



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 16, 2024
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. WORKSESSION ITEMS
 - a. Discuss Recruitment Process and Next Steps Regarding Search for a Permanent City Administrator
 - b. Discuss Methods of Citizen Outreach and Public Notice Requirements
 - c. Discuss Council Decision Processes Related to Commission Recommendations
 - d. Discuss Council, Commission and Staff Expectations for 2024
 - e. Discuss Potential Economic Development Growth Evaluation Ideas
 - f. Discuss Potential Re-establishment of Local Primary Elections
5. 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.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/11/2024

Board & Commission: City Council

Subject: Discuss Recruitment Process and Next Steps Regarding Search for a Permanent City Administrator

Council will discuss the recruitment process and next steps regarding search for a Permanent City Administrator.

Voting Requirements:

None. Discussion item.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/11/2024

Board & Commission: City Council

Subject: Discuss Methods of Citizen Outreach and Public Notice Requirements

Council will discuss the Methods of Citizen Outreach and Public Notices

Voting Requirements:

None. Discussion item.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/11/2024

Board & Commission: City Council

Subject: Discuss Council Decision Processes Related to Commission Recommendations

Discuss Council Decision Processes Related to Commission Recommendations

Voting Requirements:

None. Discussion item.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/11/2024

Board & Commission: City Council

Subject: Discuss Council, Commission and Staff Expectations for 2024

Discuss Council, Commission and Staff Expectations for 2024

Voting Requirements:

None. Discussion item.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 01/11/2024

Board & Commission: City Council

Subject: Discuss Potential Economic Development Growth Evaluation Ideas

Council to discuss Potential Economic Development Growth Evaluation

Voting Requirements:

None. Discussion Item.



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 01/11/2024

Board & Commission: City Council

Subject: Discuss Potential Re-establishment of Local Primary Elections

Any City may establish a City Primary if the Council adopts an ordinance by April 15 in the year when a Municipal General Election is held. The City Clerk must notify the Secretary of State and the County Auditor within 30 days after the adoption of the ordinance. You can read more about this beginning on page 24 of Chapter 5 of our Handbook for Minnesota Cities: <https://www.lmc.org/resources/handbook-for-minnesota-cities-ch-5-election-procedures/>. The state statutes that dictate the establishing of the primary is 205.065 PRIMARIES and the website link can be located at <https://www.revisor.mn.gov/statutes/cite/205.065>

Attached is an ordinance that will need to be approved by the Council during a regular meeting. The language will need to be reviewed by the City Attorney to make sure it meets the statutory requirement.

Quick reference 2024 Election and Candidate Filing Period Dates:

Precinct Caucus Feb. 27, 2024

Presidential Nomination Primary Mar. 5, 2024

Candidate Filing Period for Primary Election (between 84 and 70 days before the election) May 21-Jun. 4, 2024
Primary Election Day Aug. 13, 2024

Candidate Filing Period for General Election between 98 and 84 days before the election) Jul. 30-Aug13, 2024
General Election Day Nov. 5, 2024

Voting Requirements:

None. Discussion item.

CITY OF NORTH BRANCH,
CHISAGO COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ARTICLE IV ELECTION
OF THE NORTH BRANCH CITY CODE
ESTABLISHING A PRIMARY ELECTION**

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA
ORDAINS:

SECTION 1. Title IV of the North Branch City Code is amended to add the following:

Chapter 2 Sec 2-107 Primary Elections.

Primary Election Candidates. The City Primary Election and General Election for Mayor and City Council shall be conducted in the manner provided by law for elections for nonpartisan offices. A Primary Election for an office shall only be held if there are a number of candidates equal to more than twice the number of individuals to be elected to the office. All candidates for Mayor and City Council shall run for nomination in the City Primary Election.

Timing of Primary Elections. City Primary Election and the opening and closing dates for the filing of candidates for office shall coincide with the State Primary and General Election.

Results. Within ten days after the primary, the City Council shall canvass the returns, and the two candidates for each office who receive the highest number of votes, or a number of candidates equal to twice the number of individuals to be elected to the office, who receive the highest number of votes, shall be the nominees for the office named.

Recount. A losing candidate may request a recount of the primary votes for that nomination subject to the requirements of Minnesota Statutes, Section 204C.36.

SECTION 2. Effective Date: This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 23rd day of January 12, 2024 by the City Council of the City of North Branch, Minnesota.

CITY OF NORTH BRANCH

BY: _____
Kevin Schieber, Mayor

ATTEST:

Ragini Varma, City Clerk