning Map of the City of North Branch

ACTION

RESULT:	Passed
MOVER:	Kevin Schieber
SECONDER:	Robert Canada
AYES:	Kevin Schieber, Robert Canada, Peter Schaps, Kelly Neider
ABSENT:	Travis Miles
Notes:	Item was tabled to the meeting in February

10. MAYOR/CITY COUNCIL

None

11. ADJOURNMENT

Motion to adjourn by Neider and seconded by Canada. Motion carried unanimously. The meeting was adjourned at 7:29pm.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/31/2024

Board & Commission: City Council

Subject: Resolution R-13-2024, Approving the Preliminary Plat for Happy Acres Morning View 2nd Addition Preliminary Plat

Overview / Background

The Fredric Schmidt (Applicant) has submitted an application requesting Preliminary Plat approval of Happy Acres Morning View 2nd Addition (Plat). The property subject to the proposed plat is an 8.5-acre parcel located on north of 400th Street on Hemingway Avenue. The Plat proposes to re-plat the existing parcel, currently legally described as Outlot A, Happy Acres Morning View, into two (2) rural residential lots; each lot slightly above 4.0 acres. No additional public right of way (ROW) is required to be dedicated with this Plat.

The Preliminary Plat was reviewed by the Planning Commission on February 6, 2024, and was unanimously recommended for approval with conditions. The Applicant will still need to make application for Final Plat approval.

Issue(s) to Consider

- 1. Land Use and Zoning**
- 2. Proposed Plat**
- 3. Plat Standards**
- 4. Easements**
- 5. Planning Commission Discussion**

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is currently guided Rural Residential, per the 2018 Comprehensive Plan, and zoned RR – Rural Residential. The Subject Property borders the river bottom; guided and zoned Agriculture. All other properties adjacent to the Subject Property are guided and zoned Rural Residential. The Plat has a residential density of 0.24 units/acre (gross) and 0.40 units/acre (net).

Land Use and Zoning standards are satisfied.

1. Proposed Plat

The Plat proposes to re-plat the Subject Property, totaling 8.5 Acres creating two (2) residential lots. The Subject Property is currently an Outlot, created with the original Happy Acres Morning View subdivision. City Code §66-452(b) requires lots zoned RR to have a minimum of 1.0 buildable acres, and provide evidence of primary and secondary septic locations based on soil borings and percolation testing. This information was provided on the Plat and grading plan. Approximately 3.48-acres of the land on the east of the Subject Property is undevelopable and is currently in, and will remain in, a drainage and utility easement.

There are two (2) existing accessory buildings located on the Subject Property. As City Code §66-898(b), allows for accessory structures to be located in the front yard on properties zoned RR – Rural Residential. The structure on Lot 1 is in the front yard and does exceed the minimum front-yard setback (40 feet). Thus, it may remain. However, the accessory building shown as Lot 2, will be required to be moved or demolished. Plats cannot be approved that result in non-conformities; it also crosses the property line between the new Lots 1 and 2. Furthermore, City Code §66-898(c) does not allow structures to be placed within drainage and utility easements.

The Applicant will be required to pay Park Dedication Fees (\$1,800/unit) for the five (5) new lots created, or \$9,000 total. That fee must be prior to the release of the signed plat mylars for recording.

1. Plat Standards

As described above, the Applicant is proposing to re-plat the Subject Property, creating two (2) individual residential lots. Lots created by plat are required to satisfy specific lot performance standards as established by City Code. For RR zoning, those include the following minimum requirements:

Lot Standards					Setbacks			
Type	Area+	Width	Depth	Front	Side	Corner	Rear(I)	Rear(C)

Single Family	1.0 Acre	110 ft	300 ft	40 ft	10 ft	30 ft	30 ft	15 ft
---------------	----------	--------	--------	-------	-------	-------	-------	-------

*Rear(I) and Rear(C) mean rear yard setbacks for interior and corner lots.
+ Area requires a minimum of 1.0 acres buildable.*

The Plat proposes the following specific to these standards.

Type	Lot Standards			Setbacks			
	Area (sf)	Width	Depth	Front	Side	Corner	Rear
Lot 1, Block 1	178,151 sf	230 ft	471.62 ft	40 ft	10 ft	30 ft	30 ft
Lot 2, Block 1	192,385 sf	230 ft	520.47 ft	40 ft	10 ft	30 ft	30 ft

Plat standards for lot requirements are satisfied.

1. Easements

The Plat proposes to provide all drainage and utility easements as is required by City Code.

Minimum easements requirements are satisfied.

1. Planning Commission Discussion

As noted above, the Planning Commission reviewed the Preliminary Plat at its February 6, 2024 meeting. The Commission unanimously recommended approval to the City Council with conditions as stated below. The main issue discussed by the Commission was the location of an existing accessory structure in relation to the new property boundaries. As a result of the plat, the structure is located across the new property boundaries and within new drainage and utility easements. City Code does not allow the City to approve plats that create non-conformities and/or conflicts with land use and/or zoning. Also, City Code does not allow structures to be located in easement areas. Such conflicts require the non-conformities to be removed prior to recording of the plat. Through conversation, City staff and Commissioners concurred the plat can move forward with a condition the structure must be removed prior to the issuance of any building permits for either lot. The Applicant was in agreement with the condition.

Staff Recommendation

City staff recommend approval of the Preliminary Plat for Happy Acres Morning View 2nd Addition with conditions as stated.

Recommended City Council Action

Motion to approve a resolution, approving the Preliminary Plat request for Happy Acres Morning View 2nd Addition with conditions typical to plat approvals and the following additional conditions:

- 1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.**
- 2. The Applicant shall pay the per unit Park Dedication Fee for each of the two (2) residential lots created with this Plat.**
- 3. The Applicant shall move or demolish the accessory structure adjacent to Hemingway Avenue and located on the new lot line boundary between Lots 1 and 2, and located within the proposed Drainage and Utility Easements on Lots 1 and 2 prior to the issuance of any building permit for either lot.**

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-13-2024

**RESOLUTION APPROVING THE PRELIMINARY PLAT FOR HAPPY ACRES
MORNING VIEW 2ND ADDITION**

WHEREAS, the Fredric Schmidt (“Applicant”) has requested Preliminary Plat approval for Happy Acres Morning View 2nd Addition (“Plat”); and,

WHEREAS, the Applicant is the owner of the property subject to the Plat, a 8.5-acre parcel located approximately a half-mile north of 400th Street on Hemingway Avenue north of 400th Street (PIN: 11.00161.00) (“Subject Property”); and,

WHEREAS, the Plat proposes to re-plat the Subject Property, into two (2) rural residential lots as legally described in Exhibit A and depicted on said Plat; and,

WHEREAS, the Subject Property is guided Rural Residential, per the 2018 Comprehensive Plan (“Land Use”), and zoned as RR – Rural Residential (“Zoning”); and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on February 6, 2024 to consider and receive public comment regarding the proposed Plat; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, no verbal or written comment specific to the Plat were received; and,

WHEREAS, following the Hearing, the Commission found the Plat satisfies all Land Use and Zoning standards and City platting requirements, and unanimously recommended approval of the Plat for Happy Acres Morning View 2nd Addition with conditions as stated herein.

**NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF
NORTH BRANCH, MINNESOTA**

The Preliminary Plat Happy Acres Morning View 2nd Addition is hereby approved with the following conditions:

1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and

constructed according to the North Branch Engineering Design Standards.

2. The Applicant shall pay the per unit Park Dedication Fee for each of the two (2) residential lots created with this Plat.
3. The Applicant shall move or demolish the accessory structure adjacent to Hemingway Avenue and located on the new lot line boundary between Lots 1 and 2, and located within the proposed Drainage and Utility Easements on Lots 1 and 2 prior to the issuance of any building permit for either lot.

EXHIBIT A
LEGAL DESCRIPTION

Current Legal Description

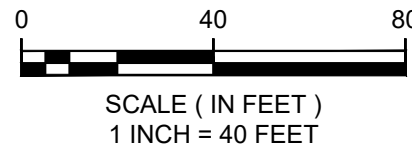
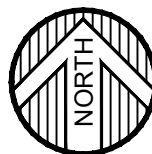
Outlot A, Happy Acres Morning View, Chisago County, Minnesota

PID: 11.00169.15

Proposed Legal Description

Lots 1 and 2, Block 1, Happy Acres Morning View 2nd Addition, Chisago County, Minnesota.

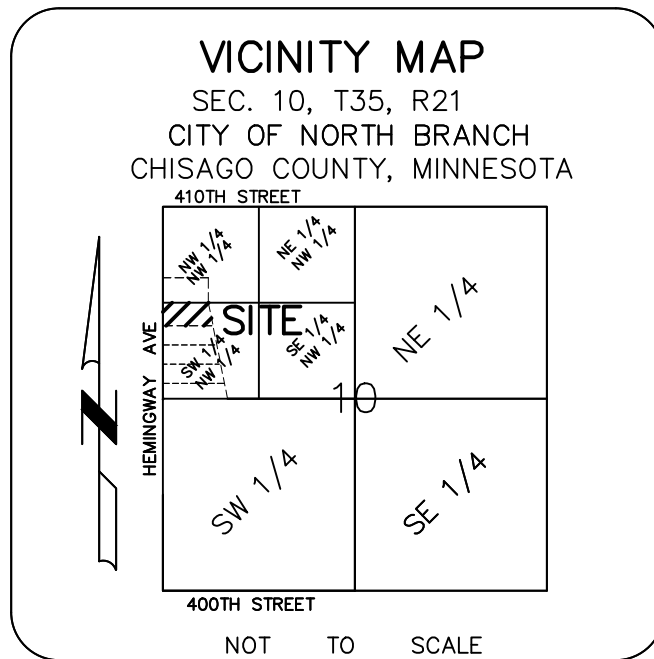
PRELIMINARY PLAT OF HAPPY ACRES MORNING VIEW 2ND ADDITION



SOIL CLASSIFICATION

Per Soils Report by Zierke Soil Testing, Dated Nov. 03, 2023
Typical findings appear to be Loamy Fine Sand 10yr 2/2 thru 5/4.

SOIL BORING	ELEV. AT MOTTLED SOIL
SOIL BORING 1	891.8
SOIL BORING 2	893.4
SOIL BORING 3	898.5
SOIL BORING 4	895.4
SOIL BORING 5	889.1
SOIL BORING 6	886.9



SITE DATA

ZONING: RR -RURAL RESIDENTIAL
FUTURE LAND USE: RURAL RESIDENTIAL
GROSS AREA: 370,536 SQ. FT. / 8.51 AC.
GROSS SITE DENSITY: 2/8.51 = 0.24 DUA
PROPOSED ROW: 0.0 SQ. FT. / 0.0 AC.
EXISTING EASEMENTS: 146,671 SQ. FT. / 3.37 AC.
PROPOSED NEW EASEMENTS: 5,105 SQ. FT. / 0.12 AC.
NET AREA: 218,760 SQ. FT. OR 5.02 AC.
NET SITE DENSITY: 2/5.02 AC. = 0.40 DUA

AREA SUMMARY

LOT 1 =	178,151 Sq. Ft.	4.1 Acres
LOT 2 =	192,385 Sq. Ft.	4.4 Acres
TOTAL AREA =	370,536 Sq. Ft.	8.5 Acres

DEVELOPMENT REGULATIONS

SINGLE FAMILY LOTS	
FRONT SETBACK	40 FT.
REAR SETBACK	30 FT.
SIDE SETBACK (INTERIOR)	10 FT.
SIDE SETBACK (CORNER)	30 FT.
MINIMUM WIDTH	110 FT.
MINIMUM DEPTH	300 FT.
LOWEST FLOOR ABOVE HIGHEST KNOWN GROUNDWATER LEVEL	3 FT.
LOWEST FLOOR ELEVATION ABOVE 100-YEAR FLOOD ELEVATION	2 FT.

EXISTING DESCRIPTION

(Title Commitment No: PRE239104 Dated 09/29/23

Outlot A, Happy Acres Morning View, Chisago County, Minnesota.

OWNER/DEVELOPER:

FRED SCHMIDT
1855 SUMMIT AVENUE
ST. PAUL, MN 55105
(651) 402-3996

SURVEYOR/ENGINEER:

WIDSETH
KELLY JORDAN
266TH STREET
WYOMING, MINNESOTA, 55092
(651) 464-3130

FLOODPLAIN NOTES: FLOOD INSURANCE RATE MAP (FIRM)

COMMUNITY No.	PANEL No.	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE
270072	0165	D	4-17-2012	X

WETLAND DELINEATOR:

JACOBSON ENVIRONMENTAL
5821 HUMBOLDT AVE. N.
BROOKLYN CENTER, MN 55430
(612) 802-6619
06/10/2020

SOIL TESTER:

ZIERKE SOIL TESTING
BEN ZIERKE
27072 FLINTWOOD CIRCLE
WYOMING, MN 55092
(612) 850-2081
11/03/2023

SURVEY NOTES

- The bearing system is based on the Chisago County coordinate system, NAVD83 (1996 Adjust).
- Existing contours shown are from the MN DNR on NAVD88.
- The subject property is vacant and does not have an address assigned at the time of this survey.
PID: 11.00169.15
- Based on the proposed driveways and building pads, there is no need for clearing and grubbing.
- The building pads, floor elevations, driveways and proposed wells are shown for graphic purposes only at this time and are subject to change at the time of applying for a building permit application. All improvements must comply with the standards of the City of North Branch at that time.

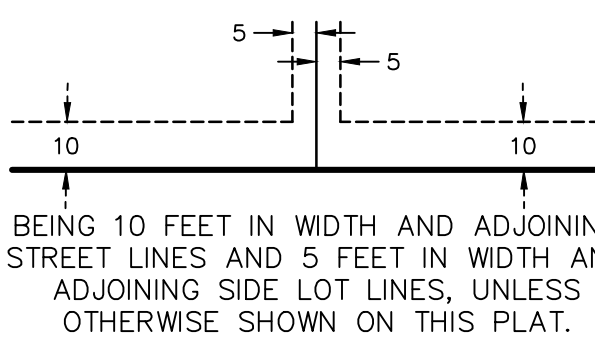
BENCHMARK

MNDOT BENCHMARK: NBPARK RESET = 895.051 NAVD88

LEGEND

- DENOTES CHISAGO COUNTY MONUMENT
- DENOTES IRON PIPE MONUMENT FOUND CAPPED 42648
- WETLAND
- DENOTES SET IRON PIPE MONUMENT CAPPED 42648
- TELE PEDESTAL
- BUILDING SETBACK
- - - DELINEATED WETLAND
- BITUMINOUS SURFACE
- SB DENOTES SOIL BORING
- ⊙ PROPOSED WELL

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

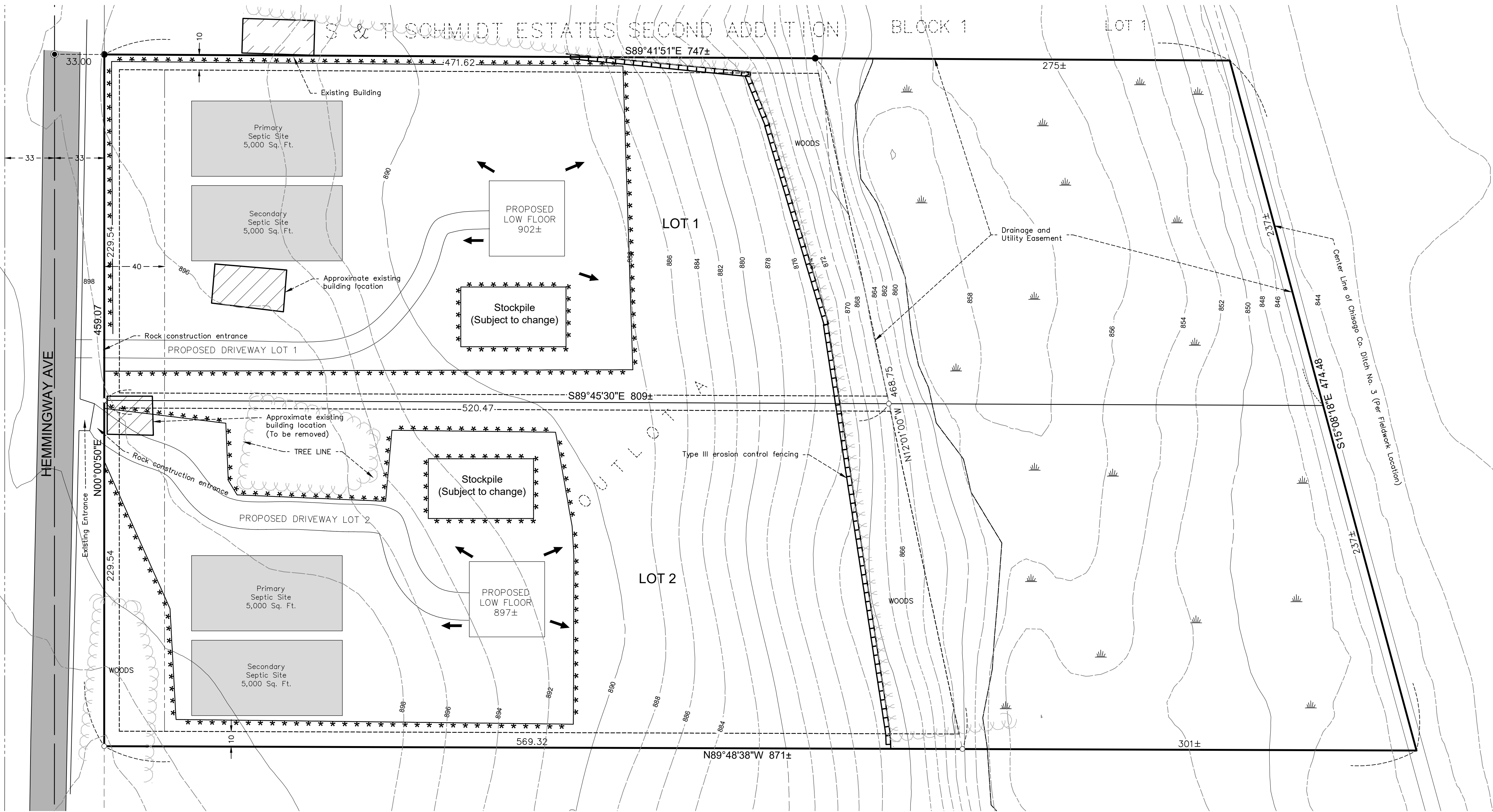


DATE:	January 2024	DATE:	01/04/2024	AMENDMENTS	City comments per letter recieved 12/20/2023	BY:	JAS	PREPARED FOR:	FRED SCHMIDT
SCALE:	AS SHOWN							I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.	
DRAWN BY:	JAS							<i>Kelly Jordan</i>	
CHECKED BY:	KLJ								
FILE NUMBER:	2023-11868								DATE: 01/04/2024 LIC. NO. 42648

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WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

GRADING PLAN
OF
HAPPY ACRES MORNING VIEW 2ND ADDITION



EXISTING DESCRIPTION (Warranty Deed No. A598680)
Outlot A, Happy Acres Morning View, Chisago County, Minnesota.

FLOODPLAIN NOTES: FLOOD INSURANCE RATE MAP (FIRM)

COMMUNITY NO.	PANEL NO.	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE
270072	0165	D	4-17-2012	X

OWNER/DEVELOPER:
FRED SCHMIDT
1855 SUMMIT AVENUE
ST. PAUL, MN 55105
(651) 402-3996

SURVEYOR/ENGINEER:
WIDSETH
KELLY JORDAN
5368 266TH STREET
WYOMING, MN, 55092
(651) 464-3130

WETLAND DELINEATOR:
JACOBSON ENVIRONMENTAL
5821 HUMBOLDT AVE. N.
BROOKLYN CENTER, MN 55430
(612) 802-6619
06/10/2020

SOIL TESTER:
ZIERKE SOIL TESTING
BEN ZIERKE
27072 FLINTWOOD CIRCLE
WYOMING, MN 55092
(612) 850-2081

BENCHMARK

MNDOT BENCHMARK: NBPARK RESET = 895.051 NAVD88

ACREAGE

Total Site Area : 370,536± Sq. Ft. or 8.5 Acres
Lot 1 : 178,151± Sq. Ft. or 4.1 Acres
Lot 2 : 192,385± Sq. Ft. or 4.4 Acres

ZONING RR — RURAL RESIDENTIAL

MINIMUM REQUIREMENTS:
LOT AREA 1 Acre
BUILDABLE AREA 110 Feet
WIDTH 30 Feet
DEPTH 300 Feet

MINIMUM BUILDING SETBACKS:

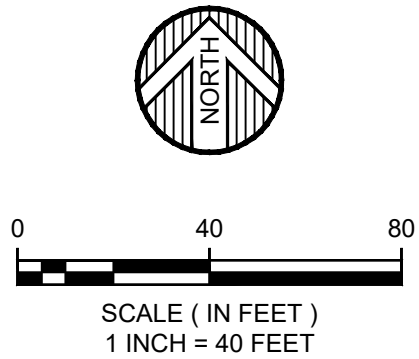
INTERIOR LOT
FRONT YARD 40 Feet
SIDE YARD 10 Feet
REAR YARD 30 Feet
WETLAND 20 Feet

SURVEY NOTES

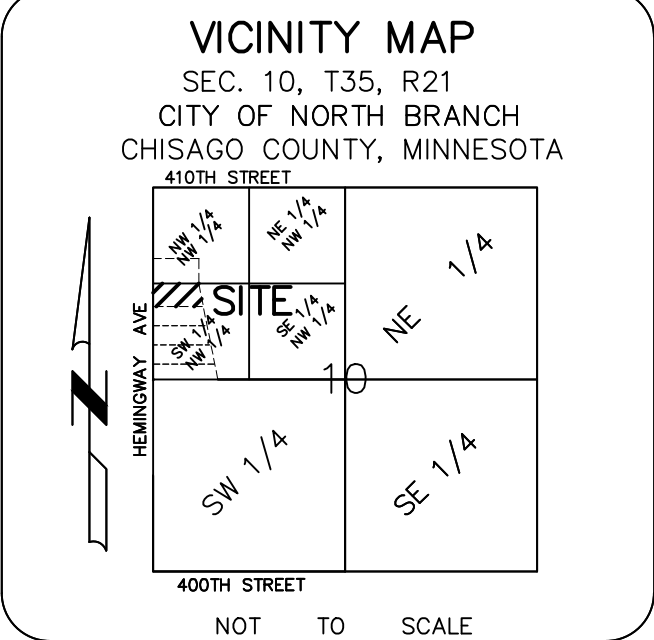
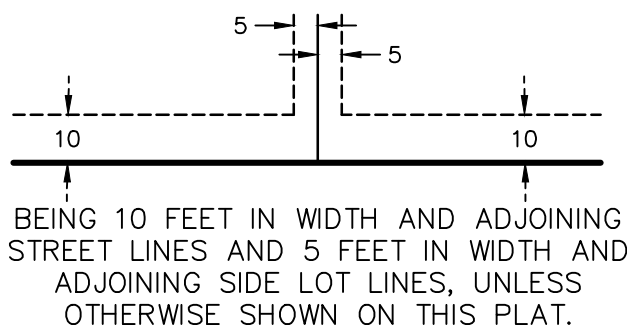
- The bearing system is based on the Chisago County coordinate system, NAVD83 (1996 Adjust).
- Existing contours shown are from the MN DNR on NAVD88.
- Rock entrances shall be installed at the start of grading. 1 1/2 -2 inch washed rock shall be used. Drive must be at least 35 feet in length, and as wide as required by the operations of the project. Replace rock as needed to maintain a 6 inch depth. A geotextile fabric may be used under the rock to prevent the migration of the underlying soil into the rock.
- Soil stockpiles must not be placed near waterbodies or on streets.
- Streets must be cleared of all debris at the end of each day or as directed by the City, to remove all accumulated materials. Failure to perform any street sweeping within six hours of notice by the City will result in the work being performed Engineering Design Standards for Stormwater Management by the City and all associated costs billed. The City also requires removal of accumulated materials on streets during winter.
- Permanent seeding recommended. MnDOT 25-131 Low Maintenance Turf Mix, 220lb/acre. Fertilizer Type 3 @ 350 lbs/acre. Seeding and restoration to be completed within 48 hours of final grading.
- NOTE:** The building pads, stockpiles and driveway locations are shown for graphic purposes only. The final grades and floor elevations are subject to soil borings and approval by the owner, builder, and local governing body. The floor elevations shown are based on a minimum low floor elevation 3 feet above existing grade. It is the responsibility of the builder to comply with State laws and local ordinances regarding construction site erosion and sediment control.

LEGEND

- DENOTES CHISAGO COUNTY MONUMENT
- DENOTES FOUND IRON PIPE MONUMENT CAPPED 42648
- DENOTES SET IRON PIPE MONUMENT CAPPED 42648
- WETLAND
- ← DRAINAGE ARROW
- BUILDING SETBACK
- *** PROPOSED SILT FENCE
- BITUMINOUS SURFACE



DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



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DATE:	January 2024	DATE:	01/04/2024	AMENDMENTS	City comments per letter recieved 12/20/2023	BY:	JAS	PREPARED FOR:	FRED SCHMIDT
SCALE:	AS SHOWN								I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	JAS								Kelly Jordan
CHECKED BY:	KLJ								
FILE NUMBER:	2023-11868								KELLY JORDAN DATE: 01/04/2024 LIC. NO. 42648

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/31/2024

Board & Commission: City Council

Subject: Resolution No. R-14-2024, Approving the Preliminary Plat for Carchedi Commons 2nd Addition

Overview / Background

The Josh Wicklund (Applicant) and Joseph and Catherine Carchedi (Owners) are requesting Preliminary Plat approval for Carchedi Commons 2nd Addition (Plat). The Plat proposes to subdivide the existing 15,000-square foot residential lot, located at the intersection of Grand Avenue and Birch Street (Subject Property), creating the two (2) new residential lots, each 7,500 square feet. The Applicant is proposing to construct a Twin Home on the Subject Property, which is a Permitted Use within the applicable zoning district. There are two (2) existing water services stubbed to the Subject Property. The lot was originally considered for a two-family (duplex) residential structure, hence the two water connections. However, duplexes are not permitted by zoning.

The Planning Commission reviewed the Preliminary Plat at its February 6, 2024 meeting. The Commission unanimously recommended approval to the City Council with conditions as stated below.

Issue(s) to Consider

- 1. Land Use and Zoning**
- 2. Plat Standards**
- 3. Easements**

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is currently guided Low Density Residential, per the Comprehensive Plan, and zoned R-1 – Single-Family Residential. Single-Family homes and Twin Homes are both Permitted Uses in the R-1 zoning district.

Land Use and Zoning standards are satisfied.

1. Minimum Lot Standards

The Applicant is proposing to subdivide the existing lot, creating two (2) new residential lots for the purpose of construction a Twin Home. For R-1 zoning, minimum lot dimensional standards for two-family dwellings are:

Type	Lot Standards			Setbacks				
	Area	Width	Depth	Front	Side	Corner	Rear-I	Rear-C
Two-Family	7,500 sf	50 ft	100 ft	30 ft	6 ft 0 ft*	30 ft	30 ft	15 ft

** Side Yard setback for attached units is 0 feet.*

Rear-I and Rear-C mean Rear Yard-Interior lot and Rear Yard-Corner lot.

The lot dimensions proposed by the Plat are the same as was previously approved in February 2023. The Plat proposed the following:

Property	Lot Standards			Setbacks			
	Area	Width	Depth	Interior	Interior	Interior	Interior
Lot 1	7,500 sf	55.55 ft	135.00 ft	30 ft	6 ft	0 ft	30 ft
Lot 2	7,500 sf	55.55 ft	135.00 ft	30 ft	6 ft	0 ft	30 ft

The Final Plat is consistent with the Preliminary Plat and has been reviewed by the City Attorneys office.

Minimum lot dimensional standards are satisfied.

1. Easements

The Plat proposes to provide all drainage and utility easements as is required by City Code. Because the subdivision is creating lots for the purpose of constructing a Twin Home, Lots 1 and 2 are effectively a base lot with a center lot line creating the unit division. Thus, no easements between Lots 1 and 2 are required.

Minimum easements requirements are satisfied.

Staff Recommendation

City staff recommend approval of the Preliminary Plat for Carchedi Commons 2nd Addition with conditions as stated.

Recommended City Council Action

Motion to approve a resolution, approving the Preliminary Plat request for Carchedi Commons 2nd Addition with conditions typical to plat approvals and the following additional conditions:

- 1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.**
- 2. The Applicant shall pay all applicable Development Fees associated with platting, including, but not limited to: utility trunk area charges, WAC and SAC, and Park Dedication Fee for each of the two (2) residential lots created with this Plat.**
- 3. The Applicant shall submit Grading and Erosion Control Plans, if required, and obtain all necessary approvals and pay all applicable fees prior to commencing construction on the lots.**

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-14-2024

RESOLUTION APPROVING THE PRELIMINARY PLAT FOR CARCHEDI COMMONS 2ND ADDITION

WHEREAS, Josh Wicklund (“Applicant”) and Joseph and Catherine Carchedi (“Owners”) have requested Preliminary Plat approval for Carchedi Commons 2nd Addition (“Plat”); and,

WHEREAS, the Owners are the fee title owners of the property subject to the Plat, a 15,000-square foot residential lot, located at the intersection of Grand Avenue and Birch Street (“Subject Property”) (PID: 11.00355.15) (“Subject Property”); and,

WHEREAS, the Plat proposes to subdivide plat the Subject Property, creating two (2) urban residential lots as legally described in Exhibit A and depicted on said Plat for the purpose of constructing a twin home on the Subject Property; and,

WHEREAS, the Subject Property is guided Low Density Residential, per the 2018 Comprehensive Plan (“Land Use”), and zoned as R1 – Single-Family Residential (“Zoning”); and,

WHEREAS, Zoning identifies Twin Homes as a Permitted Use; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on February 6, 2024 to consider and receive public comment regarding the proposed Plat; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, no verbal or written comment specific to the Plat were received; and,

WHEREAS, following the Hearing, the Commission found the Plat satisfies all Land Use and Zoning standards and City platting requirements, and unanimously recommended approval of the Plat for Carchedi Commons 2nd Addition with conditions as stated herein.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF NORTH BRANCH, MINNESOTA

the Preliminary Plat Carchedi Commons 2nd Addition is hereby approved with the following conditions:

1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.
2. The Applicant shall pay all applicable Development Fees associated with platting, including, but not limited to: utility trunk area charges, WAC and SAC, and Park Dedication Fee for each of the two (2) residential lots created with this Plat.
3. The Applicant shall submit Grading and Erosion Control Plans, if required, and obtain all necessary approvals and pay all applicable fees prior to commencing construction on the lots.

EXHIBIT A
LEGAL DESCRIPTION

Current Legal Description

Lot 1, Block 1, Carchedi Commons, Chisago County, Minnesota.

PID: 11.000355.15

Proposed Legal Description

Lots 1 and 2, Block 1, Carchedi Commons 2nd Addition, Chisago County, Minnesota.

SEC. 16, TWP. 35, RNG. 21
CITY OF NORTH BRANCH
CHISAGO COUNTY





Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 02/14/2024

Board & Commission: City Council

Subject: Resolution No. R-15-2024, Approving the Final Plat for Carchedi Commons 2nd Addition

Staff Recommendation

City staff recommend approval of the Final Plat for Carchedi Commons 2nd Addition with conditions as noted.

Recommended City Council Action

Motion to approve a resolution, approving the Final Plat for Carchedi Commons 2nd Addition with conditions as stated.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-15-2024

**RESOLUTION APPROVING THE PRELIMINARY PLAT FOR CARCHEDI
COMMONS 2ND ADDITION**

WHEREAS, Josh Wicklund (“Applicant”) and Joseph and Catherine Carchedi (“Owners”) have requested Final Plat approval for Carchedi Commons 2nd Addition (“Plat”); and,

WHEREAS, the Plat proposes to subdivide the Subject Property, a 15,000-square foot residential lot, located at the intersection of Grand Avenue and Birch Street (“Subject Property”) (PID: 11.00355.15) (“Subject Property”), creating two (2) urban residential lots as legally described in Exhibit A and depicted on said Plat for the purpose of constructing a twin home on the Subject Property; and,

WHEREAS, the Subject Property is guided Low Density Residential, per the 2018 Comprehensive Plan (“Land Use”), and zoned as R1 – Single-Family Residential (“Zoning”); and,

WHEREAS, Zoning identifies Twin Homes as a Permitted Use; and,

WHEREAS, on February 27, 2024, the City Council approved the Preliminary Plat for Carchedi Commons 2nd Addition, per Resolution No. R-14-2024.

**NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF
NORTH BRANCH, MINNESOTA**

The Final Plat for Carchedi Commons 2nd Addition is hereby approved with the following conditions:

1. The Owner and its heirs and successors and assigns shall abide by all conditions as required with the Preliminary Plat approval, per Resolution No. R-14-2024.
2. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

BE IT FURTHER RESOLVED, the Final Plat shall be not released for recording until all fees and other financial obligations and agreements, if required, are executed and received by the City; recording of the Final Plat with the land records office of Chisago County must occur within 30 days of its release by the City to Owner.

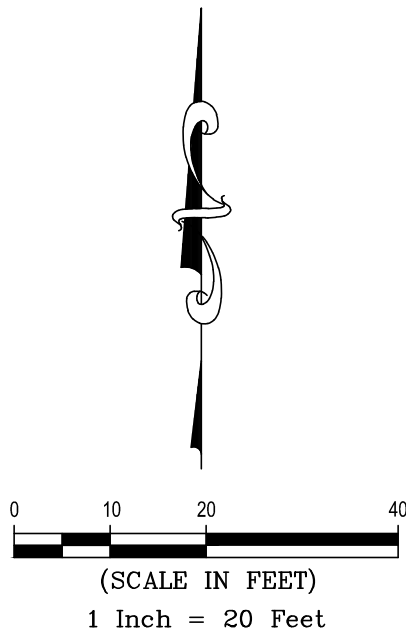
EXHIBIT A

**CARCHEDI COMMONS 2ND ADDITION
LEGAL DESCRIPTIONS**

Lots 1 and 2, Block 1, Carchedi Commons 2nd Addition, Chisago County, Minnesota.

CARCHEDI COMMONS II

COUNTY OF CHISAGO
CITY OF NORTH BRANCH
SEC. 16, T. 35, R. 21



LEGEND

- DENOTES SET 1/2"x14" IRON PIPE WITH CAP MARKED RLS 42627
- DENOTES SET MAGNETIC NAIL
- ⦿ DENOTES CHISAGO COUNTY LAND CORNER MONUMENT

BEARING NOTE

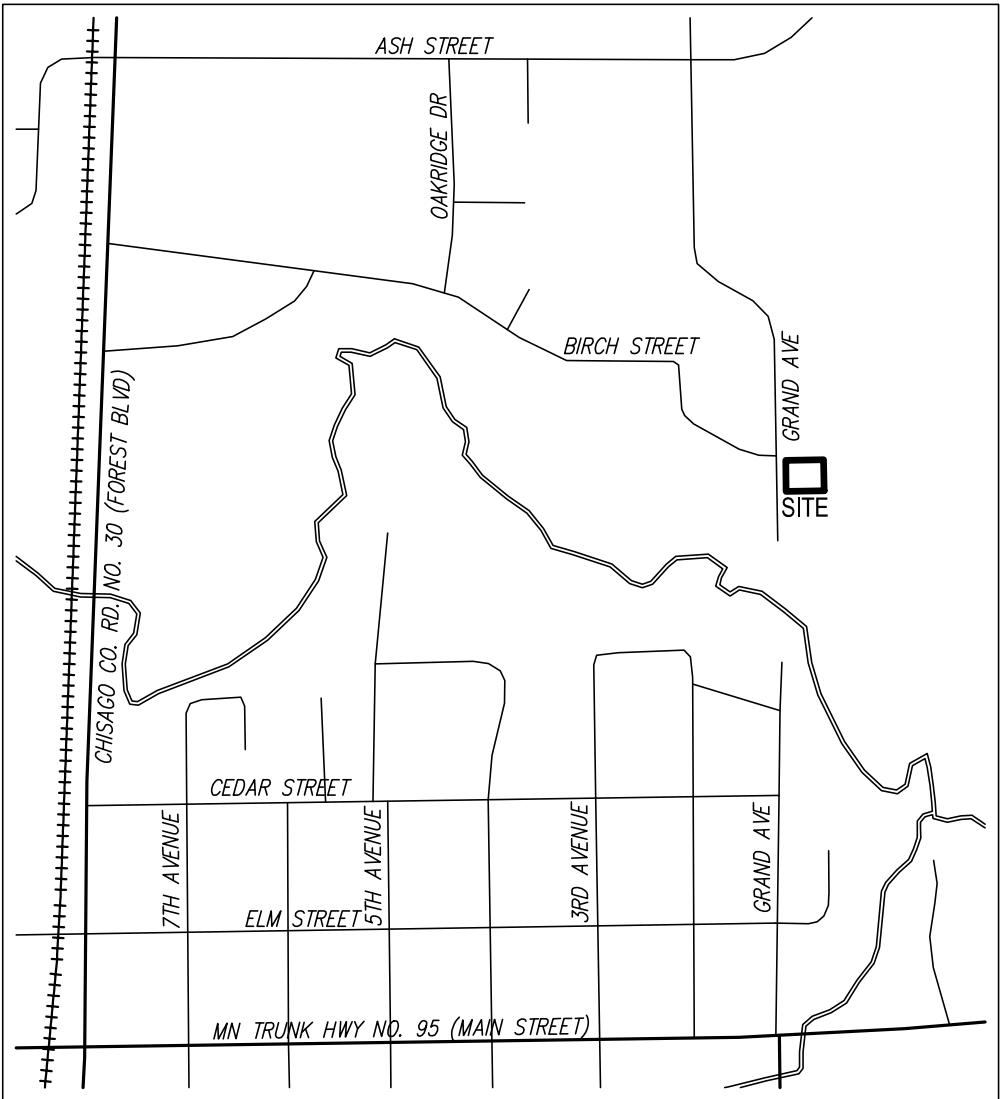
FOR THE PURPOSES OF THIS PLAT, THE WEST LINE OF THE SOUTHEAST QUARTER OF THE OF SECTION 16, TOWNSHIP 35, RANGE 21, IS ASSUMED TO BEAR NORTH 00 DEGREES 57 MINUTES 45 SECONDS WEST. (CHISAGO COUNTY COORDINATE SYSTEM)

NOTE REGARDING WETLANDS

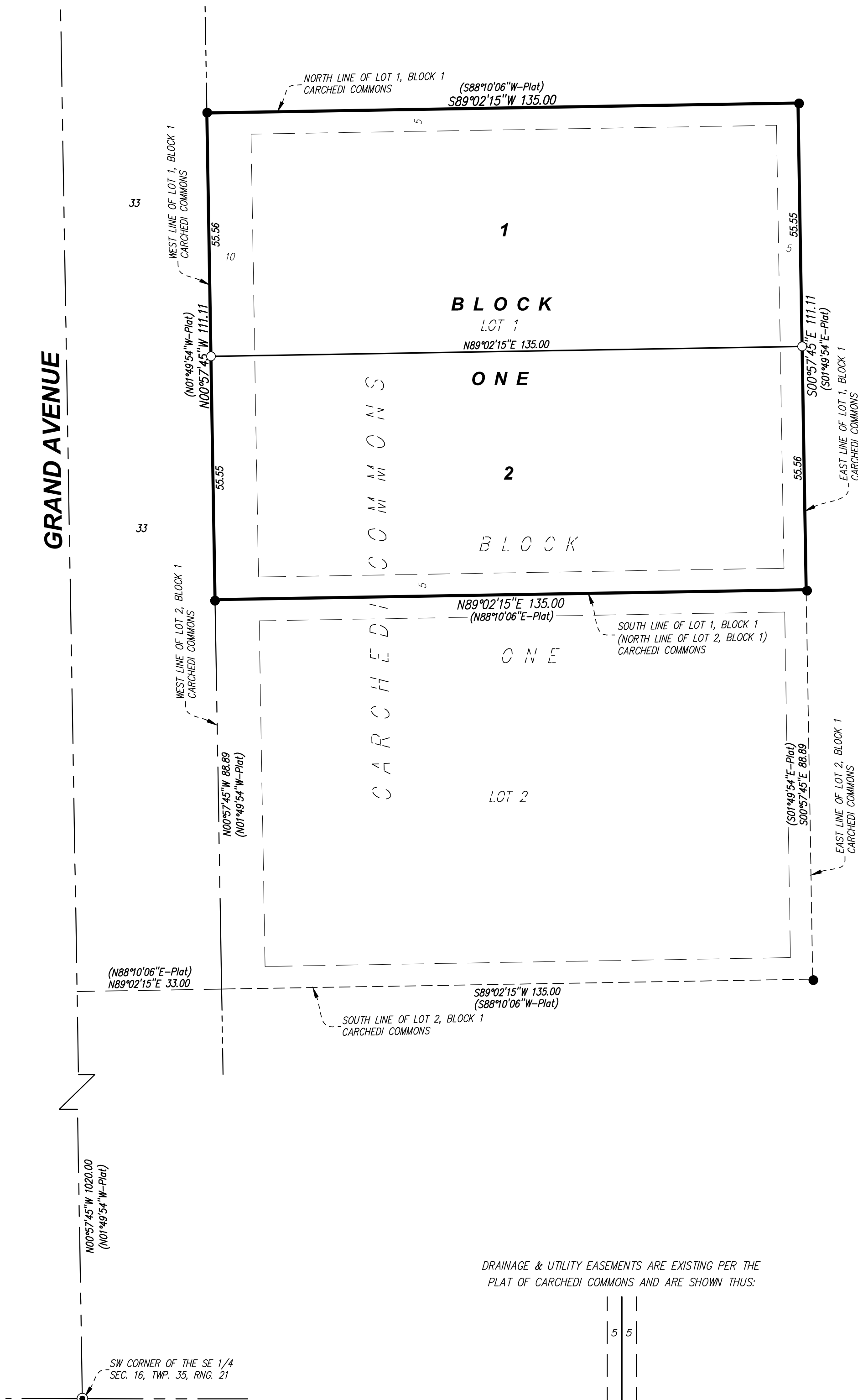
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

VICINITY MAP

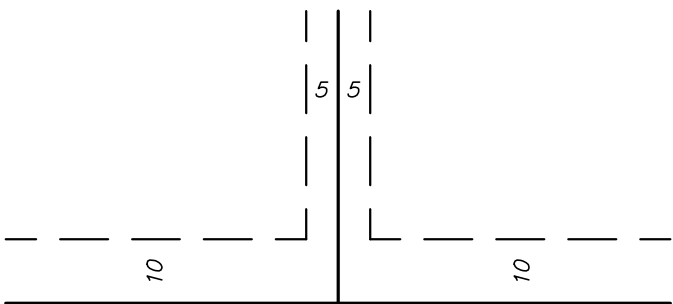
City of North Branch
Chisago County
"No Scale"



GRAND AVENUE



DRAINAGE & UTILITY EASEMENTS ARE EXISTING PER THE PLAT OF CARCHEDI COMMONS AND ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE AND REAR LOT LINES, AND 10 FEET IN WIDTH ADJOINING STREET LINES, AS SHOWN ON THE PLAT.

KNOW ALL MEN BY THESE PRESENTS: That Unbound Construction, LLC, a Minnesota limited liability company, owner and proprietor of the following described property situated in the County of Chisago, State of Minnesota to wit:

Lot 1, Block 1, CARCHEDI COMMONS, Chisago County, Minnesota.

Has caused the same to be surveyed and platted as CARCHEDI COMMONS II.

In witness whereof said Unbound Construction, LLC, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Josh Wicklund, Manager

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument, by Josh Wicklund, Manager of Unbound Construction, LLC, a Minnesota limited liability company, on behalf of the corporation, was acknowledged before me this ____ day of _____, 20____

SIGNATURE

PRINTED NAME (DO NOT USE STAMP)

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wetlands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than shown. (Subject to note regarding wetlands on the face of this plat.)

Kyle J. Roddy, Land Surveyor
Minnesota License Number 42627

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Kyle J. Roddy, Land Surveyor, Minnesota License Number 42627.

SIGNATURE

PRINTED NAME (DO NOT USE STAMP)

Notary Public, _____ County, Minnesota.
My commission expires _____

CITY COUNCIL
Approved by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 20____, and is compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Signed _____ Signed _____
Mayor City Clerk

COUNTY SURVEYOR
Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

Chisago County Surveyor

CHISAGO COUNTY AUDITOR
No delinquent taxes and transfer entered this ____ day of _____, 20____

Chisago County Auditor

CHISAGO COUNTY TREASURER
I hereby certify that the taxes for the year _____ on the property described herein are paid this ____ day of _____, 20____.

Chisago County Treasurer

CHISAGO COUNTY RECORDER
Document No. _____
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at _____ o'clock ____ M., and was duly recorded in the Chisago County Records.

Chisago County Recorder

By _____, Deputy



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/31/2024

Board & Commission: City Council

Subject: Resolution No. R-16-2024, Approving the Preliminary Plat for Parsons Family

Overview / Background

The Keith Parsons (Owner) is requesting Preliminary Plat approval for Parsons Family plat (Plat). The Plat proposes to combine and re-subdivide the two (2) existing lots, totaling 2.22 acres, at 6407 376th Street (Subject Property). The purpose of the Plat is to effectively adjust the lot line between the two (2) lots. On February 28, 2023, the City Council approved a Simple Lot Subdivision – Lot Line Adjustment for the same Subject Property. However, Chisago County rejected the lot reconfiguration, noting the existing metes and bounds legal description of the smaller, remnant parcel and Lot/Block legal description of the larger parcel prevented a simple lot line adjustment. Thus, the Owner has resubmitted the combination by Plat, as is required by the County.

Reconfiguring the Subject Property by Plat is a cleaner process. For example: public rights of way and drainage and utility easement areas are able to be dedicated via plat vs. under separate easement agreement recorded against the property. It also requires the Owner and City to ensure clean title, and clear lots free of any other legal encumbrances.

The Planning Commission reviewed the Preliminary Plat at its February 6, 2024 meeting. The Commission unanimously recommended approval to the City Council with conditions as stated below.

Issue(s) to Consider

- 1. Land Use and Zoning**
- 2. Plat Standards**

3. Accessory Uses
4. Easements

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is currently guided Low Density Residential, per the Comprehensive Plan, and zoned R-1 – Single-Family Residential. The Applicant is proposing no net change in the number of lots.

Land Use and Zoning standards are satisfied.

1. Plat Standards

As described above, the Owner is proposing to adjust the size of both properties owned by him. In summary, the Plat is effectively creating a new lot boundary between the two (2) lots, resulting in an increase in the size of Lot 1 and decrease in Lot 2. For R-1 zoning, minimum lot dimensional standards include the following minimum requirements:

Type	Lot Standards			Setbacks				
	Area	Width	Depth	Front	Side	Corner	Rear-I	Rear-C
Single Family	12,000 sf	80 ft	100 ft	30 ft	6 ft	30 ft	30 ft	15 ft

Rear-I and Rear-C mean rear yard setbacks for interior and corner lots.

The lot dimensions proposed by the Plat are the same as was previously approved in February 2023. The Plat proposed the following:

Property	Pre-Division			Post-Division		
	Area	Width	Depth	Area	Width	Depth
Lot 1	15,042 sf	150.1 ft	128.89 ft	29,960 sf	150.1 ft	199.81 ft
Lot 2	81,671 sf	331.6 ft	200.46 ft	66,753 sf	331.6 ft	199.99 ft

The Plat also shows all minimum setbacks as required by City Code. The Final Plat is consistent with the Preliminary Plat and has been reviewed by the City Attorneys office.

Minimum lot dimensional standards are satisfied.

1. Accessory Uses

City Code Section §66-898(a)(3) only permits accessory buildings with the presence of a primary building (residence) located on the same property. Lot 1 includes an existing 1,219-square foot accessory structure; there is no primary residence. That structure is also located in the front yard of the parcel, adjacent to 376th Street; City Code §66-898(b) only allows placement of structures in the front yard on lots zoned RR – Rural Residential or AG – Agriculture and five (5) acres or larger. The change in lot size would result in the accessory structure conforming to maximum structure size for a lot greater than one-half acre but less than one (1) acre (buildable) [§66-898(g)(1)].

Because the structure does not comply with accessory use and placement standards, the City is, technically, unable to approve the Plat due to those non-conformities. That said, the plat for Oak Knoll 2nd Addition was approved in 1975; the accessory structure on Lot 1 and home/accessory structure on Lot 2 were constructed sometime thereafter. It is unknown whether the accessory structure on Lot 1 was built according to zoning standards at that time. Staff cannot clearly identify the structure as legal, non-conforming. Regardless of its status, the structure must satisfy City Code today, meaning it cannot be altered and/or expanded; routine maintenance of the existing structure is permitted. City Code §66-133 allows the City to allow non-conforming buildings to continue with restrictions. Thus, approval of the Plat shall bear conditions related to the accessory structure on Lot 1.

1. Easements

The approved the Oak Knoll 2nd Addition plat in 1975 did not include typical lot line drainage and utility easements. The Plat proposes to provide all drainage and utility easements as is required today.

Minimum easements requirements are satisfied.

Staff Recommendation

City staff recommend approval of the Preliminary Plat for Parsons Family with conditions as noted.

Recommended City Council Action

Motion to approve a resolution, approving the Preliminary Plat request for Parsons Family with conditions typical to plat approvals and the following additional conditions:

- 1. The Owner may use and maintain the existing accessory structure on Lot 1, Block 1 of said Plat, but may not move, alter and/or enlarge said structure, except by which a change lessens the non-conformity and/or brings the non-conforming use into conforming status, including, but not limited to the construction of a residential home. Such changes must be approved by the City.**
- 2. The accessory structure and Lot 1 may only be used for uses typically associated with a residential lot zoned R-1 – Single-Family Residential. The accessory structure and/or Parcel A may not be leased and/or sold for commercial uses.**
- 3. Any new residential home constructed on Lot 1, Block 1 of said Plat shall connect to municipal water and sanitary sewer services, except if municipal utilities are not available as defined by City Code §58-76, at which time well and septic may be acceptable provided the property can satisfy all minimum standards for such private utilities as may be required by City Code and subject to City approval.**

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-16-2024

RESOLUTION APPROVING THE PRELIMINARY PLAT FOR PARSONS FAMILY

WHEREAS, Keith Parsons (“Owner”) is the fee title owner of two (2) parcels, both legally described in Exhibit A and both with the same common address of 6407 376th Street (“Subject Property”), and has requested Preliminary Plat approval for Parsons Family Addition (“Plat”) for the purpose of adjusting a common property boundary between the two (2) parcels; and,

WHEREAS, the Subject Property is guided as Low Density Residential, per the Comprehensive Plan (“Land Use”), and zoned as R-1 – Single-Family Residential (“Zoning”); and,

WHEREAS, the Plat proposes to create a new common property boundary, increasing the size of Lot 1 from 15,042 square feet (0.34 acres) to 29,960 square feet (0.69 acres), and decreasing the size of Lot 2 from 81,671 square feet (1.87 acres) to 66,753 square feet (1.53 acres); and,

WHEREAS, the existing accessory structure on Lot 1 of said Plat does not conform to City Code standards regarding accessory use [§66-898(a)(3)] or placement [§66-898(b)], and therefore is a non-conforming structure, which may continue with conditions as stated herein; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on February 6, 2024 to consider and receive public comment regarding the proposed Plat; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, no verbal or written comment specific to the Plat were received; and,

WHEREAS, following the Hearing, the Commission found the Plat satisfies all Land Use and Zoning standards and City platting requirements, and unanimously recommended approval of the Parsons Family plat with conditions as stated herein.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF NORTH BRANCH, MINNESOTA

The Preliminary Plat for the Parsons Family addition is hereby approved with the following conditions:

1. The Owner may use and maintain the existing accessory structure on Lot 1, Block 1 of

said Plat, but may not move, alter and/or enlarge said structure, except by which a change lessens the non-conformity and/or brings the non-conforming use into conforming status, including, but not limited to the construction of a residential home. Such changes must be approved by the City.

2. The accessory structure and Lot 1 may only be used for uses typically associated with a residential lot zoned R-1 – Single-Family Residential. The accessory structure and/or Parcel A may not be leased and/or sold for commercial uses.
3. Any new residential home constructed on Lot 1, Block 1 of said Plat shall connect to municipal water and sanitary sewer services, except if municipal utilities are not available as defined by City Code §58-76, at which time well and septic may be acceptable provided the property can satisfy all minimum standards for such private utilities as may be required by City Code and subject to City approval.

EXHIBIT A

LEGAL DESCRIPTIONS

Current Legal Description

Lot 1, Block 3, of Oak Knoll 2nd Addition, Chisago County, Minnesota.

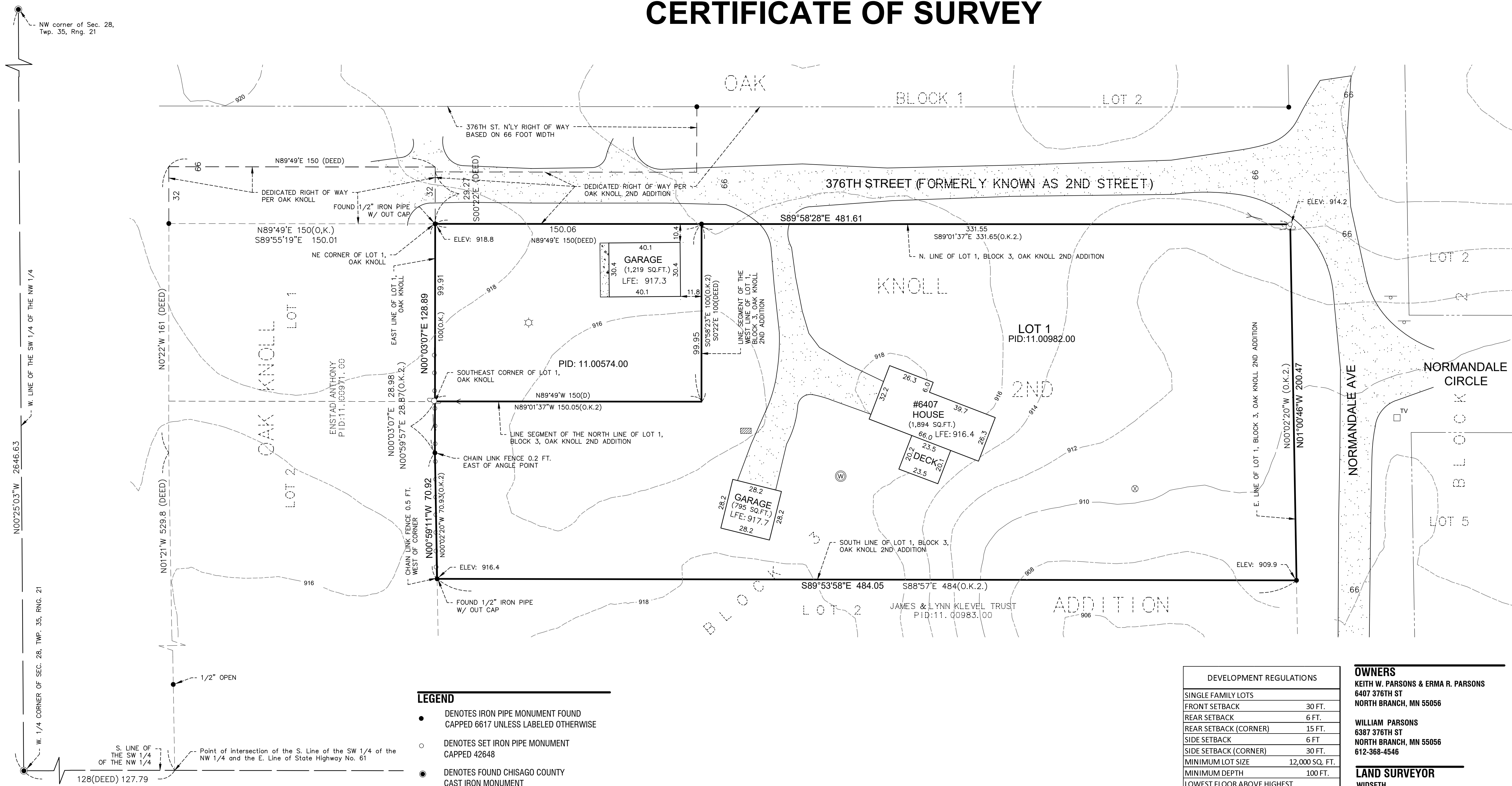
AND

Beginning at the intersection of the South line of said tract and the East line of State Highway No. 61 as now established, said point being 128 feet East of the Southwest corner of said tract, as per State Highway map thereof, thence North 1 degree 21 minutes West, parallel to said Highway center line of 529.8 feet; thence North 0 degrees 22 minutes West, continuing parallel to said Highway centerline for 161 feet; thence North 89 degrees 49 minutes East for 150 feet; thence South 0 degrees 22 minutes East to the Northeast corner of Lot One (1) in Oak Knoll, Branch Township, Chisago county, Minnesota, according to the plat thereof on file and of record in the Office of the Register of Deeds in and for said County, which is the point of beginning of the tract herein described; thence running North 89 degrees 49 minutes East for 150 feet; thence running south 0 degrees 22 minutes East for 100 feet; thence running North 89 degrees 49 minutes West for 150 feet; to the Southeast corner of said Lot One (1) in Oak Knoll; thence running Northerly along the easterly line of said Lot One (1) in Oak Knoll for 100 feet to the point of beginning.

Proposed Legal Description

Lots 1 and 2, Block 1, Parsons Family, Chisago County, Minnesota.

CERTIFICATE OF SURVEY



DEVELOPMENT REGULATIONS	
SINGLE FAMILY LOTS	
FRONT SETBACK	30 FT.
REAR SETBACK	6 FT.
REAR SETBACK (CORNER)	15 FT.
SIDE SETBACK	6 FT
SIDE SETBACK (CORNER)	30 FT.
MINIMUM LOT SIZE	12,000 SQ. FT.
MINIMUM DEPTH	100 FT.
LOWEST FLOOR ABOVE HIGHEST KNOWN GROUNDWATER LEVEL	3
LOWEST FLOOR ELEVATION ABOVE 100-YEAR FLOOD ELEVATION	2

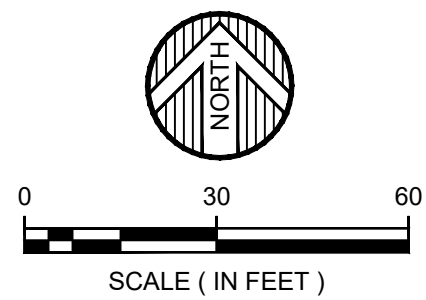
OWNERS

KEITH W. PARSONS & ERMA R. PARSONS
6407 376TH ST
NORTH BRANCH, MN 55056

WILLIAM PARSONS
6387 376TH ST
NORTH BRANCH, MN 55056
612-368-4546

LAND SURVEYOR

**WIDSETH
KELLY JORDAN
5368 266TH STREET
WYOMING, MN 55092
PHONE (651)464-3130**



LEGEND

- DENOTES IRON PIPE MONUMENT FOUND
CAPPED 6617 UNLESS LABELED OTHERWISE
- DENOTES SET IRON PIPE MONUMENT
CAPPED 42648
- DENOTES FOUND CHISAGO COUNTY
CAST IRON MONUMENT
- Ⓜ WATER WELL
- ▨ ELEC TRANSFORMER BOX
- ⊗ SANITARY CLEANOUT
- ⌵ GUY ANCHOR
- ⌚ ELEC POLE
- ☀ ELEC LIGHT POLE
- D.K.) DENOTES OAKHILL DIMENSION
- D.K.2.) DENOTES OAKHILL 2ND ADDITION DIMENSION

-
-  CHAIN LINK FENCE
 BUILDING SETBACK LINE
 EASEMENT LINE
 PLAT LINE
 LOT LINE
 RIGHT-OF-WAY LINE

- 
- CONCRETE SURFACE
- GRAVEL SURFACE

SURVEY NOTES:

1. Orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (1986 adj.)
2. Property Address: 6407 376th Street, North Branch, Minnesota, 55056. PID No. 11.00982.00 and 11.00574.00
3. Contours shown are LiDAR derived on the NAVD88 datum provided by MnDNR
4. The subject property lies within Zone X, areas determined to be outside the 0.2% annual chance floodplain per FEMA Flood Insurance Rate Map No. 27025C0250D, Community Panel No. 270682, effective date 4/17/2012.
5. Adjacent parcel information per Chisago County GIS parcel map.
6. A wetland delineation has not been done on the subject property.

EXISTING PROPERTY DESCRIPTIONS:

Warranty Deed Doc. No. A-641233) Lot 1 (PID: 11.00982.00) - 81,671 SQ. FT. OR 1.87 ACRES
Lot 1, Block 3, of Oak Knoll 2nd Addition, Chisago County, Minnesota.

(Warranty Deed Doc. No. A-569471) Lot 2 (PID: 11.00574.00) - 15,035 SQ. FT. OR 0.35 ACRES
That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-eight (28), Township Thirty-five (35), Range Twenty-one (21), Chisago County, Minnesota described as follows, to-wit:

Beginning at the intersection of the South line of said tract and the East line of State Highway No. 61 as now established, said point being 128 feet East of the Southwest corner of said tract, as per State Highway map thereof, thence North 1 degree 21 minutes West, parallel to said Highway center line of 529.8 feet; thence North 0 degrees 22 minutes West, continuing parallel to said Highway centerline for 161 feet; thence North 89 degrees 49 minutes East for 150 feet; thence South 0 degrees 22 minutes East to the Northeast corner of Lot One (1) in Oak Knoll, Branch Township, Chisago county, Minnesota, according to the plat thereof on file and of record in the Office of the Register of Deeds in and for said County, which is the point of beginning of the tract herein described; thence running North 89 degrees 49 minutes East for 150 feet; thence running south 0 degrees 22 minutes East for 100 feet; thence running North 89 degrees 49 minutes West for 150 feet; to the Southeast corner of said Lot One (1) in Oak Knoll; thence running Northerly along the easterly line of said Lot One (1) in Oak Knoll for 100 feet to the point of beginning.

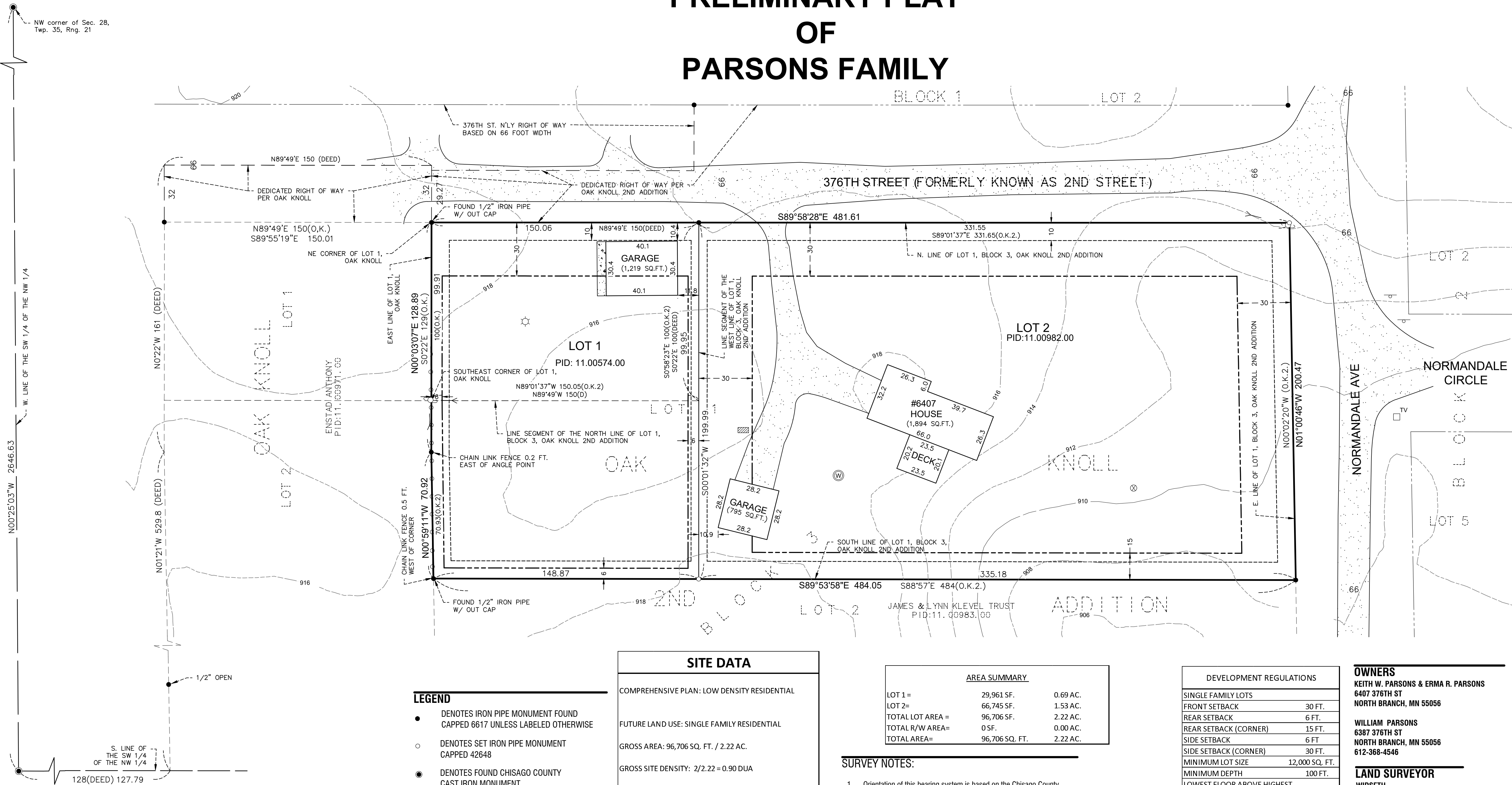
WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

© 2024 WIDSETH SMITH NOLTING & ASSOCIATES, INC

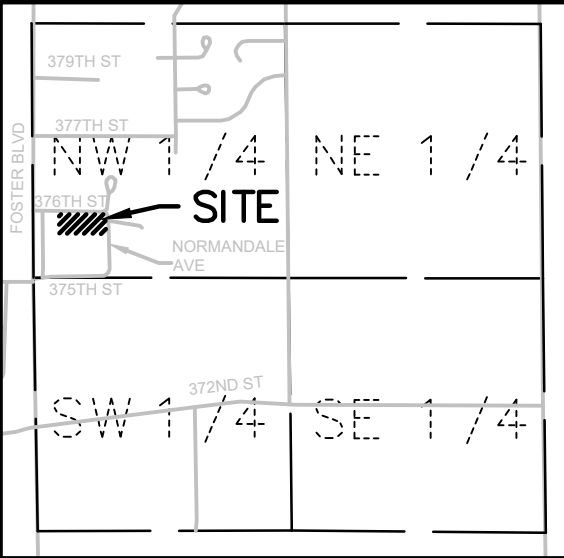
DATE:	January 2024	DATE	AMENDMENTS	BY	PREPARED FOR: BILLY PARSONS
SCALE:	AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	JAS				 KELLY JORDAN DATE: 01/03/2024 LIC. NO. 42648
CHECKED BY:	KLJ				
FILE NUMBER:	2023-11198				

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

PRELIMINARY PLAT
OF
PARSONS FAMILY



VICINITY MAP
SEC. 28, T35, R.21
City of North Branch
Chisago County, Minnesota



LEGEND

- DENOTES IRON PIPE MONUMENT FOUND CAPPED 6617 UNLESS LABELED OTHERWISE
- DENOTES SET IRON PIPE MONUMENT CAPPED 42648
- DENOTES FOUND CHISAGO COUNTY CAST IRON MONUMENT
- ⊙ WATER WELL
- ▨ ELEC TRANSFORMER BOX
- ⊗ SANITARY CLEANOUT
- ⋈ GUY ANCHOR
- ⊙ ELEC POLE
- ⊙ ELEC LIGHT POLE
- (O.K.) DENOTES OAKHILL DIMENSION
- (O.K.2.) DENOTES OAKHILL 2ND ADDITION DIMENSION

- CHAIN LINK FENCE
- - - BUILDING SETBACK LINE
- - - EASEMENT LINE
- - - PLAT LINE
- - - LOT LINE
- - - RIGHT-OF-WAY LINE

- CONCRETE SURFACE
- GRAVEL SURFACE

SITE DATA

COMPREHENSIVE PLAN: LOW DENSITY RESIDENTIAL

FUTURE LAND USE: SINGLE FAMILY RESIDENTIAL

GROSS AREA: 96,706 SQ. FT. / 2.22 AC.

GROSS SITE DENSITY: 2/2.22 = 0.90 DUA

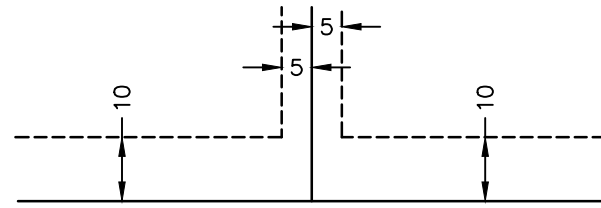
PROPOSED ROW: 0.0 SQ. FT. / 0.0 AC.

PROPOSED NEW EASEMENTS: 14,881 SQ. FT. / 0.34 AC.

NET AREA: 96,706 SQ. FT. / 2.22AC.

NET SITE DENSITY: 2/2.22 AC. = 0.90 DUA

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING
RIGHT OF WAY LINES, ALSO BEING 5
FEET IN WIDTH AND ADJOINING LOT
LINES, UNLESS OTHERWISE INDICATED, AS
SHOWN ON THE PLAT.

AREA SUMMARY

LOT 1=	29,961 SF.	0.69 AC.
LOT 2=	66,745 SF.	1.53 AC.
TOTAL LOT AREA =	96,706 SF.	2.22 AC.
TOTAL R/W AREA=	0 SF.	0.00 AC.
TOTAL AREA=	96,706 SQ. FT.	2.22 AC.

SURVEY NOTES:

- Orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (1986 adj.)
- Property Address: 6407 376th Street, North Branch, Minnesota, 55056. PID No. 11.00982.00 and 11.00574.00
- Contours shown are LiDAR derived on the NAVD88 datum provided by MnDNR
- This survey was done without the benefit of a title commitment. There may be easements that are not shown in this drawing.
- The subject property lies within Zone X, areas determined to be outside the 0.2% annual chance floodplain per FEMA Flood Insurance Rate Map No. 27025C0250D, Community Panel No. 270682, effective date 4/17/2012.
- Adjacent parcel information per Chisago County GIS parcel map.
- The survey was done with no wetland delineation. There may be wetlands on the subject property that are not shown.
- The existing accessory structure on Lot 1 is believed to have been built between 1957-1973 based on historic air photos.

DEVELOPMENT REGULATIONS

SINGLE FAMILY LOTS	
FRONT SETBACK	30 FT.
REAR SETBACK	6 FT.
REAR SETBACK (CORNER)	15 FT.
SIDE SETBACK	6 FT.
SIDE SETBACK (CORNER)	30 FT.
MINIMUM LOT SIZE	12,000 SQ. FT.
MINIMUM DEPTH	100 FT.
LOWEST FLOOR ABOVE HIGHEST KNOWN GROUNDWATER LEVEL	3
LOWEST FLOOR ELEVATION ABOVE 100-YEAR FLOOD ELEVATION	2

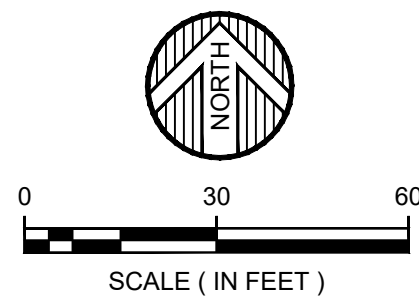
OWNERS

KEITH W. PARSONS & ERMA R. PARSONS
6407 376TH ST
NORTH BRANCH, MN 55056

WILLIAM PARSONS
6387 376TH ST
NORTH BRANCH, MN 55056
612-368-4546

LAND SURVEYOR

WIDSETH
KELLY JORDAN
5368 266TH STREET
WYOMING, MN 55092
PHONE (651)464-3130



EXISTING PROPERTY DESCRIPTIONS:

Warranty Deed Doc. No. A-641233) Lot 1 (PID: 11.00982.00) - 81,671 SQ. FT. OR 1.87 ACRES
Lot 1, Block 3, of Oak Knoll 2nd Addition, Chisago County, Minnesota.

(Warranty Deed Doc. No. A-569471) Lot 2 (PID: 11.00574.00) - 15,035 SQ. FT. OR 0.35 ACRES
That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-eight (28), Township Thirty-five (35), Range Twenty-one (21), Chisago County, Minnesota described as follows, to-wit:
Beginning at the intersection of the South line of said tract and the East line of State Highway No. 61 as now established, said point being 128 feet East of the Southwest corner of said tract, as per State Highway map thereof, thence North 1 degree 21 minutes West, parallel to said Highway center line of 529.8 feet; thence North 0 degrees 22 minutes West, continuing parallel to said Highway centerline for 161 feet; thence North 89 degrees 49 minutes East for 150 feet; thence South 0 degrees 22 minutes East to the Northeast corner of Lot One (1) in Oak Knoll, Branch Township, Chisago county, Minnesota, according to the plat thereof on file and of record in the Office of the Register of Deeds in and for said County, which is the point of beginning of the tract herein described; thence running North 89 degrees 49 minutes East for 150 feet; thence running south 0 degrees 22 minutes East for 100 feet; thence running North 89 degrees 49 minutes West for 150 feet; to the Southeast corner of said Lot One (1) in Oak Knoll; thence running Northerly along the easterly line of said Lot One (1) in Oak Knoll for 100 feet to the point of beginning.

DATE:	November 2023	DATE:		AMENDMENTS	BY:	PREPARED FOR: BILLY PARSONS
SCALE:	AS SHOWN	01-03-2024	City comments per 12-19-2023 letter		J.A.S.	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	JAS					<i>Kelly Jordan</i>
CHECKED BY:	KLJ					KELLY JORDAN
FILE NUMBER:	2023-11198					DATE: 11/30/2023 LIC. NO. 42648



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 02/14/2024

Board & Commission: City Council

Subject: Resolution No. R-17-2024, Approving the Final Plat for Parsons Family

Staff Recommendation

City staff recommend approval of the Final Plat for Parsons Family with conditions as noted.

Recommended City Council Action

Motion to approve a resolution, approving the Final Plat for Parsons Family with conditions as stated.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-17-2024

RESOLUTION APPROVING THE FINAL PLAT FOR PARSONS FAMILY

WHEREAS, Keith Parsons (“Owner”) is the fee title owner of two (2) parcels, both legally described in Exhibit A and both with the same common address of 6407 376th Street (“Subject Property”), and has requested Final Plat approval for Parsons Family Addition (“Plat”); and,

WHEREAS, the Subject Property is guided as Low Density Residential, per the Comprehensive Plan (“Land Use”), and zoned as R-1 – Single-Family Residential (“Zoning”); and,

WHEREAS, the Plat proposes to adjust the common property boundary between the two (2) parcels, resulting in an increase the size of Lot 1 from 15,042 square feet (0.34 acres) to 29,960 square feet (0.69 acres), and decrease the size of Lot 2 from 81,671 square feet (1.87 acres) to 66,753 square feet (1.53 acres); and,

WHEREAS, on February 27, 2024, the City Council approved the Preliminary Plat for Parsons Family, per Resolution No. R-16-2024.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF NORTH BRANCH, MINNESOTA

The Final Plat for Parsons Family is hereby approved with the following conditions:

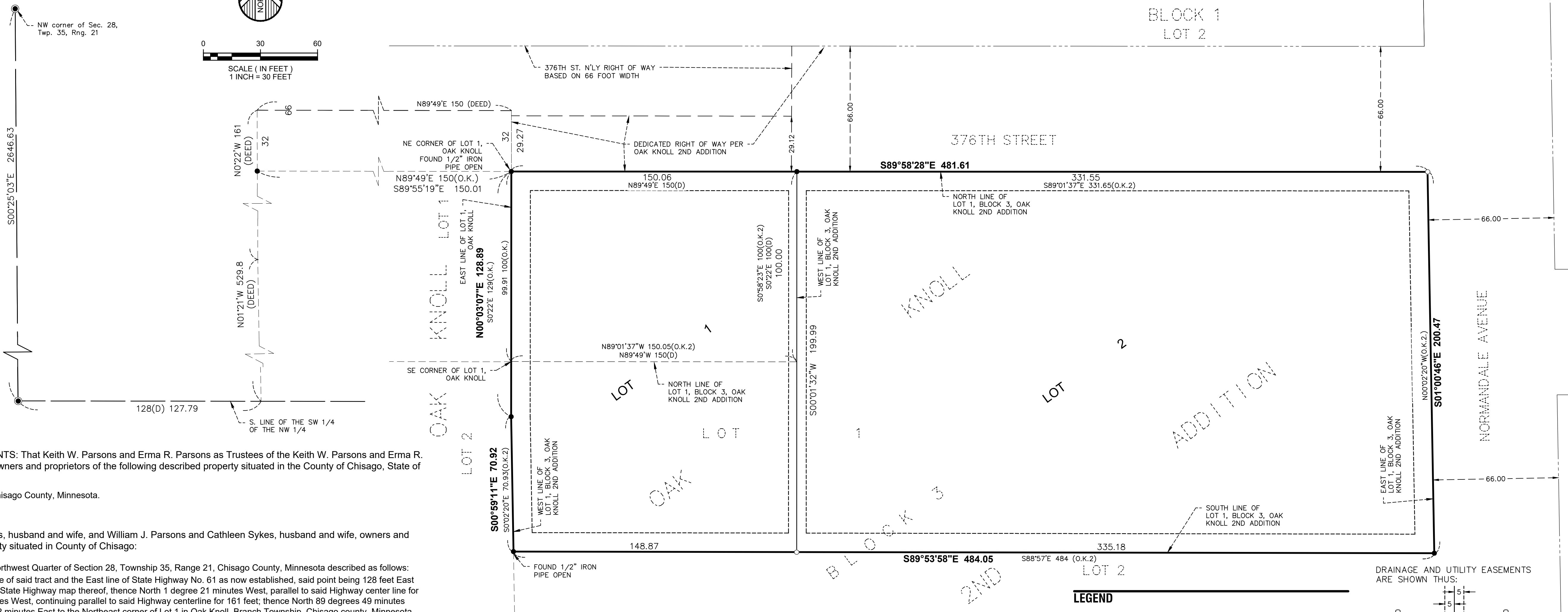
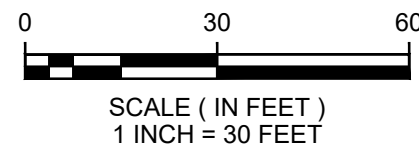
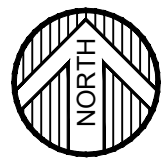
1. The Owner and its heirs and successors and assigns shall abide by all conditions specific to Lot 1 of said Plat as stated in Resolution No. R-16-2024.
2. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

BE IT FURTHER RESOLVED, the Final Plat shall be not released for recording until all fees and other financial obligations and agreements, if required, are executed and received by the City; recording of the Final Plat with the land records office of Chisago County must occur within 30 days of its release by the City to Owner.

EXHIBIT A

**PARSONS FAMILY
LEGAL DESCRIPTIONS**

Lots 1 and 2, Block 1, Parsons Family, Chisago County, Minnesota.

[illegible]

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 10 FEET IN WIDTH AND ADJOINING
RIGHT OF WAY LINES, ALSO BEING 5
FEET IN WIDTH AND ADJOINING LOT
LINES, UNLESS OTHERWISE INDICATED, AS
SHOWN ON THE PLAT.

LEGEND

- DENOTES A FOUND 1/2" IRON PIPE W/CAP
MARKED LS 6617, UNLESS NOTED OTHERWISE
- DENOTES A SET 1/2" IRON PIPE W/CAP
MARKED LS 42648



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Sharon Wright, Finance Director
Date: 01/31/2024

Board & Commission: City Council

Subject: Resolution No. R-18-2024, Restricting and Authorizing the Expenditure of Funds for Public Safety Purposes

Overview / Background

The 2024 Legislative session resulted in one-time, funding allocated for Public Safety. In summary, funding may be used for equipment and vehicle purchases, staff training, staffing, etc. For the City of North Branch, the Public Safety funding allocation was \$486,396. Although the funding was received in 2024, there is no specific timeline for use of the funds.

During the February 13, 2024 City Council work session, City staff presented the City Council with recommended approach for the use of those funds. As noted during that meeting, Interim City Administrator Jason Ziemer, Finance Director Sharon Wright, Police Chief Dan Meyer and Fire Chief Pat Heinen met previously to discuss general public safety and emergency response needs, in addition to departments-specific items. Top priorities identified for funding, as noted on the attached spreadsheet, included the following:

- purchasing and installing two (2) weather warning sirens**
- purchasing second sets of fire turnout gears**
- replacing fire radios**
- replacing the police speed trailer and squad car computers**
- purchasing training equipment and the new squad car, as was previously reviewed during the past budget conversations.**

Staff also listed additional needs and priorities on that spreadsheet.

As discussed during the February 13 work session, staff was pursuing an alternative to join Chisago County radio program; the Police Department joined in 2019. The move would allow the City to significantly reduce the upfront expense of radios and participate in the County's radio replacement and service/maintenance program. That current rate is approximately \$518 per radio vs. paying more than \$105,000 upfront and then having to pay more than \$6,500 per radio to replace a radio should one quit working. City Council members concurred with this approach, if the Fire Department can get into the County program. Not only is this a better approach, but allows us to free up more of this limited funding to be used for other public safety priorities.

Follow up: County Administrator Chase Burnham reported the County would welcome the Fire Department into the program. The per radio cost – replacement and service/maintenance – is yet to be determined, but the cost is still a better approach versus the Fire Department owning the radios and being responsible for the cost of replacement plus maintenance. Again, the City already pays to be part of the County system and service for both Police and Fire. Administrator Burnham did note the Fire Department may likely have a higher first-year cost to buy-into the system as the County does not have an existing pool of radios to assign. This was the same approach with all cities when they first joined the program in 2019.

Approval of the resolution will not only restrict the funding but allow Chief Meyer and Chief Heinen to move forward with the initial projects listed. Staff would revisit future funding allocations and recommendations with the City Council at that time.

Staff Recommendation

City staff recommend approval of the resolution, allocating the public safety funding.

Recommended City Council Action

Motion to approve the resolution, allocating and restricting Public Safety funding, as appropriated by the State Legislature, for those projects as listed.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-18-2024

**RESOLUTION RESTRICTING & AUTHORIZING THE EXPENDITURE OF FUNDS
FOR PUBLIC SAFETY PURPOSES**

WHEREAS, the 2023 Minnesota Legislature enacted a one-time Public Safety Aid (“Public Safety Aid”) appropriations totaling \$300 million for counties, cities and townships with populations of 10,000 or more, of which the City of North Branch (“City”) received \$486,396; and,

WHEREAS, the Public Safety Aid may be used for public safety-related purposes, including but not limited to: community violence prevention and intervention programs, mental health crisis response, training programs, first responder wellness, and equipment and personnel related to fire, rescue and emergency services; and,

WHEREAS, the City Council as identified a list of funding-eligible needs and priorities supporting the City’s Police and Fire Departments and Emergency Management response.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF
NORTH BRANCH, MINNESOTA

The following Public Safety Aid is here by RESTRICTED for those eligible purposes as defined by the State Legislature:

Fund	Amount	Fund Balance	Purpose
General (101)	\$486,396	Restricted	Public Safety

BE IT FURTHER RESOLVED, the initial funding shall be used to support Public Safety efforts, including the following and as listed in Exhibit A:

Department		Expenditure
Police		
Equipment		Training Equipment
Equipment		Squad Car Computers, Docks & Mounts
Equipment		Speed Trailer
Vehicles		Squad Vehicle
Fire		
Equipment		Fire Fighter Turnout Gear (2024)
Equipment		Fire Fighter Turnout Gear (2025)
Equipment		Portable Radios
Emergency Management		

Equipment	Civil Defense Siren
-----------	---------------------

EXHIBIT A

**NORTH BRANCH PUBLIC SAFETY AID
FUNDING ALLOCATION**

City of North Branch
MN Public Safety Contribution
Sec. 27. 2023 Public Safety Aid

Revenue

Fund	Dept	Obj	Desc	DR	CR
101	0	33425	State Public Safety Aid		<u>486,396.00</u>

Expenses

Fund	Dept	Obj	DR	CR	Qty	Ind Cost
------	------	-----	----	----	-----	----------

Fire Department options

101	42280	50201	Turnout Gear - 2024 purchase	79,426.20	14	5,673.30
101	42280	50201	Turnout Gear - 2025 purchase	64,246.60	11	5,840.60
101	42280	50201	Portable Radios (Yr 1 Replacement)	14,240.00	16	890.00

Total Fire Dept

157,912.80

45%

Police Department options

101	42110	50201	Training Equipment	10,820.50		See details
101	42110	50207	Getac Squad Comp/dock/mount	37,733.70	10	3,773.37
101	42110	50550	Speed Trailer	24,170.00	1	24,170.00
101	42110	50550	Squad Vehicle	65,000.00	1	65,000.00

Total Police Dept

137,724.20

39%

Emergency Management options

101	42500	50500	Civil Defense Sirens - electric	7,470.00	2	3,735.00
101	42500	50500	Civil Defense Sirens - ECE Svc	3,500.00	1	3,500.00
101	42500	50500	Civil Defense Sirens	47,335.00	2	23,667.50

Total Emergency Management

58,305.00

16%

Total Public Safety Expenses

353,942.00

Remaining Restricted Funds

132,454.00

Fire Department Radios

101	42280	50201	Portable Radios (Yr 2-5 Replacement)	5,670.00	18	315.00
101	42280	50201	Portable & Mobile Radios (Maint)	5,481.00	27	203.00
101	42280	50201	Fire Dept Mobile Radios	TBD		

Additional Needs for Consideration

101	42280	50201	30 Gear Bags	2,550.00	30	85.00
101	42280	50201	Fire Dept Helmets	12,721.80	28	454.35
101	42280	50550	Chief Officer's response vehicle	15,000.00	1	15,000.00
101	42110	50332	Police Dept Training	24,345.00		
			Training Supplies		----	15,025.00
			On-line LMC Patrol Training		14	90.00
			Mandated Pursuit Driving - EVOC		3	510.00
			Mandated Pursuit Driving - PIT		3	655.00
			Paramedic Recert		1	1,000.00
			Taser Recert		1	400.00
			Storm Use of Force Instructor Recert		2	900.00
			EMR Recert		7	195.00



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 02/21/2024

Board & Commission: City Council

Subject: Approve Transient Merchant License - Plant Place Inc

Background Information:

Plant Place Inc will be operating a seasonal greenhouse from April 15th, 2023 through July 15th, 2024 from the County Market Parking lot selling bedding plants, vegetable plants, perennials and garden misc. They have obtained permission to use their parking spot. The organization has submitted the application for a Transient Merchant License along with appropriate fees and accompanying documents. All the documents are in order and the background check has been completed successfully.

Requested City Council Action:

Approve the 2024 Transient Merchant License for Plant Place Inc.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 02/21/2024

Board & Commission: City Council

Subject: Resolution No. R-21-2024 Approving Water Tower 1 Rehabilitation Project Pay Request No. 3, & Change Order No. 2

Background Information:

Osseo Construction Company LLC has submitted pay request #3 for the Water Tower 1 rehab project. WSB, our engineer, has reviewed and verified the pay request for accuracy and recommends payment for the amount of \$24,502.69 as presented. Also included is change order No. 2 for \$46,736.30 for de-watering, extra water main pipe, additional fencing and a change in the SCADA antenna hardware and mounting bracket. Dewatering was needed as the soils were too wet and unstable for the contractor to excavate. Extra watermain piping was also needed for the altitude valve installation, as the existing pipe in the ground did not reflect what was shown on the original water tower construction plans. The additional pipe was needed to increase length, including adding more bends to get over and around the existing water main piping to install the altitude valve. This piping change also increased the square footage of the fencing needed to secure the tower once completed to encompass the new altitude valve. The last item of the change order was to relocate the SCADA antenna to the top of the tower for better reception to the water plants. There is also a \$15,500.00 deduct so far for items not needed and reduced inspection cost from change order No. 1. I am asking the council to consider this request, and if so inclined, do so in the form of a motion. Attached are the pay request documents for your review. The project is scheduled to be completed by mid June.

Below is the project background for your reference.

At the February 15th 2023 the former North Branch Water and Light Meeting, the commission approved requesting RFP's for the water tower 1 rehabilitation project. Then at the May 17th meeting the commission approved WSB to design plans and specifications for the project, next the project was advertised for bids, and at the June 28th meeting the commission awarded the low bid to Osseo Construction Co. LLC. for the amount of

\$773,760.00

Financial/Budget Impacts:

This is a planned and budgeted capital project funded within the water utilities 2023 budget.

Deadline:

Approval at this meeting to meet the contract payment requirements.

Staff Recommendation:

Approval as presented.

Requested Commission Action:

Approval of pay request #3 as presented.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-21-2024

**Resolution Approving Water Tower 1 Rehabilitation Project Pay Request No. 3, &
Change Order No. 2**

WHEREAS, pursuant to North Branch Water and Light Commission Authorization on February 15th, 2023 by awarding the 2023 Water Tower #1 Rehabilitation Project to Osseo Construction Co. LLC for the amount of \$773,760.00, and

WHEREAS, Osseo Construction Co. LLC has submitted Pay Request #3 for the 2023 Water Tower #1 rehabilitation project for the amount of \$24,502.69 and all pay items have been verified by WSB the Utility's Engineer as accurate,

WHEREAS, Change order No. 2 has been presented and approved for \$46,736.30 for additional unexpected costs for dewatering, additional fencing, additional water main piping and relocation of the SCADA antenna.

**NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF
NORTH BRANCH, MINNESOTA**

Water Tower No. 1 Rehabilitation Project pay request No. 3 in the amount of \$24,502.69 to Osseo Construction Co. LLC and change order No. 2 for \$46,736.30 be approved as presented.

CHANGE ORDER NO. 2

WATER TOWER NO. 1 REHABILITATION
NORTH BRANCH WATER AND LIGHT, MN
WSB PROJECT NO.: 022305-000

February 20, 2024

OWNER:

North Branch Water & Light
PO Box 339
North Branch, MN 55056

CONTRACTOR:

The Osseo Construction Co. LLC
PO Box 143, 14248 10th Street
Osseo, WI 54758

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENT DESCRIPTION:

1. ADD \$10,500.00 to the contract amount for Bid Item No. 3 for additional fencing as shown on the attached site plan markup.
2. ADD \$7,194.00 to the contract amount for the new SCADA antenna on the roof of the tank as detailed in the attached SCADA Pricing, Option 2.
3. DEDUCT \$3,000.00 from the contract amount to delete Bid Item No. 43.
4. ADD \$32,042.30 to the contract amount for Bid Item No. 2 for the additional dewatering and watermain realignment work as detailed in the attached C&L Excavating reports.

IT IS UNDERSTOOD THAT THIS CHANGE ORDER INCLUDES ALL ADDITIONAL COSTS AND TIME EXTENSIONS WHICH ARE IN ANY WAY, SHAPE, OR FORM ASSOCIATED WITH THE WORK ELEMENTS DESCRIBED ABOVE.

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:		SUBSTANTIAL	FINAL
ORIGINAL CONTRACT PRICE:	\$773,760.00	ORIGINAL CONTRACT TIME:		9/29/2023	10/27/2023
PREVIOUS CHANGE ORDERS:	TBD (CO1)	NET CHANGE FROM PREVIOUS CHANGE ORDERS:		263	277
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:	TBD (CO1)	CONTRACT TIME PRIOR TO THIS CHANGE ORDER:		6/18/2024	7/30/2024
NET INCREASE/DECREASE OF THIS CHANGE ORDER:	\$46,736.30	NET INCREASE OF CHANGE ORDER:		0	0
CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS:	TBD (CO1)	CONTRACT TIME WITH APPROVED CHANGE ORDERS:		6/18/2024	7/30/2024

RECOMMENDED BY:



Jon Christensen, PE, PROJECT MANAGER

APPROVED BY:



CONTRACTOR SIGNATURE

WSB
ENGINEER

The Osseo Construction Co. LLC
CONTRACTOR

APPROVED BY:

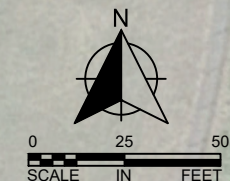
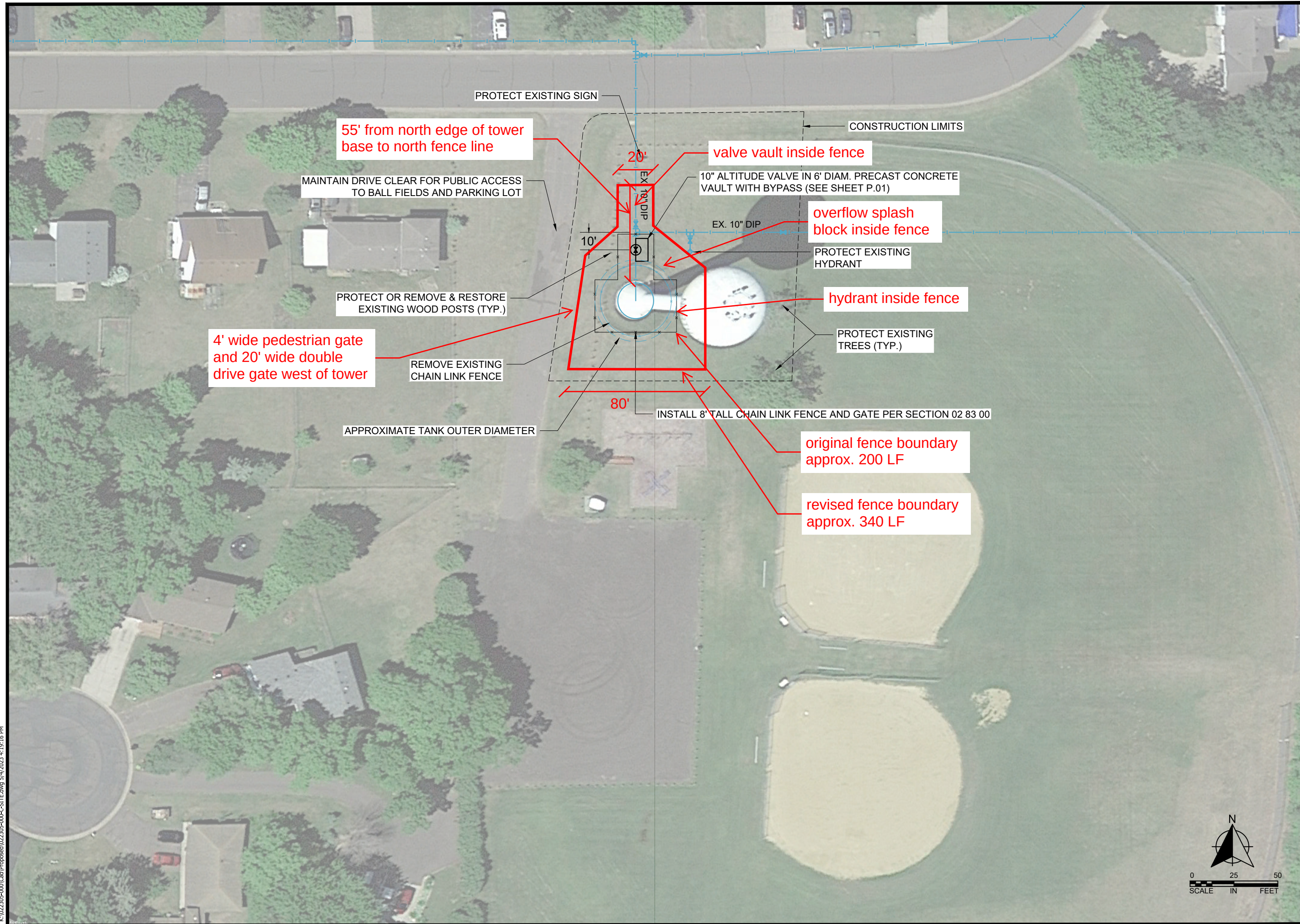
CITY ADMINISTRATOR

CITY/NBWL PUBLIC WORKS DIRECTOR

DATE

DATE

K:\022305-000\Cad\Proposed\022305-000-C-SITE.dwg 5/17/2023 4:19:16 PM



REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JONATHAN S. CHRISTENSEN, P.E.
DATE: 5/17/2023 LIC. NO.: 57814

WATER TOWER NO. 1
REHABILITATION
CITY OF NORTH BRANCH,
MINNESOTA

SITE PLAN



SCADA Pricing

Water Tower No. 1 Rehabilitation

North Branch Water & Light WSB Project No. 022305-000

Option 1:

Remove and protect the existing SCADA antenna and reinstall on the roof of the tank at a location coordinated with Engineer's field representative on a new bracketed style mount with 4" Sch40 cable penetration for coax cable from drywell tube to roof with rubber boot for watertight fit and roof tabs for horizontal routing. Coordinate with City's system integrator (Total Control Systems - TCS) to provide and install new LMR-600 coax cable with welded J-hooks and grounding points at top of dry tube for coax hoisting grips and ground kits. Provide coax support brackets, expansion rings or "Z-brackets" at recommended intervals. Provide programming for connection and integration with the City's SCADA system.

Total for Antenna Option 1 Price: \$ 6,615.00

Option 2:

Remove the existing SCADA antenna and deliver to Owner. Furnish and install new SCADA antenna model Laird Y4506 (or approved equal as coordinated with TCS) heavy duty, fully welded, gold anodized directional Yagi 450-470 MHz, providing 12 dBi of linear gain. Position on the roof of the tank at a location coordinated with Engineer's field representative on a new bracketed style mount with 4" Sch40 cable penetration from drywell tube with rubber boot for watertight fit and roof tabs for horizontal routing, including all coax cable, mounting, and programming as described in option 1.

Total for Antenna Option 2 Price: \$ 7,194.00

C & L EXCAVATING, INC.
PO BOX 99
ST JOSEPH MN 56374

EXTRA WORK / T&M REPORT

Date: 10/31/2023

T&M **Yes**
Extra Work / CO **Yes**
Qtys Added to Job Daily **No**

Work For: # 2329 North Branch

Location: Water Tower

What Done: Blake Drilling installed wellpiont dewatering system on 10-27-23.
We fueled and checked pumps daily until we were done with it on 10-31-23.

	Code	Hours	Rate	Extension
Mobilization				
				\$ -
				\$ -
				\$ -
Labor				
Eric Suchy	4000.0	8.0	\$ 100.00	\$ 800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Operator / Equipment				
Foreman Truck with Small Tools	4000.0	8.0	\$ 40.00	\$ 320.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Materials / Subcontractors	Code	Item	Cost	
Diesel Fuel	4000.0	200.0	\$ 4.00	\$ 800.00
Blake Drilling	4000.0	1.1	\$ 10,098.00	\$ 11,107.80
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 13,027.80

Traffic Control: Y or N Who:

Sawcutting: Y or N Who: Asphalt (LF): Concrete (LF):

Will concrete curb or flatwork be required?

Will asphalt patching be required? Size & Thickness?

Will topsoil placement be required?

Will seeding/erosion control be required?

C & L EXCAVATING, INC.

PO BOX 99

ST JOSEPH MN 56374

EXTRA WORK / T&M REPORT

Date:	10/26/2023	T&M	Yes
Work For:	# 2329	Extra Work / CO	Yes
Location:	North Branch Water Tower	Qtys Added to Job Daily	No
What Done:	Replaced/Relocated 10" GV. <i>This GV was moved 20' to the North</i> . Existing 10" bell joint was leaking 3' away from the existing 10" GV when the City had turned the water back on at 1:37pm. Noticed trench filling up with water around 3 pm. Did an emergency shutdown to repair leak. FYI - This 10" GV was going to have to be relocated further to the North due to the existing watermain configuration NOT being where it was first thought to be.		
		3:00 pm - 6:00 pm	
		Wet / Silty - Needed trech box/plates/rock	
		Started raining at 6:15 pm	Cloudy 54*

	Code	Hours	Rate	Extension
Mobilization				
				\$ -
				\$ -
				\$ -
Labor				
Jason Hoffmann	4000.0	1.0	\$ 102.00	\$ 102.00
Eric Suchy	4000.0	3.0	\$ 100.00	\$ 300.00
Jordan Kramer	4000.0	3.0	\$ 94.00	\$ 282.00
Joe Manuel	4000.0	3.0	\$ 92.00	\$ 276.00
				\$ -
				\$ -
Operator / Equipment				
Foreman Truck with Small Tools	4000.0	3.0	\$ 40.00	\$ 120.00
Eric Bieniek / E-20 John Deere 250 Excavator	4000.0	3.0	\$ 225.00	\$ 675.00
Brady Kramer / New Holland Skid Loader	4000.0	3.0	\$ 150.00	\$ 450.00
				\$ -
				\$ -
				\$ -
				\$ -
Material	Code	Item	Cost	
10" Gasket	4000.0	2.0	\$ 12.00	\$ 24.00
10" Megalug	4000.0	2.0	\$ 115.00	\$ 230.00
4" T-Bolts & Nuts	4000.0	12.0	\$ 7.50	\$ 90.00
1.5" Rock	4000.0	3.0	\$ 40.00	\$ 120.00
				\$ -
				\$ -
				\$ -
TOTAL				\$ 2,669.00

Traffic Control: Y or N

Who:

Sawcutting: Y or N

Who:

Asphalt (LF):

Concrete (LF):

Will concrete curb or flatwork be required?

Will asphalt patching be required? Size & Thickness?

Will topsoil placement be required?

Will seeding/erosion control be required?

C & L EXCAVATING, INC.

PO BOX 99

ST JOSEPH MN 56374

EXTRA WORK / T&M REPORT

T&M Yes

Extra Work / CO Yes

Date: 10/30/2023

Qtys Added to Job Daily No

Work For: # 2329 2:30 pm - 6:00 pm

Location: North Branch Water Tower

What Done: Relocated 10" Tee and 10" DIP watermain. (10" GV was relocated on 10-26-23)
 Installed extra bends to relocate/connect 10" main to existing 10" tee located to the EAST

These Fittings and DIP are NOT listed on North Branch install sheet from 10-30-23

Existing 10" GV and 10" Tee were NOT in the locations that were shown on plans

	Code	Hours	Rate	Extension
Mobilization				
				\$ -
				\$ -
				\$ -
Labor				
Eric Suchy	4000.0	3.5	\$ 100.00	\$ 350.00
Jordan Kramer	4000.0	3.5	\$ 94.00	\$ 329.00
Joe Manuel	4000.0	3.5	\$ 92.00	\$ 322.00
Eric Guse	4000.0	3.5	\$ 92.00	\$ 322.00
				\$ -
				\$ -
Operator / Equipment				
Foreman Truck with Small Tools	4000.0	3.5	\$ 40.00	\$ 140.00
Eric Bieniek / E-20 John Deere 250 Excavator	4000.0	3.5	\$ 225.00	\$ 787.50
Brady Kramer / L-16 Bobcat 873 Skid Loader	4000.0	3.5	\$ 150.00	\$ 525.00
				\$ -
				\$ -
				\$ -
Material	Code	Item	Cost	
10" 45-Degree Bend	4000.0	2.0	\$ 538.00	\$ 1,076.00
10" 22.5-Degree Bends	4000.0	2.0	\$ 535.00	\$ 1,070.00
10" 11.25-Degree Bend	4000.0	1.0	\$ 380.00	\$ 380.00
10" Long Sleeve	4000.0	1.0	\$ 431.00	\$ 431.00
10" DIP	4000.0	37.5	\$ 80.00	\$ 3,000.00
10" Gasket	4000.0	11.0	\$ 12.00	\$ 132.00
10" Megalug	4000.0	11.0	\$ 115.00	\$ 1,265.00
4" T-Bolts & Nuts	4000.0	66.0	\$ 7.50	\$ 495.00
10" GV Adapter & Box (for Salvaged GV)	4000.0	1.0	\$ 621.00	\$ 621.00
1.5" Rock	4000.0	12.0	\$ 40.00	\$ 480.00
TOTAL				\$ 11,725.50

Traffic Control: Y or N Who:

Sawcutting: Y or N Who: Asphalt (LF): Concrete (LF):

Will concrete curb or flatwork be required?

Will asphalt patching be required? Size & Thickness?

Will topsoil placement be required?

Will seeding/erosion control be required?

C & L EXCAVATING, INC.
PO BOX 99
ST JOSEPH MN 56374

EXTRA WORK / T&M REPORT

	T&M	Yes
	Extra Work / CO	Yes
Date: <u>10/31/2023</u>	Qtys Added to Job Daily	No
Work For: <u># 2329 North Branch</u>	7:30 am - 10:30 am	
Location: <u>Water Tower</u>		
What Done: <u>Connected 10" DIP watermain to existing 10"x6" DIP tee. Finished installing watermain from where we left off on 10-30-23.</u>		

	Code	Hours	Rate	Extension
Mobilization				
				\$ -
				\$ -
				\$ -
Labor				
Eric Suchy	4000.0	3.0	\$ 100.00	\$ 300.00
Jordan Kramer	4000.0	3.0	\$ 94.00	\$ 282.00
Joe Manuel	4000.0	3.0	\$ 92.00	\$ 276.00
Eric Guse	4000.0	3.0	\$ 92.00	\$ 276.00
				\$ -
				\$ -
Operator / Equipment				
Foreman Truck with Small Tools	4000.0	3.0	\$ 40.00	\$ 120.00
Eric Bieniek / E-20 John Deere 250 Excavator	4000.0	3.0	\$ 225.00	\$ 675.00
Brady Kramer / L-16 Bobcat 873 Skid Loader	4000.0	3.0	\$ 150.00	\$ 450.00
				\$ -
				\$ -
				\$ -
Material	Code	Item	Cost	
10" 45-Degree Bend	4000.0	1.0	\$ 538.00	\$ 538.00
10" 22.5-Degree Bends	4000.0	1.0	\$ 535.00	\$ 535.00
10" DIP	4000.0	4.5	\$ 80.00	\$ 360.00
10" Gasket	4000.0	4.0	\$ 12.00	\$ 48.00
10" Megalug	4000.0	4.0	\$ 115.00	\$ 460.00
4" T-Bolts & Nuts	4000.0	24.0	\$ 7.50	\$ 180.00
1.5" Rock	4000.0	3.0	\$ 40.00	\$ 120.00
				\$ -
TOTAL				\$ 4,620.00

Traffic Control: Y or N Who:

Sawcutting: Y or N Who: Asphalt (LF): Concrete (LF):

Will concrete curb or flatwork be required?

Will asphalt patching be required? Size & Thickness?

Will topsoil placement be required?

Will seeding/erosion control be required?



February 22, 2024

Mr. Shawn Williams
North Branch Water & Light
P.O. Box 910
North Branch, MN 55056

Re: Application for Payment No. 3
Water Tower No. 1 Rehabilitation
North Branch Water & Light
WSB Project No. 022305-000

Dear Mr. Williams:

Please find attached Application for Payment No. 3 from Osseo Construction Co. LLC for the construction of the Water Tower No. 1 Rehabilitation. We reviewed this application and find it acceptable for payment. Note that this application includes the deduct for additional construction administration and inspection services by WSB and Badger State Inspection (BSI) *to date* per Change Order No. 1, which will continue to accrue on future applications. We recommend making a payment of \$24,502.69 to Osseo Construction Co. LLC. If you are in agreement, please sign the application and process it for payment.

Sincerely,

WSB

Jon Christensen
Project Manager
jchristensen@wsbeng.com
(612) 437-7967

cc: Justin Messner, WSB
Steve Nelson, WSB
Kelly Mulhern, BSI

APPLICATION FOR PAYMENT

Owner:

North Branch Water & Light

6388 Maple Street

North Branch, MN 55056

CONTRACTOR:

Osseo Construction Co. LLC

PO Box 143, 14248 10th Street

Osseo, WI 54758

PROJECT:

Water Tower No. 1 Rehabilitation

VIA ARCHITECT: WSB

APPLICATION NO:

3

PERIOD TO:

2/22/2024

PROJECT #:

022305-000

CONTRACT #:

CONTRACT DATE:

Distribution to:

X

OWNER

X

ARCHITECT

X

GENERAL CONTRACTOR

SUBCONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM

\$

773,760.00

2. Net change by Change Orders

\$

34,236.30

3. CONTRACT SUM TO DATE (Line 1 + 2)

\$

807,996.30

4. TOTAL COMPLETED & STORED TO DATE (Column G)

\$

324,817.30

5. RETAINAGE:

a. 5% of Completed Work (Column D + E)

\$

16,240.87

b. % of Stored Material (Column F)

\$

n/a

Total Retainage (Lines 5a + 5b or Total in Column I)

\$

16,240.87

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)

\$

308,576.44

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

\$

284,073.75

8. CURRENT PAYMENT DUE

\$

24,502.69

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less 6)

\$

499,419.87

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



Contractors Signature

2/22/2024

Date



Engineers Signature

2/22/2024

Date

Owners Signature

Date

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Contractor		(\$6,250.00)
Total approved this Month	\$49,736.30	(\$9,250.00)
TOTALS	\$49,736.30	(\$15,500.00)
NET CHANGES by Change Order	\$49,736.30	(\$15,500.00)

Page 94 of 130

CONTINUATION SHEET							PAGE 2 OF 2 PAGES		
							APPLICATION NO:	3	
							APPLICATION DATE:	2/22/2024	
In tabulations below, amounts are stated to the nearest dollar.							PERIOD TO:	2/22/2024	
Use Column I on Contracts where variable retainage for line items may apply.							CONTRACTOR'S PROJECT NO:		
	A	B	C	D	E	F	G	H	I
	ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COMPLETED		MATERIALS	TOTAL	%	BALANCE
	NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH
				APPLICATION		STORED	AND STORED		(IF VARIABLE
				(D + E)		(NOT IN	TO DATE		RATE)
						D OR E)	(D+E+F)		
	1	Mobilization & Site Maintenance	\$50,000.00	\$22,500.00	\$0.00	N/A	\$22,500.00	45.00%	\$27,500.00
	2	Construct new precast concrete altitude valve vault including appurtenant work necessary to connect and integrate altitude valve with existing NBWL SCADA system. CO2 - additional dewatering and watermain realignment work as detailed in the C&L Excavating reports.	\$184,042.30	\$120,000.00	\$32,042.30	N/A	\$152,042.30	82.61%	\$32,000.00
	3	Remove existing chain link fence and gate and install new 8' tall chain link fence and gate as shown. CO2 Increase by \$10,500 for additional fencing.	\$25,500.00	\$2,500.00	\$0.00	N/A	\$2,500.00	9.80%	\$23,000.00
	4	Provide miscellaneous grinding.	\$6,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$6,000.00
	5	Provide miscellaneous welding.	\$4,500.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$4,500.00
	6	Seal weld the inside unwelded seams around the roof manway and the drywell tube collar. Seal weld the overlapped plate joint of the dollar plates. See photos 2 through 5 in Appendix A.	\$7,500.00	\$6,000.00	\$0.00	N/A	\$6,000.00	80.00%	\$1,500.00
	7	Seal weld the dollar plate to roof plates, the overlapping roof plate seams, both sides of the intermittently welded roof rafters, and the overlapped roof plates to the upper torus plates. See photos 2 through 5 in Appendix A.	\$20,000.00	\$16,000.00	\$0.00	N/A	\$16,000.00	80.00%	\$4,000.00
	8	Replace the overflow diffuser plate. Radius all edges by grinding. See photo 6 in Appendix A.	\$2,500.00	\$2,500.00	\$0.00	N/A	\$2,500.00	100.00%	\$0.00
	9	Remove the rigid safety climb pipe from the interior wet ladder. Furnish and install a Self-Retracting Lifeline (SRL) and seal welded bracket to the roof plates. See photo 2 in Appendix A.	\$3,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$3,000.00
	10	Remove approximately eight (8) painter rigging tabs by air arch gouging, cutting torch, or grinding. Repair the surface by welding and grinding to a smooth plate condition.	\$2,400.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$2,400.00

11	Furnish and install two (2) 1-inch x 1/2-inch bars on the inlet/outlet pipe opening.	\$500.00	\$500.00	\$0.00	N/A	\$500.00	100.00%	\$0.00	\$25.00
12	Remove the complete Cathodic Protection (C.P.) System from the interior roof plates, including equipment laying on the bowl plates. Seal weld a 10-inch diameter cover plate over the twelve (12) roof openings both interior and exterior. See BSI Drawing No. 4 in Appendix B.	\$4,200.00	\$4,200.00	\$0.00	N/A	\$4,200.00	100.00%	\$0.00	\$210.00
13	Seal weld on the interior of the roof vent and in the inlet/outlet pipe extension a 2" x 3 x 1/4-inch Stainless Steel plate with threaded bolt hole. This plate will be used for Low-Voltage Holiday Testing.	\$500.00	\$500.00	\$0.00	N/A	\$500.00	100.00%	\$0.00	\$25.00
14	Temporarily remove, store, and protect the Kasco Mixer from the interior wet area. Contractor shall be the responsible to repair or replace any damage they cause to the unit. Reinstall the mixer per manufacturer's instructions by welding new mounting brackets on the drywell tube next to the ladder. See photo 8 in Appendix A. See BSI Drawing 15 in Appendix B for reference only.	\$2,500.00	\$1,250.00	\$0.00	N/A	\$1,250.00	50.00%	\$1,250.00	\$62.50
15	Seal weld the unwelded plate seams on the underside of the drywell tube compression rings.	\$4,000.00	\$3,200.00	\$0.00	N/A	\$3,200.00	80.00%	\$800.00	\$160.00
16	Complete sandblasting and recoating of the interior wet surfaces per the specifications. See photos 2 through 10 in Appendix A. The existing coating Dry Film Thickness (DFT) on the roof structural members and roof plates varies from 10 to 15 mils DFT. The existing coating DFT on the shell plates varies from 9.8 to 18.6 mils DFT, with an average of 12 mils plus DFT.	\$90,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$90,000.00	\$0.00
17	Seal weld (interior and exterior) the coupling for the electrical under the cover plate of the drywell tube.	\$3,000.00	\$3,000.00	\$0.00	N/A	\$3,000.00	100.00%	\$0.00	\$150.00
18	Complete the following to convert the top landing into a condensate ceiling: Install a 3- inch by 3-inch by 1/4-inch (3" x 3" x 1/4") rolled angle around the perimeter of the top landing. Plug weld the existing drain holes and grind smooth on both sides of the floor. Add a four-inch by one-quarter-inch (4" x 1/4") curb around the overflow and inlet and outlet pipe penetrations. See BSI Drawing 18 in Appendix B.	\$7,500.00	\$6,000.00	\$0.00	N/A	\$6,000.00	80.00%	\$1,500.00	\$300.00

19	Install a three-inch (3") condensate ceiling drain with a connecting line with a one-way check valve to the overflow pipe on both the upper and lower condensation floors. The drain lines shall be sloped to the overflow pipe. See BSI Drawing 16 in Appendix B.	\$6,000.00	\$3,000.00	\$0.00	N/A	\$3,000.00	50.00%	\$3,000.00	\$150.00
20	Remove the 18-inch x 24-inch oval manway in the lower section of the drywell tube. Furnish and install a new 24-inch diameter pressure style manway with repad and interior davit arm. See BSI Drawing 10 in Appendix B.	\$12,000.00	\$9,000.00	\$0.00	N/A	\$9,000.00	75.00%	\$3,000.00	\$450.00
21	Furnish and install a 3-inch diameter drain valve and piping that connects to the overflow pipe as directed by the Engineer. Install a General Construction Stainless Steel drain valve. See BSI Drawing 19 in Appendix B. Install a flexible connection in the overflow pipe for the new Frost-Free Drain Valve.	\$6,500.00	\$4,875.00	\$0.00	N/A	\$4,875.00	75.00%	\$1,625.00	\$243.75
22	Furnish and install a new 24-inch diameter pressure style manway with repad in the bowl plates as directed by the Engineer and a ladder from the upper platform for access to this manway. This manway should be located 180 degrees from the drywell tube manway. See BSI Drawing 10 in Appendix B.	\$12,000.00	\$8,000.00	\$0.00	N/A	\$8,000.00	66.67%	\$4,000.00	\$400.00
23	Remove the existing pole style safety climb system on all the interior dry ladders. Furnish and install a new cable style safety system on all interior ladders. The system shall be made by DBI Sala or an approved equivalent. The system shall also include two large DBIS Sala ExoFit NEX Harnesses (Item No. F1C-1113082) Two Lad Safe Cable Sleeves (Item No. F1C-6116540), Two 2'6" shockwave double lanyard (Item No. F1C-1244321) and One Web rebar positioning Assembly (Item No. F1C-1231380).	\$8,500.00	\$1,500.00	\$0.00	N/A	\$1,500.00	17.65%	\$7,000.00	\$75.00

24	Furnish and install two (2) 16-inch diameter round bolted manways in the center of the floor of both landings. Manway curb shall extend four inches (4") above platform floors. Include a new neoprene/rubber flat gasket for the bolted manway. All seams shall be seal welded top and bottom. The manways shall be similar to that shown in BSI Drawing 11 with bolted plate cover. Remove, relocate, and weld into new location the "C-Channel" on the underside of both condensation platforms as directed by the Engineer.	\$8,000.00	\$8,000.00	\$0.00	N/A	\$8,000.00	100.00%	\$0.00	\$400.00
25	Furnish and install a 4-foot high section of transition ladder welded next to each of the two (2) dry riser platform manways as directed by the Engineer.	\$3,000.00	\$3,000.00	\$0.00	N/A	\$3,000.00	100.00%	\$0.00	\$150.00
26	Temporarily remove, store, and protect the inlet/outlet pipe insulation. Contractor shall replace at their own cost all insulation damaged by their misuse. After the coating has been cured and inspected on the inlet/outlet pipe, reinstall the insulation and install a new aluminum jacket. Install new aluminum jacket from the bottom upward to wick away water.	\$5,000.00	\$2,500.00	\$0.00	N/A	\$2,500.00	50.00%	\$2,500.00	\$125.00
27	Furnish and weld install Coaxial brackets spaced 4-feet apart on the interior of the drywell tube. See BSI drawing 42A in Appendix B.	\$4,000.00	\$4,000.00	\$0.00	N/A	\$4,000.00	100.00%	\$0.00	\$200.00
28	Furnish and install ten (10) brackets spaced 8-feet apart on the interior of the dry riser for attaching electrical conduit. See BSI Drawing 41 in Appendix B.	\$3,000.00	\$2,700.00	\$0.00	N/A	\$2,700.00	90.00%	\$300.00	\$135.00
29	Furnish and install a 2-inch diameter Sch40 messenger pipe from the tower cone to the bottom of the drywell tube for antenna cable support. Install 8" diameter penetrations at each landing, each penetration shall be seal welded and include a 4" curb. Remove any old conduits or brackets as directed and plug weld or install plates for each of the landing penetrations.	\$10,000.00	\$9,000.00	\$0.00	N/A	\$9,000.00	90.00%	\$1,000.00	\$450.00
30	Remove the sump pump and piping from the valve pit in its entirety. See photos 20 and 27 in Appendix A.	\$1,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$1,000.00	\$0.00
31	Remove the existing 1-inch condensation drain line that runs from the first landing and exits out the tower cone. Seal weld a three-eighths-inch by four inch (3/8"x4") diameter round plate on both sides of the cone. See photo 20 in Appendix A.	\$2,500.00	\$2,500.00	\$0.00	N/A	\$2,500.00	100.00%	\$0.00	\$125.00

32	After exterior reconditioning, replace all damaged, loose or missing concrete grout under the base plate with non-shrink 3000 PSI grout. After painting is completed and allowed to cure, apply a bead of urethane caulk around the entire perimeter of the interior and exterior seams between the grout and base plate using Sikaflex-1A or approved equal. Apply finish coat over the caulk after the caulking has cured.	\$3,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$3,000.00	\$0.00
33	Remove existing electrical panel and upper electrical meter of the two existing electrical meters. Install new electrical panel as specified in Section 09 92 00.	\$20,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$20,000.00	\$0.00
34	Remove and replace all interior light fixtures, electrical conduit, and electrical outlets with new LED light fixtures, including seven (7) light fixtures and eight (8) electrical outlets.	\$15,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$15,000.00	\$0.00
35	Complete sandblasting and recoating of the interior dry surfaces, including the inlet/outlet and overflow pipes of the tower and the vault/pit piping, per the specifications. See photos 11 through 28 in Appendix A. The existing coating DFT on the interior of the drywell tube varies from 8 to 14 mils with an average of 12 mils DFT, on the interior of the cone and bowl plates varies from 12 to 15 mils with an average of 13.5 mils DFT, and on the interior of the dry riser is from 8.8 to 14.6 mils with an average of 12.5 mils DFT.	\$52,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$52,000.00	\$0.00
36	Remove the existing roof vent. Furnish and install a new 24-inch diameter frost free aluminum mushroom vent with removable cover that is compliance with AWWA D100-11 and Minnesota Department of Health regulations. See photo 30 in Appendix A and BSI Drawing 6 in Appendix B.	\$11,000.00	\$5,500.00	\$0.00	N/A	\$5,500.00	50.00%	\$5,500.00	\$275.00
37	Install a Handhold/Lanyard attachment safety bracket on the drywell tube exterior cover.	\$1,000.00	\$1,000.00	\$0.00	N/A	\$1,000.00	100.00%	\$0.00	\$50.00
38	Remove the exterior screen around the drywell tube, including all nuts and bolts. Furnish and install a 2-inch x ¼-inch plate the same diameter of the drywell tube exterior cover and seal welded both interior and exterior. Furnish and install a 1 ½-inch x ¼-inch plate around the edge of the drywell tube cover by seal welding. After finish coating the exterior install a 6-inch x 1/8-inch exterior grade rubber membrane with steel banning. See photo 29 in Appendix A.	\$4,000.00	\$3,000.00	\$0.00	N/A	\$3,000.00	75.00%	\$1,000.00	\$150.00

39	Furnish and install manway stops on all the roof access manways. See BSI Drawing 12 in Appendix B.	\$6,000.00	\$3,000.00	\$0.00	N/A	\$3,000.00	50.00%	\$3,000.00	\$150.00
40	Furnish and install three (3) 4" diameter schedule 40 coax cable penetrations at the top of the drywell tube cover. Include rubber boots for a water tight finish. See BSI Drawing 43 in Appendix B.	\$1,800.00	\$1,800.00	\$0.00	N/A	\$1,800.00	100.00%	\$0.00	\$90.00
41	Remove the existing roof hand railing. Furnish and install a 16' diameter 2-1/2" Sch40 pipe style handrail with post every 4' Include seal welded 24" angle iron vertical cable brackets with 1/2" holes every 3" up each post for current and future cable support. See BSI Drawing 14 in Appendix B.	\$18,000.00	\$18,000.00	\$0.00	N/A	\$18,000.00	100.00%	\$0.00	\$900.00
42	Furnish and install two antenna coax cable trays from the drywell tube to the new roof handrail as directed by the engineer. After installation plug weld all existing cable in the drywell manway collar or install cover plates over the holes, seal welding both interior and exterior.	\$2,000.00	\$2,000.00	\$0.00	N/A	\$2,000.00	100.00%	\$0.00	\$100.00
43	Replace the existing SCADA antenna mount with a new bracketed style mount with 4" schedule 40 cable penetration and rubber boot for a watertight fit. Remove Line Item per CO2.	\$0.00	\$0.00	\$0.00	N/A	\$0.00	#DIV/0!	\$0.00	\$0.00
44	Remove the existing aviation light and post. Furnish and install a new LED light and a new 10-foot aviation light bracket/post to the new handrail, including all cable, conduit, and connections required for proper operation. See photo 32 in Appendix A and BSI Drawing 8 in Appendix B.	\$5,000.00	\$2,500.00	\$0.00	N/A	\$2,500.00	50.00%	\$2,500.00	\$125.00
45	After exterior reconditioning, replace all damaged, lose or missing concrete grout under the base plate with non-shrink 3000 PSI grout. After painting is completed and allowed to cure, apply a bead of urethane caulk around the entire perimeter of the interior and exterior seams between the grout and base plate using Sikaflex-1A or approved equal. Apply finish coat over the caulk after the caulking has cured.	\$3,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$3,000.00	\$0.00
46	Modify the overflow pipe to include a 45 degree bend downward 18" from the ground. Add a splash pad if needed. Add 304SS No. 4 screen and screen retainer. See BSI Drawing 43 in Appendix B.	\$7,500.00	\$7,250.00	\$0.00	N/A	\$7,250.00	96.67%	\$250.00	\$362.50

47	Remove the existing nameplate and mounting plate, repair surface by welding and grinding to a smooth condition. Furnish and install a new SS Nameplate bracket that sticks out 6" from the wall seal weld the complete exterior plate seam. Furnish and install a new nameplate (include the year last painted and by Contractor).	\$3,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$3,000.00	\$0.00
48	Remove the existing Dead-Bolt lock. Furnish and install an adjustable door handle so that it closes the tower entrance door tight without any gaps. See photos 23 and 24 in Appendix A.	\$2,500.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$2,500.00	\$0.00
49	Provide full exterior containment system with a roof bonnet and ground cover to contain blasting and painting operations.	\$30,000.00	\$15,000.00	\$0.00	N/A	\$15,000.00	50.00%	\$15,000.00	\$750.00
50	Complete sandblasting and recoating of the exterior per the specifications. See photos 29 through 40 in Appendix A.	\$110,360.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$110,360.00	\$0.00
51	Replace the lettering NORTH BRANCH with the North Branch Logo in Appendix E (same as Tower No. 2 west of I-35) at three (3) locations with the size, layout, and orientation as directed by Owner and Engineer.	\$18,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$18,000.00	\$0.00
52	Disinfection	\$1,000.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$1,000.00	\$0.00
54	Deduct \$2000+\$4250=\$6250 for one additional week of inspection and construction services each by BSI and WSB to date per CO1. Second additional week of inspection and construction services (additional \$6250).	(\$12,500.00)	(\$6,250.00)	(\$6,250.00)	N/A	(\$12,500.00)	100.00%	\$0.00	(\$625.00)
55	CO2 - New SCADA Antenna on the roof as detailed in CO2 attachment for SCADA Pricing, Option 2	\$7,194.00	\$0.00	\$0.00	N/A	\$0.00	0.00%	\$7,194.00	\$0.00
	GRAND TOTALS	\$807,996.30	\$299,025.00	\$25,792.30	\$0.00	\$324,817.30	40.20%	\$483,179.00	\$16,240.87



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/31/2024

Board & Commission: City Council

Subject: Public Hearing to Consider the Vacation of a Certain Part of Evergreen Avenue Right of Way and Drainage and Utility Easements of Lot 1, Block 1 of Chain Lake View

Overview / Background

Chain Lake View plat (Plat) was approved on November 24, 2003, per Resolution No. 173-11-24-03. That Plat was a five (5) lot subdivision with Outlot A, located within Lot 1, Block 1 of said Plat, and included the dedication of public Right of Way (ROW) creating Evergreen Avenue. Lot 1, Block 1 and Outlot A are located on the north end of the Plat and are jointly addressed 41003 Evergreen Avenue (PIDs: 11.00128.01 and 11.00128.06).

The ROW alignment located on the Subject Property created a curvature in the road, allowing Evergreen Avenue to connect from the south into that portion of Evergreen Avenue located outside of the subdivision at a 90-degree angle. As part of a recent reconstruction of Evergreen Avenue, City staff worked with the property owner to re-align the ROW, which would result in the vacating the existing ROW and dedication of new ROW to serve the new Evergreen Avenue. The project was completed using Temporary Construction Easements, allowing for a larger construction area and ensuring access over and across the Subject Property during construction, provided the City restores any impacts during construction. Temporary Construction Easements are common practice for most road projects.

With the road complete, the City has made application to address the ROW issue, as planned and agreed to by the Property Owner. The proposed action includes the vacation of the existing ROW and property boundary Drainage and Utility Easements (Easements). The Property Owner has agreed to provide new ROW, based on the new roadway alignment, and new Easements. Currently, that ROW and those Easements would be provided by written agreement(s) from the Property Owner to the City, which would be recorded against the Subject Property with Chisago County. The other, preferable option is to re-plat the Subject Property, creating the new lot with

the newly dedicated ROW and Easements together. This is a cleaner approach from a title perspective. As the City is the requestor, the City would incur the expense related to the Preliminary and Final Plat, including public hearing requirements. Much of the work by WSB is already complete and would require conversation of documents into the required plat formats. The Property Owner would sign of the Plat. The resolution authorizing the vacation would be recorded either with the new ROW and Easement agreements or new plat.

The required Public Hearing notices were published and mailed as required by State Statute and City Code. No comments were received for or against said ROW and Easement vacations.

Staff Recommendation

City staff recommend approval of the easement vacation.

Recommended City Council Action

Motion to approve a resolution, vacating an existing public right of way and drainage and utility easements specific to Lot 1, Block 1 and Outlot A of Chain Lake View plat as described and depicted in the attached exhibits and with conditions as stated in the attached resolution.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-19-2024

**RESOLUTION VACATING PUBLIC RIGHT OF WAY AND DRAINAGE AND
UTILITY EASEMENTS AS PREVIOUSLY DEDICATED WITH LOT 1, BLOCK 1 OF
THE PLAT OF CHAIN LAKE VIEW**

WHEREAS, the City of North Branch (“City”) and Susan K. Rod, on behalf of Provide Care, Inc., a Minnesota Corporation (“Owner”), 4722 Isanti Trail, North Branch, Minnesota, have requested the vacation of the existing public Right of Way and Drainage and Utility Easements (“Easements”) on the property owned by the Owner, located at 41003 Evergreen Avenue, North Branch, Minnesota, 55056, as legally described in Exhibit A (“Subject Property”); and,

WHEREAS, said Plat was approved by the City Council on November 24, 2003, per Resolution No. 173-11-24-03, which included the dedication of public Right of Way and Easements; and,

WHEREAS, the City Engineer and Public Works Director have reviewed the proposed Right of Way and Easements vacations, as legally described and depicted in the attached Exhibits, and have determined said Right of Way and Easements no longer serve any public purpose, and there are no other public or private utilities within the Right of Way, allowing said vacations to occur; and,

WHEREAS, the Owner shall provide the City new public Right of Way and Easements by written agreement for the benefit of the City allowing for public and utility access over, under and across the Subject Property within those defined areas; said document(s) shall be recorded with Chisago County against the Subject Property; and,

WHEREAS, pursuant to Minnesota Statute §412.851 (“State Statute”) the City Council held a Public Hearing (“Hearing”) on February 27, 2024 to consider and receive public comment regarding the proposed Right of Way and Easements to be vacated; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, no verbal or written comments were received; and,

WHEREAS, following the Hearing, the City Council found the Right of Way and Easements, as legally described and depicted in the attached Exhibits, are no longer necessary and have no interest to the public.

**NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF
NORTH BRANCH, MINNESOTA**

The public Right of Way and Drainage & Utility Easements as dedicated with Lot 1, Block 1 of Chain Lake View, as legally described and depicted in the attached Exhibits, are hereby declared vacated.

BE IT FURTHER RESOLVED, the City Clerk shall prepare a Notice of Completion of Vacation, which shall be signed by the Mayor and City Clerk, and recorded with this resolution in the land records office of Chisago County.

BE IT FURTHER RESOLVED, prior to the recording of this Resolution vacating the Right of Way and Drainage & Utility Easements, the Owner shall agree to either a re-plat of the Subject Property or sign agreements, dedicating new public Right of Way and property boundary Drainage & Utility Easements, upon which said plat or agreements shall be recorded by the City against the Subject Property in the land records office of Chisago County.

EXHIBIT A

**LEGAL DESCRIPTIONS
SUBJECT PROPERTY**

Existing Legal Description

Lot 1, Block 1, CHAIN LAKE VIEW, according to the plat thereof on file and of record in the office of the County Recorder in and for Chisago County, Minnesota.

PID: 11.00128.01

Existing Legal Description

Outlot A, CHAIN LAKE VIEW, according to the plat thereof on file and of record in the office of the County Recorder in and for Chisago County, Minnesota.

PID: 11.00128.06

EXHIBIT B

LEGAL DESCRIPTION RIGHT OF WAY EASEMENT TO BE VACATED

That part of Evergreen Avenue, originally dedicated on CHAIN LAKE VIEW, according to the plat thereof on file and of record in the office of the County Recorder in and for Chisago County, Minnesota, and now to be vacated, which lies northerly of the south line of the Southwest Quarter of the Southeast Quarter of the Southwest Quarter of Section 6, Township 35, Range 21, said Chisago County.

AND

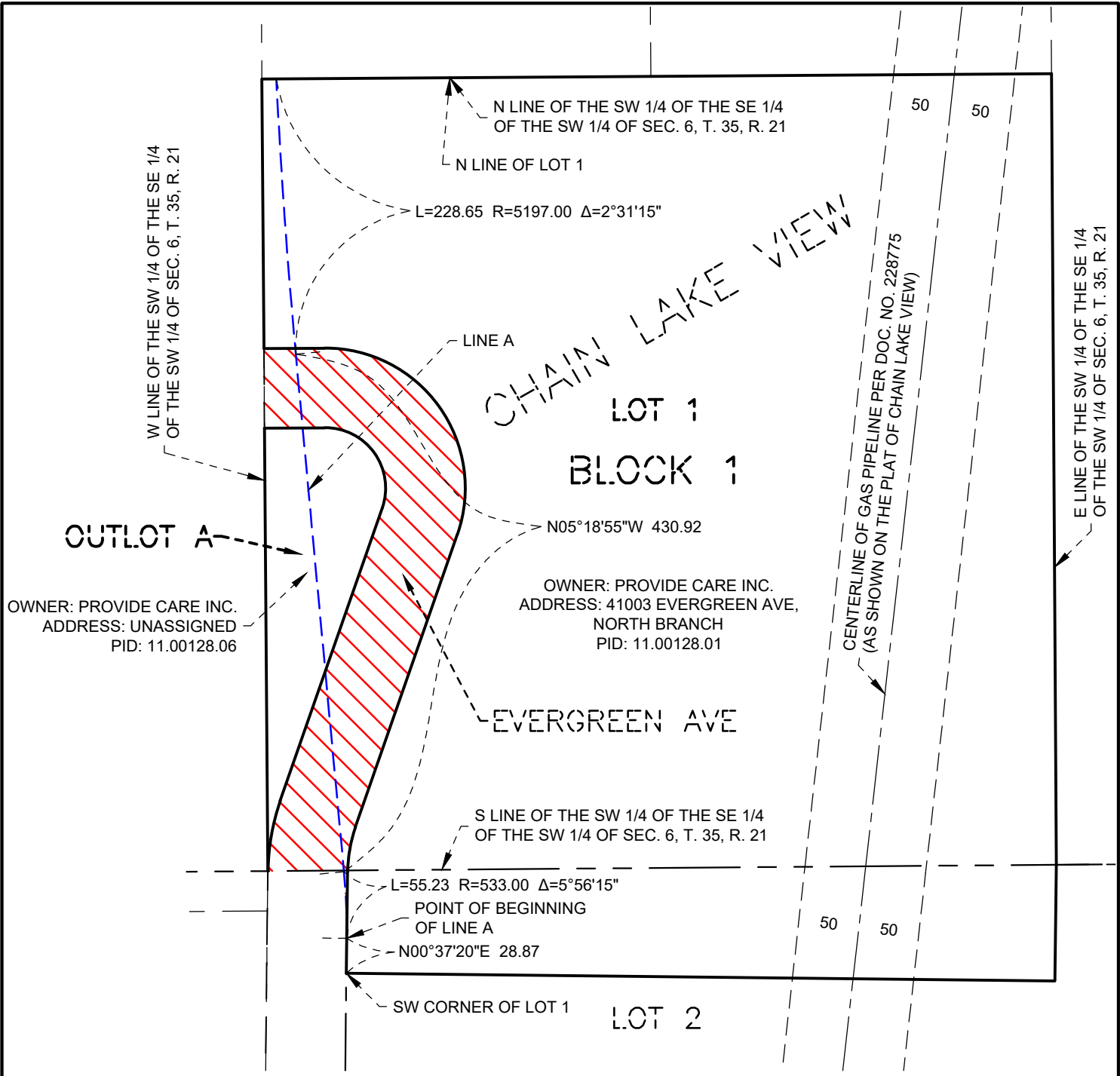
That part of Evergreen Avenue, originally dedicated on CHAIN LAKE VIEW, according to the plat thereof on file and of record in the office of the County Recorder in and for Chisago County, Minnesota, and now to be vacated, which lies southerly of the south line of the Southwest Quarter of the Southeast Quarter of the Southwest Quarter of Section 6, Township 35, Range 21, said Chisago County, westerly of Lot 1, Block 1, said CHAIN LAKE VIEW, and easterly of the hereinafter described Line A.

Line A: Commencing at the southwest corner of said Lot 1; thence North 00 degrees 37 minutes 20 seconds East, assumed bearing along the west line of said Lot 1, 28.87 feet to the point of beginning of said Line A to be described; thence northerly a distance of 55.23 feet along a tangential curve concave to the west having a radius of 533.00 feet and a central angle of 05 degrees 56 minutes 15 seconds; thence North 05 degrees 18 minutes 55 seconds West, tangent to last described curve, 430.92 feet; thence northerly a distance of 228.65 feet along a tangential curve concave to the east having a radius of 5197.00 feet and a central angle of 02 degrees 31 minutes 15 seconds to the north line of said Lot 1, and said line there terminating.

EXHIBIT C

SKETCH

RIGHT OF WAY EASEMENT AREA TO BE VACATED



VACATED EVERGREEN AVENUE RIGHT OF WAY AREA = 33,973 SQ. FT.

EXISTING PARCEL LINES



Graphic Scale (feet)



1 inch = 120 feet

Prepared by:



Vacation Exhibit - Evergreen Avenue

PID: 11.00128.01 and 11.00128.06
Address: 41003 Evergreen Ave
City of North Branch, Minnesota

WSB Project No. 018976-000

Date: 10/13/2023



EXHIBIT D

LEGAL DESCRIPTIONS DRAINAGE AND UTILITY EASEMENT AREAS TO BE VACATED

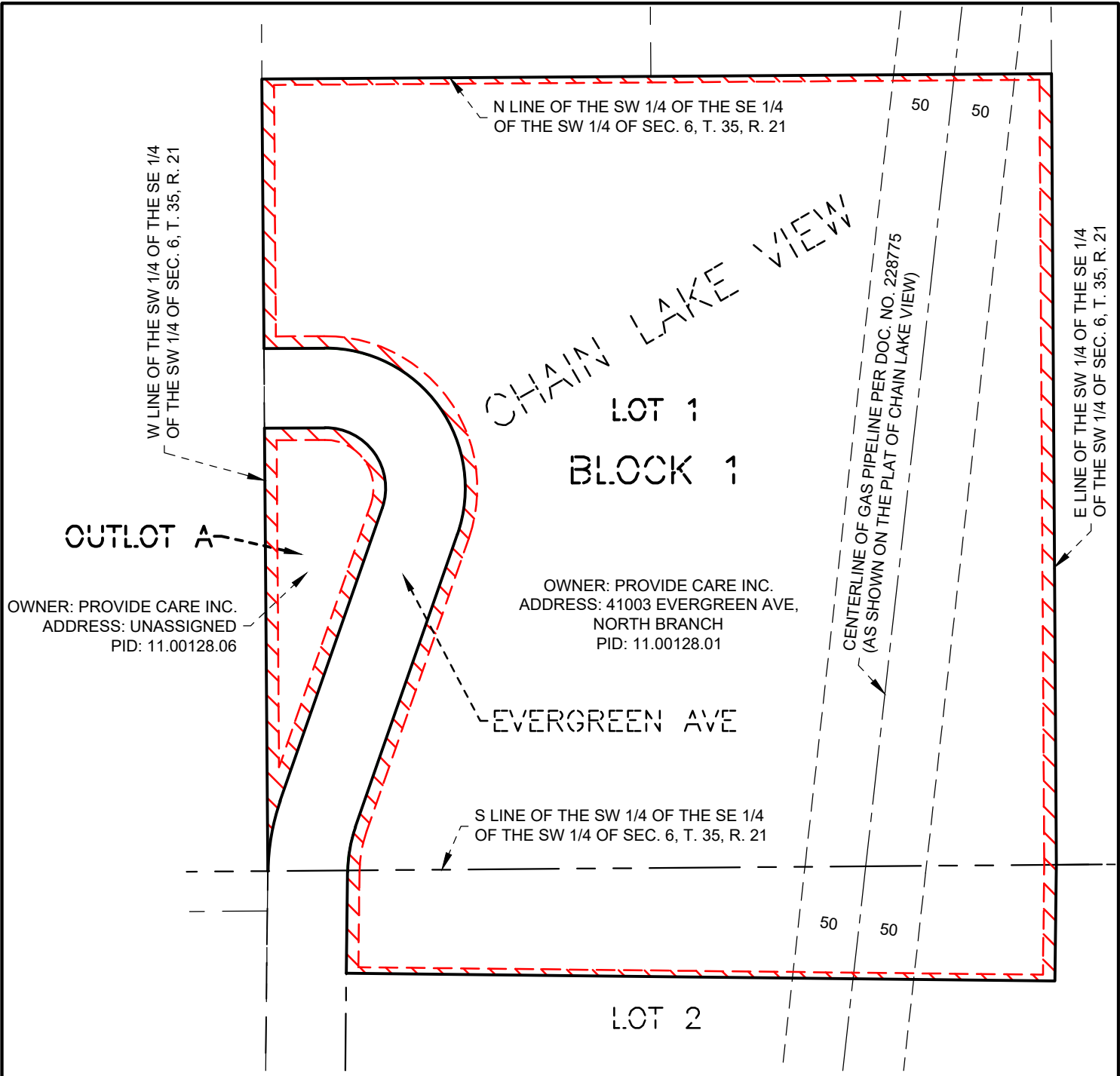
Those Drainage & Utility Easements, originally dedicated on CHAIN LAKE VIEW, according to the plat thereof on file and of record in the office of the County Recorder in and for Chisago County, Minnesota, and now to be vacated, which lie within Lot 1, Block 1, and Outlot A, said CHAIN LAKE VIEW.

EXHIBIT E

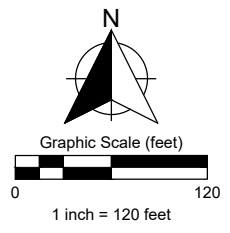
SKETCH

DRAINAGE AND UTILITY EASEMENT AREAS TO BE VACATED

K:\018976-000\Survey\Drawing\Exhibits\018976-000-EXBT-11.00128.01 and 11.00128.06.dwg, 10/13/2023 6:22:52 PM



 VACATED DRAINAGE & UTILITY EASEMENT AREA = 29,262 SQ. FT.
 EXISTING PARCEL LINES



Prepared by: 	Vacation Exhibit - D and U Easement PID: 11.00128.01 and 11.00128.06 Address: 41003 Evergreen Ave City of North Branch, Minnesota	WSB Project No. 018976-000 Date: 10/13/2023 
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Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 02/14/2024

Board & Commission: City Council

Subject: Resolution No. R-20-2024, Approving a Map Amendment to the 2018 Comprehensive Plan

Overview / Background

On February 13, 2024, the City Council received and discussed a request for a Map Amendment to the North Branch 2018 Comprehensive Plan. At this meeting, Council members reviewed the Planning Commission recommendations specific to said request, and evaluated information and additional analysis submitted by City staff. Although no action was taken at that meeting, upon concluding discussion, Council members directed City staff to prepare a resolution and legal findings in support of said Commission recommendations for further consideration at the February 27, 2024 meeting.

To recap, Larry Beach Construction ("Applicant") requested an amendment to the 2018 Comprehensive Plan, proposing to change the Land Use designation of four (4) properties ("Subject Properties") owned by him, and adjusting the North Branch Municipal Urban Services Area ("MUSA"), removing those properties from the MUSA. The Subject Properties include:

- Parcel 1: a vacant 38-acre parcel, located adjacent to 392nd Street (PID: 11.00390.00).**
- Parcel 2: a vacant 39.6-acre parcel, adjacent to Highway 95 and bisected by the Sunrise River (PID: 11.00393.00).**
- Parcel 3: a vacant 40-acre parcel, adjacent to Highway 95 and bisected by the Sunrise River (PID: 11.00392.00).**
- Parcel 4: a vacant 9.3-acre parcel, adjacent to Flink Avenue and inclusive of the Sunrise River (PID: 11.00410.00).**

Specific to those parcels guided and zoned residential, the Applicant sought the Comprehensive Plan amendment to allow for the continuation of a large-lot, rural residential-style development with well and septic systems, consistent to the existing subdivisions that flank the east and west side of Parcel 1. Those previous developments are known as Sunrise Bluff and Sunrise Bluff 2nd Addition. The current Land Use designation, per the 2018 Comprehensive Plan, and corresponding zoning require more urban-style residential subdivision and connection to the municipal water and wastewater systems. The warranted change necessary to allow the type of development proposed is to re-guide and re-zone those residential lots from Low Density Residential to Rural Residential and remove them from the MUSA.

The Planning Commission ("Commission") considered the request from the Applicant at its December 5, 2023 meeting, unanimously recommending both approval and denial of the request. The recommendation for approval included removing of all of Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 currently guided/zoned as residential (PID: 11.00392.00) from the Municipal Utilities Service Area (MUSA), and re-guiding those areas from Low Density Residential to Rural Residential and rezoning them from R1–Single Family Residential to RR–Rural Residential. The Commission recommended denial of other proposed changes impacting the Commercial land use and zoning designations.

As directed by City Council, a resolution in favor of the Planning Commission's recommendation was prepared, with legal finding as drafted by City staff and legal counsel, based on input from Council members and City staff. That resolution is attached for City Council review and action at the February 27, 2024 meeting. Again, Comprehensive Plan amendments, per State Statute, requires a supermajority of the City Council, or 4 of 5 members voting in the affirmative, in order for such an amendment to be approved.

Assuming the resolution passes, the City Council will be required to take an additional, separate action to approve the subsequent rezoning Parcel 1 and that part of Parcel 3 so that zoning and land use remain consistent. The proposed Ordinance rezones the land impacted by the Amendment from R1 – Single-Family Residential to RR – Rural Residential to match the land use change from Low Density Residential to Rural Residential.

Staff Recommendation

City staff recommend approval of the Resolution as presented.

Recommended City Council Action

There are two recommendations before the City Council to consider:

Motion to approve a resolution, approving the Planning Commission recommendation to remove from the Municipal Utilities Services Area (MUSA) all of Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 (PID: 11.00392.00) north of the Sunrise River as necessary for the proposed concept development plan, and to re-guide said

properties from Low Density Residential to Rural Residential. And, to deny the request to remove from the MUSA and re-guiding and rezoning of those Parcel 2 (PID: 11.00393.00) and Parcel 4 (PID: 11.00410.00) and that part of the remaining portion of Parcel 3 (PID 11.00392.00) not needed for the proposed concept development plan.

AND

Motion to approve an ordinance, approving a recommendation from the Planning Commission to a re-zoning of Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 (PID: 11.00392.00) north of the Sunrise River as necessary for the proposed concept development plan from R1–Single-Family Residential to RR–Rural Residential.

Voting Requirements:

Super Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-20-2024

RESOLUTION AMENDING THE 2018 COMPREHENSIVE PLAN LAND USE MAP OF THE CITY OF NORTH BRANCH

WHEREAS, on October 23, 2018, the City Council approved Resolution No. 068-18-CC, adopting the 2018 Comprehensive Plan (“2018 Plan”) for the City of North Branch as allowed by Minnesota Statute §462.355; and,

WHEREAS, Larry Beach Construction (“Applicant”) made application to amend the 2018 Plan, proposing to change the Land Use Plan designation and map of the following four (4) properties (“Subject Properties”), as depicted in Exhibit A, and adjusting the North Branch Municipal Urban Services Area (“MUSA”) boundary to remove these Subject Properties from the MUSA:

- Parcel 1: a vacant 38-acre parcel, located adjacent to 392nd Street (PID: 11.00390.00).
- Parcel 2: a vacant 39.6-acre parcel, adjacent to Highway 95 and bisected by the Sunrise River (PID: 11.00393.00).
- Parcel 3: a vacant 40-acre parcel, adjacent to Highway 95 and bisected by the Sunrise River (PID: 11.00392.00).
- Parcel 4: a vacant 9.3-acre parcel, adjacent to Flink Avenue and inclusive of the Sunrise River (PID: 11.00410.00).

WHEREAS, regarding the Land Use designations of the Subject Properties, the Applicant made the following amendment request:

Change the existing land use designation of Low Density Residential designation on each of the four (4) Subject Properties, as shown in Exhibit A, to Rural Residential, and no change to the existing Commercial land use designations related to the Subject Properties; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on December 5, 2023 to consider and receive public comment regarding the proposed amendment request to the 2018 Plan; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, verbal comments specific to the amendment request were received during the Hearing; all comments were affirmative to the amendment request; and,

WHEREAS, following the Hearing, the Commission submitted the following recommendation to the City Council, which passed unanimously by all Commission members present:

1. Approve the amendment to the 2018 Plan to remove from the Municipal Utilities Services Area (MUSA) all of Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 (PID: 11.00392.00) north of the Sunrise River as necessary for the proposed concept development plan, and to re-guide said properties from Low Density Residential to Rural Residential (“Amendment Area”); and,
2. Deny the request to remove from the MUSA and re-guide and rezone Parcel 2 (PID: 11.00393.00) and Parcel 4 (PID: 11.00410.00) and that part of the remaining portion of Parcel 3 (PID 11.00392.00) not needed for the proposed concept development plan; and,

WHEREAS, on February 13, 2024, the City Council received the amendment request, reviewed and considered the Planning Commission recommendation, and evaluated information and impact analysis of said amendment request as submitted by City staff; and,

WHEREAS, after thorough deliberation, the City Council directed City staff to prepare a resolution, supporting the Planning Commission recommendation, as submitted, and to draft findings of fact in favor a potential affirmative vote, and to present said resolution to the City Council on February 27, 2024 for consideration.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF NORTH BRANCH, MINNESOTA

the City Council has reviewed, evaluated and considered all information and facts specific to this amendment request, and finds favor as to said amendment request based on the following established findings of fact:

1. The Applicant submitted an initial master development plan for the area between the Sunrise River and 392nd Street, including the Amendment Area, and initiated phases 1 and 2 of said development plan in 2014 and 2016. The North Branch Comprehensive Plan was updated in 2018, with updates to the Official Zoning Map and Ordinances in 2022, resulting in Land Use and Zoning changes to the Subject Property affecting the development plan. Thus, the amendment is based on a change of conditions or circumstances caused by the adoption of the 2018 Comprehensive Plan.
2. The Amendment Area is located in between two (2) previous residential subdivisions with different (lower) density and characteristics, and could logically follow the same rural residential development patterns of the adjacent residential subdivisions to the east and west. Thus, the amendment and intended use of the Amendment Area is consistent with the existing surrounding land uses.
3. Subdivision of the Amendment Area to conform to and meet minimum lot and zoning standards is impractical due to its geographical location and unique physical boundaries caused by 392nd Street and the Sunrise River, river bluff, and river shoreland overlay standards. Such conformance would result in a significant increase in residential

densities, impacting reasonable development design that is not compatible with the adjacent, existing residential properties.

4. The proposed amendment to the Comprehensive Plan resolves potential inconsistencies that would exist between existing rural residential neighborhoods and the guided urban residential development standards, and the resulting higher densities as is required by the current Land Use designation within the Amendment Area.
5. The proposed amendment to the Comprehensive Plan does not create conflicts or barriers within the Growth Management Area as the Amendment Area is bounded by natural and physical barriers, and, therefore, does not inhibit future urban residential development growth within and adjacent to the Amendment Area as is established and required by the Comprehensive Plan.
6. The proposed amendment to the Comprehensive Plan maintains consistency with the overall housing goals and intent of the Comprehensive Plan, and specifically supports the policy of the following housing objectives.
 1. Objective 1.1: Provide a full range of housing choices that meet residents needs at every stage of their lives.
 2. Objective 2.1: Provide residential neighborhoods that are well designed.
7. Sustained population growth and evolving community characteristics and demographics require the City to provide adequate housing choices to meet the demands of existing and new residents, including options for “move-up buyers.” Thus, the proposed amendment to the Comprehensive Plan supports the City’s identified need provide adequate life-cycle housing options, which supports the economic growth and sustainability of the City.
8. The intended use of the Amendment Area fits into the character of the surrounding residential neighborhoods and is suitable for that type of development, and is currently underutilized and is available for development. Thus, the Amendment Area is consistent with and suitable for development in general conformance with zoning standards under the proposed Land Use and Zoning District.
9. The proposed amendment to the Comprehensive Plan will not adversely impact municipal water and wastewater utilities or available capacity within the public system.
10. The proposed amendment to the Comprehensive Plan will not adversely impact public health, safety, or welfare of the surrounding neighborhoods or community.

BE IT FURTHER RESOLVED, the following Map Amendment to the 2018 Comprehensive Plan, as recommended and so directed by the City Council, are hereby approved as stated:

1. Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 (PID: 11.00392.00), as depicted in Exhibits B and C, are hereby removed from the Municipal Urban Services Area (MUSA).
2. Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 (PID: 11.00392.00) are hereby re-guided from Low Density Residential, as depicted in Exhibit B, to Rural Residential, as depicted in Exhibit C.
3. The 2018 Comprehensive Plan Land Use Map shall be revised to reflect the land use changes as stated herein.

BE IT FURTHER RESOLVED, the following Map Amendment to the 2018 Comprehensive Plan,

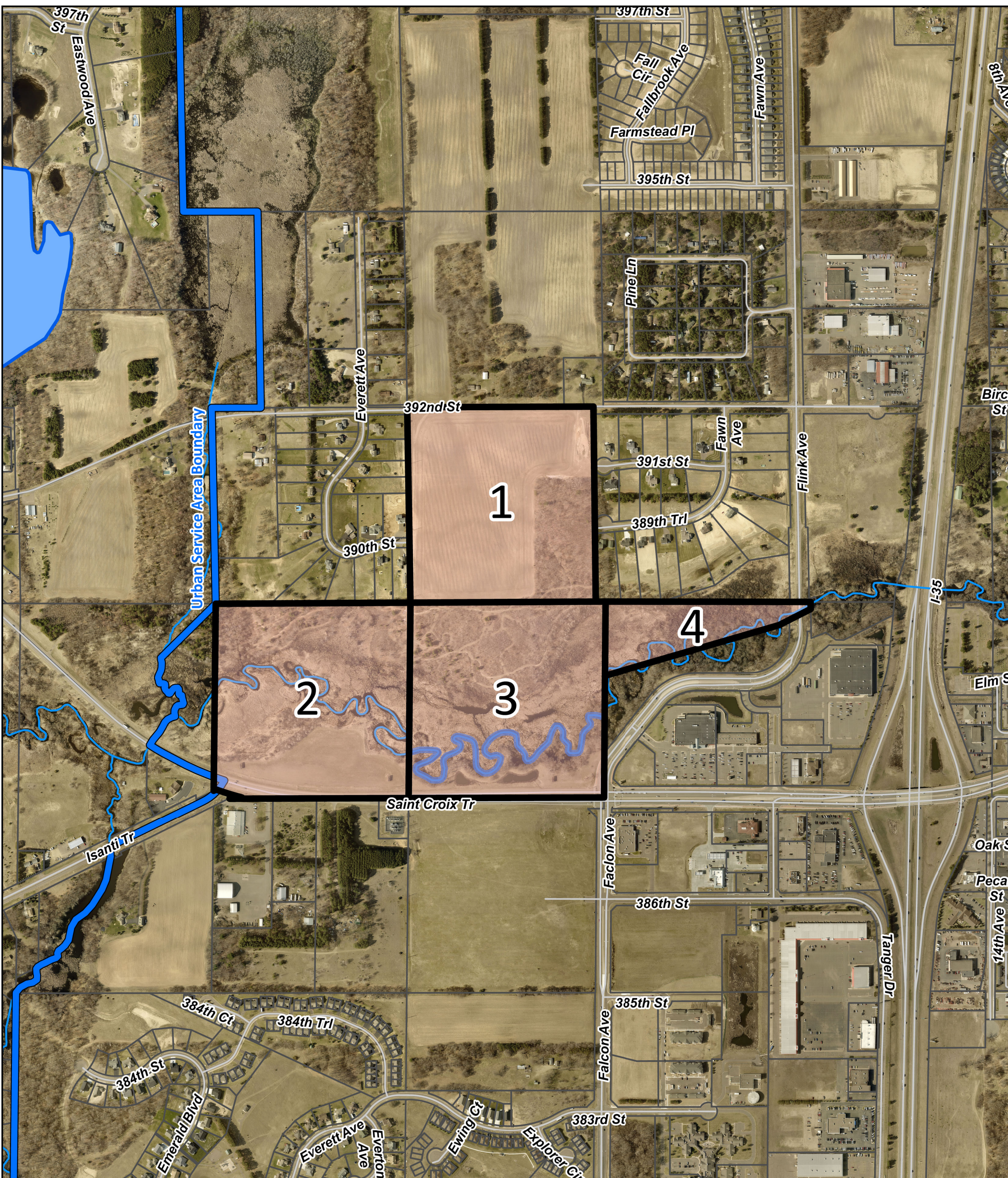
as requested, are hereby denied as stated:

1. Parcel 2 (PID: 11.00393.00) and Parcel 4 (11.00410.00) and that part of the remaining portion of Parcel 3 (PID 11.00392.00) not needed for the proposed concept development plan, as depicted in Exhibit A, shall not be removed from the Municipal Urban Services Area (MUSA).
2. Parcel 2 (PID: 11.00393.00) and Parcel 4 (11.00410.00) and that part of the remaining portion of Parcel 3 (PID 11.00392.00) not needed for the proposed concept development plan, as depicted in Exhibit A, shall not be re-guided from Low Density Residential to Rural Residential.

BE IT FURTHER RESOLVED, the Map Amendment to the 2018 Comprehensive Plan, as stated herein, is hereby adopted and effective as of the date of this Resolution.

BE IT FURTHER RESOLVED, the City shall take separate action by Ordinance to cause the rezoning of Parcel 1 (PID: 11.00390.00) and that part of Parcel 3 (PID: 11.00392.00), as depicted in Exhibit A, so as to ensure Zoning is consistent with the Land Use designations.

EXHIBIT A
SUBJECT PROPERTIES



Subject Properties

EXHIBIT B

**EXISTING LAND USE DESIGNATIONS
2018 COMPREHENSIVE PLAN MAP AMENDMENT
LOW DENSITY RESIDENTIAL TO RURAL RESIDENTIAL**

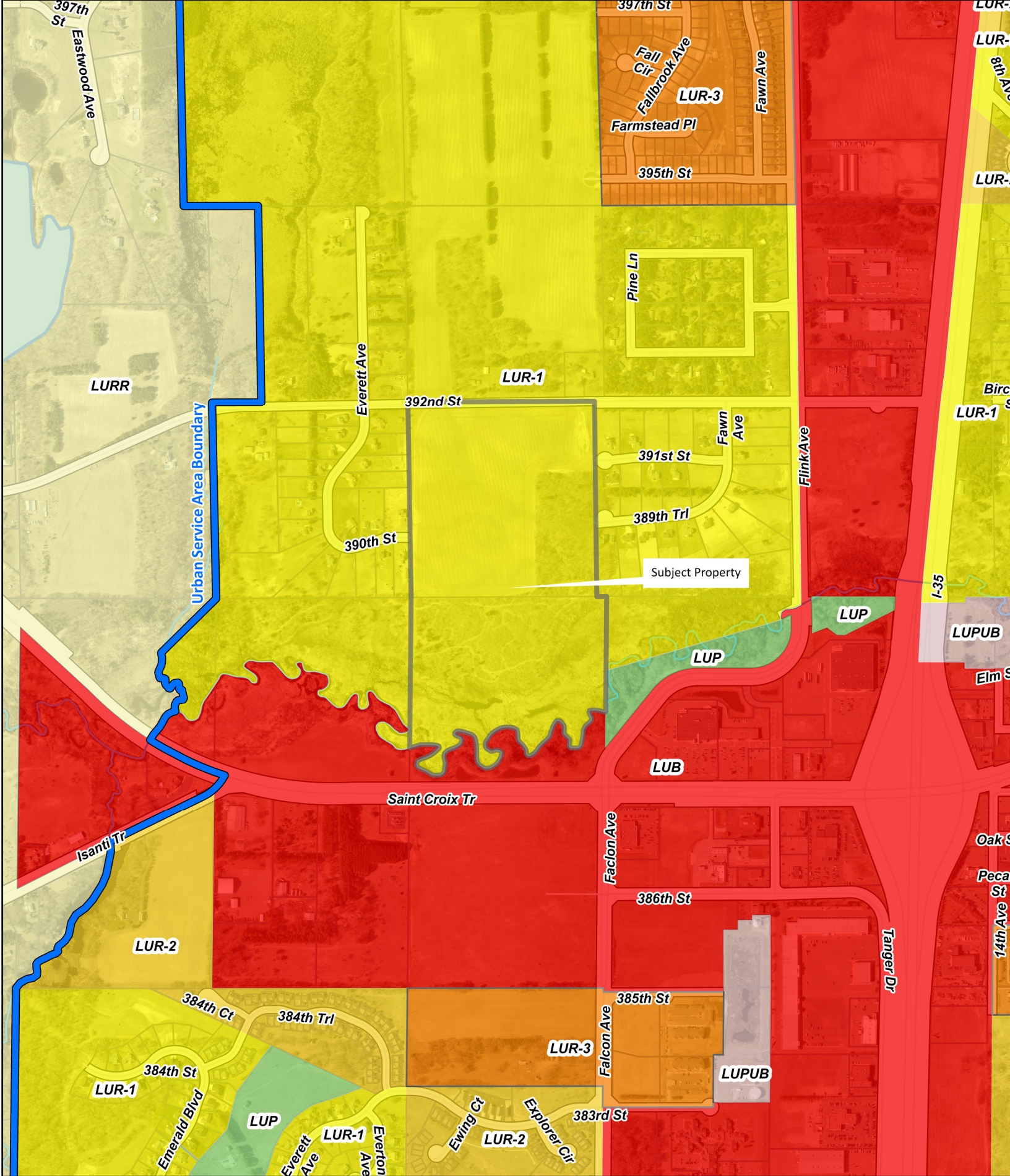
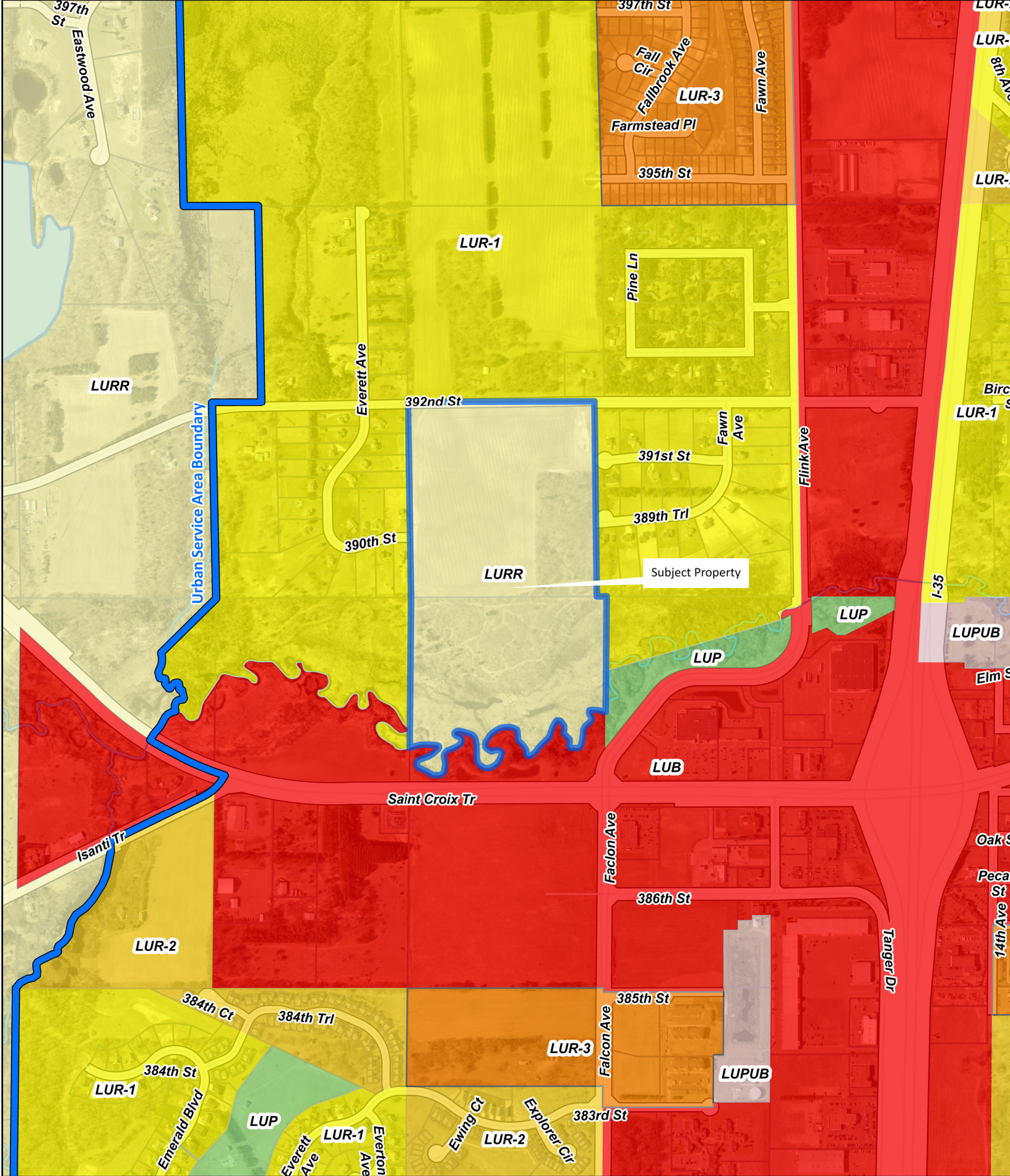


EXHIBIT C

**NEW LAND USE DESIGNATIONS
2018 COMPREHENSIVE PLAN MAP AMENDMENT
LOW DENSITY RESIDENTIAL TO RURAL RESIDENTIAL**





Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 02/21/2024

Board & Commission: City Council

Subject: Ordinance No. 368-24, Approving a Map Amendment to the Official Zoning Map of the City of North Branch

See previous agenda item regarding a proposed amendment to the 2018 Comprehensive Plan for information and recommended motion.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 368-24

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF NORTH BRANCH

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN THAT

Section 1. Rezoning to Rural Residential

The official zoning map of the City of North Branch is hereby amended as follows:

The Subject Properties depicted in Exhibit A are hereby rezoned from R1–Single-Family Residential to RR–Rural Residential. The rezoning is consistent with the amended Land Use Plan and guiding of the Subject Properties.

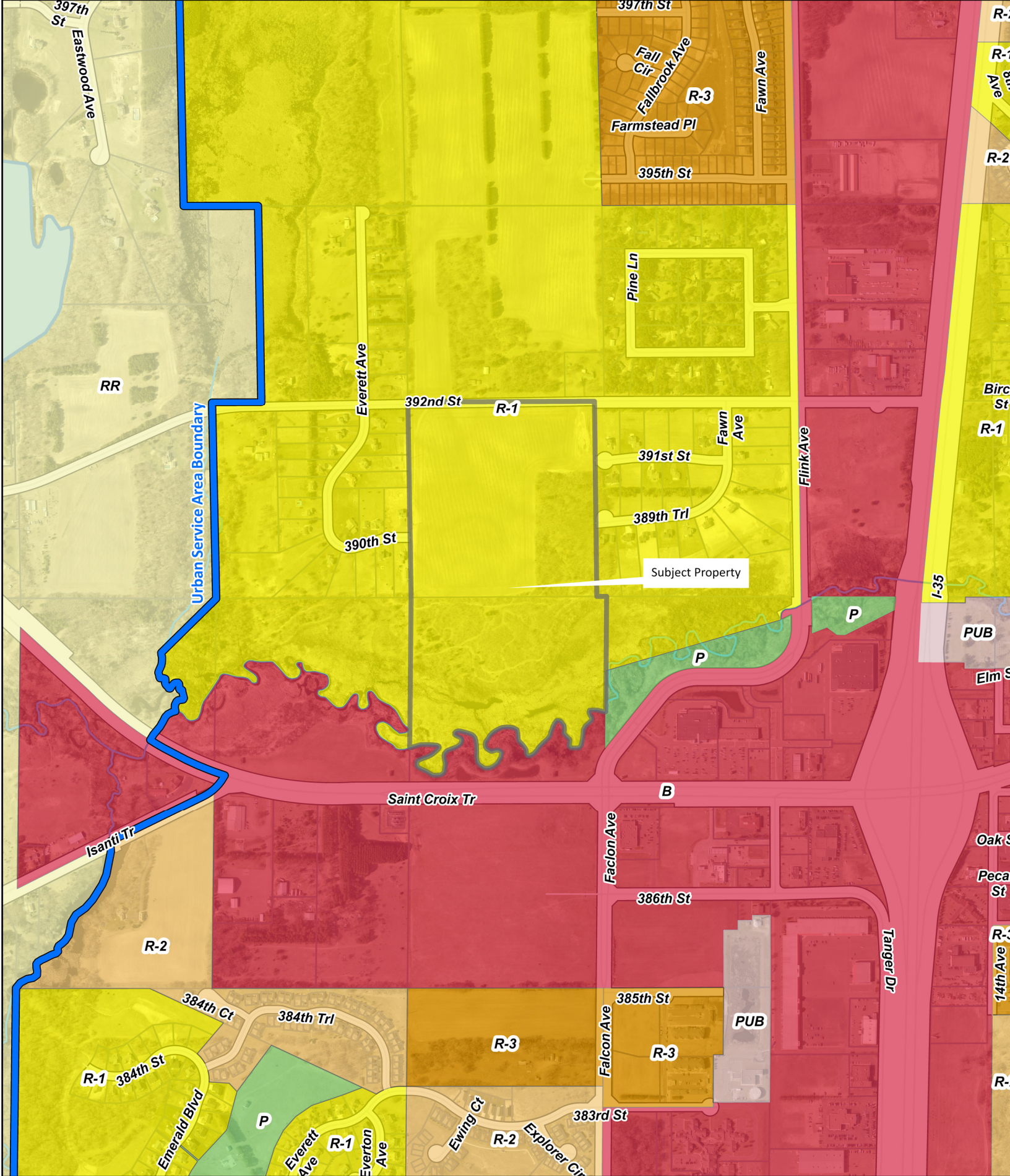
Section 2. Effective

The City Clerk is hereby directed to revise the Official Zoning Map consistent with this ordinance.

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

EXHIBIT A

**SUBJECT PROPERTIES
REZONING FROM R1-SINGLE-FAMILY RESIDENTIAL TO RR-RURAL RESIDENTIAL**



Existing Zoning

R1 - Single Family Residential

