



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, SEPTEMBER 10, 2024 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, September 10, 2024

1. CALL TO ORDER

The North Branch City Council met in REGULAR and Mayor Kevin Schieber called the meeting to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Schieber led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Councilmember Peter Schaps, Councilmember Kelly Neider

Absent:

Remote: Councilmember Robert Canada, Councilmember Travis Miles

Others Present: Also present City Clerk/IT Director Varma, Finance Director Wright, Public Works Director Williams, GIS Specialist/Parks Director Sondrol, Fire Chief Heinen, Liquor Operations Director Golden along with members of the public and the press.

Notes: Councilmember Neider arrived at 7:08pm.

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES: Councilmember Nieder was not present for this vote.

5. PRESENTATION & PROCLAMATION

- a. Employee Retirement Recognition INFO

Public Works Director Williams presented the plaque to Lead Wastewater Operator John Goshey for his thirteen years of service to the City and its community and his last day would be September 30, 2024.

- b. Space Needs Analysis INFO

Kraus Anderson team presented the Space Need Study to the Council as part of Phase II presentation as detailed in the agenda packet.

- c. 2023 Audit Presentation ACTION

CliftonLarsonAllen, LLP made the Audit Presentation. Miranda Wendlandt, Principal of CliftonLarsonAllen, LLP presented to the Council remotely and addressed the questions that Council had.

6. PUBLIC COMMENT

Provides an opportunity for the public to address the Council on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes.

There were no public comments during this meeting.

7. CONSENT AGENDA

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

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Travis Miles

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

ABSENT:

NOTES: Item # e and f were pulled to be presented in the next regular meeting.

- a. Claims ACTION
- b. 2024 Local and State Aid Overlay Project Bid Award ACTION
- c. Ordinance 380-24 Granting Minnesota Energy Resources Permission to Erect A Gas Distribution System ACTION
- d. Ordinance 382-24 Authorizing the Summary Publication of Ordinance 380-24 Granting Minnesota Energy Resources Permission to Erect a Gas Distribution System ACTION
- e. Ordinance 381-24 Creating Chapter 18 Business, Article XII Cannabis Regulation ACTION
- f. Ordinance 383-24 Authorizing the Summary Publication of Ordinance 381-24 Creating Chapter 18 Business, Article XII Cannabis Regulation ACTION

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| g. | Approve Resolution R-81-2024 Approving Northwood Park Pickleball Court & Site Improvements - Pay Request 3 | ACTION |
| h. | Authorizing a Reduction in a Letter of Credit for the Boka Haven Project | ACTION |
| i. | Site Improvement Agreement with Greg Schneller | ACTION |
| j. | Approve Resolution No. R-86-2024, Approving the special event permit for the North Branch High School Homecoming Fireworks Display on September 27, 2024 | ACTION |
| k. | Approve Gambling LG220 Permit - St Gregory the Great Catholic Church | ACTION |
| l. | Resolution R-87-2024 Approving Pay Request No. 8 for the Water Tower #1 Rehab Project | ACTION |
| m. | Resolution R-88-2024 Approving Pay Request No. 6 for the Highway 95 Water Main Replacement Project | ACTION |

8. PUBLIC HEARINGS

There were no public hearings during this meeting.

9. STAFF REPORTS

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| a. | Resolution 82-2024 Ordering the Securing of 38624 14th Avenue - Vacant Structure | ACTION |
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RESULT: **Passed**

MOVER: **Kevin Schieber**

SECONDER: **Robert Canada**

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

ABSENT:

NOTES:

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| b. | Update and Discussion Regarding Liquor Store Operations | INFO |
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Liquor Operations Director Golden updated the Council regarding the Liquor Store Operations as presented in the memo.

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| c. | Motion to approve selection of Professional Audit Services | ACTION |
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RESULT: **Passed**

MOVER: **Kevin Schieber**

SECONDER: **Peter Schaps**

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

ABSENT:

NOTES:

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| d. | Resolution Adopting the Preliminary 2025 EDA Tax Levy for the City of North Branch | ACTION |
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RESULT: **Passed**

MOVER: **Kevin Schieber**

SECONDER: **Travis Miles**

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

ABSENT:

NOTES:

e. Resolution Adopting the Preliminary 2025 HRA Tax Levy for the City of North Branch ACTION

f. Resolution approving the Preliminary 2025 Operating and Debt Levy ACTION

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Travis Miles

AYES: Kevin Schieber, Robert Canada, Travis Miles

ABSENT:

NOTES: Schaps and Neider voted nay.

g. Attorney Monthly Report INFO

The monthly attorney report was presented to the Council as informational item.

10. MAYOR/CITY COUNCIL

There were no reports.

11. ADJOURNMENT

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Peter Schaps

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

ABSENT:

NOTES: The meeting was adjourned at 9:10pm.

APPROVED: Kevin Schieber ATTEST: Ragini Varma

