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, Public 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 6pm 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.

APPROVED: Kevin Schieber ATTEST: Ragini Varma

CITY OF NORTH BRANCH CORPORATE SEAL CHISAGO COUNTY