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, APRIL 23, 2024 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA APPROVAL
   a. Approve Agenda — ACTION

5. PRESENTATION & PROCLAMATION
   a. Employee Retirement Recognition — INFO
   b. Lakes Center for Youth and Families Presentation — INFO

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

7. CONSENT AGENDA
   All matters listed under Consent Agenda are considered routine and/or non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
   a. Claims — ACTION
   b. Resolution R-38-2024 Authorize Specifications, Plans, and Ad for Bid for 2024 Overlay Project — ACTION
   c. Approve Chisago County Board of Aging 2024 Contract for Services. — ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

a.	Approve Request for Proposal (RFP) for Executive Recruitment Services to Assist with the Search for and Hiring of the Next City Administrator	ACTION
b.	Resolution Approving Permit and Contract with Minnesota Pyrotechnics LLC for Display of Fireworks/Pyrotechnics Special Effects for Midsummer Days on June 21, 2024.	ACTION
c.	Hwy. 95 Water Main Replacement Project and Water Tower #1 Status Update	INFO
d.	Water Lead Service Line Inventory Requirements	INFO

10. MAYOR/CITY COUNCIL

a.	Discussion as to the Existing City Policy Regarding Chickens	VERBAL UPDATE
b.	Response to Public Comments from the April 23, 2024 City Council Meeting.	VERBAL UPDATE
c.	Review of Robert's Rule of Order & Meeting Decorum per City Council Bylaws.	INFO
d.	Update Regarding Resolution R-32-2024, Censure Against City Council Member Kelly Neider.	VERBAL UPDATE

11. ADJOURNMENT

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the City Council on each Agenda item in advance from Staff and appointed Commissions; and decisions are based on this information and past experiences. In addition some items may also have been discussed preliminarily at Council Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.

City of North Branch
Staff Report

Prepared By:
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 with a motion and second before proceeding.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 04/19/2024

Board & Commission: City Council

Subject: Employee Retirement Recognition

In recognition and appreciation for Randall Fisk's 16 years of dedication and commitment to the City of North Branch, we are presenting him with a plaque to say thank you for all he has done. The City of North Branch would like to extend best wishes to Randall Fisk in retirement!

Voting Requirements:

INFO

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 02/28/2024

Board & Commission: City Council

Subject: Lakes Center for Youth and Families Presentation

Each year, Lakes Center for Youth and Families provides an update to the City Council. Previous Executive Director Linda Madsen retired on December 31, 2023; she served in that capacity since 2018. Jamie Prettner is the new Executive Director; she was previously the CFO for the organization. Mrs. Prettner will be attending the April 23, 2024 City Council meeting to provide the annual update.

Lakes Center is a non-profit organization that has been in the community since 1976. The organization's Web site is www.lc4yf.org.

Voting Requirements:

None. Informational presentation.

lakes center
FOR YOUTH & FAMILIES

2023

ANNUAL REPORT

COUNSELING INTERVENTION ENRICHMENT

FROM OUR CHAIR

WELCOME

On behalf of Lakes Center for Youth and Families Board of Directors, welcome to our 2023 Annual Report.

As we reflect on the past year's achievements and challenges, we are reminded of the continuous dedication and support from individuals like yourself who believe in our mission and contribute to our success. In 2023, our organization remained committed to providing Counseling, Intervention, and Enrichment programs. Despite the obstacles encountered, we have continued to adapt, innovate, and collaborate to achieve our goals and fulfill our mission.

Throughout this report, you will find comprehensive insights into our financial performance, strategic initiatives, and impact stories that highlight the tangible difference we are making in the lives of those we serve. From empowering individuals to supporting communities, each page represents our efforts and the impact of our mission.

As we look ahead, we are inspired by the opportunities and the potential for even greater impact. With your continued support and partnership, we are confident in our ability to overcome challenges, seize opportunities, and build a brighter future together.

Thank you for your continuous support and belief in our mission. We are deeply grateful for your commitment to Lakes Center for Youth and Families and the communities we serve.

Rick Peterson

Rick Peterson,
Chair of the Board
Chief of Police, Forest Lake Police Department

Lakes Center for Youth and Families, located in Forest Lake, Minnesota, has a rich history of serving its community's youth, adults, and families with a comprehensive range of programs and services. Established in 1976, the center was founded in response to the vision of Forest Lake Police Chief, Jim Trudeau, and other leaders, who recognized the need for a proactive intervention program to divert young people and first-time offenders away from the traditional court system. Lakes Center for Youth and Families continues to uphold its mission of ensuring the success of youth, adults, and families through programming in Counseling, Intervention, and Enrichment to meet the ever-changing needs of our community. We are grateful for our valuable partnerships with law enforcement, school districts, and community members.

SERVING OUR COMMUNITIES East Bethel | Forest Lake | Ham Lake | Hugo | Lino Lakes | Linwood | Marine | May | Scandia

LAKES CENTER FOR YOUTH & FAMILIES

COUNSELING

PROGRAM

We use a collaborative client-centered approach that's designed to meet each client where they are at. Our office provides an inviting comfortable environment, and our therapists use creative strategies and evidence-based approaches to best serve our clients. We provide therapy to people of all ages, striving to equip people with the skills to heal traumas, manage symptoms, reduce stress, and improve their overall quality of life.

Our services include individualized treatment for mental, emotional, physical, and behavioral concerns; addressing symptoms of depression, anxiety, mood disorders, personality disorders, trauma/PTSD, grief and loss, addiction, attachment difficulties, family conflict, and parenting.

INDIVIDUAL THERAPY | FAMILY THERAPY | GROUP THERAPY | COUPLES THERAPY | SCHOOL-BASED MENTAL HEALTH | EMDR

Chisago County

Anoka County

OUR IMPACT:
OVER
210 CLIENTS
AND
2, 875 SESSIONS

Washington County

And More!

"Thank you so incredibly much! You have no idea how much this means to me."

—Counseling client parent

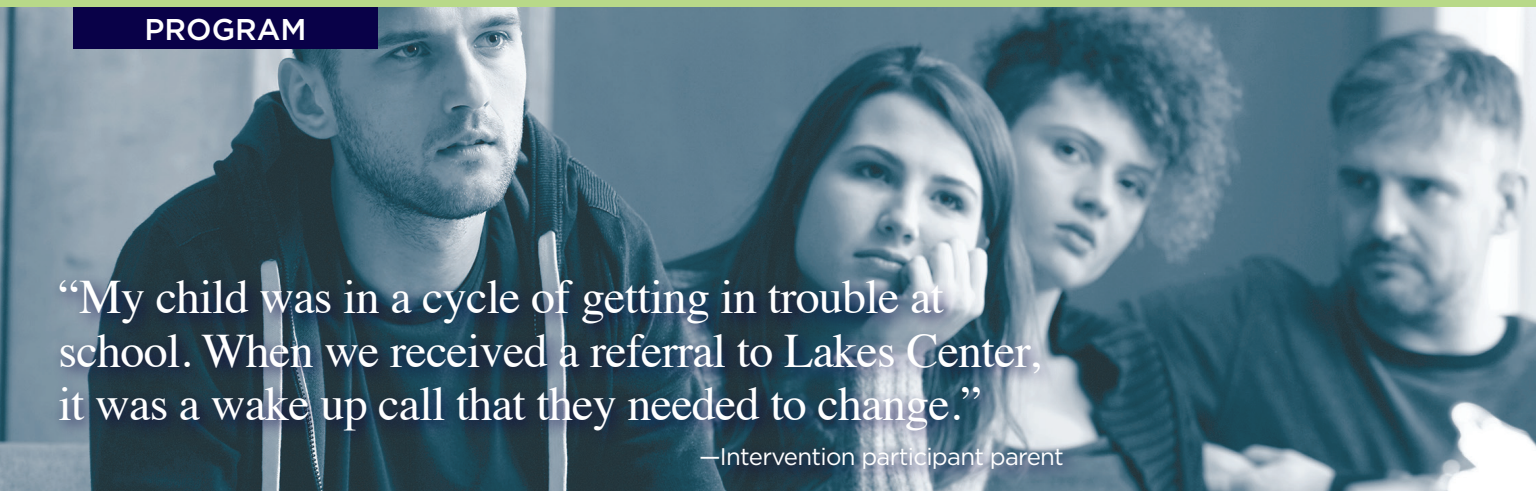
SLIDING SCALE FEE IMPACT:
CLIENTS SERVED: 29
TOTAL SESSIONS: 257
TOTAL DOLLARS: $20,023.33

| Stacy | Wyoming | Chisago City | Lindstrom | Taylors Falls | Shafer | Rush City | Harris | Center City | North Branch | Columbus + More!

LAKES CENTER FOR YOUTH & FAMILIES

INTERVENTION

PROGRAM



"My child was in a cycle of getting in trouble at school. When we received a referral to Lakes Center, it was a wake up call that they needed to change."

—Intervention participant parent

Our Intervention Program works in partnership with parents, schools, and the justice system to develop healthy, positive decision-making skills and interrupt harmful behavior patterns.

Our staff helps youth who are involved in higher-risk behavior understand that they are responsible for the outcomes of their decisions and empower them to make better choices. By using programs designed to reduce problem behaviors, our intervention programs help individuals gain vital development skills that lead to healthier relationships, better decision making, and a deeper connectedness with family and community.

We believe the advice, guidance, and involvement of parents and guardians is essential for a youth's success in life. Through parent/guardian involvement in this program, positive values are reinforced and integrated into daily life.

OUR IMPACT:
OVER
185 CLIENTS
AND
385 SESSIONS

PLUS

NEARLY 260 STUDENTS AT LINWOOD ELEMENTARY WHERE WE PROVIDED A VARIETY OF INDIVIDUAL, SMALL GROUP, AND CLASSROOM PROGRAMS.

PROGRAMS: GENERAL ASSESSMENT | TEEN INTERVENE | 12 & UNDER | CHEMICAL AWARENESS CLASS
NICOTINE CLASS | CHOICE & CONSEQUENCE CLASS | INDEPTH | TRUANCY PARENTING CLASS | IN-SCHOOL PREVENTION

LAKES CENTER FOR YOUTH & FAMILIES

ENRICHMENT

PROGRAM

Preparing youth for their future through out-of-school time programs will be the foundation for your child's success through Lake Center's Enrichment programs. Our team hosts multiple types of programs throughout the year.

Programs we offer include **YOUTH FIRST**, developed for kids grades 4-6 in Chisago County and offered after school and in the summer. Kids can join this program at their elementary school. Topics include learning about refusal skills, positive decision making, as well as exciting presenters such as the K-9 Unit and EMS.

At our **FOREST LAKE AREA SAFETY CAMP**, children entering 3-5th grade have the opportunity to experience and learn about a variety of safety issues. From first aid, EMS, bike safety with the FLPD, and special presenters, this is a fun and exciting way for children to practice safety.

YOUTH FIRST
PARTICIPANTS CLAIM

86%

IMPROVED DECISION-MAKING, REFUSAL, OR CONFLICT RESOLUTION SKILLS AFTER PARTICIPATING IN YOUTH FIRST

"Talk about keeping your community healthy and safe was important. My daughter learned what is means to have pride in your community."

—Youth First program parent

OUR IMPACT:
OVER
110 CLIENTS AND
675 SESSIONS

SCHOOLCHILDREN

FINANCIAL SUMMARY

CALCULATE

lakes center
FOR YOUTH & FAMILIES

Lakes Center for Youth & Families is committed to strong fiscal health and transparency. The financial summary below is unaudited at the time of publishing this report. The financial audit conducted by Harrington Langer & Associates will be available online at www.lc4yf.org when it is completed.

BALANCE SHEET
YEAR ENDING DECEMBER 31, 2023

Assets	
Current Assets	$572,757.39
Fixed Assets	$209,542.77
Total Assets	**$782,300.16**
Liabilities & Equity	
Current Liabilities	$88,510.32
Equity	$693,789.84
Total Liabilities & SE	**$782,300.16**

STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDING DECEMBER 31, 2023

Total Expenses by Function	
Counseling	$670,183.10
Enrichment	$240,254.32
Intervention	$227,609.36
Total Program Services	**$1,138,046.78**
General and Administrative	$75,869.79
Fundraising and Development	$50,579.85
Total General and Administrative, Fundraising and Development	**$126,449.64**
Total Expenses	**$1,264,496.42**

"The mission of Lakes Center for Youth & Families is to ensure the success of youth, adults, and families through programming to meet the ever-changing needs of our community".

BOARD OF DIRECTORS (as of December 31, 2023)

EXECUTIVE COMMITTEE
Chair – **Rick Peterson**, Forest Lake Police Department, Chief of Police
Chair-elect – **Renee Wagner**, Xcel Energy Director
Treasurer – **Jim Gillach**, Associate Principal, Chisago Lakes School District
Secretary - **Keriann Hallberg** – Community Member
Immediate Past Chair - **Jim Schoppenhorst** – Retired Business Executive

OFFICERS
Mike Aschenbrenner, Chief of Police, Retired
Neil Bauer, Wyoming Public Safety Director, Police Chief
Joe Kryschyshen, Retired Probation Officer, Washington County
Kathy Lillis, Realtor, Gambling Specialist for LC4YF
Katie Malchow, Chisago County Outreach and Initiative Coordinator
Steve Massey, Superintendent, Forest Lake Area Schools

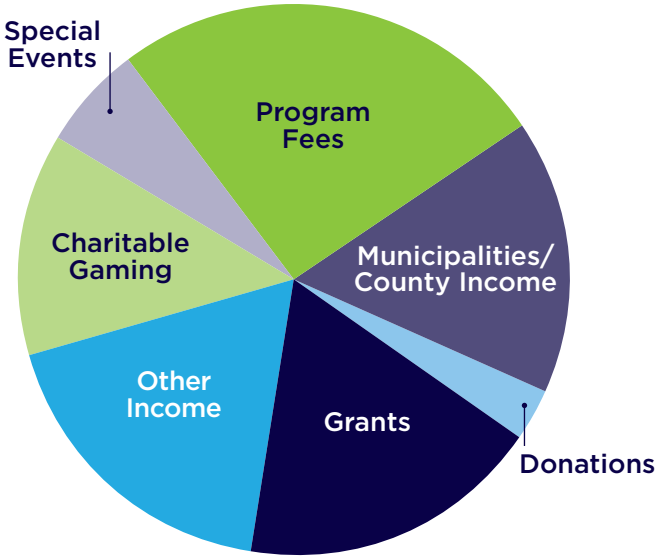
2023 LAKES CENTER GENDER DATA*

*DOES NOT INCLUDE LINWOOD CLIENTS

42% MALE
46% FEMALE
1% TRANSGENDER
1% NON-BINARY
10% (OPTED TO NOT DISCLOSE)

INCOME STATEMENT
YEAR ENDING DECEMBER 31, 2023

Income	
Grants	$239,988.73
Charitable Gaming	$165,311.09
Special Events	$74,073.56
Program Fees	$337,463.66
Municipalities/County Income	$207,230.56
Donations	$44,851.14
Other Income	$232,435.02
Total Income	**$1,301,353.76**
Total Expenses	**$1,264,496.42**
Net Income	**$36,857.34**



Gretchen Mattson, Principal, Forest Lake Area Schools
Kelly (Trudeau) Novak, Founder/President, Perspective Communications
Jennifer Richert, Dean of Community, Lakes International Language Academy
Angelique Sloan, Gambling Manager for LC4YF
Dan Starry, Washington County Sheriff
Brandon Thyen, Chisago County Sheriff
LeeAnn Weigt, Vice-President, Olson's Sewer Service, Inc. and Olson's Excavating Service

HONORARY MEMBER
Fran Miron, Washington County Commissioner

2023 KEY EMPLOYEES (as of 12/31/2023)
Linda M. Madsen
Jenna Jones
Jamie Prettner
Rebecca Bowers
Carrie Niles
Jenny Birkholz
Sarah Curtis
Christa Lachell
Emily Tatum
Emma Norwood
Jessie Szmanda
Linda Pasicznyk
Kathy Lillis
Angelique Sloan

THANK YOU.

Lakes Center for Youth & Families is grateful to our donors and generous support of our communities.

$10,000+

Individual
Oscar & Val Carlson
Jim & Nancy Schoppenhorst

Business | Organizations | Civic Groups
Hallberg Family Foundation
Mytech Partners, Inc.

Grants | Contracts | Partnerships
Anoka County Children & Family Council
Chisago County
Chisago Lakes Grill
City of Forest Lake
City of Hugo
Hardenbergh Foundation
Mardag Foundation
MN Department of Public Safety's Office of Justice Programs
Otto Bremer
Running Aces Casino, Hotel, & Racetrack
Washington County

$5,000-$9,999

Individual
Renee & Jeff Wagner

Business | Organizations | Civic Groups
Forest Lake Masonic Lodge #344

Grants | Contracts | Partnerships
Allina Health Grant
American Fundraising Foundation, Inc.
City of Scandia
Management Improvement Fund
St. Croix Valley Foundation

$1,000-$4,999

Individual
Michael & Mary Aschenbrener
Kevin & Jeanie Callahan
Justin & Anna Clark
Jim & Ann Gillach
Dana & Keriann Hallberg
Dennis & Nancy Hebrink
Jerry & Connie Hendrickson
Jesse & Shauna Johnson
Tim Klinkhammer & Linda Madsen
Mike & Cathy Mackiewicz
Janet Palmer
Rick & Colleen Peterson
Debra Schley
Doug & Stephanie Stolt
Sarah Thompson
In Memory of James R. Trudeau: Carol Trudeau & Kelly (Trudeau) Novak
Dale & LeeAnn Weigt
Steve & Shannon Whitaker
Myron & Bea Zaruba

Business | Organizations | Civic Groups
Bell Bank
Connexus Energy
Empire Insurance Group, Inc
Fairview Health Services
Lions Club of Forest Lake
Minnesota Masonic Charities
Olson's Sewer Service, Inc. and Olson's Excavating Service
UptoDate Bookkeeping
Wealth Management Midwest, LLC
Wyoming United Methodist Church

Grants | Contracts | Partnerships
City of Chisago City
City of Lindstrom
City of Wyoming
Duck Cup Memorial Fund
May Township
Walmart

$500-$999

Individual
Neil & Natalie Bauer
Ronald & Kathy Bystrom
Leif & Chelsea Erickson
Lloyd & Jeanette Jones
Joe & Maribeth Kryschyshen
Grizzly & Katie Malchow
Alizabeth McJames
Marc & Kari Newell
Jon & Judy Olson
Jerry & Donna Peterson
Duane Rasmussen
Brandon & Kelly Thyen

Business | Organizations | Civic Groups
A1A Auto Service Inc
First State Bank of Wyoming
Key's Cafe
Maija Photography
MidWestOne Bank
Perspective Communications
Plastic Products Co., Inc.
Thrivent
Wow 1 Day Painting
Xcel Energy

LC4YF appreciates everyone's financial support and in-kind contributions. For a full list of LC4YF Donations and Supporters, please see our website. Every effort has been made to ensure the accuracy of this list. If we have made an error, please contact us at 651-464-3685.

SCAN HERE TO DONATE

lakes center FOR YOUTH & FAMILIES
PO BOX 970 | FOREST LAKE, MN 55025
(651) 464-3685 | LC4YF.ORG

Gold Transparency 2023 Candid.

Charities Review Council MEETS STANDARDS smartgivers.org

lakes center
FOR YOUTH & FAMILIES
Guiding Successful Futures

Participation and Demographic Summary

Enrichment, Intervention and Counseling

2023

2023 Enrichment Data

Client Count	Session Count
115	673

Age	
0-5	0
6-8	29
9-11	76
12-14	4
14+	6

Race and Ethnicity	
American Indian or Alaskan Native	1
Asian / Pacific Islander	1
Black or African American	2
Multiracial	0
Native Hawaiian / Pacific Islander	0
White or Caucasian	106
Hispanic or Latino	2
Opted to Not Disclose	3

Gender	
Male	22
Female	30
Transgender	0
Non-Binary	0
Opted to Not Disclose	63

City	
Blaine	1
Braham	1
Chisago City	1
Columbus	1
East Bethel	1
Forest Lake	36
Ham Lake	2
Harris	1
Hugo	3
Isanti	1
Lakeland Shores	1
Lindstrom	10
Lino Lakes	2
North Branch	25
Rush City	7
Scandia	1
Shafer	8
Stacy	4
Stanchfield	1
Stillwater	1
Taylor's Falls	3
Wyoming	4

County	
Anoka County	11
Chisago County	60
Isanti County	2
Pine County	1
Washington County	41

2023 Intervention Data

Client Count	Session Count
189	388

Referral Source	
Chisago County	82
Washington County	39
Forest Lake Police Department	66
Other	2

Age	
10-12	23
13-15	88
16-18	78
Over 18	0

Race and Ethnicity	
American Indian or Alaskan Native	1
Asian / Pacific Islander	3
Black or African American	5
Multiracial	5
White or Caucasian	143
North African / Middle Eastern	2
Hispanic or Latino	10
Unknown / Opted to Not Disclose	30

Gender	
Male	101
Female	62
Transgender	0
Non-Binary	1
Opted to Not Disclose	25

City	
Andover	2
Center City	1
Chisago City	12
Columbus	1
Coon Rapids	1
East Bethel	2
Forest Lake	56
Harris	1
Hugo	6
Lindstrom	7
Lino Lakes	2
Luck	1
Marine on St. Croix	1
Mora	1
North Branch	26
Rush City	14
Scandia	3
Shafer	10
St. Cloud	1
St. Paul	2
Stacy	19
Stillwater	1
Taylor's Falls	3
Wyoming	16

County	
Anoka County	14
Chisago County	96
Hennepin County	1
Isanti County	2
Pine County	1
Ramsey County	2
Stearns County	1
Washington County	72

2023 Prevention Data @ Linwood

Client Count
252

Age	
9 and under	108
10-12	144

Race and Ethnicity	
American Indian or Alaskan Native	0
Asian / Pacific Islander	9
Black or African American	2
Multiracial	0
White or Caucasian	179
Hispanic or Latino	17
Unknown / Opted to Not Disclose	45

Gender	
Male	121
Female	131
Transgender	0
Non-Binary	0

2023 Counseling Data

Client Count	Session Count
214	2,878

Client Count	Session Count
29	257

Total Dollar Amount	$ 20,023.33

Age	
0-5	1
6-10	55
11-15	70
16-20	31
21-25	12
26-30	4
31-35	10
36-40	7
41-45	14
46-50	2
50+	8

Race and Ethnicity	
American Indian or Alaskan Native	1
Asian / Pacific Islander	2
Black or African American	13
Native Hawaiian/Pacific Islander	1
Hispanic or Latino	16
White or Caucasian	171
Unknown / Opted to Not Disclose	10

Gender	
Male	82
Female	129
Transgender	1
Non-Binary	1
Opted to Not Disclose	1

City	
Blaine	2
Burnsville	1
Cedar	1
Center City	3
Centerville	1
Chisago City	3
Columbus	2
Coon Rapids	3
East Bethel	1
Forest Lake	95
Ham Lake	1
Hugo	4
Isanti	1
Isle	1
Lindstrom	6
Lino Lakes	2
Maplewood	1
Mora	1
Mounds View	3
North Branch	5
Rush City	1
St. Paul	2
Scandia	13
Shoreview	1
Stacy	30
Wyoming	30

County		
Anoka County	42	20%
Chisago County	58	27%
Dakota County	1	0%
Isanti County	1	0%
Kanabec County	1	0%
Mille Lacs County	1	0%
Ramsey County	7	3%
Washington County	103	48%

City of North Branch
Staff Report

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

Board & Commission: **City Council**

Subject: Claims

Council to approve the monthly claims.

Voting Requirements:

Voting Options **Simple Majority**

City of
North Branch

ACH Checks

5404 to 5432 - $468,897.28

Checks

89201 to 89288 - $454,625.18

Payroll

April 12, 2024 - $108,110.23

Accounts Payable

Checks for Approval

User: TiffaniFolstad
Printed: 4/19/2024 - 9:55 AM

Check Number	Check Date	Fund	Account Name	Vendor Name	Amount
[redacted]	03/04/2024	101 General Fund	Operating Supplies	Bank Charges, Miscellaneous	7.45
[redacted]	03/07/2024	101 General Fund	Operating Supplies	Bank Charges, Miscellaneous	210.45
[redacted]	03/04/2024	101 General Fund	HRA/VEBA	WEX, Inc.	638.60
[redacted]	03/28/2024	101 General Fund	Flex Plan	WEX, Inc.	233.00
[redacted]	03/04/2024	101 General Fund	HSA	WEX, Inc.	5,203.94
[redacted]	03/04/2024	101 General Fund	HSA	WEX, Inc.	106.46
[redacted]	03/18/2024	101 General Fund	HSA	WEX, Inc.	5,203.94
[redacted]	03/25/2024	101 General Fund	Professional Srvs	WEX, Inc.	108.50
[redacted]	03/29/2024	615 Water Fund	Postage	US Postal Service	1,491.84
[redacted]	03/29/2024	602 Sanitary Sewer Utility Fund	Postage	US Postal Service	1,491.83
[redacted]	03/20/2024	609 Municipal Liquor Fund	Sales Tax Payable -WEST	Minnesota Dept of Revenue	7,784.00
[redacted]	03/20/2024	609 Municipal Liquor Fund	Sales Tax Payable -EAST	Minnesota Dept of Revenue	17,336.00
[redacted]	03/19/2024	615 Water Fund	Sales Tax Payable - Water	Minnesota Dept of Revenue	1,049.00
[redacted]	03/14/2024	609 Municipal Liquor Fund	Bank Charges	Associated Bank	70.80
[redacted]	03/22/2024	101 General Fund	Pension-Fire Relief Assoc	N.B. Fire Relief Association	1,600.00
[redacted]	03/06/2024	101 General Fund	Dues and Subscriptions	Xpress Solutions Inc	883.16
[redacted]	03/06/2024	612 Storm Sewer Utility Fund	Dues & Subscriptions	Xpress Solutions Inc	971.48
[redacted]	03/06/2024	615 Water Fund	Dues & Subscriptions	Xpress Solutions Inc	883.16
[redacted]	03/06/2024	602 Sanitary Sewer Utility Fund	Dues & Subscriptions	Xpress Solutions Inc	794.85
[redacted]	03/25/2024	387 Taxable Ref. Lease Debt Svc	Debt Srv Bond Principal	US Bank - Bond Pymts	260,000.00
[redacted]	03/25/2024	387 Taxable Ref. Lease Debt Svc	Bond Interest	US Bank - Bond Pymts	41,619.50
[redacted]	04/02/2024	612 Storm Sewer Utility Fund	Operating Supplies	Bank Charges, Miscellaneous	93.27
[redacted]	04/08/2024	101 General Fund	Operating Supplies	Bank Charges, Miscellaneous	217.68
[redacted]	04/15/2024	101 General Fund	HRA/VEBA	WEX, Inc.	638.60
[redacted]	04/01/2024	101 General Fund	HSA	WEX, Inc.	5,203.94
[redacted]	04/15/2024	101 General Fund	HSA	WEX, Inc.	106.46
[redacted]	04/15/2024	101 General Fund	HSA	WEX, Inc.	5,203.94
[redacted]	04/12/2024	609 Municipal Liquor Fund	Sales Tax Payable -WEST	Minnesota Dept of Revenue	8,446.00
[redacted]	04/12/2024	609 Municipal Liquor Fund	Sales Tax Payable -EAST	Minnesota Dept of Revenue	20,154.00
[redacted]	04/10/2024	615 Water Fund	Sales Tax Payable - Water	Minnesota Dept of Revenue	955.00
[redacted]	04/05/2024	602 Sanitary Sewer Utility Fund	Dues & Subscriptions	Xpress Solutions Inc	1,305.00
[redacted]	04/05/2024	615 Water Fund	Operating Supplies	Xpress Solutions Inc	56.25
[redacted]	04/05/2024	101 General Fund	Dues and Subscriptions	Xpress Solutions Inc	1,450.00
[redacted]	04/05/2024	602 Sanitary Sewer Utility Fund	Operating Supplies	Xpress Solutions Inc	50.62

Check Number	Check Date	Fund	Account Name	Vendor Name	Amount
[redacted]	04/05/2024	612 Storm Sewer Utility Fund	Dues & Subscriptions	Xpress Solutions Inc	1,595.00
	04/05/2024	101 General Fund	Operating Supplies	Xpress Solutions Inc	56.25
	04/05/2024	612 Storm Sewer Utility Fund	Operating Supplies	Xpress Solutions Inc	61.88
[redacted]	04/05/2024	615 Water Fund	Dues & Subscriptions	Xpress Solutions Inc	1,450.00
	04/12/2024	101 General Fund	Other Retirement	Commissioner Of Revenue (W/H)	5.00
	04/12/2024	101 General Fund	State Withholding	Commissioner Of Revenue (W/H)	7,427.75
[redacted]	04/12/2024	101 General Fund	PERA	PERA (Payroll W/H)	31,931.40
	04/12/2024	101 General Fund	Other Retirement	Minnesota State Retirement	850.00
	04/12/2024	101 General Fund	Federal Withholding	United States Treasury	15,837.02
[redacted]	04/12/2024	101 General Fund	FICA Tax Withholding	United States Treasury	4,632.48
	04/12/2024	101 General Fund	FICA Tax Withholding	United States Treasury	13,481.78
				Report Total:	468,897.28

Accounts Payable

Checks for Approval

User: TiffaniFolstad
Printed: 4/23/2024 - 4:13 PM

Check Number	Check Date	Fund	Account Name	Vendor Name	Amount
	04/15/2024	101 General Fund	Telephone	AT & T Mobility	132.76
	04/15/2024	620 Generation Fund	Telephone	AT & T Mobility	38.23
	04/15/2024	615 Water Fund	Telephone	AT & T Mobility	220.77
	04/15/2024	101 General Fund	Telephone	AT & T Mobility	89.50
	04/15/2024	602 Sanitary Sewer Utility Fund	Telephone	AT & T Mobility	134.32
	04/15/2024	101 General Fund	Telephone	AT & T Mobility	584.06
	04/15/2024	101 General Fund	Telephone	AT & T Mobility	44.75
	04/15/2024	609 Municipal Liquor Fund	Telephone	AT & T Mobility	44.75
	04/15/2024	609 Municipal Liquor Fund	Telephone	AT & T Mobility	89.50
	04/15/2024	101 General Fund	Health	BlueCross/Blue Shield Minnesota	65.22
	04/15/2024	101 General Fund	Union Dues	IUOE Local #49	420.00
	04/15/2024	101 General Fund	Motor Fuels	Kwik Trip	706.76
	04/15/2024	101 General Fund	ZONE - Recyy Recycling	Kiran Miryala	1,500.00
	04/15/2024	101 General Fund	Other Equipment	MN Dept Of Natural Resources	13,600.00
	04/15/2024	101 General Fund	Life Insurance	MN Peip - C/O MMB Fiscal Srvs	727.28
	04/15/2024	101 General Fund	Dental	MN Peip - C/O MMB Fiscal Srvs	2,151.67
	04/15/2024	101 General Fund	Health	MN Peip - C/O MMB Fiscal Srvs	37,861.38
	04/15/2024	620 Generation Fund	Motor Fuels	N.B. Area Public Schools-Fuel	62.99
	04/15/2024	101 General Fund	Motor Fuels	N.B. Area Public Schools-Fuel	71.14
	04/15/2024	101 General Fund	Motor Fuels	N.B. Area Public Schools-Fuel	274.13
	04/15/2024	101 General Fund	Motor Fuels	N.B. Area Public Schools-Fuel	181.49
	04/15/2024	602 Sanitary Sewer Utility Fund	Motor Fuels	N.B. Area Public Schools-Fuel	188.58
	04/15/2024	101 General Fund	Motor Fuels	N.B. Area Public Schools-Fuel	2,758.56
	04/15/2024	615 Water Fund	Motor Fuels	N.B. Area Public Schools-Fuel	145.04
	04/15/2024	612 Storm Sewer Utility Fund	Motor Fuels	N.B. Area Public Schools-Fuel	100.00
	04/15/2024	101 General Fund	Operating Supplies	Pitney Bowes Inc.	174.24
	04/15/2024	609 Municipal Liquor Fund	Operating Supplies	Staples	78.56
	04/15/2024	609 Municipal Liquor Fund	Operating Supplies	Staples	171.79
	04/19/2024	101 General Fund	Conference & Training	Rebecca Ackermann	134.00

04/19/2024	101 General Fund	Repairs/Maint Buildings	All-State Communications	1,007.00
04/19/2024	620 Generation Fund	Repairs/Maint Buildings	All-State Communications	2,485.80
04/19/2024	101 General Fund	Operating Supplies	Amazon Capital Services	106.17
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Anderson and Koch Ford	404.55
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Artisan Beer Company	83.00
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Artisan Beer Company	115.40
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Artisan Beer Company	61.50
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Artisan Beer Company	40.00
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Artisan Beer Company	83.00
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Artisan Beer Company	27.70
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Artisan Beer Company	55.40
04/19/2024	612 Storm Sewer Utility Fund	Accounts Rec - Storm Sewer	James Baxter	249.90
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	James Baxter	-8.27
04/19/2024	615 Water Fund	Accounts Receivable - Water	James Baxter	-11.86
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Bellboy Corporation	4,852.20
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Bellboy Corporation	65.65
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Bellboy Corporation	898.05
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Bellboy Corporation	331.98
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Bellboy Corporation	1,033.50
04/19/2024	609 Municipal Liquor Fund	Operating Supplies	Bellboy Corporation	142.07
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	-44.60
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	1,128.70
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	-115.74
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Bernicks	-151.56
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	1,978.15
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	-12.00
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	6,561.15
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Bernicks	1,832.65
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Bernicks	32.80
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Bernicks	96.00
04/19/2024	615 Water Fund	Construction in Progress	Bituminous Roadways, Inc.	167,665.50
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Breakthru Beverage MN	1,239.13
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Breakthru Beverage MN	79.95
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Breakthru Beverage MN	937.81
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Breakthru Beverage MN	-57.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Breakthru Beverage MN	878.60
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Breakthru Beverage MN	182.76
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Breakthru Beverage MN	218.60
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Capitol Beverage Sales LP	1,391.80
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Capitol Beverage Sales LP	86.00
04/19/2024	612 Storm Sewer Utility Fund	Accounts Rec - Storm Sewer	Central MN Land Holdings LLC	97.61

04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Central MN Land Holdings LLC	-6.51
04/19/2024	615 Water Fund	Accounts Receivable - Water	Central MN Land Holdings LLC	-7.45
04/19/2024	612 Storm Sewer Utility Fund	Drainage-Storm Wtr	Chisago County Auditor-Treasurer	249.54
04/19/2024	101 General Fund	Operating Supplies	Coffee Mill Inc	68.00
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Dahlheimer Distributing	219.00
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Dahlheimer Distributing	194.70
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Dahlheimer Distributing	19.80
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Dahlheimer Distributing	171.00
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Dahlheimer Distributing	65.00
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Dahlheimer Distributing	170.60
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Dahlheimer Distributing	5,979.02
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Dahlheimer Distributing	2,579.95
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Dahlheimer Distributing	3,893.05
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Dahlheimer Distributing	6,631.45
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Dahlheimer Distributing	11,883.62
04/19/2024	101 General Fund	Conference & Training	DATA PRACTICES OFFICE	125.00
04/19/2024	101 General Fund	Professional Srvs	Dell Marketing, L.P.	558.36
04/19/2024	101 General Fund	Professional Srvs	Dell Marketing, L.P.	744.48
04/19/2024	609 Municipal Liquor Fund	Professional Srvs	Dell Marketing, L.P.	465.30
04/19/2024	101 General Fund	Professional Srvs	Dell Marketing, L.P.	1,209.78
04/19/2024	101 General Fund	Professional Srvs	Dell Marketing, L.P.	279.18
04/19/2024	609 Municipal Liquor Fund	Professional Srvs	Dell Marketing, L.P.	93.06
04/19/2024	615 Water Fund	Professional Srvs	Dell Marketing, L.P.	186.12
04/19/2024	602 Sanitary Sewer Utility Fund	Professional Srvs	Dell Marketing, L.P.	186.12
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Emergency Equip. Connections	669.45
04/19/2024	101 General Fund	Capital Outlay	Federal Signal Corporation	30,775.00
04/19/2024	615 Water Fund	Operating Supplies	Ferguson US Holdings, Inc	7,464.64
04/19/2024	615 Water Fund	Operating Supplies	Ferguson US Holdings, Inc	3,554.75
04/19/2024	101 General Fund	Attorneys Fees	Flaherty & Hood, P.A.	6,706.25
04/19/2024	609 Municipal Liquor Fund	Attorneys Fees	Flaherty & Hood, P.A.	487.50
04/19/2024	101 General Fund	DEV - Schoolside Village 4th	Flaherty & Hood, P.A.	410.00
04/19/2024	101 General Fund	Cartway Petition (Rich Keller)	Flaherty & Hood, P.A.	11,531.25
04/19/2024	201 EDA Operational Fund	Attorneys Fees	Flaherty & Hood, P.A.	1,023.75
04/19/2024	101 General Fund	Uniforms	Galls	257.87
04/19/2024	101 General Fund	Telephone	Genesis Technology Communications, LLC	179.95
04/19/2024	486 Rec Center/Park Dedication	Park Improvements	Goose Creek Electric	700.00
04/19/2024	101 General Fund	Communications	Granite Electronics	2,093.00
04/19/2024	101 General Fund	Conference & Training	Thomas Gustafson	129.00
04/19/2024	101 General Fund	Conference & Training	Josiah Hall	85.00
04/19/2024	101 General Fund	Conference & Training	Micah Hindt	129.00
04/19/2024	101 General Fund	Conference & Training	Kabao Jennrich	134.00

04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	2,092.48
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	114.32
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	884.62
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	365.10
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Johnson Brothers Liquor Co.	114.46
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	351.28
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	514.76
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	84.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	615.28
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	441.96
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	684.22
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	266.64
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	653.01
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	442.82
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	249.46
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	258.25
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Johnson Brothers Liquor Co.	1,451.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Johnson Brothers Liquor Co.	1,259.93
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Kirvida Fire, Inc.	555.82
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Kirvida Fire, Inc.	563.42
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Kirvida Fire, Inc.	896.22
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Lakes Brewing Company	139.00
04/19/2024	101 General Fund	Worker s Comp Insurance	c/o Berkley Risk Administrators Company Le	264.16
04/19/2024	612 Storm Sewer Utility Fund	Accounts Rec - Storm Sewer	John Lindhart	84.14
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	John Lindhart	-4.35
04/19/2024	615 Water Fund	Accounts Receivable - Water	John Lindhart	-5.90
04/19/2024	602 Sanitary Sewer Utility Fund	Collection System Repair	LJJ Wastwater Maintenance, Inc.	500.00
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	56.97
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	32.98
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	13.99
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	-4.00
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	13.99
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	63.49
04/19/2024	101 General Fund	Repairs/Maint Buildings	Main Street Hardware	37.73
04/19/2024	609 Municipal Liquor Fund	N/A Sales	McDonald Distributing	149.55
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	McDonald Distributing	505.30
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	McDonald Distributing	1,138.65
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	McDonald Distributing	11,005.55
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	McDonald Distributing	2,863.15
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	McDonald Distributing	184.00
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Mega Beer	342.50

04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Faith Miller	-19.53
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Faith Miller	146.64
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Faith Miller	-20.59
04/19/2024	101 General Fund	Conference & Training	Minnesota State Colleges and Universities	360.00
04/19/2024	101 General Fund	Conference & Training	Minnesota State Community	270.00
04/19/2024	101 General Fund	Medical Exams	MMUA	41.25
04/19/2024	101 General Fund	Medical Exams	MMUA	41.25
04/19/2024	101 General Fund	Surcharge	MN Dept Of Labor /Industry Bld	2,025.20
04/19/2024	101 General Fund	Repairs/Maint Buildings	Monarch Flooring, LLP	6,669.50
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Moose Lake Brewing Co. LLC	108.00
04/19/2024	609 Municipal Liquor Fund	Beer For Resale	Moose Lake Brewing Co. LLC	132.00
04/19/2024	101 General Fund	Conference & Training	Morelli, Robert	129.00
04/19/2024	620 Generation Fund	License And Permits	MPCA - 64893	930.33
04/19/2024	101 General Fund	Non-Capitalized Equipment	Municipal Emergency Services, Inc.	730.32
04/19/2024	101 General Fund	Motor Fuels	N.B. Area Public Schools-Fuel	2,000.00
04/19/2024	101 General Fund	Motor Fuels	N.B. Area Public Schools-Fuel	1,000.00
04/19/2024	612 Storm Sewer Utility Fund	Motor Fuels	N.B. Area Public Schools-Fuel	1,362.74
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Napa Auto Parts	267.45
04/19/2024	101 General Fund	Repairs/Maint Machinery/Equip	Napa Auto Parts	50.38
04/19/2024	101 General Fund	Operating Supplies	Napa Auto Parts	6.92
04/19/2024	101 General Fund	Life Insurance	NCPERS Group Life Ins.	64.00
04/19/2024	615 Water Fund	Professional Srvs	NEONLINK LLC	689.40
04/19/2024	615 Water Fund	Accounts Receivable - Water	Jamie Ngyuen	-7.50
04/19/2024	612 Storm Sewer Utility Fund	Accounts Rec - Storm Sewer	Jamie Ngyuen	97.31
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Jamie Ngyuen	-5.24
04/19/2024	201 EDA Operational Fund	Dues and Subscriptions	Northern Technology Initiative	850.00
04/19/2024	101 General Fund	Internet Lease	Office of MNIT Services-Accounts Receivabl	1,150.00
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Patriot Builders	-10.62
04/19/2024	615 Water Fund	Accounts Receivable - Water	Patriot Builders	-15.09
04/19/2024	615 Water Fund	Deposit Payable	Patriot Builders	50.00
04/19/2024	615 Water Fund	Interest	Patriot Builders	0.03
04/19/2024	612 Storm Sewer Utility Fund	Accounts Rec - Storm Sewer	Patriot Builders	79.71
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Phillips Wine & Spirits, Inc.	255.02
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Phillips Wine & Spirits, Inc.	366.56
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Phillips Wine & Spirits, Inc.	89.82
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Phillips Wine & Spirits, Inc.	427.38
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Phillips Wine & Spirits, Inc.	207.56
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Phillips Wine & Spirits, Inc.	157.92
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Phillips Wine & Spirits, Inc.	723.74
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Phillips Wine & Spirits, Inc.	839.80
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Phillips Wine & Spirits, Inc.	598.92

04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Phillips Wine & Spirits, Inc.	91.64
04/19/2024	101 General Fund	Operating Supplies	Post Haste Business Solutions	6.74
04/19/2024	602 Sanitary Sewer Utility Fund	Testing Services	RMB Environmental Laboratories, Inc.	142.10
04/19/2024	602 Sanitary Sewer Utility Fund	Testing Services	RMB Environmental Laboratories, Inc.	158.20
04/19/2024	615 Water Fund	Testing Services	RMB Environmental Laboratories, Inc.	70.00
04/19/2024	602 Sanitary Sewer Utility Fund	Testing Services	RMB Environmental Laboratories, Inc.	142.10
04/19/2024	615 Water Fund	Testing Services	RMB Environmental Laboratories, Inc.	105.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Rustic Roots Winery, Inc.	386.40
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Rustic Roots Winery, Inc.	403.20
04/19/2024	620 Generation Fund	Professional Srvs	Short-Elliott-Hendrickson, Inc.	675.00
04/19/2024	101 General Fund	Dues and Subscriptions	Nicholas Solberg	340.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	-80.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	-80.00
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Southern Glazers Wine & Spirits of Minnesot	216.55
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Southern Glazers Wine & Spirits of Minnesot	1,092.80
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Southern Glazers Wine & Spirits of Minnesot	3,450.42
04/19/2024	609 Municipal Liquor Fund	Liquor For Resale	Southern Glazers Wine & Spirits of Minnesot	4,376.17
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	-80.00
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	631.26
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	1,320.69
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	629.12
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Southern Glazers Wine & Spirits of Minnesot	894.59
04/19/2024	101 General Fund	Uniforms	Streichers	310.00
04/19/2024	101 General Fund	Uniforms	Streichers	15.00
04/19/2024	101 General Fund	STD/LTD	Sun Life Assurance Company	2,444.88
04/19/2024	602 Sanitary Sewer Utility Fund	Accounts Receivable - Sewer	Timothy J Trochman	-22.83
04/19/2024	615 Water Fund	Accounts Receivable - Water	Timothy J Trochman	-23.69
04/19/2024	615 Water Fund	Interest	Timothy J Trochman	0.05
04/19/2024	612 Storm Sewer Utility Fund	Accounts Rec - Storm Sewer	Timothy J Trochman	174.35
04/19/2024	615 Water Fund	Deposit Payable	Timothy J Trochman	50.00
04/19/2024	609 Municipal Liquor Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	206.74
04/19/2024	602 Sanitary Sewer Utility Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	136.19
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	129.84
04/19/2024	609 Municipal Liquor Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	615 Water Fund	Copy Machine Lease	U.S. Bank Equipment Finance	69.33
04/19/2024	101 General Fund	Copy Machine Lease	U.S. Bank Equipment Finance	185.00

04/19/2024	602 Sanitary Sewer Utility Fund	Repairs/Maint Machinery/Equip	Vessco, Inc.	345.72
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Viking Coca-Cola Bottling Co.	95.65
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Viking Coca-Cola Bottling Co.	172.55
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Viking Coca-Cola Bottling Co.	-7.50
04/19/2024	609 Municipal Liquor Fund	N/A Sales	Watson Company	1,014.15
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Wine Merchants	109.32
04/19/2024	609 Municipal Liquor Fund	Wine For Resale	Wine Merchants	415.28
04/19/2024	101 General Fund	Non-Capitalized Equipment	Witmer Public Safety Group, Inc.	506.10
04/19/2024	615 Water Fund	Construction in Progress	WSB & Associates, Inc.	2,241.00
04/19/2024	615 Water Fund	Construction in Progress	WSB & Associates, Inc.	13,733.08
04/19/2024	609 Municipal Liquor Fund	Utility Services	XCEL Energy	86.62
04/19/2024	101 General Fund	Utility Services	XCEL Energy	723.76
04/22/2024	208 FD Equipment Donation Fund	Conference & Training	Chad VanDyke	2,038.00
			Report Total:	454,625.18

City of North Branch
Staff Report

Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 03/14/2024

Board & Commission: City Council

Subject: Resolution R-38-2024 Authorize Specifications, Plans, and Ad for Bid for 2024 Overlay Project

Each year, the city's goal is to perform road maintenance to the city's collective 110 miles of streets to preserve and and enhance this assest. As council is aware our streets, water, sanitary and storm sewers are the most valuable and costly infrastructure that city has to maintain. Doing routine maintenance at the right time preserves and protects this investment. Our street system collectively consists of 30 miles of gravel surface and the remaining 80 miles are asphalt.

The initial pavement life cycle when newly constructed is based on a 20 year span, providing the key maintenance is done at the right times during this life cycle. This key maintenance consists of crack sealing every three to five years and overlaying the street at 20 years. North Branch is doing all of this. However, our street improvement budget is short on funding to maintain annualy what is needed based on this 20 cycle. With that said, we have made huge strides and are moving forward since funding was attained in 2017, by means of Franchise fees and levy funds that council has added to our street improvement fund each year thereafter. Our levy funding goal for our local street improvement fund needs to be at $1M/year, currently it is at $400K.

The 2024 Street Overlay project is made up of local and state aid streets that are identified in our street overlay plan in need of surface pavement replacement.
The first step for this project is to authorize preparation of plans and specifications and approve a contract with WSB for design and construction services.
It is understood that the existing roadway widths will be maintained and minimal impacts will be made outside of the curb or edge of bituminous with the exception of as-needed curb replacement or shoulder work. This project will consist of a 2 inch asphalt overlay on the local and state aid streets. On the state aid portion of this project it also includes the addition of adding turn lanes on Flink Ave. at 392 St. for north and south bound traffic. Turn lanes for this intersection have been planned since 2016, however there have

been some challenges along the way hindering their installation. The turn lanes are needed as 392nd is a through street to Hwy. 95 and is with the developements is the turn movements have significantly increased supporting this need. Parks Director Sondrol is also seeking grant funding when available to finish the walking trail on the west side of Flink from 392 St. to the southern connection point on Flink, so by completing this turn lane now the trail work will not be hindered. The proposed roads are listed below:

Flink Ave from Hwy. 95 to 412th St.	**370th St-(Kates Estates)**
Old Main St. from Oakview Ave to 14th Ave	**371 St.-(Kates Estate)**
Elm St. from 14th Ave to 100 west of 12th Ave	**372 St.-(Kates Estates)**
Oakview Ave from Hwy. 95 to Elm St	**373 St. -(Kates Estates)**
14th Ave from Old Main to Elm	**374 St. -(Kates Estates)**
Fenway Ave-(Kates Estates)	**375th St.-(Kates Estates)**
Fill Ave (Kates Estates)	****if bids come in under budget and or funding remains it will be used to overlay**
Flink Turn Lanes-north and south bound at 392 St	****additional streets in our overlay plan as we did last year to maximize the funding.**

The total project budget is $1,869,618.30. The state aid project portion is $1,210,671.40, and the local project portion is $658,946.93. As a reminder State Aid Funding comes from the state, and is <u>not city tax dollars and can only be used to fund state aid road construction projects</u>. Cities that are over 5K in population are eligible to designate 20% of their roads as state aid to receive funding for them, and we have done that. The fee for WSB to design the local and state aid plans, includes all proposed overlay costs as well as all engineering, administrative, inspection, materials testing and contingency costs is $134,580.00 The project will be funded from the street improvement fund.
The roadways identified on the map in red and blue are designated for the overlay. Project completion is estimated to be late summer of 2024.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-38-2024

Resolution R-38-2024 Authorize Bid for 2024 Overlay Project

WHEREAS, the city has a pavement preservation plan which includes street reconstruction and asphalt overlays and,

WHEREAS, WSB the city engineer has estimated the 2024 overlay project cost at $1,869,618.30 for the local and state aid street overlay, including adding turn lanes at Flink Ave. and 392 St. and the fees for WSB engineering to complete the plans and specifications as noted in the attached report for a fee of $134,580.00, and the fee will be split accordingly based on the requirements for the local and state aid said projects.

Now, Therefore, Be It Resolved That: The City of North Branch Council approve the 2024 Overlay Plans and Specifications and Ad for bid as outlined in the said report for the local and state aid streets as presented.

April 15, 2024

Mr. Shawn Williams
Public Works Director
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: 2024 Street Overlay Project
Work Plan – Engineering & Construction Services

Dear Mr. Williams:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the 2024 Street Overlay Project through final project closeout. See attached map.

PROJECT UNDERSTANDING
The 2024 Street Overlay Project consists of the overlay of all or portions of thirteen streets in North Branch. These streets include:

- Flink Avenue
- Old Main Street
- Elm Street
- 14th Avenue
- Oakview Avenue
- Fenway Avenue
- Fill Avenue
- 370th Street
- 371st Street
- 372nd Street
- 373rd Street
- 374th Street
- 375th Street

It is understood that the existing roadway width will be maintained, and minimal impacts will be made outside of the curb or edge of bituminous with the exception of shoulder work. The roadways within the project that are identified as state aid routes will be designed in accordance with state aid standards and will include funding from the city's state aid construction account for the improvements.

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

SCOPE OF SERVICES
The tasks described below have been developed to provide the necessary construction services to construct the project consistent with City and MnDOT standards and expectations. This work also includes adhering to the requirements of the MnDOT Cooperative Agreement and appropriate paperwork submittal through final payment.

Task 1: Final Design and Bidding
WSB will provide design and complete the contract documents necessary to construct the project as described:

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

Subtask 1.1 – Final Design
WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- Perform pavement coring forensics. It is assumed that all coring can be done without need for traffic control and that the City will provide traffic assistance if needed.
- Topographic Survey (Flink Ave turn lanes).
- Prepare 60% plan set for review by city staff.
- It is assumed that no permit applications are required for this project.
- Prepare 100% plan set for review by city staff and State Aid. The City Engineer will be integrally involved in the review of the project through the final design process, but to ensure the quality of the final plans and specifications, a WSB senior project manager will perform a quality control review of the final plans and specifications prior to bidding.
- Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Subtask 1.2 – Bidding
WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

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

Task 2: Construction Contract Administration, Observation
WSB will provide construction observation services for the project, which will include the following:

Subtask 2.1 – Construction Contract Administration
WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

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

Subtask 2.2 – Construction Observation
WSB will provide Construction observation services through construction of the project and final project closeout. This will include:

- Construction survey for Flink Ave turn lanes.
- Record all construction activities daily, making a complete and accurate record of all events.
- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Perform monthly labor compliance interviews.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance to applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractors schedule and needs.
- Exercise the "Authority and Duties of the Inspector" as necessary

Task 3: Material Testing
WSB will provide material testing services for the project, which will include the following:

- Perform pavement coring forensics prior to final design for state aid routes only. It is assumed that all coring can be done without need for traffic control and that the City will provide traffic assistance if needed.
- WSB will provide material testing services for construction based on the testing rates as defined in the as defined in the project manual and in accordance with the MnDOT State Aid Schedule of Materials Control.

PROPOSED FEE

TASK	DESCRIPTION	FEE
1	TOPOGRAPHIC SURVEY/FINAL DESIGN/BIDDING	$50,480
2	CONSTRUCTION SURVEY/ADMINISTRATION/OBSERVATION	$ 65,400
3	PAVEMENT ANALYSIS AND MATERIAL TESTING	$18,700
	TOTAL PROPOSED FEE	**$134,580**

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of $134,580. If additional work outside of the above described scope is determined to be necessary, it will proceed only after City approval. This additional work would be billed on an hourly basis in accordance with the WSB 2024 Fee Schedule.

This represents our complete understanding and scope of the project. If the scope and fee are acceptable, please sign on the space provided below and return one (1) copy to our office as our authorization to proceed. We are available to begin work immediately based on your authorization.

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

ACCEPTANCE
This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North Branch and WSB on January 4, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

Sincerely,

WSB

Justin Messner, PE
Director of Municipal Services

Attachments

ACCEPTED BY:

City of North Branch:

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

_____
Authorized Signature

_____
Title

_____
Date

OPINION OF PROBABLE COSTS

2024 LOCAL OVERLAY
NORTH BRANCH, MN
APRIL 10, 2024

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
		AREA 1 - KATES ESTATES				
1	2021.501	MOBILIZATION	L S	$26,900.00	1	$26,900.00
2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	EACH	$3.25	3000	$9,750.00
3	2104.504	REMOVE BITUMINOUS PAVEMENT	L F	$8.00	1800	$14,400.00
4	2123.510	STREET SWEEPER (WITH PICKUP BROOM)	L F	$175.00	10	$1,750.00
5	2130.523	WATER	L F	$45.00	10	$450.00
6	2211.509	SHOULDER BASE AGGREGATE CLASS 1	S Y	$32.00	1600	$51,200.00
7	2231.509	BITUMINOUS PATCHING MIXTURE	S Y	$145.00	445	$64,525.00
8	2232.604	MILL BITUMINOUS SURFACE SPECIAL	S F	$2.00	318	$636.00
9	2331.603	JOINT ADHESIVE	HOUR	$0.85	3000	$2,550.00
10	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	TON	$2.00	3500	$7,000.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	S Y	$85.00	4500	$382,500.00
12	2563.601	TRAFFIC CONTROL	S Y	$1,500.00	1	$1,500.00
13	2563.610	FLAGGER	L F	$85.00	10	$850.00
					SUBTOTAL AREA 1 - KATES ESTATES	**$564,011.00**
					+ 5% CONTINGENCIES	**$28,200.55**
					SUBTOTAL AREA 1 - KATES ESTATES	**$592,211.55**

OPINION OF PROBABLE COSTS

2024 LOCAL OVERLAY
NORTH BRANCH, MN
APRIL 10, 2024

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
		AREA 2 - FLINK AVE				
1	2021.501	MOBILIZATION	LS	$49,200.00	1	$49,200.00
2	2104.502	SALVAGE SIGN	EACH	$50.00	2	$100.00
3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$3.25	3360	$10,920.00
4	2104.503	REMOVE CURB & GUTTER	L F	$10.00	2080	$20,800.00
5	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$8.00	2178	$17,424.00
6	2104.518	REMOVE CONCRETE WALK	S F	$3.50	330	$1,155.00
7	2105.607	EXCAVATION - COMMON	C Y	$50.00	700	$35,000.00
8	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$175.00	10	$1,750.00
9	2130.523	WATER	MGAL	$45.00	10	$450.00
10	2211.509	AGGREGATE BASE CLASS 5	TON	$32.00	300	$9,600.00
11	2211.509	SHOULDER BASE AGGREGATE CLASS 1	TON	$32.00	3300	$105,600.00
12	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$145.00	600	$87,000.00
13	2232.604	MILL BITUMINOUS SURFACE (2.0")	S Y	$2.00	12000	$24,000.00
14	2232.604	MILL BITUMINOUS SURFACE SPECIAL	S Y	$2.50	1300	$3,250.00
15	2331.603	JOINT ADHESIVE	L F	$0.85	3440	$2,924.00
16	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	$2.00	3500	$7,000.00
17	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	$85.00	5900	$501,500.00
18	2501.502	18" RC PIPE APRON	EACH	$2,750.00	1	$2,750.00
19	2503.503	18" RCP PIPE SEWER DES 3006 CL III	L F	$100.00	200	$20,000.00
20	2504.602	ADJUST VALVE BOX	EACH	$200.00	2	$400.00
21	2506.502	ADJUST FRAME & RING CASTING	EACH	$300.00	2	$600.00
22	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	$550.00	10	$5,500.00
23	2521.518	6" CONCRETE WALK	S F	$20.00	330	$6,600.00
24	2531.503	CONCRETE CURB & GUTTER DESIGN SPECIAL	L F	$40.00	2080	$83,200.00
25	2531.618	TRUNCATED DOMES	S F	$60.00	84	$5,040.00
26	2563.601	TRAFFIC CONTROL	LS	$1,500.00	1	$1,500.00
27	2563.610	FLAGGER	HOUR	$85.00	10	$850.00
28	2564.502	INSTALL SIGN	EACH	$50.00	2	$100.00
29	2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EACH	$1,500.00	2	$3,000.00
30	2573.502	STORM DRAIN INLET PROTECTION	EACH	$150.00	24	$3,600.00
31	2575.604	SITE RESTORATION	S Y	$5.00	4150	$20,750.00
32	2582.503	4" SOLID LINE PAINT	L F	$0.75	26600	$19,950.00
33	2582.503	4" BROKEN LINE PAINT	L F	$1.00	2300	$2,300.00
34	2582.503	4" DBLE SOLID LINE PAINT	L F	$1.25	12000	$15,000.00
	2582.618	PAVEMENT MARKING SPECIAL	S F	$5.00	490	$2,450.00
					SUBTOTAL AREA 2 - FLINK AVE	**$1,071,263.00**
					+ 5% CONTINGENCIES	**$53,563.15**
					SUBTOTAL AREA 2 - FLINK AVE	**$1,124,826.15**

OPINION OF PROBABLE COSTS

2024 LOCAL OVERLAY
NORTH BRANCH, MN
APRIL 10, 2024

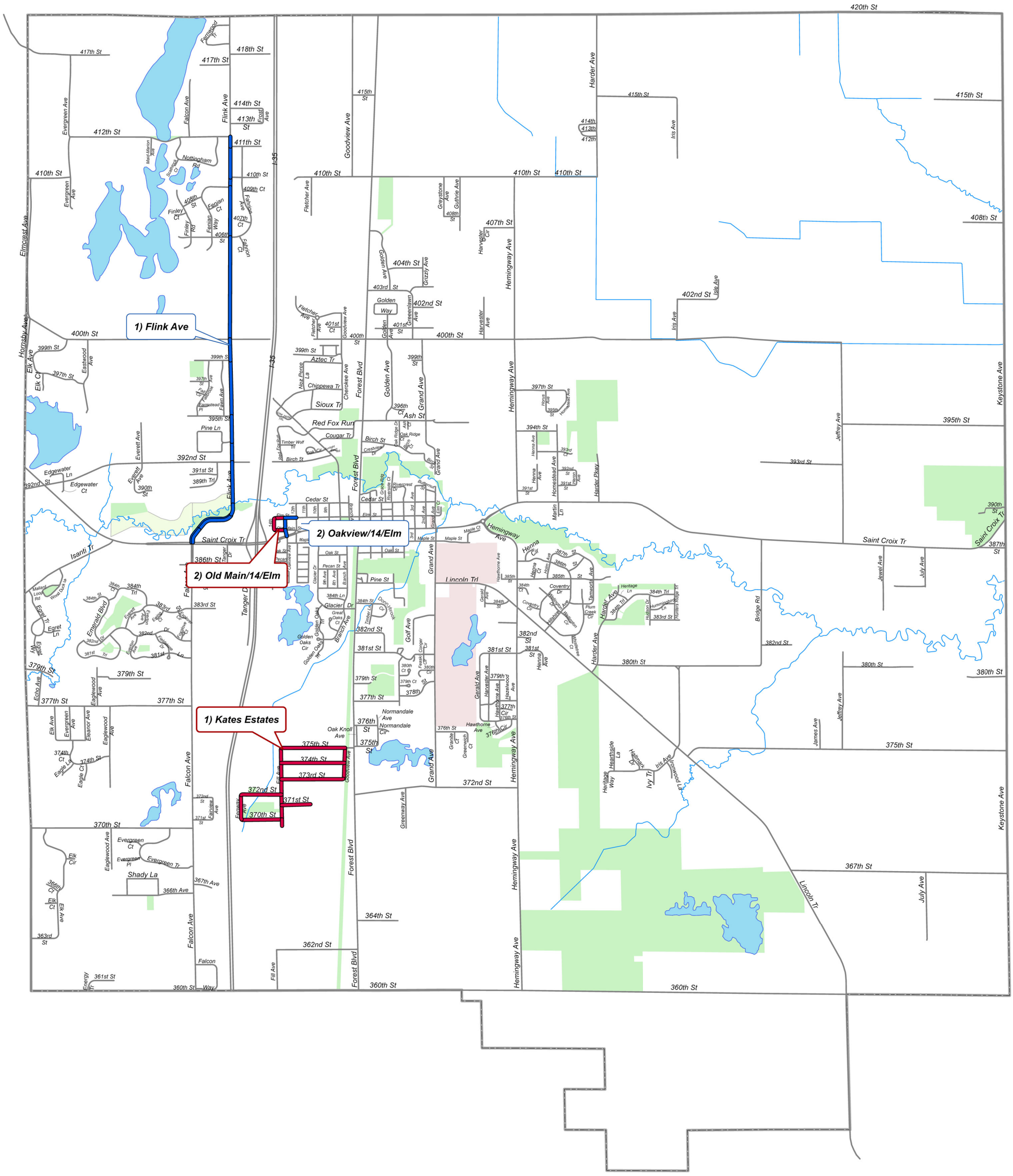
No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
		AREA 3 - 14TH AVE, ELM ST, AND OLD MAIN ST				
1	2021.501	MOBILIZATION	LS	$3,100.00	1	$3,100.00
2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$3.25	170	$552.50
3	2104.503	REMOVE CURB & GUTTER	L F	$10.00	200	$2,000.00
4	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$8.00	200	$1,600.00
5	2104.518	REMOVE CONCRETE WALK	S F	$3.50	190	$665.00
6	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$175.00	10	$1,750.00
7	2130.523	WATER	MGAL	$45.00	10	$450.00
8	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$145.00	40	$5,800.00
9	2232.604	MILL BITUMINOUS SURFACE SPECIAL	S Y	$2.50	40	$100.00
10	2331.603	JOINT ADHESIVE	L F	$0.85	600	$510.00
11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	$2.00	1000	$2,000.00
12	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	$85.00	300	$25,500.00
13	2504.602	ADJUST VALVE BOX	EACH	$200.00	2	$400.00
14	2506.502	ADJUST FRAME & RING CASTING	EACH	$300.00	2	$600.00
15	2521.518	6" CONCRETE WALK	S F	$20.00	190	$3,800.00
16	2531.503	CONCRETE CURB & GUTTER DESIGN SPECIAL	L F	$40.00	200	$8,000.00
17	2531.618	TRUNCATED DOMES	S F	$60.00	48	$2,880.00
18	2563.601	TRAFFIC CONTROL	LS	$1,500.00	1	$1,500.00
19	2563.610	FLAGGER	HOUR	$85.00	10	$850.00
20	2573.502	STORM DRAIN INLET PROTECTION	EACH	$150.00	10	$1,500.00
		SUBTOTAL AREA 3 - 14TH AVE, ELM ST, AND OLD MAIN ST				**$63,557.50**
		+ 5% CONTINGENCIES				**$3,177.88**
		SUBTOTAL AREA 3 - 14TH AVE, ELM ST, AND OLD MAIN ST				**$66,735.38**

OPINION OF PROBABLE COSTS

2024 LOCAL OVERLAY
NORTH BRANCH, MN
APRIL 10, 2024

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
		AREA 4 - OAKVIEW AVE AND ELM ST				
1	2021.501	MOBILIZATION	LS	$3,900.00	1	$3,900.00
2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$3.25	170	$552.50
3	2104.503	REMOVE CURB & GUTTER	L F	$10.00	200	$2,000.00
4	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$8.00	100	$800.00
5	2104.518	REMOVE CONCRETE WALK	S F	$3.50	260	$910.00
6	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$175.00	10	$1,750.00
7	2130.523	WATER	MGAL	$45.00	10	$450.00
8	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$145.00	40	$5,800.00
9	2232.604	MILL BITUMINOUS SURFACE SPECIAL	S Y	$2.50	10	$25.00
10	2331.603	JOINT ADHESIVE	L F	$0.85	400	$340.00
11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	$2.00	2500	$5,000.00
12	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2;C)	TON	$85.00	500	$42,500.00
13	2506.502	ADJUST FRAME & RING CASTING	EACH	$300.00	3	$900.00
14	2521.518	6" CONCRETE WALK	S F	$20.00	100	$2,000.00
15	2531.503	CONCRETE CURB & GUTTER DESIGN SPECIAL	L F	$40.00	200	$8,000.00
16	2531.618	TRUNCATED DOMES	S F	$60.00	36	$2,160.00
17	2563.601	TRAFFIC CONTROL	LS	$1,500.00	1	$1,500.00
18	2563.610	FLAGGER	HOUR	$85.00	10	$850.00
19	2573.502	STORM DRAIN INLET PROTECTION	EACH	$150.00	6	$900.00
20	2582.503	4" SOLID LINE PAINT	L F	$0.75	200	$150.00
21	2582.618	PAVEMENT MARKING SPECIAL	S F	$5.00	254	$1,270.00
					SUBTOTAL AREA 4 - OAKVIEW AVE AND ELM ST	**$81,757.50**
					+ 5% CONTINGENCIES	**$4,087.88**
					SUBTOTAL AREA 4 - OAKVIEW AVE AND ELM ST	**$85,845.38**

2024 Street Overlay Proposed



CITY OF NORTH BRANCH
EST. 1881

Proposed Road Overlay

- 2.83 Miles (Local)
- 3.16 Miles (State Aid)

SCALE: 1:39,000

DATE: 2024-04-08

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 04/08/2024

Board & Commission: City Council

Subject: Approve Chisago County Board of Aging 2024 Contract for Services.

Overview / Background

Each year, the City of North Branch contracts with the Chisago County Board of Aging to provide services via the Senior Center for the provision of services for city residents. The contract renews each year in June. The proposed contract period is from June 1, 2024 through May 31, 2025. The requested contract amount is $4,500, which is same as the current contract. This is a budgeted item.

Staff Recommendation

City staff recommends the City Council approve the contract.

Recommended City Council Action

Motion to approve the contract for services in a lump sum amount not to exceed $4,500.

Voting Requirements:

Voting Options **Simple Majority**

April 1, 2024

City of North Branch
6408 Elm St
P.O.Box 910
North Branch, MN 55056

ATTENTION: Jason Ziemer, Interim Administer

On behalf of the Chisago County Board of Aging, I am writing to offer a service contract to the City of North Branch.

The Chisago County Board of Aging totally operates the Senior/Community Center with volunteers. The Center provides services to Seniors in the form of exercise classes, musical entertainment, games and card playing, informational programs, socialization opportunities, and morning coffee in the lobby.

The Senior Center provides free space for several communities groups such as girl and boys scouts, 4-H, Master Gardeners, and 55+ Driving programs. We also rent rooms for private gatherings when space is available.

Catholic Charities rents our commercial kitchen to operate their Meals on Wheels program and they provide congregate dining Monday through Friday in our dining room.

As in the past, in order to provide a safe, clean, and comfortable Center, we rely on our rentals, private donations, service contracts, and fundraisers. We are so very fortunate to have devoted volunteers who keep the Center operating. We have no paid employees so no wages expenses.

Attached to this letter is a Contract for Services. We would greatly appreciate your consideration to enter into this contract with us. If the City of North Branch accepts the contract, please sign and date where indicated, and mail the agreement along with your check to:

Chisago County Senior Center
Attention: Carol Stradinger
38790 6th Ave.
North Branch, MN 55056

Thank you for considering this matter.

Sincerely,

Carol Stradinger

Carol Stradinger, Vice President
Chisago County Board of Aging

RECEIVED
APR 04 2024

CONTRACT FOR HEALTH, SOCIAL, OR

RECREATIONAL SERVICES

Refer to Minn. Stat. 471.935

WHEREAS; City of North Branch , Chisago County, Minnesota (hereinafter "City") is authorized under Minn. Stat. 471.935 to contract with non-profit organizations for up to $10,000 a year for health, social, and recreational services if authorized by the city electors and the City Council considers the services to be in the public interest and good for the Town;

WHEREAS: Chisago County Senior Center (hereinafter "Organization") is a non-profit organization that has the capacity to provide health, social, or recreational to those within City;

WHEREAS; the amount authorized to be expended on the contract with Organization does not cause City to exceed the $10,000 cumulative limit that can be expended under Minn. Stat. 471.935 in a year and

WHEREAS: the City Council considers the services delivered by Organization to be in the public interest and good for the City;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, City and Organization agree as follows:

1. **SERVICES PROVIDED**. Organization agrees to provide or make available the following services to those living within City and surrounding areas.

   To provide a Senior Center that is a focus point on aging, where older adults join together for services, activities and special events. A charitable organization responding to their needs, interests, dignity, supporting their independence and encouraging involvement with their skills and experiences at the Senior Center and their respective communities.

2. **TERM.** This term shall be in effect for one year from June 1, 2024 through May 31, 2025
3. **COST.** City agrees to pay Organization a lump sum of $ 4,500.00 for the services it is to provide under this Agreement.
4. **INDEMNIFICATION, HOLD HARMLESS, AND DEFEND.** Any and all claims that arise or may arise against the Organization, its agents, servants, or employees as a consequence of any act or omission on the part of the Organization or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibly of City. Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which City, its officers, agents, or employees may hereafter sustain,

incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants, or employee, in the execution, performance, or failure to adequately Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by City of any statutory or immunities from liability.

5. **INDEPENDENT CONTRACTOR.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between City and Organization or of any obligations or commitments beyond the terms of this Agreement.
6. **MODIFICATION & TERMINATION.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by City and Organization. City may terminate this Agreement, with or without cause, upon 30 days written notice.
7. **LEGAL COMPLIANCE.** Organizations shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the_____day of _____, 20 24

TOWN	**ORGANIZATION**
City of Center City	Chisago County Senior Center
	BY: Carol Stradinger Board of Aging Vice-President Print name and title
BY: _____	BY: Carol Stradinger
Mayor	signature
Date: _____	Date: April 1, 2024

ATTEST:_____

City Administrator

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 04/19/2024

Board & Commission: City Council

Subject: Approve Request for Proposal (RFP) for Executive Recruitment Services to Assist with the Search for and Hiring of the Next City Administrator

Overview / Background

On April 9, 2024, the City Council directed City staff to assist with the recruitment process related to hiring the next City Administrator. Jason Ziemer has officially served as the Interim City Administrator since being appointed by the City Council on January 9, 2024. Renae Fry resigned her position as City Administrator; her last day was December 15, 2023.

Based on Council direction, a Request for Proposal (RFP) for executive recruitment services was drafted and is proposed for City Council review and consideration. The RFP establishes proposal criteria, and a timeline related to proposal submission, review and selection. Milestone dates, per the proposed RFP, include a submission date of May 22, 2024, Council interviews on June 4, and contract award on June 11. Firms are required to provide an estimated timeline for recruitment with their proposals.

Upon approval, City staff would post the RFP on the City Web site and submit it to the League of Minnesota Cities Marketplace for Request for Proposals (RFPs). It is recommended the City directly solicit proposals from the following seven (7) firms; several requested to be notified of the process, once a decision was made to proceed. These firms listed have completed similar searches in Minnesota.

- **Baker Tilly**
- **DDA Human Resources (David Drown)**
- **Gov HR**
- **GMP Consultants**
- **Mercer Group**

- **Strategic Government Resources (SGR)**
- **South Central Service Cooperative (SCSC)**

Staff Recommendation

City staff recommends the City Council approve the RFP for executive recruitment services.

Recommended City Council Action

Motion to issue Request for Proposals (RFPs) for executive recruitment services to assist with the search for and hiring of the next City Administrator.

Voting Requirements:

Voting Options	**Simple Majority**

Request for Proposals

Executive Search Firm
City Administrator Recruitment

Proposals Due
May 22, 2024 @ 4:30 pm

RFP Contact
Jason Ziemer, Interim City Administrator
jasonz@ci.north-branch.mn.us
(651) 277-5227

I. Background & Purpose

The City of North Branch is a Minnesota Statutory Plan A City with a City Council / City Administrator form of government. An elected City Council, consisting of a part-time Mayor and four council members elected at large, are responsible for setting the policy and overall direction for the City, which includes legislative decisions, and approval of the city budget. City employees, under the direction of a City Administrator, carry out council decisions and provide day-to-day services. The City Administrator provides leadership, direction and guidance to all City departments and is accountable to the City Council.

North Branch is centrally located between the Twin Cities Metropolitan Area and northern Minnesota cabin country, making the community a desirable location for residents and businesses seeking small town living with all of the essential amenities. Specifically, the City boasts excellent schools; ample parks and open space and recreation areas; a quaint, historic downtown; and an ever-evolving mix of housing options. As a result, North Branch is the largest and fastest growing city in Chisago County with a population north of 12,000 people. The community is active and engaged, as such, the City is committed to open government and strengthening connections between residents, businesses and community partners.

The City of North Branch is seeking an experienced executive recruitment firm to conduct a thorough search for its next City Administrator. The firm must have demonstrated success in identifying executives for organizations – particularly municipal organizations – of similar size and scope. The search process and resulting hire must be consistent with the City's values and vision, and must fulfill the mission and key priorities of the City Council.

The City Administrator position is vacant due to the resignation of the previous City Administrator, who had been in that role for seven (7) years. The City Administrator serves as the Chief Administrative Officer for the City and directly supervises leaders in Finance, Human Resources staff, Information Technology, Liquor Operations, Community Development, Police, Fire, Parks and Public Works.

II. Values, Vision & Key Priorities

The current Values and Vision for the City of North Branch, as defined by the City's Comprehensive Plan, are stated as the following:

Values

1. Strong sense of community.
2. Hometown feel.
3. Commitment to parks and trails.
4. Encouragement of biking and walking.
5. Quality schools.

Vision

North Branch is a growing and safe community with outstanding natural and recreational amenities and opportunities for all, and well-maintained infrastructure, vibrant business districts and neighborhoods, and provides residents with an excellent quality of life.

Key Priorities

- Strategic Planning: Work with the City Council and City staff to determine the immediate and long-term priorities, objectives and outcomes for the community to establish direction and decision-

making processes for the Council and staff.

- Effective Governance: Focus on good communication and teamwork, transparency, respect values and process, heed meeting decorum and timely decision-making, and build citizen engagement and relationships.
- Asset Maintenance and Management: Develop an Asset Management Plan for all City assets, including but not limited to: vehicles and equipment, facilities, parks, streets and utilities, etc. The Plan shall establish the highest quality for the capital investments of the City by prioritizing areas of need, identifying costs, and planning for future growth.
- Financial Wellness: Balance spending with an emphasis on current service levels and a planned approach for future needs of a growing community that strengthens the financial sustainability of the City by leveraging future resources of an growing tax base, establishing solid reserves, maintaining a high bond rating, and improving efficiencies and innovation.
- Community Affairs: Consider policies and practices that benefit and positively engage and inform the community.

III. Scope of Work and Deliverables

The City of North Branch is seeking proposals from qualified companies to fulfill the recruitment process to hire the next City Administrator. The company should provide the following deliverables, at a minimum:

1. Collaborate with the City Council, City staff, representatives from key stakeholder groups, and selected community members to define and identify the ideal characteristics, attributes, and professional experience and other qualities of the City Administrator for the City.
2. Review and discuss with the City Council the previous/current role and expected role of the City Administrator, provide sample job duties and descriptions, and create/update the duties and description for the North Branch City Administrator, as necessary.
3. Meet with Council Members, staff, advisory boards and commissions representatives, key stakeholder groups (i.e. School District, Chamber of Commerce, Chisago County, etc.), and selected community members to gather input regarding ideal candidates for the position.
4. Work with the City Council to develop and execute a communication strategy to ensure open and transparent communication regarding the City Administrator search process.
5. Work with the City Council and City staff to develop a position profile and recruitment brochure.
6. Develop a recruitment strategy and timeline for hiring the next City Administrator.
7. Conduct a thorough search – regionally and nationally – through appropriate advertising, outreach and professional networks, including the League of Minnesota Cities, State and National City Management Association, and other platforms not typically used by or accessible to the City.
8. Facilitate and communicate the application process, including posting of job announcements on job boards; accept and acknowledge applications; and notify applicants of selection process status throughout each step in the process.
9. Conduct initial evaluation of applications, including checking for minimum qualifications; conducting initial resume reviews; scoring qualified applicants; and conducting initial interviews, background screenings and reference checks.
10. Provide a diverse and qualified candidate pool of not more than 12 candidates to the City Council for review, with a recommended list of potential semi-finalists and/or finalists for interviews.
11. Schedule first round semi-finalist interviews and manage correspondence with candidates; coordinate semi-finalist interview panel.
12. Facilitate the narrowing of the candidate pool to finalists with the City Council; arrange finalist interviews and related schedule.

13. Organize finalist interview panel(s) including the Mayor and Council Members, City staff, representatives from key stakeholder groups and/or select community members; develop interview questions and evaluation rubric.
14. Assist the City Council with final candidate selection, including communication with the candidate about the process and any conditions of employment, and with the negotiations and offer.
15. Collaborate with the City Attorney on the initial offer of employment and Employment Agreement for the person selected as City Administrator.

IV. Project Schedule

PROPOSAL AND SELECTION TASK	DATE
Request for Proposal Announcement	04/23/2024
Deadline for Questions from Firms @ 4:30 pm	05/03/2024
City Response to Questions	05/08/2024
Proposals Due @ 4:30 pm	05/22/2024
City Council Select Firms for Interviews	05/28/2024
Firm Interviews @ 3:00 pm	06/04/2024
Firm Selected & Contract Approved	06/11/2024

Firms intending to submit a RFP to the City for consideration shall notify the City of its intent to do so; notice shall be sent in writing to: jasonz@ci.north-branch.mn.us. Firms selected for an interview shall be advised as to presentation content, preparation questions, etc., as directed by the City Council.

During the evaluation process, the City reserves the right to request additional information or clarifications from a firm, to allow corrections of errors and/or omissions, or to modify the schedule. All questions regarding this RFP must be submitted, in writing, to the same email address by the deadline stated above. The City shall also respond, in writing, to questions received from firms.

The City reserves the right to amend, withdraw or cancel this RFP at any time. Any amendments, interpretations, or corrections to this RFP shall be by written addendum to the RFP, and will be issued electronically to all firms notifying their intent to submit a proposal; addenda shall also be posted on the City's Web site at: www.ci.north-branch.mn.us. Companies shall acknowledge receipt of all addenda in their statement of proposal.

V. Budget

Firms are expected to provide a cost of service based on the scope of work listed and experience having facilitated said work before. Firms shall provide a base cost of service related to this RFP, and may also provide a list of additional services the City Council may consider, based on the firm's understanding of the work described herein. Although the City Council will approve a lump sum budget, firms shall provide cost detail for each phase of the work to be performed.

VI. Proposal Submissions Process

A. Due Date

Proposals received after 4:30 pm on May 22, 2024 will not be considered.

B. Submission Requirements

1. Proposals must be typewritten and sent in PDF format.
2. Submit proposals by email or mail and addressed to Human Resources.
   Email: raginiv@ci.north-branch.mn.us
   Mail: City of North Branch, 6408 Elm Street, PO Box 910, North Branch, MN 55056

C. Format

For clear comparison and evaluation, proposals must be in the following format.

1. Cover Page

- Proposal Title
- Company: Name & Address
- Contact: Name, Title, Phone Number & Email Address
- Date of Proposal

2. Cover Letter

- Describe the company's mission, vision, and values and how they align with the mission, vision, and values of the City of North Branch.
- Describe company's prior experience providing similar services described in this RFP.
- Describe the qualifications of key personnel involved in the scope of work.

3. State of Proposed Work

- Methodology: An overview of the approach to providing the services detailed above.
- Timeline: Propose a concrete, reasonable timeline for the completion of each component in the process, including important meetings and contacts with the City's evaluation team.
- Budget and Deliverables: Provide a detailed budget, including cost description for each service and deliverable, payment milestones, and clear identification of optional services and reimbursable costs not included in basic fees, including hourly rates.

VII. Proposal Evaluation and Selection

The City Council shall evaluate all RFPs received by the City. Proposals shall be evaluated based on the form and format of proposals and established criteria to determine the firms that best demonstrate the ability and reliability to perform the work with integrity. The City reserves the right to request additional information or clarifications, to allow corrections of errors or omissions, or to modify the proposal schedule.

A. Proposal Evaluation

The City Council shall examine each proposal initially to ensure it follows the proposal format and instructions in this RFP. Proposals that do not follow the specific format may not be considered; late proposals will not be considered.

Proposal evaluation criteria shall include, but not be limited to the following:

1. Experience of company in finding and placing municipal and government leaders and providing the scope of services outlined in this RFP, including years and history.

2. Experience and qualifications of key personnel.
3. Methodology.
4. Timeline.
5. Cost Proposal.
6. Commitment to diversity, equity, and inclusion.
7. Understanding of the City's needs and expectations.
8. Experience and commitment to facilitate Council and stakeholder consensus.
9. Track record of effective community engagement.

B. Additional Questions and Interviews

After the initial review, the City Council may narrow the number of companies submitting proposals, and request additional information, if necessary, or select companies for in-person interviews. If additional is requested, companies shall provide their responses within five (5) business days following receipt of the inquiry. The City Council shall conduct in-person interviews with the firms selected by City Council majority.

C. Final Evaluation

The following criteria shall be used for final evaluation of proposals:

1. Initial proposal.
2. Presentation, interview and additional questions.
3. References.
4. Final cost proposal.

D. Contract Award

Final decision approval of the contract is the responsibility of the City Council. The City Council also reserves the right to reject any or all proposals.

E. Appeals Process

Protests of the award must be made in writing and must specifically state the grievance. All protests must be filed with the City Attorney's Office within 10 calendar days after issuance of notice to award. Contact: Nicholas Garcia-Lisle at nkcgarcialisle@flaherty-hood.com

VIII. Additional Information

A. Rights of Review

The City reserves the right to reject any or all proposals or to request additional information. This RFP shall not commit the City to engage any company for the services described herein.

B. Confidential Material

All materials submitted in response to this RFP will become public record, unless categorized as private, confidential, non-public, or protected non-public under the Minnesota Government Data Practices Act (MGDPA) ("Protected Materials"). Unrestricted disclosure of proprietary information places it in the public domain. If you believe any of your materials are Protected Materials, you must submit those materials in a separate envelope marked "Confidential Disclosure," along with a cover letter explaining why you believe the materials are Protected Materials. The City will review the materials and approve or deny your request for confidentiality. If the City denies your request for confidentiality, the review team will notify

you and you may withdraw the entire proposal, remove the materials, or include the materials in the non-confidential portion of your submission. Cost, pricing information, and the total proposal amount are public data under the MGDPA. Any costs to preserve Protected Materials shall be your responsibility.

C. Response Ownership

All proposals become the property of the City upon receipt. Selection, rejection, or disqualification of a proposal shall not affect this right.

IX. Contract

The City reserves the right to negotiate the final terms and conditions of the contract, including award amount. If the City and a company are unable to agree upon the entire contract, the City may discontinue negotiations, select another company or reject all of the proposals. The successful company shall execute a contract with the City within ten days after receipt.

A. Contract Ethics

No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal shall participate in any decision, which affects his or her direct or indirect financial interests. It is a breach of ethics for any person to offer, give or agree to give any City employee or Council Member or for any City employee or Council Member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment. The company shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City. The company shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City.

B. Reporting, Insurance, and Financial Liability Limitations

The successful company will report to the Interim City administrator or their designee. The Finance Director shall audit billings, approve payments, establish the schedule and oversee the execution of the contract. The City shall not be liable for any expenses incurred by the company, including but not limited to: expenses associated with the preparation of the proposal, attendance at the interview, preparation of a compensation schedule, or final contract negotiations.

C. Equal Opportunity

The City requires equal opportunity; therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations and with City policy. The City of North Branch does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, sexual orientation, gender, marital status, status with regard to public assistance, membership on a local human rights commission, disability, or any other basis protected by law in the admission or access to or treatment of employment, program, activities or services.

City of North Branch
Staff Report

Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 04/19/2024

Board & Commission: City Council

Subject: Resolution Approving Permit and Contract with Minnesota Pyrotechnics LLC for Display of Fireworks/Pyrotechnics Special Effects for Midsummer Days on June 21, 2024.

Background
The North Branch Fire Relief Association has sponsored an annual fireworks display for the past 6 years and have expressed interested in sponsoring the fireworks display again this year with the display to take place during North Branch American Legions Midsummer Days. The fireworks display is scheduled to take place at the North Branch Middle School ballfield area on Friday June 21, 2024, at dark/dusk with a rain date of Saturday, June 22, 2024. The City would enter into a contract with Minnesota Pyrotechnics, LLC for the display and Minnesota Pyrotechnics, LLC, would be required to provide proof of liability insurance that insures the city. The Firefighter Relief Association would reimburse the city for costs of the event.

Requested Action
To recommend approval of the Resolution to approve the permit and contract with Minnesota Pyrotechnics LLC for Display of Fireworks/Pyrotechnics Special Effects for Midsummer Days on June 21, 2024(June 22, 2024, rain date) and approve the addition of liability coverage for this event subject to the Firefighters Relief Association's agreement to pay the expenses, and on the basis of the approvals, authorize city staff to issue the fireworks permit for the event.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-37-2024

Resolution Approving the Permit and Contract with Minnesota Pyrotechnics LLC for Display of Fireworks/Pyrotechnics Special Effects for Midsummer Days on June 21, 2024(June 22, 2024, rain date)

WHEREAS, the City desires to contract with Minnesota Pyrotechnics, LLC. to put on a fireworks display at the North Branch Middle School on June 21, 2024 (June 22, 2024, rain date); and,
WHEREAS, Minnesota Pyrotechnics, LLC. is willing to provide this service; and
WHEREAS, the requirements of a Fireworks Permit application have been met.

That the contract between the City of North Branch and Minnesota Pyrotechnics, LLC., for a fireworks display on June 21, 2024 (June 22, 2024, rain date), subject to donation from the North Branch Firefighter's Relief Association, is hereby approved.
BE IT FURTHER RESOLVED:

That the City of North Branch hereby grants a permit to Minnesota Pyrotehcnics, LLC., to put on a fireworks display on June 21, 2024 (June 22, 2024, rain date) at the North Branch Middle School/District Office, contingent upon the following conditions being met:

1. Minnesota Pyrotechnics, LLC must supply the City with a $1,000,000 insurance certificate naming the City s additional insured and holding the City harmless from any and all incidents that may occur.
2. Minnesota Pyrotechnics, LLC shall provide a list of the names and ages of all assistants participating in the display.
3. The Fire Department will have at least one truck and minimal crew at the launch site.
4. That the display is put on by a pyrotechnic licensed by the State of Minnesota.
5. The display cannot take place if there are high winds (30 mph or more).
6. Minnesota Pyrotechnics, LLC must comply with all state regulations including, but not limited to, shell size.
7. Only security, Minnesota Pyrotechnics, LLC., EMS and North Branch Fire Department representatives will be allowed in the safety radius area.
8. The City must notify Lakes Region EMS of the display to request personnel at the launch site.
9. The City is to provide adequate security to keep people out of the area where the fireworks will be set off.
10. The City will provide an additional police officer from 9 p.m. to 11:00 p.m. in the area.

Sponsor: City of North Branch
Location: 38705 Grand Ave - NB District Office/Middle School

Date: June 21, 2024

FIREWORKS SHOW CONTRACT

This Contract entered into this 23rd day of April 2024, engages the services of Minnesota Pyrotechnics, LLC to produce and perform a fireworks display under the following terms:

1. Minnesota Pyrotechnics, LLC reserves the right to make substitutions as reasonably necessary. **4" Max Display approx. 15-18 min**. All substitutions will be of equal or greater quality, quantity and value.
2. Minnesota Pyrotechnics, LLC shall provide qualified pyrotechnicians who will deliver, set-up, execute and take down the fireworks display. The pyrotechnicians shall conduct an after-display search of the grounds in an effort to locate and dispose of any unexploded or defective fireworks. The extent of such search shall be reasonably dictated by such elements as prevailing weather conditions, location of display sight, time of completion of display, etc.
3. Minnesota Pyrotechnics, LLC shall provide Liability Insurance (Including spectator and property coverage) in the amount of $1,000,000.00 naming the Sponsor as an additional insured.
4. The cost of the display will be **$15,000.00** at the time of signing of this contract, Sponsor will pay a **nonrefundable deposit amount of 50% ($7500)** The remaining balance will be paid by Sponsor prior to the display being fired.
5. The date of the display will be **June 21st , 2024** at **Dark/Dusck**. In the event inclement weather forces the cancellation of the display, Sponsor will pay 10% of the contract total to cover expenses of redisplaying the display. If the display is not rescheduled, Sponsor will pay 20% of the contract total for transportation, labor and restocking charges. Display will be shot in the rain or moved to June 22, 2024. The decision to proceed with the display based upon inclement weather shall be made by the Sponsor. Minnesota Pyrotechnics, LLC shall have complete authority to cancel the display if, in the reasonable opinion of Minnesota Pyrotechnics, LLC, the safety, health,

and well-being of the pyrotechnicians and/or spectators or property would be jeopardized by proceeding with the display.

6. Sponsor shall procure and furnish a suitable location for the fireworks display in accordance with NFPA 1123, and shall secure all police, fire, local and state permits, and shall arrange for all security bonds as required by law for the location of the display. Sponsor shall furnish all necessary police, fire and other appropriate protection necessary for proper crowd control, automobile parking, and supervision in clearing of debris after the display.
7. Sponsor explicitly acknowledges that an early morning search of the grounds/location the morning after the display is of utmost importance. If any unexploded or defective fireworks are found that were missed during the inspection the preceding evening, the Sponsor shall immediately notify Minnesota Pyrotechnics, LLC, and the local fire department.
8. Minnesota Pyrotechnics, LLC agrees to take all steps reasonably necessary to safeguard Sponsor's property and the property of the spectators. Should any losses occur, the Sponsor must notify Minnesota Pyrotechnics, LLC of the nature of the loss and the date on which the loss occurred. Said notice shall be in writing and shall provide as much detail as reasonably possibly in relation to the nature and extent of the loss.
9. Minnesota Pyrotechnics, LLC shall perform all services required hereunder, except when prevented by strike, lockout, act of God, accident, or other circumstances beyond Minnesota Pyrotechnics, LLC control.
10. This Contract shall be construed by the laws of the State of Minnesota. In the event that any court of competent jurisdiction deems any provision of this agreement unenforceable, the remaining provisions hereof shall remain in full force and effect.
11. The Sponsor shall pay to Minnesota Pyrotechnics, LLC all costs and expenses, including reasonable attorney's fees, incurred by Minnesota Pyrotechnics, LLC in enforcing the terms off this Contract.
12. Sponsor agrees to indemnify and hold harmless Minnesota Pyrotechnics, LLC for any and all costs and liabilities which Minnesota Pyrotechnics, LLC may incur as a result, or arising out of products not supplied by Minnesota Pyrotechnics, LLC or the actions of individuals other than the pyrotechnicians and other employees of Minnesota Pyrotechnics, LLC.
13. This Contract constitutes the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements,

understandings, negotiations and discussions, either oral or executed in writing by the parties to be bound thereby. The waiver of any provisions of this Contract shall not constitute a waiver of any other provision of this Contract.

14. The party signing this document for the Sponsor warrants and represents that he/she is solely authorized to enter into this agreement on behalf of the Sponsor.

ADDITIONAL PROVISIONS:

Minnesota Pyrotechnics, LLC
BY/DATE : James Baxter

SPONSOR:_____

BY/DATE:_____

CITY OF NORTH BRANH
FIREWORKS APPLICATION / PERMIT
OUTDOOR PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is $50 and must be made payable to City of North Branch. No fee if Municipal City sponsoring.

Name of Applicant (Sponsoring Organization): City of North Branch

Address of Applicant: PO Box 910

Name of Applicant's Authorized Agent: Jason Ziemer

Address of Agent: PO Box 910

Telephone Number of Agent: 651-674-8113 Date of Display: 6/21/24 Time of Display: Dark/Dusk

Location of Display: 38705 Grand Ave - North Branch District Office/Middle School

Manner and place of storage of fireworks prior to display: Fireworks will be stored in storage magazines

Type and number of fireworks to be discharged: Maximum of 4" (15-18 minutes)

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

Name of Supervising Operator: James Baxter (Minnesota Pyrotechnics LLC) Certificate No.: 1061

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

1. Proof of a bond or certificate of insurance in amount of at least $ 100,000
   (Suggested Amount: $1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

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

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

Signature of Applicant (or Agent): _____ Date: _____

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

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

Signature of City Clerk of Issuing Authority: _____ Date: _____

4" Max
Close Prox
2.5
3"
4"
0
200.00 ft
351.09 ft
Hemingway Ave
Maple Ct
Maple St
Grand Ave
Boyd Peterson Painting & Wallcovering
NorthBrook Church
Kwik Trip
Convenience store
North Branch School District
North Branch Middle School
Little Free Library #60890
Chisago County Schools Life Work Center
North Branch School Work
ELITE AUTOWORKS
County Ditch Number Seven

ELITE AUTOWORKS
County Ditch Number Seven
Grand Ave
Kwik Trip
Convenience store
NorthBrook Church
Boyd Peterson Painting & Wallcovering
Maple Ct
Hemingway Ave
Maple St
North Branch School Work
Public Access
Viewing Area
351.09 ft
200.00 ft
0
No Public Access Fireworks Safety Area
Little Free Library #60890
North Branch School District
North Branch Middle School
Chisago County Schools Life Work Center

City of North Branch
Staff Report

Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 04/22/2024

Board & Commission: **City Council**

Subject: Hwy. 95 Water Main Replacement Project and Water Tower #1 Status Update

The Hwy. 95 Water Main Project is underway going very well and ahead of schedule for this stage. Water Tower #1 Rehabiliation project is also underway and going well. I will provide more on both with a verbal update at the meeting. I have attached some pictures for your review.

Voting Requirements:

INFO

8th Ave
ANDERSON CHIROPRACTIC
HERMANN
AIRESERV
Nest Pro
Generations
REAL ESTATE GROUP
WARNING LITES
WARNING LITES

EMPIRE INSURANCE AGENCY
TOTAL AUTO CARE
28'
ACHUSVILLE

Public
Parking Lot
McELROY
616
McELROY

USIBLE C-900® 12454 PVC 1120 PC235 NSF 61-G NSF pw AWWA C900-16 HYDROSTATIC PR
URE TESTED EVERY 24 HRS Fusible PVC® Patented www.ugsipatents

MEMBERS
UNDERGROUND

City of North Branch
Staff Report

Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 04/22/2024

Board & Commission: **City Council**

Subject: Water Lead Service Line Inventory Requirements

The US (United States) Environmental Protection Agency (EPA) has recently strengthened its drinking water standards related to lead and copper and the revised requirements protect our public health to an even greater degree by reducing exposure to lead in drinking water by replacing lead service lines. The EPA is requiring public utilities in cities, including North Branch, to inventory our water service lines and identify the material they are made of by August 15, 2024. To do this we will need residents' help to identify their service line material.

The City of North Branch will be working with WSB to inventory the residential water service lines in the city. They have created a self-reporting portal for residents to use. There will be 3 phases to this project. Phase 1 will be broad notification and information to all water utility customers as a bill stuffer, using our website, and social media. Phase 2 is working with Parks Director Nate with his GIS software to create data maps showing where our new pipes are post 1985 that meet the requirements and focusing on the pre1985 homes to verify their water service lines. Once the scope is narrowed down, we will be sending postcards and using door hangers to connect with those residents. Phase 3 is finalizing the data and reporting this to the Minnesota Department of Health.

Information and the instructions for self-testing are also available at this website https://lslnorthbranch-wsbeng.hub.arcgis.com/

Voting Requirements:

INFO

North Branch's Water Service Line Inventory- We need your assistance!

Water service lines are pipes that carry water across our cities. Some of these lines are made of lead or have lead parts – these are called lead service lines. The US (United States) Environmental Protection Agency (EPA) has recently strengthened its drinking water standards related to lead and copper and the revised requirements protect our public health to an even greater degree by reducing exposure to lead in drinking water by replacing lead service lines.

To start, the EPA is requiring public utilities in cities, including North Branch, to inventory our water service lines and identify the material they are made of by July 15, 2024. We need your help to identify your service line material. If you have a lead service line, we will work with you to get it replaced.

Action for Residents:

Self-test Your Water Service Line

Find your water service line where it enters your building. Typically, in a basement or the lower level of your building, the line will be about one-inch wide and have a shut-off valve.

Identify your service line material. Once you find your water service line, identify whether it is metal or plastic. If it is plastic, please report this using this Self-reporting tool (or scan the QR code below). You need not take further action, as you likely do not have a lead service line. If it is metal, please proceed with a scratch test explained below.

How to do the Scratch Test for Metal Pipes?

What you will need: a refrigerator magnet and a key, coin, or flat edge of a screwdriver. Use the key or coin or screwdriver edge to scratch the pipe near where the line enters your building.

If the color that appears after scratching is copper (like a shiny penny), your line is likely made of copper and does not contain lead. Please report this using the Self-reporting tool (or scan the QR code below). If the color is silver or gray, take your refrigerator magnet and see if it sticks to the line. If the magnet sticks, your pipe is likely made of galvanized iron. Please report this using the Self-reporting tool (or scan the QR code below). If your refrigerator magnet does not stick, you likely have a lead service line.

Important: Please report your findings (be it any material) using the Self-reporting tool by June 7, 2024

More information and the instructions for self-testing are also available at this website https://lslnorthbranch-wsbeng.hub.arcgis.com/ or scan the QR code below to get instructions on how to determine your water service line material.

FOR MORE INFORMATION PLEASE CONTACT CITY HALL AT 651-674-8113

If you need help identifying your water service line material or following the instructions for the self-testing, the City of North Branch is happy to assist you. Please schedule a free appointment for inspection by calling City Hall at 651-674-8113.

Next Steps

If you have a lead service line, the City of North Branch will work with you to find solutions to replace your lead service line.

If you have any questions about lead service lines or the action you are being asked to take, please call City Hall at 651-674-8113.

In the meantime, please follow the Minnesota Department of Health's guidance on how to protect yourself and your household from lead:
https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html

ACTION FOR RESIDENTS:

Scan this QR code to access the website and learn about the lead service line initiative, timelines and how to conduct the material inspection at home.

Scan this QR code to self-report your water service line material through our self-reporting tool.

If you have any questions about lead service lines or would like to schedule a free appointment to have your water service line material identified, please call City Hall at 651-674-8113.

WE NEED YOUR HELP!

WATER SERVICE LINE INVENTORY PROJECT FOR THE CITY OF NORTH BRANCH

The Environmental Protection Agency (EPA) has strengthened its drinking water standards, and the revised requirements protect our public health to an even greater degree by reducing exposure to lead in drinking water. Following this federal rule, the Minnesota Department of Health (MDH) has directed The City of North Branch to compile a material inventory of all water service lines (pipes that carry water) in the city by mid-summer of 2024.

If you have a lead or galvanized water service line, we'll assist you in identifying and replacing it free of cost.

You can either self-report the material of your water service pipe OR request an appointment with a representative to perform the identification. Please follow the QR code or visit the website for self-reporting instructions or to schedule an appointment. Thank you!

CITY OF NORTH BRANCH
EST. 1881

6408 Elm St
North Branch, MN 55056

WE NEED YOUR HELP!

Please follow the QR code or visit the below website to learn how to identify your water service line material. Submit your water service line information to the City by June 7, 2024.

lslnorthbranch-wsbeng.hub.arcgis.com

ACTION REQUIRED

CITY OF NORTH BRANCH EST. 1881

Following The Environmental Protection Agency (EPA) requirements to strengthen drinking water standards across the country by minimizing exposure to lead and copper, the Minnesota Department of Health (MDH) has mandated that The City of North Branch compile a material inventory of all water service lines (pipes that carry water) in the city by mid-summer of 2024. If you have a lead or galvanized water service line, we'll assist you in identifying and replacing it free of cost.

You can either self-report the material of your water service pipe OR request an appointment with a representative to perform the identification.

Please follow the QR code or visit the website for self-reporting instructions or to schedule an appointment. Thank you!

lslnorthbranch-wsbeng.hub.arcgis.com

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 04/19/2024

Board & Commission: City Council

Subject: Discussion as to the Existing City Policy Regarding Chickens

<u>Overview / Background</u>

The topic of chickens in North Branch recently surfaced, specifically, the question as to whether residents in the R1 – Single-Family zoning district may have chickens. As a result, Councilmember Travis Miles and Mayor Kevin Schieber requested the topic be placed on the April 23, 2024 agenda for clarification.

Essentially, the answer is no. Per the Zoning Use Table, and past policy and practice, chickens have only been permitted on land zoned RR – Rural Residential and AG – Agriculture. Having reviewed the question further staff do understand there is likely confusion specific to what and how chickens are permitted. Having further reviewed the topic, as written in code, here are some notes regarding chickens:

- **Livestock is defined as any animal, excluding rabbits, dogs and cats. Thus, Chickens are Livestock.**
- **Livestock is not permitted within corporate limits, except as described in Section §6-81.**
- **Livestock require permits, except for those operations on land zoned RR – Rural Residential and AG – Agriculture and not on land less than five (5) acres.**
- **All livestock uses, including chickens must conform to all Performance Standards, as described in Section §6-81 and §6-82.**

This is where confusion may occur.

As written, it would be easy to interpret that Section §6-82 allows for chickens on lots smaller than five (5) acres. That interpretation, based on Section §6-81, Subp 1, is that a permit would be required on lots smaller than five (5) acres. However, based on the Use Table, chickens would only lots zoned RR and AG. This means a property owner with a lot zoned R1 – Single-Family Residential cannot have chickens by use right or obtain the required permit.

Again, it would be easy for a resident to read Section §6-82 of City Code and be of the opinion that they can have chickens – up to five (5) max – if they are on a lot five (5) acres or smaller. The technical review of code would be first the Use Table to determine if the "use" is allowed, followed by a specific code section to understand parameters, conditions, performance standards etc. Staff understands there is confusion here that could be corrected.

<u>Staff Recommendation</u>

City staff is providing information regarding the keeping of chickens in the City of North Branch.

<u>Recommended City Council Action</u>

None. This informational only.

Voting Requirements:

Voting Options Simple Majority

Section 6-2 Definitions

Livestock shall be defined as any animals (excluding rabbits, dogs, and cats) including farm animals, wild animals, and exotic or unusual animals, or any animal used for breeding purposes.

Section 6-80 Keeping of Livestock

"…it shall be unlawful for any person to possess or harbor any livestock within the corporate limits of the city."

Section 6-81 Livestock and Livestock Operations

1. Required Permits
   a) In AG and RR districts only, livestock may be raised or bred without a permit provided that the number of animals, density, and other characteristics of the use comply with the Performance Standards in this section.

3. Performance Standards. Livestock and livestock operations must comply with all of the following standards regardless of the number of animal units on the property or whether a permit is required:
   a) Minimum Lot Size. No livestock, with the exception of domestic fowl and honeybees, shall be placed on any site of less than five (5) acres. For purposes of this section, five (5) acres may include the road right-of-way.

   c) Animal equivalents. The following equivalents shall apply when determining animal units and animal densities per acre:
      7) one chicken, duck or pigeon …… 0.01

   d) Animal density. A minimum of two (2) grazable acres shall be provided for each animal unit or its equivalent. Grazable acres shall be defined as acreage currently providing enough pasture or other agricultural crops capable of supporting summer grazing at the density stated above.

      The keeping of livestock in greater density than allowed as stated above shall require a conditional use permit. To obtain such permit, the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive manure accumulation, odor, noise and other nuisances.

   g) The minimum acreage and animal density requirements in Sec. 6–81 are waived for keeping of honeybees and domestic fowl (chickens, turkeys, geese, ducks, turkeys, pheasants, Guinea hens, quail, and chuckers, except as specifically prohibited in Sec. 6–82 below) on lots smaller than 5 acres provided that the standards in Sec. 6–72 are met.

Section 6-82 Domestic Fowl and Honeybees on Lots Smaller Than Five (5) Acres

1. The keeping of honeybees and/or up to five (5) domestic fowl on a lot that is smaller than five (5) acres does not require a City permit.
2. The total number of domestic fowl may not exceed 5 fowl per acre on a parcel that is less than five (5) acres in size and the coop and other structures must meet applicable setbacks.
3. The principal use of the property shall be single-family residential and contain a single-family residential structure. Honeybees and domestic fowl shall not be permitted on vacant properties or those containing multi-family residential uses. Coop structures used to house domestic fowl that are greater than 120 square feet in size shall comply with the accessory structure limitations on the number and size of residential accessory structures permitted by Chapter 66.
4. The keeping of honeybees and domestic fowl on lots smaller than five (5) acres shall comply with the following standards:

a) Hen chickens are permitted. Roosters are prohibited.

…b) through o) regarding Performance Standards for keeping chickens…

District Uses	Notes	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2	SO
C. AGRICULTURAL															
Agriculture Production & Livestock															
Agriculture, Community Garden								P	P						
Agriculture, Crop Production			P			P	P	P					P	P	
Agriculture, Livestock Operation		§6-80-§6-82				P	P								
Agronomy Services	See Footnotes										P		P	P	
Animal Kennel, Commercial	City License	§6-40				P	P						P	P	
Animal Kennel, Private	City License	§6-40				P	P								
Equestrian Facilities						C	C								
Farm Winery	City License						P				C	C	C	C	
Nursery, Production & Wholesale (Commercial)						C	P						P	P	

City of North Branch
Staff Report

Prepared By:
Jason Ziemer, Community Development Director
Presenter: Kevin Schieber, Mayor
Date: 04/19/2024

Board & Commission: **City Council**

Subject: Response to Public Comments from the April 23, 2024 City Council Meeting.

The mayor will respond to public comments at the April 23, 2024, City Council Meeting.

Voting Requirements:

INFO

City of North Branch
Staff Report

Prepared By:
Kevin Schieber, Mayor
Presenter: Kevin Schieber, Mayor
Date: 04/19/2024

Board & Commission: City Council

Subject: Review of Robert's Rule of Order & Meeting Decorum per City Council Bylaws.

Mayor Kevin Schieber shall provide a summary of key aspects for Robert's Rules of Order, standards of conduct & meeting decorum, and requirements for meeting agenda preparation, as is stated in the most recently adopted version of the city council bylaws.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By:
Kevin Schieber, Mayor
Presenter: Kevin Schieber, Mayor
Date: 04/19/2024

Board & Commission: **City Council**

Subject: Update Regarding Resolution R-32-2024, Censure Against City Council Member Kelly Neider.

Mayor Schieber will update regarding resolution R-32-2024.

Voting Requirements:

Voting Options **Simple Majority**