



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**

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 25, 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: City Attorney Nicholas K.C. Garcia Lisle

Others Interim City Administrator Ziemer, City Clerk/IT Director Varma, Public Works

Present: Director Williams, Fire Chief Heinen, Police Chief Meyer, Finance Director Wright along with members of the public and press.

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

RESULT: Passed

MOVER: Robert Canada

SECONDER: Peter Schaps

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

ABSENT:

NOTES:

5. PRESENTATION & PROCLAMATION

- a. Plaque Presentation to Officer Huset

INFO

Chief Meyer presented a plaque to Officer Huset for his service to law enforcement for twenty-nine years and seventeen years, of which was dedicated to the City of North Branch and its community.

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 to the Council on freedom of speech.

7. CONSENT AGENDA

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

RESULT: Passed

MOVER: Robert Canada

SECONDER: Travis Miles

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

ABSENT:

NOTES:

- | | |
|---|--------|
| 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

There were no public hearings.

9. STAFF REPORTS

- a. Fire Department Recruitment & Hiring VERBAL UPDATE

Fire Chief Heinen went over the fire department recruitment and hiring and the need to hire three more firefighters to make a total of twenty-eight firefighters.

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Robert Canada
AYES: Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider
ABSENT:
NOTES: The Council approved the hiring of three more firefighters.

- b. Approve a Contract with WSB, Inc. for Interim Planning, Zoning and Development Services ACTION

RESULT: Passed
MOVER: Travis Miles
SECONDER: Robert Canada
AYES: Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider
ABSENT:
NOTES: The Council approved the contract to go with WSB for the City's interim Planning and Development services.

10. MAYOR/CITY COUNCIL

- a. Discussion Regarding a Proposal to Conduct the Search for a Permanent Community Development Director / EDA Executive Director INFO

Council tabled this item to a future meeting and work on the City Administrator hire first and have that person be part of the recruiting process of the Community Development/EDA Executive Director.

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Robert Canada
AYES: Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider
ABSENT:
NOTES: The Council tabled the agenda item to July 16, 2024 Meeting.

- b. Approve City Council to gain Supervisory Functions over Department Heads ACTION

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES: The Council will gain supervisory functions over department heads under state law until December 31, 2024, or until a new City Administrator is hired.

- c. Discussion and actions relating to Acting City Administrator and Alternate Acting City Administrator Designations ACTION

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES: Finance Director Wright was appointed as the acting City Administrator and Police Chief Meyer as an alternate acting City Administrator until Interim City Administrator is hired.

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES: Compensation of \$100 per day for any of the acting City Administrator duties until an Interim City Administrator is hired.

The Council thanked Mr. Ziemer for his dedicated service as a Community Development Director as well as Interim City Administrator and best of luck for his future. Mr. Ziemer thanked everyone and the community for the two years as it continues to grow and evolve.

11. 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 8:05pm.

APPROVED: Heidi Schieber

ATTEST: Ragini Varma

