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, AUGUST 27, 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. School Resource Officer Overview — VERBAL UPDATE
   b. North Branch Rental Housing Study — 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 the LG240B Application to Conduct Excluded Bingo - Memories Made Outdoors — ACTION

d. Approve 2024 Transient Merchant License - North Branch Area Chamber of Commerce — ACTION

e. Approve Change in hours at North Branch Liquors East Store — ACTION

f. Approve both Municipal Liquor Stores to Sell Hemp-Derived THC and CBD Products — ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

a. Discussion on RV Parking on Public Streets — INFO

10. MAYOR/CITY COUNCIL

a. Exploratory steps to consider creation of both an Arts and History Council — 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.

CITY OF NORTH BRANCH EST. 1881

City of North Branch
Staff Report

Prepared By:
Dan Meyer, Police Chief
Presenter: Dan Meyer, Police Chief
Date: 08/21/2024

Board & Commission: **City Council**

Subject: School Resource Officer Overview

School Resource Officer Mike Nelson and North Branch Area Schools Superintendent Sara Paul will be providing information regarding the School Resource Officer position and the partnership between the City and the North Branch Area School District.

Voting Requirements:

N/A

Partnership in Action

The mission of the SRO program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults by creating and maintaining safe, secure and orderly learning environments.

The SRO program seeks to establish a trusting channel of communication with students, parents and teachers.

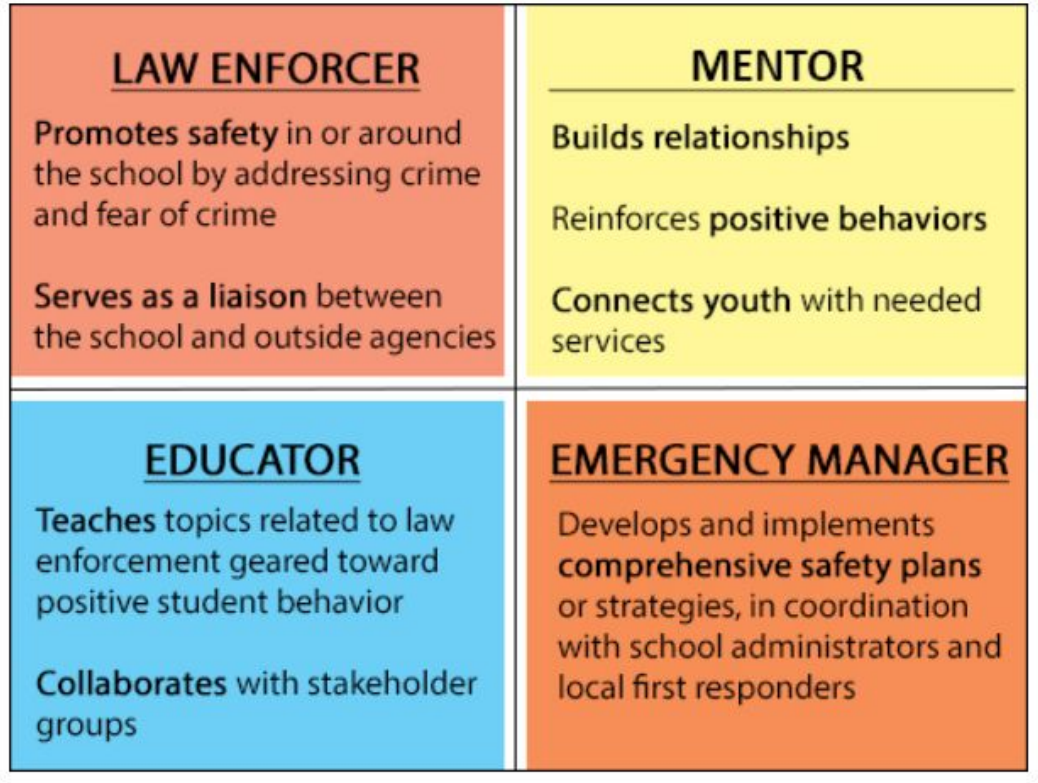
Forward Together: NBPD and NBAPS

SROs are sworn law enforcement officers responsible for safety and crime prevention in schools.

A local police department, sheriff's agency, or school system typically employs SROs who work closely with school administrators in an effort to create a safer environment.

Communities without SROs respond to school calls for service, make arrests and document incidents that occur within their jurisdiction.

Communities that employ SROs benefit from proactive SRO services: educator, emergency manager, and mentor.



City of North Branch
Staff Report

Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 07/24/2024

Board & Commission: **City Council**

Subject: North Branch Rental Housing Study

Bolton and Menk will provide a presentation of the results of the rental housing study.

Voting Requirements:

INFO

North Branch Rental Housing Study

Needs Assessment Study for Multi-Family, Workforce, and Senior Rental Housing

City Council Meeting

August 27th, 2024

Today’s Topics

- Time horizon: 2030
- Study Document Review
  - Data
  - Engagement
  - Growth Scenarios
  - Recommendations
- Future Housing Map Review
- How to use the Study
- Questions

Study Review: Data

North Branch Key Statistics (2020-23)	
City Population (2023)	11,462
Total Housing Units (2023)	4,365
Population Growth Rate	1.89%
Housing Stock Growth Rate	1.73%
Largest Population Age Group	Age 25 - 29
Annual Median Income (single)	$39,127
Annual Median Income (household)	$87,900
Average Household Size (2023)	2.7 people
Median Home Value (2023)	$265,900
Median Rent (2023)	$1,343/month
Occupant Ownership Status (2023)	85.5% = Own 14.5% = Rent

Study Review: Data

- These data points set the context for the current conditions in North Branch.
- Data implies the population is young, growing, with good incomes.
- Construction Data shows robust growth and new housing stock
- However, although it is looks like a lot of housing is being built, more housing is needed to meet demand, especially housing for a variety of life stages and price points.

Housing Units Construction:	
Before 1969	11.7%
1970-1999	56.1%
2000-2020	31.5%
2020-2024	(data unavailable%)

Year	Housing Units Constructed	Total Cost of All Projects	Cost per Unit Built
2023	98	$15,566,448.00	$158,841.31
2022	64	$11,968,017.00	$187,000.27
2021	102	$16,768,813.00	$164,400.13
2020	113	$19,660,923.00	$173,990.47

Study Review: Economic Data

- An Affordable Home is defined as:
  - Housing that costs less than 30% of the Annual Median Income (AMI)
  - In North Branch = $978.18/month, Median Rent = $1,345/month
- Workforce Housing
  - Any housing affordable when earning 80%-120% of AMI
- Conclusions
  - Renters are most vulnerable to price variability from insufficient supply
  - 51.5% of residents cannot afford the median rent of $1,345
  - Market Rate Rent is affordable at 137.3% AMI this means that most incomes fall short by 38%
  - 74.7% of residents cannot afford a median value home at $265,903
  - 85.5% of homes are owner-occupied, incentivizing owners to stay and not move even if their current homes do not meet their needs.

Engagement Activities

- Steering Committee:
  - Members: Jason Ziemer, Jessica Thelander, Jim Ibinger, and Travis Miles
  - Workshops held: 1/31/2024, 5/29/2024
- Survey- 62 responses
- Community Conversation – in person- 10 participants
- Interviews with Landlords, Employers & Property Managers – 6 participants
  - Findings - Developing housing is not hard; however, people move faster than job/housing creation.
- Interviews with Real Estate Brokers- one participant
  - Findings - People moving are younger families looking to escape the costs of the cities and suburbia
  - *"We tell people in the cities to drive north until they can get the house they want at the price they can afford. A $1,000,000 home in Stillwater is $675,000 in North Branch."*

Engagement Activities Findings Summary

- **Current conditions:**
  - **Insufficient Housing Supply:** Ensuring housing availability for future growth and accommodating diverse age groups (under 18, 25-29, and seniors aged 65+) is crucial.
  - **Barriers to Suitable Residences:** Challenges include costs, insufficient bedroom options, and unavailability due to low vacancies.
  - **Lack of Attainable Housing Options:** There's a desire for less costly housing and more of it, especially for seniors and young individuals entering the market.
  - **Housing Challenges:** High utility costs, property taxes, and rental conditions (maintenance issues and lack of amenities)
- **Public desire for future housing options:**
  - **Location Importance:** Emphasized importance of proximity to amenities and employment areas.

Study Review: Growth Scenarios

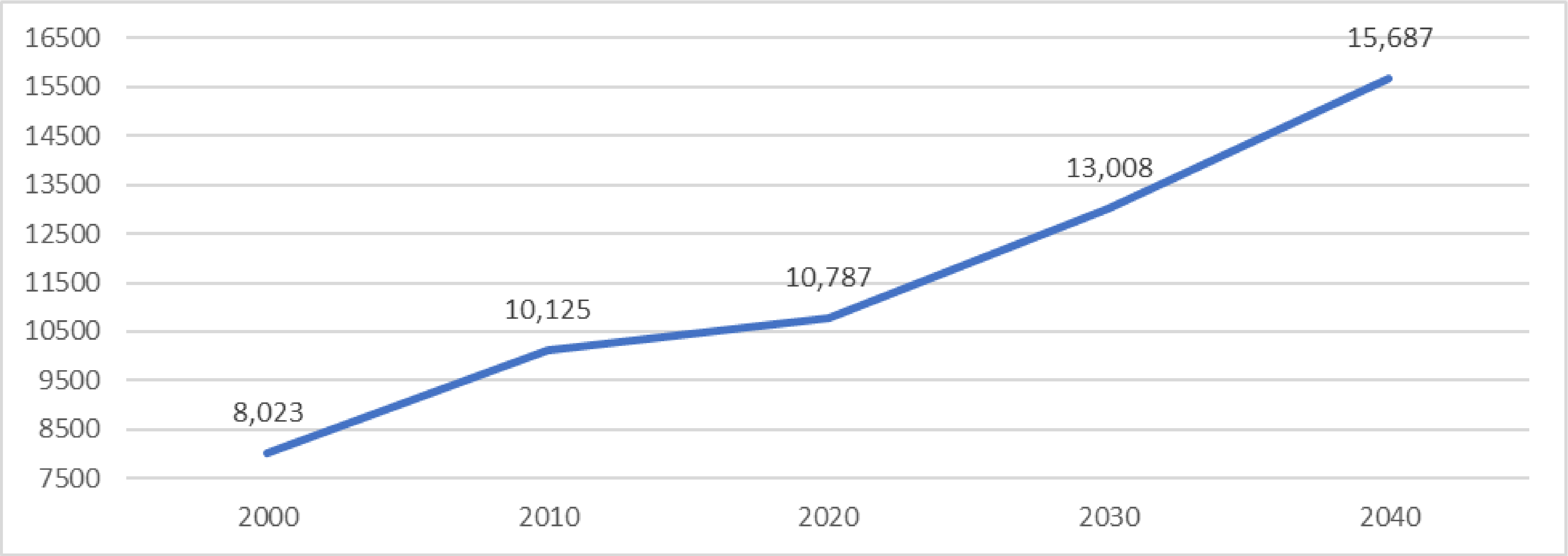
Several Growth Scenarios in Report

Focus on 2 main scenarios + 1 no growth scenario:

- @ 1.89% current growth to continue as is: Population = 13,008
- @ 2.49% (match growth rate from 2010-2020): Population = - 13,808

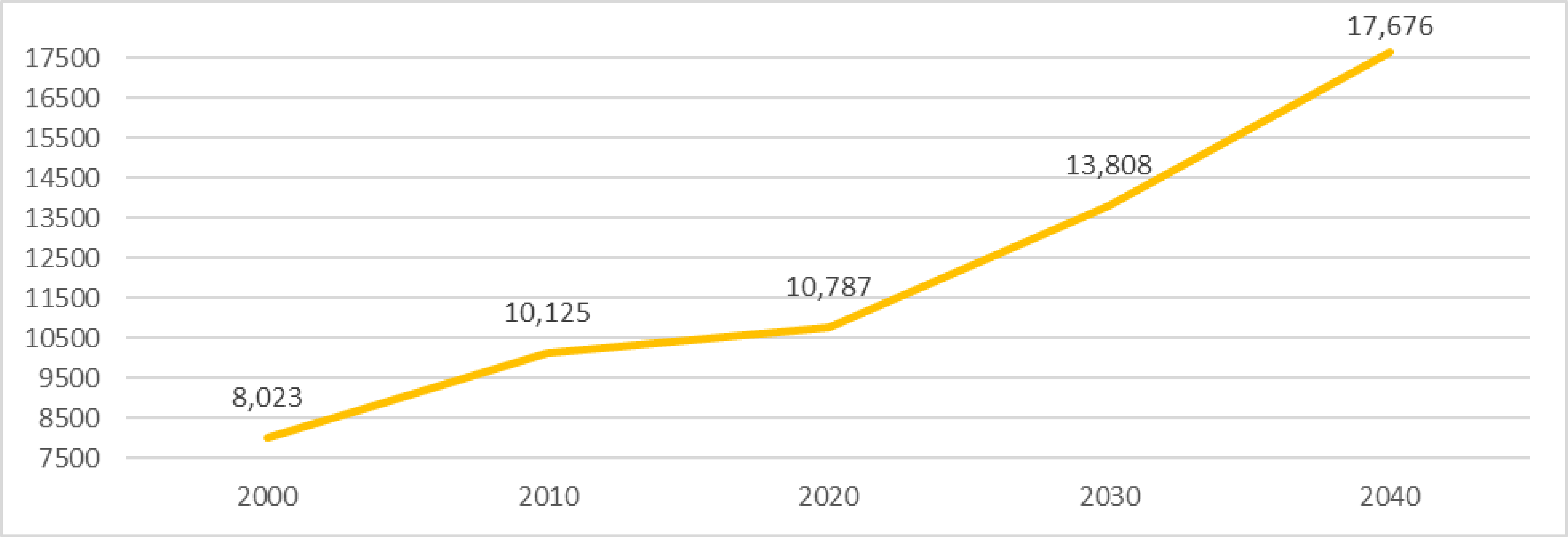
- At the current household size, this requires 4,818 – 5,114 housing units
- At a housing stock growth rate of 1.73% annually, housing units = 4,855

Growth Projection : 1.89%



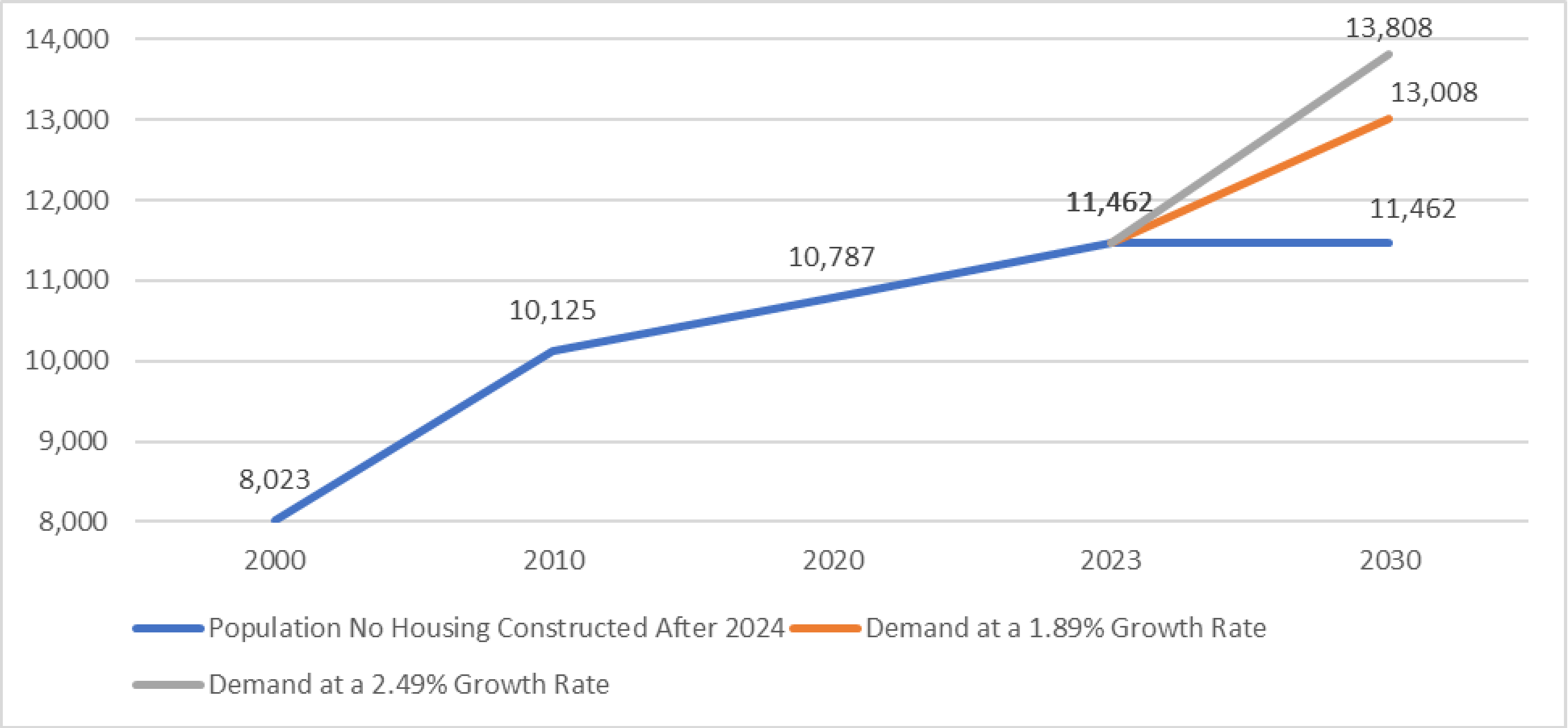
- Population = 13,008
  - Surplus of 37 units

Growth Projection: 2.49%



- Population = 13,808
  - Shortage of 254 units

Growth Projection: No Housing Growth



- No Growth or a Moratorium on Housing
  - Shortage of 453-749 units

Key Points:

- A market demand exists for more rental housing.
- In today's market, businesses follow rooftops. Without the adequate housing at a price point that allows employees to thrive on their wages businesses will look to set up shop elsewhere.
- Increasing the density of housing spreads the tax burden across a greater number of payers reducing city service costs for residents.
- The following recommendations are applicable to subdivisions, PUDs and any other housing development.

Recommendations: Units and Types

Ownership Homes Quantity Recommendations					
	Price Point	Scenario A: Recommended Units at 1.89 % growth	Scenario B: Recommended Units at 2.49 % growth	Recommended If rentals increased to 30% of total housing	
Single Family (detached)					
Subsidized, 50 percent-80 percent AMI ($489-$783/month)	$65,777 - $104,407	65	89	46	62
Workforce Housing, 80 percent-120 percent AMI($783-$1,174/month)	$104,407 -$163,117	72	96	50	67
Middle Income and Above, 120 percent+ AMI ($1,174/month)	$163,117+	362	479	253	333
Sub-total		499	664	349	462
Active Adult/ Independent Living					
Subsidized, 50%-80% AMI ($489-$783/month)	$65,777 - $104,407	21	28	14	20
Workforce Housing, 80%-120% AMI ($783-$1,174/month)	$104,407 -$163,117	22	30	14	21
Middle Income and Above, 120%+ AMI ($1,174/month)	$163,117+	112	149	78	104
Sub-total		155	207	106	145
Total Ownership Units		654	871	455	607
Plus, .93 % potential Market outreach		641	641	524	524
Total potential demand for ownership housing		1,295	1,512	989	1,131

Recommendations: Units and Types

Rental Housing Quantity Recommendations					
	Price Point	Scenario A: Recommended Units at 1.89 % growth	Scenario B: Recommended Units at 2.49 % growth	Recommended If rentals increased to 30% of total housing	
Multi-family Housing					
Subsidized, 50%-80% AMI	$489-$783/ month	13	18	17	24
Workforce Housing, 80%-120%AMI	$783-$1,174/ month	14	18	18	24
Middle Income and Above, 120%+ AMI	$1,174/month	36	47	47	61
Sub-total		63	83	82	109
Townhomes, Condos, Cottages, Duplex, and Attached Units					
Middle Income and Above, 120%+ AMI	$1,174/month	36	47	47	61
Sub-total		36	47	47	61
Specialty Housing (ADA) Rental Units					
Light Care		5	7	7	9
Assisted Living (Special Care with Medical Assistance)		7	11	9	14
Sub-total		12	18	16	23
Total Rental Units		111	148	145	195
Plus, .93 % potential Market outreach		109	109	225	225
Total potential demand for Rental Housing		220	257	370	420

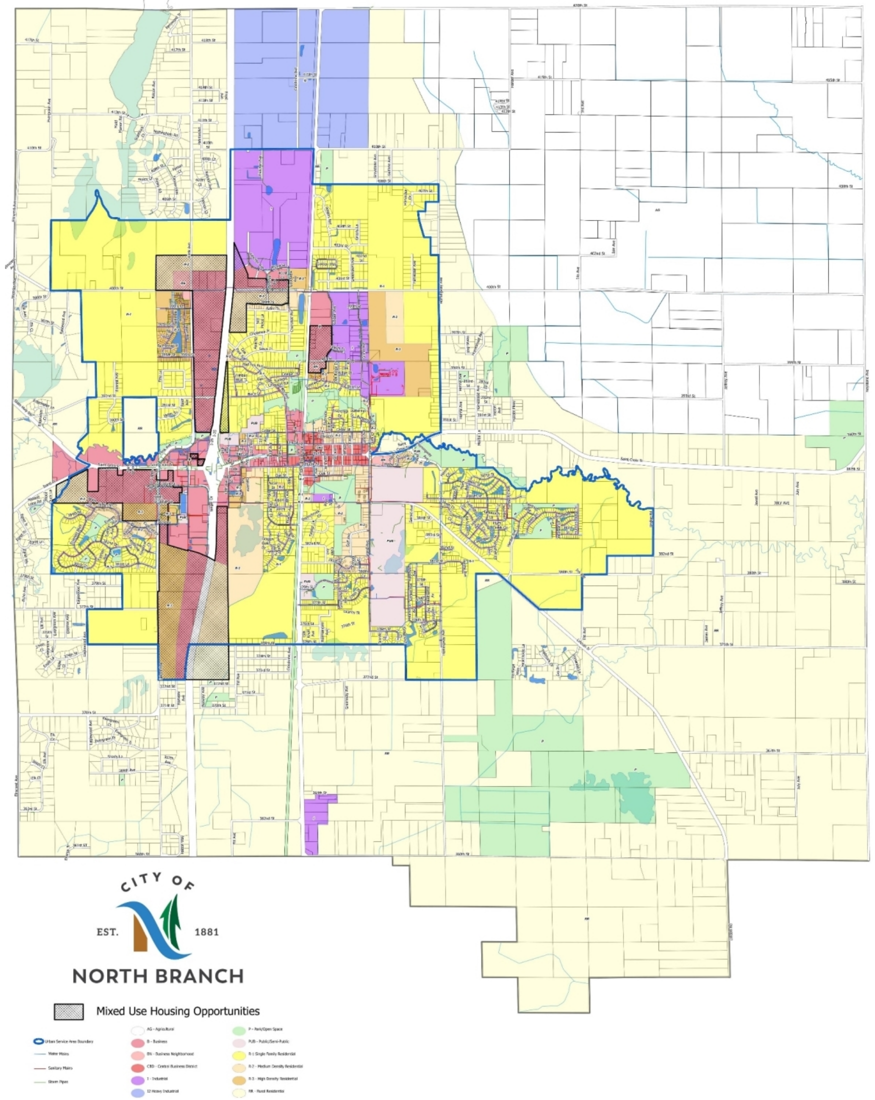
Recommendations: Policy

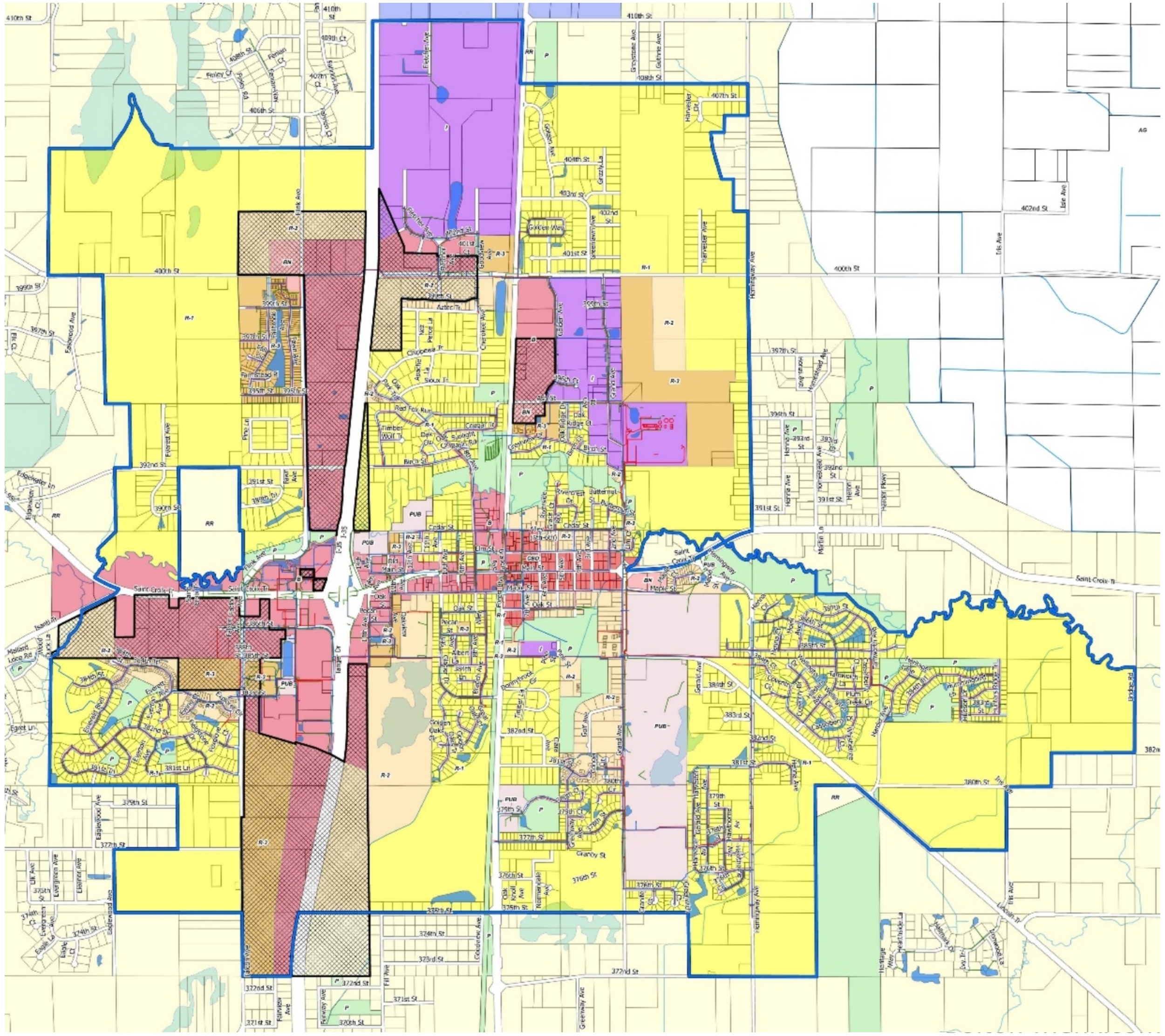
1. Establish a Housing and Redevelopment Authority for the City of North Branch.
   a) Created by resolution
   b) 469.003 and 473.195 of the Minnesota Statutes
2. Establish a rental licensing and inspection program.
3. Create or support programs to transition rental tenants into home ownership.
   a) Work with your local banks and Federal/State grants
4. Facilitate zoning code changes to accommodate new housing units.
   a) Zoning Map and Mixed Use District
5. Attract and encourage construction that adds housing units with three or more bedrooms.
   a) Work with local and national builders
6. Incentivize the development of rental properties in North Branch.
7. Incentivize the upkeep and upgrade of existing rental properties and naturally occurring attainable housing (NOAH).

Future Housing Map

- Purpose
  - This represents a refined suggestion for where mixed-use residential and commercial uses should be developed in the city based on public input, the steering committee's expertise, and the infrastructure present.
- Conclusions
  - The Public wants housing to be located near existing businesses and amenities, especially senior housing.
  - Utilizing available space near transportation corridors and potential interchanges would facilitate these developments and served as a basis for our mapping.

Map


CITY OF
EST. 1881
NORTH BRANCH
Mixed Use Housing Opportunities



How to use the study

Program: Small Cities Development Program					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funds are granted to local units of government, which, in turn, lend funds to rehabilitate local housing stock, rehabilitating wastewater treatment systems,	MN Dept of Employment and Economic Development	Housing, public facilities, or comprehensive projects	Varies by project	$600k single-purpose project, $1.4M	Small Cities Development Program / Minnesota Department of Employment and Economic Development (mn.gov)
Recommendations applicable to grant: Recommendations 1, 5, 6,					

Questions:

Please ask any questions you may have on the document or map

Comprehensive Rental Housing Study & Needs Analysis Executive Report

July 2024

Table of Contents

Executive Summary

The population growth in North Branch has surpassed the increase in available housing units, creating a shortfall expected to persist until at least 2030. This dynamic is driving up rental prices, making it difficult for many current residents to afford rent. This may lead to migration out of the city and a reduction in growth as people are priced out of the market and forced to consider moving out of North Branch. This shortage has ripple effects, impacting tax revenues and tax liability for public service delivery to be carried by existing community members.

Analyzing the rental market reveals a mismatch between available housing options and residents' needs and incomes, particularly for larger units suitable for growing families. While there has been some housing supply growth, it has not kept pace with demand, leading to a diminishing surplus. This imbalance is further exacerbated by demographic trends, such as the aging population's need for age-friendly housing options and the challenges younger individuals face in securing mortgages due to financial constraints from educational or other types of debt.

To address the housing challenges in North Branch, it's crucial to consider policies and programs catering to residents and potential newcomers. Here are some key points:

1. **Retaining Younger Generations**: Encourage younger individuals (including those under 18) to stay in North Branch after completing their education. Providing viable employment opportunities and creating a supportive environment can help retain this demographic.
2. **Motivating Seniors to Transition**: Seniors (aged 65+) can be motivated to transition into lower-maintenance housing and assisted living options. This frees up housing stock for young families (under 40 years old).
3. **Preventing Migration**: Develop programs that retain and attract residents. Preventing migration out of the city is essential for sustained growth.
4. **Balancing Local and Newcomer Needs**: While meeting residents' needs is crucial, consider accommodating newcomers. An exclusive focus on existing residents could lead to a stagnant housing market.
5. **Avoiding Housing Moratoriums**: Slowing housing growth directly or indirectly could worsen the supply challenge. A housing moratorium might backfire by increasing existing housing prices and reducing affordability for locals.

Additionally, disparities in housing status exist among different racial demographics, highlighting the importance of equitable access to housing. Education, while valued, can also impact housing choices, as higher educational debt can hinder individuals' ability to qualify and thus afford suitable housing. Despite a relatively healthy median household income in North Branch, there is still a need to ensure that rental options align with local incomes to prevent the displacement of lower-income residents. Addressing the housing shortage and ensuring attainable housing options for residents with different incomes, backgrounds, and abilities is crucial for North Branch's future sustainability. Ultimate solutions must consider demographic trends and income disparities and ensure everyone can access the housing they need.

Valuable local input was sought via public input, stakeholder interviews, and a survey. Information about the study and housing needs was available through articles, websites, and social media materials. In addition, community conversation and steering committee workshops were conducted to gather input from residents, stakeholders, and experts. Feedback was sought on various aspects of the rental market, housing preferences, and community development.

Key findings from the engagement process included:

- Insufficient Housing Supply: Ensuring housing availability for future growth and accommodating diverse age groups (under 18, 25-29, and seniors aged 65+) is crucial.
- Barriers to Suitable Residences: Challenges include costs, insufficient bedroom options, and unavailability due to low vacancies.
- Attainable Housing Options: There's a desire for more or less costly housing, especially for seniors and young individuals entering the market.
- Location Importance: Emphasizing proximity to amenities and employment areas.
- Challenges: High utility costs, property taxes, and rental conditions (maintenance issues and lack of amenities).

Overall, the engagement process fostered community involvement to ensure that the study's recommendations aligned with the needs and preferences of North Branch residents.

Housing Demand Context

Potential Market Reach

Generally, most home seekers in the United States are willing to commute up to 30 minutes to attain housing. In North Branch, more than 50 % of residents commute more than 30 minutes. When a half-hour drive time band is placed from the center of the city of North Branch's core, as shown below, it reaches over 217,500 people with major population centers such as Blaine (71,739 population), Forest Lake (21,013 population), and Lino Lakes (21,399 population). If the city prioritized attracting residential developers using the strategies outlined in this housing study and providing housing for just 0.93 % of residents within a half-hour commuting distance, matching the area's population growth rate, it could potentially draw 2,023 new residents to North Branch. This influx would represent a 17.65 % increase in the current population, equating to 749 new households. Individuals aged 35-39 and 55-59 comprise the largest demographic segments in this region, most likely to seek North Branch as their new community.

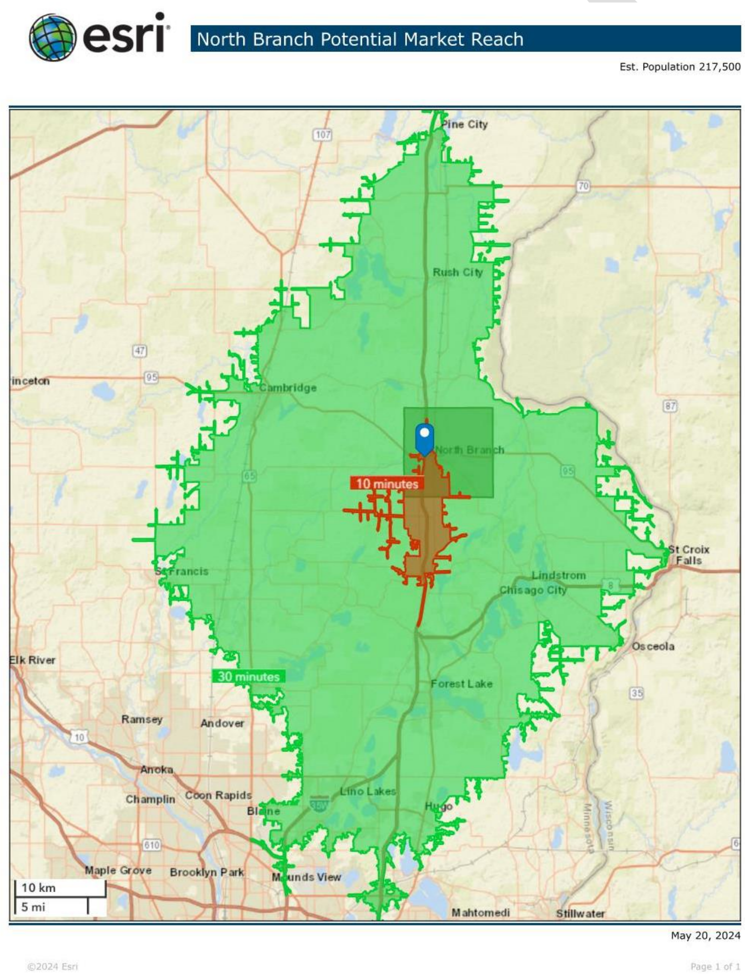


Figure 1: Map of North Branch Potential Market Reach

The relationship between housing choices and community well-being is interconnected. In the 35-39 age group, individuals often transition to purchasing their second homes, favoring larger properties after selling their starter homes. Conversely, those aged 55-59, end-career workers or early retirees, tend to gravitate toward smaller homes with reduced maintenance requirements. These trends emphasize how housing availability directly impacts the local workforce, affecting employee availability and, in turn, local businesses. Indeed, housing plays a fundamental role in the overall success of a community.

Tables 1 and 2 recommend housing units and types for both ownership and rental based on the income distribution of the city's population. Scenario A proposes a 1.89% growth rate, assuming a continuation of the current growth. Scenario B projects a more accelerated growth rate at 2.49%, similar to the rate experienced in North Branch from 2000-2010. In comparison, from 2000 to 2022, Minnesota had an average annual population growth rate of 0.72% [1]. These projections are up to 2030.

Each table also utilizes the U.S. Department of Housing and Urban Development formula for determining the economic sustainability of a housing payment or rent based on Annual Median Income. For example, "Incentivized Housing" is what someone earning 50% to 80% of the $39,127 annual median income in North Branch would spend if contributing 30% of their income to their housing. To increase the usefulness of these projections, we have defined the cost break points at which housing would need to be priced in the community to meet economic demands based on the current population's income distribution.

[1] https://mn.gov/admin/demography/data-by-topic/population-data/our-estimates/

Table 1: Ownership Homes Quantity Recommendation

	Price Point	**Scenario A:** Recommended Units at **1.89 %** growth	**Scenario B:** Recommended Units at **2.49 %** growth	Recommended If rentals increased to 30% of total housing[2]	
Single Family (detached)					
Incentivized, 50 %-80 % AMI ($489-$783/month)	$65,777 - $104,407	65	89	46	62
Workforce Housing, 80 %-120 % AMI ($783-$1,174/month)	$104,407 - $163,117	72	96	50	67
Middle Income and Above, 120 %+ AMI ($1,174/month)	$163,117+	362	479	253	333
Sub-total		499	664	349	462
Active Adult/ Independent Living					
Incentivized, 50%-80% AMI ($489-$783/month)	$65,777 - $104,407	21	28	14	20
Workforce Housing, 80%-120% AMI ($783-$1,174/month)	$104,407 - $163,117	22	30	14	21
Middle Income and Above, 120%+ AMI ($1,174/month)	$163,117+	112	149	78	104
Sub-total		155	207	106	145
Total Ownership Units		654	871	455	607
Plus, .93 % potential Market outreach		641	641	524	524
Total potential demand for ownership housing		1,295	1,512	989	1,131

[2] Currently, the housing stock is only 14.5 % rentals. This collum examines the total recommended housing units if this proportion were to increase to 30 %.

Table 2: Rental Housing Quantity Recommendations

	Price Point	**Scenario A:** Recommended Units at **1.89 %** growth	**Scenario B:** Recommended Units at **2.49 %** growth	Recommended If rentals increased to 30% of total housing[3]	
				1.89% Growth	2.49% Growth
Multi-family Housing					
Incentivized, 50%-80% AMI	$489-$783/ month	13	18	17	24
Workforce Housing, 80%-120%AMI	$783-$1,174/ month	14	18	18	24
Middle Income and Above, 120%+ AMI	$1,174/mont h	36	47	47	61
Sub-total		63	83	82	109
Townhomes, Condos, Cottages, Duplex, and Attached Units					
Middle Income and Above, 120%+ AMI	$1,174/mont h	36	47	47	61
Sub-total		36	47	47	61
Specialty Housing (ADA) Rental Units					
Middle Income and Above, 120%+ AMI	$1,174/mont h	36	47	47	61
Sub-total		36	47	47	61
Light Care		5	7	7	9
Assisted Living (Special Care with Medical Assistance)		7	11	9	14
Sub-total		12	18	16	23
Total Rental Units		111	148	145	195
Plus, .93 % potential Market outreach		109	109	225	225
Total potential demand for Rental Housing		220	257	370	420

[3] Currently, the housing stock is only 14.5 % rentals. This collum examines the total recommended housing units if this proportion were to increase to 30 %.

Final Strategies Pursued

The following recommendations were pursued through a multi-faceted approach, drawing on data analysis, public input, and stakeholder interviews to tailor strategies to the specific needs of North Branch. Note the recommendations in this report apply to subdivisions, PUD's and any other housing development:

Recommendation 1: Establish a Housing and Redevelopment Authority for the City of North Branch.

Creating a Housing and Redevelopment Authority (HRA) would dedicate resources and efforts to resolve the city's housing needs. This initiative will require research into the benefits and logistics of creating such an authority, considering factors like building programs and partnerships with housing organizations, budget funding sources, governance structure, and potential legal frameworks. As a starting point, an HRA manager and grant writer (shared with other city functions) could be a skeleton staff member to test this recommendation.

Recommendation 2: Establish a rental licensing and inspection program.

This initiative involves designing and implementing a program to regulate and ensure the quality and safety of rental properties in North Branch. Data analysis and input indicate the need for increased life-safety improvements and updated conditions, which can be achieved through inspection and licensing. Several national codes define acceptable standards for rental properties and can help guide this type of program, such as adopting the ICC (International Code Council) Property Maintenance Code.

Recommendation 3: Create or support programs to transition rental tenants into home ownership.

Such programs can help tenants qualify for rental assistance or even home ownership, deposits/down payments, and credit scores. The HRA could develop and support this type of programming.

Recommendation 4: Facilitate zoning code changes to accommodate new housing units.

This recommendation involves reviewing and potentially revising the city's land use and zoning regulations to encourage the development of new housing units. The housing map created (see Housing Map-1) can be used to inform where to maximize suitable densities and locations.

Recommendation 5: Attract and encourage construction that adds housing units with three or more bedrooms.

Data analysis justifies the need for housing units with three or more bedrooms. The key will be to attract developers with proven experience in providing these types of homes with the design features needed/in demand. However, the cost of unit construction will need to be low enough to make these units attainable for the range of incomes in the community.

Recommendation 6: Incentivize the development of rental properties in North Branch that offer more options for temporary and shorter-term leases.

This recommendation involves designing incentives, such as financial assistance programs (i.e., grants or forgivable loans), to encourage landlords to offer more flexible leasing options. Data analysis and public input indicate a demand for temporary or shorter-term leases (less than 12 months) in the rental market, such as month-to-month or weekly rental options.

Recommendation 7: Incentivize the upkeep and upgrade of existing rental properties and naturally occurring attainable housing (NOAH).

It is critical to support landlords in maintaining or upgrading their properties. Develop programs that can offset costs (grants or low-interest loans), provide free labor such as partnering with apprentice outlets, or provide technical assistance for renovations. Such programs may also include and benefit owner-occupied housing that meets certain affordability criteria.

Background and Demographics

Historical Origins and Relevance to Housing

Founding

Figure 2: Historical Society

Established as a Township in 1861, North Branch has witnessed a dichotomy in its development. The tension between rural and urban development persisted for 40 years after its founding. By 1901, the original 36 square mile township was bifurcated into two entities due to this political tension regarding the town's future. The Township of Branch encompassed the 35 square miles surrounding the core downtown area, where the residents who desired a more rural community could flourish. The remaining one square mile, where the downtown core of the old township exists today, became incorporated into the City of North Branch. Over the first half of the 20th Century, the newly formed City of North Branch underwent moderate urbanization, resulting in today's older housing stock, with 11.7 % of all current housing units constructed before 1969. In contrast, the former Branch Township, later known as Branch Village, maintained its rural, agricultural character for most of the last century, experiencing sparse development and sustaining a notably lower population.

Table 3: Housing Units Construction

Before 1969	11.7%
1970-1999	56.1%
2000-2020	31.5%
2020-2024	(data unavailable%)

I-35 Completion to Consolidation

In 1969, the completion of Interstate-35—a 1,569-mile north-south highway stretching from Duluth to Laredo, TX—intersected with Minnesota Highway 95 in the City of North Branch. This intersection significantly altered the growth trajectories of both cities: the branch and the North Branch. The strategic positioning of North Branch along this transportation corridor led to a population surge in both North Branch and Branch. Between 1970 and 1999, more than 56 % of North Branch's housing stock was constructed. The expansion of both areas ultimately prompted the consolidation of the two municipalities in 1994, marking their reunification for the first time in 93 years.

Post-1994 Consolidation


Figure 3: North Branch Economic Development Authority

The City of North Branch experienced strong growth trends from 2000 to 2010, with a 26.2% increase in population. From 2000-2020, the remaining 31.5% of the current housing stock was constructed, reflecting the continued growth of the population. Despite the nationwide decrease in housing unit development due to the 2008 housing crisis and the hindrance caused by the Coronavirus Pandemic, North Branch's population continues to grow at an average rate of 1.89% annually. The historical trend of growth and development in North Branch has typically seen housing unit growth aligned with population growth. Nevertheless, this pattern is shifting, with less housing being built and insufficient supply for the current growth rate.

Present-Day Trends

As land and building costs rise, developers face increased loans, investments, and risk, leading them to prioritize client-driven projects over speculative ones. The population stagnates when housing development caters solely to those purchasing market-rate single-family homes. Despite high demand from prospective residents, limiting rental or owned housing production exacerbates the issue. In North Branch's current market climate, home and land prices have surged, impacting both renters and homeowners. Due to higher demand and rising costs, long-standing tenants may be priced out, and homeowners may find it challenging to sell and relocate without losing equity. The following report will explore the data indicating these trends and the urgency of the current housing market concerns.

Key Points:

- The historical origins and relevance to housing in North Branch reflect its development and impact on current housing conditions.
- Historically, the area's housing market evolved alongside its economic and demographic shifts, with historical events shaping the housing landscape. As the city grew, so did its housing needs, influenced by various factors such as migration patterns, economic changes, and policy developments.
- Understanding these origins is crucial for addressing contemporary housing challenges, as past decisions and developments set the foundation for the current housing situation.
- Economic conditions are causing less housing to be built but not changing the housing demand growth. The document highlights significant demographic and economic factors impacting housing in North Branch. It emphasizes the challenges posed by a growing population, including an aging demographic needing suitable housing and younger individuals facing obstacles in homeownership due to education debt. The analysis acknowledges disparities in housing access and affordability across different races and ethnicities, underlining the necessity for equitable housing solutions. While generally high, education levels contribute to financial constraints impacting housing

affordability due to associated debt. Despite a decent median household income, there's a concern over ensuring that housing remains attainable for lower-income residents, pointing to a broader issue of income and wealth distribution affecting housing stability and access. Addressing these issues is crucial for providing inclusive, sustainable housing options that cater to the diverse needs of its current residents.

Current Demographics and Conditions

Population and Households

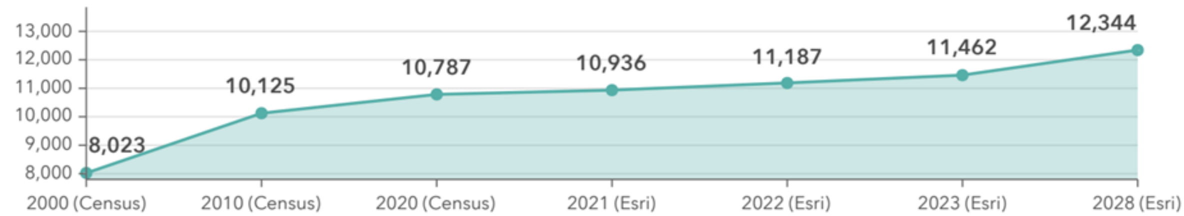


Figure 4: Source: https://links.esri.com/esri-demographics/united-states

The population growth in North Branch has outpaced the availability of housing units, leading to a shortfall projected to persist until at least 2030. As a result, sale and rental prices have risen, making it difficult for some existing and prospective residents to afford housing. This situation may naturally reduce the growth rate and possibly even the population, as rental costs exceed what existing and potential residents can manage.

The impact extends beyond housing affordability. The City of North Branch's basic local government services are funded through property taxes, and with fewer constituents, the tax burden falls on a smaller base. The city has already increased taxes to cover service costs, highlighting the need to balance tax burdens while maintaining essential services. Density helps to reduce the cost of city services, such as sewer and water, easing these burdens.

Furthermore, employers may hesitate to expand or relocate to an area without adequate housing for their workforce. In today's market, businesses follow rooftops. The housing shortage creates a negative economic cascade that proper planning and investments can help mitigate.

Assessing the rental market entails considering the average household size to match available rental housing options and residents' housing needs. The average household size of 2.70 in 2023 (the state average is 2.4 people) indicates that multi-bedroom housing units align more closely with population requirements than single-bedroom or efficiency options.

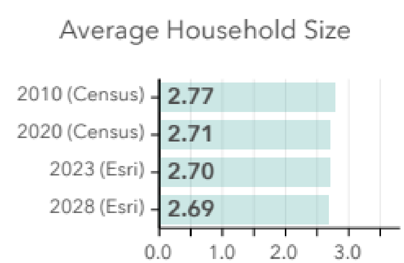


Table 4: Census Housing by Size

People	Percentage Own	Percentage Rent
7+ Person	1.6%	1.4%
6-Person	2.6%	2.4%
5-Person	8.1%	3.6%
4-Person	16.7%	9.9%
3-Person	17.2%	12.9%
2-Person	36.9%	22.7%
1-Person	17.0%	47.0%

However, 70 % of rental households in North Branch are inhabited by one or two individuals. The apartment/multi-family housing type traditionally provides smaller units, yet the rental housing stock needs to be more conducive to the population and growth pattern North Branch is experiencing. The primary groups moving to the city tend to have younger families requiring more space. For these families, a three-bedroom rental unit is most suited if they cannot afford a home in the current market.

Key Points:

Proactive housing development is essential to meet demand, prevent economic losses, and maintain a balanced market.

1. Compound Annual Growth Rates (CAGR) for Households and Housing Units:
   - Between 2000 and 2020, the CAGR for households was 1.68%, while for housing units, it was 1.73%.
   - This indicates that the housing supply generally kept pace with demand during this period.
2. Recent Shift in Demand and Supply:
   - Over the last four years, demand has outpaced supply.
   - This suggests that the housing market is experiencing increased demand, potentially due to population growth or other factors.
3. Anticipatory Housing Development:
   - Prospective residents cannot live in North Branch if housing isn't built in anticipation of buyers or tenants.
   - Without such development, people may seek employment and contribute taxes elsewhere, leading to long-term economic losses for the city.
4. Balancing Growth and Immediate Needs:
   - If housing unit growth doesn't outpace household growth, excess supply in the rental market will diminish.
   - Eventually, the housing stock may no longer have surplus capacity to accommodate immediate demand.
   - Balancing construction timing with immediate needs is crucial to ensure the market meets the community's current requirements.

Figure 5: Source Community Change Snapshot North Branch, MN by Esri (2023)

By not providing adequate housing options, the City of North Branch:

- Lacks sufficient housing options for the existing young generations to remain in the community.

- Lacks available senior housing types from independent living to assisted living to full care facilities as existing residents age and families look to bring aging parents closer to family.
- Lacks the variety of transition housing options to accommodate empty nesters and seniors to remain in their homes due to housing prices and lack of available and desired options.

Age

The city's age profile is pivotal in determining people's housing needs. The population distribution remains consistent proportionally across age bands, ranging from 5.5% to 8.0% until age 65. Notably, the 25-29 age group comprises the largest portion of the population. This suggests a growing age bracket of individuals at a prime stage of life who are typically starting families, thereby signaling the need for first-time home buyer programs, starter homes, entry-level pricing with multiple bedrooms, and child/pet-friendly features.

Figure 6: Age Profile

Meanwhile, 12.2% of the population, 65 and older, require "age-friendly" housing options. These accommodations should feature single-level living, step-free entries, and attached garages to cater to the needs of aging residents. As individuals age, maintaining exterior spaces and larger living spaces becomes increasingly challenging, prompting a demand for third-party maintenance services and floor plans with smaller square footage.

Race and Ethnicity

The majority of residents in North Branch are white. While 85.6% of housing in North Branch is owner-occupied versus 14.4% are rentals, this is not true across all racial demographics. Housing status is weighted more heavily towards renting for non-whites. Hispanic residents comprise 3.7% of the population in the city but half. Ensuring equitable access to housing is crucial for fostering an inclusive community that accommodates the needs of its demographic.

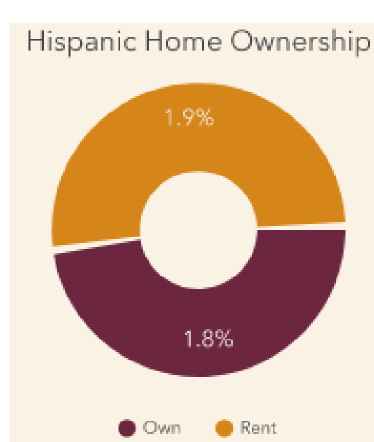


Figure 7: Source Housing Market Characteristics by Esri (2023)

Education

Education is highly valued in North Branch, but this prioritization has implications for rental housing. Higher education often leaves students with significant debt, which can affect their ability to purchase homes or rent due to reduced credit scores and borrowing potential. While education typically correlates with higher income levels, resulting in increased earning potential, the accompanying higher income-driven payments can still hinder individuals in these circumstances from transitioning into more suitable housing options, especially as they enter their middle-age years or the beginning of their professional lives (this aligns with the 25-29 cohort mentioned above).

Income and Wealth

North Branch's median per capita income is $39,127 annually, while household income averages $87,900. Although the household income is adequate to afford the median gross rent of $1,345 or the purchase of a medium-priced home valued at $265,900, individuals earning the per capita income ($39,127) may need help finding attainable rental options within their budget, especially if single. Households with two or more people have better purchasing power. Singles may have to seek shared homes or room rentals to afford housing. Consequently, if rentals are not aligned with local incomes, these individuals may be compelled to seek housing outside the community or those with higher incomes from the outside may displace locals.

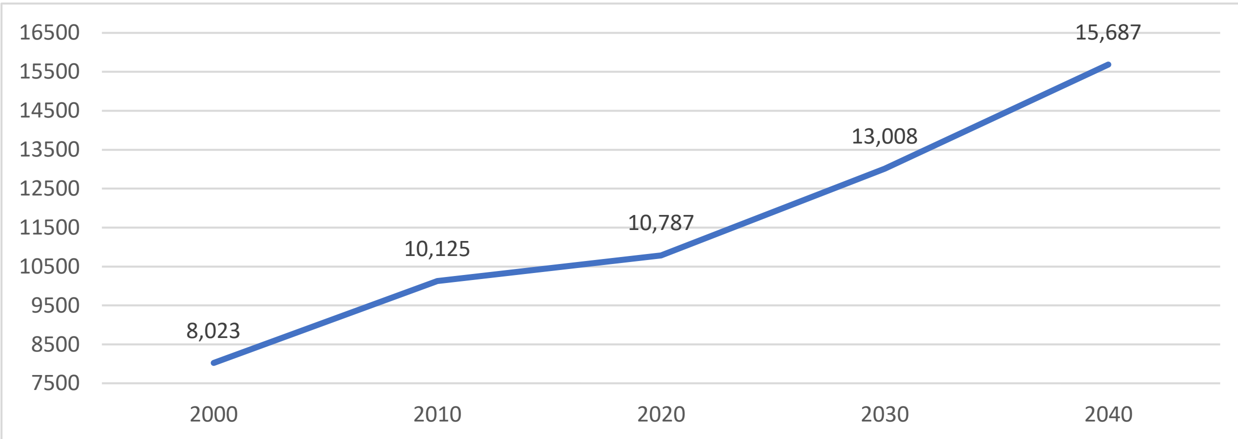
Key Points:

- A growing population that includes an aging demographic needing suitable housing and younger individuals facing obstacles in homeownership due to education debt.
- The analysis acknowledges disparities in housing access and affordability across different races and ethnicities, underlining the necessity for equitable housing solutions.
- Education levels, while generally high, contribute to financial constraints impacting housing affordability due to associated debt.
- Despite a decent median household income, there's concern over ensuring that housing remains attainable for lower-income and single residents. This points to a broader issue of income and wealth distribution affecting housing stability and access.
- Addressing these issues is crucial for providing inclusive, sustainable housing options that cater to the diverse needs of North Branch's population.

Scenario-Based Population Projections

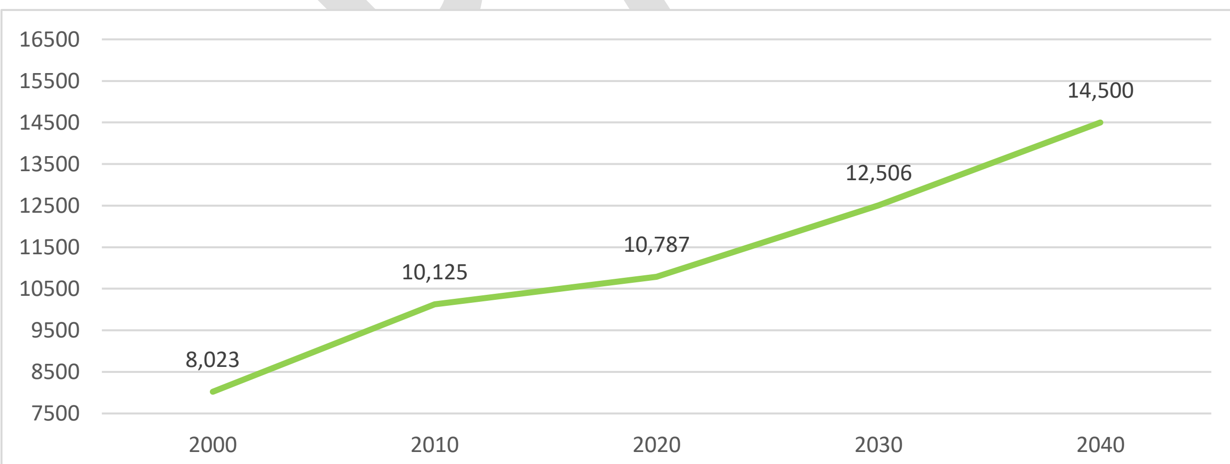
As North Branch experiences growth, it prompts a need for adaptation within the housing market. Several scenarios are possible based on different assumptions, which lead to various outcomes. The following scenarios consider five different potential market behaviors and outcomes.

Scenario 1: 2040 Projections (current rate)



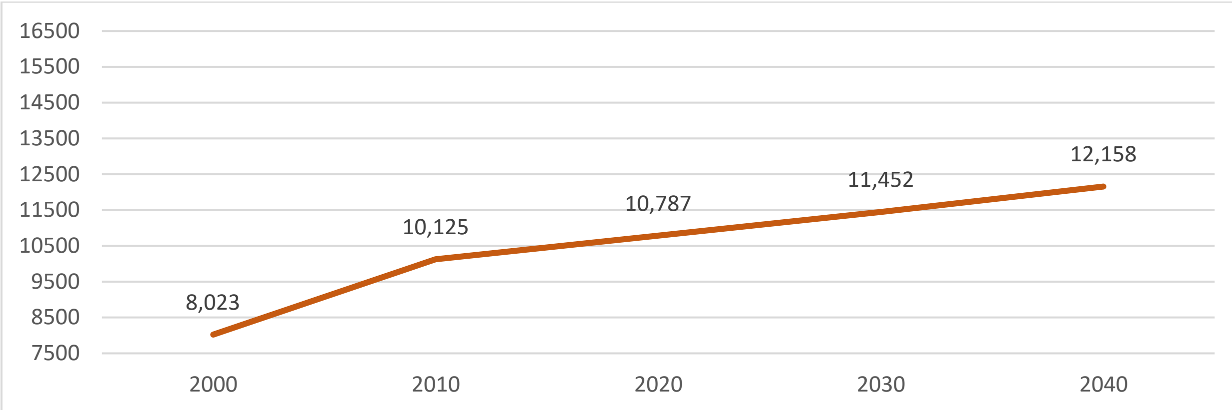
This scenario assumes a continuation of the current 1.89 % compounding annual growth rate after 2020 through 2040 and no changes to the community's growth trends.

Scenario 2: 2040 Projections (2000-2040 rate)



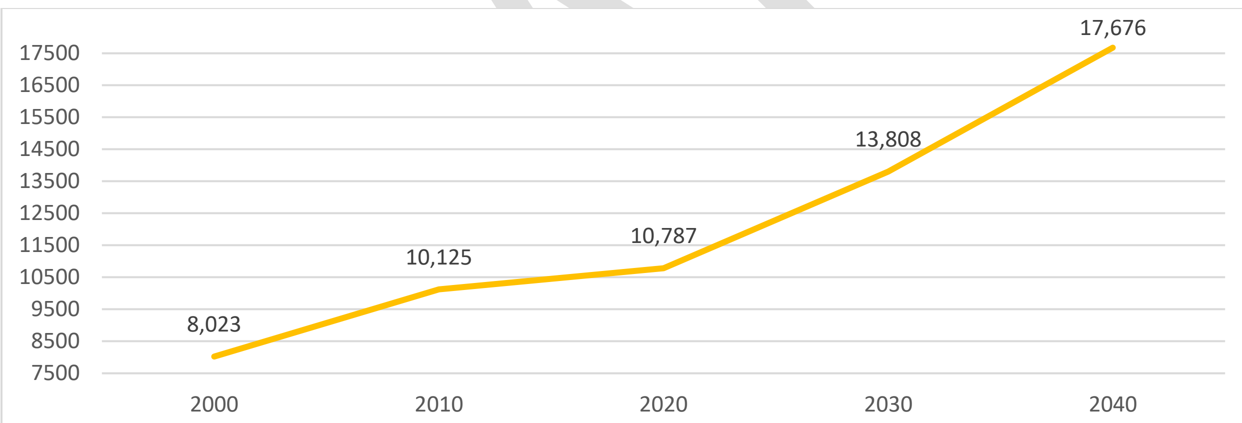
This scenario takes a more conservative stance on community growth, assuming it will match the annual growth rate over the century's first two decades. Ultimately, this growth rate would be lower than the city's current post-COVID growth trends.

Scenario 3: 2040 Projection (State growth rate 0.6%)



This scenario accounts for the North Branch slowing to the same growth rate as the State of Minnesota from 2020-2023, which is 0.6 % annually. North Branch is not likely to curtail its growth to this low a level; this rate sets a baseline for the minimum level of growth that can be anticipated, though trends have never been this slow for the City's development.

Scenario 4: 2040 Projections (2.5% growth rate)

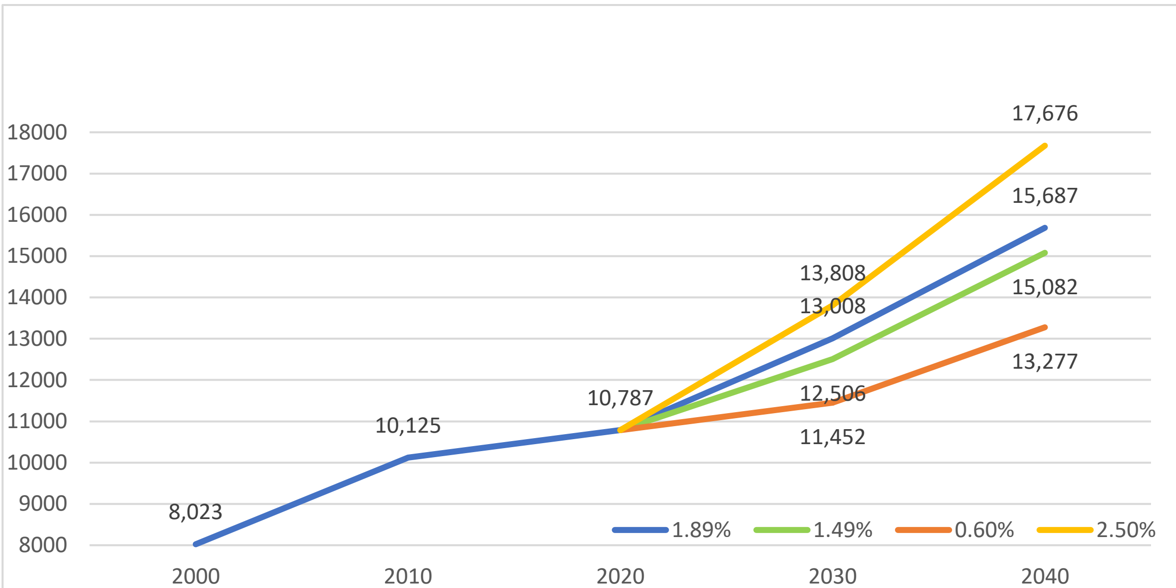


The fourth scenario depicts a growth rate of 2.5 %, which was seen from 2000 to 2010. If these rates were matched in the next two decades, North Branch would experience growth that would significantly outpace its current rate of housing development and require more housing to be developed faster to meet the demand.

Each of the previous scenarios projects growth at reasonable rates for the city based on historical trends. Applying these trends to the current population data creates parameters to estimate where the population will fall at each given time interval.

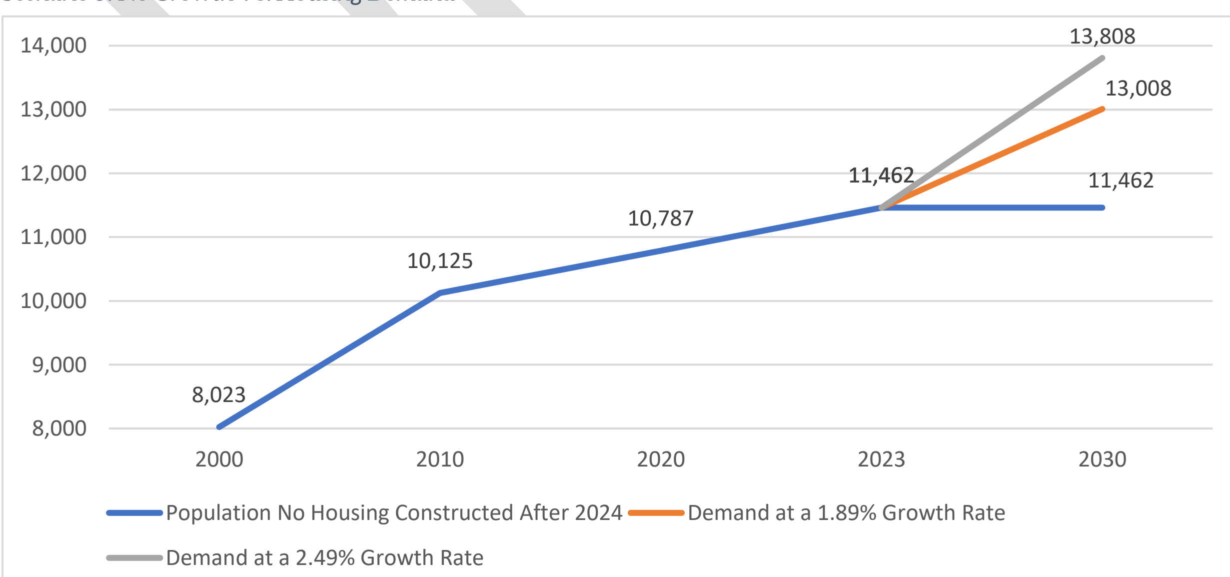
The annual growth rate for housing units in the city is 1.73 %. Generally, this rate needs to be higher than the population growth rate to avoid a housing crisis and help control increasing costs to the existing population. The population is outpacing housing development in half of the scenarios, including North Branch's current growth rate. The rate of housing unit development and population will slow to equilibrium as prices increase to match supply availability and eventually reduce demand as potential residents find less expensive substitutes for living in the city. Each of the following graphs demonstrates this effect on the rental housing market.

Scenarios 1-4: North Branch Growth



The last scenario is a no-growth scenario that limits or prohibits the production of new multi-family housing units. Displaying this trend through 2030 also indicates that market demand still drives people to wish to move into the city at the same rates as they previously had. The difference is that the housing stock is stagnant, meaning the only way to move in is to take the vacancy of an existing resident.

Scenario 5: No Growth Vs. Housing Demand



This pent-up demand from a pause in new housing supply production would cause a 573 to 869 housing unit shortage by 2030, as these would be the needed units to accommodate the 1,546 to 2,346 people who would otherwise move into the city. This would accelerate the current rise in housing prices and lease costs. However, it could also signal to developers and future residents that they are unwelcome in the community, hindering potential growth. In this scenario, when supply exceeds demand, buyers or renters have more choices, which puts pressure on sellers or landlords to offer competitive prices. When demand outstrips supply, buyers or renters may have to pay more due to limited options.

Key Points:

- North Branch is experiencing rapid population growth that has consumed the available housing supply, leading to a significant shortfall projected to continue until at least 2030.
- This imbalance has increased rental prices, making it increasingly difficult for many residents to find attainable housing.
- This trend is straining current residents and the local economy, as the increased cost of living impacts the overall cost of public services and the ability of businesses to sustain and find local workforce over the long term.

Current Employment Trends and Conditions

Resident Employment: Service Jobs

Due to the typically lower wages in the service industry, many residents in North Branch may find renting to be their only viable housing option. However, even in this case, these individuals may need help to secure a rental unit within the city at a market rate or lower cost.

Table 5: Service Occupations Share of Total Jobs

Job	Percent
Health Support	4.8%
Building Maintenance	3.5%
Food Preparation	3.4%
Personal Care	1.6%
Protective Service	1.2%

Resident Employment: Blue Collar Jobs

Blue-collar industries tend to yield higher earnings than service sector wages, allowing a single earner to afford a rental home in the City of North Branch and sometimes afford to buy a home.

Table 6: Blue Collar Jobs in North Branch

Job	Percent
Production	10.8%
Transportation/ Moving	7.8%
Construction/Extraction	7.0%
Maintenance/Repair	4.1%
Farm/fish/foresty	0.1%

Resident Employment: White Collar Jobs

White-collar jobs in the North Branch do not guarantee high earning potential, as prevailing wages in these fields may not always be sufficient. For instance, teachers are considered white-collar workers but earn wages that are too low to afford a home in the city. Consequently, many workers in these sectors may need help securing rental accommodation at the current market rates or finding housing in other communities.

55.7%
White Collar

Table 5: White Collar Jobs in North Branch.

Job	Percent
Management	9.8%
Business/Financial	2.8%
Computer/Mathematical	1.7%
Architecture/Engineer	1.3%
Life/Social Sciences	1.0%
Social Service	3.2%
Legal	2.4%
Education/Library	8.2%
Arts/Entertainment/Rec	0.9%
Health Practices	5.1%
Sales	8.3%
Office/Admin	11.2%

The following table demonstrates how wages in North Branch for different careers would fair against market-rate housing costs.

Table 6: North Branch wages against market-rate housing costs.

Occupation	% of North Branch Residents	Median Income Hourly / Annual		Home Value Worker Can Afford*	Can workers afford a Median Home of $265,903?	Monthly Rent Worker Can Afford	Can workers afford an Average Rent of $1,345
Retail	13.3 %	$16.26	$33,821	$147,666	No	$930	No
Manufacturing	15.6 %	$22.26	$46,300	$188,449	No	$1,283	No
Education	8.7 %	$25.34	$52,707	$223,280	No	$1,449	Yes
Construction	10.6 %	$29.51	$61,381	$267,500	Yes	$1,688	Yes

Commuting Patterns

The distribution of commute times clarifies that there are mainly two types of commuters: those working within the immediate 25-minute range of their homes and those working in the Twin Cities metro area 45-59 minutes away. There is a need to keep residents close to work and minimize the cost burdens of extensive driving (i.e., time, gas, insurance, maintenance, etc.). Most home seekers in the United States are willing to commute up to 30 minutes to attain housing. In North Branch, more than 50 % of residents commute more than 30 minutes. Using that commute shed factor, there are 217,528 people within 30 minutes from North Branch. This suggests to developers that many potential tenants are within 30 minutes of North Branch.

Table 7: Commute Time Minutes

People	Percentage Own
7+ Person	1.6%
6-Person	2.6%
5-Person	8.1%
4-Person	16.7%
3-Person	17.2%
2-Person	36.9%
1-Person	17.0%

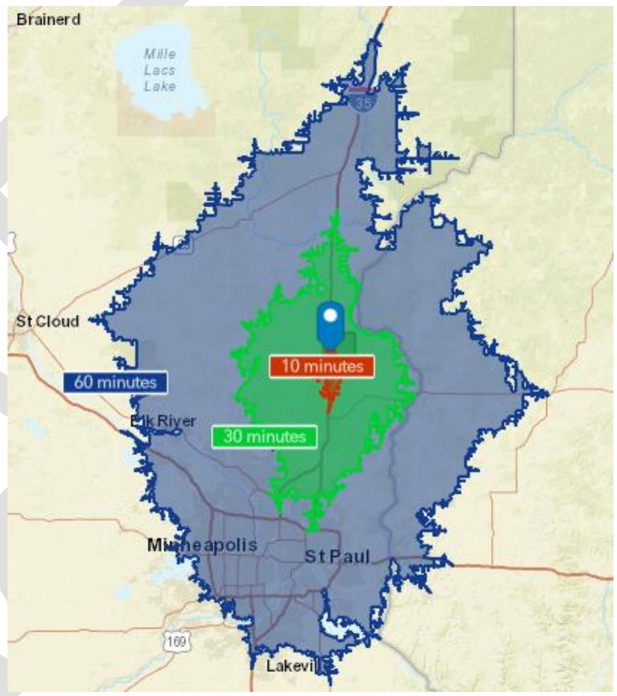


Figure 8: Commute Time Map

Economic Development

The primary determinant of what type of housing a person can attain is directly tied to their earnings, thus employment. It is essential to understand a community's economic development landscape and the effect their employment has on the local housing market. When there is a disconnect between the wages present in the prevailing industries in the community and the housing price, it leads to the displacement of residents or longer commutes, which impacts quality of life. Residents will either leave the city for housing that is attainable on their budgets to keep their jobs or take longer commutes for higher-paying jobs. The table on the next page represents the largest employers in the City of North Branch. These employers have a significant stake in the availability of housing that their employees can attain in the community to increase the viability of retention and recruitment efforts. Working with employers to provide adequate housing or housing bonuses for the workforce could provide more solutions than any entity tackling this issue alone.

Table 8: Employers and employees in North Branch.

Largest Employers in North Branch	# of Employees
North Branch School District Education	340
Andersen Windows Manufacturing	248
Stepp Manufacturing	67
Peterson Mill	55
Zinpro	55
Branch Manufacturing	52

Job Growth Projections

The annual job growth rate in North Branch is 0.175%, equivalent to around 20 jobs per year. However, job growth could slow down without sufficient housing to accommodate workers. Existing and potential employers consider the availability and suitability of housing when evaluating expansion or relocation.

While there's an opportunity to attract businesses to the community's business park and create jobs, forming partnerships with employers to identify specific housing needs is critical. Otherwise, it may hinder business recruitment and impact the local economy. North Branch can transition from a bedroom community to its employment epicenter if adequate housing is provided. The following projections anticipate relatively little change in the North Branch economy at the current job growth rates unless housing is provided.

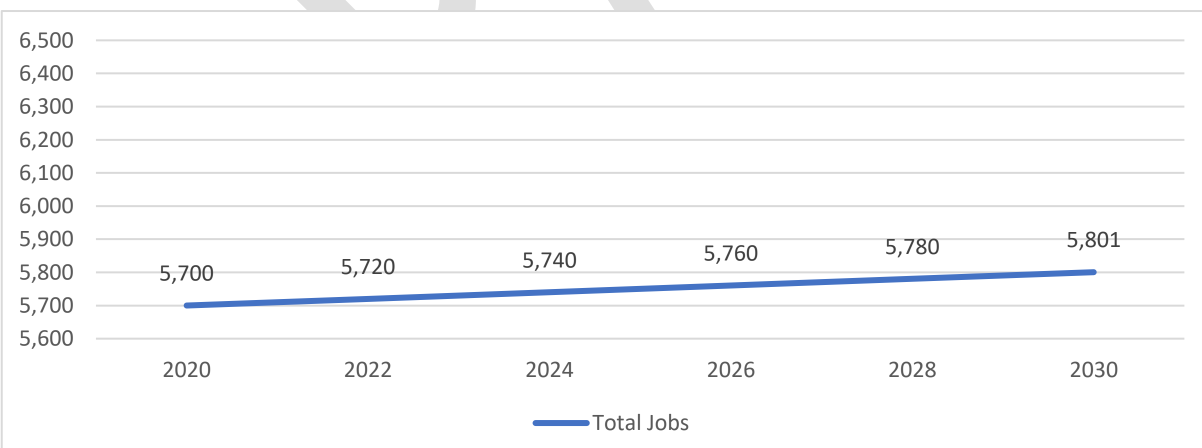


Figure 9: Total Jobs in North Branch

Wage Analysis

An analysis of various wages sheds light on what housing people can afford. North Branch's single median income of $39,127 encompasses diverse roles, from personal caregivers earning $17.45/hr. to those working in senior living facilities. Unfortunately, personal care employees often earn less than the annual median income, making homeownership or renting economically unsustainable even if these jobs are in high demand due to the projected growth of this age group. The standard for affordability is the Annual Median Income (AMI), with the US Department of Housing and Urban Development (HUD) defining affordable housing as costing 30% or less of the AMI. Housing falling below 80% and 120% of AMI is generally termed 'Workforce Housing,' whether naturally occurring or incentivized. In North Branch, an affordable rental home costs approximately $978.18 per month at the annual median income level. The following are key insights stemming from the local wage analysis:

- 51.5 % of North Branch residents lack the income to secure a rental at the market rate of $1,345.
- 74.7 % of North Branch residents lack the income to purchase a median-value home at $265,903.
- Market rate rentals are $171.19 higher than the highest cost workforce housing at 120 % of AMI or $1,173.81/month.

Table 9: Table of Resident Occupations and Maximum Cost of Housing Attainable

Occupation	Resident %	Income		% of AMI	Max. Rent Budget	Max. Home Purchase Price	Difference Between Budget and Median Cost		Housing Attainability	
		Hourly	Annual				Rented	Owned	Rent	Own
Office/Admin	11.2 %	$22.25	$46,280.00	118 %	$1,285	$200,000	($59)	($65,903)	No	No
Production	10.8 %	$22.26	$46,300.80	118 %	$1,286	$200,000	($58)	($65,903)	No	No
Management	9.8 %	$45.02	$93,641.60	239 %	$2,601	$405,203	$1,256	$139,300	Yes	Yes
Sales	8.3 %	$16.26	$33,820.80	86 %	$939	$145,000	($405)	($120,903)	No	No
Education /Library	8.2 %	$25.34	$52,707.20	134 %	$1,464	$221,288	$119	($44,615)	Yes	No
Transportation	7.8 %	$19.42	$40,393.60	103 %	$1,122	$178,598	($222)	($87,305)	No	No
Construction /Extraction	7.0 %	$29.51	$61,380.80	156 %	$1,705	$261,876	$360	($4,027)	Yes	No
Health Practices	5.1 %	$40.05	$83,304.00	212 %	$2,314	$360,084	$969	$94,181	Yes	Yes
Health Support	4.8 %	$17.90	$37,232.00	95 %	$1,034	$160,000	($310)	($105,903)	No	No
Maintenance/ Repair	4.1 %	$24.88	$51,750.40	132 %	$1,437	$217,727	$92	($48,176)	Yes	No
Building Maintenance	3.5 %	$18.03	$37,502.40	95 %	$1,041	$164,714	($303)	($101,189)	No	No
Food Preparation	3.4 %	$14.99	$31,179.20	79 %	$866	$134,837	($478)	($131,066)	No	No
Social Service	3.2 %	$25.76	$53,580.80	136 %	$1,488	$226,200	$143	($39,703)	Yes	No
Business /Financial	2.8 %	$33.54	$69,763.20	178 %	$1,937	$298,058	$592	$32,155	Yes	Yes
Legal	2.4 %	$35.76	$74,380.80	190 %	$2,066	$319,398	$721	$53,495	Yes	Yes
Computer /Mathematical	1.7 %	$38.36	$79,788.80	203 %	$2,216	$343,679	$871	$77,776	Yes	Yes
Personal Care	1.6 %	$17.45	$36,296.00	92 %	$1,008	$159,139	($336)	($106,764)	No	No
Architecture /Engineer	1.3 %	$38.62	$80,329.60	205 %	$2,231	$346,522	$886	$80,619	Yes	Yes
Protective Service	1.2 %	$29.98	$62,358.40	159 %	$1,732	$280,000	$387	$14,097	Yes	Yes
Life/Social Sciences	1.0 %	$33.22	$69,097.60	176 %	$1,919	$300,000	$574	$34,097	Yes	Yes
Arts/Rec/ Entertainment	0.9 %	$26.15	$54,392.00	139 %	$1,510	$244,494	$165	($21,409)	Yes	No
Farm/Fish /Forestry	0.1 %	$22.00	$45,760.00	116 %	$1,271	$200,000	($73)	($65,903)	No	No

Addressing North Branch's housing affordability crisis requires a multifaceted approach considering rental and homeownership dynamics. The situation highlights a critical issue faced by many communities: housing affordability. When a significant portion of the population cannot afford to buy homes, it has far-reaching consequences for both renters and homeowners. Rental housing often serves as a stepping stone toward permanent homeownership. However, if 74.7% of the community cannot afford to buy a home in North Branch based on their annual income, this creates a barrier to homeownership. As a result, renters may remain in rental properties for longer periods, reducing rental turnover. Reduced rental turnover can increase demand for rental units unless new housing developments are created. Meanwhile, over 85% of North Branch residents are homeowners. These homeowners may be reluctant to sell their properties due to the high cost of re-entering the market. Consequently, this scarcity of available homes affects the real estate market volume and drives up prices.

The interplay between rental affordability, homeownership, and market dynamics creates a negative feedback loop. Renters are most vulnerable to price variability from insufficient supply. As housing prices rise, affordability decreases, leading to further challenges for renters and potential homebuyers. In the non-residential sector, businesses considering North Branch as a location must navigate the rental market when recruiting and retaining employees. Access to affordable housing is crucial for attracting talent. Additionally, local labor can fill new positions, even with slightly higher unemployment rates, provided housing options are feasible for relocating employees.

Housing Market Inventory

North Branch faces housing challenges driven by high demand, limited supply, and competitive market conditions. Although it looks like a lot of housing is being built, more housing is needed to meet demand, especially housing for various life stages and price points. Key points to address affordability and housing availability are based on 2023 data:

1. Occupancy Rate and Home Sales:
    - There are 4,365 housing units in North Branch, with a high occupancy rate of 96%.
    - Over the past 12 months, 264 home sales have been closed, representing a 13.3% increase compared to the same period in 2023.
    - These sales accounted for 6.1% of all homes changing hands in the town last year.
2. Market Activity and Time on the Market:
    - A property's average time on the market is 39 days, nearly a 50% increase from the previous year.
    - The short duration indicates a heated market with properties moving quickly.
3. Scarcity of Housing Supply:
    - The rapid turnover of properties suggests a scarcity of available housing supply.
    - As homes enter the market, they are swiftly purchased, leaving limited options for buyers.
4. Rental Market Implications:
    - This scarcity affects the rental market as well.
    - Those who can afford to move from rentals to permanent homes may choose to stay in rentals longer due to the competitive housing market.
    - Approximately 746 rental-occupied housing units exist in North Branch, with an average tenancy of 8 years (leases beginning in 2016).

- These units seldom become vacant for new tenants.

Implications

The implications of the Demographics Analysis section of this study are divided into two main categories:

- Population growing challenges.
- Economic disparities

The critical statistics under these themes illustrate a need to approach housing from multiple perspectives. There is no single root cause of North Branch's current market conditions and its effects on the city's current and future residents.

Population Growing Challenges

- The population of North Branch in 2030 is projected to be between 13,000 and 14,000, which equates to an increase of 1,500 to 2,500 people from the present-day population.
- To meet this need, approximately 556 to 926 new housing units, both rentals and owner-occupied units, will be required.

Economic Disparities

Examining the ESRI data and performing quick calculations delivers the following facts.

- The median single income in the City of North Branch is $39,127, and the median rent in the rental market is $1,343/month, which is 137.3% AMI.
- Based on our wage analysis, 51.5% of people in North Branch cannot afford a rental in the city alone. Further, 74.7% cannot afford to buy a median-valued home in the city alone.
- Approximately 85% of the city's homes are owner-occupied. This high percentage indicates a strong preference for homeownership within the community.
- Residents often choose to retain their homes even beyond where the home meets their needs because selling and re-entering the housing market can be financially challenging for most incomes in the city.

In summary, the combination of high owner-occupancy rates and affordability concerns creates a situation where residents hold onto their homes, affecting housing turnover and availability.

Based on data projections, the housing market faces several challenges in the coming years. The key points are:

1. Existing Home Sales and Mortgage Rates:
    - Existing home sales fell to a 28-year low in 2023.
    - However, as mortgage rates decline, existing home sales are expected to rebound gradually.
    - Home prices have held onto their gains due to a lack of supply.

- As lending rates fall and more homes are listed for sale, true price discovery will occur.[4]

2. Newly Built Homes:
   - Sales of newly built homes will maintain an elevated market share.
   - Builders can buy down mortgage rates, and there's pent-up housing demand.
   - This trend is likely to continuehttps://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years [5].
3. Rental Market:
   - Rents are expected to stabilize due to added supply.
   - They will more closely track inflation rates[6].
4. Market Dynamics:
   - The housing market will face challenges due to demographic shifts.
   - Gen Z maturing will impact housing starts.
   - The expansion of artificial intelligence and other factors will influence real estate trends.
5. Long-Term Outlook:
   - By 2030, the average price of a single-family home in the U.S. could reach $382,000[7].
   - If current trends continue, market conditions will increase lease prices, leading to vacancies as tenants are priced out, ultimately displacing economically disadvantaged residents from the community.

In summary, while the housing supply struggles with population growth, market dynamics and affordability issues will shape the housing landscape over the next decade. Developers, buyers, and renters must adapt to these changing conditions.

Currently, realtors and developers are noticing these important trends and market movements:

1. Homes Selling Despite Rental Need:
   - Homes are still selling despite the need for rental housing due to various factors, such as demand from buyers seeking homeownership and investment opportunities.
   - Buyers are likely individuals or families who prioritize homeownership over renting or see potential value in investing in property.
   - Developers continue building homes because buyers demand to purchase rather than rent.

---

[4] https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years
[5] https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years
[6] https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years
[7] https://www.cnbc.com/select/how-much-will-a-home-in-the-us-cost-by-2030/

2. Interest in Building Subdivisions:
    - Developers may still be interested in building subdivisions due to demand from buyers looking for single-family homes.
    - Subdivisions offer developers opportunities to meet the demand for larger homes with more space, particularly from younger families leaving suburbs for more attainable housing options.
3. Lack of Interest from Apartment Developers:
    - Apartment developers may not be interested in building apartments in North Branch due to various factors, such as perceived market demand, zoning regulations, or infrastructure limitations.
    - Developers may prioritize areas with higher rental housing demand or where they see better potential returns on investment.
4. Advising Clients to Drive Until They Qualify:
    - Clients are advised to drive until they qualify for the housing they want. In many cases, this is now White Bear or Hugo housing, a change in the last decade because these areas offer more attainable housing options than North Branch.
    - The cost of housing in North Branch may be comparatively higher, leading clients to seek more attainable options in neighboring areas.
5. Migration Patterns:
    - Younger families are leaving suburbs for areas where they can find larger houses at a lower cost, potentially contributing to the demand for single-family homes in North Branch.
    - People leaving cities to start families elsewhere may be attracted to areas like North Branch, where they can afford the size of the house they desire compared to more expensive urban areas.

Housing Analysis

Existing Rental Housing Conditions & Operational Costs

The average apartment size in North Branch is 720 square feet, with a typical cost of $965 as of November 2023. While these smaller units are efficient for some residents, they may not meet the needs of families requiring two- or three-bedroom apartments, which are scarce in the rental market. The tight rental market in North Branch sometimes results in zero or only one rental listing available. This scarcity makes rental conditions somewhat irrelevant, as prospective tenants cannot move into nonexistent units. Additionally, the existing rental housing that is income-restricted housing further limits availability, impacting average rental costs.

Rental Housing Market Analysis

Analysis

In North Branch, the current inventory of rental properties consists of 746 units, but only ten are available for lease. With a vacancy rate of 1.3%, the market is exceptionally tight. Typically, a low vacancy rate in a local rental housing market is around 5%, indicating a shortage of units to meet existing demand.

North Branch experiences a natural monopoly, with all nine available rental units concentrated in a single complex. Consequently, prices can increase without restraint until they align with alternative housing options in neighboring communities like Forest Lake and Cambridge. For context, the average rents in Cambridge and Forest Lake stand at $1,176 and $1,273, respectively, compared to North Branch's average of $965. However, this average is influenced by the 22% of rental units in North Branch that are income-limited. Despite this, there's room for significant price increases before other housing options become more economically attractive to consumers, especially considering that the average non-incentivized unit price already exceeds that of neighboring communities. For further details, you can find a summary of rental units and buildings in Appendix A.

Senior Housing Market Analysis

Senior housing options vary, and affordability remains a critical consideration for older adults. Senior housing encompasses various options tailored to individuals aged 55 and older. Some of these include:

1. Assisted Living:
    - In assisted living facilities, medical staff are available around the clock.
    - Residents receive assistance with daily tasks while maintaining some independence.
2. Independent Living:
    - Independent living communities cater to fully self-sufficient seniors.
    - Medical supervision is not provided, allowing residents to live independently.

3. Naturally Occurring Housing:
    - Certain existing housing types naturally suit seniors, such as townhomes, condos, and single-level apartments.
    - However, affordability can be challenging for seniors on fixed incomes, especially if their current home no longer meets their physical needs.

Senior Housing Inventory in North Branch

Based on North Branch's demographics, approximately 12.2% of the city's residents are over 65 years old, totaling 1,403 people. These seniors have specific housing needs that their current homes may or may not continue to meet as they age. The population of Americans over 65 is growing rapidly, with an expected 47% increase in this age group between 2022 and 2050 (equivalent to a 1.4% annual growth rate). If this trend continues in North Branch until 2030, the city will likely face a significant shortage of optimal housing options for its senior residents. Anecdotally, a noticeable trend of seniors relocating to places like Cambridge has occurred due to more affordable housing options unavailable in the North Branch market.

Table 10: Senior Housing Inventory

Name	# Units	Type	Cost	Unit Size Range	Status
Ecumen North Branch	119	Assisted Living	The local average assisted living costs are $3042 - $3260.	569-886 Sq Ft	Open
Encore Assisted Living and Memory Care	30	Assisted Living		-	Open
Boka Haven	*	Assisted Living		-	Opening July 2024
Heritage Court Apts	32	Independent Living 55+ Income Limited	$529-$917	958 Sq Ft	Open
Uptown Maple Commons	33	Independent Living/ Incentivized Housing	-	-	Open
Northern Oaks	12	Independent Living 55+	$885 - $1,015	594 Sq Ft	Open
Total	224*				

For-sale housing market analysis

Based on North Branch's annual median income for individuals ($39,127), the monthly payment considered affordable at the following price points, assuming a 20% downpayment at a 7.0% interest rate are:

- 50 % - 80 % of AMI = home purchase price of $65,777 - $104,407
- 80 % - 120 % of AMI = home purchase price of $104,407 -$163,117
- 120+ of AMI = home purchase price of $163,117+

As of June 2024, seventy-eight (78) properties, homes intended for home ownership, are on the market in North Branch; a few empty lots are listed under the $65,000 price point. Only one (1) home on the market would carry a payment sustainable on an income under 120 % of AMI; it is listed at $154,900. The home is a 1,011 sq. ft. craftsman's home built in 1901 that needs significant repairs.

Considering the household annual median income of $87,900 for North Branch, the price points change to the following, assuming a 20% downpayment at a 7.0% interest rate:

- 50 % - 80 % of AMI = home purchase price of $195,946 - $301,792
- 80 % - 120 % of AMI = home purchase price of $301,792 - $457,573
- 120+ of AMI = home purchase price of $457,573

The current market in North Branch contains twelve (12) homes that could be purchased under the 80 % AMI threshold for household income. While this stock will likely be off the market in less than two months, as has been typical in North Branch, it is prudent to look at the costs of unbuilt lots of land that could allow for the construction of a home at a price point under the threshold for the 50 % to 80 % of AMI. Eight (8) vacant lots, ranging from $64,999 – $199,000, would allow for building new homes if the construction cost was under $236,793 - $102,792. While there are other lots above $200,000, building a home for less than $100,000 is unlikely based on current new construction/traditional costs, so these are not considered. Non-traditional construction, such as cargo container homes, or smaller square footage homes, such as tiny homes or factory-built homes, may make these lots viable. North Branch faces a complex housing landscape, balancing affordability, construction timelines, and market dynamics. In summary:

Workforce Homes:

- There are currently 38 homes meant for homeownership on the market priced between 80% and 120% of the area median income (AMI).
- Of these, six are not under construction but are available for sale.
- Only 13 homes are available above 120% of the AMI.

Challenges:

- The available-for-sale housing supply primarily consists of newer buildings and custom constructions.
- Delays between purchase and occupancy create additional expenses and obstacles for residents.
- Even if prospective buyers want to move in immediately, the market favors new buildings tailored to customer specifications.
- This situation necessitates additional rentals for temporary residences.

Niche and Renting:

- Due to building times and limited inventory, some residents may need to rent until homes are constructed.

- Cost barriers for land make it challenging to build homes at 50% of AMI.
- Feasibility increases at 80% of AMI, but subsidies are necessary for profitable housing below 80% of AMI.

Pending Rental Development

Throughout the housing study, interviews were conducted with various developers, property managers, and stakeholders involved in rental housing construction. These conversations provided valuable insights into the community's growth. However, concerning development trends emerged from these conversations. In summary, the key points made were:

- Incentivized Housing:
  - There's a clear need for housing catering to low-income individuals (50% to 80% of the Area Median Income) and workforce housing (80% to 120% of AMI).
  - Unfortunately, willing developers are scarce in providing such housing options.
  - Instead, developers lean toward market-rate housing, which doesn't align with North Branch's needs.
  - The challenge lies in producing units below the market rate despite developer interest in profitable market-rate projects.
- Local Government and Minor Frustrations:
  - Local government doesn't pose significant barriers to new development.
  - Minor frustrations for developers include adding and expanding garage facilities.
  - Enhancing amenities can enhance the existing market's quality and appeal.
- Senior Housing Demand:
  - Aging residents create a growing demand for specialized senior housing units.
  - Meeting their needs and desires is crucial.
- Lack of Imminent Developments:
  - Existing developers/builders in North Branch's housing market lack plans for additional units.
  - Urgency in increasing housing production is needed to avoid exacerbating supply shortages.
- Impact on Education and Labor:
  - Educators, a significant industry in North Branch, face challenges due to the housing shortage.
  - Absence of available rentals hinders talent recruitment.
  - Students' connections with local employers affect future local labor.

Target Markets

Consumer behaviors reinforce the understanding of the rental housing market dynamics in North Branch, pointing to the need for housing solutions that cater to the diverse needs of its residents in the following way:

Demographic Segmentation:

- The text introduces three distinct consumer segments within the North Branch: Up and Coming Families, Middleburg, and Front Porches. This segmentation aligns with previous facts regarding the diversity of residents and their varying housing needs.

Consumer Preferences and Behaviors:

- Each consumer segment exhibits unique preferences and behaviors that impact the rental housing market. For example:
    - Up and Coming Families prefer suburban living and homeownership but may initially rely on rental housing.
    - Middleburg families prioritize family-building and require housing suitable for larger families.
    - Front Porches residents, consisting of smaller families and single households, heavily rely on rental housing due to income constraints.

Implications for Rental Housing Market:

- Many residents, especially those fitting the consumer behavioral characteristics outlined, are active participants in rental and housing markets. They may seek to transition from rental to permanent housing as their families grow or their financial situations improve.
- The influx of people into the North Branch has outpaced the growth in available housing units, indicating a high demand for rental and permanent housing.

Population Growth and Housing Demand:

- The demographic characteristics of these consumer segments, particularly their youthfulness and growing families, contribute to increasing population growth rates and housing demand pressures.
- The population growth and housing demand challenges in North Branch are partly due to a shortage of available housing units.

Demand Analysis

Rental Housing Economic Theory

Balancing housing supply and demand is crucial for sustainable growth and community prosperity. Key points to highlight:

1. Supply and Demand Equilibrium:
    - Like any economy, the housing market seeks equilibrium between supply and demand.
    - However, from a government perspective, reaching this equilibrium isn't ideal for housing.
    - If supply equals demand, population growth and tax base expansion stagnate.
2. Rental Housing Market Dynamics:

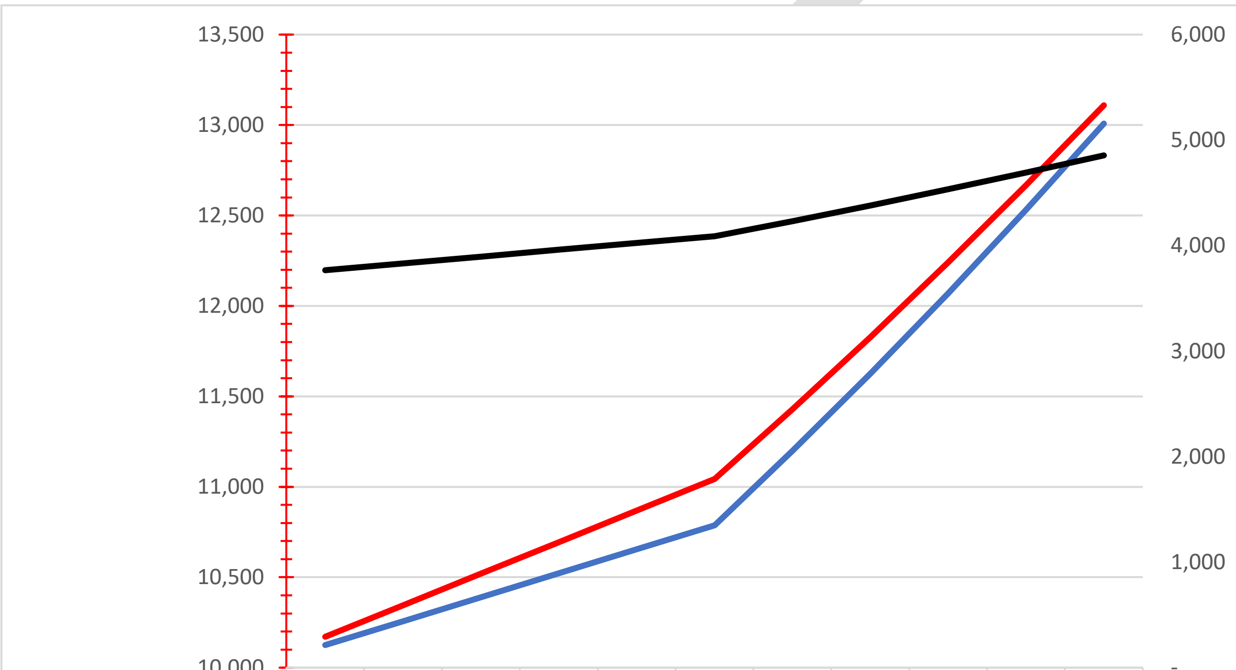
    - When all housing units are occupied, demand pressure drives up rental prices.
    - Existing tenants may be priced out, and new occupants struggle to afford rent.
    - Waitlists for new units persist, but former tenants still seek affordable leases elsewhere.
3. Benefits of Slightly Exceeding Demand:
    - A slight housing supply surplus benefits the local government.
    - Attracting new citizens and retaining existing ones is possible with stable rent prices.
    - This supports future population growth and tax base expansion without tax rate adjustments.
4. Developing Ahead of Demand:
    - Constructing housing units proactively alleviates market pressure.
    - It ensures people can afford to stay in North Branch while saving for home purchases.

Forecasting Current Market Conditions

We can estimate the expected market supply and demand at certain intervals by understanding the growth rates for housing units and population and the average household size. In North Branch, the present state of the rental housing market is based on:

- Population Growth Rate = 1.89 %
- Housing Unit Growth Rate = 1.73 %
- Average Household Size = 2.70
- Population in 2020 = 10,787
- Total Housing Units in 2020 = 4,090

The current growth scenario will produce an ever-tightening market where prices increase as the available rental supply dwindles. By 2030, there will be a 37-unit surplus of all housing in the city, including rentals. Assuming development occurs proportionally between owned and rental housing units at the same rates of ownership and rental status, it is anticipated that this could yield a total surplus of 5 rental units. The implications are that employers may not find the housing conditions appealing to their workforce. North Branch is an attractive community, and people want to move here, evidenced by the continued growth rate, the growing student population in our schools, and developers continuing to build homes. However, this may slow down due to rising costs.

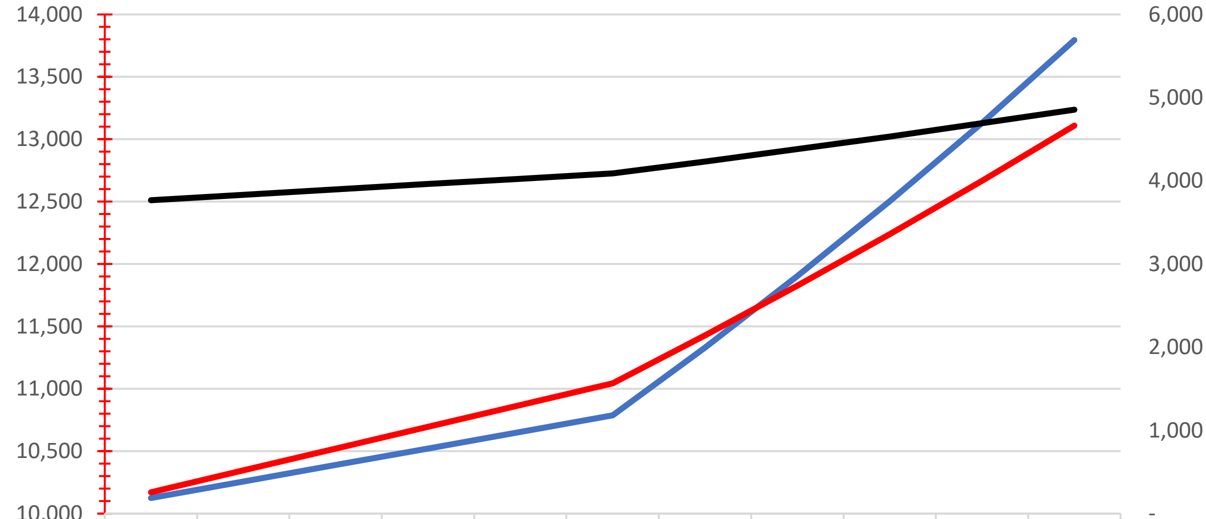


	2010	2012	2014	2016	2018	2020	2022	2024	2026	2028	2030
Population	10,125	10,257	10,390	10,522	10,655	10,787	11,199	11,626	12,070	12,530	13,008
Housing Capacity	10,171	10,345	10,520	10,694	10,869	11,043	11,428	11,827	12,240	12,667	13,109
Housing Units	3,767	3,832	3,896	3,961	4,025	4,090	4,233	4,380	4,533	4,692	4,855

Figure 10: Housing Capacity of North Branch, Projected to 2030 (1.89% population growth).

Forecasting Market Conditions Based on 2000-2010 Growth Trend

The City of North Branch experienced 26.2% growth over the 2000-2010 decade. If the above assumptions remained constant for the current housing units, population, and housing unit production rate, the population growth rate would increase to 2.49% annually, slightly less than during the 2000s. If North Branch were to experience 2.49% annual growth, it would cause a general housing shortage of 254 units by 2030. This would have a significant effect on the city's pricing and growth. Assuming this shortage is proportional to the community's ownership and rental distribution, that would still mean a 37-unit shortage of rental housing units.



	2010	2012	2014	2016	2018	2020	2022	2024	2026	2028	2030
Population	10,125	10,257	10,390	10,522	10,655	10,787	11,331	11,902	12,502	13,133	13,795
Housing Capacity	10,171	10,345	10,520	10,694	10,869	11,043	11,428	11,827	12,240	12,667	13,109
Housing Units	3,767	3,832	3,896	3,961	4,025	4,090	4,233	4,380	4,533	4,692	4,855

Figure 11: Housing Capacity of North Branch, Projected to 2030 (2.49% population growth).

Residential Building Permit Analysis

Upon review of the permitting data from 2020-2023, the average construction cost for a new single-family home has decreased by $15,000. This indicates a recovery in the housing market and a decrease in inflation that should be reflected in lower housing costs. However, there is no evidence of housing prices decreasing, which indicates the housing supply is still lower than demand, resulting in greater consumer costs and higher developer profits. These trends contribute to the unavailability of ownership housing for residents; there may be a solution through non-traditional housing options referenced in the for-sale market analysis.

Table 7: North Branch Housing Construction Permitting Data 2020-2023

Year	Housing Units Constructed	Total Cost of All Projects	Cost per Unit Built
2023	98	$ 15,566,448.00	$ 158,841.31
2022	64	$ 11,968,017.00	$ 187,000.27
2021	102	$ 16,768,813.00	$ 164,400.13
2020	113	$ 19,660,923.00	$ 173,990.47

Zoning Analysis

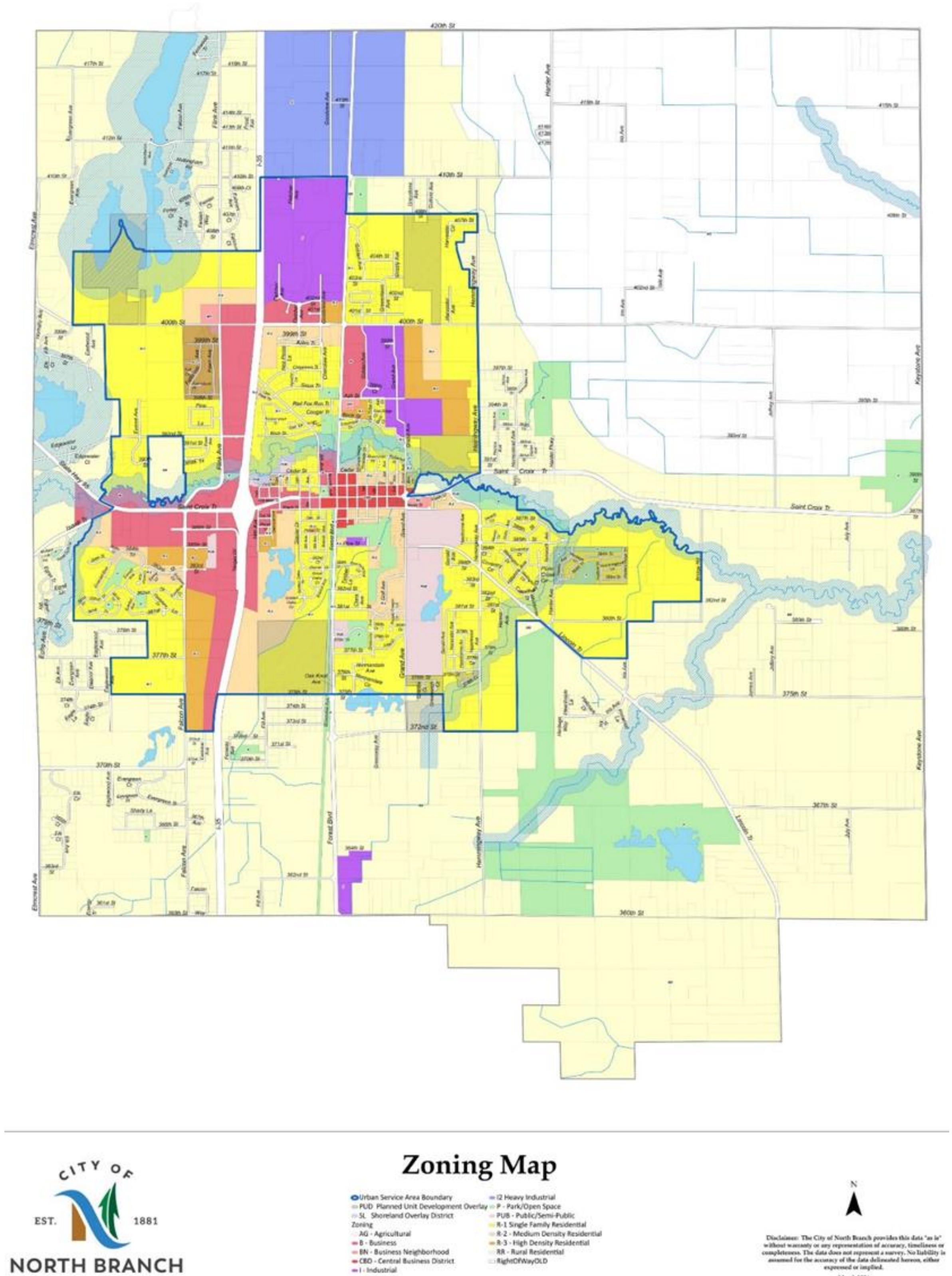
Service Areas

The City of North Branch is divided into an urban service area and a rural service area. The urban service area encompasses the city's core east from the intersection of I-35 and Highway 95 to Hemingway, plus another mile west of I-35, and north to south from 410th to 372nd streets. The central defining feature of the urban service area is sewer service, which is essential to multi-family development. The rest of the North Branch is in the rural service area, which lacks municipal sanitary sewer services. However, it is not impossible to expand sewer infrastructure if growth necessitates it. While in the rural service area, the city's northeastern quadrant is dedicated to agricultural uses. This area is undeveloped due to the soil not being conducive to residential or commercial development. The current Comprehensive Plan and Zoning code calls for a significant reduction in the rural service area, which has yet to be implemented fully.

Table 11: Sec 66-170 Establishment of Zoning Districts

AG	Agriculture
B	Business
BN	Business Neighborhood
CBD	Central Business District
I	Industrial
I2	Heavy Industrial
P	Park/Open Space
PUB	Public-Semi Public
R-1	Low Density Residential
R-2	Medium Density Residential
R-3	High Density Residential
RR	Rural Residential

Zoning Map



Source: [Layout1 (revize.com)]

The North Branch Comprehensive Plan and Zoning Code locate higher residential uses adjacent to commercial activity centers at major intersections and along main transportation corridors. The Comprehensive Plan was updated in 2018 and defined the Future Land Uses (p22-23) as follows:

Table 12: Summary of Future Land Use - Source: https://cms4files1.revize.com/northbranch/2018 %20North %20Branch %20Comp %20Plan.pdf

Summary of Future Land Use		
Future Land Use by Designation	Gross Acreage*	Net % of City
Agriculture (Ag)	5,271.4	22.9%
Rural Residential (RR)	9,992.6	43.3%
Low Density Residential (R1)	3,492.5	15.1%
Medium Density Residential (R2)	577.2	2.5%
High Density Residential (R3)	330.8	1.4%
Central Business District (CBD)	71.4	.3%
General Business District (B)	802.2	3,5%
Industrial District (I)	1,123.7	4.9%
*Gross acres determined by GIS mapping data do not include public and institutional areas separately defined under the proposed land use map.		

The following future land use categories allow residential dwellings:

Rural Residential corresponds to the RR-Rural Residential Zoning District. Land used in this category includes hobby farms and homes on large lots. The area is outside the designated Urban Service Area and is served by wells and individual septic systems. Individual lots must be a minimum size of one acre buildable. This is the lowest density in the **residential development** land use category.

Low-density residential corresponds to the R1-Single Family Zoning District. In this category, the land use is single-family detached homes served by municipal utilities. The density is limited to up to **4 dwelling units per acre.**

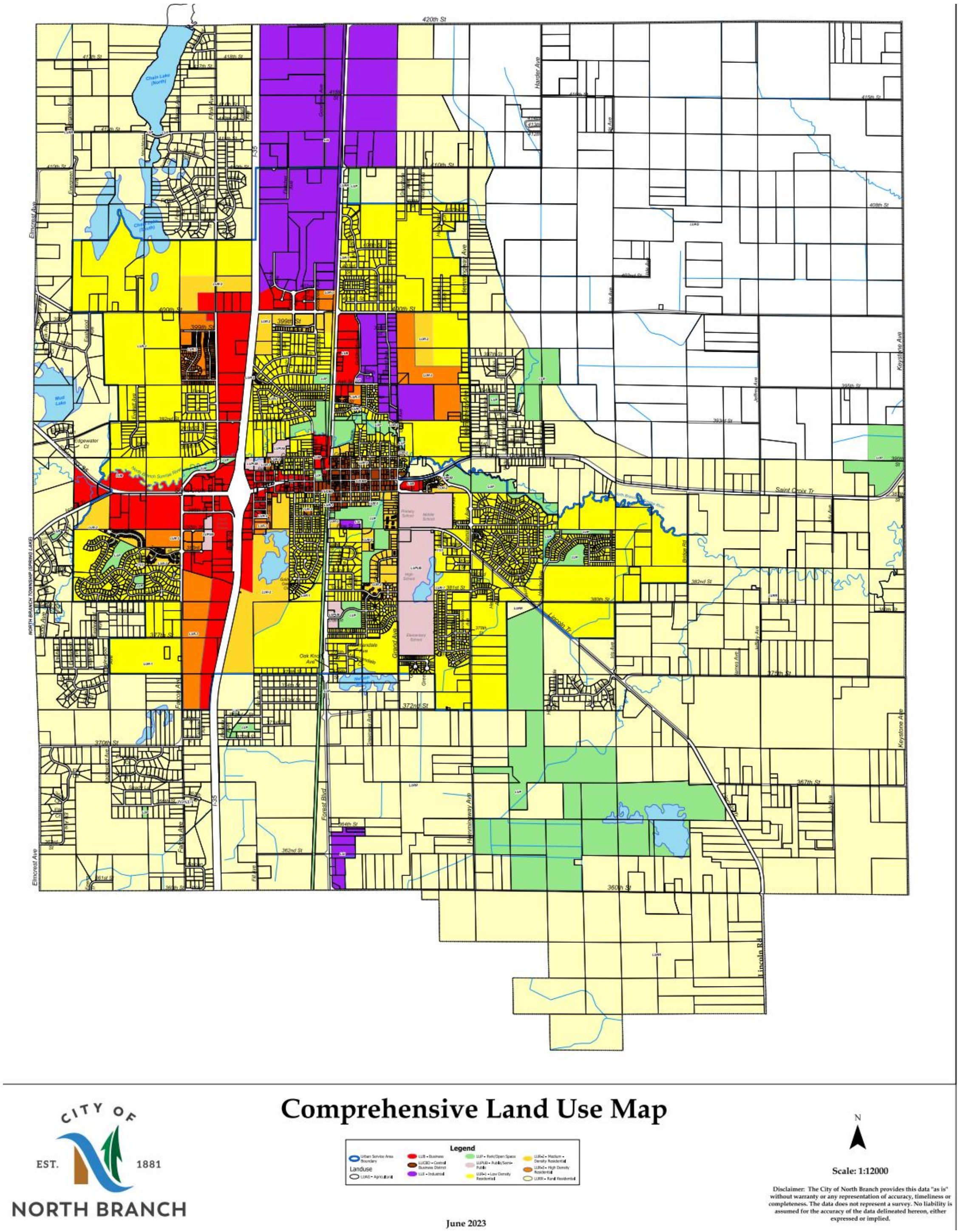
Medium-density residential corresponds to R2-Medium-Density Zoning Districts and typically consists of single-family homes on smaller lot sizes, townhomes, duplexes, and small-scale apartment and condo buildings served by municipal utilities. The density is limited to **6 dwelling units per acre.**

High-density residential corresponds to the R3-High-Density Residential Zoning District. This land use category consists of multiple families' attached vertically oriented housing, more commonly called apartments and condominiums, and served by municipal utilities. The density is set at **more than six dwelling units per acre up to 18 units per acre.**

Agriculture corresponds to the AG-Agriculture Zoning District and typically has a strong agricultural heritage. Single-family homes are present and are an accessory to the commercial operations of farms. Non-agricultural uses will be limited, and densities targeted in this category will be no more than **one dwelling unit per 10 acres.**

The Central Business District corresponds to the CBD-Central Business District Zoning District. Although several single-family homes currently exist in the Central Business District, new residential development should be part of a mixed-use plan with a balance of housing and commercial uses within a single building or complex. Single-family homes should be replaced with mixed-use structures as these homes become vacant or no longer suitable for residences. **No density is specified.**

Commercial / B – Business While there is general opposition to reducing commercial space in the city, the designated Commercial properties behind those located on transportation corridors are candidates for mixed-use and high-density residential uses.



Title: Comprehensive Land Use Map

Source: North Branch Comp Landuse Map 36x48 (revize.com)

Infrastructure Analysis

When presented with the housing map and its recommendations, the city engineer cited no "major issues with the proposed mixed-use locations in comparison to the existing comprehensive sanitary sewer and water plans." However, it was also noted that the existing system will require expansion to meet the comprehensive plan objectives, which are less aggressive than the growth models used in this study. Most locations identified as opportunities for mixed-use development are ready in areas where the existing comprehensive plan proposed medium- and High-density residential or business development. The City Engineer recognized there were three areas where most of the suggestions were located and noted the following capacity-related information:

The area North of TH95:

"Much of the sewer and water system north of TH 95 is set up to handle the projected flows, and the proposed change to mixed-use will have little impact on that. A 20-inch water main is in place down Flink Ave, and an 18" sanitary sewer and 6" force main is available to serve future development, so there are no concerns about capacity in this area."

Area west of I35 & south of TH95:

"The water supply should be fine in this location; however, trunk water and sanitary service need to be extended south of the Tanger Outlet Mall area (see water system figure below). Sanitary sewer improvements will be necessary for growth in the area regardless of land use. Improvements are also needed for lift station pump upsizing at the Tanger and Mystic lift stations. The 30" trunk sewer downstream has plenty of capacity."

Area east of I35 & south of TH95:

"Trunk water and sanitary extensions will be necessary for growth in the area regardless of land use. Water access is available from the south terminus of 14th Ave, and looping to the west side of I-35 and the east side of Forest Boulevard would likely be necessary (see water system figure below). Sanitary sewer improvements will be necessary for growth in the area regardless of land use. Improvements needed would be trunk sewer extensions and lift station pump upsizing."

Engagement

The City of North Branch sought public input as part of a comprehensive study to assess multi-family, workforce, and senior rental housing needs and plan for future development that aligns with those needs. The purpose of this study is to recommend immediate, short-term (up to 2030), and long-term (beyond 2030) approaches to meeting current and future rental housing needs, including:

- Quantitative metrics of a variety of rental property types.
- Analysis of the specific types of rental units the community demands, ranging from compact studios to more spacious three-bedroom options.
- In-depth exploration of the rental prices per unit to foster a comprehensive understanding of the local housing market.

- Highlighting the most immediate rental housing needs while projecting both short-term and long-term demands, ensuring a forward-looking and proactive focus.

The engagement conducted was framed around four guiding goals.

1. Ensure that project information is made available to the public clearly and effectively, especially regarding the type and need for rental housing.
2. Gather meaningful feedback from stakeholders to develop a community-supported rental housing study.
3. Ensure that stakeholder questions and concerns are heard and addressed.
4. Document what we heard and how that information was used in completing the study.

Summary of Engagement Strategies

Phase One

We created a series of outreach tools, including articles, a website, and social media materials for the steering committee to approve and get the word out about the study. These materials included access to a summary of existing community conditions to give every engaged party an accurate context for their views. During this period, a survey was conducted to get a broad view of the public sentiments on a few questions that are key to understanding rental housing in North Branch. Additionally, the city hosted a community conversation to inform and solicit more in-depth feedback from engaged community members on the housing market in the city.

Phase Two

After gathering this input from the public, we compiled data, conducted stakeholder interviews, and conducted focus groups to refine the study's perspectives on various aspects of the rental market. At this stage, the study analysis and recommendation are drafted, building on the responses from the public in phase one.

Phase Three

After the steering committee presents a draft document to the City of North Branch, it is published for public comment on the study. At this point, any revisions needed due to public sentiments or concerns will be addressed before presenting a finalized draft to the city.

Community Conversation

On March 21, 2024, a community meeting was held at North Branch Area High School for citizens to learn more about the state of the rental market in their community. In addition, this meeting allowed the public to interact with their leaders, such as the mayor, councilmembers, and the project steering committee, on where rentals could be located and what would be most beneficial to the community. The discussion with the public centered on three key questions.

Question 1: What does North Branch need?

While the responses varied, the group agreed, "It is obvious there is a housing crisis based on the market demand." This was followed up with an anecdote about a recent sale on the market in less than a week, with seven offers for a 700-square-foot home sold at more than $220,000. While not explicitly related to housing, the following things were discussed as missing from the city in a broader sense:

- A community center.
- Good restaurants.
- Attainable groceries in the city
- A plan for business development
- Urgent care and more medical service options
- More sense of community
- More businesses
- Activities for youth near housing
- Lower taxes or more tax base
- Nice sit-down restaurants that are attainable, family restaurants

Specifically, attendees noted that most people visit Cambridge for attainable grocery stores. While they recognize a supermarket in town as expensive, many people, especially seniors or those with fixed incomes, do not go there.

Question 2: What kind of housing do they want?

As the conversation turned to this topic, it became clear that there was a public misconception about attainable and workforce housing. Developing public knowledge of this topic may improve public perception of workforce housing geared toward 80-120 % of the annual median income. The public disfavored the term *affordable* and favored *attainable* housing but expected it to be market-driven and unincentivized, which may be challenging in the current market. Other thoughts that were brought up included:

- Innovative housing types, like the modular home community in Northfield. They liked this because the units were single-family homes that were attainable, energy-efficient, innovative, and owner-occupied.
- Housing that allows people to build wealth so that they can buy a house and move up to higher housing as they have families.
- Design is critical to making development acceptable to the community.
- Step-down housing is appropriate for seniors who want their own space but smaller; they don't want to do or can't do all the maintenance.

Question 3: Where should the housing go?

When the facilitated activity posed the question of where to place rental housing in the city in the future, the attending community members and the public came to the following conclusions:

- Housing with many bedrooms should not go by the railroad.
- Housing with families should be near the school for easy access for parents who drive kids to/from school and for kids who can walk and bike.

- Senior housing should go near health care, grocery stores, services,
- There should be workforce housing near the industrial park so workers can easily access jobs.

The primary site where people wanted to avoid seeing multi-family housing development was the lot where the old school building had been downtown. This 2.4-acre site has been the subject of community controversy for numerous years, and development there would further enflame these controversies.

Final thought: What role should the city play in the housing market?

As the community members left, they were asked to leave their final answers to this question on notes before they left. The following were the prevailing opinions of the group:

- A city provides planning and infrastructure behind the market but lets the market drive growth.
- Senior housing is OK. Any other government-supportive housing needs design control and should not be shifted to a different housing type.
- In decision-making, we should include local businesses, especially our largest businesses, and what their employees say about their housing needs.
- Ensure housing meets all the needs of new homeowners, move-ups, and seniors; even renters go through the stages of new renter, large rental, and senior rental.

Housing Expert Interviews

During the analysis of the rental housing market in the city of North Branch, we conducted interviews with the following stakeholders:

- Laird J. Mork – Property Owner
- Bruce Vanderwalk – Property Manager and Owner
- Katie Harris – Willow Grove Lp – Property Manager and Owner
- Peggy Splittstoser – Splittstoser Apartments – Property Manager
- Chisago County Housing and Redevelopment Authority – Representatives
- North Branch Area School District – Representatives from the Administration

Each interviewee was asked a series of questions on rental housing and development. These questions were the following:

1. What is your role or connection to rental housing? Are you a banker, realtor, landlord, developer, etc.?
2. What are your overall thoughts on how easy or difficult it is to develop rental housing in North Branch?
3. When undertaking rental housing development projects, have you encountered any specific challenges or limitations imposed by the existing city environment, regulations, procedures, or approvals? For example, Taxes, schooling, or employment?
4. In your experience, how would you better modernize the current development standards or approvals to attract rental housing development in North Branch?

5. What kind of support would you need to help build rental housing in North Branch? Examples: reduced utility rates, funding for remodeling existing stock or building new units, and other financing.
6. What is your opinion on the types of housing units needed and preferred locations?
7. What rental housing projects would you like to see yourself developing in North Branch?
8. What is the outlook of the workforce in North Branch?

Findings:

- Developers did not recognize significant problems in developing housing; however, they did see a large demand for housing.
- Employers noted that there is a major need for housing because of the cost being so high.
- No policies were requested to help add development, but there was a clear recognition that more housing would not hurt their business.
- Developers are not encouraged to build in this finance market.

Survey Data Analysis

The city allows the community to participate by sharing thoughts via a survey. In total, 62 participants responded throughout March 2024, sharing their public opinion on critical questions related to housing and rental housing in the City of North Branch. This data is presented in this section through graphs. However, the wealth of insight gained from the additional commentary offered in the survey was invaluable to crafting recommendations in this study. The results of all engagement activities tended to reflect the results of this survey.

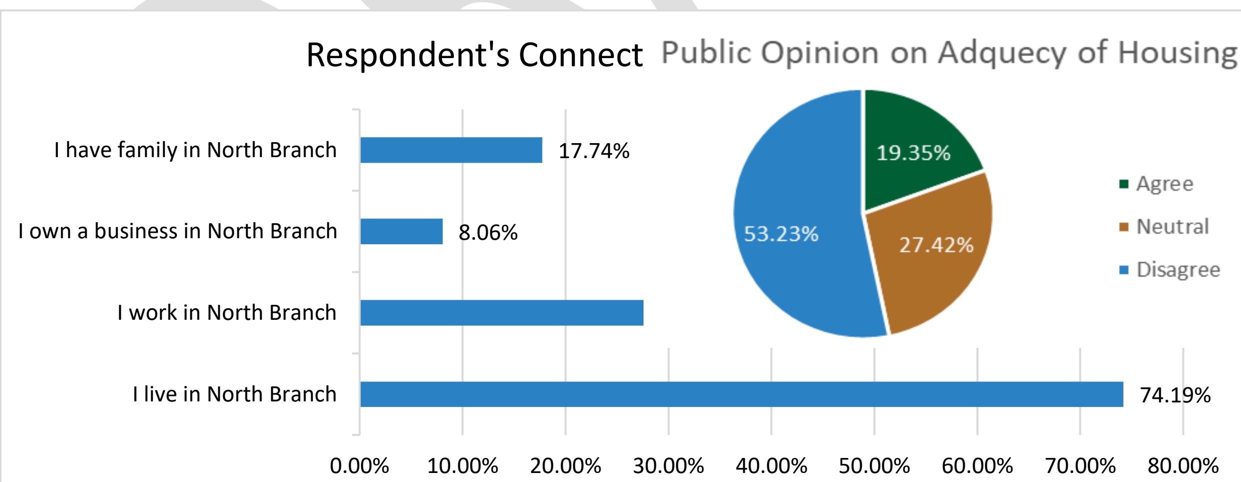


Figure 12: Public Opinion on Adequacy of Housing

From the first two questions, it became clear that the respondents were split on whether an adequate supply of quality housing choices was available.

When considering the top three issues related to rental housing in North Branch, cost and insufficient housing stand out as top concerns.

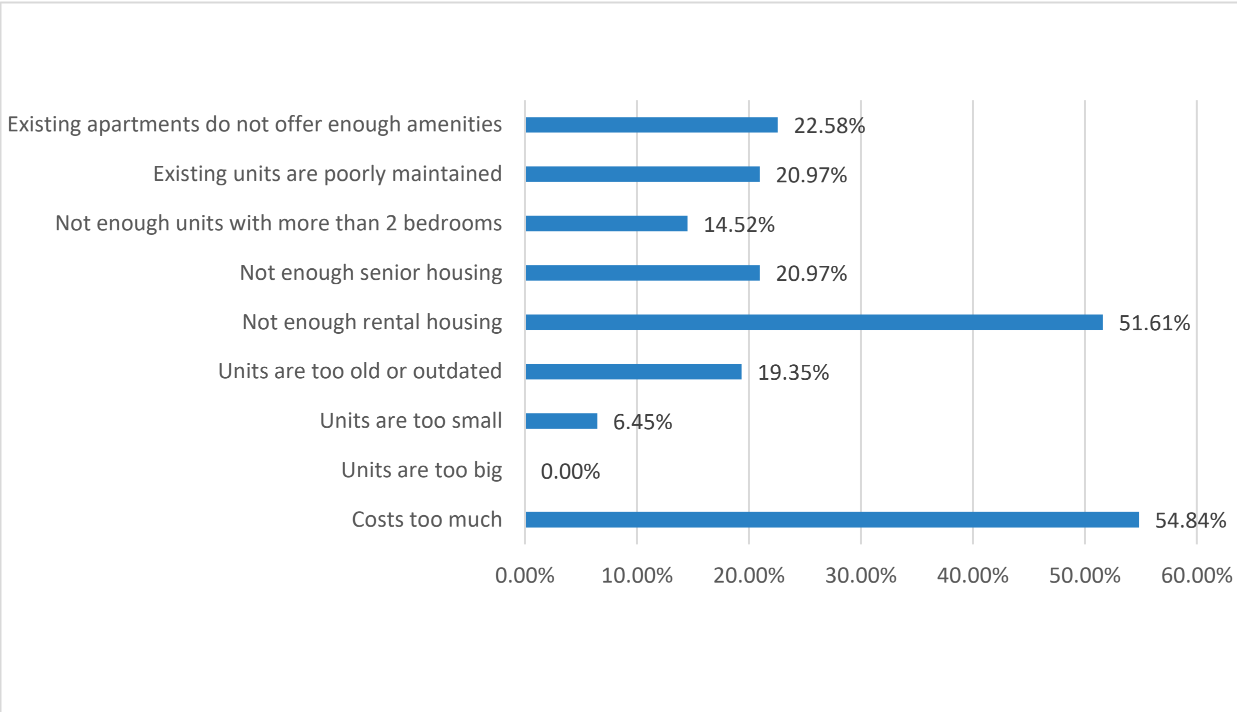


Figure 13: Top 3 Issues with North Branch Rental Housing

In addition, 24 respondents shared specific concerns. In general, open comments share:

- Concerns about the lack of wheelchair accessible/disability-friendly units and difficulty qualifying for income-based housing.
- There are mixed opinions on the need for rental housing. Some feel there are already enough options, but others call for more Incentivized and attainable housing.
- There is a desire for better support for mental health needs in existing apartment complexes and dissatisfaction with the quality of some rental properties.
- It calls for more diverse businesses and amenities instead of more rental housing, emphasizing entry-level homeownership opportunities and housing for veterans.
- Challenges regarding the high cost of homeownership and rental prices, particularly for retirees and low-income individuals

Respondents expressed a range of barriers to finding suitable residences in the North Branch. In addition to the answer choices provided, respondents expressed difficulty paying the high cost of utilities and property taxes, accessibility, and lack of public transportation. More than 71 % of respondents know someone currently looking for housing or rental housing, particularly for apartment and townhome rentals. There is an expressed need for attainable options.

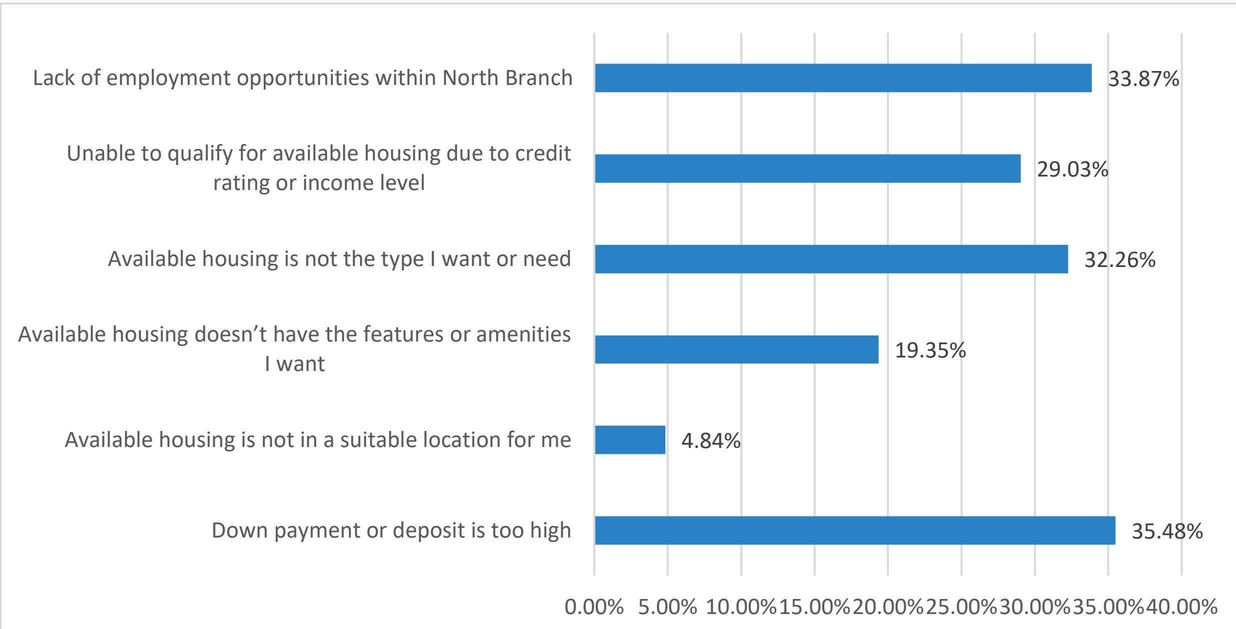


Figure 14: Barriers to Finding Suitable Housing Experienced in North Branch.

Respondents are evenly split when considering the best apartments or medium-density housing locations, with nearby shopping/dining and employment areas rising to the top. Regarding senior rental housing, respondents would like locations near shopping/dining and parks/recreational opportunities, as reflected in the following three graphs.

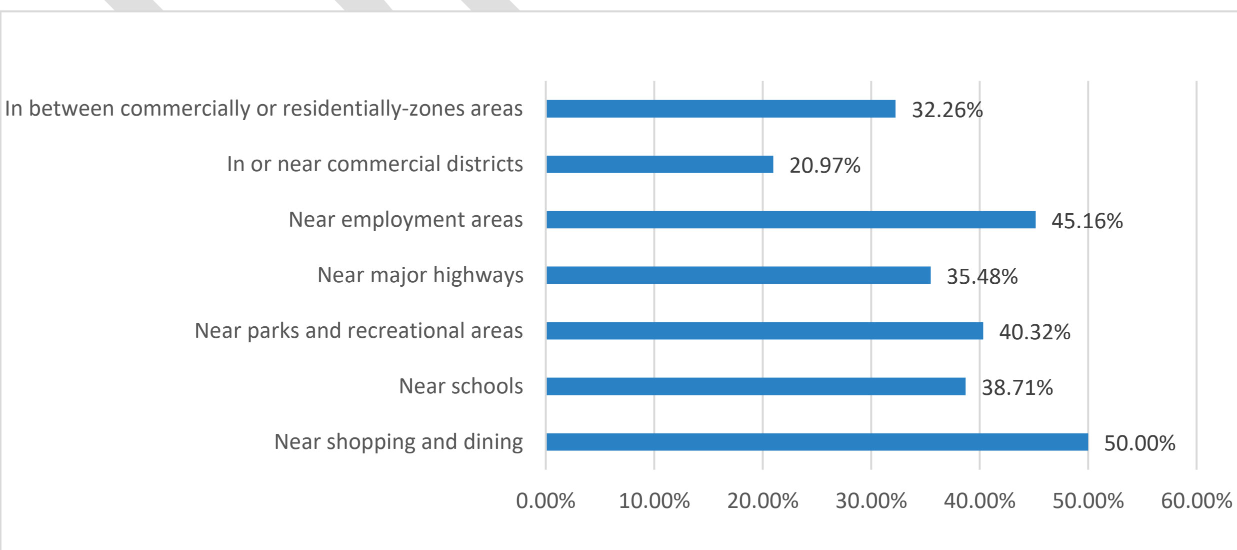


Figure 15: Public Preference for the Location of Apartment Housing in North Branch.

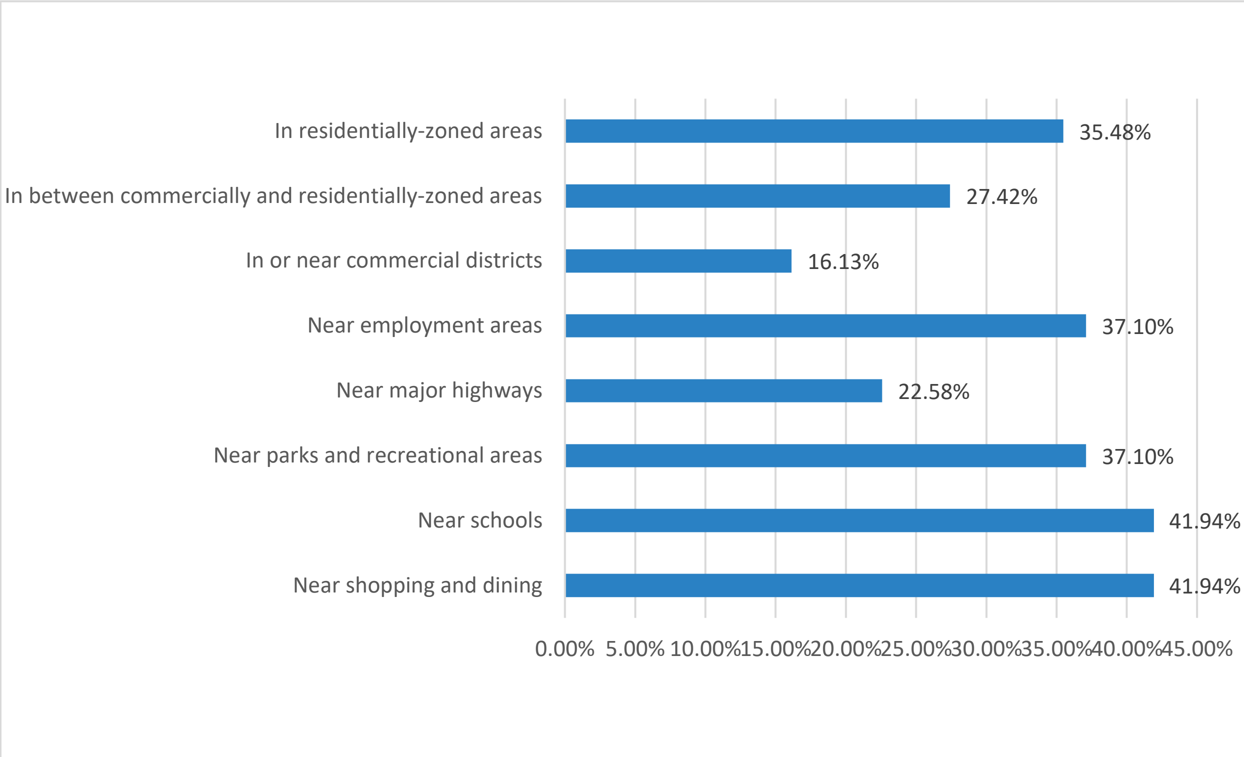


Figure 16: Public Preference for the Location of Medium -Density Housing in North Branch

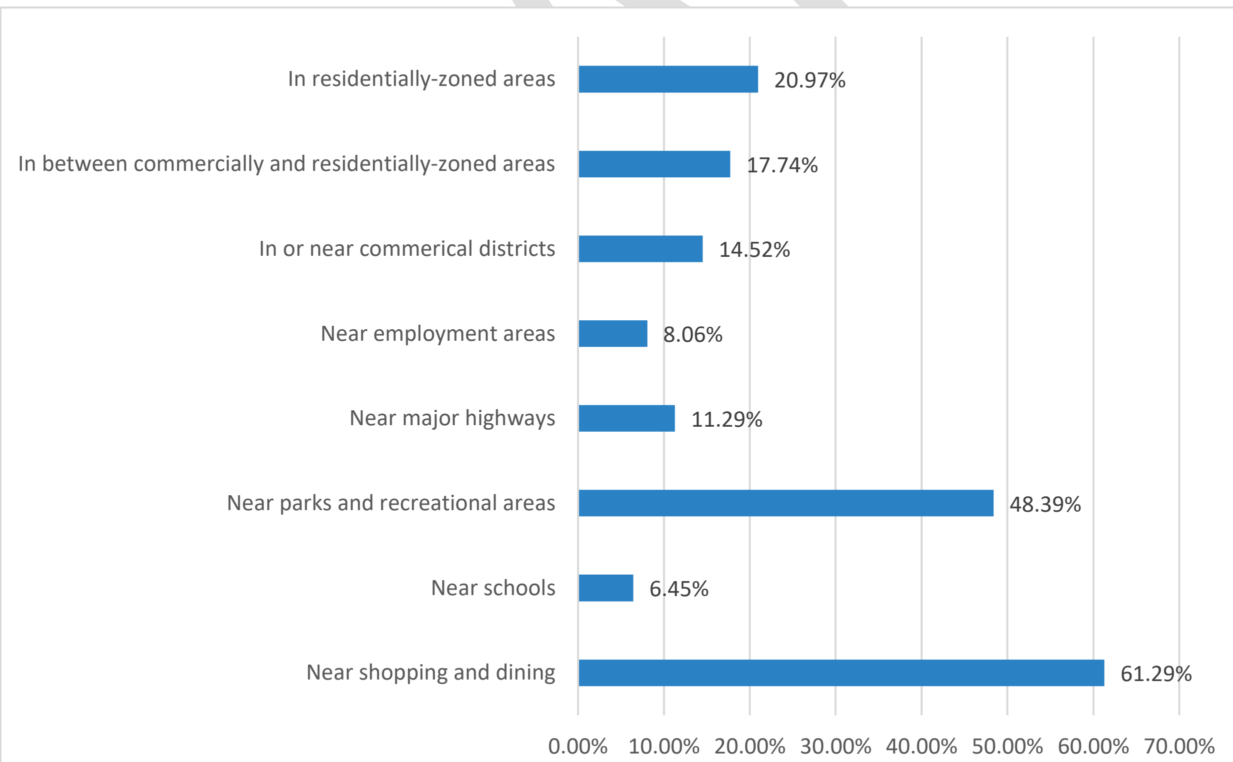


Figure 17: Public Preference for the Location of Senior Housing Units in North Branch

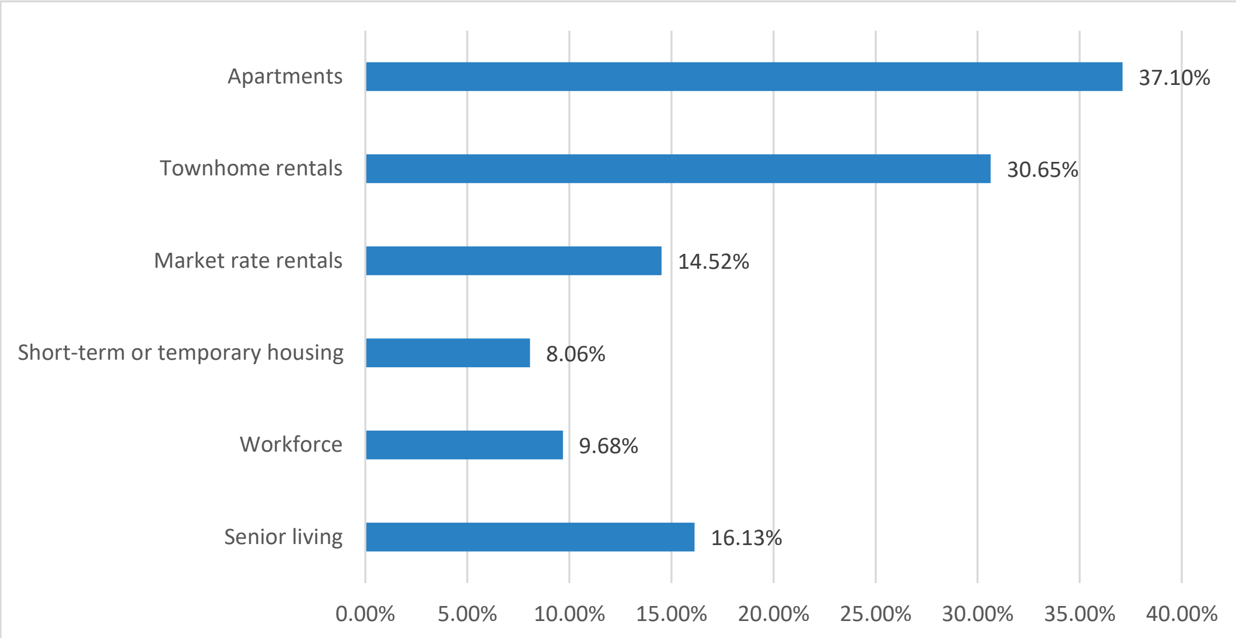


Figure 18: Rental Preferences of Rental Housing Seekers in North Branch.

Respondents shared 22 additional comments about rental housing in North Branch, including:

1. Mixed experiences with housing affordability: While some express gratitude for qualifying for loans and owning homes, others struggle with high rents, taxes, and utility costs, making it difficult to save for homeownership.
2. Concerns about rental conditions and costs: Renters report annual rent increases without corresponding improvements in maintenance or repairs, while others find it challenging to afford rentals due to low incomes.
3. Desire for diverse housing options: Residents call for more attainable rental housing, particularly for seniors, and suggest alternatives like tiny home villages or senior townhomes.
4. Criticism of utility costs and taxes: Many residents express dissatisfaction with high water utility and property taxes, suggesting they must be addressed before focusing on housing expansion.

When envisioning the community's future, Suggestions included integrating retail and housing developments, improving rental design and amenities, and balancing low-income and higher-end housing to attract businesses and maintain a visually appealing cityscape.

Strategies and Recommendations

Recommendation 1: Establish a Housing & Redevelopment Authority.

Strategies

Organizing and executing all housing-related policies and redevelopment efforts under one agency allows for specialized attention to key issues that time limitations prevent existing city staff from addressing effectively. A Housing and Redevelopment Authority (HRA) maintains subject matter experts on staff who can monitor existing problems and seek external resources, from partnerships with housing organizations to state and federal grants, to provide solutions in the community. By allocating resources towards an HRA, the city can streamline this process and increase the productivity of housing efforts by uncoupling these duties organizationally from the city's Community Development Department.

1. Program Establishment and Management: Any housing programs established by the city related to development or the quality of the existing housing stock would be under the HRA's direction and could be structured to be under the city council's authority. Centralizing these functions and potentially sharing staff could be an initial step to testing this strategy. This anticipates starting with a skeleton staff composed of an HRA manager and a Grant Writer. The Grant writer could also help with grants beyond the HRA and support other city departments. The average salary for a Housing Manager in Minnesota is $53,542, and Grant Writer is $63,945[8] Per year (salaries and benefits). This may require a ballpark budget of $130,000-$150,000 and further assessment.

2. Resources Capture: One of the HRA's functions is to secure and manage the dispersal of resources to achieve the city's housing goals. This could involve creating partnerships with housing organizations applying for state and federal grant money to help ensure adequate resources are available to owners, tenants, landlords, and developers to serve their diverse needs. Resources for homeowners to make improvements that allow existing housing to accommodate growing families are one example of funds that an HRA could request from a state or Federal agency to receive and redistribute.

3. Quality Monitoring: Currently, the city does not conduct rental licensing or inspection activities, but the HRA could be a pathway towards the city establishing these procedures and codes to ensure that the rental stock increases in quality.

---

[8] (1) Housing manager salary in Minnesota - Indeed. https://www.indeed.com/career/housing-manager/salaries/MN.

4. Innovation Generation: As the employees for this new organization would likely come from the existing field, they will have industry knowledge and insight that will provoke new ideas and solutions.

Timeline:

Short-Term—The sooner the city creates an HRA, the easier it will be to focus on housing solutions and implement housing recommendations. The HRA would implement and execute all other recommendations listed in these recommendations, with the city council as its authority and final approval body.

Recommendation 2: Establish a rental licensing and inspection program.

Strategies:

The observation from the survey highlights existing maintenance issues in the rental stock, emphasizing the need to monitor landlords operating in the city. In a market with limited available units and few housing options for tenants, landlords may lack incentives to maintain their properties. Consequently, units can deteriorate, becoming community eyesores. Legal mechanisms, such as rent increases during lease renewals and minimal maintenance requirements, can further exacerbate this situation. To address this, the city should monitor rental properties, assess their quality, and collaborate with landlords to ensure compliance with standards and policies.

1. Consumer Protection: With city oversight, tenants will have a greater degree of protection from poor-quality rentals and housing units that are not up to code. This also allows the city to enforce uniform standards and code violations.
2. Improved Rental Stock Quality: Well-understood and predictable standards and enforcement will improve the community's housing stock.
3. Clear communication with Landlords: The licensing process will encourage landlords to engage with the city, schedule inspections, and apply for rental licensure. This interaction can foster clearer communication between the city and housing providers, promoting better collaboration and understanding.

Timeline:

Mid-term—They could take on this function but may need certain training and certifications in the codes adopted.

Recommendation 3: Create or Support programs to transition rental tenants into home ownership.

Strategies

Ensuring affordable housing is crucial for people's well-being. Potential homeowners may remain in their current residences when housing prices are prohibitively high. To address this, consider the following strategies:

1. Financial Assistance Programs: Partner with national and community banks or financial institutions to create down payment assistance, low-interest loans, and grants for first-time homebuyers. These programs reduce upfront costs and make homeownership more accessible.
2. Homebuyer Education and Counseling: Offer education and counseling services to rental tenants interested in buying a home. Provide information on homebuying, financial planning, and mortgage navigation.
3. Attainable Housing Development: Invest in community land trusts or cooperative housing models. These create low-cost housing options for renters transitioning to homeownership. Prioritize smaller dwellings for lower-income individuals and families.
4. Rent-to-Own Programs: Establish rent-to-own options, allowing tenants to build equity while renting. After a set period, they can purchase the home at a predetermined price.
5. Partnerships with Financial Institutions and Nonprofits: Collaborate with organizations to offer specialized mortgage products, financial literacy workshops, and homeownership grants for low- and moderate-income individuals.

Timeline

Long-term—These programs will take time to fund and set up and are unlikely to take 1-5 years.

Recommendation 4: Facilitate Zoning Code changes to accommodate new housing units.

Strategies

Ensuring attainable housing is crucial for people's well-being. Potential homeowners may remain in their current residences when housing prices are prohibitively high. To address this, consider the following strategies:

1. Zoning Code Streamlining: Simplify and streamline the zoning code to allow more housing units by right. This means no land entitlement is required—just building permits for duplexes and triplexes in most residential zones. Consider revising zoning regulations to permit higher densities, reduce minimum lot sizes, and relax restrictions on accessory dwelling units (ADUs) or granny flats. Removing unnecessary barriers encourages additional housing construction without compromising quality or design standards.
2. Mixed-Use Zoning: Implement mixed-use zoning districts that combine residential, commercial, and recreational uses in the same area. This optimizes land use efficiency, creates walkable neighborhoods, and fosters economic growth. Suggest an 80% commercial to 20% residential ratio via zoning.
3. Infill and Redevelopment: Maximize previously built spaces through infill development. Strategies like cluster development increase the benefit-to-cost ratio. Allow underutilized properties to be redeveloped for residential or mixed-use purposes, respecting community history.
4. Innovative Housing Solutions: Explore tiny homes, co-housing developments, modular construction, and adaptive reuse of existing structures. These options provide sustainable housing choices while minimizing environmental impact. Encourage energy-efficient and green building practices.
5. Community Engagement and Design Guidelines: Involve residents in planning by gathering input on proposed zoning changes. Develop design guidelines prioritizing compatibility with existing neighborhoods and enhancing overall development quality.
6. Increased Density for Housing Goals: Consider allowing development to exceed maximum units per acre by up to 20% if it aligns with City Housing Goals for workforce, attainable, and senior housing at necessary AMI and rental rates.

Timeline

Short-Term – A zoning code amendment and adoption process could be finished in a year.

Recommendation 5: Attract and encourage construction that adds housing units with three or more bedrooms.

Strategies

Recognizing the high demand for housing options accommodating three or more occupants, particularly families, North Branch should prioritize units with three or more bedrooms. This approach supports the city's growth and addresses affordability by providing cost-effective housing options. Consider the following strategies:

1. Incentives for Larger Unit Development: Offer density bonuses, expedited permitting, or fee waivers to developers who commit to constructing units with three or more bedrooms. Encourage larger unit sizes to meet the needs of families and other household types. Public-private partnerships can leverage resources for large-scale housing projects.
2. Flexible Housing Design: Promote adaptable living spaces through flexible design. Incorporate convertible rooms, multi-functional layouts, and modular construction techniques. Residents can customize their environments to evolving needs while maximizing available space.
3. Affordability Measures: Implement subsidies, rental assistance programs, or inclusionary zoning policies. Ensure larger units remain accessible to low- and moderate-income households. Address socio-economic diversity and equity in housing opportunities.
4. Community Amenities and Services: Enhance neighborhood amenities—parks, recreational facilities, schools, and childcare centers—to create family-friendly environments. Access to transportation and healthcare services improves residents' quality of life.

Timeline

Short-Term—Staff in–house or a consultant could actively examine city codes to diagnose conditions that impede housing development. Implementing suggested changes could occur shortly after the code is revised to reflect any recommendations appropriate to the city's direction.

Recommendation 6: Incentivize the development of rental properties in North Branch.

Strategies:

Addressing the housing crisis requires multifaceted solutions. Collaboration among policymakers, developers, and communities is crucial. By implementing these strategies, a more equitable and accessible housing market is possible. The following recommendations can alleviate the shortage of attainable housing:

1. Community Engagement:
   - Engage with local communities to gain support for rental housing developments.
   - Conduct outreach efforts to educate residents about the benefits of rental properties.
   - Address concerns and incorporate community feedback into development plans.
   - Building consensus and fostering community involvement can help overcome opposition and expedite the approval process for rental projects.

2. Zoning and Regulatory Support:
   - Streamline zoning regulations and permit processes to facilitate the development of rental properties.
   - Implement flexible zoning codes that encourage mixed-use developments and higher density in strategic locations (e.g., commercial nodes and transit corridors).

See Housing Map – Included on page 55.

   - Create multi-family residences outside traditional neighborhoods to meet the public's desire for diverse housing options.
   - Consider traditional buffering between low-density residential and commercial uses, with high-density residential as the buffer.

3. Financial Incentives:
   - Explore financial programs that incentivize developers to build rental properties.
   - These incentives can offset the high cost of land and construction, making rental development more financially viable.
   - Public-private partnerships can also be leveraged to share risks and resources in developing attainable rental housing.

4. Infrastructure Investments:
    - Invest in infrastructure improvements (e.g., roads, utilities, public transportation) to support new rental developments.
    - Enhancing infrastructure in targeted areas can attract developers and increase the attractiveness of rental properties for tenants.

5. Affordability Requirements:
    - Implement affordability requirements or inclusionary zoning policies.
    - Mandate a certain percentage of rental units be reserved for low- and moderate-income households.
    - This ensures that new rental developments address the city's affordability crisis and provide housing options for diverse residents.

Timeline

Long-Term - These programs will likely take 3-5 years to establish.

Recommendation 7: Incentivize the upkeep and upgrade of existing rental properties and naturally occurring affordable housing (NOAH)[9].

Strategies:

Encouraging rental property owners to prioritize maintenance and enhance the quality of existing rental housing is crucial. Here are recommendations to achieve this:

1. Tax Incentives:
    - Support rental property owners who invest in maintenance and upgrades.
    - Consider tax deductions for renovation expenses, property tax abatements for safety or energy-efficient improvements, or state/federal tax credits for participating in maintenance programs.
2. Low-Interest Loans:
    - Build partnerships with local financial institutions, lenders, and attainable housing organizations.
    - Provide low-interest loans or financing options for maintenance and repair projects (e.g., roofing repairs, HVAC upgrades, plumbing renovations).
3. Grant Programs:
    - Establish grants to assist rental property owners with essential maintenance and safety improvements.
    - Target grants toward low-income neighborhoods or properties needing substantial repairs (e.g., lead paint remediation, asbestos removal, structural enhancements).
4. Technical Assistance and Training:
    - Collaborate with local and state housing partners to offer technical assistance and training programs.
    - Educate rental property owners on maintenance best practices, building code compliance, and energy efficiency measures.
    - Provide resources, workshops, and access to experts in construction and sustainable building practices.
5. Fast-Track Permitting and Inspections:
    - Implement streamlined permitting processes and expedited inspections for maintenance and improvement projects.
    - Reduce bureaucratic hurdles to encourage prompt action and timely completion of repairs.
6. Public Recognition and Certification Programs:

[9] Naturally Occurring Affordable Housing (NOAH) refers to privately-owned and -operated rental housing units that are affordable without government subsidies. These unassisted rental buildings typically have lower rents due to their location in lower-cost markets.

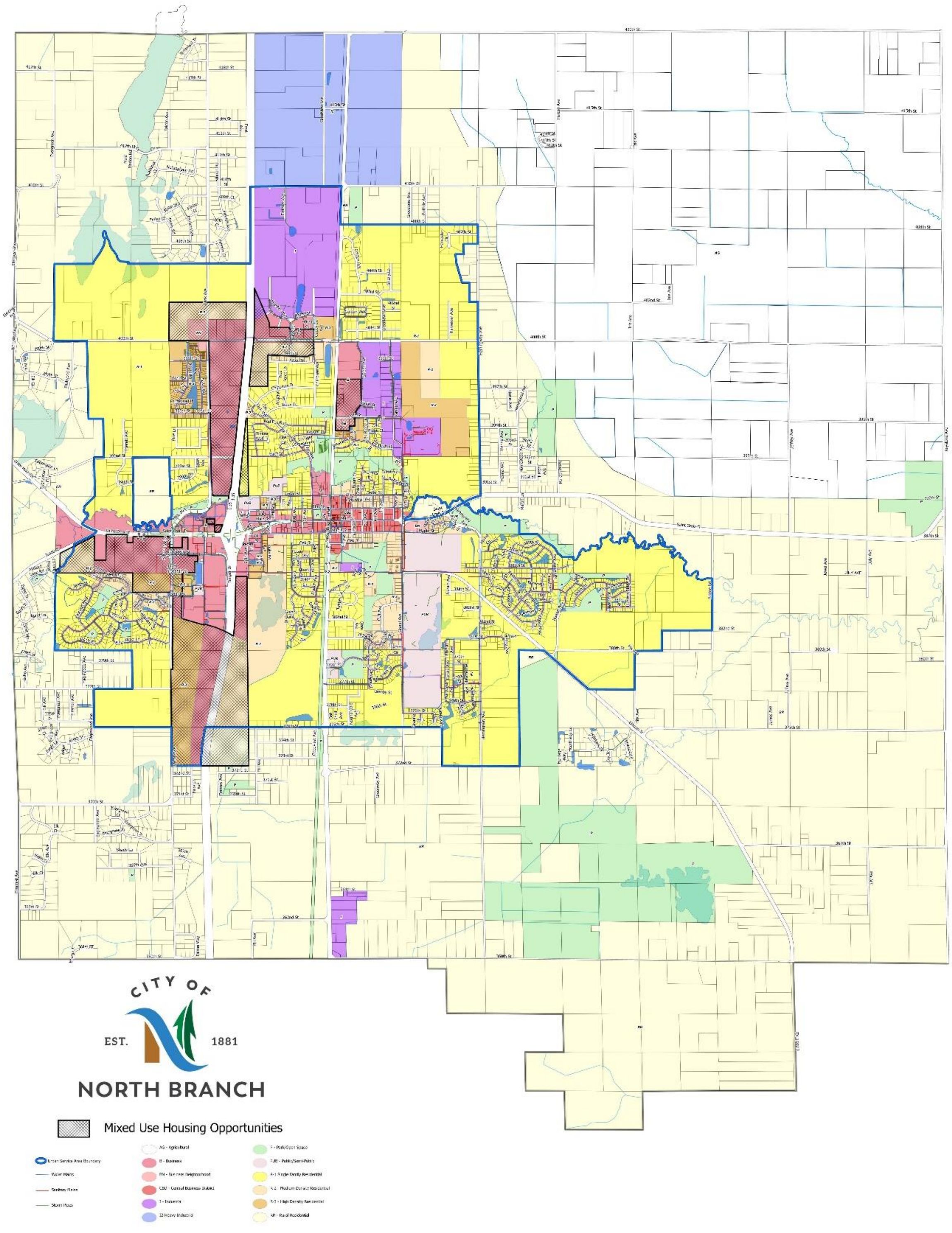
    - Establish programs to acknowledge rental property owners who maintain high standards.
    - Recognize landlords committed to property maintenance, tenant safety, and community engagement.
    - Incentivize others to follow suit by highlighting successful examples.
7. Partnerships with Nonprofit Organizations:
    - Collaborate with nonprofit groups, community development corporations, and housing advocates.
    - Provide additional support and resources to rental property owners.
    - Focus on outreach efforts, educational campaigns, and technical assistance programs.
8. Tenant Incentives:
    - Offer incentives to tenants who promptly report maintenance issues and actively care for their rental units.
    - Provide rent discounts, rebates, or lease incentives for tenants involved in property improvement initiatives.
9. Performance-Based Incentive Programs:
    - Reward rental property owners based on overall property condition and maintenance.
    - Develop criteria for evaluating compliance with building codes, tenant satisfaction, and inspection results.
    - Offer financial rewards or reduced regulatory burdens for maintaining high property upkeep standards.

Timeline

Long-Term—These programs will take over 3-5 years to establish.

Housing Map-1

A Housing Map-1 is provided based on input, data analysis, and current zoning regulations. The city should consider allowing higher residential densities adjacent to commercial nodes and activity centers. The hatched areas suggest locations suited for mixed-use of housing and commercial uses.



Resources

Based on the recommendations in this document and the direction provided by the steering committee, the City of North Branch's may achieve these objectives by soliciting grant funding. The City could apply for several state and federal grants to assist in projects that benefit the public. Each of the following grants fits with a recommendation in this study or several. These are organized in the following table. Grant information is based on information avaiable at the time this report was drafted July 2024.

<table>
<tr><td colspan="6">Program: Thriving Communities Technical Assistance</td></tr>
<tr><td>Description</td><td>Administering Agency</td><td>Qualifying Eligible Cost</td><td>Match</td><td>Award Size</td><td>Link</td></tr>
<tr><td>The TCTA program is designed to support the coordination and integration of transportation and housing in infrastructure planning and implementation.</td><td>US Department of Housing and Urban Development</td><td>Technical assistance for integrating housing into other projects and plans.</td><td>None N/A</td><td>None N/A</td><td>Thriving Communities Technical Assistance Program | HUD USER</td></tr>
<tr><td colspan="6">Recommendations applicable to grant: Recommendations 5, 6</td></tr>
</table>

<table>
<tr><td colspan="6">Program: Small Community Planning Grants for Stormwater, Wastewater, and Community Resilience</td></tr>
<tr><td>Description</td><td>Administering Agency</td><td>Qualifying Eligible Cost</td><td>Match</td><td>Award Size</td><td>Link</td></tr>
<tr><td>Funding to help communities with climate-planning projects to assess vulnerabilities and plan for the effects of climate change on stormwater systems, wastewater systems, or community services/public spaces.</td><td>Minnesota Pollution Control Agency (MPCA)</td><td>Planning activities for stormwater, wastewater, and community resilience.</td><td>10%</td><td>$350,000 available in total</td><td>Closed: Planning grants for stormwater, wastewater, and community resilience | Minnesota Pollution Control Agency</td></tr>
</table>

					(state.mn.us)
Recommendations applicable to grant: Recommendation 4					

<table>
<tr><td colspan="6">Program: Choice Neighborhood Planning Grants</td></tr>
<tr><td>Description</td><td>Administering Agency</td><td>Qualifying Eligible Cost</td><td>Match</td><td>Award Size</td><td>Link</td></tr>
<tr><td>Supports the development of comprehensive neighborhood revitalization plans, which focus on directing resources to address three core goals: Housing, People, and Neighborhoods.</td><td>US Department of Housing and Urban Development</td><td>Costs related to developing and implementing a comprehensive neighborhood revitalization strategy or Transformation Plan.</td><td>5%</td><td>Historical max is $1.5m</td><td>Fiscal Year 2024 Choice Neighborhoods Planning (CNP) Grant | HUD.gov / U.S. Department of Housing and Urban Development (HUD)</td></tr>
<tr><td colspan="6">Recommendations applicable to grant: Recommendations 5, 6</td></tr>
</table>

Program: MN Active Transportation Program Planning Assistance Grant					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funding to allow communities to create active transportation plans that allow people in their communities to safely walk and bicycle to destinations where they live, work, and play.	MnDOT	Planning services from a selected transportation planning consultant	N/A	Up to $400,000	Planning Assistance Solicitation Guide - Active Transportation Program - MnDOT (state.mn.us)
Recommendations applicable to grant: Recommendation 4					

Program: Small Cities Development Program					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funds are granted to local units of government, which, in turn, lend funds to rehabilitate local housing stock, rehabilitating wastewater treatment systems,	MN Dept of Employment and Economic Development	Housing, public facilities, or comprehensive projects	Varies by project	$600k single-purpose project, $1.4M	Small Cities Development Program / Minnesota Department of Employment and Economic Development (mn.gov)
Recommendations applicable to grant: Recommendations 1, 5, 6,					

Program: Resilient and Efficient Codes Implementation Funding Opportunity					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
The primary focus centers around updating to more efficient building energy codes that save money for American homes and businesses, reduce greenhouse gas (GHG) emissions, and encourage more resilient buildings	US Dept of Energy	Funds to upgrade building codes	None	$500k-$10m	Resilient and Efficient Codes Implementation (RECI) 2024 - Energy Communities
Recommendations applicable to grant: Recommendation 4					

Program: Rural Community Development Initiative Grants					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
RCDI grants are awarded to help non-profit housing and community development organizations, low-income rural communities, and federally recognized tribes support housing, community facilities, and community and economic development projects in rural areas.	USDA	To improve housing, community facilities, and community and economic development projects in rural areas.	Equal match	$50k min - $250k max	Rural Community Development Initiative Grants | Rural Development (usda.gov)
Recommendations applicable to grant: Recommendations 1, 2, 5, 6, 7					

Appendix A: Rental Unit Inventory

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Cronos Holdings LLC	6599 Main St		2	Duplex		-	-	
Brizo Holdings LLC	39057 2nd Ave		3	Triplex		-	-	
Cedar Street LLC	6578 Cedar St 6576 Cedar St 6574 Cedar St		3	Single Family Home and Duplex		-	-	
Laird J Mork	38934 12th Ave		4	Multi-family Market Rate		-	-	
Bruce Vandewalker	5900 Elm St		7	Multi-family Market Rate		-	-	
Bruce Vandewalker	5904 Elm St		7	Multi-family Market Rate		-	-	
Cedarview Apartments	38980 10th Ave		4	Quadplex		-	-	
Elmwood Terrace LLC	5892 Elm St	1980 c.	7	Multi-family Income restricted	-	-	Non-Available	Laundry Facility, Controlled Access Entry, Heat, Water, and Trash Included, 24 Hour Maintenance, Air Conditioning, Garage Available, Off-Street Parking, Picnic Area
Elmwood North Branch LLC	5896 Elm St	1980 c.	7	Multi-family income restricted	-	-	-	
KC Rabobank LLC	38725 Oakview Ave	1976	8	Multi-family Market Rate	-	-	-	-
KC Rabobank LLC	5901 Maple St	1976	8	Multi-family	-	-	-	-

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
				Market Rate				
Oakview Terrace Townhomes	5845 Oak St	1990 c.	12	Townhomes	1,134 - 1,358 Sq Ft	$1,074 - $1,180	-	-
Oakhurst Apartments	38671 Oakview Ave	1990 c.	24	Multi-family Market Rate	594-1,050 Sq Ft	$629 - $724	Non-Available	-
Kestrel Meadows	38518 Oakview Cir	1990 c.	30	Townhomes, Income Restricted	-	-	-	Washer/Dryer, Large Closets Patio/Balcony, Dishwasher Air Conditioner, Disposal Playground, Garage, Off-Street Parking
Willow Grove Lp	38485 14th Ave	2010. c	20	Multi-family Market Rate		$985	One available	Central Air, Dishwasher, Case Management M-F, Common Laundry, Community Room Controlled Entry, Designated Smoking Area, Tele-Health Room
Encore At the Twin Cities LLC	38610 14th Ave		30	Assisted Living		The local average assisted living cost is $3042 - $3260.	-	On-site dining in a social setting, Garden patio with raised planters, Spacious community room, Beauty salon, Spa/boutique

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Uptown Maple Commons	38799 7th Ave	2000 c.	40	Independent Living/ Incentivized Housing	569 - 729 Sq Ft	-	-	Laundry Facilities, Planned Social Activities, Clubhouse, Spa, Picnic Area
Cherokee Place Apt, LLC	6220 399th St	2000 c.	48	Patio homes, income limited	887 - 1,224 Sq Ft	-	-	Washer/Dryer, Refrigerator, Air Conditioner, Community Amenities, Off-Street Parking, Clubhouse, Fitness Center, Garage, Playground
Heritage Court Apts	39909 Cherokee Ave	2000 c.	32	Independent Living 55+ Income limited	887 Sq Ft	$529 - $917	Non-Available	Units are provided with; Central air, washers and dryers, dishwashers, and a secure storage area. *Community amenities include* an attached Heated Underground Garage, Community Garden, Community Room, Controlled Entrance, Dog Run, Dog Wash Station, Pavilion, Secure Package Room, Smoke-Free, Tele-Health Room, Tenant Service Coordinator - Part-Time, Trash Rooms, Tub Room
Shields Plaza North Branch, LLC	6100 Cedar St	1978	49	Multi-family Market Rate	635 - 1000 Sq Ft	-	Non-Available	Property Manager on Site

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Splittstoser Apartments	6426 Birch St	2000	23	Patio Homes	800 Sq Ft	-	Non-Available	High-Speed Internet Access, Washer/Dryer Hookup, Air Conditioning, Smoke-Free Wheelchair Accessible (Rooms), Dishwasher, Oven, Refrigerator
Kelly Brothers Ltd	6444 Birch St	2004	24	Multi-family Market Rate	700 –968 sq ft	$990	Non-Available	High-Speed Internet Access, Air Conditioning, Smoke-Free, Cable Ready, Security System, Tub/Shower, Intercom, Wheelchair Accessible (Rooms)
Kelly Brothers Ltd	6470 Birch St	2004	30	Multi-family Market Rate	700 –968 sq ft	$990	Non-Available	
Ashwood Apts	6499 Ash St	2004	32	Multi-family Market Rate	700 –968 sq ft	$990	Non-Available	
Ashwood Apts	6495 Ash St	2004	24	Multi-family Market Rate	700 –968 sq ft	$990	Non-Available	
Northern Oaks	6188 Pecan St	1970 c.	12	Independent Living 55+ Market Rate	594 Sq Ft	$885 - $1,015	Non-Available	Community Room, Heat, Water, and Trash Included, Controlled Building Access, 24-Hour Emergency Maintenance, Pet Friendly, Cable Ready, BBQ Grilling Area, High-Speed Internet Available, Laundry facilities on the property are operated, Located in a Residential Neighborhood

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Falcon Apartments of North Branch, Lllp	5371 385th St, 5385 385th St, 5370 383rd St, 5370 383rd St	2022	144	Multi-family Market Rate	957 Sq Ft	$960-$1,410	9 Available	Community-Wide WiFi, Laundry Facilities, Controlled Access, Property Manager on Site, Pet Play Area, Elevator, Business Center, Multi Use Room, Fitness Center, Pool, Playground, Grill
Ecumen North Branch	5379 383rd St	2016	119	Assisted Living	569 - 886 Sq Ft	The local average assisted living cost is $3042 - $3260.	-	Beauty shop and barber services, Calendar of daily activities, Chapel, Community events such as concerts, lectures, and holiday parties, Engaging recreational, fitness, and spiritual programs in Sunrise Hall, Snack bar, Spa and Jacuzzi, Fireside lounge, Holiday-themed parties and celebrations, Pet-friendly campus, Heated garage parking
Total			**746**			**Avail-able**	**10**	

City of North Branch
Staff Report

Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 07/09/2024

Board & Commission: City Council

Subject: Claims

Council to approve the presented claims.

Voting Requirements:

Voting Options	**Simple Majority**

City of
North Branch

ACH Checks

5539 to 5542 - $71,479.24

Checks

89940 TO 90010 $1,222,981.85

Payroll

August 16, 2024 - $105,092.26

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 08/23/2024 - 12:49PM

Check Number	Check Date	Amount
1118 - Commissioner Of Revenue (W/H)		
5541	08/16/2024	
Inv 0816STATE		7,485.79
5541 Total:		7,485.79
1118 - Commissioner Of Revenue (W/H) Total:		7,485.79
1431 - Nationwide Retirement Solution		
5542	08/16/2024	
Inv 0816NAT		5.00
5542 Total:		5.00
1431 - Nationwide Retirement Solution Total:		5.00
1468 - PERA (Payroll W/H)		
5539	08/16/2024	
Inv 0816PERA		30,650.11
5539 Total:		30,650.11
1468 - PERA (Payroll W/H) Total:		30,650.11
1585 - United States Treasury		
5540	08/16/2024	
Inv 0816FED		33,338.34
5540 Total:		33,338.34
1585 - United States Treasury Total:		33,338.34
Total:		71,479.24

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/15/2024 - 2:40PM
Batch: 00003.08.2024 - 08162024

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646	Ameritas			Check Sequence: 1	ACH Enabled: False
0816 AMER	RETIREMENT WITHHOLDINGS	90.00	08/16/2024	101-00000-21705	
	Check Total:	90.00			
Vendor: 1921	Bituminous Roadways, Inc.			Check Sequence: 2	ACH Enabled: False
R-71-2024	PAY REQUEST #5 95 WATERMAIN	631,064.83	08/16/2024	615-49550-50530	
	Check Total:	631,064.83			
Vendor: 1133	Dell Marketing, L.P.			Check Sequence: 3	ACH Enabled: False
10762820995	REPLACEMENT BATTERY	85.24	08/16/2024	101-43000-50207	
	Check Total:	85.24			
Vendor: 2166	Donovan Fairbanks-Spicer			Check Sequence: 4	ACH Enabled: False
0806 RETURN	BREMER PAYROLL RETURN 08/02/2024	50.00	08/16/2024	101-43000-50101	
	Check Total:	50.00			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 5	ACH Enabled: False
FOR JUNE 2024	GENERAL MUNICIPAL	1,795.00	08/16/2024	101-41610-50304	
FOR JUNE 2024	FD GRIEVANCE	367.50	08/16/2024	101-41610-50304	
FOR JUNE 2024	LEGAL MATTERS - MEADOWS RIDGE	102.50	08/16/2024	101-00000-21165	
FOR JUNE 2024	EDA LEGAL EXPENSE	97.50	08/16/2024	201-46500-50304	
FOR JUNE 2024	UNION NEGOTIATIONS	3,699.00	08/16/2024	101-41610-50304	
FOR JUNE 2024	PERSONNEL MISC	7,016.25	08/16/2024	101-41610-50304	
FOR JUNE 2024	LEGAL MATTERS - PRESERVE @ SPRING F	205.00	08/16/2024	101-00000-21132	
	Check Total:	13,282.75			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1552	Sun Life Assurance Company			Check Sequence: 6	ACH Enabled: False
FOR SEPT2024	STD/LTD FOR SEPT 2024	2,450.18	08/16/2024	101-00000-21715	
	Check Total:	2,450.18			
Vendor: 2074	The Osseo Constructions Company LLC			Check Sequence: 7	ACH Enabled: False
R-70-2024	PAY REQUEST #7 WATER TOWER 1 REHAB	54,205.10	08/16/2024	615-49550-50530	
	Check Total:	54,205.10			
Vendor: 1630	XCEL Energy			Check Sequence: 8	ACH Enabled: False
51-5102224-2	UTILITY GAS 7/11/2024 TO 08/07/2024	29.81	08/16/2024	609-49750-50380	
51-71498295-5	UTILITY GAS 7/09/2024 TO 08/07/2024	115.90	08/16/2024	101-45500-50380	
	Check Total:	145.71			
	Total for Check Run:	701,373.81			
	Total of Number of Checks:	8			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/21/2024 - 11:53AM
Batch: 00004.08.2024 - 08212024

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2144	AT&T			Check Sequence: 1	ACH Enabled: False
3400413906	FOR ACCT 831-001-3908 169	30.63	08/20/2024	101-43000-50321	
	Check Total:	30.63			
Vendor: 2168	Aylin Gonzalez			Check Sequence: 2	ACH Enabled: False
16750002	PARK RESERVATION REFUND	100.00	08/20/2024	101-00000-34950	
	Check Total:	100.00			
Vendor: 1800	Melby Homes			Check Sequence: 3	ACH Enabled: False
BP 11453	TEMP CO REFUND 38834 MAPLE CT	2,500.00	08/20/2024	101-00000-22000	
BP 11456	TEMP CO REFUND 38844 MAPLE CT	2,500.00	08/20/2024	101-00000-22000	
	Check Total:	5,000.00			
	Total for Check Run:	5,130.63			
	Total of Number of Checks:	3			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/23/2024 - 12:08PM
Batch: 00005.08.2024 - 08232024

CITY OF
EST. 1881
NORTH BRANCH

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1662	Amazon Capital Services			Check Sequence: 1	ACH Enabled: False
1MDD-3TG7-V7KV	DOCUMENT FRAME 4 PK	44.89	08/23/2024	101-42110-50210	
1XCL-RWTG-4DFK	BATTERIES & FACIAL TISSUE	169.90	08/23/2024	101-42110-50210	
	Check Total:	214.79			
Vendor: 1029	Artisan Beer Company			Check Sequence: 2	ACH Enabled: False
3704492	BEER	80.00	08/23/2024	609-49750-50252	
3704493	BEER	110.80	08/23/2024	609-48000-50252	
397634	BEER	-16.17	08/23/2024	609-48000-50252	
	Check Total:	174.63			
Vendor: 1031	Aspen Mills			Check Sequence: 3	ACH Enabled: False
330294	CUSTOM BADGES	314.98	08/23/2024	101-42280-50237	
335008	NAME TAGS/LED 800 HL W/ CHARGER	219.31	08/23/2024	101-42280-50237	
	Check Total:	534.29			
Vendor: 1049	Bellboy Corporation			Check Sequence: 4	ACH Enabled: False
0108723600	N/A SALES	166.81	08/23/2024	609-49750-50250	
0204588100	LIQUOR	1,764.55	08/23/2024	609-49750-50251	
0204588300	LIQUOR	3,320.05	08/23/2024	609-48000-50251	
0204588300	WINE	97.65	08/23/2024	609-48000-50253	
0204671200	N/A SALES	609.90	08/23/2024	609-48000-50253	
0204677100	LIQUOR	2,295.20	08/23/2024	609-49750-50251	
0204677400	LIQUOR	1,307.70	08/23/2024	609-48000-50251	
0204677800	LIQUOR	137.93	08/23/2024	609-49750-50251	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	9,699.79			
Vendor:	1655	Bent Brewstillery			Check Sequence: 5	ACH Enabled: False
014146		BEER	190.84	08/23/2024	609-49750-50252	
		Check Total:	190.84			
Vendor:	1052	Bernicks			Check Sequence: 6	ACH Enabled: False
10252073		N/A SALES	28.70	08/23/2024	609-49750-50250	
10252073		BEER	2,971.63	08/23/2024	609-49750-50252	
10252074		N/A SALES	20.08	08/23/2024	609-49750-50250	
10252075		BEER CREDIT	-512.40	08/23/2024	609-49750-50252	
10252084		BEER	1,990.80	08/23/2024	609-48000-50252	
10254735		N/A SALES	257.00	08/23/2024	609-49750-50250	
10254735		BEER	3,922.60	08/23/2024	609-49750-50252	
10254736		N/A SALES	33.60	08/23/2024	609-49750-50250	
10254737		BEER CREDIT	-43.62	08/23/2024	609-49750-50252	
		Check Total:	8,668.39			
Vendor:	2165	Bert's Auto Body Shop LLC			Check Sequence: 7	ACH Enabled: False
2524		2013 GMC SIERRA BODY WORK	8,029.00	08/23/2024	101-42280-50404	
		Check Total:	8,029.00			
Vendor:	1066	Breakthru Beverage MN			Check Sequence: 8	ACH Enabled: False
117133319		LIQUOR	1,027.53	08/23/2024	609-48000-50251	
117135343		WINE	321.90	08/23/2024	609-49750-50253	
117135344		N/A SALES	120.35	08/23/2024	609-49750-50250	
117135345		LIQUOR	1,061.15	08/23/2024	609-49750-50251	
117244965		BEER	555.00	08/23/2024	609-48000-50252	
117246855		LIQUOR	3,684.25	08/23/2024	609-48000-50251	
117246856		WINE	313.95	08/23/2024	609-48000-50253	
117247180		LIQUOR	6,905.30	08/23/2024	609-49750-50251	
117247181		WINE	220.95	08/23/2024	609-49750-50253	
412558447		WINE CREDIT	-121.65	08/23/2024	609-49750-50253	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	14,088.73			
Vendor:	1082	Capitol Beverage Sales LP			Check Sequence: 9	ACH Enabled: False
2977432		BEER CREDIT	-63.80	08/23/2024	609-49750-50252	
3011901		N/A CREDIT	-15.75	08/23/2024	609-49750-50250	
3011902		N/A	144.68	08/23/2024	609-49750-50250	
3011902		BEER	1,625.60	08/23/2024	609-49750-50252	
3011902		LIQUOR	29.50	08/23/2024	609-49750-50251	
		Check Total:	1,720.23			
Vendor:	1905	Cemstone Products Co., Inc.			Check Sequence: 10	ACH Enabled: False
7529725		NORTHWOODS PARK CONCRETE	1,600.00	08/23/2024	486-46500-50506	
7534746		NORTHWOODS PARK CONCRETE	2,654.00	08/23/2024	486-46500-50506	
7538127		NORTHWOODS PARK CONCRETE	3,200.00	08/23/2024	486-46500-50506	
7539698		NORTHWOODS PARK CONCRETE	3,300.00	08/23/2024	486-46500-50506	
7543145		NORTHWOODS PARK CONCRETE	3,200.00	08/23/2024	486-46500-50506	
		Check Total:	13,954.00			
Vendor:	1103	Chisago County Recorder			Check Sequence: 11	ACH Enabled: False
202400000116		A 674982/ HINSZ & A 675253/DARWIN	92.00	08/23/2024	101-41400-50443	
		Check Total:	92.00			
Vendor:	1113	Clifton Larson Allen LLP			Check Sequence: 12	ACH Enabled: False
L241485939		2023 AUDIT	1,454.00	08/23/2024	101-41500-50301	
L241485939		2023 AUDIT	7,967.65	08/23/2024	615-49550-50301	
		Check Total:	9,421.65			
Vendor:	1122	Crystal Springs Ice			Check Sequence: 13	ACH Enabled: False
1005485		N/A SALES	86.16	08/23/2024	609-48000-50250	
1005488		N/A SALES	308.08	08/23/2024	609-49750-50250	
2010930		N/A SALES	142.96	08/23/2024	609-48000-50250	
2010933		N/A SALES	299.12	08/23/2024	609-49750-50250	
		Check Total:	836.32			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 14	ACH Enabled: False
2254722	N/A SALES	509.85	08/23/2024	609-49750-50250	
2254723	LIQUOR	518.10	08/23/2024	609-49750-50251	
2254723	BEER	16,388.20	08/23/2024	609-49750-50252	
2254747	N/A SALES	129.80	08/23/2024	609-48000-50250	
2254748	BEER	5,657.90	08/23/2024	609-48000-50252	
2260304	BEER	5,679.57	08/23/2024	609-48000-50252	
2260601	N/A SALES	124.45	08/23/2024	609-49750-50250	
2260604	LIQUOR	3,093.65	08/23/2024	609-49750-50251	
2260604	BEER	12,344.77	08/23/2024	609-49750-50252	
2260903	N/A SALES	99.00	08/23/2024	609-48000-50250	
	Check Total:	44,545.29			
Vendor: 1152	Ehlers			Check Sequence: 15	ACH Enabled: False
98679	GEN ECONONOMIC DEVELOPMENT	225.00	08/23/2024	201-46500-50300	
98680	GEN TIF SERVICES	225.00	08/23/2024	201-46500-50300	
	Check Total:	450.00			
Vendor: 1178	Farrell Equipment			Check Sequence: 16	ACH Enabled: False
163849	NORTHWOODS PARK DNR GRANT	831.25	08/23/2024	486-46500-50506	
164132	NORTHWOODS PARK DNR GRANT	831.25	08/23/2024	486-46500-50506	
	Check Total:	1,662.50			
Vendor: 1180	Ferguson US Holdings, Inc			Check Sequence: 17	ACH Enabled: False
533180-1	WATER METER 1.5"	850.00	08/23/2024	615-49550-50210	
	Check Total:	850.00			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 18	ACH Enabled: False
FOR JULY 2024	UNION NEGOTIATIONS	2,497.50	08/23/2024	101-41610-50304	
FOR JULY 2024	GEN LABOR & EMPLOYMENT	2,172.00	08/23/2024	101-41610-50304	
	Check Total:	4,669.50			
Vendor: 2167	Glock, Inc.			Check Sequence: 19	ACH Enabled: False
891046	TRAINING FIREARMS	2,555.00	08/23/2024	101-42110-50201	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	2,555.00			
Vendor:	1239	Hawkins, Inc.			Check Sequence: 20	ACH Enabled: False
6840352		CHEMICALS	1,238.85	08/23/2024	602-49450-50210	
		Check Total:	1,238.85			
Vendor:	1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 21	ACH Enabled: False
100000366349		NETWORK SWITCHES/FIREWALL	149.12	08/23/2024	609-48000-50244	
100000366349		NETWORK SWITCHES/FIREWALL	155.69	08/23/2024	609-49750-50244	
100000366349		NETWORK SWITCHES/FIREWALL	162.04	08/23/2024	101-43000-50244	
100000366349		NETWORK SWITCHES/FIREWALL	391.68	08/23/2024	615-49550-50244	
100000366349		NETWORK SWITCHES/FIREWALL	329.58	08/23/2024	602-49450-50244	
100000366349		NETWORK SWITCHES/FIREWALL	509.56	08/23/2024	101-41940-50244	
100000366349		NETWORK SWITCHES/FIREWALL	152.11	08/23/2024	101-42280-50244	
		Check Total:	1,849.78			
Vendor:	1246	Hohensteins, Inc.			Check Sequence: 22	ACH Enabled: False
741823		BEER	312.00	08/23/2024	609-49750-50252	
741828		BEER	342.00	08/23/2024	609-48000-50252	
		Check Total:	654.00			
Vendor:	1265	Isanti-Chisago County Star			Check Sequence: 23	ACH Enabled: False
1838972		PUB ORD 377-24	9.98	08/23/2024	101-41910-50351	
1838973		NOTICE OF TAX INCREMENT FYE DEC 202	22.07	08/23/2024	101-41910-50351	
		Check Total:	32.05			
Vendor:	1279	Johnson Brothers Liquor Co.			Check Sequence: 24	ACH Enabled: False
103413		WINE CREDIT	-16.25	08/23/2024	609-49750-50253	
103413		LIQUOR CREDIT	-15.83	08/23/2024	609-49750-50251	
103414		LIQUOR CREDIT	-13.08	08/23/2024	609-49750-50251	
2580678		LIQUOR	274.10	08/23/2024	609-48000-50251	
2599762		LIQUOR	616.41	08/23/2024	609-49750-50251	
2599763		LIQUOR	4,251.24	08/23/2024	609-49750-50251	
2599765		LIQUOR	371.06	08/23/2024	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2599766	LIQUOR	2,376.88	08/23/2024	609-49750-50251	
2599767	LIQUOR	668.74	08/23/2024	609-49750-50251	
2604349	LIQUOR	5,215.12	08/23/2024	609-49750-50251	
2604350	WINE	442.92	08/23/2024	609-49750-50253	
2604351	LIQUOR	1,551.89	08/23/2024	609-49750-50251	
2604352	LIQUOR	844.17	08/23/2024	609-49750-50251	
2604353	WINE	572.88	08/23/2024	609-49750-50253	
2604354	LIQUOR	118.82	08/23/2024	609-48000-50251	
2604355	LIQUOR	384.55	08/23/2024	609-48000-50251	
2604356	N/A SALES	38.82	08/23/2024	609-48000-50250	
2604357	WINE	97.82	08/23/2024	609-48000-50253	
2604358	LIQUOR	1,613.12	08/23/2024	609-48000-50251	
292398CM	LIQUOR CREDITS	-523.00	08/23/2024	609-48000-50251	
292400	WINE	-14.00	08/23/2024	609-48000-50253	
294381	LIQUOR CREDIT	-216.32	08/23/2024	609-49750-50251	
295779	LIQUOR CREDIT	-45.43	08/23/2024	609-49750-50251	
296529	WINE CREDIT	-3.33	08/23/2024	609-49750-50253	
296529	N/A SALES CREDIT	-4.00	08/23/2024	609-49750-50250	
296530	LIQUOR CREDIT	-4.50	08/23/2024	609-49750-50251	
296531	WINE CREDIT	-14.00	08/23/2024	609-49750-50253	
	Check Total:	18,568.80			
Vendor: 1281	Jones Contruction Services Inc			Check Sequence: 25	ACH Enabled: False
3652	20 YD DUMPSTER-REFUSE	550.00	08/23/2024	602-49450-50387	
	Check Total:	550.00			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 26	ACH Enabled: False
001902	BEER	163.00	08/23/2024	609-49750-50252	
	Check Total:	163.00			
Vendor: 1296	Lamar Companies			Check Sequence: 27	ACH Enabled: False
116203144	ADVERTISING I35 .5 MI S/O 95	222.50	08/23/2024	609-49750-50340	
116203144	ADVERTISING I35 .5 MI S/O 95	222.50	08/23/2024	609-48000-50340	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	445.00			
Vendor:	1878	Larkin Hoffman Attorneys			Check Sequence: 28	ACH Enabled: False
842831		2024 Legislative Representation	2,500.00	08/23/2024	101-41800-50300	
		Check Total:	2,500.00			
Vendor:	2041	Dalana Larson			Check Sequence: 29	ACH Enabled: False
125		NOMEX HOODS X25	150.00	08/23/2024	101-42280-50237	
		Check Total:	150.00			
Vendor:	1327	Macqueen Equipment Inc.			Check Sequence: 30	ACH Enabled: False
10E01907		VAC TRAILER VALVE OP FOR WATER GATI	125,062.00	08/23/2024	615-49550-50540	
		Check Total:	125,062.00			
Vendor:	1330	Main Street Hardware			Check Sequence: 31	ACH Enabled: False
157063		MISC NUTS/BOLTS/FASTENERS, SPRAY PA	20.96	08/23/2024	101-42280-50401	
157111		SPRAY PAINT	13.00	08/23/2024	101-42280-50210	
		Check Total:	33.96			
Vendor:	1643	McDonald Distributing			Check Sequence: 32	ACH Enabled: False
5760537		BEER CREDIT	-19.60	08/23/2024	609-49750-50252	
759085		VENDOR KEG DEPOSIT	-30.00	08/23/2024	609-00000-11560	
759085		NA SALES	142.80	08/23/2024	609-49750-50250	
759085		BEER	13,107.29	08/23/2024	609-49750-50252	
761365		BEER CREDIT	-13.03	08/23/2024	609-49750-50252	
761424		LIQUOR	33.60	08/23/2024	609-49750-50251	
761424		BEER	9,746.55	08/23/2024	609-49750-50252	
761545		BEER	104.00	08/23/2024	609-49750-50252	
761578		BEER CREDIT	-303.80	08/23/2024	609-49750-50252	
762541		LIQUOR	380.10	08/23/2024	609-48000-50251	
762541		BEER	4,043.35	08/23/2024	609-48000-50252	
762596		BEER	6,609.25	08/23/2024	609-49750-50252	
762596		BEER	145.90	08/23/2024	609-49750-50250	
762622		BEER	-133.25	08/23/2024	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
762762	BEER	98.00	08/23/2024	609-49750-50252	
	Check Total:	33,911.16			
Vendor: 1644	Mega Beer			Check Sequence: 33	ACH Enabled: False
IN-13926		359.50	08/23/2024	609-48000-50252	
	Check Total:	359.50			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 34	ACH Enabled: False
2555890	COPY MACHINE LEASE	40.00	08/23/2024	615-49550-50219	
2555890	COPY MACHINE LEASE	20.00	08/23/2024	609-49750-50219	
2555890	COPY MACHINE LEASE	40.00	08/23/2024	101-42110-50219	
2555890	COPY MACHINE LEASE	20.00	08/23/2024	101-42280-50219	
2555890	COPY MACHINE LEASE	20.00	08/23/2024	609-48000-50219	
2555890	COPY MACHINE LEASE	20.00	08/23/2024	602-49450-50219	
2555890	COPY MACHINE LEASE	79.00	08/23/2024	101-41940-50219	
2555890	COPY MACHINE LEASE	20.00	08/23/2024	101-43000-50219	
2556177	COPY MACHINE LEASE	57.00	08/23/2024	615-49550-50219	
2556177	COPY MACHINE LEASE	28.50	08/23/2024	609-48000-50219	
2556177	COPY MACHINE LEASE	28.50	08/23/2024	101-42280-50219	
2556177	COPY MACHINE LEASE	952.67	08/23/2024	101-41940-50219	
2556177	COPY MACHINE LEASE	28.50	08/23/2024	602-49450-50219	
2556177	COPY MACHINE LEASE	28.50	08/23/2024	609-49750-50219	
2556177	COPY MACHINE LEASE	222.00	08/23/2024	101-43000-50219	
2556177	COPY MACHINE LEASE	248.50	08/23/2024	101-42110-50219	
2574195	COPY MACHINE LEASE	18.53	08/23/2024	101-41940-50219	
	Check Total:	1,871.70			
Vendor: 2058	MINNESOTA RURAL WATER ASSOCIATION			Check Sequence: 35	ACH Enabled: False
8/2024-07/2025		400.00	08/23/2024	615-49550-50433	
	Check Total:	400.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 36	ACH Enabled: False
SB34-001	BEER	56.00	08/23/2024	609-48000-50252	
SB34-002	BEER	75.00	08/23/2024	609-49750-50252	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	131.00			
Vendor:	1347	Municipal Emergency Services, Inc.			Check Sequence: 37	ACH Enabled: False
2098180		FIRE COAT/PANTS/SUSPENDERS	1,013.87	08/23/2024	101-42280-50201	
2098913		FIRE COAT/PANTS	844.81	08/23/2024	101-42280-50201	
		Check Total:	1,858.68			
Vendor:	1423	N.B. Area Public Schools-Fuel			Check Sequence: 38	ACH Enabled: False
FOR JULY		MOTOR FUELS FOR JULY 2024	509.89	08/23/2024	101-43000-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	3,211.18	08/23/2024	101-42110-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	32.63	08/23/2024	620-49600-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	79.25	08/23/2024	612-49700-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	149.30	08/23/2024	101-42400-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	235.82	08/23/2024	101-45000-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	399.39	08/23/2024	615-49550-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	529.82	08/23/2024	101-42280-50212	
FOR JULY		MOTOR FUELS FOR JULY 2024	96.30	08/23/2024	602-49450-50212	
		Check Total:	5,243.58			
Vendor:	1429	Napa Auto Parts			Check Sequence: 39	ACH Enabled: False
81795		ADAPTERS AND COUPLER	20.67	08/23/2024	101-42280-50404	
91009		LED BULBS X2	63.10	08/23/2024	101-42280-50404	
		Check Total:	83.77			
Vendor:	1486	Jennifer Newman			Check Sequence: 40	ACH Enabled: False
15220		UNIFORM ITEMS	195.00	08/23/2024	851-42110-50430	
		Check Total:	195.00			
Vendor:	1449	Nuss Truck & Equipment			Check Sequence: 41	ACH Enabled: False
1461-1		2024 PLOW TRUCK M1-NEW MACK CHASI:	146,854.00	08/23/2024	701-70100-50540	
		Check Total:	146,854.00			
Vendor:	1763	Office of MNIT Services-Accounts Receivable			Check Sequence: 42	ACH Enabled: False
DV24070432		WIDE AREA NETWORK SERVICES MONTH	1,150.00	08/23/2024	101-41940-50243	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,150.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 43	ACH Enabled: False
522426	LIQUOR CREDIT	-14.07	08/23/2024	609-49750-50251	
522846	LIQUOR	-25.33	08/23/2024	609-48000-50251	
523254	WINE	-8.00	08/23/2024	609-48000-50253	
523257	WINE CREDIT	-8.00	08/23/2024	609-49750-50253	
528227	N/A SALES	-4.68	08/23/2024	609-48000-50250	
6827856	LIQUOR	1,171.70	08/23/2024	609-49750-50251	
6827857	LIQUOR	81.82	08/23/2024	609-49750-50251	
6831731	LIQUOR	1,373.27	08/23/2024	609-49750-50251	
6831732	WINE	782.20	08/23/2024	609-49750-50253	
6831733	N/A SALES	269.46	08/23/2024	609-49750-50250	
	Check Total:	3,618.37			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 44	ACH Enabled: False
For Sept 2024	Building Rentals	8,721.11	08/23/2024	609-48000-50412	
	Check Total:	8,721.11			
Vendor: 1484	Premium Waters Inc.			Check Sequence: 45	ACH Enabled: False
855536-07-24	Operating Supplies	121.15	08/23/2024	609-49750-50210	
855617-07-24	Operating Supplies	40.58	08/23/2024	609-48000-50210	
	Check Total:	161.73			
Vendor: 2068	Quality Locksmith, Inc.			Check Sequence: 46	ACH Enabled: False
28553	NEW LOCK/DUP KEYS TOWER 1	385.00	08/23/2024	615-49550-50401	
	Check Total:	385.00			
Vendor: 1494	Red Bull Distribution Company			Check Sequence: 47	ACH Enabled: False
2019496604	N/A SALES	96.70	08/23/2024	609-49750-50250	
	Check Total:	96.70			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 48	ACH Enabled: False
14233	MONTHLY SAMPLES	105.00	08/23/2024	615-49550-50315	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
14234		WEEKLY SAMPLES	158.20	08/23/2024	602-49450-50315	
14284		WEEKLY SAMPLES	16.10	08/23/2024	602-49450-50315	
		Check Total:	279.30			
Vendor:	2116	Amy Schweigert			Check Sequence: 49	ACH Enabled: False
1098		NBPD THERAPY	360.00	08/23/2024	101-42110-50300	
		Check Total:	360.00			
Vendor:	2070	Short-Elliott-Hendrickson, Inc.			Check Sequence: 50	ACH Enabled: False
472384		SEMI ANNUAL AIR PERMIT REPORT	225.00	08/23/2024	620-49600-50300	
		Check Total:	225.00			
Vendor:	1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 51	ACH Enabled: False
2511020		LIQUOR	1,551.56	08/23/2024	609-48000-50251	
2511020		WINE	338.18	08/23/2024	609-48000-50253	
2513922		LIQUOR	2,666.11	08/23/2024	609-48000-50251	
2513922		WINE	97.57	08/23/2024	609-48000-50253	
2514446		LIQUOR	3,983.30	08/23/2024	609-49750-50251	
2514447		WINE	268.61	08/23/2024	609-49750-50253	
2516735		LIQUOR	283.35	08/23/2024	609-48000-50251	
2516735		WINE	659.33	08/23/2024	609-48000-50253	
2517243		LIQUOR	2,936.00	08/23/2024	609-49750-50251	
2517244		WINE	716.70	08/23/2024	609-49750-50253	
2517244		LIQUOR	384.56	08/23/2024	609-49750-50251	
9592260		WINE CREDIT	-37.83	08/23/2024	609-48000-50253	
9594522		WINE CREDIT	-20.58	08/23/2024	609-48000-50253	
		Check Total:	13,826.86			
Vendor:	1550	Streichers			Check Sequence: 52	ACH Enabled: False
1707371		NEW HIRE UNIFORM ITEMS	2,141.76	08/23/2024	101-42110-50237	
1707373		UNIFORM ITEM -CL	200.00	08/23/2024	101-42110-50237	
1713034		CLEANING KIT	65.00	08/23/2024	101-42110-50210	
1713626		SLING/BOOTS/EARPIECE-RS	394.96	08/23/2024	101-42110-50237	
1713698		TRAINING SUPPLIES-DJ	105.85	08/23/2024	101-42110-50332	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1714556	UNIFORM ITEMS-KL	23.98	08/23/2024	101-42110-50237	
CM300298	BOOTS - DS INVOICE 1712922	-235.00	08/23/2024	101-42110-50237	
	Check Total:	2,696.55			
Vendor: 1641	Taft Stettinius & Hollister			Check Sequence: 53	ACH Enabled: False
6412063	TIF MATTERS	185.00	08/23/2024	292-46500-50306	
6412063	TIF MATTERS	185.00	08/23/2024	289-46500-50306	
6412063	TIF MATTERS	185.00	08/23/2024	323-46500-50306	
6412063	TIF MATTERS	925.00	08/23/2024	201-46500-50304	
6412063	TIF MATTERS	185.00	08/23/2024	291-46500-50306	
6412063	TIF MATTERS	185.00	08/23/2024	393-46500-50306	
	Check Total:	1,850.00			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 54	ACH Enabled: False
53568078	COPY MACHINE LEASE	185.00	08/23/2024	101-41940-50219	
535843296	COPY MACHINE LEASE	69.33	08/23/2024	615-49550-50219	
535843296	COPY MACHINE LEASE	69.33	08/23/2024	602-49450-50219	
535843296	COPY MACHINE LEASE	276.07	08/23/2024	101-41940-50219	
535843296	COPY MACHINE LEASE	69.33	08/23/2024	609-48000-50219	
535843296	COPY MACHINE LEASE	69.33	08/23/2024	101-42280-50219	
535843296	COPY MACHINE LEASE	69.33	08/23/2024	609-49750-50219	
535843296	COPY MACHINE LEASE	205.52	08/23/2024	101-42110-50219	
535843296	COPY MACHINE LEASE	129.84	08/23/2024	101-43000-50219	
	Check Total:	1,143.08			
Vendor: 1827	Urban Growler Brewing Company, LLC			Check Sequence: 55	ACH Enabled: False
E-37219	BEER	330.00	08/23/2024	609-49750-50252	
	Check Total:	330.00			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 56	ACH Enabled: False
3490432	N/A SALES	172.55	08/23/2024	609-49750-50250	
3490482	N/A SALES	106.70	08/23/2024	609-48000-50250	
3490486	N/A SALES	-24.10	08/23/2024	609-48000-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	255.15			
Vendor: 1601	Vinocopia, Inc.			Check Sequence: 57	ACH Enabled: False
0355867-IN	WINE	418.00	08/23/2024	609-49750-50253	
	Check Total:	418.00			
Vendor: 1611	Watson Company			Check Sequence: 58	ACH Enabled: False
144313	N/A SALES	1,466.56	08/23/2024	609-49750-50250	
	Check Total:	1,466.56			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 59	ACH Enabled: False
R-022542-000-15	2023 WATERMAIN IMPROVEMENTS TH 95	715.50	08/23/2024	615-49550-50530	
R-0256733-000-2	NB LEAD SERVICE LINE INVENTORY	114.00	08/23/2024	615-49550-50530	
	Check Total:	829.50			
Vendor: 1637	Ziegler Cat			Check Sequence: 60	ACH Enabled: False
511685	GEN SCADA UPGRADE	655.82	08/23/2024	620-49600-50580	
511689	GEN SCADA UPGRADE	672.49	08/23/2024	620-49600-50580	
511692	GEN SCADA UPGRADE	4,214.98	08/23/2024	620-49600-50580	
511700	GEN SCADA UPGRADE	70.64	08/23/2024	620-49600-50580	
511707	GEN SCADA UPGRADE	4,131.97	08/23/2024	620-49600-50580	
526769	8/14/2024 GEN REPAIRS	4,405.82	08/23/2024	620-49600-50404	
	Check Total:	14,151.72			
	Total for Check Run:	516,477.41			
	Total of Number of Checks:	60			

City of North Branch
Staff Report

Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 07/09/2024

Board & Commission: City Council

Subject: Approve Minutes

Council to approve the following minutes:

Council Special August 20, 2024
Council Regular August 15, 2024
Council Regular July 30, 2024
Council Worksession July 30, 2024
Council Regular July 16, 2024

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
SPECIAL AGENDA
TUESDAY, AUGUST 20, 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

SPECIAL MEETING

Tuesday, August 20, 2024

1. CALL TO ORDER

   The North Branch City Council met in SPECIAL 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 Kelly Neider
Absent:	Councilmember Peter Schaps
Remote:	
Others Present:	Interim City Administrator Woulfe, City Clerk/IT Director Varma, GIS Specialist/Park Director Sondrol, Finance Director Wright, Police Chief Meyer, Public Works Director Williams along with members of the public.
Notes:	Councilmember Schaps was listening as an observer since he did not provide a three-da notice that he wanted to be remote and hence would not be eligible to participate in vot He would be considered absent for voting purposes and a non-participant in the meetin
	A motion was made by Schieber and seconded by Canada to accept the agenda as is. M passed 3-0. Councilmember Neider was not present for this motion.

Councilmember Neider arrived at 6:38pm.

4. SPECIAL SESSION ITEMS

a. Facilities Study Presentation INFO

Tim Kittila, Facility Assistant Director of Kraus-Anderson presented part 1 of the presentation on Facility Study and answered questions from the Council.

The executive summary presented by Mr. Kittila for all buildings has been assessed, quantified and cost estimated through Facility Condition Assessment and the findings were laid out in the presentation in the agenda packet as follows:

- Completed Facility Condition Assessment (FCA) on four (4) city facilities ~ 44K SF
  - Fire Station is in poor condition with $1.7M needs over the next 10 years
  - Public Works is in fair condition with $1.4M needs over the next 10 years
  - City Hall is in good condition with $1.16M needs over the next 10 years

- Identified $4.4M of deferred maintenance needs over the next 10 years
  - "Do Nothing plan" i.e. if the city does nothing, this is the expected maintenance cost on the city facilities.
  - FCA does not include cost for improved "Adequacy"

- City to determine approach to resolve:
  - Determine annual budget for rebalancing 10-year plan
  - Adequacy issues with Public Works Facility further defined through HCM Architects study

b. Fire Department Pay INFO

Interim City Administrator Woulfe went over the Fire Department pay and the Council was made aware of the different approach to the tier system and pay rates. Council will continue to have more budget and levy discussion in future meetings.

c. 2025 FY General Fund Budget and Capital Budget INFO

Finance Director Woulfe went over the 2025 FY General Fund Budget and Capital Budget. The Council will continue to have more discussion at future meetings.

5. ADJOURNMENT

RESULT:	**Passed**
MOVER:	**Kevin Schieber**
SECONDER:	**Travis Miles**
AYES:	**Kevin Schieber, Robert Canada, Travis Miles, Kelly Neider**
ABSENT:	**Peter Schaps**
NOTES:	The meeting was adjourned at 8:33pm.

NORTH BRANCH
——Minnesota——

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

CITY COUNCIL
REGULAR AGENDA
THURSDAY, AUGUST 15, 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

Thursday, August 15, 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
Absent:	Councilmember Kelly Neider
Remote:	
Others Present:	Interim City Administrator Woulfe, Police Chief Meyer, City Clerk/IT Director Varma, Specialist/Parks Director Sondrol, Liquor Operations Director Golden, Finance Directo Wright, Public Works Director Williams along with members of public and press.
Notes:	

4. AGENDA APPROVAL

a. Approve Agenda — ACTION

RESULT: **Passed**
MOVER: **Robert Canada**

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

5. PRESENTATION & PROCLAMATION

   a. Officer Lausen Sworn-in — INFO

Police Chief Meyer sworn-in Officer Lausen.

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.

There were no public comments.

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**
ABSENT: **Kelly Neider**
NOTES:

   a. Claims — ACTION
   b. Resolution R-71-2024 Approving Pay Request No. 5 for the Highway 95 Water Main Replacement Project — ACTION
   c. Resolution R-70-2024 Approving Pay Request No. 7 for the Water Tower #1 Rehab Project — ACTION
   d. Approve Resignation of Liquor Store Clerk — ACTION
   e. Members Cooperative Credit Union Development Agreement — ACTION
   f. Approve the LG230 Conduct Off-Site Gambling Permit - Stacy Lions Club — ACTION
   g. Resolution R-75-2024 - Amending the 2018 Comprehensive Land Use Map at 41499 Forest Blvd — ACTION
   h. Ordinance 378-24 amending the official zoning map of the City of North Branch — ACTION
   i. Ordinance 379-24 Amending the Zoning Code to define and allow Vocational Training Facilities as a Conditional Use in the I and I-2 zoning districts — ACTION

8. PUBLIC HEARINGS

   a. Public Hearing for Sunrise Bluff 3rd Addition Variance for Buildable Acreage for Lot 9, Block 2, Sunrise Bluff 3rd Addition — ACTION

GIS Specialist/Parks Director Sondrol went over the public hearing on Sunrise Bluff 3rd Addition Variance as laid out in his memo. Council went into a public hearing at 7:09pm. There were no members of the public present during the public hearing. The Public Hearing was closed at 7:10pm and the Council went back into the regular session.

9. STAFF REPORTS

a. Resolution R-77-2024 - Approval of Sunrise Bluff 3rd Addition Preliminary Plat — ACTION

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

b. Resolution R-78-2024 Approving a Variance for Buildable Acreage for Lot 9, Block 2, Sunrise Bluff 3rd Addition — ACTION

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

c. Resolution R-76-2024 Approval of the Keller Acres Preliminary/Final Plat — ACTION

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

d. Finance 2nd Quarter Update — INFO

Finance Director Wright went over the 2nd quarter update.

e. Municipal Liquor Selling THC and CBD Products Information — ACTION

Liquor Operations Director Golden went over the product and processes needed for the Municipal Liquor to sell THC and CBD products. The Council was in consensus to have the staff move ahead with the process with the prospect of selling the THC and CBD products.

f. Community Development Director Hiring Process — ACTION

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

g. EDA Commission Update — VERBAL UPDATE

GIS Specialist/Parks Director Sondrol updated the Council on the EDA Commission.

h. Planning Commission Update VERBAL UPDATE

GIS Specialist/Parks Director Sondrol went over the Planning Commission update.

i. PTOS Commission Update VERBAL UPDATE

GIS Specialist/Parks Director went over the PTOS Commission update.

j. Personnel Policy Update Section 28 Family and Medical Leave Act ACTION

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

k. Reminder of Upcoming Meetings INFO

Interim City Administrator Woulfe informed the Council on the upcoming meetings as presented.

l. Resolution R-79-2024 Ride for the Joes 2024 Special Event & Street Closure ACTION

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

10. MAYOR/CITY COUNCIL

a. Consideration to support the annual Sno-Barons Hay Days event ACTION

RESULT: **Passed**
MOVER: **Kevin Schieber**
SECONDER: **Robert Canada**
AYES: **Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps**
ABSENT: **Kelly Neider**
NOTES: Council authorize up to $750.00 to order 6 foot by 8 foot outdoor-rated banners, to b placed along highway 95/main street, on which Hay Days attendees will be able to vi them, coming into or out of the city.

b. Resolution in Opposition to any Display of the Minnesota State Flag ACTION

RESULT: **Passed**
MOVER: **Peter Schaps**
SECONDER: **Kevin Schieber**
AYES: **Kevin Schieber, Robert Canada, Peter Schaps**
ABSENT: **Kelly Neider**
NOTES: Councilmember Miles voted Nay.

c. Report on Closed Session Performance Evaluation for Linda Woulfe INFO

Mayor Schieber reported to the Council on the closed session about performance evaluation for Linda Woulfe. Mayor stated that Interim City Administrator Woulfe is doing very well.

11. 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 9:30pm.

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, JULY 30, 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, July 30, 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:	Also present, Interim City Administrator Woulfe, City Clerk/IT Director Varma, GIS Specialist/Parks Director Sondrol along with members of public and press.
Notes:	Colette Baumgardner from WSB Engineering Graduate Community Planner was also present as the Planning Consultant.

4. AGENDA APPROVAL

a. Approve Agenda — ACTION

RESULT: **Passed**
MOVER: **Travis Miles**

SECONDER:	**Kelly Neider**
AYES:	**Kevin Schieber, Travis Miles, Peter Schaps, Kelly Neider**
ABSENT:	Robert Canada
NOTES:	Robert Canada was absent for this voting item as he arrived at 7:13pm

5. PRESENTATION & PROCLAMATION

There were no presentation during this meeting.

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.

There were no public comments during this meeting.

7. CONSENT AGENDA

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

RESULT:	**Passed**
MOVER:	**Kelly Neider**
SECONDER:	**Travis Miles**
AYES:	**Kevin Schieber, Travis Miles, Peter Schaps, Kelly Neider**
ABSENT:	**Robert Canada**
NOTES:	Robert Canada was absent for this voting item as he arrived at 7:13pm.

a. Claims — ACTION

b. Resolution R-73-2024 Approving the Preliminary and Final Plat for the Members Cooperative Credit Union — ACTION

c. Resolution R-72-2024 5th Ave Block Party and Street Closure — ACTION

d. Approve Hiring of Liquor Store Clerk — ACTION

e. Approve Resignation of Liquor Store Clerk — ACTION

f. Approve Gambling LG220 Exempt Permit - Vikings Quarterback Club — ACTION

g. Approve 2024 Transient Merchant License - Southwestern Advantage — ACTION

8. PUBLIC HEARINGS

There were no public hearing during this meeting.

9. STAFF REPORTS

a. Ordinance 376-24 Modifying Section 66-943 Design Standards in the Zoning Code — ACTION

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

NOTES: Colette Baumgardner, WSB Engineering Graduate Community Planner presented the Ordinance 376-24 to the Council.

b. Ordinance 377-24 Authorizing Summary Publication of Ordinance 376-24 Modifying Section 66-943 Design Standards in the Zoning Code ACTION

RESULT:	**Passed**
MOVER:	**Kevin Schieber**
SECONDER:	**Robert Canada**
AYES:	**Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider**
ABSENT:	
NOTES:	Colette Baumgardner, WSB Engineering Graduate Community Planner presented the Ordinance 376-24 to the Council.

c. Planning Commission Update INFO

Colette Baumgardner, WSB Engineering Graduate Community Planner updated the Council on the Planning Commission as laid out in the memo

10. MAYOR/CITY COUNCIL

Council went into closed session at 7:25pm. The motion was made by Mayor Schieber and seconded by Councilmember Canada. The motion was passed unanimously. The closed session was for evaluation of an individual subject and City Council authority (Interim City Administrator Linda Woulfe) under Minnesota statute section 13D.05, subdivision 3(a) as well as for the purpose of discussing Labor Negotiations Strategy.

a. Closed Session - *Evaluation of an individual's performance subject to City Council authority under Minnesota statute section 13D.05, subdivision 3(a)."* INFO

Council went into closed session at 7:25pm. The motion was made by Mayor Schieber and seconded by Councilmember Schieber. The motion was passed unanimously.

b. Closed Session for the Purpose of Discussing Labor Negotiations Strategy INFO

11. ADJOURNMENT

RESULT:	**Passed**
MOVER:	**Kevin Schieber**
SECONDER:	**Robert Canada**
AYES:	**Kevin Schieber, Robert Canada, Travis Miles, Peter Schaps, Kelly Neider**
ABSENT:	
NOTES:	No action was taken. The meeting was adjourned at 8:41 pm.

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, JULY 30, 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, July 30, 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 Travis Miles, Councilmember Peter Schaps, Councilmember Kelly Neider
Absent:	Councilmember Robert Canada
Remote:	
Others Present:	Also present were Interim City Administrator Woulfe, City Clerk/IT Director Varma, Finance Director Wright, Building Official Meyer, GIS Specialist/Parks Director Sondr Public Works Director Williams, Liquor Operations Director Golden along with memb of public and press.
Notes:	Councilmember Neider arrived at the meeting at 6:03pm.

4. WORKSESSION ITEMS

   a. General Fund Draft Budget for Discussion — INFO

Interim City Administrator Woulfe led the discussion on the General Fund Draft Budget for 2025 as presented in the agenda packet. Council will continue having discussions about 2025 budget in future meetings.

5. ADJOURNMENT

RESULT:	**Passed**
MOVER:	**Kevin Schieber**
SECONDER:	**Peter Schaps**
AYES:	**Kevin Schieber, Travis Miles, Peter Schaps, Kelly Neider**
ABSENT:	**Robert Canada**
NOTES:	The meeting was adjourned at 6:49pm.

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, JULY 16, 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, July 16, 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. OATH OF OFFICE - INTERIM CITY ADMINISTRATOR LINDA WOULFE

   City Clerk/IT Director Varma administered the Oath of Office to newly appointed Interim City Administrator Linda Woulfe.

4. 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 Woulfe, Police Chief Meyer, City Clerk/IT Director Varma, SRO Office Nelson, Finance Director Wright, GIS Specialist/Parks Director Sondrol, P Works Director Williams along with press and public.

Notes:

5. AGENDA APPROVAL

a. Approve Agenda — ACTION

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

6. PRESENTATION & PROCLAMATION

There were no presentation during this meeting.

7. 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.

Michelle Grosse, Chair of the Mental Health Work Group, addressed the Council on issues of mental illness and responses to it and for every City and County to meet the requirements as laid out per statute 256B.0624 and 403.03 Sub 1(b) and to address such incidences in a timely manner and provide mental health help as required by law. She further mentioned that her organization is able to provide guidance and help to implement such programs as per statutes and is also going door to door to provide educational materials as a community out reach to help residents become aware of such resources in case of such crisis as there is a growing need.

8. CONSENT AGENDA

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

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

a. Claims — ACTION

b. Approve Minutes — ACTION

c. Approve a Resolution Adopting the Financial Management Plan — ACTION

d. Resolution R-66-2024 Approving Pay Request No. 4 for the Highway 95 Water Main Replacement Project — ACTION

e. Resolution R-67-2024 Approving Pay Request No. 6 for the Water Tower #1 Rehab Project — ACTION

f. Approve Hiring of Liquor Store Clerk — ACTION

g. Approve appointing Wendy Chelberg to the PTOS Commission — ACTION

9. PUBLIC HEARINGS

There were no public hearing.

10. STAFF REPORTS

a. Discussion Regarding the School Resource Officer (SRO) Services Agreement with the North Branch Area School District — INFO

Police Chief Meyer led the discussion regarding the SRO Services Agreement with the North Branch School District.

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

b. Approve Springbrook 2024 UB Conversion and Testing — ACTION

City Clerk/IT Director Varma went over the UB Conversion and Testing from the outdated UB System used by utilities for doing monthly billing for utilities to move to the City's ERP System called Springbrook as laid out in the agenda packet. This is a one-time conversation required to move all UB accounts for monthly water/sewer/storm billings.

c. 2024 LMC Conference Update — INFO

The City Clerk/IT Director Varma went over the update on her attendance to the 2024 LMC Conference.

d. The Council Regular Meeting Date changed - August 13th, 2024 to August 15, 2024 — ACTION

RESULT:	**Passed**
MOVER:	**Kevin Schieber**
SECONDER:	**Robert Canada**
AYES:	**None**
ABSENT:	
NOTES:	The Work Session meeting was moved from July 23rd, 2024 to July 30th, 2024 at 6p along with Regular meeting from August 13, 2024, to August 15, 2024.

e. Planning Commission Update — INFO

GIS Specialist/Parks Director Sondrol updated the Council on the Planning meeting as presented in his memo.

f. Parks, Trails and Open Space Commission Meeting Update — INFO

GIS Specialist/Parks Director Sondrol updated the Council on the PTOS meeting as presented in his memo.

11. MAYOR/CITY COUNCIL

a. 2024 LMC Conference Update - Councilmember Miles — INFO

Councilmember Miles went over the update on his attendance at the 2024 LMC Conference.

b. 2024 LMC Conference Update - Councilmember Neider — INFO

Councilmember Neider went over the update on her attendance at the 2024 LMC Conference.

12. 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 8:11pm.

City of North Branch
Staff Report

Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 08/23/2024

Board & Commission: City Council

Subject: Approve the LG240B Application to Conduct Excluded Bingo - Memories Made Outdoors

Background Information:

Memories Made Outdoors, would like to hold gambling events including bingo, raffle and others at different premises within the city limits of North Branch. This year they will be holding a bingo event at the North Branch American Legion located at 6439 Elm St on October 27, 2024. The clerk's office 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. 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.

Deadline:

ASAP

Staff Recommendation and Requested City Council Action:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by Memories Made Outdoors.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 08/23/2024

Board & Commission: City Council

Subject: Approve 2024 Transient Merchant License - North Branch Area Chamber of Commerce

Background Information:

North Branch Chambers has applied for a Group Transient Merchant license for the event in the Central Park to be held on September 28, 2024, where several food vendors will be invited to sell products and food. The organization has submitted the application for a Group Transient Merchant license along with appropriate fees and accompanying documents. All the documents are in order and the background check has been completed successfully.

Requested City Council Action:

Approve the 2024 Transient Merchant License for North Branch Chambers.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By:
Carla Golden, Liquor Operations Director
Presenter: Carla Golden, Liquor Operations Director
Date: 08/21/2024

Board & Commission: City Council

Subject: Approve Change in hours at North Branch Liquors East Store

In looking for additional ways to cut expenses, I would like to adjust closing time at Store 1 on Friday and Saturday. Operating hours on those days are 9:00 A.M. to 10:00 P.M. I am proposing changing operating hours to 9:00 A.M. to 9:00 P.M. While the seasons change, evening hours tend to slow down at both stores, especially after the holidays. Operating hours at Store 2, Sunday 11:00 A.M. to 6:00 P.M. Monday -Saturday 8:00 A.M. to 9:00 P.M. Per our lease agreement: Tenant agrees to keep its store open for business consistent with the following hours (which may be altered in Tenant's reasonable business judgment, and are further subject to holidays and applicable laws, codes and ordinances). I will continue to monitor business at both stores, and if it seems justifiable, I would like to adjust closing times in the winter as well. By adjusting hours, we can save additional expenses in payroll.

If the Council is in consensus, I would like to move forward with the new closing time of 9:00 P.M. on September 13th. Also, if the Council is in consensus while monitoring sales in the slower seasons, to allow staff to adjust operating hours as needed.

Voting Requirements:

Voting Options Simple Majority

City of North Branch
Staff Report

Prepared By:
Carla Golden, Liquor Operations Director
Ragini Varma, City Clerk / IT Director
Presenter: Carla Golden, Liquor Operations Director, Ragini Varma, City Clerk / IT Director
Date: 08/23/2024

Board & Commission: **City Council**

Subject: Approve both Municipal Liquor Stores to Sell Hemp-Derived THC and CBD Products

Today, the purpose of municipal liquor stores is to "control the distribution of alcohol - while simultaneously generating income for the community." To extend the revenue generation further, Minnesota legalized the sales of cannabis if it meets all the requirements laid out on the percentage of the THC levels.

Along with the alcohol sales, several municipalities are now selling hemp-derived products after going through the registration process with the Office of Cannabis and have a processor that can process payments, which has helped municipalities to generate increased revenue. North Branch Municipal upgraded their POS System to a new POS System called Square which has provided several features along with accepting different payment options. The Minnesota Office of Cannabis Management requires that all businesses selling any hemp derived products to be registered with them before selling such products.

The Council during their regular meeting held on August 15, 2024, was in consensus and directed staff to move ahead and get things setup to start selling hemp-derived THC and CBD products. The Municipal Liquor has registered with the Office of Cannabis to start selling hemp-derived THC and CBD products along with enrolling into the Square CBD Program. The Square CBD Program has approved both the Municpal Liquor Stores for nine products.

There is no resolution or license required by the Office of Cannabis at this time other than filling out their online registration form. The MN State Revenue has also updated the sales taxes for both the Municipal Liquor stores for such sales, and it has been completed.

The staff is recommending the Council to approve the sale of Hemp-Derived THC and CBD products that falls within the guidelines of the Office of Cannabis and Square CBD program.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By:
Dan Meyer, Police Chief
Presenter: Dan Meyer, Police Chief
Date: 08/21/2024

Board & Commission: **City Council**

Subject: Discussion on RV Parking on Public Streets

I have been made aware that some city council members have fielded questions and concerns from residents regarding recreational vehicle (RV) parking on city streets. With regard to on-street parking, the city currently has a winter parking ordinance forbidding overnight parking on city streets between November 1 and April 1 (Sec 62-56) and an ordinance that forbids the parking of an “abandoned motor vehicle” on city streets. An “abandoned vehicle” is defined as a vehicle that has been left unattended for more than 48 hours (City Code 30-158). This ordinance is difficult to enforce as the vehicle could be moved a few inches every 48 hours to not be considered an “abandoned vehicle.”

I researched parking ordinance from several jurisdictions and also reached out to the League of MN Cities. Many cities have parking ordinances similar to ours in which vehicles are only allowed to park on residential streets for a limited period of time (usually 24-48 hours). Some cities, like the ones below, have more restrictive ordinances:

> **The City of Blaine** has a similar ordinance, but they added a requirement that the vehicle has to be moved at least three-tenths of a mile to not be considered stationary.
>
> **The City of Wilmar** also has a similar ordinance, but they have a further restriction that does not allow detached trailers (including boats, campers, or utility trailers) and trucks (one-ton or larger), to be left parked on a public road for more than 2 hours.
>
> **The City of Fridley** has an ordinance that only allows motorhomes, travel trailers and other commercial vehicles to park on a public street for a specific amount of time and only for loading and unloading purposes.

The City of Forest Lake has an ordinance that does not allow for recreational vehicles to be parked on any public street at any time.

The City of Arden Hills and the City of Wyoming have ordinances that do not allow for on-street parking on any city street between 2:00 am - 6:00 am year-round.

As you can see, cities have a wide variety of different parking ordinances specific to their communities. We are looking at having some discussion with the city council regarding this topic.

Voting Requirements:

N/A

City of North Branch
Staff Report

Prepared By:
Kevin Schieber, Mayor
Presenter: Kevin Schieber, Mayor
Date: 07/26/2024

Board & Commission: City Council

Subject: Exploratory steps to consider creation of both an Arts and History Council

Background:

North Branch has an extensive, storied history, involving things such as potato farming, trains, and historical large Oak trees. We have seen a few transformations on our beloved Main Street, with some historical buildings still here, while others have been torn down and replaced. Many people in our community have pictures of past eras, while some of our esteemed senior residents still have the knowledge of yesteryear and wonderful stories to tell about our past. This area has also fostered an environment for the arts, with some prominent painters and paintings, as well as renowned pottery artists. Much of our arts revolves around the many ways our residents enjoy the great outdoors and countryside readily available to us.

As was already mentioned we have some prominent senior members of our community, with extensive knowledge and history to share. We live in a wonderful community and several residents have expressed to me that they would like to see this knowledge and history passed along and shared with others, to preserve the historic memories and talents of the North Branch community. I am aware of a few residents expressing a strong desire to be an active part of these potential councils, so let's not lose any more time with the more esteemed knowledge-holders of our community, and before it is too late to gather that information directly.

Action:

I propose that the city of North Branch help start, and support community led arts and history councils. This would start out as an exploratory initiative, inviting members of our community to join these councils, to lead these councils with ideas and proposed actions, along with support from the city.

Voting Requirements:

Voting Options **Simple Majority**