



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, JUNE 25, 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. Plaque Presentation to Officer Huset 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. Approve Minutes ACTION
 - c. Approve Adjusted City Hall Hours on Friday, July 5 ACTION
 - d. Approve Change of Date for the August 13 City Council Meeting ACTION
 - e. Approve a Resolution Governing Write-in Vote Counting ACTION

- f. Approve a Resolution for Appointing Election Judges for the 2024 Primary Election ACTION
- g. Approve LG220 Application for Exempt Permit - East Central Friends of NRA ACTION
- h. Approve LG220 Application for Exempt Permit - Long Spurs of Sunrise River ACTION
- i. Approve LG214 Premises Permit Application - North Branch Area Hockey Association ACTION
- j. Approve Resolution No. R-59-2024, Supporting Chisago County HRA-EDA Funding for Flashing By Design Expansion ACTION
- k. Resolution No. R-60-2024, Approving a Reduction to the Letter of Credit for Meadows North 4th Addition ACTION
- l. Resolution No. R-61-2024, Approving a Reduction to the Letter of Credit for Meadows North Townhomes 1st Addition ACTION
- m. Approve Hiring of Public Works Maintenance 1 Workers for Public Works Department. ACTION
- n. Approve Promotion of Liquor Store Employee ACTION
- o. Approve Resolution R-61-2024 Approving Northwood Park Pickleball Court & Site Improvements - Pay Request 2 ACTION
- p. Consumer Confidence Report for Water INFO

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Fire Department Recruitment & Hiring VERBAL UPDATE
- b. Approve a Contract with WSB, Inc. for Interim Planning, Zoning and Development Services ACTION

10. MAYOR/CITY COUNCIL

- a. Discussion Regarding a Proposal to Conduct the Search for a Permanent Community Development Director / EDA Executive Director INFO
- b. Approve City Council to gain Supervisory Functions over Department Heads ACTION
- c. Discussion and actions relating to Acting City Administrator and Alternate Acting City Administrator Designations ACTION

11. ADJOURNMENT

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



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 04/02/2024

Board & Commission: City Council

Subject: Approve Agenda

Council to approve agenda as is or with modification with a motion and second before processing further in the meeting.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Dan Meyer, Police Chief
Presenter: Dan Meyer, Police Chief
Date: 05/02/2024

Board & Commission: City Council

Subject: Plaque Presentation to Officer Huset

Police Chief Meyer will present the plaque to Officer Huset for his dedicated 17 years of service to the North Branch Community

Voting Requirements:



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 04/02/2024

Board & Commission: City Council

Subject: Claims

Council to approve monthly claims

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5466 TO 5484 - \$239,693.33

Checks

89549 TO 89632 - \$921,484.16

Payroll

June 21, 2024 - \$109,778.28

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 06/21/2024 - 1:48PM



Check Number	Check Date	Amount
1033 - Associated Bank		
5472	05/14/2024	
Inv Assoc 5/14/2024		104.25
5472 Total:		104.25
1033 - Associated Bank Total:		104.25
1118 - Commissioner Of Revenue (W/H)		
5477	06/07/2024	
Inv 0607STATE		9,317.26
5477 Total:		9,317.26
5479	06/21/2024	
Inv 0621 STATE		8,159.87
5479 Total:		8,159.87
1118 - Commissioner Of Revenue (W/H) Total:		17,477.13
1365 - Minnesota Energy Resources		
5480	06/03/2024	
Inv 505590187-00001		21.00
Inv 506379043-00003		121.41
5480 Total:		142.41
1365 - Minnesota Energy Resources Total:		142.41
1372 - Minnesota State Retirement		
5478	06/07/2024	
Inv 0607 MSRS		850.00
5478 Total:		850.00
5483	06/21/2024	
Inv 0621 MSRS		850.00
5483 Total:		850.00
1372 - Minnesota State Retirement Total:		1,700.00

Check Number	Check Date	Amount
1431 - Nationwide Retirement Solution		
5476	06/07/2024	
Inv 0607 NAT		5.00
5476 Total:		5.00
5482	06/21/2024	
Inv 0621 NAT		5.00
5482 Total:		5.00
1431 - Nationwide Retirement Solution Total:		10.00
1468 - PERA (Payroll W/H)		
5475	06/07/2024	
Inv 0607 PERA		33,674.36
5475 Total:		33,674.36
5481	06/21/2024	
Inv 0621 PERA		33,396.84
5481 Total:		33,396.84
1468 - PERA (Payroll W/H) Total:		67,071.20
1585 - United States Treasury		
5474	06/07/2024	
Inv 0607 FED		43,216.68
5474 Total:		43,216.68
5484	06/21/2024	
Inv 0621 FED		35,278.70
5484 Total:		35,278.70
1585 - United States Treasury Total:		78,495.38
1592 - US Postal Service		
5471	05/29/2024	
Inv USPS 5/29/24		908.67
5471 Total:		908.67
1592 - US Postal Service Total:		908.67
1823 - KS State Bank		
5473	05/20/2024	
Inv KSState Bank 24		65,499.05

Check Number	Check Date	Amount
5473 Total:		65,499.05
1823 - KS State Bank Total:		65,499.05
1941 - WEX, Inc.		
5467	05/31/2024	
Inv FSA May 2024		1,074.75
5467 Total:		1,074.75
5468	05/29/2024	
Inv EE HSA 5/29/24		5,403.94
5468 Total:		5,403.94
5469	05/31/2024	
Inv EE HSA Catch Up		1,613.26
5469 Total:		1,613.26
5470	05/24/2024	
Inv WEX May 2024		102.00
5470 Total:		102.00
1941 - WEX, Inc. Total:		8,193.95
1967 - Pitney Bowes Inc.		
5466	06/11/2024	
Inv 1025484297		91.29
5466 Total:		91.29
1967 - Pitney Bowes Inc. Total:		91.29
Total:		239,693.33

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 06/14/2024 - 10:24AM
Batch: 00002.06.2024 - 06142024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2121 FINAL PMT	BAXTER, JAMES FINAL/FULL PAYMENT FOR FIREWORKS	7,500.00	06/14/2024	Check Sequence: 1 851-49990-50430	ACH Enabled: False
	Check Total:	7,500.00			
Vendor: 1166 508722-060524	Enterprise FM Trust Lease Charge 2020 DODGE DURANGO	455.36	06/14/2024	Check Sequence: 2 101-42110-50229	ACH Enabled: False
	Check Total:	455.36			
Vendor: 1265 1819059	Isanti-Chisago County Star SPAGHETTI DINNER AD	159.10	06/14/2024	Check Sequence: 3 208-42280-50300	ACH Enabled: False
	Check Total:	159.10			
Vendor: 1268 FOR JUNE	IUOE Local #49 FOR JUNE 2024	385.00	06/14/2024	Check Sequence: 4 101-00000-21708	ACH Enabled: False
	Check Total:	385.00			
Vendor: 1663 FOR APRIL FOR MAY	Kwik Trip MOTOR FUELS MOTOR FUELS	340.30 112.99	06/14/2024 06/14/2024	Check Sequence: 5 101-42280-50212 101-42280-50212	ACH Enabled: False
	Check Total:	453.29			
Vendor: 1308 06/05/24	LegalShield FOR JUNE	15.95	06/14/2024	Check Sequence: 6 101-00000-21712	ACH Enabled: False
	Check Total:	15.95			
Vendor: 2130 ECRAC 24-7E- 10	Minnesota State Band Summer Concerts ECRAC 24-7E- 104	500.00	06/14/2024	Check Sequence: 7 403-46500-50300	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	500.00			
Vendor: 1396	MN Peip - C/O MMB Fiscal Srvs			Check Sequence: 8	ACH Enabled: False
1405029	HEALTH FOR JULY	37,861.38	06/14/2024	101-00000-21706	
1405029	LIFE FOR JULY	686.88	06/14/2024	101-00000-21714	
1405029	DENTAL FOR JULY	2,151.67	06/14/2024	101-00000-21718	
	Check Total:	40,699.93			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 9	ACH Enabled: False
130952	6 FULL COLOR BANNERS	780.00	06/14/2024	208-42280-50300	
131748	CBD FLYER JOB #1	1,984.50	06/14/2024	101-41110-50352	
	Check Total:	2,764.50			
Vendor: 1542	Staples			Check Sequence: 10	ACH Enabled: False
6002510177	4 CASES PAPER	199.96	06/14/2024	101-41940-50210	
	Check Total:	199.96			
Vendor: 1621	Windstream			Check Sequence: 11	ACH Enabled: False
11734875-	SERVICES 05/25 TO 06/24	39.89	06/14/2024	609-49750-50321	
11734875-	SERVICES 05/25 TO 06/24	111.49	06/14/2024	101-41940-50321	
11734875-	SERVICES 05/25 TO 06/24	39.89	06/14/2024	101-42280-50321	
11734875-	SERVICES 05/25 TO 06/24	39.89	06/14/2024	602-49450-50321	
11734875-	SERVICES 05/25 TO 06/24	39.89	06/14/2024	101-42110-50321	
11734979	SERVICES 05/25 TO 06/24	44.75	06/14/2024	602-49450-50321	
	Check Total:	315.80			
	Total for Check Run:	53,448.89			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 06/21/2024 - 1:09PM
Batch: 00003.06.2024 - 06212024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1002 2407	Chisago Lakes Bus Service 4.0 School Services PARK TOUR 5/20/2024	350.00	06/21/2024	Check Sequence: 1 403-46500-50300	ACH Enabled: False
	Check Total:	350.00			
Vendor: 1662 194Y-7F1K-G9DY 1LQW-LYWX-YNHX 1PP4-4JNL-HVLN 1RT3-7WKG-H4J6 1TJR-JMXQ-4WQY	Amazon Capital Services BATTERY CAP TOOL 5 Backpacks 5 Backpacks - SHORTPAY CORRECTION MOUNTING KIT USB Control, Wall Calendar, Office Supplies	25.39 69.95 27.00 31.45 179.24	06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024	Check Sequence: 2 101-42110-50210 101-42110-50210 101-42110-50210 101-42110-50210 101-42110-50210	ACH Enabled: False
	Check Total:	333.03			
Vendor: 1646 0621AMER	Ameritas EMPLOYEE CONTRIBUTIONS	90.00	06/21/2024	Check Sequence: 3 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: 1023 17500	Amphora Imports, LLC WINE	264.65	06/21/2024	Check Sequence: 4 609-49750-50253	ACH Enabled: False
	Check Total:	264.65			
Vendor: 2081 9204	Anderson Landscaping Services LLC USED PARKS FERTILIZATION SPREADER-1	5,000.00	06/21/2024	Check Sequence: 5 101-45000-50240	ACH Enabled: False
	Check Total:	5,000.00			
Vendor: 1029 3686891	Artisan Beer Company BEER	169.30	06/21/2024	Check Sequence: 6 609-48000-50252	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3688298	BEER	120.00	06/21/2024	609-49750-50252	
	Check Total:	289.30			
Vendor: 1031	Aspen Mills			Check Sequence: 7	ACH Enabled: False
334709	UNIFORM ITEMS -JZ	167.90	06/21/2024	101-42110-50237	
334736	RESERVE OFFICER (CF) UNIFORM ITEMS	50.65	06/21/2024	851-42110-50430	
	Check Total:	218.55			
Vendor: 1049	Bellboy Corporation			Check Sequence: 8	ACH Enabled: False
0108485200	NA SALES	456.89	06/21/2024	609-49750-50250	
0108498100	NA	143.35	06/21/2024	609-48000-50250	
0203939700	LIQUOR	1,664.05	06/21/2024	609-49750-50251	
0203973800	WINE	403.50	06/21/2024	609-48000-50253	
108455700	BAGS	163.75	06/21/2024	609-49750-50210	
203862500	LIQUOR	1,514.29	06/21/2024	609-49750-50251	
203863200	LIQUOR	1,093.62	06/21/2024	609-48000-50251	
	Check Total:	5,439.45			
Vendor: 1655	Bent Brewstillery			Check Sequence: 9	ACH Enabled: False
013944	Beer	86.58	06/21/2024	609-49750-50252	
	Check Total:	86.58			
Vendor: 1052	Bernicks			Check Sequence: 10	ACH Enabled: False
10227133	NA	56.30	06/21/2024	609-49750-50250	
10227133	BEER	5,204.40	06/21/2024	609-49750-50252	
10227134	NA SALES	49.55	06/21/2024	609-49750-50250	
10227142	BEER	1,481.40	06/21/2024	609-48000-50252	
10227143	BEER CREDIT	-169.83	06/21/2024	609-48000-50252	
10229856	BEER	1,223.45	06/21/2024	609-49750-50252	
10229857	BEER CREDIT	-139.72	06/21/2024	609-49750-50252	
	Check Total:	7,705.55			
Vendor: 1921	Bituminous Roadways, Inc.			Check Sequence: 11	ACH Enabled: False
18327	9TH & 95 MANHOLE REPLACEMENT	7,348.25	06/21/2024	602-49450-50407	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
18328	WATERMAIN VALVE REPLACE @ 8TH & M	15,440.54	06/21/2024	615-49550-50407	
R-58-2024	95 WATERMAIN PAY VOUCHER 3	573,269.17	06/21/2024	615-00000-16500	
	Check Total:	596,057.96			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 12	ACH Enabled: False
110032754	LIQUOR	884.20	06/21/2024	609-48000-50251	
11615459	WINE	137.65	06/21/2024	609-48000-50253	
116155192	LIQUOR	1,266.30	06/21/2024	609-49750-50251	
116155193	WINE	248.25	06/21/2024	609-49750-50253	
116271274	BEER	142.50	06/21/2024	609-49750-50252	
116273238	BEER	252.60	06/21/2024	609-48000-50251	
116274039	NA	280.20	06/21/2024	609-48000-50250	
116274210	LIQUOR	79.95	06/21/2024	609-49750-50251	
116274211	N/A SALES	83.22	06/21/2024	609-49750-50250	
116274212	WINE	97.65	06/21/2024	609-49750-50253	
412341934	LIQUOR CREDIT	-27.65	06/21/2024	609-48000-50251	
412341953	N/A SALES CREDIT	-4.62	06/21/2024	609-49750-50250	
412341954	LIQUOR CREDIT	-124.64	06/21/2024	609-49750-50251	
412341955	LIQUOR CREDIT	-27.59	06/21/2024	609-49750-50251	
	Check Total:	3,288.02			
Vendor: 1113	Clifton Larson Allen LLP			Check Sequence: 13	ACH Enabled: False
L241259546	AUDIT FEES	2,672.25	06/21/2024	615-49550-50301	
L241259546	AUDIT FEES	2,672.25	06/21/2024	620-49600-50301	
	Check Total:	5,344.50			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 14	ACH Enabled: False
2010158	NA	192.30	06/21/2024	609-49750-50250	
2010238	NA. ICE.	40.16	06/21/2024	609-48000-50250	
2010240	N/A	156.72	06/21/2024	609-49750-50250	
503598	NA	89.35	06/21/2024	609-48000-50250	
	Check Total:	478.53			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 15	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2186075	BEER CREDIT	-84.00	06/21/2024	609-49750-50252	
2203091	KEG DEPOSIT	60.00	06/21/2024	609-00000-11560	
2203091	NA SALES	458.52	06/21/2024	609-49750-50250	
2203092	KEG DEPOSIT	60.00	06/21/2024	609-00000-11560	
2203092	KEG DEPOSIT CREDIT	-30.00	06/21/2024	609-00000-11560	
2203092	BEER	12,773.37	06/21/2024	609-49750-50252	
2203633	BEER	1.95	06/21/2024	609-49750-50252	
2203640	BEER	3.70	06/21/2024	609-49750-50252	
2208808	N/A SALES	235.45	06/21/2024	609-49750-50250	
2209092	NA	102.00	06/21/2024	609-48000-50250	
2209093	LIQUOR	247.50	06/21/2024	609-49750-50251	
2209093	BEER	11,343.40	06/21/2024	609-49750-50252	
969-00141	BEER CREDIT	-15.00	06/21/2024	609-49750-50252	
	Check Total:	25,156.89			
Vendor: 2132	Data-Smart Computers, Inc.			Check Sequence: 16	ACH Enabled: False
86596	DATA SMART LABOR-USER ACCOUNT	145.00	06/21/2024	101-41940-50404	
	Check Total:	145.00			
Vendor: 2090	Decatur Electronics LLC			Check Sequence: 17	ACH Enabled: False
2053	DATA LOGGER	395.00	06/21/2024	101-42110-50404	
	Check Total:	395.00			
Vendor: 1144	Dresser Trap Rock, Inc.			Check Sequence: 18	ACH Enabled: False
142553	STORM WATER DRAINAGE	1,063.49	06/21/2024	612-49700-50407	
142626	STORM WATER DRAINAGE	1,063.06	06/21/2024	612-49700-50407	
	Check Total:	2,126.55			
Vendor: 1152	Ehlers			Check Sequence: 19	ACH Enabled: False
FOR FEB 2024	Monthly Fee For the Period 2/1/2024 - 2/29/2024	52.62	06/21/2024	701-70100-50620	
FOR MAY 2024	Monthly Fee For the Period 5/1/2024 - 5/31/2024	56.98	06/21/2024	701-70100-50620	
	Check Total:	109.60			
Vendor: 1160	Emergency Equip. Connections			Check Sequence: 20	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2311	OPTI-COM EMITTER REPAIR	404.52	06/21/2024	101-42110-50404	
	Check Total:	404.52			
Vendor: 1173	Evergreen Recycling, LLC			Check Sequence: 21	ACH Enabled: False
3399B	RECYCLING DAY	2,530.00	06/21/2024	101-43000-50387	
	Check Total:	2,530.00			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 22	ACH Enabled: False
21144	GENERAL LEGAL	877.50	06/21/2024	101-41610-50304	
21144	KEYSTONE CARTWAY	2,255.00	06/21/2024	101-41610-50304	
21144	KELLER CARTWAY	4,202.50	06/21/2024	101-00000-21166	
21144	PLAN & ZONE	828.75	06/21/2024	101-41610-50304	
21255	UNION NEGOTIATIONS	1,890.00	06/21/2024	101-41610-50304	
21255	PERSONNEL	1,417.50	06/21/2024	101-41610-50304	
21255	COUNCIL ISSUE	5,956.06	06/21/2024	101-41610-50304	
21255	MISC	2,415.00	06/21/2024	101-41610-50304	
21376	MISC	1,030.05	06/21/2024	101-41610-50304	
21376	COUNCIL	105.00	06/21/2024	101-41610-50304	
21376	PERSONNEL	367.50	06/21/2024	101-41610-50304	
21376	FRMR ADMIN DATA REQUESTS	2,268.75	06/21/2024	101-41610-50304	
21376	UNION NEGOTIATIONS	4,559.50	06/21/2024	101-41610-50304	
21380	PLAN & ZONE	390.00	06/21/2024	101-41610-50304	
21380	GENERAL LEGAL	1,511.00	06/21/2024	101-41610-50304	
21380	EDA LAND PURCHASE AGREEMENT	615.00	06/21/2024	201-46500-50304	
21380	N NAT GAS (NON-ESCROW)	536.25	06/21/2024	101-41610-50304	
21380	KELLER CARTWAY	666.25	06/21/2024	101-00000-21166	
21380	2023 AUDIT	243.75	06/21/2024	101-41610-50304	
21380	N NAT GAS (ESCROW)	731.50	06/21/2024	101-00000-21167	
	Check Total:	32,866.86			
Vendor: 1192	Flying Star Products			Check Sequence: 23	ACH Enabled: False
24003	DRILL BIT SHARPENING	32.91	06/21/2024	101-43000-50210	
	Check Total:	32.91			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1206 141911	Genesis Technology Communications, LLC PARKS WIFI 7-08 TO 8-07	179.95	06/21/2024	Check Sequence: 24 101-45000-50321	ACH Enabled: False
	Check Total:	179.95			
Vendor: 1216 4050640 4050640	Gopher State One-Call, Inc. 261 BILLABLE LOCATES 261 BILLABLE LOCATES	176.17 176.18	06/21/2024 06/21/2024	Check Sequence: 25 615-49550-50300 602-49450-50300	ACH Enabled: False
	Check Total:	352.35			
Vendor: 1239 6762519 6767946 6776071	Hawkins, Inc. CHEMICALS CHEMICALS CHEMICALS	1,270.95 6,880.54 5,592.95	06/21/2024 06/21/2024 06/21/2024	Check Sequence: 26 602-49450-50210 615-49550-50210 602-49450-50210	ACH Enabled: False
	Check Total:	13,744.44			
Vendor: 1998 100000229392 100000229392 100000229392 100000229392 100000229392 100000229392 100000229392	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY NETWORK SECURITY NETWORK SECURITY NETWORK SECURITY NETWORK SECURITY NETWORK SECURITY NETWORK SECURITY NETWORK SECURITY	329.58 509.56 155.69 162.04 152.11 391.68 149.12	06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024	Check Sequence: 27 602-49450-50244 101-41940-50244 609-49750-50244 101-43000-50244 101-42280-50244 615-49550-50244 609-48000-50244	ACH Enabled: False
	Check Total:	1,849.78			
Vendor: 1244 06132024	Lane Hischer WW CERT RENEWAL REIMB	23.00	06/21/2024	Check Sequence: 28 101-45000-50332	ACH Enabled: False
	Check Total:	23.00			
Vendor: 1246 722984 722993	Hohensteins, Inc. BEER BEER	198.00 471.00	06/21/2024 06/21/2024	Check Sequence: 29 609-49750-50252 609-48000-50252	ACH Enabled: False
	Check Total:	669.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1265 1826661	Isanti-Chisago County Star ORDINANCE 371-24	143.85	06/21/2024	Check Sequence: 30 101-41910-50351	ACH Enabled: False
	Check Total:	143.85			
Vendor: 2110 427	Jet Line Sales & Service, LLC VAC TRUCK RENTAL	4,050.00	06/21/2024	Check Sequence: 31 602-49450-50407	ACH Enabled: False
	Check Total:	4,050.00			
Vendor: 1279 2551145	Johnson Brothers Liquor Co. LIQUOR	2,903.04	06/21/2024	Check Sequence: 32 609-48000-50251	ACH Enabled: False
2551147	LIQUOR	394.42	06/21/2024	609-48000-50251	
2551149	LIQUOR	453.44	06/21/2024	609-48000-50251	
2551151	WINE	571.67	06/21/2024	609-48000-50253	
2551154	LIQUOR	709.66	06/21/2024	609-48000-50251	
2551155	WINE	253.46	06/21/2024	609-48000-50253	
2555533	LIQUOR	186.52	06/21/2024	609-48000-50251	
2555534	LIQUOR	5,074.25	06/21/2024	609-49750-50251	
2555535	WINE	61.82	06/21/2024	609-49750-50253	
2555536	WINE	247.28	06/21/2024	609-48000-50253	
2555537	WINE	843.30	06/21/2024	609-49750-50253	
2560145	LIQUOR	1,335.12	06/21/2024	609-49750-50251	
2560146	WINE	534.20	06/21/2024	609-49750-50253	
2560151	LIQUOR	1,316.75	06/21/2024	609-49750-50251	
2560152	WINE	314.22	06/21/2024	609-49750-50253	
2560153	N/A	83.64	06/21/2024	609-49750-50250	
	Check Total:	15,282.79			
Vendor: 1281 3401	Jones Contruction Services Inc WASTEWATER LIFT STATION CLEANING	400.00	06/21/2024	Check Sequence: 33 602-49450-50387	ACH Enabled: False
	Check Total:	400.00			
Vendor: 1821 992405.1	Knife Lake Concrete, Inc. RED FOX RUN CURB & GUTTER WORK	720.00	06/21/2024	Check Sequence: 34 612-49700-50407	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	720.00			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 35	ACH Enabled: False
1816	BEER	39.50	06/21/2024	609-49750-50252	
	Check Total:	39.50			
Vendor: 1330	Main Street Hardware			Check Sequence: 36	ACH Enabled: False
156024	CLEANING SUPPLIES/SPAGHETTI FEED	118.08	06/21/2024	101-42280-50210	
156210	SUPPLIES FOR RADIO SHELF	59.96	06/21/2024	101-42280-50401	
	Check Total:	178.04			
Vendor: 1643	McDonald Distributing			Check Sequence: 37	ACH Enabled: False
750806	WINE	170.00	06/21/2024	609-49750-50253	
750870	LIQUOR	212.00	06/21/2024	609-49750-50251	
750871	NA SALES	148.45	06/21/2024	609-49750-50250	
750871	BEER	7,652.10	06/21/2024	609-49750-50252	
750872	LIQUOR CREDIT	-97.68	06/21/2024	609-49750-50251	
751925	BEER	1,911.20	06/21/2024	609-48000-50252	
751982	LIQUOR	165.30	06/21/2024	609-49750-50251	
751983	BEER	2,234.50	06/21/2024	609-49750-50252	
751983	NA SALES	149.00	06/21/2024	609-49750-50250	
	Check Total:	12,544.87			
Vendor: 1644	Mega Beer			Check Sequence: 38	ACH Enabled: False
11895	BEER	392.30	06/21/2024	609-48000-50252	
	Check Total:	392.30			
Vendor: 1360	Minneapolis Oxygen Company			Check Sequence: 39	ACH Enabled: False
1508963	WELDING SUPPLIES	39.00	06/21/2024	101-43000-50300	
	Check Total:	39.00			
Vendor: 1370	Minnesota Pump Works			Check Sequence: 40	ACH Enabled: False
24377	MYSTIC LIFT STATION IMPELLAR	2,538.63	06/21/2024	602-49450-50407	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,538.63			
Vendor: 1991	MN Department of Commerce			Check Sequence: 41	ACH Enabled: False
1000051832	1st Quarter Fiscal Year 2025 Indirect Assessment	663.01	06/21/2024	620-49600-50433	
	Check Total:	663.01			
Vendor: 1367	MN HWY Safety & Research Ctr			Check Sequence: 42	ACH Enabled: False
337900-11009	CLASS FEE - KL	510.00	06/21/2024	101-42110-50332	
	Check Total:	510.00			
Vendor: 1341	Mobile Health Services			Check Sequence: 43	ACH Enabled: False
45541	ANNUAL HEARING	258.33	06/21/2024	101-43000-50300	
45541	ANNUAL HEARING	258.33	06/21/2024	101-45000-50300	
45541	ANNUAL HEARING	258.34	06/21/2024	602-49450-50300	
	Check Total:	775.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 44	ACH Enabled: False
SW26-012	BEER	39.00	06/21/2024	609-49750-50252	
	Check Total:	39.00			
Vendor: 2133	MPH Industries, Inc			Check Sequence: 45	ACH Enabled: False
6023445	SPEED TRAILER	24,271.12	06/21/2024	101-42110-50550	
	Check Total:	24,271.12			
Vendor: 1429	Napa Auto Parts			Check Sequence: 46	ACH Enabled: False
78449	POLISH, CLEANERS, DRILL BITS	104.29	06/21/2024	101-42280-50210	
78451	POLISH, DRILL BITS, MAGIC TIRE	124.53	06/21/2024	101-42280-50404	
78685	UNIVERSAL WOODEN HANDLE	19.78	06/21/2024	101-42280-50210	
78686	GOJO AND POLISH POWER	49.93	06/21/2024	101-42280-50210	
	Check Total:	298.53			
Vendor: 2002	Nathan Wilson			Check Sequence: 47	ACH Enabled: False
6/25 SUM CON	SUMMER CONCERT 6/25/2024	2,500.00	06/21/2024	403-46500-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,500.00			
Vendor: 1432 661602072024	NCPERS Group Life Ins. FOR JULY 2024	64.00	06/21/2024	Check Sequence: 48 101-00000-21714	ACH Enabled: False
	Check Total:	64.00			
Vendor: 2047 2837	NEONLINK LLC ELECTRONIC PMNT & WEB PORTAL FEES	173.60	06/21/2024	Check Sequence: 49 615-49550-50300	ACH Enabled: False
	Check Total:	173.60			
Vendor: 1438 1617	North Branch Chevrolet KEYS	46.15	06/21/2024	Check Sequence: 50 101-42280-50404	ACH Enabled: False
	Check Total:	46.15			
Vendor: 1763 24050431	Office of MNIT Services-Accounts Receivable WIDE AREA NETWORK (WAN) SERVICES	1,150.00	06/21/2024	Check Sequence: 51 101-41940-50243	ACH Enabled: False
	Check Total:	1,150.00			
Vendor: 1455 06182024	Timothy Olson SETTLEMENT	100.00	06/21/2024	Check Sequence: 52 101-42110-50151	ACH Enabled: False
	Check Total:	100.00			
Vendor: 1453 644	Olson Power & Equipment PARKS RENTAL TRACTOR 5/01 TO 5/31	1,300.00	06/21/2024	Check Sequence: 53 101-45000-50415	ACH Enabled: False
645	PARKS RENTAL TRACTOR 5/01 TO 5/31	1,300.00	06/21/2024	101-45000-50415	
695	PARKS RENTAL TRACTOR 6/01 TO 6/30	1,300.00	06/21/2024	101-45000-50415	
696	PARKS RENTAL TRACTOR 6/01 TO 6/30	1,300.00	06/21/2024	101-45000-50415	
	Check Total:	5,200.00			
Vendor: 1465 237784	Paustis Wine Company WINE	257.50	06/21/2024	Check Sequence: 54 609-48000-50253	ACH Enabled: False
	Check Total:	257.50			
Vendor: 1470	Peterson, Dennis R.			Check Sequence: 55	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
887367	PARK LANDSCAPING ROCK DELIVERED	350.00	06/21/2024	101-45000-50300	
	Check Total:	350.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 56	ACH Enabled: False
6791801	LIQUOR	92.82	06/21/2024	609-48000-50251	
6795109	WINE	229.10	06/21/2024	609-48000-50253	
6795110	NA	179.64	06/21/2024	609-48000-50250	
6795111	WINE	578.30	06/21/2024	609-49750-50253	
6795112	NA	89.82	06/21/2024	609-49750-50250	
6795338	LIQUOR	1,208.40	06/21/2024	609-49750-50251	
6795339	LIQUOR	352.03	06/21/2024	609-48000-50251	
6798675	LIQUOR	391.96	06/21/2024	609-49750-50251	
6798676	WINE	311.07	06/21/2024	609-49750-50253	
6798677	NA	59.74	06/21/2024	609-49750-50250	
	Check Total:	3,492.88			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 57	ACH Enabled: False
For JULY 2024	BUILDING RENTAL	8,226.83	06/21/2024	609-48000-50412	
FOR JULY 2024	RENT	494.28	06/21/2024	609-48000-50412	
	Check Total:	8,721.11			
Vendor: 2027	Pole Painting Plus, Inc.			Check Sequence: 58	ACH Enabled: False
1443	REFINISH 80 HYDRANTS	10,400.00	06/21/2024	615-49550-50300	
	Check Total:	10,400.00			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 59	ACH Enabled: False
12875	WEEKLY TESTING	142.10	06/21/2024	602-49450-50315	
12913	95 PROJECT TEMP LINE TEST	35.00	06/21/2024	615-49550-50315	
12991	WEEKLY TESTING	142.10	06/21/2024	602-49450-50315	
12993	95 PROJECT TEMP LINE	35.00	06/21/2024	615-49550-50315	
13089	WEEKLY TESTING	142.10	06/21/2024	602-49450-50315	
13188	MONTHLY BACTERIA SAMPLES	105.00	06/21/2024	615-49550-50315	
13189	95 PROJECT TEMP LINE	17.50	06/21/2024	615-49550-50315	
13354	TEMP WATER LINE TESTING	70.00	06/21/2024	615-49550-50315	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	688.80			
Vendor: 1509	Jason Russell			Check Sequence: 60	ACH Enabled: False
38024	NOMEX FIRE THREAD, RED, BLACK, YELI	150.00	06/21/2024	101-42280-50201	
	Check Total:	150.00			
Vendor: 2116	Amy Schweigert			Check Sequence: 61	ACH Enabled: False
1081	NBPD Therapy X 2	360.00	06/21/2024	101-42110-50300	
	Check Total:	360.00			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 62	ACH Enabled: False
2477267	CREDIT	-14.12	06/21/2024	609-48000-50251	
2485356	LIQUOR	548.95	06/21/2024	609-48000-50251	
2485356	WINE	563.22	06/21/2024	609-48000-50253	
2488256	LIQUOR	379.72	06/21/2024	609-48000-50251	
2488798	LIQUOR	2,103.96	06/21/2024	609-49750-50251	
2488799	WINE	374.57	06/21/2024	609-49750-50253	
2491624	LIQUOR	824.30	06/21/2024	609-49750-50251	
2491625	WINE	274.27	06/21/2024	609-49750-50253	
98479	WINE CREDIT 2488799	-50.44	06/21/2024	609-49750-50253	
	Check Total:	5,004.43			
Vendor: 1552	Sun Life Assurance Company			Check Sequence: 63	ACH Enabled: False
FOR JULY 2024	STD/LTD	2,466.57	06/21/2024	101-00000-21715	
	Check Total:	2,466.57			
Vendor: 2074	The Osseo Constructions Company LLC			Check Sequence: 64	ACH Enabled: False
R-57-2024	WATER TOWER 1 REHAB- PAY VOUCHER 5	52,538.80	06/21/2024	615-00000-16500	
	Check Total:	52,538.80			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 65	ACH Enabled: False
531200129	COPY MACHINE LEASE	185.00	06/21/2024	101-41940-50219	
531416618	COPY MACHINE LEASE	69.33	06/21/2024	101-42110-50219	
531416618	COPY MACHINE LEASE	69.33	06/21/2024	101-41940-50219	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
531416618	COPY MACHINE LEASE	69.33	06/21/2024	615-49550-50219	
531416618	COPY MACHINE LEASE	69.33	06/21/2024	101-42280-50219	
531416618	COPY MACHINE LEASE	129.84	06/21/2024	101-43000-50219	
531416618	COPY MACHINE LEASE	206.74	06/21/2024	101-41940-50219	
531416618	COPY MACHINE LEASE	69.33	06/21/2024	609-48000-50219	
531416618	COPY MACHINE LEASE	69.33	06/21/2024	602-49450-50219	
531416618	COPY MACHINE LEASE	136.19	06/21/2024	101-42110-50219	
531416618	COPY MACHINE LEASE	69.33	06/21/2024	609-49750-50219	
	Check Total:	1,143.08			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 66	ACH Enabled: False
3443701	NA	213.35	06/21/2024	609-48000-50250	
3443763	N/A	196.90	06/21/2024	609-49750-50250	
	Check Total:	410.25			
Vendor: 1601	Vinocopia, Inc.			Check Sequence: 67	ACH Enabled: False
351966	WINE	229.00	06/21/2024	609-49750-50253	
	Check Total:	229.00			
Vendor: 1611	Watson Company			Check Sequence: 68	ACH Enabled: False
142518	Operations Supplies	99.25	06/21/2024	609-49750-50210	
142518	N/A	1,299.60	06/21/2024	609-49750-50250	
142721	N/A SALES	1,442.18	06/21/2024	609-49750-50250	
	Check Total:	2,841.03			
Vendor: 1761	WEX BANK			Check Sequence: 69	ACH Enabled: False
97706724	Fuel Purchases 5/16/2024 to 6/15/2024	189.90	06/21/2024	101-42110-50212	
	Check Total:	189.90			
Vendor: 1754	WorldWide Cellars, Inc.			Check Sequence: 70	ACH Enabled: False
5278	WINE	109.04	06/21/2024	609-48000-50253	
	Check Total:	109.04			
Vendor: 1630	XCEL Energy			Check Sequence: 71	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
51-6102224-2	NATURAL GAS SERVICE 5/8 to 6/9	29.19	06/21/2024	609-49750-50380	
51-7498295-5	NATURAL GAS SERVICE 5/08 to 6/09	154.23	06/21/2024	101-45500-50380	
	Check Total:	183.42			
Vendor: 1637	Ziegler Cat			Check Sequence: 72	ACH Enabled: False
488759	TRANSFER SWITCH FAILURE/REPAIR	1,342.38	06/21/2024	620-49600-50404	
	Check Total:	1,342.38			
	Total for Check Run:	868,529.55			
	Total of Number of Checks:	72			



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 04/02/2024

Board & Commission: City Council

Subject: Approve Minutes

Approve the following minutes:

June 11, 2024, Council Worksession
June 11, 2024, Council Regular
June 18, 2024, Council Worksession

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
WORKSESSION AGENDA
TUESDAY, JUNE 11, 2024 @ 6:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

WORKSESSION MEETING

Tuesday, June 11, 2024

1. CALL TO ORDER

The North Branch City Council met in WORKSESSION and Mayor Kevin Schieber called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Schieber led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Councilmember Robert Canada, Councilmember Travis Miles, Councilmember Peter Schaps, Councilmember Kelly Neider

Absent:

Remote:

Others Present: Interim City Administrator Ziemer, City Clerk/IT Director Varma, Public Works Director Williams, Finance Director Wright, Building Official Meyer, GIS Specialist/Parks Director Sondrol along with the press.

Notes: Councilmember Neider arrived at the meeting at 6:14pm.

4. WORKSESSION ITEMS

- a. Continue Discussion Regarding Selection of Executive Search Firm for City Administrator Recruitment

INFO

Interim City Administrator Ziemer led the continued discussion on the selection of the Executive Search firm. The Council was in the consensus to go with GMP as the final choice for the Executive Search Firm for City Administrator.

b. Discussion Regarding Initial Immediate & Long-Term Staffing

INFO

Interim City Administrator Ziemer went over the initial immediate and long-term staffing for the City as presented in the agenda.

5. ADJOURNMENT

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

AYES: Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider

ABSENT:

NOTES: The meeting was adjourned at 6:56pm.



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, JUNE 11, 2024 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, June 11, 2024

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Schieber led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Councilmember Robert Canada, Councilmember Travis Miles, Councilmember Peter Schaps, Councilmember Kelly Neider

Absent:

Remote:

Others Present: Interim City Administrator Ziemer, City Clerk/IT Director Varma, Public Works Director Williams, GIS Specialist/Parks Director Sondrol along with members of public and the press.

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

The item (e) was moved from the consent agenda to staff report 9 (f) before approving the agenda.

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

5. PRESENTATION & PROCLAMATION

- a. Approve Resolution No. R-55-2024, Supporting Land Acquisition by the Minnesota Department of Natural Resources for Inclusion in the Janet Johnson Memorial Wildlife Management Area ACTION

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

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.

Walt Anderson made comments about cellular service, the North Branch township issue on Google search, and about the June 5th, 2024 meeting on CBD and public hearing notices.

7. CONSENT AGENDA

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

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

- a. Claims ACTION
- b. Approve Minutes ACTION
- c. Resolution R-58-2024, Approving Pay Request No. 3 for the Highway 95 Watermain Project ACTION
- d. Resolution R-57-2024 Approving Pay Request #5 for the Water Tower 1 Rehabilitation Project ACTION
- f. Approve Ordinance No. 375-24, Approving an Amendment to City Code Section 66-898(b) Regarding the Placement of Additions onto Existing Accessory Structures on Properties Zoned RR - Rural Residential ACTION
- g. Approve Resolution R-48-2024 for the Ragnar Relay Special Event Permit ACTION

- h. Approve Resolution R-54-2024 Fall Festival Car Show Special Event Permit and 6th Ave Street Closure ACTION
- i. Approve Resolution No. R-56-2024, Approving a Cooperative Agreement with the State of Minnesota for the Operation & Maintenance of Street Lights at 392nd St. and Highway 95. ACTION
- j. Approve Mobile Food Truck License - Ice Queen Frozen Treats ACTION
- k. Approve submitting a proposal with Chisago SWCD to the BWSR Pollinator Pathways RFP ACTION
- l. Change of Meeting Dates for City Council Meetings in July ACTION
- m. Accept the Retirement of Officer Sean Huset and Authorize Job Posting and Hiring Process ACTION

8. PUBLIC HEARINGS

There were no public hearing during the meeting.

9. STAFF REPORTS

- a. 2024 Primary Election Information INFO

City Clerk/IT Director Varma updated the Council on the upcoming 2024 Primary Elections.

- b. Public Works Updates for the Hwy. 95 Watermain Replacement and Water Tower #1 Rehabilitation Projects INFO

Public Works Director Williams updated the Council on the Hwy 95 Watermain Replacement and Water Tower #1 Rehabilitation Projects and stated that the projects are coming along very well. The Water Tower #1 tentative will be opened by July 18, 2024.

- c. PTOS Commission Updates INFO

GIS Specialist/Parks Director Sondrol updated the Council on the PTOS Commission as laid out in his memo.

- d. Monthly Attorney Report INFO

The monthly attorney report is being presented to the Council as informational item and any questions can be addressed to the Interim City Administrator Ziemer.

- e. Update Regarding Zoning Text Amendment Pertaining to the Keeping of Chickens INFO

Interim City Administrator Ziemer updated the Council regarding the zoning text amendment pertaining to the keeping of chickens.

- e. Approve Ordinance No. 374-24, Amending City Code Section 66-973(a) Regarding the Location of Fences on Corner Properties ACTION

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

AYES: Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider

ABSENT:

NOTES:

10. MAYOR/CITY COUNCIL

- a. Summary Discussion of Central Business District / Downtown Community Conversation

INFO

Interim City Administrator Ziemer summarized the discussion of Central Business District/Downtown Community Conversation that took place on Wednesday, June 5, 2024. He stated that the firm Rethos would bring forth all the feedback gathered back to the Council from that meeting. Canada mentioned that it was received very well by the community. Councilmember Neider mentioned that the event was poorly planned and delivered. Councilmember Miles mentioned everything was done very well, and he was surprised that residents showed up. Schaps stated that he did receive the invitation early enough. A total of seventy people showed up, while the expectation was a hundred and there was a good turnout. Mr. Ziemer commended on Post-haste for doing a great job within a short timeframe. The mayor also mentioned that the preservation concepts are offered by Rethos and that they will provide more feedback to the Council from what all they gathered from the meeting.

- b. Hire an Executive Search Firm to Assist with the Recruitment and Hiring of the Next City Administrator ACTION

The Council approved GMP contract agreement to be hired as the Executive Search Firm and Mayor mentioned that all councilmembers were engaged in the conversations with GMP.

11. CLOSED SESSION

Pursuant to Minnesota Statute 13D.03, the North Branch City Council shall adjourn to closed session for the purpose of receiving an update regarding ongoing and pending labor negotiations and discuss labor negotiations strategies.

- a. Closed Session for the Purpose of Discussing Labor Negotiations Strategy

INFO

Mayor Schieber, Councilmembers Canada, Neider, Miles and Schaps were present along with Interim City Administrator Ziemer and City Clerk/IT Director Varma during the closed session. The meeting went into closed session at 8:20pm to discuss labor negotiations strategy and the closed session started at 8:21pm. No action was taken.

12. ADJOURNMENT

Mayor Schieber made the motion to close the closed session seconded by Canada at 9:04pm and passed unanimously. The motion to reconvene the meeting was made by Schieber and seconded by Miles at 9:04pm and passed unanimously.

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

AYES: None

ABSENT:

NOTES: A motion was made by Scieber and seconded by Canada to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:06pm.



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
WORKSESSION AGENDA
TUESDAY, JUNE 18, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

WORKSESSION MEETING

Tuesday, June 18, 2024

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Schieber led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Councilmember Robert Canada, Councilmember Travis Miles, Councilmember Peter Schaps

Absent: Councilmember Kelly Neider

Remote:

Others Present: Interim City Administrator Ziemer, City Clerk/IT Director Varma and Finance Director Wright along with press.

Notes:

4. WORKSESSION ITEMS

- a. Continue Discussion Regarding Request for Proposals (RFPs) for Engineering & Legal INFO Professional Services

The consensus of the Council was to hold off until a new City Administrator is placed for the service.

b. Introduction & Overview to Proposed North Branch Financial Management Policy INFO

Finance Director Wright went over the introduction & overview of the proposed North Branch Financial Management Policy.

5. ADJOURNMENT

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Robert Canada
AYES: Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps
ABSENT: Kelly Neider
NOTES: The meeting was adjourned at 6:59pm.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 06/14/2024

Board & Commission: City Council

Subject: Approve Adjusted City Hall Hours on Friday, July 5

Overview / Background

As noted in previous correspondence to Council members, with July 4 falling on a Thursday and the already reduced City Hall staffing the week of July 1-5 due to planned leave by City staff, it was recommended by the Department Head team to close City Hall on Friday, July 5. Closing City Hall on the 5th is neither a holiday, nor an extension of the 4th, so City Hall staff would need to use Personal Time Off (PTO). Interim City Administrator Jason Ziemer chatted with staff originally planning to work that day and all were comfortable using PTO.

Public Works and Police Departments would maintain regular hours, except for those with already pre-approved leave. Both North Branch Liquor Stores will be open from 9:00 a.m. to 4:00 p.m.

Staff Recommendation

City staff recommend approval of closing City Hall on July 5.

Recommended City Council Action

Motion to close City Hall on Friday, July 5, 2024.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 06/20/2024

Board & Commission: City Council

Subject: Approve Change of Date for the August 13 City Council Meeting

Overview / Background

Minnesota Primary Election Day is Tuesday, August 13, 2024. Minnesota State Statute §204C.03 does not allow for any public meetings of a City Council to occur from 6:00 pm to 8:00 p.m. on the day of an election. No state agency, board, commission, department, or committee shall conduct a public meeting on the day of the state primary or general election. There is also a regularly scheduled City Council meeting the same day as the primary. Due to absentee / early voting through Monday, August 12 and post-election work on August 14, City staff are recommending moving the meeting to Thursday, August 15. It was discussed that this meeting date could be canceled should there be nothing requiring immediate City Council action. The meeting time would remain unchanged at 7:00 p.m.

Staff Recommendation

City staff recommend changing the date of the August 13, 2024, regular City Council meeting as presented.

Recommended City Council Action

Motion to change the date of the Tuesday, August 13, 2024, regular meeting to Thursday, August 15, 2024.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 06/12/2024

Board & Commission: City Council

Subject: Approve a Resolution Governing Write-in Vote Counting

Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes, in order to save city time and resources, it is in the best interest of the City of North Branch, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

During the Clerks Election training earlier in May 2024, which requires Clerks to have five hours of training in order to manage the elections, Chisago County is recommending all cities and townships to adopt the resolution prior to the filing period and send the approved resolution to save city time and resources. All cities and townships are in the process of submitting theirs.

Staff Recommendation:

To pass the resolution as presented.

Council Action:

To pass the resolution R-62-2024 to govern the write-in vote counting as presented.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-62-2024

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office;

WHEREAS, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city time and resources, it is in the best interest of the City of North Branch, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

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

Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of North Branch.

Passed by the City Council of North Branch, Minnesota this 25th day of June, 2024.



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 06/12/2024

Board & Commission: City Council

Subject: Approve a Resolution for Appointing Election Judges for the 2024 Primary Election

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-63-2024

A Resolution Approving the Appointment of Election Judges for the 2024 Primary Election

WHEREAS, a Primary Election will be held on Tuesday, August 13, 2024; and

WHEREAS, MN Statute 204B.21, subd.2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of North Branch has three voting precincts; and

WHEREAS, the following candidates are eligible to serve as election judges and have met the qualifications established by the State of Minnesota and if time permits they can serve as election judges; and

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

1. Pursuant to MN 204B.21, Subdivision 2, election judges are hereby eligible to be appointed as election judges for the 2024 Primary Election.
2. The City Clerk who is the designated Election Official for the City is authorized to appoint and train additional judges as needed in the case of emergency or necessity to staff at each polling place.
3. That the wages for election judges is \$11 per hour. The wage for head election judge is \$13.00 per hour.
4. That the eligible judges are:

<u>Elections Official</u>	<u>Elections Judges</u>
Ragini Varma (City's Elections Official) and Backup Head Judge & Healthcare Judge	Anna Gilkerson Rebecca Whiting Lynn Wilson Tracy Ibinger Barbara Vincent Daniel Goldbloom Gloria K Mechels Julie Meyer
<u>Head Judges</u>	
Lynn Wilson (Head Judge for Primary) Rebecca Whiting (Head Judge for General) Barbara Vincent (Head Judge Primary)	

Penny Foster (Head Judge for General) Anna Gilkerson (Head Judge for Primary) James Ibinger (Head Judge for General) <u>Healthcare Facility Judges</u> Ragini Varma Lynn Wilson Daniel Goldbloom Anna Gilkerson Penny Foster	Barbara Vincent Penny Foster Rachel Mechtel Thomas Davis James Pegelow Sheryl Hammond Misti Munson Neville Wilson Dianne Klund James Ibinger Rebecca Ann Leuer Lorraine Moeller Gerard Kunz Christi Palme John W. von Lange Michelle Still
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5. That the polling places for the 2024 elections are:
- a. Precinct A - Access Church - 4359 392nd Street, North Branch, MN
 - b. Precinct B - Main Street Church - 6500 Main Street, North Branch, MN
 - c. Precinct C - City Firehall - 37917 Forest Blvd, North Branch, MN 55056



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 06/20/2024

Board & Commission: City Council

Subject: Approve LG220 Application for Exempt Permit - East Central Friends of NRA

Background Information:

East Central Friends of NRA, will be holding Bingo at North Branch American Legion Post 85, 6439 Elm Street, North Branch, MN 55056 on August 7, 2024. The clerk's office usually signs off on the application before they can send it to the Minnesota Alcohol & Gambling Enforcement office so that they can be issued a permit to carry out such an event as requested after council approval. Most of these applications need to be submitted to the Minnesota Gambling Control Board a few months in advance for the state to process it.

Staff Recommendation & Requested City Council Action:

Staff recommends Council to approve the application for submission to the Minnesota Gambling Control Board by East Central Friends of NRA.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 06/20/2024

Board & Commission: City Council

Subject: Approve LG220 Application for Exempt Permit - Long Spurs of Sunrise River

NWTF Long Spurs Of Sunrise River, will be holding the Bingo & Raffle at North Branch American Legion Post 85, 6439 Elm Street, North Branch, MN 55056 on September 18, 2024. The clerk's office usually signs off on the application before they can send it to the Minnesota Alcohol & Gambling Enforcement office so that they can be issued a permit to carry out such an event as requested after council approval. Most of these applications need to be submitted to the Minnesota Gambling Control Board a few months in advance for the state to process it.

Staff Recommendation & Requested City Council Action:

Staff recommends Council to approve the application for submission to the Minnesota Gambling Control Board by NWTF Long Spurs Of Sunrise River.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 06/21/2024

Board & Commission: City Council

Subject: Approve LG214 Premises Permit Application - North Branch Area Hockey Association

Background Information:

North Branch Area Hockey Association, will be using the precise location at North Branch Golf Course, 38585 Forest Blvd, North Branch, MN 55056 for their gambling events in North Branch. The LG214 Premises Permit Application requires an approved resolution from the City before the MN Lawful Gambling approves their application.

Starting July 2024, the organization would like to hold such events at the premise. Once the resolution is approved, the clerk's office signs off on the application before the applicant can send it to the Minnesota Alcohol & Gambling Enforcement office for approval so that they can be issued a permit to carry out such an event from that location. Most of these applications need to be submitted to the Minnesota Gambling Control Board a few months in advance for the state to process it.

Staff Recommendation and Requested City Council Action:

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

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-65-2024

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

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

WHEREAS, the North Branch Area Hockey Association., will be using the premise location at North Branch Golf Course, 38585 Forest Blvd, North Branch, MN 55056 for their gambling events in North Branch; and

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

WHEREAS, the North Branch Area Hockey Association., is authorized to use the designated premise for their gambling events; and

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

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

That the City Council hereby approves the LG214 Premises Permit for North Branch Area Hockey Association.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 06/18/2024

Board & Commission: City Council

Subject: Approve Resolution No. R-59-2024, Supporting Chisago County HRA-EDA Funding for Flashing By Design Expansion

Overview / Background

Flashing By Design is proposing to expand its existing North Branch location, located at 6556 396th Court. The current facility, constructed in 2017, is 19,546 square feet on the 4.37-acre parcel. The Company is currently seeking funding support of up to \$100,000 from the Chisago County HRA-EDA through the agency's Forgivable Loan Program; the request is the maximum available through the program. According to the HRA-EDA, the Company is looking to construct a 10,546-square foot addition onto the existing building. Company officials noted to City staff they were considering up to a 20,000-square foot addition. The Program requires a minimum investment of \$1,000,000 and the creation of at least 10 new jobs with wages of \$25.00/hour. City support is required by the HRA-EDA for the funding to be awarded to the company. Flashing By Design did receive Tax Increment Financing (TIF) from the City.

The building addition will require a formal Site Plan Amendment. Based on the recent (2023) amendment to City Code regarding exterior material standards, if the addition is 75% or less of the existing facility, or 14,660 square feet, the building addition may be constructed with the exact same exterior materials as on the existing facility. If more than 75%, the new addition must comply with Design Standards for exterior materials, per City Code §66-943.

Staff Recommendation

City staff recommend approval of the resolution supporting the County funding request for Flashing By Design.

Recommended City Council Action

Motion to approve Resolution No. R-59-2024, supporting a Forgivable Loan from the Chisago County HRA-EDA in the amount of \$100,000.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-59-2024

**RESOLUTION SUPPORTING AN FORGIVABLE LOAN APPLICATION
BY FLASHING BY DESIGN TO THE
CHISAGO COUNTY HRA-EDA**

WHEREAS, Flashing By Design ("Company"), located at 6556 396th Court, moved to North Branch in 2017 and constructed a 19,546-square foot facility on 4.37 acres; and,

WHEREAS, the Company has submitted an application to the Chisago County HRA-EDA ("Agency"), requesting up to \$100,000 through the Agency's Forgivable Industrial Development Loan Program ("Program"), to support a 10,546-square foot addition or up to a 20,000-square foot addition on the Company's existing facility; and,

WHEREAS, the Program requires loan recipients to meet certain criteria, including, but not limited to: \$1,000,000 investment in a new building or building expansion, creation of a minimum of 10 new jobs, and a minimum wage and benefits of \$25.00 per hour for two-thirds (2/3) of the new employees; the Company has pledged to meet all minimum Program requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby supports the Forgivable Industrial Development Loan in the amount up to \$100,000 from the Chisago County HRA-EDA to Flashing By Design.

ADOPTED this 25th day of June, 2024.

Date: June 2024
To: North Branch City Council
From: Nancy Hoffman, HRA-EDA Executive Director
RE: Flashing By Design Forgivable Loan Request

Business Background:

Flashing by Design specializes in quality custom flashing. They have two main products; they manufacture flashing for exterior siding, and they paint (coat) siding board. Their curing technique is in line with Sherwin Williams specifications, so they can carry a 30-year material warranty and 15-year labor warranty. They are one of few who can carry this warranty. Their products are mostly sold to lumber yards and building supply companies. The company began in 2006 and was in Wyoming, MN but moved to North Branch in 2017, building a new facility in the North Branch industrial park.

Proposed Development:

New Life Holding LLC is the real estate holding entity for Flashing By Design, Inc. The property is located at 6556 396th Court, North Branch, MN. The current facility is 19,546 square feet on 4.37 acres. The 10,546-building expansion will bring the total square footage to 30,092.

Eligibility:

Total Project Construction Costs \$2,353,513

Requested Forgivable loan of \$100,000

Use of Funds: Building expansion

- Company is a for-profit manufacturing business
- Will invest more than \$1,000,000 in building expansion
- Will create at least 10 new jobs with wages of \$25.00
- Will cause no undue harm to Chisago County business competition.
- Support from the City of North Branch is pending

Strengths:

- The project allows Flashing By Design to grow in North Branch
- Positive credit history
- Business is growing due to relationships with lumber companies and building supply companies.
- Bank and SBA 504 loans approved
-

Action Requested: The North Branch City Council provide support to the HRA-EDA in providing a Forgivable loan to Flashing By Design/New Life Holdings, LLC for their building expansion. The loan will be deferred for three years, if their goals of capital investment is over \$1,000,000 and there is the creation of 10 jobs at \$25.00 plus benefits while retaining 24 FTE jobs, the loan will then be forgiven.

The loan sunsets after one year if the loan is not closed – July 1, 2025. Reasonable extensions may be applied with a written request.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 06/18/2024

Board & Commission: City Council

Subject: Resolution No. R-60-2024, Approving a Reduction to the Letter of Credit for Meadows North 4th Addition

Overview / Background

LGI Homes – Minnesota, LLC (Developer) is seeking a reduction to its Letters of Credit pledged to the City for the purpose of securing the construction of public improvements required with the Meadows North 4th Addition and Meadows North Townhomes 1st Addition developments (“Developments”). Public improvements with those projects include, but are not limited to: streets, sidewalks and trails, stormwater systems, and water and sanitary sewer main lines; security for grading and erosion control is also required. Security amounts required of the Developer were \$784,794 for Meadows North 4th Addition and \$1,780,837 for Meadows North Townhomes 1st Addition. Reductions requested would leave \$196,243.50, or 25% of the total, and \$546,552.40, or 31% of the total. Neither project is in position to submit to the City an Offer of Dedication for the public improvements, meaning those improvements are not fully complete and not ready to enter the required one (1) year warranty period. City staff have reviewed and are in agreement with the reduction requests.

Staff Recommendation

City staff recommend approval of the security reductions as presented.

Recommended City Council Action

Motion to approve Resolution No. R-60-2024, authorizing a reduction in the letter of credit security amount for the construction of public improvements for Meadows North 4th Addition from \$784,794 to \$196,243.50.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-60-2024

**A RESOLUTION AUTHORIZING A FINANCIAL SECURITY REDUCTION
FOR MEADOWS NORTH 4TH ADDITION**

WHEREAS, in accordance with Planned Unit Development and Subdivision Agreement ("Agreement") for Meadows North 4th Addition ("Development"), dated July 8, 2022 LGI Homes – Minnesota, LLC ("Developer"), agreed to install certain public improvements ("Improvements") for said Development, and provide Financial Guarantee ("Security"), in the form of Letter of Credit, covering the installation and construction of those "Improvements;" and,

WHEREAS, the Developer has completed certain Improvements as of June 25, 2024, as required by the Agreement for the Development, and has requested an initial reduction to the Security; and,

WHEREAS, Agreement required an original Security deposit provided to the City totaling \$784,794, of which the Developer is requesting a reduction of said Security to \$196,243.50, which is 25% of the original Security as required by the Agreement, to reflect the work completed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, a reduction in the Security for the Development from \$784,794 to \$196,243.50 is hereby authorized.

BE IT FURTHER RESOLVED, the Developer shall furnish to the City a replacement Letter of Credit, or cash deposit, in the amount reduced as stated above, and in accordance with the standard Letter of Credit template as provided by the City.

BE IT FURTHER RESOLVED, no further reductions to the Security for the Development shall be authorized until the Developer is prepared to submit an Offer of Dedication for the completion and warranty of the Improvements and/or the City fully accepts the Improvements as required for the Development.

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 25th day of June, 2024.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 06/18/2024

Board & Commission: City Council

Subject: Resolution No. R-61-2024, Approving a Reduction to the Letter of Credit for Meadows North Townhomes 1st Addition

Overview / Background

For information regarding this item, see staff report for Resolution No. R-60-2024, approving a security reduction for Meadows North 4th Addition as requested by LGI Homes – Minnesota, LLC.

Staff Recommendation

City staff recommend approval of the security reductions as presented.

Recommended City Council Action

Motion to approve Resolution No. R-61-2024, authorizing a reduction in the letter of credit security amount for the construction of public improvements for Meadows North 4th Addition from \$1,780,837 to \$546,552.40.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-64-2024

**A RESOLUTION AUTHORIZING A FINANCIAL SECURITY REDUCTION
FOR MEADOWS NORTH TOWNHOMES 1ST ADDITION**

WHEREAS, in accordance with Planned Unit Development and Subdivision Agreement ("Agreement") for Meadows North Townhomes 1st Addition ("Development"), dated June 13, 2023 LGI Homes – Minnesota, LLC ("Developer"), agreed to install certain public improvements ("Improvements") for said Development, and provide Financial Guarantee ("Security"), in the form of Letter of Credit, covering the installation and construction of those "Improvements;" and,

WHEREAS, the Developer has completed certain Improvements as of June 25, 2024, as required by the Agreement for the Development, and has requested an initial reduction to the Security; and,

WHEREAS, Agreement required an original Security deposit provided to the City totaling \$1,780,837, of which the Developer is requesting a reduction of said Security to \$546,552.40, which is 31% of the original Security as required by the Agreement, to reflect the work completed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, a reduction in the Security for the Development from \$1,780,837 to \$546,552.40 is hereby authorized.

BE IT FURTHER RESOLVED, the Developer shall furnish to the City a replacement Letter of Credit, or cash deposit, in the amount reduced as stated above, and in accordance with the standard Letter of Credit template as provided by the City.

BE IT FURTHER RESOLVED, no further reductions to the Security for the Development shall be authorized until the Developer is prepared to submit an Offer of Dedication for the completion and warranty of the Improvements and/or the City fully accepts the Improvements as required for the Development.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Shawn Williams, Public Works Director
Date: 06/20/2024

Board & Commission: City Council

Subject: Approve Hiring of Public Works Maintenance 1 Workers for Public Works Department.

Overview / Background

The City of North Branch recently completed the hiring process tied to two (2) internal promotions. That process was triggered by a retirement. As approved by the City Council, that internal process also included a job posting, announcing the hiring of a Public Works Maintenance worker. That posting assumed the upward ladder movements of the two (2) promotions. That position would serve as the backfill of the retirement.

The City received 44 applications for the position, narrowed the pool to 10 and brought back three (3) candidates for final interviews. Interim City Administrator Jason Ziemer and Public Works Director Shawn Williams are recommending the hiring of Jaime Monette and Donovan Fairbanks. Mr. Monette previously worked with the City as a lineman for North Branch Power and Light, moving over to East Central Energy (ECE) with the sale of the utility. Mr. Monette's hiring would serve as the backfill for the position.

During the application posting period, the City received a notice of retirement from an additional Public Works employee. The formal last day of employment for that employee is September 30, 2024. Thus, Interim Administrator Ziemer and Director Williams are recommending the hiring of Mr. Fairbanks to serve as the backfill for the pending retirement. This hiring would allow Director Williams to bring on and train that replacement, allowing for a smoother transition. And, it would be middle to late July before Mr. Fairbanks would likely be able to start work, given completion of pre-employment requirements and notice period of his current employer.

Staff Recommendation

City staff recommends the hiring of both persons.

Recommended City Council Action

Motion to approve the hiring of Jamie Monette and Donovan Fairbanks as Public Works Maintenance 1 workers in the Public Works Department.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Carla Golden, Liquor Operations Director
Date: 06/21/2024

Board & Commission: City Council

Subject: Approve Promotion of Liquor Store Employee

Overview / Background

Liquor Operations Director Carla Golden is recommending the promotion of Maisie Frost from Liquor Store Clerk to Liquor Clerk Lead due to a recent resignation. Ms. Frost will assume extra responsibilities with both stores. The probationary period for a promotion is six (6) months, according to the Collective Bargaining Agreement for that position.

Staff Recommendation

City staff recommend approval of the promotion.

Recommended City Council Action

Motion to approve promotion of Maisie Frost from Liquor Store Clerk to Liquor Clerk Lead.

Voting Requirements:

Voting Options Simple Majority



CITY OF NORTH BRANCH

STAFF MEMO

To: Jason Ziemer, Interim City Administrator
From: Carla Golden, Liquor Operations Director
Date: June 18, 2024
Subject: Request for Maisie Frost Promotion

Staff is recommending moving Maisie Frost from Liquor Store Clerk to Liquor Clerk Lead. With a recent resignation, we have a position to fill. Maisie will assume extra responsibilities with in both stores. Maisie Frost will be on a 6 month probation.

Sincerely,

Carla Golden

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-61-2024

A RESOLUTION APPROVING PAY REQUEST 2 FOR THE NORTHWOOD PARK PICKLEBALL COURT & SITE IMPROVEMENT PROJECT IN THE CITY OF NORTH BRANCH, MINNESOTA...

s submitted pay request , in the amount of \$70,931.39.

WHEREAS, the City of North Branch received a DNR Outdoor Recreation grant in the amount of \$140,000 for the Northwood Park Pickleball & Site Improvement Project, with a 50 percent city match funding requirement towards the project, and Winberg Companies, LLC, the contractor who performed the work has submitted a pay request in the amount of \$48,358.67; and

WHEREAS, a 50 percent city match funding requirement towards the project; and

WHEREAS, the city obtained bids and approved the contract to the low bid from Winberg Companies, LLC in the amount of \$149,453.00 plus alternate #1 \$18,040.05 and a 10% contingency of \$16,749.31 (\$184,242.36 total); and

WHEREAS, Winberg Companies, LLC has submitted pay request 2 in the amount of \$48,358.67; and

WHEREAS, city staff have reviewed and verified the quantities as accurate and approve the pay request as presented.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA, TO APPROVE PAY REQUEST 2 FOR THE NORTHWOOD PARK PICKLEBALL & SITE IMPROVEMENTS PROJECT IN THE AMOUNT OF \$48,358.67 TO WINBERG COMPANIES, LLC. IS HEREBY ADOPTED.

Northwood Park Pickleball & Site Improvements
Pay App 002 (06/18/2024)

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Build Quantity to Date	Extension
BASE BID	Required	Base Bid Section							
	1	2021.501	MOBILIZATION (5% MAX)	LS	1	2,200.00	\$ 2,200.00	0.9	\$ 1,980.00
	2	2106.501	EXCAVATION - COMMON	LS	1	34,000.00	\$ 34,000.00	1	\$ 34,000.00
	3	2360.504	4 INCH THICK BITUMINOUS COURT	SY	960	34.95	\$ 33,552.00	960	\$ 33,552.00
	4	2531.503	24" CONCRETE MAINTENANCE CURB	L F	412	30.5	\$ 12,566.00	392	\$ 11,956.00
	5	2540.602	PICKLEBALL NET SYSTEM	EACH	4	1,723.80	\$ 6,895.20		\$ -
	6	2557.502	8' CHAIN LINK MAN GATE	EA	1	1,346.40	\$ 1,346.40	1	\$ 1,346.40
	7	2557.502	8x10 CHAIN LINK MAINTENANCE GATE	EACH	1	2,244.00	\$ 2,244.00	1	\$ 2,244.00
	8	2557.503	4' HIGH 2-RAIL CHAIN LINK FENCE	L F	96	72.22	\$ 6,933.12	96	\$ 6,933.12
	9	2577.503	8' HIGH, 2-RAIL CHAIN LINK FENCE	LF	400	70.38	\$ 28,152.00	400	\$ 28,152.00
	10	2557.503	FENCE PROTECTOR	L F	96	13.87	\$ 1,331.52		\$ -
	11	2573.501	CONSTRUCTION EXIT/MAT	LS	1	750	\$ 750.00	1	\$ 750.00
	12	2573.503	SILT FENCE, TYPE MS OR BIOROLL	L F	300	3	\$ 900.00		\$ -
	13	2575.505	SEED W/ BLANKET	ACRE	0.3	7,000.00	\$ 2,100.00		\$ -
	14	2582.504	ACRYLIC COLOR COAT & STRIPING	S Y	960	17.17	\$ 16,483.20		\$ -
	15		CHANGE ORDER 001 (Grade for Trails)	SF	15740	1.74	\$ 27,387.60	15740	\$ 27,387.60
	16		CANGE ORDER 002 (4ft Man Gate)	LS	1	4922.06	\$ 4,922.06		\$ -

Total	\$ 181,763.10	Total to Date	\$ 148,301.12
		Retainage	5%
		Total Retainage	\$ 7,415.06
		Less Previous Applications	\$ 92,527.39
		Total Due Less Retainage	\$ 48,358.67
		Project Completion %	82%



Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 06/21/2024

Board & Commission: City Council

Subject: Consumer Confidence Report for Water

Background Information:

Each year the City Council is required to accept and publish the Water Consumer Confidence Report. The report is for the 2023 drinking water year and assures our drinking water is safe to drink and meets the requirements of the Minnesota Department of Health. North Branch has very good water and the report will be published in our local paper, put on the City Website. A paper copy will be available at city hall for the public to view.

Deadline:

At this meeting so publication can take place.

Staff Recommendation:

Approval

Requested Commission Action:

Approval as presented.

Voting Requirements:

Voting Options **Simple Majority**

North Branch 2023 Drinking Water Report

Making Safe Drinking Water

Your drinking water comes from a groundwater source: six wells ranging from 220 to 762 feet deep, that draw water from the Mid.Proterozoic sedimentary, Mt. Simon, Quaternary Buried Artesian and Mt. Simon-Fond du Lac aquifers.

North Branch works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Shawn Williams, Public Works Director, at 651-674-8113 or shawnw@ci.north-branch.mn.us if you have questions about North Branch's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

North Branch Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2023.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **ppt (parts per trillion):** One part per trillion is like one drop in one trillion drops of water, or about one drop in an Olympic sized swimming pool. ppt is the same as nanograms per liter (ng/l).
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter (µg/l).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID:** Public water system identification.

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Action Level	90% of Results Were Less Than	Number of Homes with High Levels	Violation	Typical Sources
Lead	0 ppb	90% of homes less than 15 ppb	2.52 ppb	0 out of 20	NO	Corrosion of household plumbing.
Copper	0 ppm	90% of homes less than 1.3 ppm	0.55 ppm	0 out of 20	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Barium (04/19/21)	2 ppm	2 ppm	0.05 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG or MRDLG)	EPA's Limit (MCL or MRDL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Total Trihalomethanes (TTHMs)	N/A	80 ppb	19.6 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	N/A	60 ppb	7.5 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	1.63 ppm	1.32 - 1.84 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Fluoride	4.0 ppm	4.0 ppm	0.64 ppm	0.57 - 0.64 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

Potential Health Effects and Corrective Actions (If Applicable)

Fluoride: If your drinking water fluoride levels are below the optimal concentration range of 0.5 to 0.9 ppm, please talk with your dentist about how you can protect your teeth and your family's teeth from tooth decay and cavities. For more information, visit: MDH Drinking Water Fluoridation

(<https://www.health.state.mn.us/communities/environment/water/com/fluoride.html>).

Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources. There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride

levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Groundwater supplies 75 percent of Minnesota's drinking water, and is found in aquifers beneath the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water, and is the water in lakes, rivers, and streams above the surface of the land..

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How North Branch is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;

- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa) (<https://www.health.state.mn.us/communities/environment/water/swp/swa>) or call 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. North Branch is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program](https://elido.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
<https://elido.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
 - Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
<https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html>

Learn more:

- Visit Lead in Drinking Water (<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>)
- Visit Basic Information about Lead in Drinking Water (<http://www.epa.gov/safewater/lead>)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit Lead Poisoning Prevention: Common Sources (<https://www.health.state.mn.us/communities/environment/lead/sources.html>).

Water systems have ongoing infrastructure, operations and maintenance costs in supplying safe drinking water, and many are implementing additional efforts to help insure health equity and manageable water bills with:

- Turn the faucet off while brushing teeth.
- Shower instead of bathing to reduce water use.
- Fix running toilets by replacing flapper valves.
- Run full loads of laundry and use a minimal water use setting.

- Our water system partners with others to help consumers with limited resources make payments to their water bills.
- Contact us to learn more.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 05/01/2024

Board & Commission: City Council

Subject: Fire Department Recruitment & Hiring

Overview / Background

North Branch Fire Chief Pat Heinen is requesting the City Council to declare vacancies and allow the Fire Department to proceed with the application and hiring process for three (3) new firefighters. The Department currently has 25 active firefighters with a current authorized maximum of 28. Chief Heinen is also requesting the City Council discussing increasing the authorized maximum to 30. At this time, the focus is hiring three (3) new firefighters.

Staff Recommendation

City staff recommend approval of the hiring process for firefighters.

Recommended City Council Action

Motion to declare three (3) vacancies within the Fire Department and commence the application process for the hiring of new firefighters.

Voting Requirements:

Voting Options Simple Majority

CHIEF

North Branch Fire Department

June 12, 2024

City of North Branch
City Council
6408 Elm St.
North Branch, MN 55056

North Branch City Council,

The primary focus of the North Branch Fire Department is to protect the lives and property of the residents and surrounding communities. To effectively do so, the North Branch Fire Department needs to update its fleet with updated tools and equipment to serve the growing population, the most essential of which is Firefighters.

Currently, the North Branch Fire Department has 25 active firefighters, with the ability to retain 28. Since 2020 we have hired and successfully retained eight firefighters, the hiring of which was attributed to the retirements of eight former firefighters.

The North Branch Fire Department would like to move forward with the hiring of three more firefighters in 2024 to return to our fully staffed department of 28 currently allotted.

Furthermore, with the increase in calls for service and the rapidly growing community, I would like to expand the number of firefighters to 30 in 2025. Doing so, will help the North Branch Fire Department to serve the growing community and calls for service which we are experiencing.

Sincerely

Pat Heinen

Chief North Branch Fire Department

1234 MAIN STREET ANYTOWN, STATE ZIP (123) 456-7890



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Kevin Schieber, Mayor
Date: 06/18/2024

Board & Commission: City Council

Subject: Approve a Contract with WSB, Inc. for Interim Planning, Zoning and Development Services

Overview / Background

At the June 18, 2024 special City Council meeting, Councilmembers discussed and agreed to bring on WSB, Inc. in the interim to assist with planning and zoning, and oversee the coordination and processing of development projects. Based on Council feedback, WSB was asked for the contract with the following work detail for the consultant planner:

- **Hold office hours not less than two (2) days per week, unless otherwise directed, and with total hours worked whether in office or virtual based on the need each week.**
- **Coordinate development project reviews and zoning-related matters.**
- **Serve as taff liaison to the Planning Commission; prepare agendas, staff reports, resolutions, etc. Prepare action items for City Council.**
- **Attend weekly staff meetings, monthly Planning Commission meetings, and other development and City meetings as scheduled or directed.**

It was agreed this person would report through the Parks and Recreation Director. The contract would be month-to-month through December 31, 2024, with provisions to cancel with notice. The planner consultant rate would be \$150 per hour.

Staff Recommendation

City staff recommends moving forward with WSB to assist with development and planning functions.

Recommended City Council Action

Motion to approve the contract with WSB, Inc. for interim professional development and planning services for the City of North Branch.

Voting Requirements:

Voting Options Simple Majority



June 19, 2024

Jason Ziemer
Community Development Director
City of North Branch
6408 Elm Street – PO Box 910
North Branch, MN 55056

Re: Professional Services Proposal – Planning Staff Augmentation

Dear Jason Ziemer:

I am pleased to submit this letter proposal on behalf of WSB (Consultant) to the City of North Branch for planning staff augmentation.

A.1 PROJECT UNDERSTANDING

As the City of North Branch is in a period of transition between staff, the City needs support to maintain the day to day functions of the government. The consultant will facilitate development interests and ensure that the city maintains a high level of customer service for developers and residents.

B.1 BASE SCOPE OF SERVICES

B.1.1. BASIC SCOPE OF SERVICE AS A CITY PLANNER

(1) General Planning and Project Management.

- A. Services include day-to-day planning support, development review coordination, routine ordinance and Comprehensive Plan updates.
- B. Work direction from and reporting to the Parks and Recreation Director

(2) Report and Correspondence.

- A. Preparation of reports and technical correspondence including determination of complete applications, review for compliance with Client ordinances and policies, minor plan reviews and reviews of reports prepared by other agencies.
 - Consultant will coordinate and review development applications including, but not limited to: scheduling meetings with developers, managing review deadlines, disseminating applications to other reviewers, reviewing applications, providing comments, etc.
 - Consultant will serve as staff liaison to the Planning Commission. This will include, but not be limited to: providing notices of public hearing to the City Clerk for publication and coordinating mailing of hearing notices; planning agendas; writing staff reports; and drafting resolutions and ordinances.
 - Consultant will prepare planning items, action items, and recommendations from the Planning Commission for City Council agendas and actions.
 - Consultant will handle all zoning-related matters specific to simple lot splits, minor divisions, zoning letters, updates to zoning code, if necessary, and other assignments as needed or directed.

(3) Meeting Attendance.

- A. The City Planner or other Consultant staff members as approved will attend the following meetings:
- Planning Commission (1st Tuesdays)
 - Development Review Committee Meetings (Thursday)
 - Pre-application meetings with developers, property owners, etc. as scheduled or directed.
- B. The City Planner other Consultant staff members may also attend the following meeting as requested:
- City Council
 - Internal staff meetings
 - Public meetings

(4) Staff Support.

- A. Provide assistance to Client staff regarding ordinance interpretation, code enforcement, and evaluation and guidance on specific issues as requested by staff or City Council.
- Consultant will provide office hours at City Hall not less than 2 days per week, unless otherwise directed. Total hours worked virtually and in office will depend on the demands of each week.
 - Consultant will provide direction and interpretation of zoning code and planning issues.
 - Consultant will provide assistance in submittal requirements and application information.

(5) Liaison Support.

- A. Respond as a liaison for planning and zoning activities related to adjacent municipalities and other regulatory agencies as directed.

(6) Resident Support.

- A. Respond to resident planning and zoning inquiries and requests as needed, including responding to calls and emails from residents.

(7) Staff Reports.

- A. Review and provide staff reports for all development applications for Planning Commission and City Council consideration.

(8) Other Services as Requested.

- 1) Other services as requested will be charged at the same hourly rate and only after a written scope is agreed upon by the Client.

C.1 PROPOSED FEES

Consultant will be compensated for City Planning services as outlined in the Scope of Services above on an hourly basis. These services generally include administrative and staff duties as acting City Planner for the Client and will generally be performed by a mutually agreeable employee of Consultant (the "City Planner"). The Consultant will charge the Client the following rates for work performed by the City Planner in 2024.

Colette Baumgardner will be the WSB staff person designated as the city planner for the City of North Branch. If Colette is unable to provide services due to illness or vacations, WSB will discuss alternative arrangements and applicable rates to the mutual satisfaction of the Client and WSB.

City Planner Hourly Rate: Colette Baumgardner \$150/hour

Services are set to begin on 6/26/2024. This contract is set to expire on 12/31/2024 unless there is a notice to cancel prior. A 14-day notice of cancellation shall be required to end services prior to 12/31/2024. The City may continue this contract for services beyond 12/31/2024 at the terms as stated herein, with a new end date subject to mutual agreement of the Client and WSB.

D.1 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.



Kim Lindquist, Community Planning and Economic Development Director
WSB
June 19, 2024

I hereby authorize WSB to proceed with the above-reference work under the terms and conditions of the Professional Service Agreement between the City of North Branch and WSB dated June 25, 2024.

By: _____

Name: _____

Title: _____

Date: _____



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Kevin Schieber, Mayor
Date: 06/18/2024

Board & Commission: City Council

Subject: Discussion Regarding a Proposal to Conduct the Search for a Permanent Community Development Director / EDA Executive Director

Overview / Background

With the resignation of the current Community Development Director / EDA Executive Director, at the June 18, 2024 special City Council meeting, Council members discussed the potential of starting the immediate recruitment of a new permanent replacement for the Department Head position. It was the consensus of the City Council to focus on the City Administrator search. That would allow the new administrator to be part of the hiring process for the next Community Development Director / EDA Executive Director. The question was whether to engage in the search but stagger it until after the administrator search commences. Council members requested this item be placed on the June 25 City Council for further discussion

Staff Recommendation

None.

Recommended City Council Action

None.

Voting Requirements:

Voting Options Simple Majority



June 18, 2024

Mr. Kevin Schieber
Mayor
City of North Branch
6408 Elem Street
North Branch, MB 55056

Dear Mayor Schieber,

Thank you for your confidence in GMP Consulting to assist in the recruitment of the City's next Community Development Director. The following represents a scope of work for these services, the associated professional fee and expenses, and a recruitment schedule. We would suggest beginning the Community Development Director recruitment two to three weeks after the City Administrator search (as represented in the attached draft schedule) to ensure the new city administrator can select from the finalist candidates.

PROJECT WORK PLAN

Phase One – Information Gathering & Invitation to Apply Development

- Task 1 – Review and Finalize Search Process and Schedule
- Task 2 – Key Stakeholder Meetings and Staff Provided Information Request
- Task 3 – Candidate Profile Development
- Task 4 – Develop Invitation to Apply

Phase Two – Strategic Marketing Campaign

- Task 1 – Place Advertisements in Professional Online Publications
- Task 2 – Development of a Database of Potential Candidates
- Task 3 – Identify and Contact Potential Candidates

Phase Three – Candidate Screening and Shortlist Presentation

- Task 1 – Resume Review and Semi Finalist Screening Interviews
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Review of Semi Finalist Candidates
- Task 4 – Select Finalist Candidates
- Task 5 – Assist in the Design of Finalist Interviews

Phase Four – Final Interviews

- Task 1 – Develop an Interview Schedule for Final Interviews
- Task 2 – Conduct Professional References on All Finalist Candidates
- Task 3 – Work with City Staff to Develop Interview Questions for Each Panel
- Task 4 – Provide the City with Finalist Candidate's Application Materials
- Task 5 – Coordinate Candidate Travel

Task 7 – Assist in Facilitating Final Offer and Acceptance

The fee for conducting a Community Development Director recruitment is \$16,000. The professional fee covers consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments. The city will be responsible for reimbursing the expenses incurred on the City's behalf which are billed monthly.

- Websites, job boards and other advertising (\$1,600 – 1,900 est.)
- Direct mail announcements (\$1,400 – 1,900 est.)
- Consultant travel: Mileage at IRS rate, travel time at \$65 per hour
- Background checks (approx. \$225 per candidate)

WARRANTY & GUARANTEE

Accepted by:

GMP CONSULTANTS

Ragini Varma	Date
City Clerk	

APPENDIX A:

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete, anticipate the project beginning the week of

Kickoff Meeting	<i>Week of July 8</i>	North Branch & GMP: Meet to discuss timeline & search process
Profile Development	<i>Weeks of July 15–July 29</i>	GMP: Meet with key stakeholders & create position profile
Advertising	<i>Week of August 5</i>	GMP: Post online ads; send direct mailing
First Review	<i>Week of September 2</i>	GMP: Conduct preliminary interviews with most promising candidates
Work Session	<i>Week of September 16</i>	GMP & North Branch: Meet to review candidates and choose finalists
Final Interview Preparation	<i>Weeks of September 23 – September 30</i>	GMP: Conduct background & reference checks, complete final interviews schedule, coordinate travel with candidates
Final Interviews	<i>Week of Oct 7</i>	North Branch: Host finalist interviews North Branch: Make hiring selection



Prepared By:
Kevin Schieber, Mayor
Presenter: Kevin Schieber, Mayor
Date: 06/21/2024

Board & Commission: City Council

Subject: Approve City Council to gain Supervisory Functions over Department Heads

Due to the vacancy of the City Administrator position, it has been determined that it would be in the best interest of the city to allow the capability of the city council to gain supervisory functions over department heads, in an assistant/supplement role to anyone holding the position of 'interim' city administrator. The intent is to assist in personnel functions when requested by the city administrator, **or if deemed necessary by the city council.** This is not intended to circumvent the supervisory authority of the city administrator. The city council personnel executive committee of Mayor Kevin Schieber and Acting Mayor/Council Member Robert Canada shall be the initial point of contact for personnel function requests, presenting any substantial actions or concerns to the full city council when deemed appropriate, as has been the regular process in the capacity of the council liaison of the personnel committee.

Requested City Council Action:

Motion to authorize City Council or its designees, pursuant to Section 2-288(b) of the City of North Branch City Code, to assist in carrying out supervisory functions enumerated in City Code, the City Personnel Policy Manual, and the City Administrator Job Description; to the extent permissible under Minnesota State law, City Code, the City Personnel Policy Manual, and the City Administrator Job Description. This authorization shall last until December 31, 2024, or the date a permanent City Administrator is actively employed and in place, should that date occur first.

Voting Requirements:

Voting Options **Simple Majority**



Prepared By:
Kevin Schieber, Mayor
Presenter: Kevin Schieber, Mayor
Date: 06/25/2024

Board & Commission: City Council

Subject: Discussion and actions relating to Acting City Administrator and Alternate Acting City Administrator Designations

Considering Jason Ziemer's resignations and his role of interim City Administrator being vacated effective June 28, 2024, Mayor Schieber and Council Member Canada, in our position as personnel committee for the city council, held a meeting with Finance Director Sharon Wright, Chief of Police Dan Meyer, with Jason Ziemer in attendance as well. After discussion of various duties among the current department heads, the impending demand on staff leadership, as well as a few key ongoing high priority tasks, we are recommending to the full council that Sharon Wright and Dan Meyer assume the supervisory duties for the acting city administrator position.

This temporary assignment is intended to last up to four weeks, while the city council works expediently through the process of hiring a qualified candidate (with previous experience as a city administrator) through the executive search firm of GMP Consultants, in which they have already identified 2-3 highly qualified candidates that have expressed their interest in filling this temporary position with North Branch.

Motion to:

1. Effective June 28, 2024 and until such time that there is an assigned Interim City Administrator or appointed regular City Administrator, the North Branch City Council designate Finance Director Sharon Wright as Acting City Administrator. In such acting capacity, Sharon Wright is authorized to perform the duties and responsibilities of City Administrator, according to the duties and responsibilities listed in section 2-288 of the North Branch City code.
2. Effective June 28, 2024 and until such time that there is an assigned Interim City Administrator or appointed regular City Administrator, the North Branch City Council designate Chief of Police, Dan Meyer, as Alternate Acting City Administrator, and in the absence or unavailability of the Acting City Administrator, is authorized to perform the duties and responsibilities of City Administrator, according to the duties and responsibilities listed in section 2-288 of the North Branch City code.
3. Provide additional compensation through the City's normal payroll process to the individual employee acting as city administrator in an amount of \$100 per regular workday, for each day such individual employee is acting as City Administrator.

Voting Requirements:

Voting Options Simple Majority