



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/Parks 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-day notice that he wanted to be remote and hence would not be eligible to participate in voting. He would be considered absent for voting purposes and a non-participant in the meeting.

A motion was made by Schieber and seconded by Canada to accept the agenda as is. Motion 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.

APPROVED: Heidi Schieber ATTEST: Ragini Varma

