



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, JANUARY 9, 2024
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

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 Resolution for Grand Ave. Storm Water Retention Basin Project Pay Request #1 ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- | | |
|--|--------|
| a. Appointment of Interim City Administrator | ACTION |
| b. Approve a Resolution Authorizing Official Signatories & Declaring Official Depositories | ACTION |
| c. Approve a Resolution Approving the Annual Appointments & Designations | ACTION |
| d. Approve Appointments to Citizen Advisory Commissions | ACTION |
| e. Approve a Resolution Authorizing 2023 Budget Carryovers | ACTION |
| f. General Fund Contingency Budget Allocation | INFO |
| g. 2024 Elections | INFO |
| h. Monthly Legal Report | INFO |

10. MAYOR/CITY COUNCIL

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.

Upcoming Meeting Reminders**Regular Session - September 26, 2023 7:00 PM****Work Session -****Joint Meeting with Water & Light Commission -****Local Board of Appeal and Equalization -****Special Closed Session -****Special Session -****Special Worksession -****Truth-In-Taxation Meeting -**



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 01/02/2024

Board & Commission: City Council

Subject: Approve Agenda

Council will approve the agenda as is or with modification with a motion and second.

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5280 to 5314 - \$743,263.37

Checks

88537 to 88692 - \$506,410.43

Credit Card Transactions

NOV Transactions

Total paid to US Bank 12-7-2023

\$

Payroll

December 22, 2023 - \$201, 412.73

January 5, 2024 - \$120,678.75

Water & Light

4039 to 4040 (ACH) \$1534.00

17085 to 17113 \$126,274.19

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 01/08/2024 - 2:16PM



Check Number	Check Date	Amount
1033 - Associated Bank		
5295	11/29/2023	
Inv NSF FEE NOV 23		12.00
5295 Total:		12.00
5296	11/29/2023	
Inv Assoc Supplies		405.47
5296 Total:		405.47
1033 - Associated Bank Total:		417.47
1044 - Bank Charges, Miscellaneous		
5280	11/02/2023	
Inv BANK MT 11/2/23		41.16
5280 Total:		41.16
5281	11/01/2023	
Inv LS1 NCR CC Fees		3,680.03
Inv LS2 NCR CC Fees		1,589.42
5281 Total:		5,269.45
5282	11/21/2023	
Inv LS JPN 11/21/23		168.50
5282 Total:		168.50
5284	11/16/2023	
Inv TTECH 11/16/23		0.64
5284 Total:		0.64
1044 - Bank Charges, Miscellaneous Total:		5,479.75
1118 - Commissioner Of Revenue (W/H)		
5305	12/08/2023	
Inv 1208STATE		6,213.47
5305 Total:		6,213.47
5311	12/22/2023	

Check Number	Check Date	Amount
Inv 1222STATE		18,587.96
5311 Total:		18,587.96
1118 - Commissioner Of Revenue (W/H) Total:		24,801.43
1362 - Minnesota Dept of Revenue		
5294	11/20/2023	
Inv LS Tax Oct 2023		30,923.00
5294 Total:		30,923.00
1362 - Minnesota Dept of Revenue Total:		30,923.00
1372 - Minnesota State Retirement		
5298	11/28/2023	
Inv MSRS 11/24/23		750.00
5298 Total:		750.00
5306	12/08/2023	
Inv 1208MSRS		750.00
5306 Total:		750.00
5308	12/22/2023	
Inv 1222MSRS		750.00
5308 Total:		750.00
1372 - Minnesota State Retirement Total:		2,250.00
1380 - MN Child Support Pymt Center		
5313	12/08/2023	
Inv 1208 MN CS		185.00
5313 Total:		185.00
1380 - MN Child Support Pymt Center Total:		185.00
1424 - N.B. Fire Relief Association		
5314	12/11/2023	
Inv 1208FIRE		10,000.00
5314 Total:		10,000.00
1424 - N.B. Fire Relief Association Total:		10,000.00
1431 - Nationwide Retirement Solution		
5302	11/28/2023	
Inv NAT 11/28/23		5.00

Check Number	Check Date	Amount
5302 Total:		5.00
5307	12/08/2023	
Inv 1208NAT		5.00
5307 Total:		5.00
5309	12/22/2023	
Inv 1222NAT		5.00
5309 Total:		5.00
1431 - Nationwide Retirement Solution Total:		15.00
1468 - PERA (Payroll W/H)		
5301	11/28/2023	
Inv PERA 11/24/23		32,354.92
5301 Total:		32,354.92
5303	12/08/2023	
Inv 1208PERA		35,532.20
5303 Total:		35,532.20
5312	12/22/2023	
Inv 1222		32,743.27
5312 Total:		32,743.27
1468 - PERA (Payroll W/H) Total:		100,630.39
1585 - United States Treasury		
5300	11/27/2023	
Inv FED W/H 11/24		16,044.62
Inv SS/MED 11/24/23		17,954.70
5300 Total:		33,999.32
5304	12/08/2023	
Inv 1208FED		21,055.56
Inv 1208MED		6,110.64
Inv 1208SS		18,062.93
5304 Total:		45,229.13
5310	12/22/2023	
Inv 1222FED		52,219.25
Inv 1222MED		9,863.71
Inv 1222SS		12,597.98
5310 Total:		74,680.94

Check Number	Check Date	Amount
1585 - United States Treasury Total:		153,909.39
1592 - US Postal Service		
5292	11/29/2023	
Inv USPS 11/29/2023		902.85
5292 Total:		902.85
1592 - US Postal Service Total:		902.85
1804 - LGI Homes, Inc.		
5293	11/16/2023	
Inv LGI Escrow Ref		398,412.00
5293 Total:		398,412.00
1804 - LGI Homes, Inc. Total:		398,412.00
1824 - Stearns Bank		
5285	11/20/2023	
Inv Coin Oct/Nov 23		51.00
5285 Total:		51.00
1824 - Stearns Bank Total:		51.00
1941 - WEX, Inc.		
5287	11/30/2023	
Inv FSA November 23		337.00
5287 Total:		337.00
5288	11/14/2023	
Inv EE HSA 11/14/23		4,929.97
5288 Total:		4,929.97
5289	11/14/2023	
Inv ER HSA 11/14/23		113.68
5289 Total:		113.68
5290	11/28/2023	
Inv EE HSA 11/28/23		4,292.97
5290 Total:		4,292.97
5291	11/24/2023	
Inv WEX NOV 2023		115.00
5291 Total:		115.00

Check Number	Check Date	Amount
5297	11/28/2023	
Inv EE HSA 11/28/23		637.00
5297 Total:		637.00
1941 - WEX, Inc. Total:		10,425.62
1948 - State of Minnesota		
5299	11/27/2023	
Inv STATE 11/27/23		4,860.47
5299 Total:		4,860.47
1948 - State of Minnesota Total:		4,860.47
Total:		743,263.37

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 01/08/2024 - 2:11PM



Check Number	Check Date	Amount
1005 - Ace Solid Waste		
88653	01/08/2024	
Inv 10046160T067CIT		190.35
Inv 10046160T067FH		65.02
Inv 10046160T067LIB		102.31
Inv 10046160T067LIQ		140.44
Inv 10046160T067PW		308.52
Inv 10046160T06WAT		97.57
Inv 10046160T06WW		231.66
Inv 10046162T067		126.26
88653 Total:		1,262.13
1005 - Ace Solid Waste Total:		1,262.13
1010 - Alex Air Apparatus 2 LLC		
88537	12/15/2023	
Inv 48993		938.27
88537 Total:		938.27
88596	12/28/2023	
Inv 48174		46.50
Inv 49059		742.65
88596 Total:		789.15
1010 - Alex Air Apparatus 2 LLC Total:		1,727.42
1021 - American Test Center		
88539	12/15/2023	
Inv 2232259		250.00
88539 Total:		250.00
1021 - American Test Center Total:		250.00
1029 - Artisan Beer Company		
88540	12/15/2023	
Inv 3646092		40.00
88540 Total:		40.00

Check Number	Check Date	Amount
88599	12/28/2023	
Inv 3647482		43.00
Inv 3647483		58.50
Inv 3647484		226.20
Inv 3649065		87.75
Inv 3649066		40.00
88599 Total:		455.45
88655	01/08/2024	
Inv 3649067		120.00
Inv 3649068		55.40
Inv 3650812		80.00
Inv 3650813		80.00
Inv 3650814		55.40
88655 Total:		390.80
1029 - Artisan Beer Company Total:		886.25
1031 - Aspen Mills		
88600	12/28/2023	
Inv 324949		635.98
88600 Total:		635.98
1031 - Aspen Mills Total:		635.98
1036 - AT & T Mobility		
88656	01/08/2024	
Inv 287294264933X01		2,097.12
88656 Total:		2,097.12
1036 - AT & T Mobility Total:		2,097.12
1040 - Axon Enterprise, Inc.		
88601	12/28/2023	
Inv 212095		478.27
88601 Total:		478.27
1040 - Axon Enterprise, Inc. Total:		478.27
1042 - Baker Tilly Municipal Advisors, LLC		
88541	12/15/2023	
Inv BTMA23287		3,100.00
88541 Total:		3,100.00
88657	01/08/2024	
Inv BTMA23427		3,100.00

Check Number	Check Date	Amount
Inv BTMA23675		600.00
88657 Total:		3,700.00
1042 - Baker Tilly Municipal Advisors, LLC Total:		6,800.00
1049 - Bellboy Corporation		
88603	12/28/2023	
Inv 107748500		265.02
Inv 107782300		265.02
Inv 107783200		120.65
Inv 201922900		854.70
Inv 201923700		934.30
Inv 202009000		1,722.25
Inv 202014800		153.65
88603 Total:		4,315.59
88659	01/08/2024	
Inv 107782100		74.29
88659 Total:		74.29
1049 - Bellboy Corporation Total:		4,389.88
1052 - Bernicks		
88542	12/15/2023	
Inv 10158889		4,472.60
Inv 10158890		-5.94
Inv 10158894		1,389.85
88542 Total:		5,856.51
88605	12/28/2023	
Inv 10161332		4,887.25
Inv 10161339		1,300.45
88605 Total:		6,187.70
88660	01/08/2024	
Inv 10163894		5,220.35
Inv 10163895		83.92
Inv 10163896		-51.10
Inv 10163902		1,429.35
Inv 10163903		-27.18
Inv 10165974		3,133.00
Inv 10165984		-130.00
Inv 6453019		1,253.65
88660 Total:		10,911.99
1052 - Bernicks Total:		22,956.20

Check Number	Check Date	Amount
1066 - Breakthru Beverage MN		
88543	12/15/2023	
Inv 113395603		1,009.13
Inv 113395604		356.95
88543 Total:		1,366.08
88606	12/28/2023	
Inv 113502119		29.35
Inv 113504800		210.10
Inv 113504801		137.65
Inv 113504941		140.47
Inv 113504942		500.95
Inv 113504943		3,248.06
Inv 113618083		489.25
Inv 113618084		76.95
Inv 113618085		4,811.19
Inv 113618086		13.28
Inv 411743760		-42.74
Inv 411759337		-25.65
88606 Total:		9,588.86
88662	01/08/2024	
Inv 113617703		1,562.23
Inv 113617704		25.65
Inv 113638050		257.13
Inv 113712529		517.90
Inv 113712530		112.61
Inv 113712531		395.55
Inv 113712882		608.53
Inv 113712883		1,395.90
Inv 113712884		182.40
Inv 411784035		-25.65
Inv 411784036		113.65
Inv 411784037		-249.65
88662 Total:		4,896.25
1066 - Breakthru Beverage MN Total:		15,851.19
1082 - Capitol Beverage Sales LP		
88544	12/15/2023	
Inv 2922842		1,180.35
88544 Total:		1,180.35
1082 - Capitol Beverage Sales LP Total:		1,180.35
1092 - Central Pension Fund		
88608	12/28/2023	
Inv FOR DEC 2023		4,615.44
88608 Total:		4,615.44

Check Number	Check Date	Amount
1092 - Central Pension Fund Total:		4,615.44
1114 - Coffee Mill Inc		
88545	12/15/2023	
Inv 260941		66.00
88545 Total:		66.00
1114 - Coffee Mill Inc Total:		66.00
1122 - Crystal Springs Ice		
88665	01/08/2024	
Inv 2009713		116.72
Inv 2009716		321.90
88665 Total:		438.62
1122 - Crystal Springs Ice Total:		438.62
1129 - Dahlheimer Distributing		
88546	12/15/2023	
Inv 2065251		3,180.60
Inv 2065364		9,890.90
Inv 2066077		31.90
88546 Total:		13,103.40
88610	12/28/2023	
Inv 2070115		9,528.75
Inv 2070721		282.70
Inv 2070743		4,067.35
88610 Total:		13,878.80
88666	01/08/2024	
Inv 2075589		216.95
Inv 2075590		14,465.45
Inv 2075683		61.25
Inv 2075684		3,196.40
Inv 2079636		4,207.32
Inv 2079993		61.15
Inv 2079994		169.55
Inv 2079995		8,280.45
88666 Total:		30,658.52
1129 - Dahlheimer Distributing Total:		57,640.72
1132 - Defiant Distributors, LLC		
88611	12/28/2023	
Inv 2633		341.93

Check Number	Check Date	Amount
88611 Total:		341.93
1132 - Defiant Distributors, LLC Total:		341.93
1133 - Dell Marketing, L.P.		
88547	12/15/2023	
Inv 10718262478		84.98
88547 Total:		84.98
1133 - Dell Marketing, L.P. Total:		84.98
1144 - Dresser Trap Rock, Inc.		
88548	12/15/2023	
Inv 140295		1,873.88
88548 Total:		1,873.88
1144 - Dresser Trap Rock, Inc. Total:		1,873.88
1152 - Ehlers		
88549	12/15/2023	
Inv 85203		475.00
88549 Total:		475.00
1152 - Ehlers Total:		475.00
1175 - F.I.R.E.		
88550	12/15/2023	
Inv 6576		1,800.00
88550 Total:		1,800.00
88613	12/28/2023	
Inv 6493		1,800.00
88613 Total:		1,800.00
1175 - F.I.R.E. Total:		3,600.00
1194 - Force America Dist., LLC		
88667	01/08/2024	
Inv 1779317		6,645.00
88667 Total:		6,645.00
1194 - Force America Dist., LLC Total:		6,645.00

Check Number	Check Date	Amount
1202 - Galls		
88551	12/15/2023	
Inv 26418787		294.68
88551 Total:		294.68
1202 - Galls Total:		294.68
1206 - Genesis Technology Communications, LLC		
88552	12/15/2023	
Inv 137118		179.95
88552 Total:		179.95
1206 - Genesis Technology Communications, LLC Total:		179.95
1214 - Goodwin, Douglas		
88553	12/15/2023	
Inv 12112023		109.95
88553 Total:		109.95
1214 - Goodwin, Douglas Total:		109.95
1216 - Gopher State One-Call, Inc.		
88555	12/15/2023	
Inv 3110640		140.40
88555 Total:		140.40
1216 - Gopher State One-Call, Inc. Total:		140.40
1221 - Granicus, LLC		
88557	12/15/2023	
Inv 175857		434.24
88557 Total:		434.24
1221 - Granicus, LLC Total:		434.24
1222 - Granite Electronics		
88558	12/15/2023	
Inv 2234516		37.62
Inv 2236093		9.06
88558 Total:		46.68
88668		
	01/08/2024	
Inv 2236118		35.00
Inv 2236142		5,138.85
Inv 2236281		22.00

Check Number	Check Date	Amount
88668 Total:		5,195.85
1222 - Granite Electronics Total:		5,242.53
1225 - Graybar		
88559	12/15/2023	
Inv 9334922580		1,893.32
Inv 9334931275		116.55
Inv 9334960403		3,660.50
88559 Total:		5,670.37
1225 - Graybar Total:		5,670.37
1231 - Gustafson Excavating		
88614	12/28/2023	
Inv BP8935		1,500.00
88614 Total:		1,500.00
1231 - Gustafson Excavating Total:		1,500.00
1237 - Hasser Garage Doors		
88615	12/28/2023	
Inv 26150		145.00
88615 Total:		145.00
1237 - Hasser Garage Doors Total:		145.00
1246 - Hohensteins, Inc.		
88560	12/15/2023	
Inv 650641		-55.00
Inv 671001		319.50
Inv 671003		189.00
88560 Total:		453.50
88617	12/28/2023	
Inv 671045		-70.00
Inv 675192		132.00
88617 Total:		62.00
88669	01/08/2024	
Inv 675193		366.00
88669 Total:		366.00
1246 - Hohensteins, Inc. Total:		881.50

Check Number	Check Date	Amount
1263 - Intoximeters, Inc.		
88561	12/15/2023	
Inv 749048		1,190.00
88561 Total:		1,190.00
1263 - Intoximeters, Inc. Total:		1,190.00
1265 - Isanti-Chisago County Star		
88562	12/15/2023	
Inv 1787325		50.00
Inv 1790989		70.00
88562 Total:		120.00
1265 - Isanti-Chisago County Star Total:		120.00
1269 - IUOE Local 49 Fringe Benefit		
88650	01/05/2024	
Inv For Feb 2024		17,040.00
88650 Total:		17,040.00
1269 - IUOE Local 49 Fringe Benefit Total:		17,040.00
1272 - J.P. Cooke Co.		
88563	12/15/2023	
Inv 811794		68.30
88563 Total:		68.30
1272 - J.P. Cooke Co. Total:		68.30
1279 - Johnson Brothers Liquor Co.		
88564	12/15/2023	
Inv 2439316		3,746.81
Inv 2439317		2,708.21
Inv 2439318		291.10
Inv 2439319		187.46
Inv 2439320		3,860.56
Inv 2439321		94.32
Inv 2439322		1,557.80
Inv 2439323		1,582.31
Inv 2439324		49.82
Inv 2439325		890.67
Inv 2439326		194.92
88564 Total:		15,163.98
88618	12/28/2023	
Inv 2444552		372.60

Check Number	Check Date	Amount
Inv 2444553		199.47
Inv 2444554		720.66
Inv 2444555		843.85
Inv 2444556		326.92
Inv 2444557		237.64
Inv 2444558		190.82
Inv 2444559		1,254.12
Inv 2444561		250.46
Inv 2444562		2,398.86
Inv 2444563		49.82
Inv 2444564		127.82
Inv 2444565		972.41
Inv 2449655		1,073.24
Inv 2449656		1,284.11
Inv 2449658		741.84
Inv 2449659		1,839.14
Inv 2449662		525.94
Inv 278007		-18.00
Inv 278008		-1,967.07
88618 Total:		11,424.65
88670	01/08/2024	
Inv 2449657		1,314.82
Inv 2449660		1,025.44
Inv 2449661		1,027.50
Inv 2449663		1,110.74
Inv 2451314		80.30
Inv 2451321		65.90
Inv 2454719		63.82
Inv 2454720		1,452.50
Inv 2454721		388.42
Inv 2454722		363.62
Inv 2454723		1,091.74
Inv 2454724		1,931.53
Inv 2454725		1,594.85
Inv 2454726		599.86
Inv 2454727		33.82
88670 Total:		12,144.86
1279 - Johnson Brothers Liquor Co. Total:		38,733.49
1302 - Law Enforcement Labor Services		
88651	01/05/2024	
Inv January 2024		916.50
88651 Total:		916.50
1302 - Law Enforcement Labor Services Total:		916.50
1304 - League Of Minnesota Cities		
88674	01/08/2024	
Inv 397855		1,170.00

Check Number	Check Date	Amount
88674 Total:		1,170.00
1304 - League Of Minnesota Cities Total:		1,170.00
1308 - LegalShield		
88652	01/05/2024	
Inv 01.05.2024		15.95
88652 Total:		15.95
1308 - LegalShield Total:		15.95
1348 - Metro Sales Inc.		
88569	12/15/2023	
Inv 2416482		259.00
88569 Total:		259.00
1348 - Metro Sales Inc. Total:		259.00
1353 - Midcontinent		
88570	12/15/2023	
Inv 16640100113718		864.39
88570 Total:		864.39
1353 - Midcontinent Total:		864.39
1365 - Minnesota Energy Resources		
88622	12/28/2023	
Inv 4848331915FIRE		584.40
Inv 4849748925SHOP		102.34
Inv 4852105962CITYH		496.45
88622 Total:		1,183.19
88677	01/08/2024	
Inv 4850749706SHOP		470.77
Inv 4851945770SHOP		261.03
Inv 4856762163WW		1,360.16
Inv 4860946102-8/95		26.88
88677 Total:		2,118.84
1365 - Minnesota Energy Resources Total:		3,302.03
1377 - BCA Training, Minnesota Bureau of Criminal Apprehension		
88602	12/28/2023	
Inv 32670		75.00
Inv 32728		500.00

Check Number	Check Date	Amount
88602 Total:		575.00
88658	01/08/2024	
Inv 23550-12292023		250.00
88658 Total:		250.00
1377 - BCA Training, Minnesota Bureau of Criminal Apprehension Total:		825.00
1386 - MN Dept Of Labor /Industry Bld		
88678	01/08/2024	
Inv Q4 SURCHARGE		3,140.16
88678 Total:		3,140.16
1386 - MN Dept Of Labor /Industry Bld Total:		3,140.16
1396 - MN Peip - C/O MMB Fiscal Srvs		
88571	12/15/2023	
Inv 1342266		39,886.41
88571 Total:		39,886.41
1396 - MN Peip - C/O MMB Fiscal Srvs Total:		39,886.41
1402 - MN State Fire Dept Assn.		
88624	12/28/2023	
Inv 2024 REG 7 DUES		200.00
88624 Total:		200.00
1402 - MN State Fire Dept Assn. Total:		200.00
1404 - MN Teamsters #320		
88625	12/28/2023	
Inv FOR JAN 2024		1,717.00
88625 Total:		1,717.00
1404 - MN Teamsters #320 Total:		1,717.00
1411 - Moose Lake Brewing Co. LLC		
88626	12/28/2023	
Inv SB51-006		150.00
88626 Total:		150.00
88679	01/08/2024	
Inv SB51-00		168.00

Check Number	Check Date	Amount
88679 Total:		168.00
1411 - Moose Lake Brewing Co. LLC Total:		318.00
1427 - N.B. Water & Light Commission		
88627	12/28/2023	
Inv BP11460		1,700.00
Inv BP11620		1,700.00
88627 Total:		3,400.00
1427 - N.B. Water & Light Commission Total:		3,400.00
1429 - Napa Auto Parts		
88628	12/28/2023	
Inv 64689		8.95
88628 Total:		8.95
1429 - Napa Auto Parts Total:		8.95
1432 - NCPERS Group Life Ins.		
88629	12/28/2023	
Inv FOR JAN 2023		64.00
88629 Total:		64.00
1432 - NCPERS Group Life Ins. Total:		64.00
1440 - North Central Bus & Equip Inc.		
88680	01/08/2024	
Inv 306295X1		65.00
Inv 306482		853.00
88680 Total:		918.00
1440 - North Central Bus & Equip Inc. Total:		918.00
1451 - Old Dominion Brush		
88573	12/15/2023	
Inv 8804151		2,953.73
Inv 8809901		4,903.24
Inv 8816406		-153.87
88573 Total:		7,703.10
1451 - Old Dominion Brush Total:		7,703.10
1460 - Pace Analytical Services, Inc.		

Check Number	Check Date	Amount
88574	12/15/2023	
Inv 23100436418		276.10
Inv 23100436419		293.60
Inv 23100437175		276.10
88574 Total:		845.80
88681	01/08/2024	
Inv 23100437607		276.10
88681 Total:		276.10
1460 - Pace Analytical Services, Inc. Total:		1,121.90
1465 - Paustis Wine Company		
88575	12/15/2023	
Inv 221297		703.50
88575 Total:		703.50
88682	01/08/2024	
Inv 223265		412.00
Inv 223266		304.00
Inv 223997		-88.00
88682 Total:		628.00
1465 - Paustis Wine Company Total:		1,331.50
1470 - Peterson, Dennis R.		
88576	12/15/2023	
Inv 887357		350.00
88576 Total:		350.00
1470 - Peterson, Dennis R. Total:		350.00
1474 - Phillips Wine & Spirits, Inc.		
88577	12/15/2023	
Inv 6701381		2,561.99
Inv 6701382		640.74
Inv 6701383		1,149.69
Inv 6701384		441.13
88577 Total:		4,793.55
88632	12/28/2023	
Inv 514667		-29.24
Inv 6707018		868.84
Inv 6707019		561.54
Inv 6707020		466.72
Inv 6707021		229.10
Inv 6707022		81.82

Check Number	Check Date	Amount
Inv 6709136		127.82
Inv 6710995		1,266.01
Inv 6710996		513.81
Inv 6710997		81.82
88632 Total:		4,168.24
88683	01/08/2024	
Inv 6710998		416.46
Inv 6710999		321.10
Inv 6711000		65.69
Inv 6711232		85.82
Inv 6715691		901.48
Inv 6715692		799.64
88683 Total:		2,590.19
1474 - Phillips Wine & Spirits, Inc. Total:		11,551.98
1475 - Pitney Bowes Bank Inc Purchase Power		
88633	12/28/2023	
Inv 1219 postage		3.50
88633 Total:		3.50
1475 - Pitney Bowes Bank Inc Purchase Power Total:		3.50
1477 - Pitney Bowes Global Financial Srvs LLC		
88578	12/15/2023	
Inv 3106397412		164.55
88578 Total:		164.55
1477 - Pitney Bowes Global Financial Srvs LLC Total:		164.55
1478 - PLC Towing & Recovery		
88635	12/28/2023	
Inv 23-32782		200.00
Inv 23-32909		500.00
88635 Total:		700.00
1478 - PLC Towing & Recovery Total:		700.00
1534 - Southern Glazers Wine & Spirits of Minnesota		
88582	12/15/2023	
Inv 2419903		1,169.45
88582 Total:		1,169.45
88638	12/28/2023	
Inv 2422503		1,465.98

Check Number	Check Date	Amount
Inv 2422963		527.32
Inv 2422964		736.32
88638 Total:		2,729.62
88684	01/08/2024	
Inv 2425424		3,793.35
Inv 2425973		2,053.93
Inv 2425974		697.36
Inv 2426238		828.08
Inv 2426658		883.37
Inv 2428092		162.94
Inv 2428703		394.85
88684 Total:		8,813.88
1534 - Southern Glazers Wine & Spirits of Minnesota Total:		12,712.95
1542 - Staples		
88685	01/08/2024	
Inv 8072641118		243.42
88685 Total:		243.42
1542 - Staples Total:		243.42
1550 - Streichers		
88584	12/15/2023	
Inv 1669412		84.99
Inv 669749		508.93
88584 Total:		593.92
88639	12/28/2023	
Inv 1668650		553.00
Inv CM297615		-127.99
88639 Total:		425.01
88686	01/08/2024	
Inv 1671563		525.49
Inv 1672799		1,960.02
Inv 1692834		96.98
Inv cm297909		-54.99
Inv CN297908		-330.94
88686 Total:		2,196.56
1550 - Streichers Total:		3,215.49
1552 - Sun Life Assurance Company		
88585	12/15/2023	
Inv FOR JAN 2024		2,528.38

Check Number	Check Date	Amount
88585 Total:		2,528.38
1552 - Sun Life Assurance Company Total:		2,528.38
1557 - T.A. Schifsky & Sons, Inc.		
88586	12/15/2023	
Inv 69916		542.08
Inv 69938		231.00
88586 Total:		773.08
1557 - T.A. Schifsky & Sons, Inc. Total:		773.08
1569 - The Wine Company		
88687	01/08/2024	
Inv 255437		993.00
88687 Total:		993.00
1569 - The Wine Company Total:		993.00
1578 - Treasury Division, MN Mgmt		
88688	01/08/2024	
Inv admin fines		20.00
88688 Total:		20.00
1578 - Treasury Division, MN Mgmt Total:		20.00
1579 - Tri-County Law Enforcement Assn.		
88587	12/15/2023	
Inv 2024 inv		90.00
88587 Total:		90.00
1579 - Tri-County Law Enforcement Assn. Total:		90.00
1584 - U.S. Bank Equipment Finance		
88589	12/15/2023	
Inv 517629895		185.00
88589 Total:		185.00
1584 - U.S. Bank Equipment Finance Total:		185.00
1598 - Viking Coca-Cola Bottling Co.		
88590	12/15/2023	
Inv 3325733		58.65

Check Number	Check Date	Amount
88590 Total:		58.65
88640	12/28/2023	
Inv 3339637		166.45
88640 Total:		166.45
1598 - Viking Coca-Cola Bottling Co. Total:		225.10
1599 - Viking Electric Supply		
88591	12/15/2023	
Inv S007552980.001		76.68
88591 Total:		76.68
1599 - Viking Electric Supply Total:		76.68
1601 - Vinocopia, Inc.		
88642	12/28/2023	
Inv 328850		334.25
88642 Total:		334.25
88689	01/08/2024	
Inv 312869		322.50
88689 Total:		322.50
1601 - Vinocopia, Inc. Total:		656.75
1611 - Watson Company		
88643	12/28/2023	
Inv 1389655		1,107.03
88643 Total:		1,107.03
88690	01/08/2024	
Inv 139207		1,427.34
88690 Total:		1,427.34
1611 - Watson Company Total:		2,534.37
1621 - Windstream		
88592	12/15/2023	
Inv 11272023		44.96
Inv 11734875-nov		272.28
88592 Total:		317.24

Check Number	Check Date	Amount
1621 - Windstream Total:		317.24
1622 - Wine Merchants		
88593	12/15/2023	
Inv 7453611		137.82
88593 Total:		137.82
88646	12/28/2023	
Inv 7454594		145.82
Inv 7455627		84.55
88646 Total:		230.37
88691	01/08/2024	
Inv 7455626		243.57
88691 Total:		243.57
1622 - Wine Merchants Total:		611.76
1628 - WSB & Associates, Inc.		
88594	12/15/2023	
Inv R-015897-000-34		210.00
Inv R-017678-000-23		553.00
Inv R-018732-000-14		632.00
Inv R-019036-000-7		506.00
Inv R-019699-000-13		507.00
Inv R-019771-000-15		260.75
Inv R-020015-000-12		140.00
Inv R-021065-000-10		3,179.25
Inv R-021289-000-11		315.00
Inv R-021954-000-10		83.00
Inv R-022285-000-9		1,738.00
Inv R-02237-000-8		2,296.00
Inv R-023090-000-5		87.00
Inv R-023138-000-6		395.00
Inv R-023797-000-1		1,583.50
Inv R-023945-000-1		1,160.00
88594 Total:		13,645.50
1628 - WSB & Associates, Inc. Total:		13,645.50
1630 - XCEL Energy		
88648	12/28/2023	
Inv 856338721		85.13
Inv 856362766		717.35
88648 Total:		802.48
1630 - XCEL Energy Total:		802.48

Check Number	Check Date	Amount
1637 - Ziegler Cat		
88692	01/08/2024	
Inv 1263		4,465.90
88692 Total:		4,465.90
1637 - Ziegler Cat Total:		4,465.90
1639 - Zultys Inc		
88595	12/15/2023	
Inv 397010		1,302.15
88595 Total:		1,302.15
1639 - Zultys Inc Total:		1,302.15
1643 - McDonald Distributing		
88568	12/15/2023	
Inv 702854		-40.07
Inv 702858		169.20
Inv 722800		5,752.04
Inv 745815		-132.00
88568 Total:		5,749.17
88621	12/28/2023	
Inv 5760404		-69.30
Inv 722972		1,611.70
Inv 724115		322.90
Inv 724116		10,098.80
Inv 724166		-72.00
Inv 724195		27.90
Inv 724239		-108.00
Inv 724731		-246.00
88621 Total:		11,566.00
88676	01/08/2024	
Inv 5760407		-54.80
Inv 724060		2,745.01
Inv 724731		-337.95
Inv 725122		249.35
Inv 725124		981.14
Inv 725125		5,433.20
88676 Total:		9,015.95
1643 - McDonald Distributing Total:		26,331.12
1646 - Ameritas		
88649	01/05/2024	
Inv 01.05.2024PR		90.00

Check Number	Check Date	Amount
88649 Total:		90.00
1646 - Ameritas Total:		90.00
1655 - Bent Brewstillery		
88604	12/28/2023	
Inv 13381		204.20
88604 Total:		204.20
1655 - Bent Brewstillery Total:		204.20
1658 - Kramer Mechanical Plumbing & Heating, Inc.		
88671	01/08/2024	
Inv 29428		4,625.00
88671 Total:		4,625.00
1658 - Kramer Mechanical Plumbing & Heating, Inc. Total:		4,625.00
1662 - Amazon Capital Services		
88538	12/15/2023	
Inv 1GL1-RRPV-GFW6		27.00
Inv 1JDJ-MW3P-1LWF		77.67
88538 Total:		104.67
88597	12/28/2023	
Inv 1T4X-1TVY-K7Q1		79.70
88597 Total:		79.70
1662 - Amazon Capital Services Total:		184.37
1663 - Kwik Trip		
88565	12/15/2023	
Inv FOR NOV		625.53
88565 Total:		625.53
88672	01/08/2024	
Inv FOR DEC 2023		700.53
88672 Total:		700.53
1663 - Kwik Trip Total:		1,326.06
1677 - Springbrook Holding Company, LLC		
88583	12/15/2023	
Inv 14829		29,169.25

Check Number	Check Date	Amount
88583 Total:		29,169.25
1677 - Springbrook Holding Company, LLC Total:		29,169.25
1685 - Lakes Brewing Company		
88673	01/08/2024	
Inv 1628		88.50
88673 Total:		88.50
1685 - Lakes Brewing Company Total:		88.50
1729 - Windstream Services		
88645	12/28/2023	
Inv BP 8186		1,500.00
88645 Total:		1,500.00
1729 - Windstream Services Total:		1,500.00
1738 - Maverick Wine LLC		
88620	12/28/2023	
Inv 1132150		350.88
Inv 1132181		363.00
88620 Total:		713.88
1738 - Maverick Wine LLC Total:		713.88
1741 - Goshey, Kyle		
88556	12/15/2023	
Inv 63822		185.50
88556 Total:		185.50
1741 - Goshey, Kyle Total:		185.50
1746 - N.B. Beautification Assn., Inc.		
88572	12/15/2023	
Inv Escrow Refund		1,023.75
88572 Total:		1,023.75
1746 - N.B. Beautification Assn., Inc. Total:		1,023.75
1761 - WEX BANK		
88644	12/28/2023	
Inv 299158		52.19

Check Number	Check Date	Amount
88644 Total:		52.19
1761 - WEX BANK Total:		52.19
1763 - Office of MNIT Services-Accounts Receivable		
88631	12/28/2023	
Inv 23110431		1,150.00
88631 Total:		1,150.00
1763 - Office of MNIT Services-Accounts Receivable Total:		1,150.00
1804 - LGI Homes, Inc.		
88675	01/08/2024	
Inv BP11533/11536		318.44
88675 Total:		318.44
1804 - LGI Homes, Inc. Total:		318.44
1808 - Elevate Builders		
88612	12/28/2023	
Inv WILDRIDGE3		3,000.00
88612 Total:		3,000.00
1808 - Elevate Builders Total:		3,000.00
1850 - CC & I Engineering Inc.		
88607	12/28/2023	
Inv BP 9284		1,500.00
88607 Total:		1,500.00
1850 - CC & I Engineering Inc. Total:		1,500.00
1851 - Lumen Technologies		
88619	12/28/2023	
Inv BP7691		1,500.00
88619 Total:		1,500.00
1851 - Lumen Technologies Total:		1,500.00
1856 - Heinen,, Patrick L		
88616	12/28/2023	
Inv CHIEFS CONF		443.09
88616 Total:		443.09

Check Number	Check Date	Amount
1856 - Heinen,, Patrick L Total:		443.09
1863 - Twin City Water Clinic, Inc.		
88588	12/15/2023	
Inv 20038		210.00
88588 Total:		210.00
1863 - Twin City Water Clinic, Inc. Total:		210.00
1899 - BlueCross/Blue Shield Minnesota		
88661	01/08/2024	
Inv 231229349270DEC		65.22
88661 Total:		65.22
1899 - BlueCross/Blue Shield Minnesota Total:		65.22
1917 - Cool Air Mechanical, Inc.		
88664	01/08/2024	
Inv 31641		2,476.04
88664 Total:		2,476.04
1917 - Cool Air Mechanical, Inc. Total:		2,476.04
1963 - Marsh USA, Inc		
88567	12/15/2023	
Inv 2513701		33,710.00
88567 Total:		33,710.00
1963 - Marsh USA, Inc Total:		33,710.00
1967 - Pitney Bowes Inc.		
88634	12/28/2023	
Inv 1024363052		91.29
88634 Total:		91.29
1967 - Pitney Bowes Inc. Total:		91.29
1982 - MIP V Onion Parent LLC		
88623	12/28/2023	
Inv 242384		165.00
88623 Total:		165.00

Check Number	Check Date	Amount
1982 - MIP V Onion Parent LLC Total:		165.00
1987 - POMP'S TIRE SERVICE INC		
88579	12/15/2023	
Inv 2390008133		632.32
88579 Total:		632.32
1987 - POMP'S TIRE SERVICE INC Total:		632.32
1994 - CARLO LACHMANSINGH SALES, INC		
88663	01/08/2024	
Inv 220829		480.00
88663 Total:		480.00
1994 - CARLO LACHMANSINGH SALES, INC Total:		480.00
1999 - CENTURY FENCE COMPANY		
88609	12/28/2023	
Inv WIFI FENCE		5,875.00
88609 Total:		5,875.00
1999 - CENTURY FENCE COMPANY Total:		5,875.00
2006 - Goose Creek Electric		
88554	12/15/2023	
Inv 97		1,230.00
88554 Total:		1,230.00
2006 - Goose Creek Electric Total:		1,230.00
2012 - Alltrees, LLC		
88654	01/08/2024	
Inv 2468		24,050.75
88654 Total:		24,050.75
2012 - Alltrees, LLC Total:		24,050.75
2035 - Riverview Law Office, PLLC		
88636	12/28/2023	
Inv 13-CV-21-859		737.97
88636 Total:		737.97
2035 - Riverview Law Office, PLLC Total:		737.97

Check Number	Check Date	Amount
2039 - Shermik Tree Farms LLC		
88581	12/15/2023	
Inv 4774		12,025.00
Inv 4780		4,000.00
88581 Total:		16,025.00
2039 - Shermik Tree Farms LLC Total:		16,025.00
2040 - Rustic Roots Winery, Inc.		
88580	12/15/2023	
Inv 339483		1,260.00
Inv 339484		1,192.80
88580 Total:		2,452.80
2040 - Rustic Roots Winery, Inc. Total:		2,452.80
2041 - Larson, Dalana		
88566	12/15/2023	
Inv 12345		207.00
88566 Total:		207.00
2041 - Larson, Dalana Total:		207.00
2043 - Argonaut Minnesota Ventures Inc		
88598	12/28/2023	
Inv BP9482		4,000.00
88598 Total:		4,000.00
2043 - Argonaut Minnesota Ventures Inc Total:		4,000.00
2046 - WRS Co. LLC		
88647	12/28/2023	
Inv 3918		498.75
88647 Total:		498.75
2046 - WRS Co. LLC Total:		498.75
2048 - Smith, Brianna		
88637	12/28/2023	
Inv 543		720.00
88637 Total:		720.00
2048 - Smith, Brianna Total:		720.00

Check Number	Check Date	Amount
2049 - Northern Natural Gas		
88630	12/28/2023	
Inv BP8970		6,500.00
88630 Total:		6,500.00
2049 - Northern Natural Gas Total:		6,500.00
2050 - Viking Gas Transmission Co.		
88641	12/28/2023	
Inv BP8402		1,500.00
88641 Total:		1,500.00
2050 - Viking Gas Transmission Co. Total:		1,500.00
Total:		506,410.43

Check Register - Summary

Municipal Water & Light Commission

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>	<u>Amount</u>
4039	12/15/2023		COMPLETE MERCHANT SOLUTIONS	1,534.00
4040	12/15/2023		MINNESOTA ENERGY RESOURCES	254.73

Report Setup

Report selection: Check Register - Summary

Banks: Single

Bank Acct#: Stearns Checking

Starting Check Number: 4039

Ending Check Number: 4060

Starting Date: 12/11/2020

Total Non-Void Checks

1,788.73

Check Register - Summary

Municipal Water & Light Commission

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>	<u>Amount</u>
17085	12/15/2023		ACE SOLID WASTE, INC.	49.68
17086	12/15/2023		ANGELA TVEIT	140.00
17087	12/15/2023		ERICKSON ELECTRIC COMPANY, INC.	18,963.00
17088	12/15/2023		FERGUSON WATERWORKS #2516	2,305.89
17089	12/15/2023		HAWKINS, INC.	2,210.51
17090	12/15/2023		KNIFE RIVER COORPORATION	620.43
17091	12/15/2023		MIKE ARMSTRONG CONTRACTING	2,450.00
17092	12/15/2023		PLOW TECHNOLOGIES	4.00
17093	12/15/2023		Sioux Valley Environmental, Inc	5,102.00
17094	12/28/2023	11275	LILY ANDERSON	50.05
17095	12/28/2023	11334	BBQUE ENTERPRISE	100.10
17096	12/28/2023	12106	BRADY COLARD	50.01
17097	12/28/2023		FERGUSON WATERWORKS #2516	28,000.00
17098	12/28/2023	11369	TIKI TIMS LLC DBA THE FORT	75.08
17099	12/28/2023	11370	TIKI TIMS LLC DBA THE FORT	75.08
17100	12/28/2023	9455	CHERYL GRANLUND	50.05
17101	12/28/2023	11648	SANDY DESPIEGELEARE C/O TAMMY HANSEN	50.05
17102	12/28/2023	11381	BARBARA J LINK	50.05
17103	12/28/2023	10188	BRIDGES MN	50.05
17104	12/28/2023	11049	DARLENE NELSON	10.61
17105	12/28/2023	11966	App required- Jazmyne Lacina-CALL OFFICE	50.03
17106	12/28/2023		PowerManager	7,174.98
17107	12/28/2023	10606	JUSTIN STAUFF	9.57
17108	12/28/2023	6967	TIM & DEB SULLIVAN	50.05
17109	12/28/2023	9526	JEFF & GABRIELLE TOMNITZ	50.05
17110	12/28/2023		WINDSTREAM	51.27
17111	12/28/2023		WSB & ASSOCIATES, INC.	58,381.50
17112	12/28/2023	11126	MOUA KONG XIONG	50.05
17113	12/28/2023	10052	CYRIL ZIEGLMEIER	50.05

Report Setup

Report selection: Check Register - Summary
 Banks: Single
 Bank Acct#: Stearns Checking
 Starting Check Number: 17085
 Ending Check Number: 17200
 Starting Date: 12/11/2020

Total Non-Void Checks

126,274.19



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 01/02/2024

Board & Commission: City Council

Subject: Approve Minutes

Approve Minutes from December 2023

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

Minnesota

CITY COUNCIL

SPECIAL SESSION MINUTES

TUESDAY, DECEMBER 12, 2023 – 6:00 PM

CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

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

SPECIAL SESSION

TUESDAY, DECEMBER 12, 2023

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Attendee Name	Title	Status	Arrived
Kevin Schieber	Mayor	Present	
Robert Canada	Councilmember/Acting Mayor	Present	
Travis Miles	Councilmember	Present	
Kelly Neider	Councilmember	Present	
Peter Schaps	Councilmember	Present	

Also present City Administrator Fry, City Clerk/IT Director Varma, Police Chief Meyer, Finance Director Wright, Building Official Meyer, Liquor Operations Director Golden, GIS Specialist/Parks Director, Community Development Director Ziemer along with members of public and press.

SPECIAL SESSION ITEMS:

a. Discussion of 2024 Budget and Tax Levy

Council discussed the 2024 Budget and Tax Levy as provided by Finance Director Wright. Council was in consensus to go with a dollar figure of \$5,900,000 as the 2024 Tax Levy.

ADJOURN:

Motion to adjourn by Mayor Schieber and seconded by Canada.

The meeting was adjourned at 7:05 PM.



NORTH BRANCH

Minnesota

CITY COUNCIL

REGULAR MEETING MINUTES

TUESDAY, DECEMBER 12, 2023 – 7:00 PM

CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

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

REGULAR MEETING

TUESDAY, DECEMBER 12, 2023

CALL TO ORDER:

The North Branch City Council met in Regular Session and Mayor Kevin Schieber called the meeting to order at 7:16 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Attendee Name	Title	Status	Arrived
Kevin Schieber	Mayor	Present	
Robert Canada	Councilmember/Acting Mayor	Present	
Travis Miles	Councilmember	Present	
Kelly Neider	Councilmember	Present	
Peter Schaps	Councilmember	Present	

Also present City Administrator Fry, Finance Director Wright, City Clerk/IT Director Varma, Community Development Director Ziemer, GIS Specialist/Parks Director Sondrol along with members of public and press.

AGENDA APPROVAL:

1. Approve Agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Travis Miles, Councilmember
AYES:	Schieber, Canada, Miles, Neider, Schaps

PRESENTATION & PROCLAMATION:

None

PUBLIC COMMENT:

Commissioner Ibinger made comments to the Council regarding the tax levy.

CONSENT AGENDA:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Peter Schaps, Councilmember
SECONDER:	Kelly Neider, Councilmember
AYES:	Schieber, Canada, Miles, Neider, Schaps

- a. Claims
- b. Water and Light Claims
- c. City Council - Regular Meeting - Sep 12, 2023 7:00 PM
- d. City Council - Regular Meeting - Sep 26, 2023 7:00 PM
- e. City Council - Special Closed Session - Oct 10, 2023 6:30 PM
- f. City Council - Truth InTaxation Meeting - Nov 27, 2023 6:30 PM
- g. City Council - Regular Meeting - Nov 28, 2023 7:00 PM
- h. Approve Water & Light Commission Minutes from November 15, 2023
- i. Approve Gambling LG220 Exempt Permit - NWTF Long Spurs Of Sunrise River
- j. Veterans Memorial - Signage
- k. Cert of Appreciation - Collin VanTassel Bluebird House Eagle Scout Project
- l. Approve the State of Minnesota Voting Operations, Technology & Election Resources (VOTER) Account County/Municipality Allocation Agreement
- m. Approval of Riverside Villas Certificates of Acceptance and Completion
- n. Approval of Lucht's Crossing 3Rd Addition Certificates of Acceptance and Completion
- o. Resolution Approving the Final Plat for Kwik Trip 930
- p. Item Pulled from Consent

MOVED FROM CONSENT AGENDA:

- 1. Appoint Patrick Meacham to the Planning Commission

Council was in consensus to discuss this application during a worksession in January 2024. Motion was made by Mayor Schieber and seconded by Neider. The first meeting of Planning Commission meeting is not until February 2024. Mayor Schieber, Councilmembers Schaps and Neider were Yay and Councilmembers Canada and Miles were Nay. Motion was passed 3/2.

RESULT:	CONSENSUS
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PUBLIC HEARINGS:

None

STAFF REPORTS:

a. Resolution Adopting the Final 2024 EDA Tax Levy for the City of North Branch

RESULT:	ADOPTED [4 TO 1]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Travis Miles, Councilmember
AYES:	Schieber, Canada, Miles, Neider
NAYS:	Schaps

b. Resolution Adopting the Final 2024 HRA Tax Levy for the City of North Branch

RESULT:	ADOPTED [4 TO 1]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Kevin Schieber, Mayor
AYES:	Schieber, Canada, Miles, Neider
NAYS:	Schaps

c. Consider a Recommendation Regarding the Needs Assessment of Rental Housing Study.

Council accepted the proposal from Bolton & Menk for the Needs Assessment Study for MultiFamily, Workforce and Senior Rental Housing at a cost not to exceed \$29,916.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Travis Miles, Councilmember
AYES:	Schieber, Canada, Miles, Neider, Schaps

d. Community Development Update

Community Development Director Ziemer updated the Council on Community Development as laid out in his agenda memo.

e. Resolution to Adopt 2024 Budget

Council approved the budget for 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Kelly Neider, Councilmember
AYES:	Schieber, Canada, Miles, Neider, Schaps

f. Resolution to Adopt 2024 Tax Levy

Council approved the \$5,900,000 for 2024 as the tax levy.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Kelly Neider, Councilmember
AYES:	Schieber, Canada, Miles, Neider, Schaps

g. PTOS Commission Meeting Update - November 6, 2023

GIS Specialist/Parks Director Sondrol updated the Council on PTOS as per his memo.

h. 2023 Special Elections Total Costs

The total cost for 2023 Special Election is provided to the Council as is.

i. Attorney's Legal Report

The monthly legal report is presented to the Council as is.

MAYOR/CITY COUNCIL:

a. EDA Update

Community Development Director Ziemer had covered it in the previous presentation during the meeting and did not have any additional comments.

b. Planning Update

Community Development Director Ziemer had covered it in the previous presentation during the meeting and did not have any additional comments.

c. Fire Update

Councilmember Canada updated the Council on Fire.

d. Discussion on Recruitment and Search process for upcoming vacant City Administrator position

Mayor Schieber updated the Council on the recruitment and search for the process of upcoming vacant City Administrator position and recommended Council to start thinking about the criteria and suggested a work session in January for discussion.

e. To Authorize City Council or Its Designees, Pursuant to Section 2-288(B) of the City of North Branch City Code, to Assist in Carrying Out Supervisory Functions

Mayor Schieber went over the authorization of City Council to gain supervisory personnel role over the department heads. Mayor Schieber and Councilmember Canada will be the main contact for any personnel related issues until March 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Canada, Councilmember/Acting Mayor
SECONDER:	Travis Miles, Councilmember
AYES:	Schieber, Canada, Miles, Neider, Schaps

ADJOURNMENT:

Mayor thanked City Administrator Fry on her efforts and commitment to the City and thanked the Council for thoughtful discussions throughout the year.

Motion to adjourn by Canada and seconded by Miles. Motion carried unanimously.

The meeting was adjourned at 8:27 PM.



Prepared By:
Shawn Williams, Public Works Director
Presenter: Shawn Williams, Public Works Director
Date: 01/05/2024

Board & Commission: City Council

Subject: Approve Resolution for Grand Ave. Storm Water Retention Basin Project Pay Request #1

The Grand Ave. storm water bio-retention project has been completed. DW Companies LLC, the contractor who completed the work has submitted pay request #1 the final for this project in the amount of \$162,755.00 The project engineer, Rebecca Nestingen and I have reviewed the pay request, verified quantities as accurate and recommended approval as presented.

Below is the project background and information provided at the April 11th, 2023 Council meeting when the project was approved.

When the original wastewater plant was constructed for the City of North Branch in the late 50's the treated effluent discharge pipe was an 18 RCP (reinforced concrete pipe) pipe to the Sunrise River. As time progressed, Grand Ave was created as the main road for the city's first industrial park. At that time, storm water was not addressed in the detail that it is today and two catch basins were added near the intersection of Birch St. and Grand Ave. to collect the storm water from this new road. These catch basins were connected to the existing 18-inch RCP effluent discharge pipe from the wastewater treatment plant. At this time, the thought must have been that the flow from the city's wastewater plant was low, and the storm pipe could be added without problems.

Fast-forward to today, our flow has increased to 500,000 gpd from the plant and when heavy rain events happen of 2 inches or more our effluent pipe is restricted as the storm water flow takes precedence in the pipe. Our CIP includes this project (see attached CIP) called the effluent/storm pipe separation project in 2023 at a cost of \$456k. We have been working with Soil and Water to find ways to treat this storm water for quite some time and now have a solution. Through our discussions with Soil and Water about this project, we have qualified for a grant to put in five storm water retention basins along Grand Ave. See the attached map, all but one are on city property. Basin #1 will be on the City right of

way and on the property of CHP, a business in the industrial park. We met with this landowner and they support the project. The grant total is \$180k, with a \$50k match from the city and the city would be the contractor for the project. This means we would solicit the quotes/bids, manage the project and pay the contractors and then get reimbursed by Chisago County Soil and Water.

The City's ARPA committee has approved the \$50k match for this project. If council approves, Administrator Fry will sign the contract with the Soil and Water for the grant funding. If approved, the project would start this spring/summer with a tentative completion date of October. If the project is not completed, it can be extended to next year per the funding agreement.

Staff Recommendation

City staff recommend approval of the resolution.

Recommended City Council Action

Motion to approve Resolution No. R-4-2024, for Grand Ave. Storm Water Retention Basin Project Pay Request #1

Voting Requirements:

Voting Options Simple Majority

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE 1 of 2

TO CONTRACTOR: City of North Branch
PO BOX 910
North Branch MN

FROM SUBCONTRACTOR: DW Companies LLC
PO BOX 129
Isanti MN 55040
City of North Branch

CONTRACT FOR:

PROJECT: APPLICATION NUMBER: 1
North Branch Grand Ave Bioreclamation Basin PERIOD TO: 10/31/2023
AGREEMENT NO.: 0
CONTRACTORS JOB NO. 0
CONTRACT DATE: 8/23/2023
ARCHITECTS JOB NO. 0

Distribution to:
☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐ CONSTRUCTION
MANAGER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 165,955.70

2. Net Change By Change Orders..... \$ -

3. CONTRACT SUM TO DATE (Line 1 +2)..... \$ 165,955.70

4. TOTAL COMPLETED & STORED TO DATE..... \$ 162,755.00
(Column G on G703)

RETAINAGE:

a. 0% of Completed Work \$ -
(Columns D & E on G703)

b. 5% % of Stored Material \$ -
(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE..... \$ 162,755.00
(Line 4 less Line 5 Total)

LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ -

8. CURRENT PAYMENT DUE \$ 162,755.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 3,200.70
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total Approved this Month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

BY: [Signature] DATE 11-1-23

State of: Minnesota County of: Isanti
Subscribed and sworn before me this 1st day of November 2023
Notary Public [Signature]
My Commission Expires: 01/31/2028

CERTIFICATE FOR PAYMENT



In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 162,755.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified).

CONSTRUCTION MGR:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 of 2

PROJECT:
North Branch Grand Ave Bioretention

APPLICATION NO. 01702/00
APPLICATION DATE: 10/20/23
PERIOD TO: 10/30/23
ARCHITECTS JOB NO. -
JOB NO. \$0.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)						% (G/C)		
1	Mobilization	\$ 4,500.00	-		\$ 4,500.00			\$ 4,500.00		\$ -	\$ -
2	Clearing	\$ 3,000.00	-		\$ 3,000.00			\$ 3,000.00		\$ -	\$ -
3	Grubbing	\$ 3,000.00	-		\$ 3,000.00			\$ 3,000.00		\$ -	\$ -
4	Salvage Fence	\$ 3,600.00	-		\$ 3,600.00			\$ 3,600.00		\$ -	\$ -
5	Remove Concrete Curb	\$ 360.00	-		\$ 360.00			\$ 360.00		\$ -	\$ -
6	Common Excavation	\$ 43,989.00	-		\$ 43,989.00			\$ 43,989.00		\$ -	\$ -
7	Water	\$ 3,200.00	-		\$ -			\$ -		\$ 3,200.00	\$ -
8	Construct Drainage Structure Design Special	\$ 2,700.00	-		\$ 2,700.00			\$ 2,700.00		\$ -	\$ -
9	Concrete Curb & Catcher Design Special	\$ 1,920.00	-		\$ 1,920.00			\$ 1,920.00		\$ -	\$ -
10	Landscaping Edge	\$ 5,480.00	-		\$ 5,480.00			\$ 5,480.00		\$ -	\$ -
11	Perennial Plugs	\$ 60,572.70	-		\$ 60,572.00			\$ 60,572.00		\$ 0.70	\$ -
12	Storm Drain Inlet Protection	\$ 400.00	-		\$ 400.00			\$ 400.00		\$ -	\$ -
13	Sediment Control Log	\$ 6,850.00	-		\$ 6,850.00			\$ 6,850.00		\$ -	\$ -
14	Subsoiling	\$ 2,500.00	-		\$ 2,500.00			\$ 2,500.00		\$ -	\$ -
15	Sodding Type Lawn	\$ 6,924.00	-		\$ 6,924.00			\$ 6,924.00		\$ -	\$ -
16	Mulch Material Type 6	\$ 16,960.00	-		\$ 16,960.00			\$ 16,960.00		\$ -	\$ -
17			-							\$ -	\$ -
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19			-							\$ -	\$ -
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37			-							\$ -	\$ -
38			-							\$ -	\$ -
39			-							\$ -	\$ -
40			-							\$ -	\$ -
	Totals:	\$ 165,955.70	\$ -		\$ 162,755.00	\$ -	\$ -	\$ 162,755.00	\$ -	\$ 3,200.70	\$ -



Shawn Williams
City of North Branch
6408 Elm Street
PO Box 910
North Branch, MN 55056

Re: Grand Avenue Bioretention Basins Project

December 5, 2023

Dear Mr. Williams

Pay Voucher No. 1 (Final) for the above referenced project in the amount of \$162,755.00 is enclosed. The quantities completed have been reviewed and agreed upon by the contractor. We hereby recommend that the City of North Branch approve the Final Construction Pay Voucher for DW Companies LLC.

Sincerely,

Rebecca Nestingen, PE
Washington Conservation District



APPLICATION AND CERTIFICATE FOR PAYMENT

TO CONTRACTOR:

City of North Branch
PO BOX 910
North Branch MN

FROM SUBCONTRACTOR:

DW Companies LLC
PO BOX 129
Isanti MN 55040
City of North Branch

CONTRACT FOR:

PROJECT:
North Branch Grand Ave Bioretention Basin PERIOD TO:
CONTRACTORS JOB NO. 0
CONTRACT DATE: 8/23/2023
ARCHITECTS JOB NO. 1
APPLICATION NUMBER: 1
AGREEMENT NO.: 0
DISTRIBUTION TO:
OWNER
ARCHITECT
CONTRACTOR
CONSTRUCTION
MANAGER

PAGE 1 of 2

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.
Continuation Sheet, Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 165,955.70
2. Net Change By Change Orders..... \$ -
3. CONTRACT SUM TO DATE (Line 1 +2)..... \$ 165,955.70
4. TOTAL COMPLETED & STORED TO DATE..... \$ 162,755.00
(Column G on G703)

5. RETAINAGE:

a. 0% of Completed Work \$ -
(Columns D & E on G703)
b. 5% % of Stored Material \$ -
(Column F on G703)
Total Retainage (Line 5a + 5b or
Total in Column I of G703) \$ -

6. TOTAL EARNED LESS RETAINAGE..... \$ 162,755.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ -
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 162,755.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 3,200.70
(Line 3 less Line 6)

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$ -	\$ -
Total Approved this Month		\$ -	\$ -
TOTALS		\$ -	\$ -
NET CHANGES by Change Order		\$ -	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR:

BY: [Signature] DATE 11-1-23

State of: Minnesota County of: Isanti
Subscribed and sworn before me this 1st day of November, 2023
Notary Public [Signature]
My Commission Expires: 01/31/2028

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.



AMOUNT CERTIFIED..... \$ 162,755.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)
CONSTRUCTION MGR:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 of 2

PROJECT:
North Branch Grand Ave Bioretention

APPLICATION NO. 01/02/00
APPLICATION DATE: 10/20/23
PERIOD TO: 10/30/23
ARCHITECTS JOB NO. -
JOB NO. \$0.00

A		B	C		D		E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE			
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD								
1	Mobilization	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -			
2	Clearing	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -			
3	Grubbing	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -			
4	Salvage Fence	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -	\$ -	\$ -			
5	Remove Concrete Curb	\$ 360.00	\$ -	\$ 360.00	\$ -	\$ 360.00	\$ -	\$ -	\$ -			
6	Common Excavation	\$ 43,989.00	\$ -	\$ 43,989.00	\$ -	\$ 43,989.00	\$ -	\$ -	\$ -			
7	Water	\$ 3,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ -			
8	Construct Drainage Structure Design Special	\$ 2,700.00	\$ -	\$ 2,700.00	\$ -	\$ 2,700.00	\$ -	\$ -	\$ -			
9	Concrete Curb & Gutter Design Special	\$ 1,920.00	\$ -	\$ 1,920.00	\$ -	\$ 1,920.00	\$ -	\$ -	\$ -			
10	Landscape Edge	\$ 5,480.00	\$ -	\$ 5,480.00	\$ -	\$ 5,480.00	\$ -	\$ -	\$ -			
11	Perennial Plants	\$ 60,572.00	\$ -	\$ 60,572.00	\$ -	\$ 60,572.00	\$ -	0.70	\$ -			
12	Storm Drain Inlet Protection	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -			
13	Sediment Control Log	\$ 8,850.00	\$ -	\$ 8,850.00	\$ -	\$ 8,850.00	\$ -	\$ -	\$ -			
14	Subsoiling	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -			
15	Sodding Type Lawn	\$ 8,924.00	\$ -	\$ 8,924.00	\$ -	\$ 8,924.00	\$ -	\$ -	\$ -			
16	Match Material Type 6	\$ 16,960.00	\$ -	\$ 16,960.00	\$ -	\$ 16,960.00	\$ -	\$ -	\$ -			
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31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
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39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Totals:		\$ 165,955.70	\$ -	\$ 162,755.00	\$ -	\$ 162,755.00	\$ -	\$ 3,200.70	\$ -			

Name: City of North Branch

Contract No.: SR 21-01

Address: 6408 Elm St.

City, State, Zip: North Branch, MN 55056

Total Amount

Estimated

Authorized: \$112,755.00

Project Cost: \$162,755.00

(from approved contract or amended contract,
does NOT include Pre- Con. Cover)

Item	Quantity	Unit	Unit Price	Cost
See Attached Invoice from DW Companies LLC				\$162,755.00
Invoice # 1255				\$0.00
Invoice Date 11/1/2023				\$0.00
Construction of Stormwater Ponds on Grand Ave per bid				\$0.00
				\$0.00
				\$0.00
				\$0.00
PROJECT COST:				\$162,755.00

PAYMENT AND CERTIFICATION INFORMATION

A. Type of request (partial or final):

Partial

B. Total cost of practice to date:

\$162,755.00

C. Eligible amount

\$112,755.00

FY21 CWF Sunrise River Implementation

D. Landowner responsibility:

\$50,000.00

E. Maximum payment amount

\$112,755.00

Amount Approved for This Voucher:

\$112,755.00

(cannot exceed Total Amount Authorized)

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

Payee Signature

Date

I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

Rebecca
Nesting

Digitally signed by Rebecca Nesting
DN: cn=Rebecca Nesting, o=Washington
Conservation District, ou=WCD,
email=rnesting@mnwcd.org, c=US
Date: 2023.12.12 08:39:26 -06'00'

Technical Assistance Provider

Date

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

Administrative Sign-off

Date

CITY OF NORTH BRANCH

RESOLUTION NO. R-4-2024

**A RESOLUTION APPROVING GRAND AVE. STORM WATER RETENSION BASIN
PROJECT PAY REQUEST #1**

WHEREAS, the City of North Branch and Chisago County Soil and Water have partnered on a grant contract #SR21-01 for five storm water retention basins to be constructed on Grand Ave., the grant amount is \$130,000 for this project, with funding requirement from the City of \$50,000 toward this project and, DW Companies LLC the contractor who performed the work has submitted pay request #1 the final, in the amount of \$162,755.00.

WHEREAS, the City and Chisago County Soil and Water and the project engineer have reviewed and verified the quantities as accurate and approve this pay request as presented.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA, approve pay request #1 the final for this project in the amount of \$162,755.00 to DW Companies LLC.

Moved by Councilmember _____. Seconded by Councilmember _____. The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 9th day of January, 2024.

Kevin Schieber, Mayor

ATTEST

Ragini Varma, City Clerk



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Not Applicable
Date: 01/05/2024

Board & Commission: City Council

Subject: Appointment of Interim City Administrator

Overview / Background

On December 20, 2023, the City Council appointed Jason Ziemer as the Interim City Administrator, effective December 18, 2023 through January 9, 2024. Mr. Ziemer is the current North Branch Community Development Director and EDA Executive Director. The hiring of an Interim City Administrator was determined necessary following the resignation of former City Administrator Renae Fry; her last day with the City was Friday, December 15, 2023.

Mr. Ziemer was appointed through January 9, 2024 to allow the City Council additional time to review a proposed Employment Agreement tied to the interim appointment, and work with the City Attorney's office to complete any additional due diligence regarding Mr. Ziemer as the longer term interim appointee. The duration of the appointment coincides with the hiring of a permanent, full-time City Administrator.

The tentative agreement is confidential via attorney-client privilege until approved. A copy will be provided to the City Council from the City Attorney's office under separate cover.

Recommended City Council Action

Motion to appoint Jason Ziemer as the Interim City Administrator and approve the related Interim City Administrator Employment Agreement.

Voting Requirements:

Voting Options Simple Majority



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

Board & Commission: City Council

Subject: Approve a Resolution Authorizing Official Signatories & Declaring Official Depositories

Overview / Background

Minnesota State Statute requires Minnesota municipalities to annual designate individuals authorized to sign financial documents (i.e. checks, drafts and withdrawal orders) on behalf of the City, and official depositories and investment brokers / dealers. Current policy for the City of North Branch requires three (3) signatures, which may include any of the following: Mayor, City Administrator, Finance Director and/or Chief of Police. The current financial institutions shall remain the same as 2024, as noted on the attached resolution. Stearns Bank shall remain a City depository until all existing funds of the former North Branch Water and Light are transferred over to one of the other two (2) banks.

Staff Recommendation

City staff recommend approval of the resolution.

Recommended City Council Action

Motion to approve Resolution No. R-1-2024, authorizing the official signers and depositories for the City of North Branch for Fiscal Year 2024.

Voting Requirements:

Voting Options **Simple Majority**

**CITY OF NORTH BRANCH
RESOLUTION NO. R-1-2024**

**A RESOLUTION APPROVING THE DESIGNATION OF AUTHORIZED SIGNERS,
OFFICIAL DEPOSITORY & BROKER/DEALERS
FOR FISCAL YEAR 2024 FOR THE CITY OF NORTH BRANCH**

WHEREAS, Minnesota State Statute 118A and the Investment Policy for the City of North Branch ("City") requires the City to designate authorized signers and official depositories; and,

WHEREAS, the listed financial institutions have agreed to follow the City of North Branch Investment Policy and have provided adequate collateralization for City funds; and,

WHEREAS, current City policy requires three (3) signatures for checks, drafts and withdrawal orders, and that the Mayor, Interim City Administrator and Chief of Police shall be authorized as Official Signatories of the City.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the following individuals are hereby designated as Official Signatories for the City of North Branch:

Kevin Schieber, Mayor
Jason Ziemer, Interim City Administrator
Sharon Wright, Finance Director
Dan Meyer, Chief of Police

BE IT FURTHER RESOLVED, the following financial institutions be designated as the Official Depositories for the City of North Branch:

Associated Bank
Bremer Bank
Stearns Bank

BE IT FURTHER RESOLVED, the following institutions be designated as the Official Broker/Dealers for the investment of City funds:

Moreton Capital Investments (Broker)
Associated Bank
Neighborhood National Bank
Stearns Bank
U.S. Bank

BE IT FURTHER RESOLVED, the aforementioned authorizations and designations shall remain in effect until changed by a subsequent resolution of the City Council.

Moved by Councilmember _____. Seconded by Councilmember _____.

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 9th day of January, 2024.

Kevin Schieber, Mayor

ATTEST

Ragini Varma, City Clerk



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

Board & Commission: City Council

Subject: Approve a Resolution Approving the Annual Appointments & Designations

Overview / Background

Minnesota State Statute requires Minnesota municipalities, at their first meeting of the year, to annually appointment its members as liaisons to certain commissions and committees, and make other designations, including, but not limited to: City Attorney, City Auditor and City Newspaper. The City is statutorily required to designate an official newspaper for publication of public hearing and other required legal notices. The 2023 Council member liaison appointments are attached.

Staff Recommendation

City staff recommend approval of the resolution.

Recommended City Council Action

Motion to approve Resolution No. R-2-2024, approving certain appointments and designations for Fiscal Year 2024.

Voting Requirements:

Voting Options Simple Majority

**CITY OF NORTH BRANCH
RESOLUTION NO. R-2-2024**

**A RESOLUTION APPROVING THE ANNUAL APPOINTMENTS & DESIGNATIONS
FOR FISCAL YEAR 2024 FOR THE CITY OF NORTH BRANCH**

WHEREAS, the City of North Branch ("City") is a municipal corporation organized and existing under the laws of the State of Minnesota ("State"); and,

WHEREAS, State law requires that municipalities annually declare certain appointments and designations at its first meeting of each year.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the City Council does hereby make the following appointments and designations, effective upon passage of this resolution through December 31, 2024, as attached in Exhibit A.

Moved by Councilmember _____. Seconded by Councilmember _____.

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 9th day of January, 2024.

Kevin Schieber, Mayor

ATTEST

Ragini Varma, City Clerk

EXHIBIT A**FISCAL YEAR 2024
APPOINTMENTS & DESIGNATIONS**

Council Appointments		Primary Liaison	Alternate Liaison
1	Acting Mayor		
2	Audit Liaison		
3	Executive Committee (2)		
4	Labor Negotiations		
5	Public Safety (Fire / Fire Relief)		
6	Parks, Trails & Open Space		
7	Economic Development Authority (2)		
8	Planning		
9	GreenSteps		
10	ARPA Advisory Team		

Community Appointments		Primary Liaison	Alternate Liaison
11	Cable TV Board / ECCC		
12	Community Education/ School Liaison		
13	ECRDC Region 7E (1)		
14	Rushline		

Contract Services		Designations
15	Insurance Agent	Marsh & McLennan Agency LLC
16	City Attorney	Flaherty & Hood
17	City Engineer	WSB & Associates
18	City Auditor	Clifton, Larson & Allen
19	City Newspaper	Isanti-Chisago County Star <i>Per 3-Year Contract</i>

**FISCAL YEAR 2023
APPOINTMENTS & DESIGNATIONS**

Council Appointments		Primary Liaison	Alternate Liaison
1	Acting Mayor	Canada	
2	Audit Liaison	Canada	
3	Executive Committee (2)	Schieber Canada	
4	Labor Negotiations	Schieber	Canada
5	Public Safety (Fire / Fire Relief)	Canada	Miles
6	Parks, Trails & Open Space	Schieber	Schaps
7	Economic Development Authority (2)	Schieber Schaps	
8	Planning	Miles	Canada
9	GreenSteps	Schieber	Canada
10	ARPA Advisory Team	Schieber	Canada

Council Appointments		Primary Liaison	Alternate Liaison
11	Cable TV Board / ECCC	Miles	
12	Community Education/ School Liaison	Miles	Schieber
13	ECRDC Region 7E (1)	Schieber	Schaps
14	Rushline	Schieber	

Contract Services		Designations
15	Insurance Agent	Marsh & McLennan Agency LLC
16	City Attorney	Flaherty & Hood
17	City Engineer	WSB & Associates
18	City Auditor	Clifton, Larson & Allen
19	City Newspaper	Isanti-Chisago County Star <i>Per 3-Year Contract</i>



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

Board & Commission: City Council

Subject: Approve Appointments to Citizen Advisory Commissions

Overview / Background

The City Council currently has vacancies on its different citizen advisory commissions either by end of term and/or previous resignation. Where vacancies are the result of an expiring term as of December 31, 2023, both individuals with applied to continue in their current capacity.

- Lynn Wilson, Parks, Trails & Open Spaces Commission (PTOS)
- Sara Paul, Economic Development Authority (EDA)

PTOS terms are three (3) years; EDA terms are six (6) years. If appointed, Ms. Wilson's term would expire on December 31, 2026 and Ms. Paul's term would expire on December 31, 2029. There are two (2) remaining vacancies on the EDA; one (1) application was received for review and consideration.

Likewise, the Planning Commission currently has two (2) vacancies, but no expiring terms. Patrick Meacham, 5083 381st Lane, applied for appointment to this Commission. He was interviewed by the Commission at its December 5, 2023 meeting; his application and Commission's unanimous recommendation for appointment was brought forward to the City Council at its December 12, 2023 meeting. Council members tabled action on Mr. Meacham's appointment until the January 9, 2024 meeting. If appointed, Mr. Meacham would fill one of the two (2) vacant seats - both with terms expiring on December 31, 2026.

Staff Recommendation

City staff recommend appointment of the three (3) individuals to the respective advisory commissions.

Recommended City Council Action

Motion to appoint the following individuals to City citizen advisory commissions:

- **Economic Development Authority – Sara Paul**
- **Parks, Trails & Open Spaces Commission – Lynn Wilson**

Planning Commission – Patrick Meacham

Voting Requirements:

Voting Options Simple Majority



City of North Branch Application for Advisory Boards/Commissions

Board/Commission Applying For (please note that some boards/commissions may have special requirements for membership): ☐ Parks, Trails and Open Spaces Commission ☐ Planning Commission
☒ Economic Development Authority

Name: Sara Paul email: spaul@isd138.org

Address: 38272 Branch Avenue

Phone: 651-338-1302 How long have you lived in North Branch? 4 years

Occupation and Employer (name and address): Superintendent- North Branch Area Public Schools
38705 Grand Avenue

Education and Professional Experience: Education Specialist Degree- University of Minnesota;
Masters in Education- Winona State University; 26 years in education; 2020 National Women in Leadership Award, 2017 Humphrey Institute- Public Policy Innovation

Civic, Volunteer and Community Activities: Current EDA Chair; Committee Chair- National Association
of Business Officials; VFW Womens Auxillary Member

Previous Public Experience (Elected or Appointed): Career and Technical Education partnership with City of White
Bear Lake and White Bear Lake Area Schools (Appointed); Chair- St. Paul Area Athena Awards (Elected)

Please briefly describe the aspects of your experience that you believe qualify you for the board or commission selected and explain why you would like to serve on that board or commission (if additional space is needed, you can attach a one page supplement):

I am proud to live and work in North Branch. I am excited to leverage my experience as an innovative and
partnership-focused leader to be part of bringing North Branch to even greater heights. I believe that the EDA
has a responsibility to honor the legacy of North Branch while working in partnership to courageously build
our future.

What issues do you believe the board or commission should consider: Engaging community voices

to move forward together will build trust and create robust, sustainable economic growth for our amazing community.

Date: 01/05/2024

Applicant Signature 

Please return to: City of North Branch, Attn: City Administrator, 6408 Elm Street,
PO Box 910, North Branch, MN 55056 or via email to: renacf@ci.north-branch.mn.us

651-674-8113

www.ci.northbranch.mn.us

Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. All of the information will be used by the City Council in determining whether you should be appointed to a board or commission. Therefore the information will be reviewed at a city council meeting open to the public and will be part of the official record for that meeting and available to anyone. Only the information provided will be considered and failure to provide the requested information may result in your not being considered for appointment.



City of North Branch Application for Advisory Boards/Commissions

Board/Commission Applying For (please note that some boards/commissions may have special requirements for membership): ☒ Parks, Trails and Open Spaces Commission ☐ Planning Commission
☐ Economic Development Authority

Name: Lynn E. Wilson email: nevilleandlynn@gmail.com

Address: 6519 Birch Street, North Branch, MN 55056

Phone: 612-751-8876 (c) How long have you lived in North Branch? since 1994

Occupation and Employer (name and address): Self employed. Rep For Primerica
Rep for Reliv Intl.

Education and Professional Experience: BS. Wildlife Biology + Agronomy U of MN
MS. Agronomy (seed Physiology) WA State U. Home educator K-12, MN. State Fair, Crops Div.

Civic, Volunteer and Community Activities: Friends Make A Difference Mentoring Grades 7-12
Volunteer, MN. Youth Symphonies; MN Boychoir; Local church 15 yrs.

Previous Public Experience (Elected or Appointed): PTOS Commissioner, Oct. 2020-present (NB)
Election Judge, North Branch; Absentee Ballot Board, Chicago Co., North Branch Arts
NB/Comm Ed. Concerts Committee Grp.

Please briefly describe the aspects of your experience that you believe qualify you for the board or commission selected and explain why you would like to serve on that board or commission (if additional space is needed, you can attach a one page supplement):

Natural Resources Background. Understanding of need for parks and
variety of uses. Awareness of "behind the scenes" for park establishment
and maintenance. Appreciation for financial realities in the community,
and the need to stretch a budget across the many demands - daily
and annually - a city must meet.

What issues do you believe the board or commission should consider: Immediate needs & future
needs, of the park system, including (not limited to) community center in future.
Balancing service to the local community, and a broader area.
Again - working with fiscal restraints, but developing a vision which may

Date: 28 Dec. 2023

Applicant Signature

Lynn E. Wilson

Please return to: City of North Branch, Attn: City Administrator, 6408 Elm Street,
PO Box 910, North Branch, MN 55056 or via email to: renaef@ci.north-branch.mn.us

651-674-8113

www.ci.northbranch.mn.us

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City of North Branch Application for Advisory Boards/Commissions

Board/Commission Applying For (please note that some boards/commissions may have special requirements for membership): ☐ Parks, Trails and Open Spaces Commission ☒ Planning Commission
☐ Economic Development Authority ☐ Water and Light Commission

Name: Patrick Meacham email: pkmeacham@gmail.com

Address: 5083 381st LN, North Branch

Phone: 218-234-7320 How long have you lived in North Branch? 8 years

Occupation and Employer (name and address): Social Services Supervisor, Pine County, Pine City

Education and Professional Experience: BS Education, MA Advocacy and Political Leadership

Civic, Volunteer and Community Activities: _____

Previous Public Experience (Elected or Appointed): 2 years on Planning Commission, 2 years City Council
Water and Light Commissioner

Please briefly describe the aspects of your experience that you believe qualify you for the board or commission selected and explain why you would like to serve on that board or commission (if additional space is needed, you can attach a one page supplement):

Continue the positive growth of this community and continue to be voice of reason for the residents.

What issues do you believe the board or commission should consider: Continue making zoning and codes accessible and understandable.

Date: 12/5/23

Applicant Signature

Please return to: City of North Branch, Attn: City Administrator, 6408 Elm Street,
PO Box 910, North Branch, MN 55056 or via email to: renaef@ci.north-branch.mn.us

651-674-8113

www.ci.northbranch.mn.us

Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. All of the information will be used by the City Council in determining whether you should be appointed to a board or commission. Therefore the information will be reviewed at a city council meeting open to the public and will be part of the official record for that meeting and available to anyone. Only the information provided will be considered and failure to provide the requested information may result in your not being considered for appointment.



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

Board & Commission: City Council

Subject: Approve a Resolution Authorizing 2023 Budget Carryovers

Overview / Background

The Fiscal Year 2023 budgets included funds for Council authorized budgeted expenditures. Those expenditures were authorized either by budget approval and/or specific Council authorization in 2023, but the items purchased or contracted services will not be received or complete until Fiscal Year 2024. Based on accounting principles, receipt of goods and services are costed and accounted for in the year received. Thus, Interim City Administrator Jason Ziemer and Finance Director Sharon Wright are recommending the City Council authorize funds be carried forward to the current year budget. Because those funds remained unspent as of December 31, 2023 they become part of the City's reserve fund balances.

The action will result in an adjustment to the Fiscal Year 2024 budget to account for these expenses and a "commitment" of those funds, now in reserves, to cover those expenses. The expenditures will be costed against the committed funds located in City's reserve balance.

Only two (2) authorized and budgeted expenditures require this action, totaling a combined \$41,890. All Department Directors were approached; no other carryovers were identified for their departments.

- Fire turnout gear: \$11,974
- Rental housing study: \$29,916

As planned, funding for the rental housing study, and related carryover, will be split between the Community Development Department budget (General Fund) and EDA budget (EDA Fund). The carryover amount from 2022 to 2023 was \$225,979.80, which included two (2) police squad cars, two (2) public works pick-up trucks and a pick-up

truck for building inspections.

Other than adjusting the current-year budget to account for these carried forward items, there are no financial implications as carryovers are generally funded from funding 'Committed' in the designated reserve balances. Because the appropriations were not expended in 2023, those funds became part of the fund/reserve balance as of December 31, 2023 in accordance with Generally Accepted Accounting Principles. Thus, funding for the 2023 carryovers will come from the use of the 'Committed' fund/reserve balance for all requested carryovers, unless other specific funding sources were identified.

It has been the City's historical practice to carryover funding from the prior year for completion of projects or purchases authorized by budget or Council action.

Staff Recommendation

City staff recommend approval of the resolution.

Recommended City Council Action

Motion to approve Resolution No. R-3-2024, authorizing the carryover of funds to the Fiscal Year 2024 budgets.

Voting Requirements:

Voting Options Simple Majority

**CITY OF NORTH BRANCH
RESOLUTION NO. R-3-2024**

**A RESOLUTION APPROVING CARRYOVERS FROM FISCAL YEAR 2023
& AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024 BUDGETS**

WHEREAS, several budgeted and/or authorized items where appropriations were made for good and/or services in Fiscal Year 2023 that were not received and/or completed by December 31, 2023; and,

WHEREAS, the City Council recognizes it is prudent to carry forward the 2023 budget to account for the receipt of those goods and services and related expenditure in the new year; and,

WHEREAS, the expenditure related to the receipt of goods and services tied to the 2023 budget carryovers shall be coded against the fund/reserve balances of the applicable Funds.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the following 2023 budget carryovers are hereby approved:

Fund	Item	Code	Amount
General (101)	Fire Turnout Gear	101-42280-50201	\$11,974
General (101)	Rental Housing Study	101-41910-50300	\$14,958
EDA (201)	Rental Housing Study	201-46500-50300	\$14,958

BE IT FURTHER RESOLVED, the City Council authorizes amendments to the applicable Fiscal Year 2024 budgets to account for said 2023 budget carryovers.

BE IT FURTHER RESOLVED, the City Council formally designates the following fund/reserve balances necessary to cover the aforementioned budget carryover as "Committed" in the respective Funds.

Fund	Amount	Fund Balance
General (101)	\$26,932	Committed
EDA (201)	\$14,958	Committed

Moved by Councilmember _____. Seconded by Councilmember _____.

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 9th day of January, 2024.

Kevin Schieber, Mayor

ATTEST

Ragini Varma, City Clerk



Prepared By:
Sharon Wright, Finance Director
Presenter: Sharon Wright, Finance Director
Date: 01/05/2024

Board & Commission: City Council

Subject: General Fund Contingency Budget Allocation

At the Special Council Session on 12/12/2023 at 6pm, Council requested an update on the General Fund Contingency Budget of \$337,000. The Department Heads met to discuss priorities related to this during 2024 budget year.

Voting Requirements:

Information only

City Councils direction at the Special Council Session held on 12/12/2023 at 6:00pm was for the department heads to determine how the \$337,000 contingency line item would be allocated. No further council action was required.

The department heads (Jason Ziemer, Sharon Wright, Shawn Williams, Nathan Sondrol, Rich Meyer, and Ragini Varma/virtually) met to discuss priorities and how to best use this budgeted money. The following chart will help to outline the conclusion of the meeting.

Department	Purpose	Amount
Planning & Zoning	Facility and Space Needs Assessment	\$ 50,000
Parks	Flink Ave Trail – Engineering	\$100,000
Public Works	Repairs & Maintenance – Streets & Sidewalks	\$121,000
Planning & Zoning	Zoning Code Update	\$ 36,000
PW/Public Safety	Public Works/Public Safety needs	\$ 30,000
Total		\$337,000

The two new staff positions and the increase in the fire stipend were not listed as priority at this time.

Other considerations discussed concern the Fire Dept – Wild Fire Grass Truck and the Police Dept 2nd squad car replacement. A meeting is scheduled for Monday, January 8 between the Police Chief Dan Meyer, Fire Chief Pat Heinen, and myself to discuss some money from the state that is one-time money that is only available for one-time expenses related to Public Safety. The priorities for these two departments will be based on that discussion. A budget amendment will be brought forward on this one-time money at a later date.

Therefore, the items in this list are felt to be the highest priority.



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 01/04/2024

Board & Commission: City Council

Subject: 2024 Elections

As things progress, I will be updating the Council on the three upcoming elections for this year.

Here are some pertinent information for 2024 Elections:

Important Websites:

- Minnesota State Elections and Voting: <https://www.sos.state.mn.us/elections-voting/>
- Register to Vote: <https://www.sos.state.mn.us/elections-voting/>
- Minnesota Elections Administration: <https://www.sos.state.mn.us/election-administration-campaigns/>
- Chisago County Elections Website <https://www.chisagocountymn.gov/139/Voting-Election-Information>
- City of North Branch Elections Website: <http://ci.north-branch.mn.us/departments/administration/elections/index.php>

Elections Dates:

- Presidential Primary on Tuesday, March 5, 2024 (7am-8am)
- State Primary Election on Tuesday, August 13, 2024 (7am-8pm)
- General Election on Tuesday, November 5, 2024 (7am-8pm)

Open Seats for Mayor and Council:

- The Mayor and two City Council seats will be on the ballot. The Mayor's office is a two-year term and the City Council offices are four-year terms. Their terms will begin in January 2024
- Filing period for City Offices for the 2024 Election starts on July 30, 2024, through August 13, 2024, at the City Hall from 8am-4:30pm. The city will be open until 5pm on August 13, 2024, for candidate filing. The deadline to

withdraw the application is August 15, 2024, by 5pm. City Hall will be open until 5pm on August 15, 2024, for candidate withdrawal. Applications must be completed at the City Hall with the City Clerk. The filing fee is \$5.

Election preparation started and as things progress, I will update the Council. If there are any questions, please direct Ragini Varma, City Clerk/IT Director at raginiv@ci.north-branch.mn.us or call 651-277-5228 or cell at 763-221-3652.

Voting Requirements:

Not Application. It is an information item only.

2024 PRESIDENTIAL NOMINATING PRIMARY

**CLERK'S MEETING
OCTOBER 18, 2023**

AGENDA

- Intro/PNP Things to Keep In Mind /Things the County Will Do
- Calendar
- Ballots
- Absentee Voting
- Election Judges & Polling Places
- Post Election Activities
- Reimbursement
- Health Care Facility Voting
- Non-PNP Items

THINGS TO KEEP IN MIND....

- The Presidential Nominating Primary was implemented with Legislation passed in 2018.
 - It will be held March 5, 2024
 - Requirement that voter declare political party preference
 - Voter's party ballot choice is shared with the chair of that political party
 - Each party gets its own ballot (there will be three ballots in 2024)
 - Each party can choose to have “uncommitted” or “write-in” choices
 - Reimbursement to state, county and cities for certain costs

THINGS TO KEEP IN MIND....

- Elections emergency plans & contact info
 - Please review and update your information that was provided to you today.
 - Return today before you leave
- March weather – There is no alternate date if there is inclement weather. Must hold the election. Results and equipment must be returned within 24 hours of the election.
- Minnesota voters are not “used” to this type of election and having to declare their political party
- Data privacy
 - Party designation at sign-in. Consider holding line back from those signing in, handling ballot receipts and ballot distribution to ensure privacy
 - There are criminal and civil implications for violations
- EDR data entry
 - We will need to have all EDR info processed by Thursday so we must have Poll Pads back on election night so we can have rosters ready for the Township Elections the next Tuesday.

THINGS WE WILL DO...

- The County Auditor-Treasurer's Office will do:
 - Ballot preparation and printing
 - Equipment programming and testing
 - Administer Absentee Voting (EJ needed to serve on AB Board)
 - Conduct the Public Test (assistance will be needed)
 - Publish the Notice to Voters (replaces publication of sample ballot)
 - Provide precinct supplies
 - Canvass results

A decorative graphic on the left side of the page consisting of two parallel, wavy lines. The inner line is yellow and the outer line is white, both set against a dark brown background.

CALENDAR

CALENDAR

- November 1: Last day to *establish* municipal polling place “combinations” for the next calendar year
- Mid-November: Absentee Ballot applications will be available online (OSS website)
- December 6: Deadline if you are changing your polling location for the PNP
- December 6: Determination of percentage of residents with English language barriers ***
- December 26: PNP example ballots available from OSS
- January 2: Parties certify to the OSS the names of candidates to be placed on ballot including “uncommitted” and/or “write-in”
- January 5: Last day to post notices on OSS, county & municipal websites about locations for voting before election day
- January 5– March 4: Election judges must complete one-hour PNP training

CALENDAR

- January 19: Public Accuracy Testing may begin
 - At least 3 days before equipment is used. Notice must be published at least 2 days prior.
- January 19 – March 4: Absentee voting period
- January 30: PNP HCF voting begins ***
- February 13: Pre-registration cutoff
- February 16: County and municipal clerks must post notice of PNP ***
- February 27: Parties submit write-in names to OSS
- February 27: **Precinct Caucus Meetings** (Locations posted on OSS & County website)
- March 2: County office will be open for absentee voting from 9 am-3 pm
- March 3: County office will stay open for absentee voting until 5 pm

***INDICATES LEGISLATIVE CHANGE

CALENDAR

- **March 5: Presidential Nomination Primary**
- March 7 – March 8: County canvassing period
- March 12: State Canvassing Board certifies results
- **March 12: Township Election**
- **April 9: Uniform Special Election – Stacy/Lent Annexation**
- May 11: Last day for counties and municipalities to submit request for payment
 - *NOTE: CITIES AND TOWNSHIPS ARE REQUIRED TO SUBMIT THEIR OWN REIMBURSEMENT REQUEST THIS YEAR.*
- June 10: Last day for OSS to reimburse expenses

CALENDAR-LEGISLATIVE CHANGES

➤ Translation Services

- OSS must provide voting instructions & example ballots to counties in the three most commonly spoken languages
- Population Determinations for County- OSS/County Auditor will determine the number of voting age residents by census tract who “are members of a language minority and who lack sufficient skills in English to vote without assistance.”
 - If 3% or more, instructions and sample ballots in those languages must be provided at the polling place
 - If 20% or more AND at least 10 voters in the precinct request, the Auditor must appoint at least one interpreter for that polling place

➤ Health Care Facility Voting Expanded – More info provided at end of presentation

CALENDAR-LEGISLATIVE CHANGES

➤ Notice to Voters

- Counties and municipalities are no longer required to publish a sample ballot.
- Must be a full page in at least one newspaper of general circulation in the County
- Notice to voters must include:
 - A statement that the voter's official ballot will have names of all candidates for the voter's precinct
 - The web address where a voter may view the voter's sample ballot based on the voter's address
 - The county's website where a list of sample ballots for each county precinct may be viewed
 - How a voter may obtain a free copy of a sample ballot specific to the voter's address
 - Contact information for the appropriate local election official, including a phone number and email address



BALLOTS

POLITICAL PARTIES INCLUDED

Political Parties Included – Major Political Parties only (3 separate ballots)

- Legal Marijuana Now Party
- Republican Party
- Democratic-Farmer-Labor Party

BALLOTS

- General Rule – Except as provided by law, presidential nomination primary ballots shall be printed in the same manner as state primary ballots as far as practicable.

M.S. 207A.13, subd. 1(a).

BALLOTS

- Ballot Title – “Presidential Nomination Primary Ballot
“ M.S. 207A.13, subd. 1 (b)
- Date of PNP – March 5, 2024 M.S. 207A.11 (b)
- Instructions to Voters – “Minnesota Election Law permits you to vote for a candidate of only one political party in a Presidential Nomination Primary election.” M.S. 207A.13; MR. 8250.1810

BALLOTS

➤ Political Party Options

➤ Write-in Line – Always at the bottom of list and does not rotate. M.S. 207A.13, subd. 1(c)

➤ “Uncommitted” Option – Rotates like candidates names.

M.S. 207A.13, subd. 1(c)

➤ Suggested response to voters when inquiring about uncommitted, “If a voter chooses “uncommitted” on their major party’s presidential nomination ballot, they are telling the party that they wish for the delegates to be sent to their national nominating convention without being “bound” to cast their vote(s) for any one of their party’s candidates. If you would like further information about your party’s choosing of delegates and/or their national nominating convention, please speak with your party’s representatives.”

BALLOTS

- Post “Sample Ballots” by January 19
- Publish “Notice to Voter” by February 27
 - *The County will publish the notice in Chisago County Press and ECM County News Review*
- Post 2 sets of each “Sample Ballot” in the Polling Place M.S. 204C.08, subd. 2a
 - Legal Marijuana Now Party
 - Republican Party
 - Democratic-Farmer-Labor Party
- Refer voters to “Sample Ballots” if they have questions about which ballot to choose
- Election Judges do not announce which party’s ballot the voters choose

Official Ballot	
Presidential Nomination Primary Ballot	
Judge _____	Legal Marijuana Now Party
Judge _____	County Name, Minnesota
March 5, 2024	
 Instructions to Voters: To vote, completely fill in the oval next to your choice like this: 	
Minnesota Election Law permits you to vote for a candidate of only one political party in a Presidential Nomination Primary election.	
Legal Marijuana Now Party	
Federal Offices	
President	
Vote for One	
☐ Candidate	
☐ Candidate	
☐ Candidate	
☐ Candidate	

EXAMPLE BALLOT

Legal Marijuana Now
Party

No Write-in Option

And

No Uncommitted
Option

Official Ballot

Presidential Nomination Primary Ballot

Judge _____

Republican Party

Judge _____

County Name, Minnesota**March 5, 2024****Instructions to Voters:**

To vote, completely fill in the oval next to your choice like this:



Minnesota Election Law permits you to vote for a candidate of only one political party in a Presidential Nomination Primary election.

Republican Party**Federal Offices****President**

Vote for One

☐ Candidate☐ Candidate☐ Candidate☐ _____
Write-in, if any**EXAMPLE BALLOT****Republican Party****Write-in Option**

Example Ballot

Official Ballot

Presidential Nomination Primary Ballot

Judge _____

Democratic-Farmer-Labor Party

Judge _____

County Name, Minnesota

March 5, 2024

Instructions to Voters:

To vote, completely fill in the oval next to your choice like this:



Minnesota Election Law permits you to vote for a candidate of only one political party in a Presidential Nomination Primary election.

Democratic–Farmer-Labor Party

Federal Offices

President

Vote for One

☐ Candidate

☐ Candidate

☒ Uncommitted

☐ Candidate

EXAMPLE BALLOT

Democratic-
Farmer-Labor
Party

Write-In Option

And

Uncommitted Option

1

2

3

Example Ballot

Official Ballot

Democratic-Farmer-Labor Party

County Name, Minnesota

March 5, 2024

Instructions to Voters:

To vote, completely fill in the oval next to your choice like this:

Minnesota Election Law permits you to vote for a candidate of only one political party in a Presidential Nomination Primary election.

8

Democratic-Farmer-Labor Party

9

Federal Offices

10

President

Vote for One

11

Candidate

12

Candidate

Uncommitted

13

Candidate

14

15

Precinct name or number

4

Example 2024 Presidential Nomination Primary Ballot Explanations

Democratic-Farmer-Labor Party

#1 -

M.R. 8250.1810, subp. 1: "The ballot shall be printed with black ink on white paper."

M.R. 8250.1810, subp. 1: "The ballot shall be printed so as to be easily legible and in mixed upper and lower case, with suitable lines for divisions between candidates, offices, instructions, and other matter proper to be printed on the ballot."

M.R. 8250.1810, subp. 17: "Extraneous marks. No election official may place marks on the ballot other than those provided in Minnesota Statutes section 204C.09, subdivision 1, or 206.86, subdivision 5.

M.S. 207A.14, subd. 2: "Example Ballots. No later than 70 days before the presidential nomination primary, the secretary of state must supply each county auditor with example ballots to be used at the presidential nomination primary. The example ballots must illustrate the format required for the ballots used in the presidential nomination primary."

#2 -

M.R. 8250.1810, subp. 3: "...On the front of the ballot the words "Official Ballot" must be printed in as large as practicable but no smaller than 8-point bold type and the word "Judge" in as large as practicable but no smaller than 8-point type with lines for initials of at least two election judges."

#3 -

M.S. 207A.13, subd. 1(b): "There must be separate ballots for the names of the candidates of each political party. Each Ballot must be headed by the words "Presidential Nomination Primary Ballot". The heading must also indicate the part that appears on the ballot."

#4 -

M.R. 8250.1810, subp. 3: "...The ballot heading must be printed in no smaller than 10-point type...."

#5 -

M.S. 206.90, subd. 6: "...On the front of the ballot must be printed the words "Official Ballot" and the date of the election and lines for the initials of at least two election judges...."

#6 -

M.R. 8250.1810, subp. 3: "...The name of the jurisdiction preparing the ballot may be added within the heading in no smaller than 8-point type. The date of the election must be printed within the heading in no smaller than 8-point type...."

#7 -

M.R. 8250.1810, subp. 4: "Instructions to voters. Under the heading at the top of each side of the ballot, the words "Instructions to Voters:" must be printed in bold and in as large as practicable but no smaller than 12-point bold type. The words "To vote, completely fill in the oval(s) next to your choice(s) like this: (R)." or a similar wording or mark if a different target shape is used by the electronic voting equipment must follow and be printed in as large as practicable but no smaller than 8-point bold type. The

readers must conform to the candidate order on the optical scan ballot used in the precinct."

-

MS. 204D.08, subd. 3: "Subd. 3. Rotation of names. On state primary ballots the name of each candidate for nomination to a partisan or nonpartisan office shall be rotated with the names of the other candidates for nomination to that office so that the name of each candidate appears substantially an equal number of times at the top, at the bottom, and at each intermediate place in that group of candidates. If the number of candidates for an office is equal to or less than the number to be elected, no rotation of candidate names is required and the official preparing the ballot shall determine the position of the candidates by lot."

#15 -

M.R. 8250.1810, subp. 1: "...Each ballot must have printed on it both the name of the precinct and an electronically readable precinct identifier or ballot style indicator. A ballot style used in more than one precinct may have the names of all precincts in which it is used printed on the ballot.

county may include an image demonstrating the instructions if approved by the secretary of state."

#8

-

M.R. 8250.1810, subp. 2A: "On the partisan primary ballot, the names of the political parties that head the political party columns must be printed in as large as practicable but no smaller than 14-point bold type and must be shaded with a screen of at least 10 percent.

-

M.R. 8250.1810, subp. 2A: "When a party does not have candidates within a given precinct, the party headings are to remain on top of each column, regardless of whether the party has a contest on the given ballot.

#9 -

M.R. 1850.1810, subp. 5: "Order and form of office type. When more than one of the following types of offices is on the ballot, the offices must appear on the ballot in the following order and must be identified as follows:
Federal Offices...."

#10 -

M.R. 1850.1810, subp. 6: "Order and form of offices. The offices must appear on the ballot in the following order and must be identified as follows in as large as practicable but no smaller than 10-point bold type. The office titles must be shaded with a screen of at least ten percent:
"President and Vice President"...."

#11 -

M.R. 1850.1810, subp. 4: "...Immediately under each office title and district identified, one of the following instructions must be printed in bold type in as large as practicable but no smaller than 8-point type:
Vote for One Team
Vote for One
Vote for Up to ... followed by the number of candidates to be elected."

#12 -

M.R. 8250.1810, subp. 12: "Vote targets. The target used to indicate to the voters where to mark their votes may be either a horizontal oval next to the candidate name or similar target if used by certified equipment. The target may be highlighted or outlined in a color that does not affect the ability of the ballot counter to read the ballot."

#13 -

M.S. 207A.13, Subd. 1(c): "If requested by a party chair, the ballot for that party must contain a place for a voter to indicate a preference for having delegates to the party's convention remain uncommitted...." The Uncommitted choice rotates with candidates' names.

#14 -

-

M.S. 206.61, subd. 4: "Subd. 4. Order of candidates. On the "State Partisan Primary Ballot" prepared for primary elections, and on the state general election ballot prepared for the general election, the order of the names of nominees or names of candidates for election shall be the same as required for paper ballots. More than one column or row may be used for the same office or party. Electronic ballot display and audio ballot

BALLOT PRINTING

- Must use optical scan ballots
 - Assistive Voting Technology Required M.S. 206.57, subd. 5
- All ballots will be the same size. Most likely 8.5 X 14 in case one party has too many candidates for smaller ballots.

BALLOT QUANTITY

- Requirement – Each precinct must be provided with at least 100 ballots for every 85 individuals who voted in that precinct at the previous “similar” election, or in an amount at least 10% greater than the number of votes which are reasonably expected to be cast in that precinct, whichever supply of ballots is greater. M.S. 204B.29, subd. 1
- The 1992 PNP in the State of Minnesota had statewide turnout was 10.64%. The 2020 PNP had statewide turnout of 20%
 - Chisago County 2020 turnout 17%
- Factors to consider:
 - Many other states will also be holding Presidential Primary on same day.
 - No presidential preferences poll at state caucuses (February 27, 2024)
 - Results will bind delegates
 - Social Media influences, etc.

BALLOT DEADLINES

- **January 2** – Last day for Major Political Party Chairs to provide names of candidates for PNP to Sec. of State M.S. 207A.13, subd. 2
- **January 19** – Ballots must be ready for Absentee Voting
- **January 19** – Posting of Sample Ballots M.S. 204D.09, subd. 2
- **February 27** – Last day for State Party Chairs to submit names of Write-in Candidates M.S. 207A.13, subd. 2(b)
- **February 27** – Publish Notice to Voters M.S. 204D.09
- **March 5** – Presidential Nomination Primary



ABSENTEE VOTING

Minnesota Absentee Ballot Application

Return this application as soon as possible. Ballots must be returned by election day to be counted.

- A presidential nomination primary ballot cannot be sent to you unless you indicate on this application which major political party ballot you wish to receive. You may receive the ballot of only **one** major political party.
- Active duty military and overseas voters should not use this application. See the other side for more information.

1. mark the major political party ballot which you wish to receive for the 3/5/2024 Presidential Nomination Primary (alpha order):

☒ Democratic-Farmer-Labor Party ballot ☐ Legal Marijuana Now Party ballot ☐ Republican Party ballot

2. last name or surname first name middle name suffix

3. date of birth (month/day/year) county where you live phone number
- -

email address

4. mark all boxes that apply:

☐ I have a MN-issued driver's license or MN ID card number. The number is:

☐ I have a social security number. The last four digits are: XXX-XX-

☐ I do not have a MN-issued driver's license, MN-issued ID card or a social security number

Your identification number will be compared to the one on your absentee ballot envelope.

5. address where you live (residence) apt. city MN zip code

6. address where your absentee ballot should be sent apt. city state zip code

7. I certify that I:

- am completing this application on my own behalf;
- **am in general agreement with the principles of the party for whose candidate I intend to vote;**
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have maintained residence in Minnesota for 20 days immediately preceding election day;
- maintain residence address at the address given on this application form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- am not currently incarcerated for a conviction of a felony offense; and
- have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than \$10,000, or both.

sign here: X date / /

See other side for special instructions for voters with disabilities or power of attorney.

APPLICATIONS

- Online & Paper UOCAVA – available now
 - Must note party choice on application
- Online PNP AB Application – available on OSS public webpages in mid-November on “Other Ways To Vote” tab
<https://mnvotes.gov>
- Paper (.pdf) PNP AB Application – available on OSS public webpages in mid-November on “Other Ways To Vote” then click Vote Early By Mail
<https://mnvotes.gov>

PNP AB VOTING IMPORTANT DATES

- Mid-November– Regular online and paper PNP AB Applications available to the public
- January 2: Parties submit name of their candidates and decisions about “uncommitted” and/or “write-in”
- January 5: Last day to send “permanent” AB applications for PNP (County will do)
- January 19: Last day to send electronic “sample” ballots to OSS (County will do)
- January 19: PNP Absentee voting begins
 - UOCAVA ballots must be sent – notify OSS when complete (County will do)
- January 30: PNP HCF voting begins
- February 15: Last day for AB voters to “change” their major party ballot choice
- February 27: **PRECINCT CAUCUS MEETING**
- March 2: Saturday PNP AB voting 9:00 a.m. – 3:00 p.m.



ELECTION JUDGES AND POLLING PLACES

ELECTION JUDGE TRAINING

You must appoint Election Judges that have had the previous required training for this cycle.

- Must be appointed within 25 days of election
- You are required to have party balance
- Minimum of 4 judges – highly suggest additional judge for greeting

There is an additional hour of training required for the PNP

- Within 60 days of the PNP
- Dates TBD – Window for training is January 5-March 4. It will likely be late January/early February.
- All judges must attend
- Online training will be offered
- Focuses on PNP procedures

PARTY CHOICE

Voter's choice

Private within the polling place

- Also applies to Challengers

Private outside of the polling place

- Also applies to Challengers

Cannot change party once ballot has been received

POLLING PLACE SETUP

1 Receipt No. _____

**REGISTERED
VOTER'S RECEIPT
PRECINCT
DEMONSTRATION
BALLOT**

To vote, completely fill in the box
next to the candidate of your
choice like this: ☒

**OFFICE TITLE
VOTE FOR ONE**

☐ CANDIDATE A

☐ CANDIDATE B

☐ UNCOMMITTED

☐ _____
Write-in, if any

Official Use Only

☐ Legal Marijuana Now Party

☐ Republican

☐ Democratic-Farmer-Labor

Poll Pad (Roster) signing in private location

- Consider "Wait Here" notation back from sign-in table

Poll Pads (Rosters) turned away from voters when not in use

Post one set of the sample ballots near, but not on the sign-in table

Voter receipts/demo ballot placed face down

The three parties are listed on receipt/demo ballot so EJ can check the party

ELECTION JUDGE ROLES

Head Judge

- Explaining party choice
- Dealing with voters who do not want to make party choice

Greeter Judge

- Voters must make party choice
- Will only receive one ballot
- Cannot change ballot choice

Roster Judge & Registration Judge

- Cover private information and party choice
- Instruct voter to sign and make party choice
- Give voter receipt with party choice
 - LMN=Legal Marijuana Now
 - R=Republican
 - DFL=Democratic-Farmer-Labor
- May be questioned about the extra sentence on the oath: "I am in general agreement with the principals of the party,"

ELECTION JUDGE ROLES



Demonstration/Ballot Judge

- Three Ballot Layouts
 - Open and verify number of ballots
 - Record discrepancies on incident log
 - Initial ballots
 - When distributing be discrete to keep party choice private
- Uncommitted – There will be script with explanation if they are asked.
- Write-in
- Keep ballot receipts private
- Ensure correct ballot is being distributed
- Replacement ballots same party as spoiled ballots
 - Determine party of spoiled ballot before discarding – Don't put in spoiled envelope until new ballot has been given out.

ELECTION JUDGE ROLES

Health Care Facility Election Judges

- Explaining party choice
- Voter must make party choice on AB application
- Provide as much assistance as requested by the voter
- Work in teams from different political parties when assisting voters

MISCELLANEOUS

Curbside Voting

- Use PNP voter certificate in PNP Election Judge Guide Supplement
- Voter marks party choice
- Deliver only the ballot marked on the receipt

Challengers

- May not challenge party choice
- May not make lists of voters

Complaints

- Party choice – State Election Law Complaint Form

A decorative graphic on the left side of the slide consisting of two parallel, wavy lines. The inner line is yellow and the outer line is white, both set against a dark brown background.

POST ELECTION

RETURN OF MATERIALS

- Same process as State Primary or State General Election
 - Election Judges must return within 24 hours
 - All voted and spoiled ballots
 - Two sets of summary statements (Envelopes A & B)
 - Poll Pads – *IT IS IMPORTANT THAT THEY ARE RETURNED ON ELECTION NIGHT!*
 - Scans & Touch Writers – TOWNSHIPS NEED TO RETURN SO THEY CAN BE REPROGRAMMED FOR TOWNSHIP ELECTIONS.
- Be prepared in case of weather issues

CANVASSING RESULTS

- General Rule – “Except as otherwise provided by law, the presidential nomination primary must be conducted, and the results canvassed and returned, in the manner provided by law for the state primary” M.S. 207A.12 (a)
 - ***THIS WILL BE DONE BY THE COUNTY CANVASSING BOARD.***
- Meeting on either **March 7 or 8** (second or third day following the PNP) M.S. 204C.32, subd. 1
- The State Canvassing Board Meeting on Tuesday, March 12
 - Declares the results of the Presidential Nomination Primary. M.S. 207A.12 (c)
- Immediately after the declaration of results the Sec. of State must notify the chair of each party of the results. M.S. 207A.12 (c)
- The Results of the PNP must bind the election of delegates in each party. M.S. 207A.12 (d)

RECOUNTS & CONTESTS

The AG opined in 2019 that there are no legal procedures outlined in Minnesota Statutes for recounts or contests of the presidential nominating primary results.

ACCESS TO PNP INFORMATION

- Party choice is Private Data on individuals. M.S. 207A.12 (b)
 - The Secretary of State must provide to the chair of each major political party a list of voters who selected that party. M.S. 201.091, subd. 4a
 - Inspection of Rosters – Conceal the party preference information like birthdates.
 - Public Information List is available



REIMBURSEMENT



**CITIES AND
TOWNSHIPS WILL
NEED TO SUBMIT
THEIR OWN
REIMBURSEMENT
REQUEST
DIRECTLY TO OSS
THIS YEAR TO
RECEIVE
REIMBURSEMENT
FOR ELIGIBLE
EXPENSES.**

REIMBURSEMENT PROCESS

In August of 2023 the OSS certified estimated cost to the Office of Management & Budget

Reimbursable Costs

- Preparation and printing of ballots
- Postage for absentee ballots
- Publication of Notice to voters pursuant to MS 204D.16
- Preparation of polling places (up to \$150 per polling place)
- Preparation of voting system (up to \$100 per precinct)
- Compensation for temporary staff and overtime payments
- Election judge salaries
- Compensation of county canvassing board members
- 2019 law change adding “other expenses as approved by the secretary of state”

REIMBURSEMENT PROCESS



May 11 is the last day to submit reimbursement requests to the OSS

Itemized description of actual costs and copies of invoices required.

Requests must be submitted by **each** jurisdiction.

OSS will have an online application portal where reimbursements will need to be submitted. I will forward information when it becomes available.



June 10 OSS reimburses counties and municipalities certified expenses



Applicant Dashboard

[Public Profile](#)**Applicant:**

Grace Tester
elections.dept@state.mn.us
651-556-0645

**Organization:**

A County
12-3456789

[Contact Email History](#) [MN](#)

❗ If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 1**Historical Requests** 0

▼ Test City

Process: Presidential Nomination Primary Reimbursement

Application	Submitted	08/01/2023
Decision	Approved	08/04/2023

[View Application](#)

No Follow Ups have been scheduled



HEALTH CARE VOTER OUTREACH

HCF - LEGISLATIVE CHANGES

➤ Health Care Facility Voting Expanded

- Can now be administered starting 35 days before election day (previously 20 days)
- HCF voting **MUST** be administered at veteran's homes (none in Chisago County)
- HCF voting **MAY** be administered at assisted living homes and/or battered women shelters

<https://www.health.state.mn.us/facilities/regulation/directory/providerselect.html>

NAME	ADDRESS	CITY	STATE	ZIP
ECUMEN NORTH BRANCH	5379 383RD STREET	NORTH BRANCH	MN	55056
JUST LIKE HOME SENIOR CARE	29288 OLD TOWN ROAD	CHISAGO CITY	MN	55013
LINDSTROM SENIOR LIVING	30455 LEHIGH AVENUE	LINDSTROM	MN	55045
MEADOWS ON FAIRVIEW AL	25565 FAIRVIEW AVENUE	WYOMING	MN	55092
PARMLY ON THE LAKE	28210 OLD TOWNE ROAD	CHISAGO CITY	MN	55013
RUSHSEBA STATION ASSISTED LIVI	700 WEST 14TH STREET	RUSH CITY	MN	55069
THE ENCORE AT NORTH BRANCH	38610 14TH AVENUE	NORTH BRANCH	MN	55056
THE LODGE OF TAYLORS FALLS LLC	1051 MULBERRY STREET	TAYLORS FALLS	MN	55084
WINDY ACRES LONG TERM CARE INC	7040 LAKE BOULEVARD	FOREST LAKE	MN	55025

[a/minnesota](https://www.health.state.mn.us/facilities/regulation/directory/providerselect.html)

Chisago County, Minnesota Women's Shelters



The Refuge Network Chisago City - Chisago City

10625 Railroad Ave S, #204

Chisago City, MN - 55013

651-257-2890

[Website](#)

HEALTH CARE VOTER OUTREACH

- Cities with health care facilities need to make arrangements to do outreach voting.
- HCF outreach begins January 30
- Use the PNP Absentee Ballot Application when signing up voters.



NON-PNP ELECTION ITEMS

ANNUAL STATE ELECTION FUNDING

- In the 2023 Legislative Session \$1.25 million annually was allocated for expenses directly related to elections and will be distributed to all 87 counties by OSS.
 - 20% is allocated equally to all 87 counties
 - 80% is allocated based on registered voters
- The funds come to the county and are allocated:
 - 50% to County
 - 25% to jurisdiction responsible for administering absentee voting (the County)
 - 25% to cities and townships based on registered voters or if agreed upon retained by the County or other distribution formula
- The County is required to report annually to OSS by December 15 on use of funds. If funds are disbursed to municipalities, you will need to report to the County before that time on use of the funds.

ANNUAL STATE ELECTION FUNDING

➤ Eligible expenses:

- Equipment; hardware and software; cybersecurity; security-related infrastructure; capital improvements to improve access to polling places for individuals with disabilities; staff costs for election administrators, election judges and other election officials; printing and publication; postage; programing; local match for state or federal funds; other purposes directly related to election administration
- I am proposing entering into an agreement for the County to retain those funds because the County provides to each municipality at no cost all equipment, programming, ballot printing, equipment testing and notice publication. Many counties charge these costs back to the municipalities for Primary/General Elections. **Chisago County does not.**
 - Annual Equipment Maintenance Cost \$34,326 (2022 Cost)
 - Ballot Printing and Programing for 2022 General Election \$36,274 (Doesn't include Primary Election Cost)

Voter Grant Distribution

Registered Voters As of 4/28/2022 (Most recent statewide General Election Year)

2023 Voter Account Funds Received \$ 13,480.17

50% Retained by County \$ 6,740.09

25% Retained by County for AB \$ 3,370.04

25% to Municipalities based of VR \$ 3,370.04

Precinct Name	Voter Count	Per Reg Voter \$ 0.09
AMADOR TWP	643	\$ 57.34
CENTER CITY	464	\$ 41.38
CHISAGO CITY	3888	\$ 346.72
CHISAGO LAKE TWP (N)	1675	\$ 149.37
CHISAGO LAKE TWP (S)	1893	\$ 168.81
FISH LAKE TWP	1565	\$ 139.56
FRANCONIA TWP	1278	\$ 113.97
HARRIS	749	\$ 66.79
LENT TWP	2177	\$ 194.14
LINDSTROM	3344	\$ 298.20
NESSSEL TWP	1385	\$ 123.51
NORTH BRANCH P-B	1874	\$ 167.12
NORTH BRANCH P-C	2907	\$ 259.23
NORTH BRANCH P-A	1978	\$ 176.39
RUSH CITY	1305	\$ 116.37
RUSHSEBA TWP	566	\$ 50.47
SHAFER	666	\$ 59.39
SHAFAER TWP P-A	787	\$ 70.18
SHAFAER TWP P-B	28	\$ 2.50
STACY	968	\$ 86.32
SUNRISE TWP	1458	\$ 130.02
TAYLORS FALLS	703	\$ 62.69
WYOMING	5490	\$ 489.58
	37791	\$ 3,370.04

ANNUAL STATE ELECTION FUNDING

- Election Grant Allocation - By December 15, 2023:
 - Return an executed copy of the Voting Operations, Technology & Elections Resources (Voter) Account – Municipality Agreement which allows the County to retain your share of the annual funds for annual equipment maintenance fees, programming fees and ballot printing.
 - No municipal grant reporting required. This will be the responsibility of the County
- Send notification to Bridgitte Konrad that you wish to receive your allocation of the election grant.
 - You will be responsible for maintaining and submitting documentation to the County on the eligible use of the funds annually.

MISCELLANEOUS

- Copies of Election Laws for everyone to take
 - <https://www.sos.state.mn.us/media/5067/minnesota-election-laws-statutes-and-rules.pdf>
- Are there any clerks/election administrators that haven't received the required training?
 - Initial certification 5 hours for an election cycle (January of even numbered years-December 31 of odd numbered years).
 - Continued certification 4 hours every election cycle
 - Training from our office, Secretary of State, professional associations

POLLING PLACE DESIGNATION RESOLUTIONS – LEGISLATIVE CHANGE

- During the 2023 Legislative Session they passed legislation that eliminates the requirement for the annual ordinance/resolution designating polling places for cities/townships unless there is a change to your polling place.
- I am requesting that you pass a resolution by December 31, 2023 designating your polling place. This will be the last time you need to do that **UNLESS** you change your polling place then you will need to submit a new resolution.

NON-STATEWIDE ELECTIONS

- Currently for any non-statewide elections the jurisdictions are required to pay all costs for programming equipment and ballot printing. Jurisdictions have administered absentee voting and done public testing of equipment.
- Beginning in 2024 for any non-statewide elections the Auditor-Treasurer's Office will now administer absentee voting for all non-statewide elections and will conduct the public testing. Jurisdictions will be charged for this service.



**QUESTIONS OR
CONCERNS WE
CAN ADDRESS?**



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 01/04/2024

Board & Commission: City Council

Subject: Monthly Legal Report

Monthly legal report is presented to the Council as an informational item.

Voting Requirements:

Not Applicable. It is an informational item and does not require action.

MEMORANDUM

To: The Honorable Kevin Schieber
City of North Branch City Council

VIA EMAIL ONLY

cc: Ragini Varma, City Clerk

From: Christopher M. Hood

Date: January 3, 2024

Re: Legal Staff Report for January 9, 2024 City Council Meeting

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We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during December 2023. The matters listed below are discussed in a general manner only for sake of brevity and to maintain any attorney-client privileged and/or confidential information/data.

Summary of City Matters

1. **Personnel and Labor Matters**

Attorneys researched, reviewed, and drafted personnel and Council related correspondence; reviewed and prepared documents, and drafted memoranda; prepared for and attended a city council meeting; review and drafted data request response; drafted interim administrator contract and memorandum of agreement; draft and revise ESST Policy; and responded to various questions regarding personnel matters.

2. **Land Use Matters**

Attorneys researched, reviewed, drafted correspondence, and responded to questions regarding a structure in a shoreland area and zoning requirements. Attorneys researched, reviewed, drafted correspondence, and responded to questions regarding building code requirements for a duplex. Attorneys researched, reviewed, and responded to questions regarding a cartway petition. Research, draft and revise plat opinions.

3. **Staff Communications**

Attorneys also make occasional day-to-day communications with the City Administrator, City Engineer and City staff regarding the above-referenced matters, among others.

CMH/sw