



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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. Thank you and appreciation to Council Member Kelly Neider- 8 years of service to the North Branch community.

5. AGENDA APPROVAL

a. Approve Agenda

ACTION

6. PRESENTATION & PROCLAMATION

7. PUBLIC COMMENT

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

8. CONSENT AGENDA

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

a. Claims

ACTION

b. Approve City Council Meeting Minutes November 12, 2024, December 2, 2024
Council Meeting, and December 2, 2024 Truth in taxation

ACTION

c. Accept Planning Commissioner Jim Ibinger's Resignation

ACTION

- d. Resolution - R-120-2024 Accepting the dedication of outlot's in the Wildridge developments ACTION
- e. Accept Part-Time Liquor Store Clerk Logan Miller's Resignation ACTION
- f. Approve the Hire of Ashley Lewerenz as Police Officer ACTION
- g. 2025 Liquor, Tobacco, and Message Licenses addition VERBAL UPDATE
- h. Approve and authorize city staff to submit a SRTS Planning Assistance Grant Application ACTION
- i. Resolution Designating Polling Places for 2025 ACTION
- j. Approve Resolution R-126-2024 Accepting Dedication of a public drainage and utility easement ACTION
- k. Resolution R-127-2024 Hwy. 95 Water Main Project Pay Request #7-FINAL ACTION

9. PUBLIC HEARINGS

10. STAFF REPORTS

- a. November Liquor Operations Update INFO
- b. Resolution R-128-2024 Adopting the Final 2025 EDA Tax Levy for the North Branch Economic Development Authority ACTION
- c. Resolution R-129-2024 Adopting the Final 2025 HRA Tax Levy for the North Branch Economic Development Authority ACTION
- d. Resolution to Adopt the City of North Branch 2025 Budget. ACTION
- e. Resolution to Adopt the 2025 Property Tax Levy ACTION

11. MAYOR/CITY COUNCIL

- a. FUNDAMENTALS OF ENTERPRISE FUNDS INFO

12. 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:

Presenter:

Date: 05/20/2024

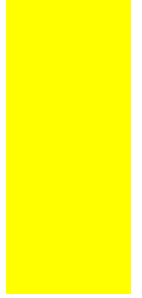
Board & Commission: City Council

Subject: Claims

Voting Requirements:

Voting Options Simple Majority

City of North Branch



ACH Checks

5608 to 5638 - \$250,851.28

Checks

90525 to 90585 - \$338,008.37

Payroll

Dec 6, 2024 - \$135,141.70

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 12/05/2024 - 3:55PM
Batch: 00001.12.2024 - 12062024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	Ace Solid Waste			Check Sequence: 1	ACH Enabled: False
11291408T067	REFUSE	308.52	12/06/2024	101-43000-50387	
11291408T067	REFUSE	58.13	12/06/2024	615-49550-50387	
11291408T067	REFUSE	210.45	12/06/2024	101-41940-50387	
11291408T067	REFUSE	140.44	12/06/2024	609-49750-50387	
11291408T067	REFUSE	102.31	12/06/2024	101-45500-50387	
11291408T067	REFUSE	107.28	12/06/2024	615-49550-50387	
11291408T067	REFUSE	245.56	12/06/2024	602-49450-50387	
11291408T067	REFUSE	65.02	12/06/2024	101-42280-50387	
	Check Total:	1,237.71			
Vendor: 1646	Ameritas			Check Sequence: 2	ACH Enabled: False
1206 AMER	OTHER RETIREMENT	90.00	12/06/2024	101-00000-21705	
	Check Total:	90.00			
Vendor: 1029	Artisan Beer Company			Check Sequence: 3	ACH Enabled: False
3728506	BEER	180.00	12/06/2024	609-49750-50252	
3728507	BEER	286.10	12/06/2024	609-48000-50252	
3728508	THC	760.90	12/06/2024	609-48000-50254	
3729610	BEER	150.80	12/06/2024	609-49750-50252	
3729611	BEER	40.00	12/06/2024	609-48000-50252	
	Check Total:	1,417.80			
Vendor: 1031	Aspen Mills			Check Sequence: 4	ACH Enabled: False
342287	SHIRTS - WB	99.10	12/06/2024	101-42280-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		99.10			
Vendor: 1036	AT & T Mobility			Check Sequence: 5	ACH Enabled: False
287294264933X12	MOBILE SERVICES	38.23	12/06/2024	609-49750-50243	
287294264933X12	MOBILE SERVICES	1,899.52	12/06/2024	101-42110-50300	
287294264933X12	MOBILE SERVICES	123.69	12/06/2024	615-49550-50380	
287294264933X12	MOBILE SERVICES	261.53	12/06/2024	101-42280-50321	
287294264933X12	MOBILE SERVICES	38.23	12/06/2024	609-48000-50243	
Check Total:		2,361.20			
Vendor: 2207	Beaudry Oil & Service, Inc			Check Sequence: 6	ACH Enabled: False
2739933	DIESEL	4,700.40	12/06/2024	602-49450-50212	
2752077	DIESEL	2,000.00	12/06/2024	612-49700-50212	
2752077	DIESEL	2,000.00	12/06/2024	101-45000-50212	
2752077	DIESEL	1,256.42	12/06/2024	101-43000-50212	
2785379	DIESEL	4,900.08	12/06/2024	101-43000-50212	
Check Total:		14,856.90			
Vendor: 1049	Bellboy Corporation			Check Sequence: 7	ACH Enabled: False
0109180000	OPERATING SUPPLIES	35.71	12/06/2024	609-48000-50210	
0205825900	WINE	295.00	12/06/2024	609-48000-50253	
0205834000	LIQUOR	1,357.55	12/06/2024	609-49750-50251	
0205834000	THC	115.00	12/06/2024	609-49750-50254	
0205834400	THC	110.25	12/06/2024	609-48000-50254	
0205834400	LIQUOR	117.25	12/06/2024	609-48000-50251	
0205881400	WINE	582.60	12/06/2024	609-48000-50253	
0205881500	WINE	436.95	12/06/2024	609-49750-50253	
0205904700	LIQUOR	1,442.10	12/06/2024	609-49750-50251	
0205904800	LIQUOR	1,028.74	12/06/2024	609-48000-50251	
118212607-2	LIQUOR CREDIT	-282.30	12/06/2024	609-48000-50251	
Check Total:		5,238.85			
Vendor: 1052	Bernicks			Check Sequence: 8	ACH Enabled: False
10291583	N/A SALES	153.40	12/06/2024	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10291583	BEER	4,295.65	12/06/2024	609-49750-50252	
10291584	N/A SALES	84.00	12/06/2024	609-49750-50250	
10291585	BEER CREDIT	-31.32	12/06/2024	609-49750-50252	
10291591	THC	170.00	12/06/2024	609-48000-50254	
10291592	BEER	4,065.70	12/06/2024	609-48000-50252	
10291592	BEER	0.00	12/06/2024	609-49750-50252	
10291592	N/A SALES	88.60	12/06/2024	609-48000-50250	
10291592	THC	0.00	12/06/2024	609-49750-50254	
10291592	WINE	0.00	12/06/2024	609-49750-50253	
10291593	BEER CREDIT	-74.93	12/06/2024	609-48000-50252	
10293846	N/A SALES	36.90	12/06/2024	609-49750-50250	
10293846	BEER	5,676.15	12/06/2024	609-49750-50252	
10293846	LIQUOR	60.00	12/06/2024	609-49750-50251	
10293847	N/A SALES	20.08	12/06/2024	609-49750-50250	
10293852	BEER	982.50	12/06/2024	609-48000-50252	
118667382-02	WINE CREDIT	-590.60	12/06/2024	609-48000-50253	
	Check Total:	14,936.13			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 9	ACH Enabled: False
118667382	WINE	590.60	12/06/2024	609-48000-50253	
118783633	LIQUOR	1,474.38	12/06/2024	609-48000-50251	
118783634	N/A SALES	76.95	12/06/2024	609-48000-50250	
118783635	WINE	550.60	12/06/2024	609-48000-50253	
118784479	LIQUOR	1,074.40	12/06/2024	609-49750-50251	
118784480	WINE	323.55	12/06/2024	609-49750-50253	
118893350	LIQUOR	493.40	12/06/2024	609-49750-50251	
118893351	N/A SALES	166.97	12/06/2024	609-49750-50250	
411774053	LIQUOR CREDIT	-163.60	12/06/2024	609-49750-50251	
412967112	N/A SALES CREDIT	-69.57	12/06/2024	609-49750-50250	
412970464	LIQUOR CREDIT	-79.95	12/06/2024	609-49750-50251	
88662 CREDIT	LIQUOR CREDIT	-19.99	12/06/2024	609-49750-50251	
	Check Total:	4,417.74			
Vendor: 2014	RICKY BREITKREUTZ			Check Sequence: 10	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
113-4451074-215	Leather Work Gloves 36	117.50	12/06/2024	620-49600-50237	
113-6880516-233	Leather Work Gloves 12	24.55	12/06/2024	101-43000-50237	
	Check Total:	142.05			
Vendor: 1076	Business Essentials			Check Sequence: 11	ACH Enabled: False
647011	PAPER TOWEL	33.61	12/06/2024	101-45000-50210	
	Check Total:	33.61			
Vendor: 2206	Core & Main LP			Check Sequence: 12	ACH Enabled: False
11981	TESTING	104.87	12/06/2024	602-49450-50210	
792881	WATER CURB STOP REPAIR PARTS	1,530.02	12/06/2024	615-49550-50404	
919452	WELL 3 CHECK VALVE REPAIR PARTS	5,738.00	12/06/2024	615-49550-50404	
	Check Total:	7,372.89			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 13	ACH Enabled: False
02-400084	N/A SALES	54.64	12/06/2024	609-48000-50250	
	Check Total:	54.64			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 14	ACH Enabled: False
2337251	BEER	2,895.55	12/06/2024	609-48000-50252	
2337570	THC	332.50	12/06/2024	609-49750-50254	
2337572	N/A SALES	280.35	12/06/2024	609-49750-50250	
2337608	THC	170.50	12/06/2024	609-49750-50254	
2337610	N/A SALES	31.00	12/06/2024	609-49750-50250	
2337611	LIQUOR	83.10	12/06/2024	609-49750-50251	
2337611	BEER	8,943.20	12/06/2024	609-49750-50252	
2341214	BEER	5,336.65	12/06/2024	609-49750-50252	
2341214	LIQUOR	655.80	12/06/2024	609-49750-50251	
2341214	VENDOR KEG DEPOSIT	30.00	12/06/2024	609-00000-11560	
2341796	BEER	2,909.30	12/06/2024	609-48000-50252	
2342034	N/A SALES	464.15	12/06/2024	609-49750-50250	
2342076	N/A SALES	33.85	12/06/2024	609-48000-50250	
2342077	THC	426.00	12/06/2024	609-49750-50254	
2342098	LIQUOR	474.00	12/06/2024	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	23,065.95			
Vendor: 1133	Dell Marketing, L.P.			Check Sequence: 15	ACH Enabled: False
1012666770	ADOBE 19 USERS	5,320.35	12/06/2024	101-41940-50207	
	Check Total:	5,320.35			
Vendor: 1144	Dresser Trap Rock, Inc.			Check Sequence: 16	ACH Enabled: False
148693	LANDSCAPE ROCK	1,064.35	12/06/2024	101-45000-50210	
	Check Total:	1,064.35			
Vendor: 2205	FES, Inc.			Check Sequence: 17	ACH Enabled: False
21285	GARMENT CLEANING/REPAIR	73.80	12/06/2024	101-42280-50201	
21290	KEY PRO FLOW HOSES	7,687.00	12/06/2024	101-42280-50201	
21294	GLOVES X 13	1,152.54	12/06/2024	101-42280-50201	
	Check Total:	8,913.34			
Vendor: 1189	Flahertys Happy Tyme Company			Check Sequence: 18	ACH Enabled: False
239	N/A SALES	234.00	12/06/2024	609-49750-50250	
	Check Total:	234.00			
Vendor: 1204	Gateway Sign Co.			Check Sequence: 19	ACH Enabled: False
289873	NEW SQUAD 125 SET UP	510.00	12/06/2024	101-42110-50550	
	Check Total:	510.00			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 20	ACH Enabled: False
4110645	150 BILLABLE TICKETS	67.50	12/06/2024	602-49450-50300	
4110645	150 BILLABLE TICKETS	67.50	12/06/2024	612-49700-50300	
4110645	150 BILLABLE TICKETS	67.50	12/06/2024	615-49550-50300	
	Check Total:	202.50			
Vendor: 1222	Granite Electronics			Check Sequence: 21	ACH Enabled: False
2249462	PAGER MINITOR X2	1,001.00	12/06/2024	101-42280-50201	
	Check Total:	1,001.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1244 W1086605655	Lane Hischer WORK BOOT	131.96	12/06/2024	Check Sequence: 22 101-45000-50237	ACH Enabled: False
	Check Total:	131.96			
Vendor: 1246 773371	Hohensteins, Inc. BEER	187.50	12/06/2024	Check Sequence: 23 609-49750-50252	ACH Enabled: False
	Check Total:	187.50			
Vendor: 1249 1068	Mitchell Holmes NEW COMPRESSOR PUMP	1,671.72	12/06/2024	Check Sequence: 24 101-42280-50401	ACH Enabled: False
	Check Total:	1,671.72			
Vendor: 1265 112421135 1859295	Isanti-Chisago County Star ADVERTISING 12/03 PUBLIC HEARING	70.00 7.35	12/06/2024 12/06/2024	Check Sequence: 25 609-49750-50340 101-41910-50351	ACH Enabled: False
	Check Total:	77.35			
Vendor: 1270 205583	IWORQ Systems 2025 iWORK	5,958.00	12/06/2024	Check Sequence: 26 101-00000-11550	ACH Enabled: False
	Check Total:	5,958.00			
Vendor: 1279 114686 116225 116226 2671845 2671847 2671849 2671850 2671851 2671852 2671853 2671854 2671855	Johnson Brothers Liquor Co. WINE CREDIT LIQUOR CREDIT LIQUOR CREDIT LIQUOR LIQUOR LIQUOR WINE LIQUOR WINE LIQUOR LIQUOR LIQUOR	-140.60 -7.98 -127.82 1,895.02 0.45 725.14 317.07 838.92 255.28 198.96 842.17 920.15	12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024 12/06/2024	Check Sequence: 27 609-48000-50253 609-49750-50251 609-49750-50251 609-49750-50251 609-48000-50251 609-49750-50251 609-49750-50253 609-49750-50251 609-49750-50253 609-48000-50251 609-48000-50251 609-48000-50251	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2671856	WINE	0.00	12/06/2024	609-49750-50253	
2671856	LIQUOR	705.60	12/06/2024	609-48000-50251	
2675728	LIQUOR	1,051.20	12/06/2024	609-49750-50251	
2675729	LIQUOR	226.97	12/06/2024	609-49750-50251	
2675730	N/A SALES	49.82	12/06/2024	609-49750-50250	
2675731	LIQUOR	442.92	12/06/2024	609-49750-50251	
2675732	WINE	147.64	12/06/2024	609-49750-50253	
2675733	N/A SALES	33.82	12/06/2024	609-49750-50250	
2675734	LIQUOR	1,779.86	12/06/2024	609-48000-50251	
2675735	LIQUOR	568.92	12/06/2024	609-48000-50251	
2675736	WINE	246.30	12/06/2024	609-48000-50253	
2675738	WINE	566.56	12/06/2024	609-48000-50253	
	Check Total:	11,536.37			
Vendor: 1294	Kris Engineering, Inc.			Check Sequence: 28	ACH Enabled: False
40627	CUTTING EDGES - SNOW PLOWING	6,493.78	12/06/2024	101-43000-50210	
	Check Total:	6,493.78			
Vendor: 1296	Lamar Companies			Check Sequence: 29	ACH Enabled: False
116562680	I35 BILLBOARD	222.50	12/06/2024	609-48000-50340	
116562680	I35 BILLBOARD	222.50	12/06/2024	609-49750-50340	
	Check Total:	445.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 30	ACH Enabled: False
FOR DEC 2024	UNION DUES	846.00	12/06/2024	101-00000-21708	
	Check Total:	846.00			
Vendor: 1308	LegalShield			Check Sequence: 31	ACH Enabled: False
FOR DEC 2024	LEGAL SERVICES DEC 2024	15.95	12/06/2024	101-00000-21712	
	Check Total:	15.95			
Vendor: 1963	Marsh USA, Inc			Check Sequence: 32	ACH Enabled: False
2892661	Policy No. 2024BISERVICEFEE	12,000.00	12/06/2024	101-00000-11550	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		12,000.00			
Vendor: 1738	Maverick Beverage Company Minnesota LLC			Check Sequence: 33	ACH Enabled: False
INV1427579	WINE	339.00	12/06/2024	609-49750-50253	
SO1376991	WINE	226.00	12/06/2024	609-48000-50253	
Check Total:		565.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 34	ACH Enabled: False
5760586	BEER CREDIT	-19.60	12/06/2024	609-49750-50252	
778727	BEER	4,479.75	12/06/2024	609-49750-50252	
778727	WINE	187.99	12/06/2024	609-49750-50253	
778845	LIQUOR	284.30	12/06/2024	609-49750-50251	
778850	BEER CREDIT	-41.40	12/06/2024	609-49750-50252	
779887	LIQUOR	59.50	12/06/2024	609-48000-50251	
779887	BEER	4,363.80	12/06/2024	609-48000-50252	
779888	LIQUOR	211.60	12/06/2024	609-49750-50251	
779889	N/A SALES	27.45	12/06/2024	609-49750-50250	
779889	THC	71.76	12/06/2024	609-49750-50254	
779889	BEER	10,131.95	12/06/2024	609-49750-50252	
780622	BEER	118.50	12/06/2024	609-48000-50252	
780623	BEER	118.50	12/06/2024	609-49750-50252	
780907	BEER	4,233.00	12/06/2024	609-48000-50252	
780907	LIQUOR	238.00	12/06/2024	609-48000-50251	
780907	N/A SALES	31.05	12/06/2024	609-48000-50250	
780932	BEER CREDIT	-51.85	12/06/2024	609-48000-50252	
780933	BEER	29.30	12/06/2024	609-48000-50252	
780933	THC	285.00	12/06/2024	609-48000-50254	
Check Total:		24,758.60			
Vendor: 1644	Mega Beer			Check Sequence: 35	ACH Enabled: False
IN-18058	BEER	307.70	12/06/2024	609-49750-50252	
IN-18332	BEER	141.15	12/06/2024	609-48000-50252	
IN-18332	THC	170.30	12/06/2024	609-48000-50254	
IN-18595	BEER	319.50	12/06/2024	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	938.65			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 36	ACH Enabled: False
SB47-011	BEER	48.00	12/06/2024	609-48000-50252	
SB47-013	BEER	21.00	12/06/2024	609-49750-50252	
SB49-001	BEER	60.00	12/06/2024	609-48000-50252	
	Check Total:	129.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 37	ACH Enabled: False
10806	TECHNICAL ASSISTANCE	62.50	12/06/2024	101-41940-50300	
10814	TECHNICAL ASSISTANCE - UB - VPN	125.00	12/06/2024	615-49550-50300	
10882	TECHNICAL ASSISTANCE	125.00	12/06/2024	101-41940-50300	
10928	TABLET REPAIRS - AH	187.50	12/06/2024	101-42110-50300	
10939	FIREWALL CHANGES/SRO SYSTEM	250.00	12/06/2024	101-42110-50300	
10948	PD CAR COMPUTER REPAIR - CL	125.00	12/06/2024	101-42110-50300	
10949	PD CAR COMPUTER REPAIR -RS	125.00	12/06/2024	101-42110-50300	
10950	PD CAR COMPUTER REPAIR - CL	125.00	12/06/2024	101-42110-50300	
10965	REPLACE HARD DRIVE - CB	175.00	12/06/2024	101-42110-50300	
10966	ON BOARD WALK THROUGH	226.28	12/06/2024	609-49750-50300	
10966	ON BOARD WALK THROUGH	226.28	12/06/2024	602-49450-50300	
10966	ON BOARD WALK THROUGH	226.28	12/06/2024	101-43000-50300	
10966	ON BOARD WALK THROUGH	226.30	12/06/2024	609-48000-50300	
10966	ON BOARD WALK THROUGH	226.28	12/06/2024	620-49600-50300	
10966	ON BOARD WALK THROUGH	226.28	12/06/2024	615-49550-50300	
10976	IT - MN	125.00	12/06/2024	101-42110-50300	
10978	NEW SQUAD PREP/INSTALL SYSTEM UPD.	562.50	12/06/2024	101-42110-50300	
	Check Total:	3,345.20			
Vendor: 1416	MPPOA - Dues			Check Sequence: 38	ACH Enabled: False
2025 DUES	2025 MEMBERSHIP DUES	70.00	12/06/2024	101-00000-15500	
	Check Total:	70.00			
Vendor: 1417	MPPOA-Legal Defense Fund			Check Sequence: 39	ACH Enabled: False
2025 DUES	2025 DUES	200.00	12/06/2024	101-00000-15500	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	200.00			
Vendor: 2118 112724-1	Nelco Electric LLC ELECTRICAL REPAIRS AT FIRE HALL	4,952.00	12/06/2024	Check Sequence: 40 101-42280-50401	ACH Enabled: False
	Check Total:	4,952.00			
Vendor: 1440 317873	North Central Bus & Equip Inc. FORD EXPLORER ACCESSORIES	401.00	12/06/2024	Check Sequence: 41 101-42110-50404	ACH Enabled: False
	Check Total:	401.00			
Vendor: 1465 252063	Paustis Wine Company WINE	425.50	12/06/2024	Check Sequence: 42 609-49750-50253	ACH Enabled: False
	Check Total:	425.50			
Vendor: 1470 887374	Peterson, Dennis R. HAUL ROCK	175.00	12/06/2024	Check Sequence: 43 101-43000-50300	ACH Enabled: False
	Check Total:	175.00			
Vendor: 1474 537165	Phillips Wine & Spirits, Inc. LIQUOR CREDIT	-14.07	12/06/2024	Check Sequence: 44 609-49750-50251	ACH Enabled: False
6885002	LIQUOR	350.26	12/06/2024	609-49750-50251	
6885003	WINE	168.45	12/06/2024	609-49750-50253	
6885003	LIQUOR	338.87	12/06/2024	609-49750-50251	
6885004	LIQUOR	574.28	12/06/2024	609-48000-50251	
6885005	WINE	507.34	12/06/2024	609-48000-50253	
6885006	N/A SALES	87.79	12/06/2024	609-48000-50250	
6887900	LIQUOR	151.71	12/06/2024	609-49750-50251	
6887901	WINE	137.46	12/06/2024	609-49750-50253	
6887902	LIQUOR	94.07	12/06/2024	609-48000-50251	
6887903	WINE	179.28	12/06/2024	609-48000-50253	
	Check Total:	2,575.44			
Vendor: 2066 15472	RMB Environmental Laboratories, Inc. MONTHLY BACTERIA SAMPLES	70.00	12/06/2024	Check Sequence: 45 602-49450-50315	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
15544	WEEKLY TESTING	124.60	12/06/2024	602-49450-50315	
15627	WEEKLY TESTING	124.60	12/06/2024	602-49450-50315	
	Check Total:	319.20			
Vendor: 1510	Rydberg & Sons Inc.			Check Sequence: 46	ACH Enabled: False
OCT GRAVEL	9,654.95 TONS OF CLASS 5 GRAVEL	130,052.18	12/06/2024	101-43000-50231	
	Check Total:	130,052.18			
Vendor: 1748	Schmidt, Frederic			Check Sequence: 47	ACH Enabled: False
ESCROW REF	HAPPY ACRES ESCROW REFUND	4,360.50	12/06/2024	101-00000-21160	
	Check Total:	4,360.50			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 48	ACH Enabled: False
2554590	LIQUOR	2,357.07	12/06/2024	609-49750-50251	
2556271	WINE	377.71	12/06/2024	609-48000-50253	
2556271	LIQUOR	2,946.25	12/06/2024	609-48000-50251	
2556802	LIQUOR	2,963.54	12/06/2024	609-49750-50251	
2556803	WINE	545.05	12/06/2024	609-49750-50253	
2559077	LIQUOR	831.31	12/06/2024	609-48000-50251	
2559077	WINE	231.68	12/06/2024	609-48000-50253	
2559532	LIQUOR	1,025.38	12/06/2024	609-49750-50251	
2559533	WINE	249.68	12/06/2024	609-49750-50253	
9614452	WINE CREDIT	-50.44	12/06/2024	609-49750-50253	
9614500	WINE CREDIT	-1.55	12/06/2024	609-49750-50253	
	Check Total:	11,475.68			
Vendor: 1542	Staples			Check Sequence: 49	ACH Enabled: False
7003032609	OFFICE SUPPLIES	208.51	12/06/2024	101-41940-50210	
	Check Total:	208.51			
Vendor: 1550	Streichers			Check Sequence: 50	ACH Enabled: False
1730339	TROUSERS - RS	79.99	12/06/2024	101-42110-50237	
1730592	TASER CASE - MN	66.98	12/06/2024	101-42110-50237	
1731255	UNIFORM - DS	34.98	12/06/2024	101-42110-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1731327	AMMO	1,633.35	12/06/2024	101-42110-50332	
	Check Total:	1,815.30			
Vendor: 1569	The Wine Company			Check Sequence: 51	ACH Enabled: False
285328	WINE	415.00	12/06/2024	609-48000-50253	
	Check Total:	415.00			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 52	ACH Enabled: False
3555153	N/A SALES	216.25	12/06/2024	609-49750-50250	
3555154	N/A SALES	-6.06	12/06/2024	609-49750-50250	
	Check Total:	210.19			
Vendor: 1601	Vinocopia, Inc.			Check Sequence: 53	ACH Enabled: False
0363550-IN	WINE	404.50	12/06/2024	609-48000-50253	
	Check Total:	404.50			
Vendor: 1611	Watson Company			Check Sequence: 54	ACH Enabled: False
146233	N/A SALES	1,581.20	12/06/2024	609-49750-50250	
	Check Total:	1,581.20			
	Total for Check Run:	321,311.39			
	Total of Number of Checks:	54			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 11/27/2024 - 2:44PM
Batch: 00006.11.2024 - 11272024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1066 118212607	Breakthru Beverage MN LIQUOR	282.30	11/27/2024	Check Sequence: 1 609-48000-50251	ACH Enabled: False
	Check Total:	282.30			
Vendor: 1604 275	Wade A. Brown PERKINS BLDG BOARD UP	5,696.19	11/27/2024	Check Sequence: 2 101-49990-50300	ACH Enabled: False
	Check Total:	5,696.19			
Vendor: 1092 FOR NOV 2024	Central Pension Fund 49ERS PENSION FUND	4,615.44	11/27/2024	Check Sequence: 3 101-00000-21705	ACH Enabled: False
	Check Total:	4,615.44			
Vendor: 2195 38624 14TH AVE	Creative Earth Innovations, LLC PROPERTY CLEAN UP	3,425.00	11/27/2024	Check Sequence: 4 101-49990-50300	ACH Enabled: False
	Check Total:	3,425.00			
Vendor: 2196 39581 CHERO	Imperial Concrete Pumping Inc. NORTHWOOD PARK CONCRETE	880.00	11/27/2024	Check Sequence: 5 486-46500-50506	ACH Enabled: False
	Check Total:	880.00			
Vendor: 1404 FOR DEC 2024 FOR DEC 2024	MN Teamsters #320 UNION DUES - CITY EMPLOYEES UNION DUES - SUPERVISORS	767.00 983.00	11/27/2024 11/27/2024	Check Sequence: 6 101-00000-21708 101-00000-21708	ACH Enabled: False
	Check Total:	1,750.00			
Vendor: 1621 013301067-NOV	Windstream SERVICE FROM 11/16 TO 12/15/2024	48.05	11/27/2024	Check Sequence: 7 602-49450-50321	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	48.05			
	Total for Check Run:	16,696.98			
	Total of Number of Checks:	7			

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 12/05/2024 - 4:02PM



Check Number	Check Date	Amount
1033 - Associated Bank		
5618	10/15/2024	
Inv Assoc Oct 2024		100.80
5618 Total:		100.80
5631	10/30/2024	
Inv Assoc Oct 2024		231.97
5631 Total:		231.97
1033 - Associated Bank Total:		332.77
1044 - Bank Charges, Miscellaneous		
5609	10/07/2024	
Inv RT 10/7/2024		40.69
5609 Total:		40.69
1044 - Bank Charges, Miscellaneous Total:		40.69
1118 - Commissioner Of Revenue (W/H)		
5622	11/08/2024	
Inv 1108 STATE		7,692.35
5622 Total:		7,692.35
5638	11/22/2024	
Inv 1122 STATE		9,295.06
5638 Total:		9,295.06
1118 - Commissioner Of Revenue (W/H) Total:		16,987.41
1362 - Minnesota Dept of Revenue		
5616	10/16/2024	
Inv LS Tax Oct 2024		35,828.00
5616 Total:		35,828.00
5617	10/10/2024	
Inv Water Tax Oct		2,693.00

Check Number	Check Date	Amount
5617 Total:		2,693.00
5627	11/12/2024	
Inv 1122 MN GARN		712.02
5627 Total:		712.02
5632	11/14/2024	
Inv LS Tax Oct 2024		34,108.00
5632 Total:		34,108.00
5633	11/14/2024	
Inv Water Oct 2024		1,724.00
5633 Total:		1,724.00
1362 - Minnesota Dept of Revenue Total:		75,065.02
1365 - Minnesota Energy Resources		
5628	11/12/2024	
Inv 05590187-00001		21.00
Inv 06279043-00003		98.00
Inv 503985460-00004		333.95
Inv 505053332-00001		96.34
Inv 506279043-00004		43.96
Inv 506279043-00005		21.75
Inv 506279043-00006		24.99
Inv 506279043-00007		89.93
Inv 506279043-00008		28.15
Inv 506279043-00009		69.20
Inv 507851907-00001		50.69
5628 Total:		877.96
1365 - Minnesota Energy Resources Total:		877.96
1372 - Minnesota State Retirement		
5620	11/08/2024	
Inv 1108 MSRS		1,225.00
5620 Total:		1,225.00
5634	11/22/2024	
Inv 1122 MSRS		1,309.62
5634 Total:		1,309.62
1372 - Minnesota State Retirement Total:		2,534.62
1431 - Nationwide Retirement Solution		
5623	11/08/2024	

Check Number	Check Date	Amount
Inv 1108 NAT		5.00
5623 Total:		5.00
5636	11/22/2024	
Inv 1122 NAT		5.00
5636 Total:		5.00
1431 - Nationwide Retirement Solution Total:		10.00
1468 - PERA (Payroll W/H)		
5624	11/08/2024	
Inv 1108 PERA		30,933.46
5624 Total:		30,933.46
5637	11/22/2024	
Inv 1122 PERA		33,212.93
5637 Total:		33,212.93
1468 - PERA (Payroll W/H) Total:		64,146.39
1477 - Pitney Bowes Global Financial Srvs LLC		
5625	11/12/2024	
Inv 1112 PB		164.55
5625 Total:		164.55
1477 - Pitney Bowes Global Financial Srvs LLC Total:		164.55
1585 - United States Treasury		
5621	11/08/2024	
Inv 1108 FED		34,193.96
5621 Total:		34,193.96
5635	11/22/2024	
Inv 1122 FED		35,504.14
5635 Total:		35,504.14
1585 - United States Treasury Total:		69,698.10
1592 - US Postal Service		
5615	10/31/2024	
Inv USPS Oct 2024		1,504.10
5615 Total:		1,504.10

Check Number	Check Date	Amount
1592 - US Postal Service Total:		1,504.10
1630 - XCEL Energy		
5619	10/25/2024	
Inv 51-0012033162-9		48.89
Inv 51-6102224-2		28.81
Inv 51-7498295-5		157.79
5619 Total:		235.49
1630 - XCEL Energy Total:		235.49
1941 - WEX, Inc.		
5610	10/15/2024	
Inv WEX 10/15/24		681.20
5610 Total:		681.20
5611	10/15/2024	
Inv ER HSA 10/15/24		106.46
5611 Total:		106.46
5612	10/15/2024	
Inv EE HSA 10/15/24		5,544.33
5612 Total:		5,544.33
5613	10/29/2024	
Inv EE HSA 10/29/24		5,544.33
5613 Total:		5,544.33
5614	10/25/2024	
Inv WEX Oct 2024		109.50
5614 Total:		109.50
5626	11/08/2024	
Inv EE-HSA 11/08/24		5,694.33
Inv ER-HSA 11/08/24		106.46
Inv WEX-11/08/2024		681.20
5626 Total:		6,481.99
1941 - WEX, Inc. Total:		18,467.81
2096 - Xpress Solutions Inc		
5629	10/07/2024	
Inv XBP Oct 2024		238.00
5629 Total:		238.00

Check Number	Check Date	Amount
2096 - Xpress Solutions Inc Total:		238.00
2146 - Bremer Bank		
5630	10/22/2024	
Inv Bremer Oct 2024		205.44
5630 Total:		205.44
2146 - Bremer Bank Total:		205.44
2170 - Pathpoint Merchant Services LLC		
5608	10/02/2024	
Inv XBP 10/2/2024		342.93
5608 Total:		342.93
2170 - Pathpoint Merchant Services LLC Total:		342.93
Total:		250,851.28



Prepared By: Angela Tveit, Deputy Clerk

Presenter: Angela Tveit, Deputy Clerk

Date: 05/20/2024

Board & Commission: City Council

**Subject: Approve City Council Meeting Minutes November 12, 2024, December 2, 2024
Council Meeting, and December 2, 2024 Truth in taxation**

See attached PDF files

Voting Requirements:

Voting Options Simple Majority

City of North Branch Truth in Taxation Minutes
December 2, 2024

Members present: Robert Canada, Travis Miles, Kelly Neider, Kevin Schieber, Daryl Moeller, and select staff

Members absent: Peter Schaps

Call to Order

Mayor Schieber called the meeting to order at 6:36 pm and led the Council in the Pledge of Allegiance.

Public Hearing

Sharon offers a high level overview for developing the budget process. Explaining the long-term focus, need to meet demands, 10 year debt plan budget, and 10 year household trends.

Proposed Use of 2025 Taxes. Keep the public safe. Keep the public moving. Encourage culture and recreation. Encourage job creation and an improved tax base. Keep the city compliant with laws and be fiscally responsible. Key factors to consider include: New construction accounted for \$36.9M. decrease to current real property of \$39.6M This category includes: Improvements by owner, reduction of homestead exclusion, re-assessed value by county, and Inflationary adjustments. She elaborated that TCR is just under average. Sharon continues to explain the summary of revenue. Schieber - how does a new home owner evaluate home value they will drive values next year. Sharon gives resources to address property values with the county assessor's office. Moeller explains how value adjustment works.

Public Hearing – Truth in Taxation Hearing

6:54 Ted Phillips appreciates what you are trying to do. What reasonable number you are hoping to get this down to. under 10% is too much. Neider 8% Canada 15% Miles 15% Schieber wants to weigh what we want and risk assessment maybe 10%

7:02 Tom Hefty expressed increasing all over. Encouraged the council to check out taxrace.org. I would like to see the commercial base expanded. We can get commercial to come here. we are becoming transient community. He is willing to join the EDA. Need to look for Revenues.

7:09 Michael Fleming - Where is the money going? Our increases are more than others.

7:17 Larry Wittenable How do I appeal evaluation? Chisago County Auditor explains to contact his office

7:19 Kevin Johnson Thank you everyone for their hard work Sharon will help him understand his personal taxes.

7:21 Claudette Erbe 30.8% North Branch went up. I think funds can come from somewhere. Where do liquor profits go?

7:31 Kelly Engdahl - House value went down, taxes went up. need more industry. Chisago County over taxed. We are taxing residents on a fixed income out of the city.

7:35 Dan Warnish - Wants to run for council PW needs to grade his road more. What are we getting for our money?

7:51 Scott Hoverland Tough job please sharpen your pencils and get it down

7:52 Claudette Erbe bring businesses in to help with taxes

7:57 Mat Jench - taxes suck. need justification of spending. We have to do more. What can the community do to lessen the need for services

8:07 Danielle Lenning - looking to build a business in North Branch. Looking at the increase compared to other communities.

8:10 Ted Phillips are we going to update the website as the budget changes. Hill we will publish the budget as of today. Schieber encourages residents to reach out to the council to discuss what is important to them.

8:15 Theresa Vash can we make the budget easier to understand

Sharon will work toward a monthly financial update on the website

Schieber will work towards getting updates on the website

Schieber the council will approve the budget on Tuesday, Dec. 10, 2024

Canada asks where do we want to come down to?

Adjournment

Being no further business before the City Council, Schieber moved, seconded by Canada, to adjourn the meeting at 8:21 pm.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

City of North Branch Special Council Meeting 5:30pm Minutes
December 2, 2024

Members present: Robert Canada, Travis Miles, Kelly Neider, Kevin Schieber, Daryl Moeller, and select staff

Members absent: Peter Schaps

Call to Order

Mayor Schieber called the meeting to order at 5:31 pm and led the Council in the Pledge of Allegiance.

Agenda Approval

Canada moved, seconded by Miles to approve the agenda. The motion was carried unanimously.

Public Comment

None

Consent Agenda

None

Staff Reports

Hill explains at the 11/19/24 special meeting staff did not get guidance where council wanted to land on the budget and are looking for direction from the council.

Wright explains updates to the agenda. leading the discussion on possible options from input of council.

Neider leads discussion on more clarification of the parks budget

Sondrol explains park revenue/expenditure grant money coming in needs to be spent on the project granted.

Many grants require maintenance for up to 20 years.

Miles expressing the lights on budget for the past two years is what brought us to this point.

Williams explained that pw staff 70% less than comparable cities.

Meyer explains vehicle expenses are a major part of the pd budget. The maintenance cost goes up with the age of vehicles.

Neider asks pd to cut the budget by \$70k.

Schieber ask which vehicles we can push off replacing

Schieber wants to look at the liability factor for what we bump. PD and PW are essential for safety

Road maintenance has been underfunded for many years. Could we use care act money for roads?

Hold off on promoting Sargent position?

Neider one less pw guy? We need to look at overtime.

Neider asks for a better explanation of tech budget

Miles explains budget moved from other departments

Sharon explains how the estimated budget is created

Adjournment

Being no further business before the City Council, Canada moved, seconded by Miles, to adjourn the meeting at 6:27 pm.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

North Branch City Special Council Minutes

TUESDAY, NOVEMBER 19, 2024 @ 6:30 PM

City Hall, 6408 Elm St., North Branch, MN 55056

Members present:

Robert Canada, Travis Miles, Kelly Neider, Peter Schaps, and Kevin Schieber and various Staff

1. CALL TO ORDER

- a. Mayor Schieber called the meeting to order at 6:37 pm and led the Pledge of Allegiance.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA APPROVAL

Canada moved to approve the agenda, seconded by Miles. The motion was carried unanimously.

5. STAFF REPORTS

- a. Sharon Wright leads a discussion on preliminary levy.

6. ADJOURNMENT

- i. Being no further business before the City Council, Schieber moved, seconded by Canada, to adjourn the meeting at 8:26 p.m.

Kevin Schieber, Mayor

ATTEST:

Mathew Hill, City Administrator



Prepared By:

Presenter:

Date: 11/23/2024

Board & Commission: City Council

Subject: Accept Planning Commissioner Jim Ibinger's Resignation

Jim Ibinger submitted a letter of resignation on November 16, 2024 for his term on the Planning Commission to be effective immediately. In order to appoint his replacement, the council needs to formally accept his resignation and declare the vacancy on the Commission.

Attached is the letter of resignation.

Requested City Council Action:

Accept Commissioner Ibinger's resignation and declare that a vacancy exists on the Planning Commission.

Voting Requirements:

Voting Options Simple Majority



Nathan Sondrol <nathans@ci.north-branch.mn.us>

Planning Commission

Jim Ibinger <jibinger@hotmail.com>

Sat, Nov 16, 2024 at 12:01 PM

To: Nathan Sondrol - Work Cell <nathans@ci.north-branch.mn.us>

Good Afternoon Nate,

I hope you are doing well. I applied and was appointed last year to be on the planning commission. I have a better understanding of my role in the past year, is more of an advisory role for the council making final decisions. I want to resign my appointed position effective immediately. If need be, I am able to attend the planning commission meeting scheduled for 12/03/2024.

Best Regards

Jim Ibinger

(651) 308-5729



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/02/2024

Board & Commission: City Council

Subject: Resolution - R-120-2024 Accepting the dedication of outlot's in the Wildridge developments

Background Information

The original master plan for the Wildridge development included the concept of walkable, bikeable area with park, trails and open space throughout the development. As part of the development process over the past several years, there are multiple outlot's that have been platted as open space to comply with the master plan. The Wildridge development is entering the final phase (Wildridge Plat 13) with construction to take place in 2025. With the final phase of the development, the developer is looking to deed the remaining outlot's to the city. The city would plan to keep these areas to remain as "open space".

Requested Action

Approve Resolution R-120-2024 accepting the dedication of the following properties to the city: Outlots A & B, Wildridge and Outlots G & J, Wildridge Plat 3 from Fernwood Developers, LLC. and Outlots B & C and PARK, Wildridge Plat 11; and Outlot C, Wildridge Plat 12 from Vanmore Companies, Inc.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-120-2024

WHEREAS, the masterplan for the Wildridge Development including the creation of outlots to be utilized as open space;

WHEREAS, Fernwood Developers, LLC is offering to deed Outlots A & B, Wildridge and Outlots G & J, Wildridge Plat 3 to the city; and

WHEREAS, Vanmore Companies, Inc. is offering to deed Outlots B & C and PARK, Wildridge Plat 11; and Outlot C, Wildridge Plat 12; and

WHEREAS, the City of North Branch is willing to accept deeds of said lots from Fernwood Developers, LLC and Vanmore Companies, Inc; and

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF NORTH BRANCH ACCEPTS THE OFFER OF DEED OF OUTLOT A & B, WILDRIDGE AND OUTLOTS G & J WILDRIDGE PLAT 3 FROM FERNWOOD DEVELOPERS LLC AND THE OFFER OF DEED OF OUTLOTS B & C AND PARK WILDRIDGE PLAT 11 AND OUTLOT C, WILDRIDGE PLAT 12 FROM VANMORE COMPANIES, INC.

(Top 3 inches reserved for recording data)

WARRANTY DEED
Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.1.9 (2013)

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: November 29, 2024
(month/day/year)

FOR VALUABLE CONSIDERATION, Fernwood Developers, LLC,

(insert name of Grantor)

a limited liability company _____ under the laws of State of Minnesota ("Grantor"),
hereby conveys and warrants to City of North Branch

(insert name of Grantee)

a municipal corporation _____ under the laws of State of Minnesota ("Grantee"),

real property in Chisago County, Minnesota, legally described as follows:
Outlots A & B, Wildridge, and Outlots G & J, Wildridge Plat 3

(consideration for this deed was less than \$500)

Check here if all or part of the described real property is Registered (Torrens) ☐

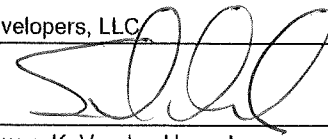
together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Fernwood Developers, LLC
(name of Grantor)

By: 
(signature) Steven K. Vanden Heuvel

Its: Managing Member
(type of authority)

By: _____
(signature)

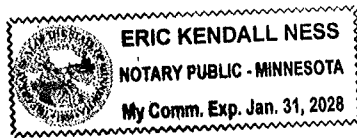
Its: _____
(type of authority)

State of Minnesota, County of Chisago

This instrument was acknowledged before me on November 29, 2024, by Steven K. Vanden Heuvel
(month/day/year) (name of authorized signer)
 _____ as Managing Member
(type of authority)

and by _____
(name of authorized signer)
 as _____ of Fernwood Developers, LLC
(type of authority) (name of Grantor)

(Stamp)



(signature of notarial officer)

Title (and Rank): V.P.

My commission expires: Jan. 31, 2028
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Fernwood Developers, LLC
 4659 Moccasin Point Road
 Tower MN 55790
 phone 612-716-0367

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
 INSTRUMENT SHOULD BE SENT TO:

(insert legal name and residential or business address of Grantee)

City of North Branch
 PO Box 910
 North Branch MN 55056

(Top 3 inches reserved for recording data)

WARRANTY DEED
Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.1.9 (2013)

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: November 29, 2024
(month/day/year)

FOR VALUABLE CONSIDERATION, Vanmore Companies, Inc.

(insert name of Grantor)

a corporation _____ under the laws of State of Minnesota ("Grantor"),

hereby conveys and warrants to City of North Branch

(insert name of Grantee)

a municipal corporation _____ under the laws of State of Minnesota ("Grantee"),

real property in Chisago County, Minnesota, legally described as follows:

Outlots B & C, and PARK, Wildridge Plat 11; and Outlot C, Wildridge Plat 12

(consideration for this deed was less than \$500)

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Vanmore Companies, Inc.

(name of Grantor)

By: _____

(signature) Steven K. Vanden Heuvel

Its: Vice President

(type of authority)

By: _____

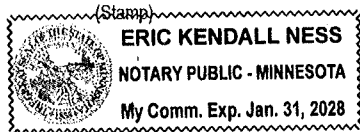
(signature)

Its: _____

(type of authority)

State of Minnesota, County of Chisago

This instrument was acknowledged before me on November 29, 2024, by Steven K. Vanden Heuvel
(month/day/year) (name of authorized signer)
 _____ as Vice President
(type of authority)
 and by _____
(name of authorized signer)
 as _____ of Vanmore Companies, Inc.
(type of authority) (name of Grantor)



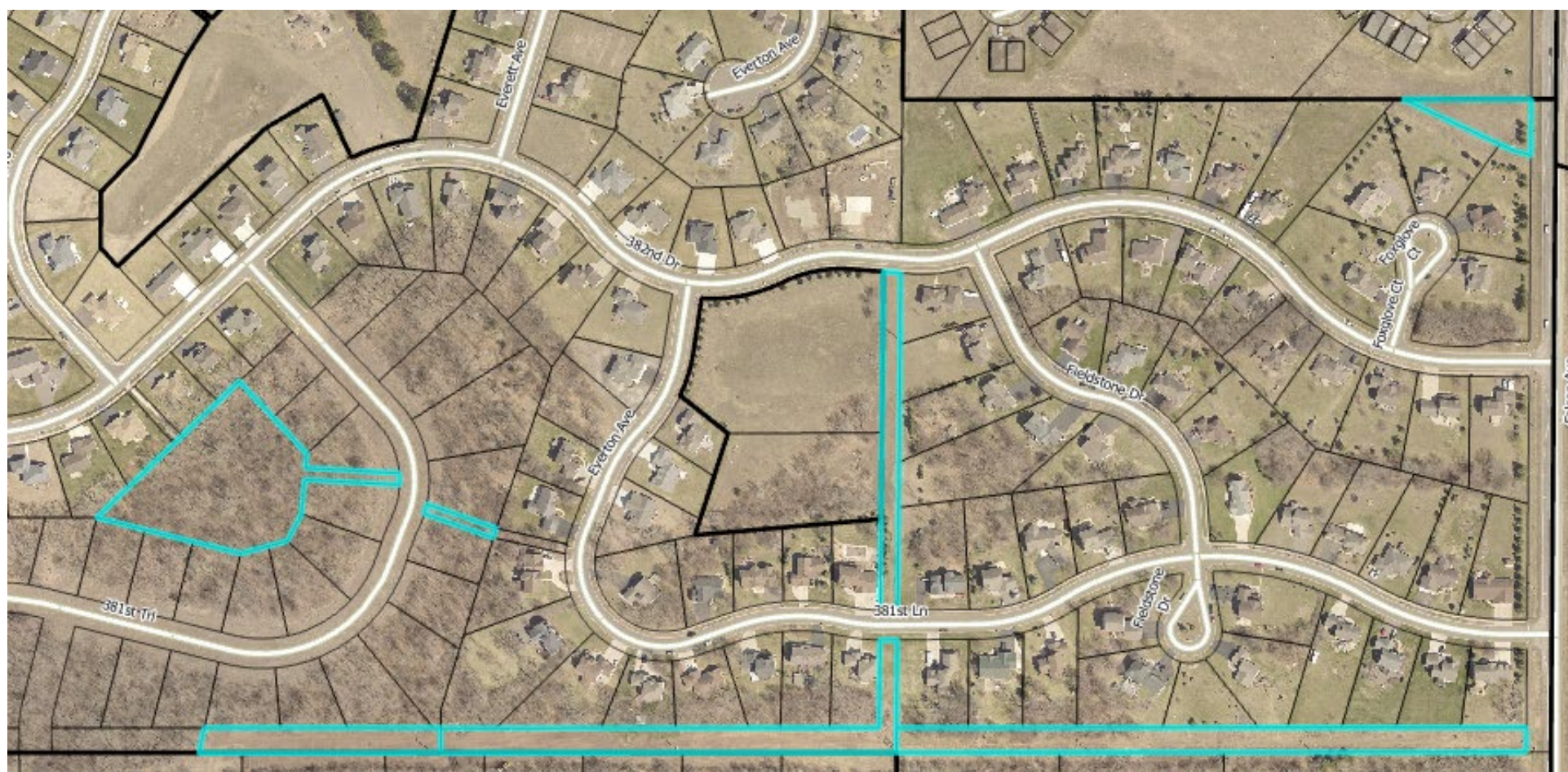
(signature of notarial officer)
 Title (and Rank): V.P.
 My commission expires: Jan. 31, 2028
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Vanmore Companies, Inc.
 4659 Moccasin Point Road
 Tower MN 55790
 phone 612-716-0367

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
 INSTRUMENT SHOULD BE SENT TO:

(insert legal name and residential or business address of Grantee)
 City of North Branch
 PO Box 910
 North Branch MN 55056





Prepared By: Carla Golden, Liquor Operations Director

Presenter:

Date: 12/03/2024

Board & Commission: City Council

Subject: Accept Part-Time Liquor Store Clerk Logan Miller's Resignation

Logan Miller has been employed by the City of North Branch since June 11, 2023. On November 22, 2024, Logan submitted his letter of Resignation. Logan is an outstanding employee, and will be leaving the City in good standing. Liquor Operations Director Carla Golden recommends accepting the registration of Logan Miller.

Requested City Council Action:

Accept Part-Time Liquor Store Clerk Logan Miller's resignation.

Voting Requirements:

Voting Options **Simple Majority**



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 12/03/2024

Board & Commission: City Council

Subject: Approve the Hire of Ashley Lewerenz as Police Officer

Overview / Background

The City of North Branch commenced the hiring of a Police Officer, following the retirement of Officer Sean Huset back on June 26, 2024. The job posting closed on November 1, 2024; ten (10) total applications were received and interviews were extended to all of the applicants. Interviews were conducted on November 21st and December 2nd. Upon satisfactory completion of her background investigation, City staff recommends the hiring of Ms. Ashley Lewerenz. Ms. Lewerenz currently resides in the area and is currently employed as a transport/court security deputy with the Sherburne County Sheriff's Office.

Staff Recommendation

City staff recommends the hiring of Ashley Lewerenz.

Recommended City Council Action

Motion to approve the hiring of Ashley Lewerenz as Police Officer.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Angela Tveit, Deputy Clerk

Presenter: Angela Tveit, Deputy Clerk

Date: 12/05/2024

Board & Commission: City Council

Subject: 2025 Liquor, Tobacco, and Message Licenses addition

Approve 2025 Liquor, Tobacco, and Message

Every year, liquor licenses must be renewed to operate within the City limits of City Of North Branch. This year we have received the following liquor license renewals and each application was completed properly along with appropriate payments pending background checks. Each of these was also required to submit a certificate of liability insurance. After council approval, the City Clerk will send it in to the Minnesota Alcohol and Gambling Division for all liquor renewals, informing them of the approved licenses and update the report after the first of the year. Licenses are emailed to all respective businesses by December 31 or earlier. The following businesses are hereby approved pending completion of application and background check for 2025 for Tower Liquors. The following businesses are hereby pending completion of application and background check for tobacco licenses: Caseys, County Market, North Branch Smoke Shop, E-Cig Guyz, Family Dollar, (3)Holiday Station Stores, King Tobacco, Kwik Trip, Tower Liquor, North Branch Liquor. The following businesses are hereby pending completion of application and background check for message licenses: Heather Strand, Daric Sitzman, My Time Massage Tharapy by DS LLC, Jeanne Haas, Michele Schuyt.

I have not received applications from Family Dollar, or the Holidays for their tobacco licenses. After contacting them the week of December 2nd, 2024 understand they need to complete the application. I will continue to follow up with them this week to work towards having them in compliance by January 1, 2025.

Requested City Council Action:

Approval of the 2025 Liquor Renewals

Kevin Schieber, Mayor

ATTEST:

Mathew Hill, City Administrator

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/05/2024

Board & Commission: Parks, Trails and Open Space Commission

Subject: Approve and authorize city staff to submit a SRTS Planning Assistance Grant Application

Background Info

The City of North of Branch and North Branch Area Public Schools adopted a Safe Routes to School Plan in 2011 that identified and prioritized biking and walking infrastructure and facility improvements. The City has been working with the school on the implementation of the plan over the last 13 years. The current plan is in need of an update as there are developments in the community that are not included in the plan and priorities for future improvements should be analyzed. The updated plan can also provide support for assisting future grant funding opportunities.

MnDOT has a current Planning Assistance grant opportunity for development or updates of SRTS plans. The grant does not require any matching cash funds. The City has been in partnership with North Branch Area Public Schools and Chisago County SHIP and both have identified their support to apply for funding to update the plan. The City submitted an application that scored very high last year but was not funded. Applications are due Jan 17, 2025.

The PTOS Commission reviewed this at their meeting on December 5, 2024, and recommended approval of submitting a grant application to the MNDOT Planning Assistance grant program to update the North Branch Safe Routes to School Plan.

Requested Action

To recommend approval of submitting a grant application to the MNDOT Planning Assistance grant program to update the North Branch Safe Routes to School Plan.

Voting Requirements:

Voting Options Simple Majority

North Branch

Safe Routes to School Plan



February 2011

Acknowledgements

Minnesota 8th Congressional District

James L. Oberstar, Congressman

Minnesota Department of Transportation

Kristie Billiar, Safe Routes to School Coordinator

Al Lidberg, Federal Aid Project Manager

Scott Eue, Federal Aid Project Manager

Lynette Roshell, State Aid Project Development Engineer

Gary Reihl, State Aid Project Development Engineer

Independent School District #138

Rodney Reissnour, Superintendent

Deb Henton, Superintendent (2007-Present)

Todd VanErp, Middle School Assistant Principle

Lora O'Hern, High School Assistant Principle

Jeanne Leland, Community Ed Director

Pat Tepoorten, Community Relations Director

Bill Burton, Transportation Director

City of North Branch

Bridgitte Konrad, City Administrator

Julie Dresel, City Engineer

Al Cottingham, City Planner

Nathan Sondrol, GIS Planning Specialist

Dan Meyer, Interim Police Chief

Wayne Schwalbe, Police School Liaison

Tim Olson, Police School Liaison

Shawn Williams, Public Works Director

Chisago County

Bill Malin, County Engineer

Joe Triplett, County Engineer (2009-Present)

Public Health

Carla Norelius, Fairview

Cindy Carroll, Chisago County Public Health

WSB & Associates

Diane Hanke, City Engineer

Task Force Committee Members

Carla Norelius, Fairview

Cyndi Carroll, Chisago County Public Health

Kari Mattson, Chisago County SHIP Coordinator

Shawn Williams, Public Works Director

Nathan Sondrol, GIS Planning Specialist

Wayne Schwalbe, Police School Liaison

Julie Dresel, City Engineer
Todd VanErp, Middle School Assistant Principle
Lora O'Hern, High School Assistant Principle
Jeanne Leland, Community Ed Director
Pat Tepoorten, Community Relations Director
Bill Burton, Transportation Director

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EXECUTIVE SUMMARY

Planning for pedestrian-friendly communities has become both reactive and proactive. Plans must now identify existing infrastructure and policy barriers and also put in place future measures for pedestrian friendly communities. This “Safe Routes to School” (SRTS) plan contains such reactive and proactive measures in ensuring the safety of school children in the North Branch Area School District.

The goal of a SRTS plan is to instill walking and bicycling habits in school children by putting in place a safe and attractive walking and bicycling environment in and around school areas. The resulting health benefits enjoyed by students as they walk and bike to school makes a SRTS plan like this very convenient in instilling and shaping the right health habits in our school children. The partnership between North Branch Area Public Schools and the City of North Branch, in producing this plan, is aimed at realizing the full benefits of a SRTS plan for the school children and community of North Branch.

Through a consultative process –meetings with partners, parents, teachers and students in these school areas- detailed profiling of these schools were done to identify the existing challenges and opportunities for an effective SRTS planning in and out of the school areas. Although some infrastructure existed at each school location, it was not adequate enough to ensure the safety of school children as they walk or bike to school. The absence of traffic calming measures, especially on busy roads, and the drop-off of students at undesignated zones were also identified as potential hazards for effective SRTS planning in the school areas. These existing situations formed the basis in the formulation of a vision statement, goals, strategies and projects focused on providing education, encouragement, enforcement, engineering, and evaluation (Five E’s) solutions for safe walking and biking to school.

CHAPTER 1: INTRODUCTION

National Trends

Thirty years ago 66% of students walked or biked to school. Today, on average, only 13% of students do so and childhood obesity rates are dramatically increasing, according to the Centers for Disease Control. Furthermore, 25% of morning traffic has been attributed to parents driving their children to school (Marin County Congestion Management Agency). This increase school-site congestion has made it increasingly difficult for children who walk or bike to school. At the same time, many of these trips are feasible for students to make by walking or biking.

Parents who are driving their children to school are reacting in part, to decades of auto-oriented land use planning that have neglected pedestrians and bicycles as elements of the transportation system. However, these driving patterns reflect the societal shift in social and economical features that have occurred over the past thirty years and contribute to why there are fewer students walking and biking to school today. Some of those social and economic features included an American lifestyle that generally requires both parents to work outside the home (fewer stay at home mothers, complex work schedules where parents use latch-key programs for their children or drop kids at school), the rise in single parent families, and more consolidated schools (fewer neighborhood schools) with busing programs. These factors have changed the dynamics of traffic around schools. In most cases the distance from a student's home to school has increased. Additionally, as population continues to sprawl in ex-urban areas, school districts are forced to budget more funds for their busing programs. These dynamics, coupled with auto-oriented land use planning that has lacked sidewalk, bicycle, and transit facilities along with the abandoning of street grid patterns in many cities, has made it difficult for students to readily walk or bike to school. In addition, high school students, who have the knowledge to safely walk, bike, or utilize transit to access school, have convenient subsidized parking available to them on-site.

There is a societal challenge in this planning effort, but one worth examining. There has been increased interest across the nation for smart growth and neo-traditional planning (walkable interconnected communities) that includes traffic calming measures to safely encourage people to walk and bike for short trips instead of driving.

Vision Statement

The North Branch Area School District and the City of North Branch are committed to encouraging all students to walk or bike to school by providing safer and more appealing routes, while promoting life long active lifestyle habits.

This plan will examine routes to all of the North Branch Area School Sites and will address the infrastructure and safety concerns associated with each of them.

Goals

- 1) Provide safer and more appealing routes for children to walk or bike to school.
- 2) Educate parents, students, and community members about safe biking, walking, driving, and active lifestyle habits.
- 3) Increase enforcement of local traffic laws and control around schools with local law enforcement and crossing guard programs.
- 4) Encourage children to walk and bike to school.
- 5) Evaluate success of education, encouragement, enforcement, and route improvement efforts.

Objectives

- 1) Identify primary routes students use or could use to walk and bike to school.
- 2) Provide specific recommendations to improve pedestrian and bicycle safety access to school.
- 3) Identify costs and potential funding sources for the proposed recommendations.
- 4) Build public awareness for pedestrian and bicycle laws, focusing on school zone areas.
- 5) Provide education to students about Minnesota bicycle and pedestrian rules and safety tips along with the health benefits of walking and biking.
- 6) Provide activities or events that encourage kids to walk or bike to school and develop lifelong active lifestyle habits.
- 7) Monitor and document outcomes and trends before and after walking and biking improvement activities.

Study Process

In order to address and meet these goals and objectives the following plan has been devised.

1) Establish Steering Committee

- Identify members from City, School, County the public and other agencies.
- Determine member tasks and responsibilities.

2) Collect Background Data

- School Locations
- Street Network (Speed Limits, Signage, Pavement Markings, Signals, Lighting, etc.)
- Sidewalk/Trail Locations (Conditions, Contiguity)
- Crossing Guard Locations
- Traffic Counts
- Bicycle/Pedestrian Accident History
- Minnesota Pedestrian and Bicycle Laws
- City of North Branch Pedestrian and Bicycle Ordinances

3) Collect Student/Parent/School Data

- Identify actual routes utilized by students.
- Identify unsafe location.
- Conduct parent surveys for safety concerns and associated attitudes and behavior.
- Conduct principal surveys to identify site specific concerns.

4) Conduct Data Analysis

- Display primary routes and existing conditions.
- Determine access barriers and safety issues.
- Identify high bike/pedestrian accident areas.

- Photograph problem areas.

5) Provide Recommendations

- Develop recommendations for infrastructure and non-infrastructure improvements.
- Develop Ordinance's or Policies to encourage bicycling or walking.
- Develop Cost Estimates.
- Identify potential funding sources.

6) Plan Implementation

- Adopt plan by North Branch City Council and North Branch Area School District.
- Host a Walk to School Day as a kick-off event.
- Conduct a Public Education campaign for walking and bicycling and the benefits of active lifestyles.
- Plan Encouragement activities such as a Bike Rodeo or Pedal with Police.
- Conduct Evaluations of activities to monitor success of programs.

7) Final Product

- Production of Safe Routes to School manual identifying designated safe routes to school and future improvements.

CHAPTER 2: PRESENT CONDITIONS & PAST STUDIES

This chapter provides a current conditions inventory of existing policies, plans and legislative controls within the school district and city. Policies and ordinances are listed to demonstrate district and municipal standards for walking and biking as transportation. The chapter also discusses past studies that may affect recommendations cited elsewhere in this plan.

Present Conditions

School Enrollment Boundaries

The North Branch Area Independent School District#138 boundary is located within Chisago and Isanti Counties. There are several cities and townships located within the district including the cities of North Branch, Stacy, Harris, and Almelund along with portions of Oxford, Fish Lake, Lent, Sunrise and North Branch Townships. All of the North Branch Area School Campuses are located within the City of North Branch.

Bicycle & Recreational Facilities

North Branch has been working towards improving the city's bicycling and recreational facilities to help promote active living in the community.

Pedestrian Facilities

Studies show that walkable communities are friendlier and safer places to live. A community survey was conducted in 2006 and walking was identified as one of the most desired recreational activities in North Branch. Sidewalks play a major role in the lives of children in the community. Kids use sidewalks to get to the majority of their destinations; whether it's to school, the park, or just going to a friend's house. The safer and more appealing the facilities are the more likely pedestrians will use them and more importantly stay off of the street. The greater issues are traffic volume, speed and pedestrian crossings.

Sidewalk Construction and Replacement Policy

North Branch's current sidewalk system is comprised of several short interrupted segments scattered throughout the City resulting from sidewalks being constructed in the early days of North Branch and then not being constructed with advent of the automobile. Over the past 10 years the City has made great strides in becoming a Walkable Community. The City has initiated development requirements for the construction of sidewalks or trails on one side of the street for all residential streets, and on both sides of the streets on for all major collector streets. This has greatly reduced the number of gaps in the city's pedestrian network

North Branch City Code 50-21 states that non-residential property owners are responsible for the maintenance and repair of any unsafe sidewalks abutting their property, and the City is responsible for the maintenance and repair of any sidewalk abutting residential properties.

In the past the City utilized funds (\$20,000/Annually) from the Liquor Store proceeds to upgrade and maintain the City's residential sidewalk system. However due to recent LGA cuts from the State, the City has been forced to use those funds to cover other operating expenses. Without proper funding for the

maintenance of the existing and future sidewalk network these modes of transportation will become less appealing. The City may need to look at assessing abutting residential properties to ensure the sidewalks can be maintained in a safe and usable condition.

Sidewalk Snow Removal Enforcement

Sidewalks need to be kept free of debris and snow year round to allow for the safe travel of pedestrians. The winter months especially pose challenges for pedestrian mobility as sidewalks become covered with ice and snowpack. Proper maintenance of sidewalks in a timely manner should become a top priority to allow children to safely access school year round.

North Branch City Code 50-25 states that property owner are responsible for keeping sidewalks abutting their property clear of snow within 36 hours after the snow has accumulated, unless the abutting sidewalk has been identified by City Code as the City's responsibility. The sidewalks designated as the City's responsibility are routes that have primarily been identified as Safe Routes to School.

The following is Section 50-25 of the North Branch City Code.

Sec. 50-25. - Snow removal on sidewalks.

(a) No person shall permit an accumulation of more than two inches of snow to build up or remain on any public sidewalk abutting or otherwise serving lots or parcels located in the city except those specified in subsection (d) of this section. The removal of the snow shall be the full width of the sidewalk and shall be completed within 36 hours of the end of the snowfall.

This does not apply to sidewalks that either dead end or do not provide a connection; or that are located in a subdivision in which less than 60 percent of the lots have buildings on them, unless located adjacent to a street that warrants clearing, to be determined by city staff.

(b) Reserved.

(c) For the purposes of this article, person means the owner of record of the lots or parcels or in the event that the premises of any given lot or parcel is under the control of a person other than the owner through a lease or rental agreement, then and in that event the lessee or renter shall be responsible for the snow removal required in this article, unless by written agreement the owner is obligated to remove snow from affected sidewalks. If snow is not removed, the city will hire a company to remove snow and bill to owner or renter.

(d) The city is responsible for removal of snow on the sidewalks specified below:

Street Name	Side of Street	From	To
14 th Ave	West	Dead End	Main Street
14 th Ave	East	Dead End	Main Street

Main Street	North	12 th Avenue	County Road 30
Main Street	North	6 th Avenue	Grand Avenue
Main Street	South	Mid-block between 6 th & 7 th Avenue	2 nd Avenue
Main Street	South	Oakview Avenue	County Road 30
Maple Street	North	County Road 30	Grand Avenue
Maple Street	South	County Road 30	Grand Avenue
Oakview Ave	West	Dead End	Main Street
Oakview Ave	East	Dead End	Main Street
Oak St	North	14 th	Oakview Ave
Oak St	South	14 th	Oakview Ave
Old Main	North	Oakview Avenue	12th Avenue
Pecan St	North	14 th	Oakview Ave
Pecan St	South	14 th	Oakview Ave
St Croix Trail	North	Flink Avenue	Oakview Avenue
St Croix Trail	South	Falcon Avenue	Oakview Avenue

(e) The city is responsible for snow removal on all city trails. For the purpose of this article a city trail is described as a minimum eight-foot wide path that emphasizes safe travel to city parks, or other destination points, and is generally located within a city right-of-way.

School Zone Speed Limits – Minnesota Law

Ensuring the safety of children on public streets near schools is the responsibility of parents, school officials and road authorities. Parents must provide the basic training and supervision in order to develop safe behavior and serve as role models. School officials must support and encourage educational safety programs and methods for walking and biking students. Road authorities must provide a safe environment on the street by using proven traffic control methodologies that will minimize crash probability.

Minnesota Law allows each road authority to establish school zone speed limits on roads under their jurisdiction. In order to provide objective, uniform and safe environment for walking and biking students, the state requires a traffic investigation as prescribed by the Commissioner of Transportation prior to establishing a school zone speed limit.

The school zone is legally defined as that section of road which abuts the school grounds, or where there is an established school crossing with advance school signs that define the area. If a reduced school speed limit is warranted:

- It shall not be more than 30 MPH below the established speed limit.
- It shall not be lower than 15 MPH
- All signs erected must be in conformance to the Minnesota Manual on Uniform Traffic Control Devices. Any speeding violations of a school zone speed limit are subject to a double fine.

While safety is and should be emphasized near schools, a Minnesota study revealed that 88 percent of school age pedestrian crashes occurred more than one block from school. Other states have confirmed similar results. The statistics point out that location is NOT the predominant factor, suggesting that safety education for pedestrians has the greatest potential for improvement since they can use it at all locations.

The majority of school age crashes involved:

- Children dashing from behind parked cars.
- Crashes occurring at mid-block locations.
- K-3rd grade pedestrians understanding traffic control devices.

School age child safety is not a singular issue of speed limits. Real improvements in safety require a comprehensive study of the school trip and each environment must be specifically addressed.

Crossing Guards & Safety Patrols

The safety of school children traveling to and from school is the responsibility of all concerned parents, community members, school officials, law enforcement officials, and students themselves. The North Branch Area School District utilizes crossing guards at several intersections within the City.

Crossing guards are currently posted at intersections that have a particularly high volume of both motorized and student traffic, including Grand Avenue at Maple Street , Lincoln Trail, 381st Street and 378th Street.

Transit Facilities

The City of North Branch is served by the Chisago–Isanti County Heartland Express that provides daily curb-to-curb bus service that is available to all Chisago and Isanti County residents. All buses are handicap accessible and a limited availability of buses that have bike racks on them and children under the age of 7 must be accompanied by an adult or caregiver.

Rail, Truck Routes, and Roadway Classification

The only rail line in North Branch is the St Croix Valley rail corridor along Co Road 30 in North Branch. There are a few major roadways that generate significant traffic counts and the volumes are continuing to increase. Those roadways include Interstate35, State Hwy 95, County Road 30 and County Road 14.

CHAPTER 3: IDENTIFYING SAFETY ISSUES & ROUTES

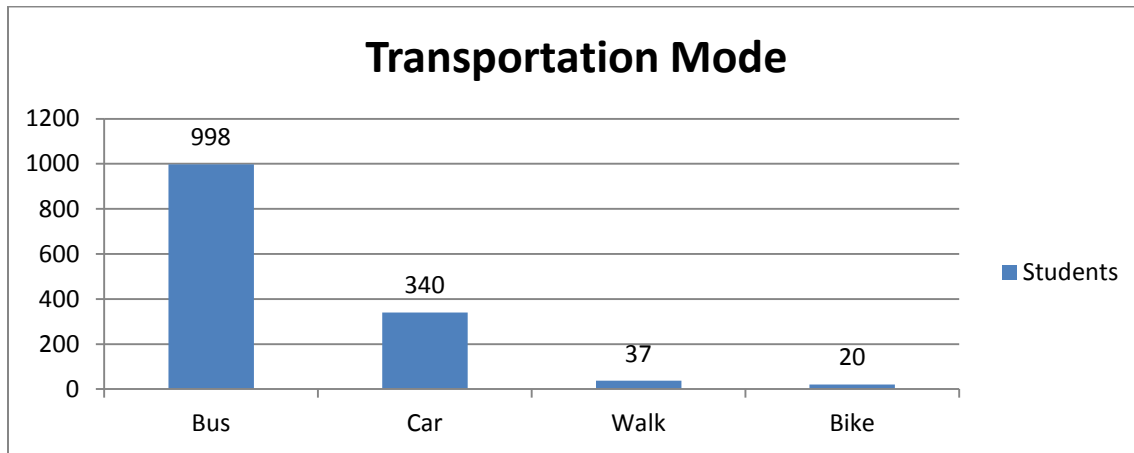
The City of North Branch and North Branch Area School District distributed surveys to be completed by the by students and their parents to help identify existing routes used by students for walking and biking to school and to identify existing or perceived safety issues along those routes. The surveys are located in Appendixes

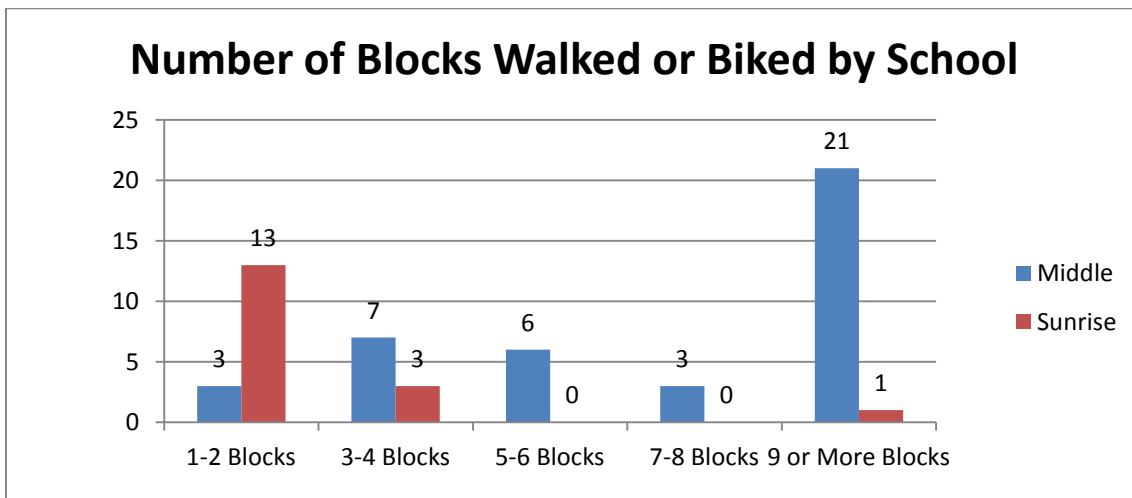
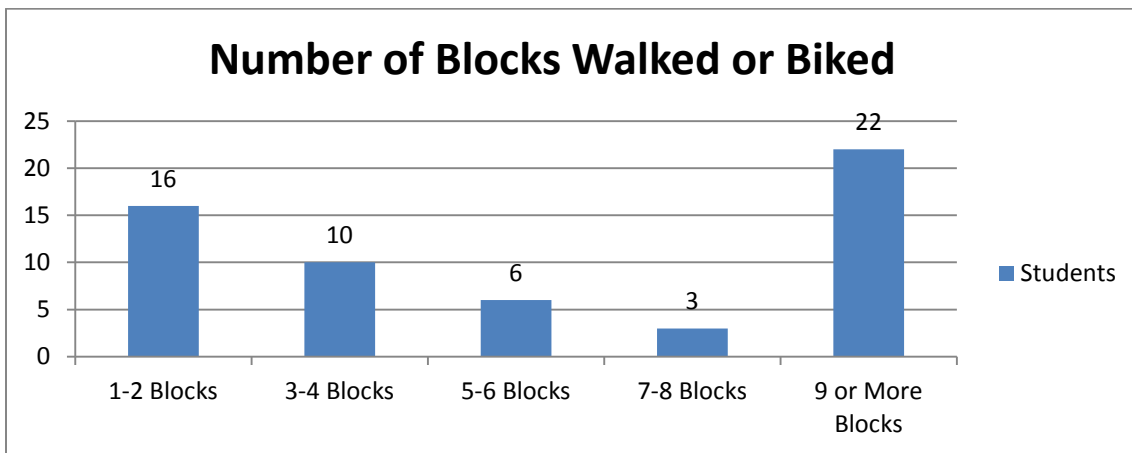
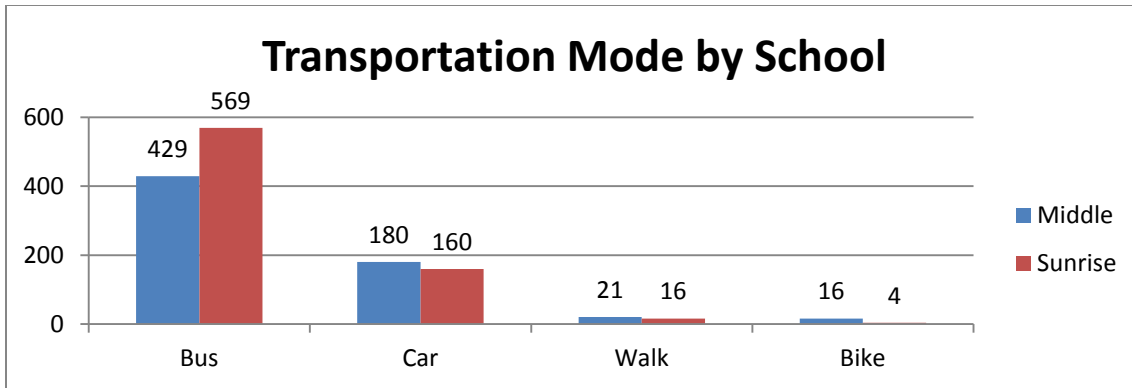
Student Surveys

The student surveys were submitted to all students in Grades 2-8 at the Sunrise River and Middle Schools for a week in January 2007. The surveys asked students how they got to and from school and what improvements could be made for safer and more appealing travel. The students who walked or biked to school were asked to map the actual routes taken. The mapped routes are show in the appendix.

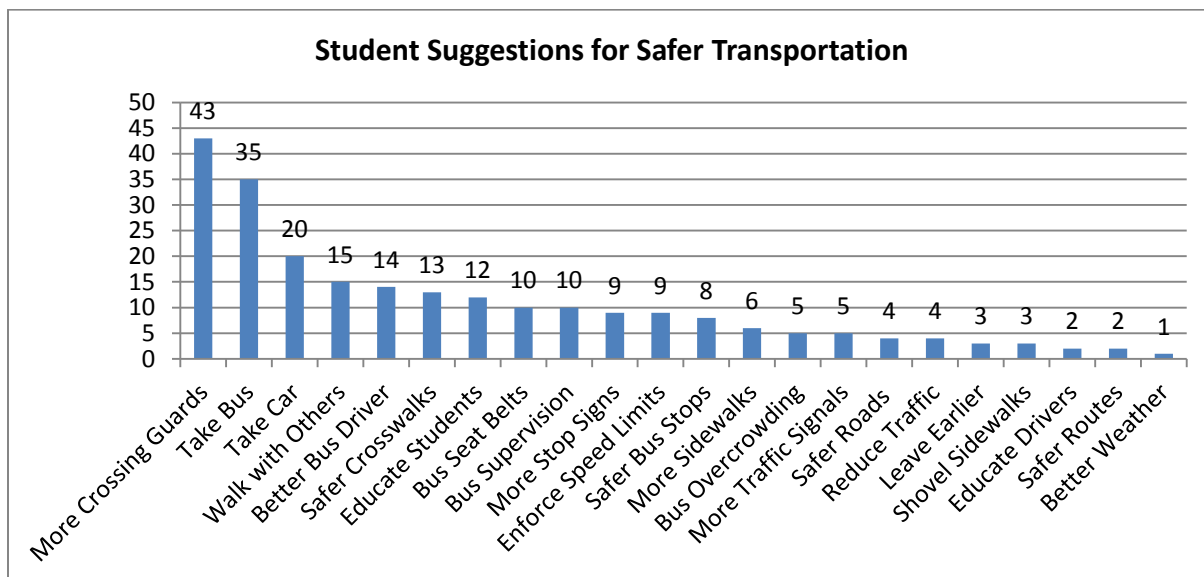
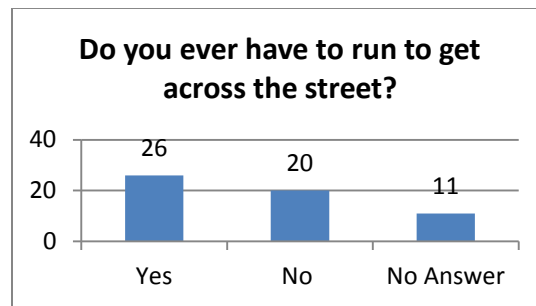
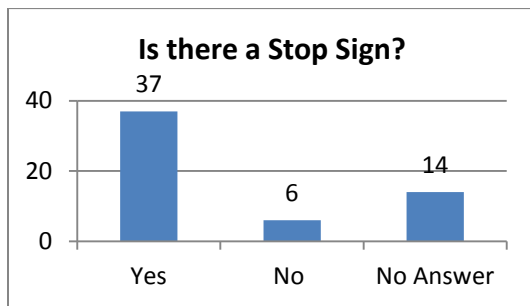
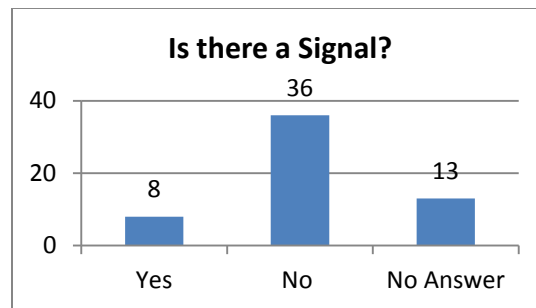
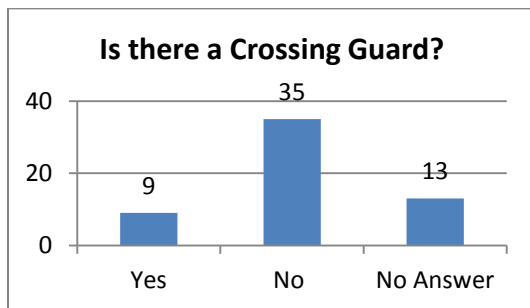
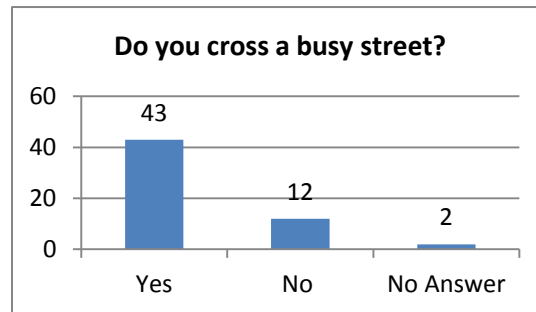
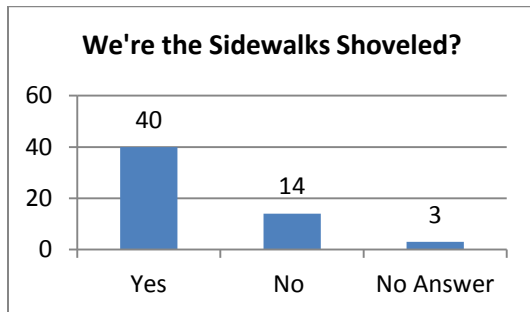
Overall, there were 1,918 surveys distributed to the two schools with 75% or 1,444 surveys returned. The Middle School had a return rate of 85 percent and the Sunrise River School was at 66 percent. Below is a breakdown of the returned surveys.

School	Grades	Responses	Students	Return Rate
Sunrise River	2-5	667	1005	66.37%
Middle	5-8	777	913	85.10%
	Total	1,444	1,918	75.74%



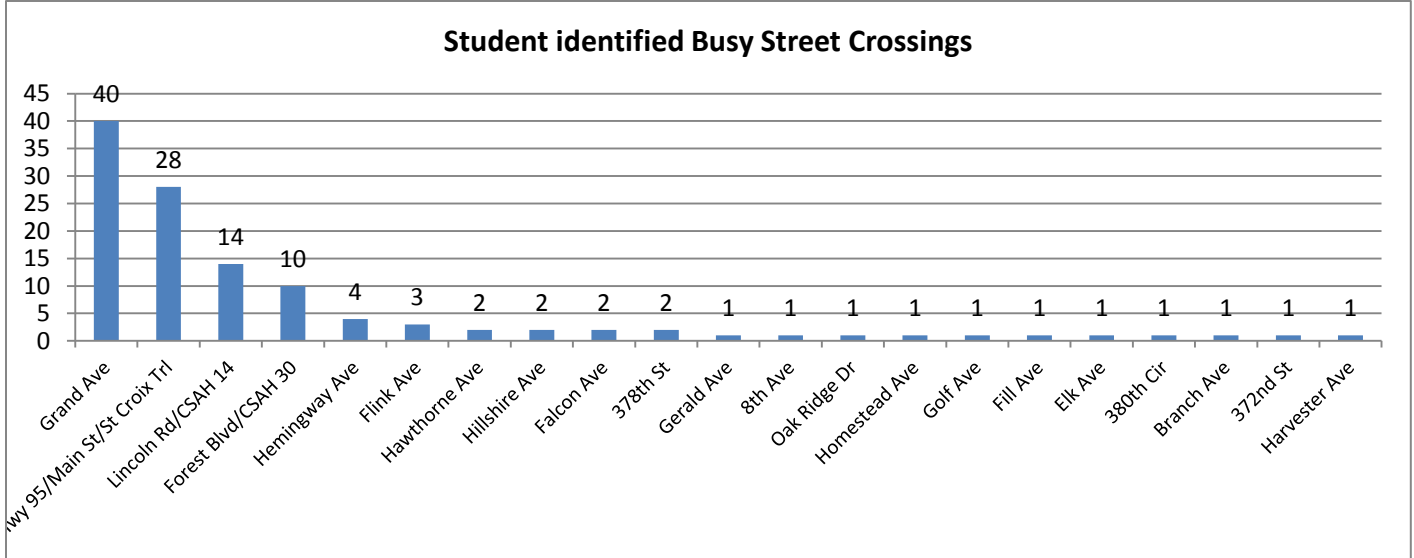


The surveys asked the students that walked or biked to school about their routes to and from school. The following are their responses.



The top responses for safer transportation were:

- 1) More Crossing Guards
- 2) Arrive by Bus
- 3) Arrive by Car
- 4) Walk with Others (Group, Adults, Police, Supervision)
- 5) Better Bus Drivers



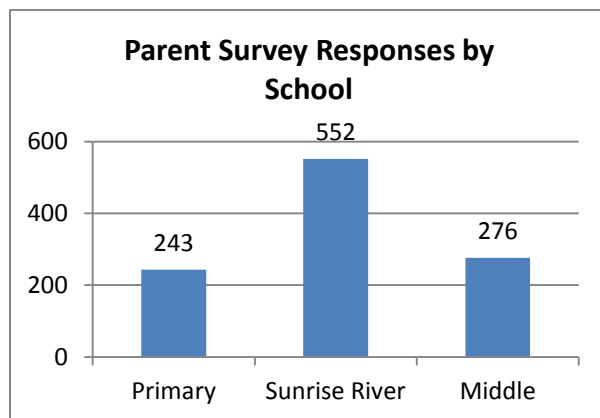
The streets the students identified as being the busiest were:

- 1) Grand Avenue
- 2) Hwy 95
- 3) Co Rd 14/Lincoln Trail
- 4) Co Rd 30/Forest Blvd
- 5) Hemingway Avenue

Parent Surveys

Parent surveys were sent home with students in Grades K-8 at the Primary, Sunrise River and Middle Schools January 2007. Parents were asked to fill out the surveys to identify perceived safety issues and barriers that prevent their kids from walking/biking to school and to provide suggestions on what would be required for them to allow their kids to walk/bike to and from school.

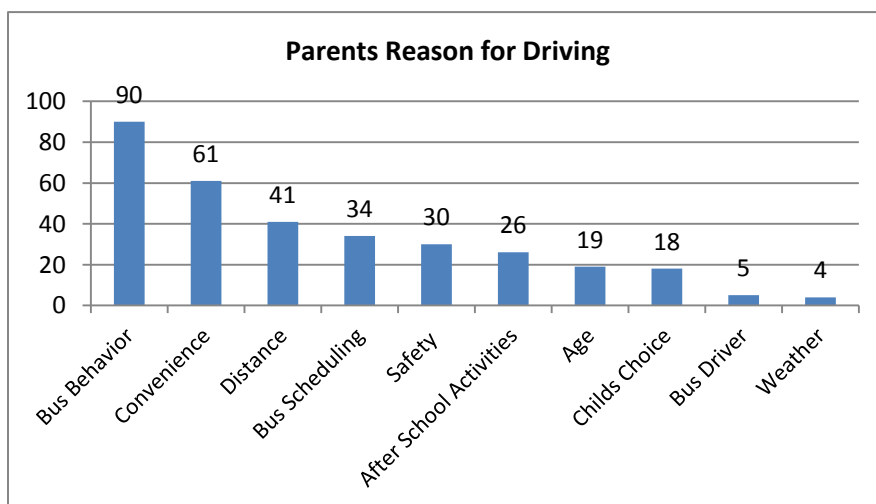
Overall, there were 2,593 surveys sent home to parents with 40% or 1,071 surveys returned. The Primary School had a 36% return, and the Sunrise River School had 55%, while the Middle School had a return rate of 30%.



The surveys also inquired as to why parents chose to drive/carpool their child to and from school.

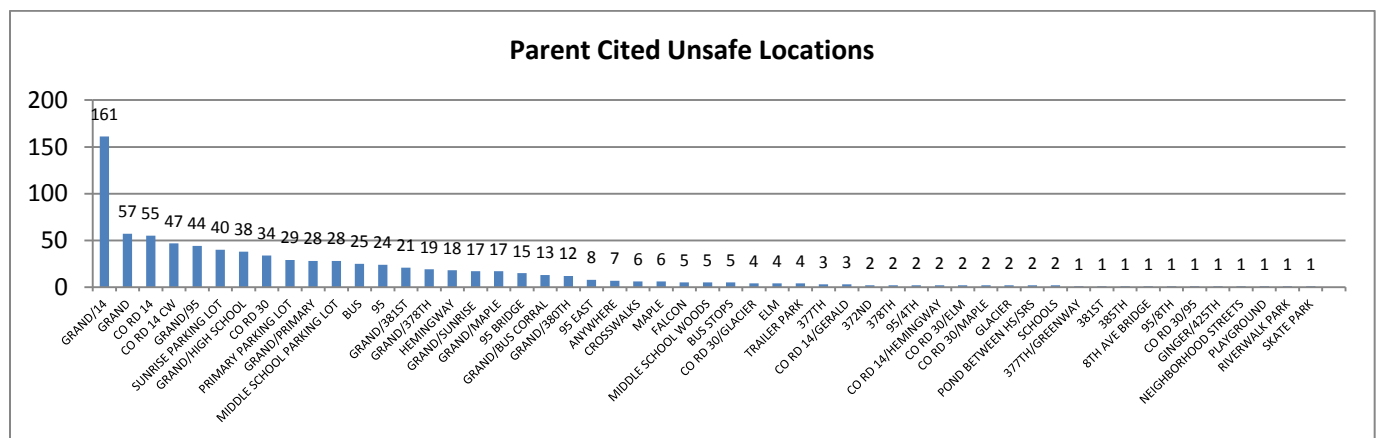
There were 328 comments with the top 5 being:

- 1) Bus Behavior (Bullying, Profanity, Lack of Supervision, Overcrowded, K-12 on same bus)
- 2) Convenience (Work/Drive Near School, Spend time with Kids)
- 3) Distance (Too far to Walk/bike, Bus Ride too long)
- 4) Bus Scheduling (Arrives at house too early/late)
- 5) Safety (Traffic, Lack of Sidewalks, Unsafe People)



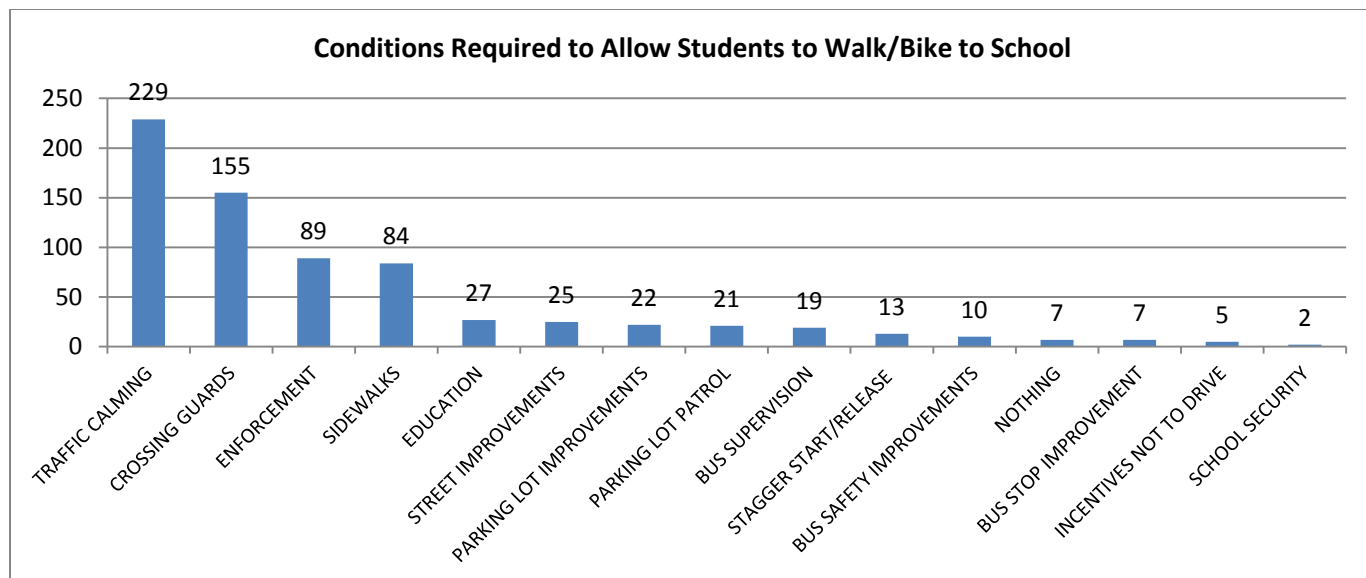
The survey asked to identify the most perceived unsafe locations to and from school. There were 722 responses identifying 53 locations. The top 10 most identified locations were:

- 1) Grand Ave/Co Rd 14 Intersection
- 2) Grand Avenue
- 3) County Road 14
- 4) County Road 14 Crosswalk
- 5) Grand Ave/Hwy 95 Intersection
- 6) Sunrise River School Parking Lot
- 7) Grand Ave/High School Entrance
- 8) County Road 30
- 9) Primary School Parking Lot
- 10) Grand Ave/Primary School Entrance



Map is shown in the Appendix

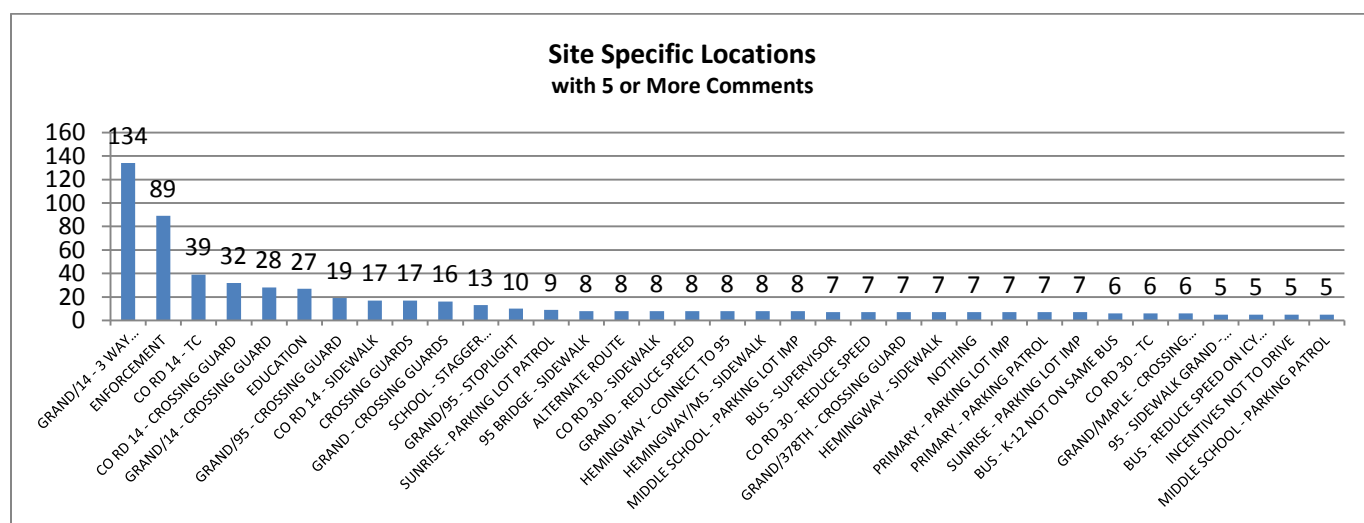
Parent were asked to identify under what conditions would they consider allowing their child walk or bike to school rather than arriving via bus or car. The following chart shows a generalized breakdown of required conditions.



The top 5 conditions required by parents to allow their kids to walk/bike to school were:

- 1) Traffic Calming Devices (Stop Signs, Improved Crosswalks, Ped Initiated Flashing Lights, Reduced Speed Limits, Flashing Beacons, Driver Feedback Sign)
- 2) More Crossing Guards
- 3) Increased Law Enforcement
- 4) More Sidewalks
- 5) Education Awareness (Driver & Student)

The top site specific required conditions are depicted below. The entire list of suggestions can be found in the appendix.



The top 10 specific improvements were:

- 1) Grand Ave & Co Rd 14 Intersection: *3 Way Stop/Stoplight during Peak Traffic Hours*
- 2) Increased Law Enforcement
- 3) County Road 14: *Traffic Calming Devices (Improved Crosswalk, Ped Initiated Flashing Beacon,*
- 4) County Road 14: *Crossing Guards*
- 5) Grand Ave & County Road 14: *Crossing Guards*
- 6) Education Awareness
- 7) Grand Ave & Hwy 95: *Crossing Guards*
- 8) Crossing Guards
- 9) Grand Avenue: *Crossing Guards*
- 10) Staggered School Start/Release Times

School Walkable Area Boundaries

School Walkable Area Boundaries identify the areas that are within 2 miles walking distance from the school entrances. Each of the schools Walkable Area Boundaries are shown in the appendix.

North Branch Busing Policies

The North Branch Area School District has that primary students (grades K-6) can be allowed to walk three-tenths of a mile to the bus stop and secondary students (grades 7-12) can be allowed to walk five-tenths of a mile to the bus stop on a public road. Secondary students living less than one mile from school will not be able to utilize bus services to school. Kindergarten children are expected to walk with older students to the nearest bus stop. Each year, bus stop changes will be made to make our stops more efficient. The safest pickup location is chosen for all students within a pickup area. The full busing policy is located in the appendix.

CHAPTER 4: STUDY RECOMMENDATIONS

Communitywide Issues

Communitywide issues in North Branch include the lack of sidewalks on many streets, including Lincoln Trail near the Middle School, and missing segments around the other schools. Many of the sidewalk gaps are due to the presence of local streets with rural cross-sections within the city. Crossing the street can be difficult throughout North Branch due to the proximity of the state and interstate highways and the traffic they produce, even when crosswalks and crossing guards are present. Many parents don't consider walking or biking to be a viable form of transportation based on the gaps or lack of sidewalks, the weather or distance from the schools.

Issue 1.1: Bicycle/pedestrian facilities.

Current city ordinances include a requirement for the installation of sidewalks in new developments. There are currently no requirements to make new infrastructure bicycle friendly. Where sidewalks currently exist in the city, they are sporadic and they may not be striped with a crosswalk at intersections or may not necessarily lead anywhere and end abruptly.

Recommendations

- 1.1.1 Complete the sidewalk systems on all school properties.
- 1.1.2 Create a sidewalk installation plan, focusing on the sidewalk networks within a 2 mile radius of schools first. Integrate the sidewalk system with the city's multi-use path system for greater connectivity. When streets with rural cross-sections are reconstructed, include sidewalk facilities where possible.
- 1.1.3 Continue to install bike storage facilities at each of the school locations.
- 1.1.4 Propose the city establish a sidewalk and crosswalk reconditioning program that requires annual inspection of crosswalks for analysis of paint condition.
- 1.1.5 Restripe all crosswalks in the immediate vicinity of a school as ladder style crosswalks to maximize visibility.
- 1.1.6 Use the Complete Streets model in new facility/infrastructure/neighborhood design: Complete Streets are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move along and across a Complete Street.

Issue 1.2: Pedestrian/bicycle education.

There is concern that children do not ride their bicycles correctly and do not obey traffic signs or utilize crosswalk locations. This may be due to parents who may not teach their children to ride or walk on the correct side of the street or who do not discuss the proper use of pedestrian and bicycle facilities at all. There is also little bicycle and pedestrian education occurring within the school district, the burden is placed on the police department via bike rodeos. Many parents and children are also not familiar with bicycle upkeep and maintenance activities. Focus should be on educating parents about the responsibilities of being a pedestrian or cyclist.

Recommendations

Consider working together with North Branch Area High School students, local advocacy groups and recreational equipment retailers to form a free maintenance program to help with basic safety issues and maintenance of students' bicycles.

- 1.2.1 Include bicycle maintenance programs in school curricula via physical or technology education programming.
- 1.2.2 Disseminate information via parent emails, backpack flyers, websites, or an instructional DVD illustrating the benefits of active transportation modes.
- 1.2.3 Add sections to current classroom curricula on the benefits of walking or biking to school.
- 1.2.4 Contact the Minnesota Department of Transportation, North Branch Police Department, and local advocacy groups about bringing more Bicycle Rodeos, Walkable Communities Workshop, or other education programs to North Branch.
- 1.2.5 Encourage the creation of an ordinance requiring the use of helmets for children aged fourteen and under. Partner with Allina and/or Fairview Clinics to sponsor helmet giveaways and fitting clinics where possible. Use positive reinforcement techniques to encourage helmet use for cyclists.

Issue 1.3: Motorist/automobile operator education.

The biggest danger posed to most bicyclists and pedestrians is automobiles. While North Branch maintains an efficient system of roadways for motorized vehicles, conflicts emerge when other modes are introduced into the system. When pedestrians cross the street and bicyclists utilize local roadways, they share the transportation network with automobiles. A major concern is the behavior of motorists, especially in school zones or where they encounter crosswalks communitywide. Complaints include motorists who speed or drive dangerously or do not yield right-of-way to pedestrians in crosswalks.

Recommendations

1.3.1 Disseminate crosswalk information to students, parents, teachers, and neighbors. Hold educational seminars on bicycle and pedestrian safety geared towards drivers of automobiles so they know how to react to these users on the roadway.

1.3.2 Include bicycle and pedestrian education as part of Driver Safety Education programs held at North Branch Area High School and elsewhere within the community.

1.3.3 Invite guest speakers and hold assemblies on safe transportation. Include sections for parents and other drivers about sharing the road with bicyclists and pedestrians.

Issue 1.4: Enforcement of traffic rules and regulations.

Many highways converge in North Branch – Hwy 95, Co Rd 14, Co Rd 30 and Interstate 35. With these major thoroughfares, a surge of traffic is dispersed into or drawn from the surrounding streets. This flow of traffic increases the likelihood of a variety of traffic-related incidents including crashes, speeding, illegal parking, and failure to yield to the right of way. Many of these conditions are compounded during arrival and dismissal times in schools zones where parents are looking for the fastest and easiest way to access and depart the school area.

Recommendations

1.4.1 Work cooperatively with North Branch Police Department to continue to enforce all applicable bicycle and pedestrian right-of-ways. This “sting” effort should focus on high-use crosswalks or other crossings throughout the community.

1.4.2 Work with the North Branch Police Department to report incidents of speeding, parking violations, and crosswalk violations in school zones.

1.4.3 Work with the City of North Branch to better delineate school zones and crossing locations.

1.4.4 Consider developing student-based enforcement groups to remind parents of parking rules and regulations.

Issue 1.5: Enforcement of building, sidewalk, and property maintenance laws.

The walking environment can be greatly enhanced through the enforcement of property maintenance laws. Primary among these are snow removal on all public sidewalks within the city. The ordinance for snow removal in the City of North Branch requires that property owners remove snow within a 48 hour period of the snow event. In addition, code enforcement that leads to abatement of overgrown vegetation, especially at corners, will make a safer environment for pedestrians and motorists alike.

Recommendations

1.5.1 Encourage parents, teachers, and students to report areas where improper sidewalk maintenance impedes walking safety, including lack of snow removal.

1.5.2 Submit regular reports of sidewalk issues, such as uneven surfaces, as well as locations of overgrown brush or other property maintenance standards that impede on the pedestrian right-ofway in the city of North Branch.

1.5.3 Consider doubling the fines for violation in school zone areas for lack of snow removal.

Issue 1.6: Many residents/parents don’t see walking or biking as realistic transportation choices and students may not think to ask about walking or biking to school as a result.

Over the past 30 years America has become much more accustomed to utilizing private automobiles for transportation. This is apparent in a community like North Branch, where the majority of the kids that live within a ½ mile of the school do not walk or bike to school. The average time it takes a child to walk one mile is approximately 20 minutes. Part of the issue in educating drivers about pedestrian and bicyclist rights is creating a critical mass of walkers and bikers to increase the expectation these users will be encountered during any trip. If residents don’t see people walking or biking frequently, or don’t believe people walk or bike as part of a transportation trip, they are less likely to look for them while driving.

Further, parents who do not walk or bike are less likely to suggest walking or biking trips to their children.

Recommendations

1.6.1 Encourage more people to walk or bike as a regular transportation choice. Participate and market the annual International Walk to School Day in October and ask city staff, community groups, employers, and residents to observe Bike to Work Week each May.

1.6.2 Develop school-based incentive programs, such as Mileage Clubs or walk-a-thons that offer rewards when mileage thresholds are reached and to encourage biking and walking as a daily activity. Develop a Walking School Bus program at Sunrise Elementary School

1.6.3 Inform and educate school staff about the SRTS programs via emails, school assemblies, and staff meetings.

1.6.4 Develop a media campaign to get the SRTS message out to parents and the general public.

This may include posters, emails, newsletters, or stories in the local newspaper about the programs used to generate enthusiasm among students.

Issue 1.7: The perception of community safety for walking and biking to school is low.

There are a variety of issues affecting the perceived safety of walking or biking to school. The parent surveys conducted reveal many concerns related to traffic. The highest recorded issues affecting all surveyed parents decisions to allow, or not allow, their child to walk or bike to/from school included:

- 1) Traffic calming devices
- 2) Crossing guards
- 3) Increased Law Enforcement
- 4) More Sidewalks
- 5) Need for Education/Awareness

Recommendations

1.7.1 Complete the pedestrian network. This includes making sidewalk connections where none exist and ensuring that new developments include pedestrian access to other existing pedestrian facilities.

1.7.2 Enforce speed limits and crosswalk regulations in school zones, and position adult crossing guards at intersections deemed unsafe communitywide.

1.7.3 Restripe all crosswalks adjacent to school properties as ladder crosswalks to increase visibility.

1.7.4 Develop a Walking School Bus program where groups of children walk together. This program is most successful when led by an adult who can ensure safe practices among “passengers”. In many cases these programs may also encourage walking or biking because a parent would not be sending their child out alone, but with a group of other students and an adult.

Issue 1.8: Current conditions for walking and biking throughout the community are not fully known.

There is not a lot of data available within the community to ascertain the current level of bicycle/pedestrian safety. An exhaustive analysis of bikeability or pedestrian friendliness has not been performed and is only available anecdotally.

Recommendations

1.8.1 Consider working with bicycle and pedestrian advocacy groups to increase the working knowledge of biking and walking issues within the community. These groups may also be able to provide key insight and volunteers for implementation strategies.

1.8.2 Submit survey and advocacy results to the National Center for Safe Routes to School so that national databases for survey information can be collected.

Issue 1.9: Motorists drive too fast to make crossing the street safe.

In an effort to increase safety for drivers, many roadways are constructed wider than they need to be to carry the anticipated number of vehicles on the average day. This street widening has resulted in great curb-to-curb distances for pedestrians and bicyclists to negotiate. In addition, many of the streets that carry traffic into town do not have pedestrian or bicycle facilities and as such, motorists speed.

Recommendations

1.9.1 Consider working with North Branch to develop pedestrian islands, or center island medians, to provide a place of refuge for pedestrians crossing the street.

1.9.2 Identify locations for curb extensions, or bulb-outs, to extend the sidewalk curb line out into the street. This narrowing of the street simultaneously slows traffic and decreases the distance for pedestrians crossing the street. Temporary bulb-outs can also be constructed using traffic cones during arrival/dismissal times in school zones.

1.9.3 Support efforts to adopt a citywide “Complete Streets” policy. This policy ensures that all streets are designed and operated to enable safe access for all users (pedestrians, bicyclists, motorists, bus riders).

2. General Site and Neighborhood Issues

Issue 2.1: The neighborhoods surrounding the schools lack consistent sidewalks.

The sidewalk network surrounding the schools is incomplete, with sidewalks missing on the school properties themselves. The parent survey revealed many parents feel walking is unsafe due to a lack of sidewalks. This can be remedied by creating a sidewalk construction plan which addresses the gaps in the existing system first.

Recommendations

2.1.1 Work with the North Branch Public Works Department to schedule sidewalk improvements in the Capital Improvements Plan for key areas in the community that would strengthen the pedestrian network.

2.1.2 Work with the Minnesota Department of Transportation (DOT) to identify cost-sharing programs for development of sidewalks along state highways.

2.1.3 Encourage annual or biennial grant applications to the DOT for Transportation Enhancement (TE) or Bicycle and Pedestrian Facilities Program (BFPF) monies that can be used to enhance the multimodal transportation network.

2.1.4 As roads are scheduled for reconstruction, ensure they are improved upon, where possible, to include facilities for bicycles and pedestrians.

Issue 2.2: Crossing the street is difficult near the school sites. Even where crossing guards and safety patrols monitor activity, the behavior of motorists makes crossing difficult.

The North Branch Areas schools utilize adult crossing guards in the city of North Branch. Even with the use of safety patrols and crossing guards, the erratic behavior of drivers makes crossing the street difficult. Further compounding the issue are the parents who ignore the crossing guards when crossing streets with their children. In addition, the lack of high visibility crosswalks adjacent to school property makes crossing difficult in some places.

Recommendations

- 2.2.1 Consider installation of speed devices, such as active driver feedback signs, that flash or display a message to the driver, such as current speed or “slow down”.
- 2.2.2 Use traffic cones during arrival and dismissal times to narrow the street width and signal to drivers that school is in session and children will be present, if warranted.
- 2.2.3 Consider employing additional crossing guards to help students cross safely.
- 2.2.4 Continue practice of annual training and refresher courses for adult crossing guards prior to each new school year to familiarize crossing guards with any changes that may have occurred on the roadways near the school.
- 2.2.5 Repaint crosswalks in school zones, especially at safety patrol locations on busy streets, with ladder-style crosswalk markings and epoxy paint to increase the visibility and life-span of these markings.
- 2.2.6 Prohibit parking within 20 feet of crosswalks; add signage to prevent vehicular stopping or standing in crosswalks.
- 2.2.7 Consider the use of portable “Pedestrian Warning” signs for use by Adult Crossing Guards in crosswalks during school arrival/dismissal hours.

Issue 2.3: Monitoring the short and long-term effects of the SRTS at the schools, i.e. how will we know if the SRTS program is having an effect?

Throughout the planning process there have been a number of tools used, such as surveys and audits, that illustrate the condition of current facilities and current attitudes. However, it is not fully understood how these tools will be used to create an effective program or to record results of implementation strategies.

Recommendations

- 2.3.1 Continue to perform the Student Tally and Parent Survey at least annually. The current information collected has established a baseline for comparison to future years. Monitor the results of the surveys to help determine program effectiveness. Forward the survey results to the National Center for Safe Routes to School.
- 2.3.2 Continue to maintain an active SRTS Task Force to oversee and evaluate the program. It is likely that not all of the programs utilized will meet with expected results. The Task Force should consistently update the SRTS plan and implementation approaches to better serve the needs of parents and students.

Issue 2.4: Cooperation and coordination between the city of North Branch and the School District

The engineering recommendations in this document require significant coordination with the local governmental unit. Ordinance changes, review of new development proposals, and installation of transportation infrastructure are all government functions.

Recommendations

- 2.4.1 The school district should remain active in city discussions about future growth and transportation planning. Send representatives to the local meetings of the Planning Commission or other committees where capital improvements are discussed.
- 2.4.2 Meet with local officials or get on the agenda of a regular meeting of the local electorate to discuss this SRTS plan and the courses of action proposed that require significant intergovernmental cooperation.
- 2.4.3 Advocate for increased bicycle and pedestrian facilities, especially in school zones and immediately surrounding the school site.
- 2.4.4 Use the SRTS plan as a gauge of walkability/bikability standards communitywide and refer to the plan where appropriate in other city planning efforts.

Issue 2.5: Arrival and dismissal times at North Branch Schools are hazardous for a variety of transportation users.

In many communities arrival/dismissal time is very hectic. There are family vehicles, buses, pedestrians, and bicyclists all using the same transportation network. Though most schools in North Branch have designated areas for automobile pick-up/drop-off, some parents don't observe the suggested rules and

often double and triple load. The location of where parents let children exit or enter their vehicle is also an issue because children become pedestrians in travel lanes or may dart between vehicles. Pedestrians and bicyclists also occupy the same sidewalk areas which can cause conflicts. In addition, many parents are impatient and do not adequately slow down or drive safely within the school zone boundaries. Further, many parents arrive far in advance of dismissal time to wait for their children and most idle their cars while waiting. This causes a significant increase in air pollution directly at the school site.

Recommendations

2.5.1 Continue to develop, review and implement on-site management plans that include designated drop-off/pick-up locations (zones), adult monitors, and student safety patrols for schools that do not currently have such plans. Evaluate existing on-site management plans annually for functionality.

2.5.2 Encourage parents who want to escort their children to the building to park their cars in a parking lot and not in the loading/unloading areas or in the queue for cars waiting to load/unload.

2.5.3 Develop a safe walk/bike zone within a block or two of the schools and actively discourage parents or caregivers from driving into the zone for ten minutes before and after arrival/dismissal times. This zone can be introduced on a monthly basis to ease transition.

2.5.4 Stagger student dismissal times letting walkers and bikers leave first, then school bus riders, then passengers of private vehicles.

2.5.5 Develop a “friendly notes” program to issue “tickets” to vehicles not obeying rules. They may include a “no idling” message, or convey information like “no parking” or “bus lane”. Conversely, issue “tickets” to vehicles obeying the rules that can be cashed in by the student for a prize drawing or some other reward.

2.5.6 Institute a district-wide “No Idling” campaign to educate students, parents, and neighbors on the consequences of idling engines.

2.5.7 Involve the parents who repeatedly ignore efforts to improve the operation and safety situation on school grounds. Allow them to assess current conditions and brainstorm solutions.

2.5.8 Instruct children who ride their bikes to school to dismount their bikes and walk them to a bike rack when on school property. Riding on busy sidewalks can cause user conflicts and injuries.

Issue 2.6: Community Safety: many parents won’t let their children walk or bike to school because they don’t feel it’s safe for children to walk or bike alone.

The Parent Survey revealed some of the responding parents were concerned about violence or crime as a factor in transportation choice. Perceptions of safety, real or not, can be a limiting factor in many communities. Safe Routes to School Plans and Programs do NOT advocate for children walking to school alone but rather with an adult or with a group.

Recommendations

2.6.1 Promote the Safe Routes to School map generated as part of the planning process. See the Appendix for Safe Routes to School maps.

2.6.2 Start a Safe Passage or “Eyes on the Street” Program to increase the number of adults keeping watch on student activity surrounding the schools.

2.6.3 Continue to work with interested parents and volunteers to promote the Walking or Biking School Bus and expand the program to all schools. This program provides adult supervision for groups of children who walk or bike to school together. Often, they gather at a set meeting point or “bus stop” in local neighborhoods. This program can also be used in conjunction with satellite parking locations to lessen the amount of traffic around school grounds.

Issue 2.7: More children should be walking or biking to North Branch Schools.

The Student Tally showed that for all schools surveyed, less than 2% of children biked and less than 1% walked.

Recommendations

2.7.1 Develop encouragement programs that make walking and biking to school more fun.

2.7.2 Host a walking or biking parade to the elementary school – to kick off a walking or biking school bus program and increase the visibility of walkers and bikers within the community.

2.7.3 Incorporate walking and biking in regular classroom activities. Ideas include “Walking and Biking across America” exercises that allow students to accumulate miles for walking and biking to school and use them to plot courses to cities across America.

2.7.4 Consider allowing students who depart school by walking or biking to leave before those who get picked up by family vehicle.

3. Specific School Site Issues

Issue 3.1: North Branch Primary School

Problem Addressed	Recommendation(s)
Congestion in parking lots during arrival/dismissal times can be dangerous	Reinforce and evaluate the on-site traffic management plan on an annual basis and use parent monitors in addition to staff for enforcement; reward parents/kids who are using the plan correctly
Traffic does not yield to pedestrians in crosswalks	Add or upgrade all crosswalks to ladder type style.
General Congestion	Institute walking school bus program(s) for children who live within a ½ mile radius; institute punch card programs for children to encourage walking and biking to school and/or increased physical activity.
Motorist speed in school zones	Install solar powered flashing speed signs

Issue 3.2: Sunrise River Elementary School

Problem Addressed	Recommendation(s)
Congestion in parking lots during arrival/dismissal times can be dangerous	Reinforce and evaluate the on-site traffic management plan on an annual basis and use parent monitors in addition to staff for enforcement; reward parents/kids who are using the plan correctly
Traffic does not yield to pedestrians in crosswalks	Add or upgrade all crosswalks to ladder type style.
General Congestion	Institute walking school bus program(s) for children who live within a ½ mile radius; institute punch card programs for children to encourage walking and biking to school and/or increased physical activity.
Motorist speed in school zones	Install solar powered flashing speed signs

Issue 3.3: North Branch Middle School

Problem Addressed	Recommendation(s)
Congestion in parking lots during arrival/dismissal times can be dangerous	Reinforce and evaluate the on-site traffic management plan on an annual basis and use parent monitors in addition to staff for enforcement; reward parents/kids who are using the plan correctly
Traffic does not yield to	Add or upgrade all crosswalks to ladder type style.

pedestrians in crosswalks	
General Congestion	Institute walking school bus program(s) for children who live within a ½ mile radius; institute punch card programs for children to encourage walking and biking to school and/or increased physical activity.
Motorist speed in school zones	Install solar powered flashing speed signs

Issue 3.4: North Branch High School

Problem Addressed	Recommendation(s)
Congestion in parking lots during arrival/dismissal times can be dangerous	Reinforce and evaluate the on-site traffic management plan on an annual basis and use parent monitors in addition to staff for enforcement; reward parents/kids who are using the plan correctly
Traffic does not yield to pedestrians in crosswalks	Add or upgrade all crosswalks to ladder type style.
Motorist speed in school zones	Install solar powered flashing speed signs

4. Action Plan

The following action plan is based on a 2-3 year forecast of reasonably attainable goals. The strategies within this Action Plan also prioritize important components of the SRTS program because they lay the foundation for activities within each strategy area. Strategy areas include recommendations developed around the 5 E's for Safe Routes to School. The 5 E's are 1) Education; 2) Encouragement; 3) Enforcement; 4) Evaluation; and, 5) Engineering. A successful SRTS program will incorporate components of each of these approaches.

The following table discusses strategies, assigns responsibility for implementation, and recommends a timeframe for completion. A column for potential funding sources has also been included to help allocate resources if grants or other funding is available for implementation. Lastly, the table cites the recommendation number from the previous two sections: 1. Communitywide Issues and 2.) Site and Neighborhood Issues.

Groups assigned to implement this SRTS Plan include the North Branch School District (authority for school site improvements), the city of North Branch (engineering solutions such as sidewalk and sign installation), local police departments, and volunteers from within the community (not specifically identified). See the Action Plan table below.

Action Plan

Action Plan	Action	Project Area School				Who
		Primary	Sunrise River	Middle	High	
Education includes identifying safe routes, teaching students to look both ways at intersections, and how to handle potentially dangerous situations. This strategy is closely tied to Encouragement activities.	Work with local police to host a bike rodeo.	x	x	x		City
	Disseminate information illustrating the benefits of active transportation modes. Consider adding less in classroom curricula.	x	x	x		City; School
	Work with local groups to supply bikes, helmets and programming bicycle safety	x	x	x		City
	Include bicycle and pedestrian lessons as part of local driver education programs			x	x	School
Encouragement combines the results of the other "E's" to improve knowledge, facilities and enforcement to encourage more students to walk or bike safely to school. Most importantly, encouragement activities build interest and enthusiasm. Programs may include "walk to school days" or "mileage clubs" with awards to motivate students.	Develop communitywide encouragement and incentive programs to encourage walking and biking, such as Walk to School Days and media campaigns.	x	x	x	x	School; City
	Develop a walking school bus program.	x	x	x		School
	Encourage coordination with existing neighborhood watch programs to provide assistance with kids walking or biking to school	x	x	x		School; City
	Develop school-based incentive programs such as "mileage clubs"	x	x	x	x	School
	Locate bicycle racks to areas where they can be easily be seen and accessed from sidewalks	x	x	x	x	School; City
	Continue to distribute detailed pick up/drop off materials and traffic regulations to parents the first week of each semester	x	x	x		School
	Work with local media to disseminate info about SRTS successes at schools	x	x	x	x	School; City
	Consider driver feedback signs to inform motorists of their rate of speed within school zones	x	x	x	x	City

Action Plan	Action	Project Area School				Who
		Primary	Sunrise River	Middle	High	
Enforcement includes policies that address safety issues such as speeding or illegal turning, but also includes encouraging community members to work together to promote safe walking, bicycling and driving.	Work cooperatively with local police to enforce bicycle and pedestrian rights-of-way. Consider a "sting" effort in high use crosswalks	x	x	x	x	City
	Enforce sidewalk and property maintenance laws to increase safety and capabilities for biking and walking	x	x	x	x	City
	Report instances of inappropriate motorist behavior, illegal parking, and loose animals to police regularly.	x	x	x	x	Citizens; School
Engineering is a broad concept used to describe the design, implementation, operation and maintenance of traffic control devices or physical measures. It is one of the complementary strategies of SRTS because engineering alone cannot produce safe routes to school.	Upgrade every crosswalk within a 1/2 mile radius of school to a ladder type style	x	x	x	x	City
	Identify and sign each school zone and perform regular maintenance on crosswalks within these zones	x	x	x	x	City
	Install sidewalks where gaps exist within 1/2 mile of each school	x	x	x	x	City
	Consider the use of off-site loading/unloading/parking areas for family vehicles to mitigate congestion at the school site	x	x	x	x	City; School
	Local planners should include accommodations for biking and walking in new developments (esp. to the local school site)	x	x	x	x	City
Evaluation includes monitoring outcomes and documenting trends through data collection before and after SRTS activities. Surveys and audits can help provide quantitative support for improvements achieved through SRTS programming.	Work with bicycle and pedestrian advocacy groups to increase the working knowledge of biking and walking. Confer periodically to determine SRTS programming impact.	x	x	x	x	City; School
	Conduct a communitywide transportation survey to measure mode choice within the community. Survey should include primary concerns and popular destinations and routes	x	x	x	x	City

APPENDIXES

Student Survey

Student Safety Suggestions by School including map

Parent Survey

Parent-Cited Unsafe Locations including map

School Walkable Areas Maps

School Busing Policies

Safe Routes to School Students Arrival and Departure Tally Sheet

+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY +

School Name:	Teacher's First Name:	Teacher's Last Name:

Grade: (PK,K,1,2,3...)	Monday's Date (Week count was conducted)	Number of Students Enrolled in Class:
0 2	M M D D Y Y Y Y	1 5

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday.** (Three days would provide better data if counted)
- Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1.

Fill in the weather conditions and number of students in each class

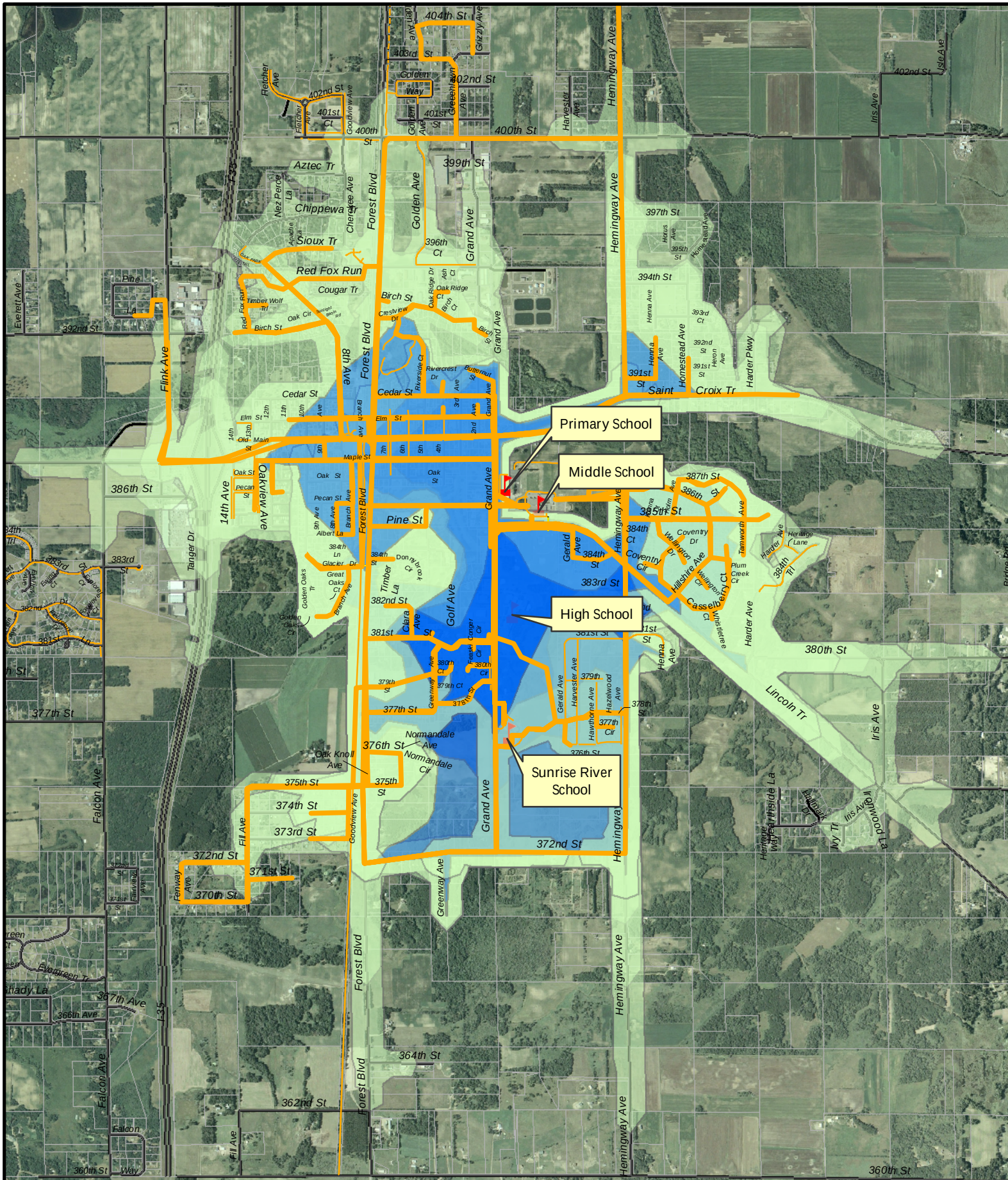
Step 2.

AM – "How did you arrive at school today?" Record the number of hands for each answer.
PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM									
Wed. PM									
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+		+
---	--	---



North Branch Schools



1 Mile Walkable Area



2 Mile Walkable Area



Kids Routes



SRTS Improvements

NORTH BRANCH AREA HIGH SCHOOL Kids Routes

CHISAGO COUNTY, NORTH BRANCH, MN

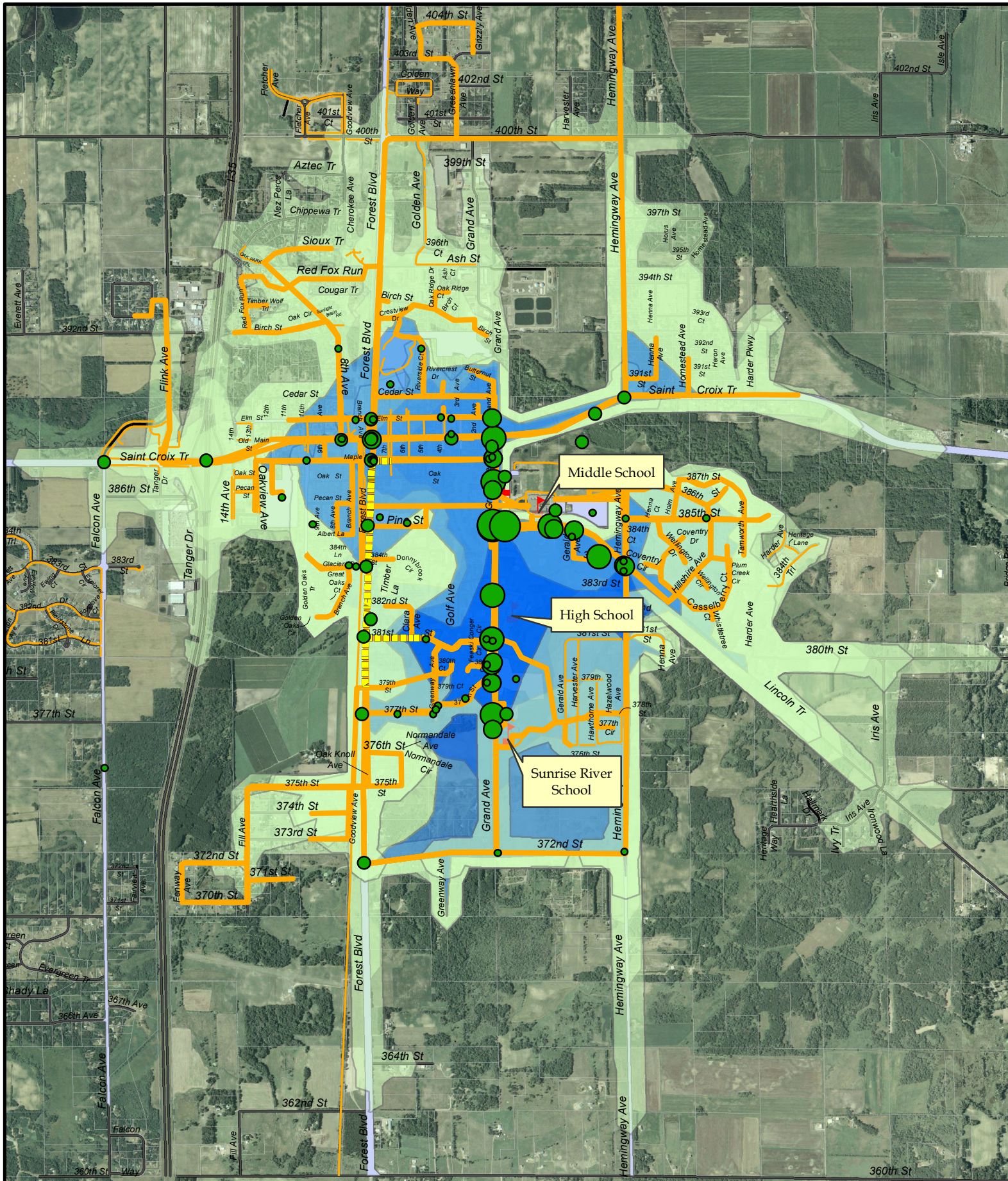
ISD # 138



Scale: 1"=2000'

Date: 17-JUL-2008

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North Branch Schools

1 Mile Walkable Area

2 Mile Walkable Area

Kids Routes

Unsafe Locations

SRTS Improvements

NORTH BRANCH AREA HIGH SCHOOL

Kids Routes & Unsafe Locations

CHISAGO COUNTY, NORTH BRANCH, MN

North Branch Area
PUBLIC SCHOOLS

Scale: 1"=2000'

ISD # 138

North Branch Area
PUBLIC SCHOOLS

Date: 17-JUL-2008

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+

+

8. Has your child asked you for permission to walk or bike to/from school in the last year? ☐ Yes ☐ No

9. At what grade would you allow your child to walk or bike to/from school without an adult?

(Select a grade between PK,K,1,2,3...) grade (or) ☐ I would not feel comfortable at any grade

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)

- | | | | |
|---|------------------------------|-----------------------------|-----------------------------------|
| ☐ Distance..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Convenience of driving..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Time..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Child's before or after-school activities..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Speed of traffic along route..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Amount of traffic along route..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Adults to walk or bike with..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Sidewalks or pathways..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Safety of intersections and crossings..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Crossing guards..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Violence or crime..... | ☐ Yes | ☐ No | ☐ Not Sure |
| ☐ Weather or climate..... | ☐ Yes | ☐ No | ☐ Not Sure |

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?

- ☐ Strongly Encourages ☐ Encourages ☐ Neither ☐ Discourages ☐ Strongly Discourages

13. How much fun is walking or biking to/from school for your child?

- ☐ Very Fun ☐ Fun ☐ Neutral ☐ Boring ☐ Very Boring

14. How healthy is walking or biking to/from school for your child?

- ☐ Very Healthy ☐ Healthy ☐ Neutral ☐ Unhealthy ☐ Very Unhealthy

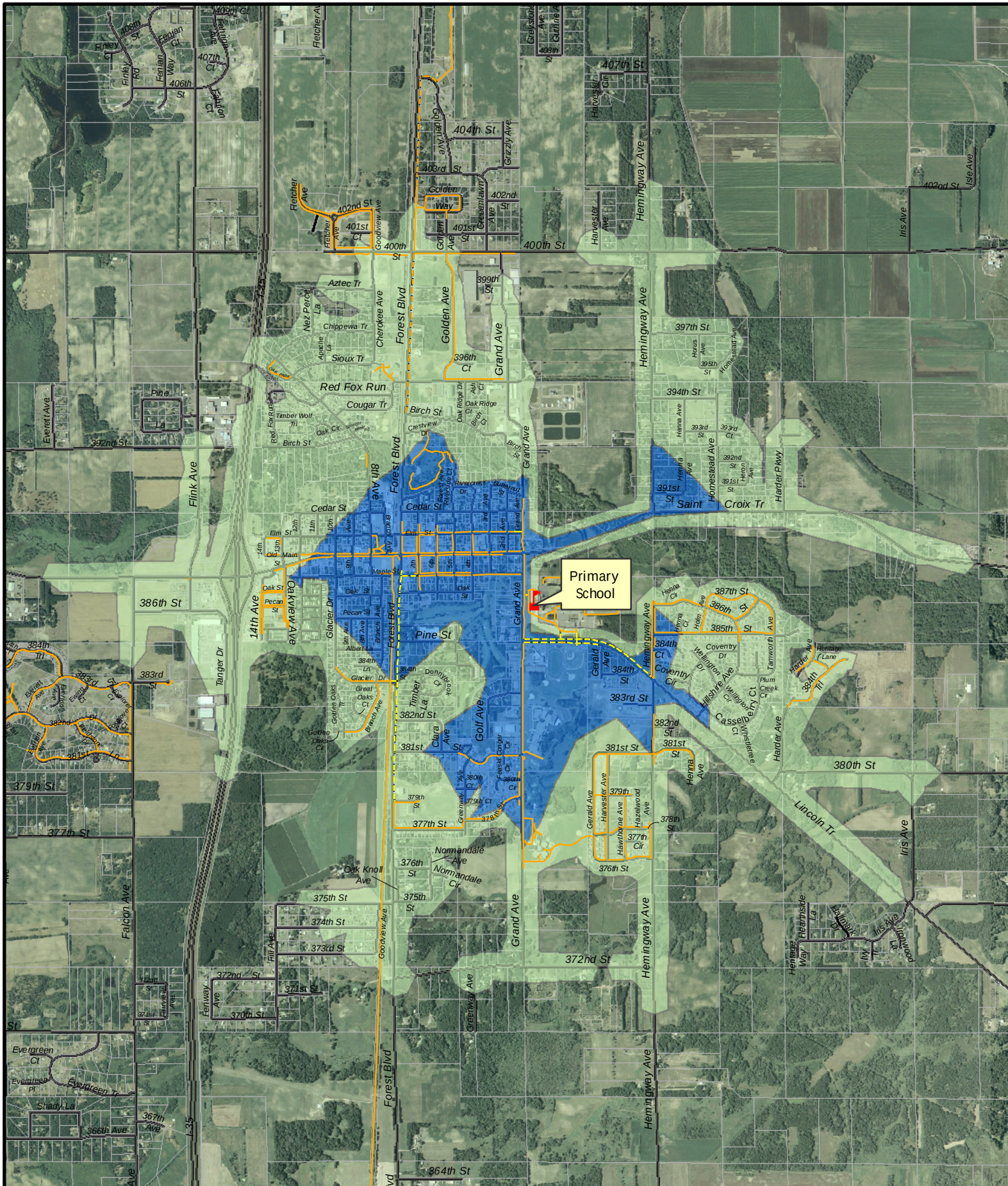
Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

15. What is the highest grade or year of school you completed?

- | | |
|---|--|
| ☐ Grades 1 through 8 (Elementary) | ☐ College 1 to 3 years (Some college or technical school) |
| ☐ Grades 9 through 11 (Some high school) | ☐ College 4 years or more (College graduate) |
| ☐ Grade 12 or GED (High school graduate) | ☐ Prefer not to answer |

16. Please provide any additional comments below.

PARENT SURVEY RESULTS															
TO SCHOOL	1071	FROM SCHOOL	1071	UNSAFE LOCATION	830	IMPROVEMENTS	722	DESCRIBE	349	DRIVE OTHER	328	CHANGE 1	848	SCHOOL	1071
BUS	768	BUS	795	GRAND/14	161	GRAND/14 - 3 WAY STOP/STOPLIGHT/Peak Hours/Flashing Light	134	CARS DON'T YIELD FOR KIDS IN CROSSWALK	53	BUS - BEHAVIOR	90	LIVED CLOSER	316	SUNRISE	552
CAR	152	COMBO CAR/BUS	121	GRAND	57	ENFORCEMENT	89	KIDS DON'T USE CROSSWALK	43	CONVENIENCE	44	NEVER	187	MIDDLE	276
COMBO CAR/BUS	120	CAR	98	CO RD 14	53	CO RD 14 - TC	39	KIDS DON'T LOOK BEFORE CROSSING ROAD	41	DISTANCE	41	AGE APPROPRIATE	65	PRIMARY	243
COMBO WALK/BIKE	14	COMBO ALL	24	CO RD 14 CW	47	CO RD 14 - CROSSING GUARD	32	CO RD 14 - KIDS WALKING ON ROAD	25	BUS SCHEDULING	34	WALK WITH GROUP/SUPERVISION	63		
COMBO ALL	8	WALK	13	GRAND/95	44	GRAND/14 - CROSSING GUARD	28	SPEEDING	18	EXTRA-CURRICULAR ACTIVITIES	26	CROSSING GUARDS	61		
WALK	8	BIKE	10	SUNRISE PARKING LOT	40	EDUCATION	27	CO RD 14 - CANT CROSS SAFELY	19	SAFETY	30	SIDEWALKS	46		
BIKE	1	COMBO WALK/BIKE	9	GRAND/HIGH SCHOOL	38	GRAND/95 - CROSSING GUARD	19	DRIVERS DON'T PAY ATTENTION	10	AGE	19	WEATHER	39		
		SKATEBOARD	1	CO RD 30	34	CO RD 14 - SIDEWALK	17	CO RD 14 - SEVERAL KIDS NEARLY HIT	8	CHILDS CHOICE	18	SAFER ROUTES	30		
				PRIMARY PARKING LOT	29	CROSSING GUARDS	17	GRAND/14 - CANT TURN LEFT	8	MISSED BUS	17	INCREASED ENFORCEMENT	25		
				GRAND/PRIMARY	28	GRAND - CROSSING GUARDS	16	TEEN DRIVERS DONT PAY ATTENTION	6	BUS DRIVER	5	NO BUS SERVICE OFFERED	7		
				MIDDLE SCHOOL PARKING LOT	28	SCHOOL - STAGGER START/RELEASE TIMES	13	BUS - DON'T YIELD AT CROSSWALK	5	WEATHER	4	EMERGENCY ONLY	4		
				BUS	25	GRAND/95 - STOPLIGHT	10	GRAND/14 - KID NEARLY HIT	5			JOB/SCHEDULING CONFLICTS	4		
				95	24	SUNRISE - PARKING LOT PATROL	9	GRAND/14 - SEVERAL KIDS NEARLY HIT	5			UNABLE TO DROP OFF/PICK UP	1		
				GRAND/381ST	21	95 BRIDGE - SIDEWALK	8	TEEN SPEEDING	5						
				GRAND/378TH	19	ALTERNATE ROUTE	8	CO RD 30 - KIDS WALKING ON ROAD	7						
				GRAND - SUNRISE	17	CO RD 30 - SIDEWALK	8	95 - KIDS WALKING ON ROAD	5						
				GRAND/MAPLE	17	GRAND - REDUCE SPEED	8	BUS - BULLYING	4						
				HEMINGWAY	16	HEMINGWAY - CONNECT TO 95	8	BUS - SPEEDING	3						
				95 BRIDGE	15	HEMINGWAY/MS - SIDEWALK	8	SUNRISE - PEOPLE PARKING IN DROP OFF ZONE	3						
				GRAND - BUS CORRAL	13	MIDDLE SCHOOL - PARKING LOT IMP	8	95 - CANT CROSS STREET SAFELY	2						
				GRAND/380TH	12	BUS - SUPERVISOR	7	95 BRIDGE - KIDS WALKING ON ROAD	3						
				95 EAST	8	CO RD 30 - REDUCE SPEED	7	CO RD 14 - KID NEARY HIT	2						
				ANYWHERE	7	GRAND/378TH - CROSSING GUARD	7	CO RD 14 - SPEEDERS	2						
				CROSSWALKS	6	HEMINGWAY - SIDEWALK	7	CO RD 30 - CANT CROSS SAFELY	2						
				MAPLE	6	NOTHING	7	CO RD 30/95 - KID NEARLY HIT	2						
				FALCON	5	PRIMARY - PARKING LOT IMP	7	GRAND - CANT CROSS SAFELY	3						
				MIDDLE SCHOOL WOODS	5	PRIMARY - PARKING PATROL	7	GRAND - KIDS WALKING ON ROAD	3						
				BUS STOPS	4	SUNRISE - PARKING LOT IMP	7	GRAND - USING CENTER LANE AS PASSING LANE	2						
				CO RD 30/GLACIER	4	BUS - K-12 NOT ON SAME BUS	6	GRAND 14 - SEVERAL KIDS NEARLY HIT	2						
				ELM	4	CO RD 30 - TC	6	GRAND/14 - CANT CROSS SAFELY	3						
				TRAILER PARK	4	GRAND/MAPLE - CROSSING GUARD Keep til after school begins	6	HEMINGWAY - KID NEARLY HIT	2						
				377TH	3	95 - SIDEWALK GRAND - HEMINGWAY	5	KID FELL ON STREET	3						
				CO RD 14/GERALD	3	BUS - REDUCE SPEED ON ICY GRAVEL ROADS	5	KID HIT BY SNOWMOBILE	2						
				372ND	2	INCENTIVES NOT TO DRIVE	5	TEEN DRIVERS DONT YIELD AT CROSSWALK	2						
				378TH	2	MIDDLE SCHOOL - PARKING PATROL	5	95 - 2 KIDS HIT BY CAR	1						
				95/4TH	2	CO RD 30 - CROSSING GUARD	4	95 - KID HIT BY CAR	1						
				CO RD 14/HEMINGWAY	2	ELM - SIDEWALK	4	95 - KID HIT ON BIKE	1						
				CO RD 30/ELM	2	GRAND/MAPLE - CROSSWALK MOVE FURTHER FROM 95	4	95/4TH - 2 KIDS HIT BY CAR	1						
				CO RD 30/MAPLE	2	GRAND/PRIMARY - CROSSING GUARD	4	BUS - BUS STOPS ICY ON GRAVEL ROADS	1						
				GLACIER	2	HEMINGWAY/14 - CW/FL/SL	4	BUS - LEAVES BEFORE KIDS ARE SEATED	3						
				HEMINGWAY/MS	2	372ND - PAVE	3	BUS - NO SIGNALS	1						
				POND BETWEEN HS/SRS	2	95 - SIDEWALK FALCON - I35	3	BUS - NO SUPERVISION	3						
				SCHOOLS	2	BUS - MAKE SURE KIDS GET ON RIGHT BUS	3	BUS - SEXUAL ASSAULT	1						
				377TH/GREENWAY	1	BUS - ONLY 2 KIDS PER SEAT	3	BUS - SPEEDING ON RED FOX RUN	1						
				381ST	1	CO RD 30/MAPLE - CROSSING GUARD	3	CARS DON'T YIELD FOR FLASHING BUS	1						
				385TH	1	FALCON - CROSSING GUARD	3	CARS DON'T YIELD FOR KIDS IN CROSSWALK - HONK	1						
				8TH AVE BRIDGE	1	GERALD/14 - STOPLIGHT	3	CARS GO AROUND CARS WAITING AT CROSSWALK	1						
				95/8TH	1	GLACIER - STOP SIGN	3	CO RD 14 - SEVERAL KIDS NEARLY HIT IN CROSSWALK	1						
				CO RD 30/95	1	GRAND - SIDEWALK	3	CO RD 30/MAPLE - KID NEARLY HIT	1						
				GINGER/425TH	1	GRAND/381ST - CROSSING GUARD	3	GLACIER - KID NEARLY HIT	1						
				NEIGHBORHOOD STREETS	1	GRAND/HS - CROSSING GUARDS	3	GRAND - BEFORE AND AFTER SCHOOL	1						
				PINE ST BUS STOP	1	HEMINGWAY - PAVE	3	GRAND - KID NEARLY HIT	1						
				PLAYGROUND	1	MIDDLE SCHOOL - THIN WOODS	3	GRAND - NEARLY HIT KID BECAUSE DISTRACTED BY T	2						
				RIVERWALK PARK	1	378TH - SPEED BUMPS	2	GRAND/14 - C ANT TURN LEFT	1						
				SKATE PARK	1	95/4TH - CROSSING GUARD	2	GRAND/14 - CARS TRY TURNING TO BEAT BUS	1						
				STREETLIGHTS	1	BUS - DISCIPLINARY POLICY	2	GRAND/14 - KID HIT IN CROSSWALK	1						
						BUS - SEAT BELTS	2	GRAND/14 - KID HIT ON BIKE	1						
						BUS - STOPS ON TIME	2	GRAND/14 - NO CROSSING GUARD	1						
						CO RD 30/379TH - TC	2	GRAND/95 - NO CROSSING GUARDS	2						
						CO RD 30/ELM - CROSSING GUARD	2	GRAND/MAPLE - CROSSING GUARDS LEAVE BEFORE	1						
						CO RD 30/ELM - CROSSWALK	2	HEMINGWAY - SPEEDING	1						
						CO RD 30/GLACIER - CROSSING GUARD	2	KID HIT BY BUS	1						
						GERALD/384TH - MOVE FENCE ALLOWING KIDS TO NOT WALK ON 14	2	KID ON SCOOTER NEARLY HIT	1						
						GRAND/95 - CW Ped Trigger Flash	2	KIDS TO YOUNG TO BE WALKING	1						
						GRAND/SUNRISE - CROSSING GUARD	2	PRIMARY - PARENT NEARLY HIT IN PARKING LOT	2						
						HS/SRS POND - FENCE	2	SUNRISE - KID HIT IN DROP OFF ZONE	1						
						MAPLE - SIDEWALK	2	TRAFFIC CONGESTION	2						
						SUNRISE RIVER - PEDESTRIAN BRIDGE	2	PRIMARY - LOT OVERCROWDED	1						
						372ND - SIDEWALKS	1	MIDDLE - NO SIDEWALK	1						
						377TH - SPEED BUMPS	1								
						8TH BRIDGE - STRAIGHTEN & WIDEN	1								
						95 - DRIVER FEEDBACK SIGN	1								
						95 - PEDESTRIAN BRIDGE	1								
						95 - REDUCE SPEED	1								
						95/4TH - HAVE KIDS WAIT IN SAFER LOCATION	1								
						95/8TH - STOPLIGHT WITH SENSOR	1								
						BUS - 1 DROPOFF AT A TIME	1								
						BUS - BUSSING PARENT SURVEY	1								
						BUS - MORE THAN 1PICK UP PER YEAR	1								
						BUS - SHOULD STOP AT KINDERGARTNERS DRIVEWAY SO THEY DON'T HAVE TO WA	1								
						CO RD 30/MAPLE - TC	1								
						CROSSWALKS	1								
						FALCON - REDUCE SPEED	1								
						FALCON - SIDEWALK	1								
						FALCON - SLOW CHILDREN SIGN	1								



North Branch Area
High School



1 Mile Walkable Area



2 Mile Walkable Area



Existing Trails / Sidewalks



SRTS Improvements

NORTH BRANCH AREA PRIMARY SCHOOL Walkable Area

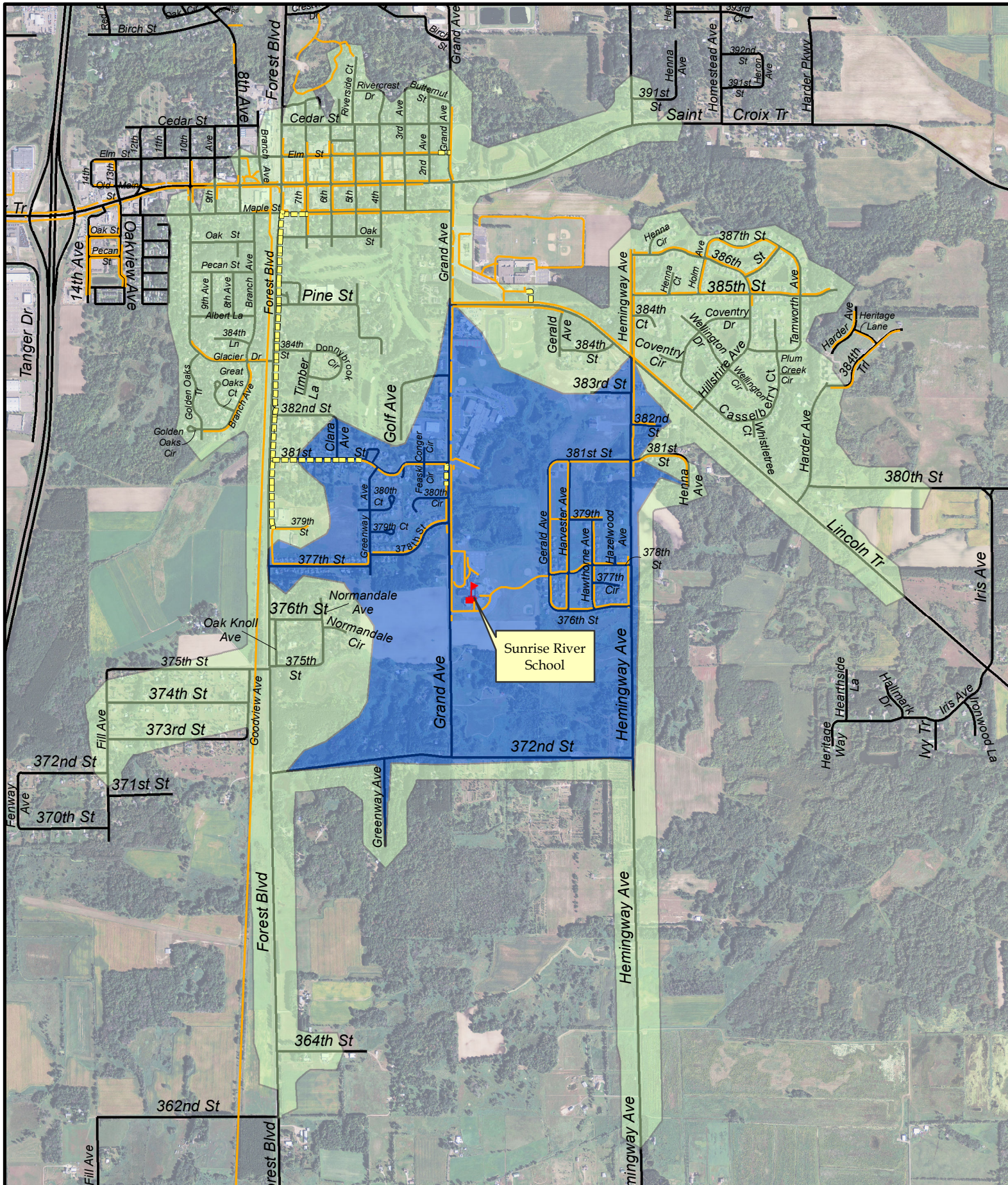
CHISAGO COUNTY, NORTH BRANCH, MN

ISD # 138



Scale: 1"=1800'

Date: 17-JUL-2008



-  Sunrise River School
-  1 Mile Walkable Area
-  2 Mile Walkable Area
-  Existing Trails/Sidewalks
-  SRTS Improvements

SUNRISE RIVER SCHOOL
 Walkable Area
 CHISAGO COUNTY, NORTH BRANCH, MN

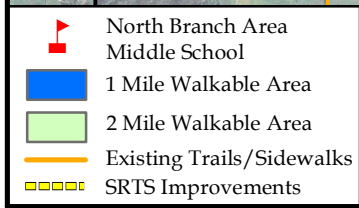
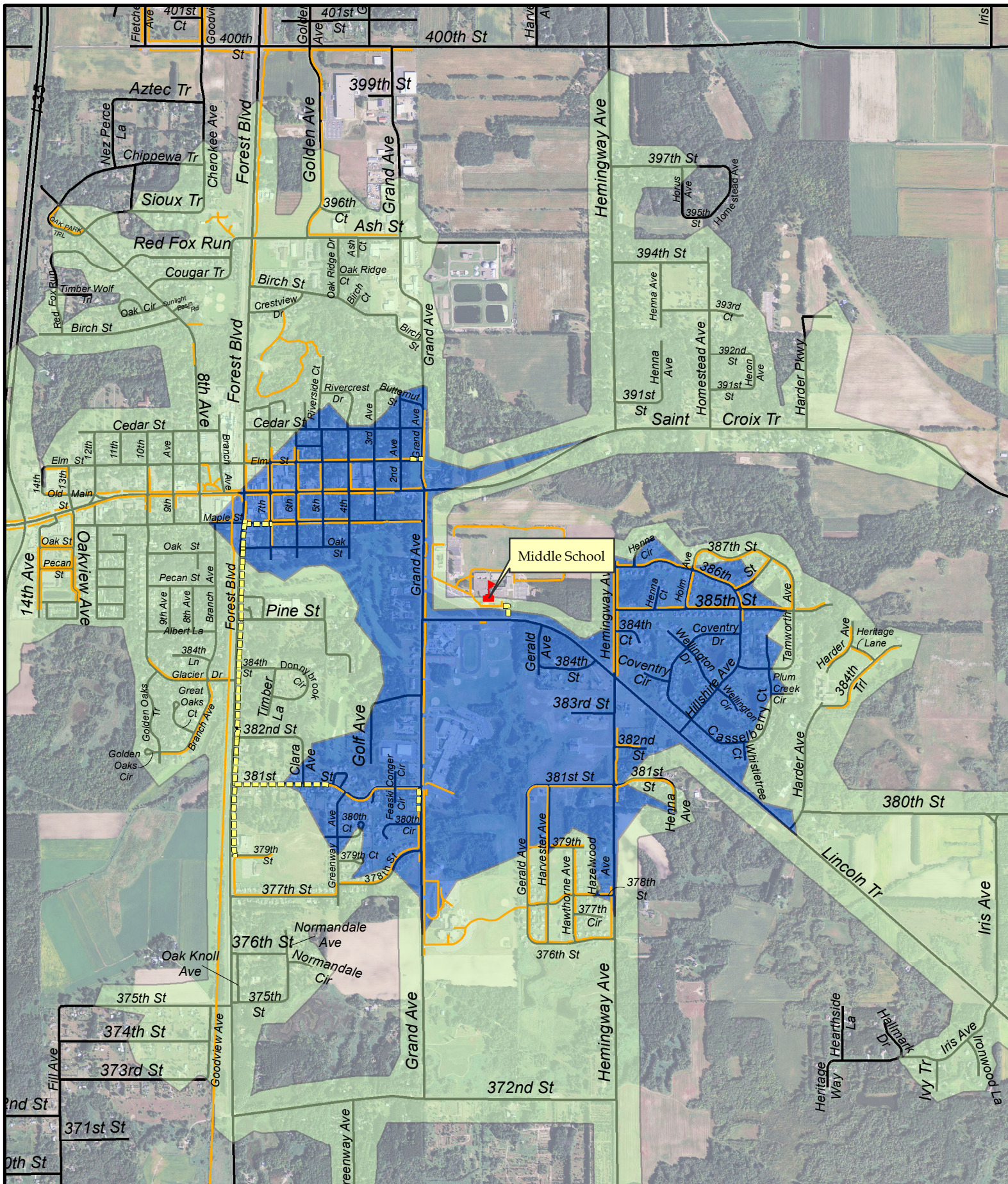
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Date: 15-JUN-2011

ISD # 138




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NORTH BRANCH AREA MIDDLE SCHOOL Walkable Area CHISAGO COUNTY, NORTH BRANCH, MN

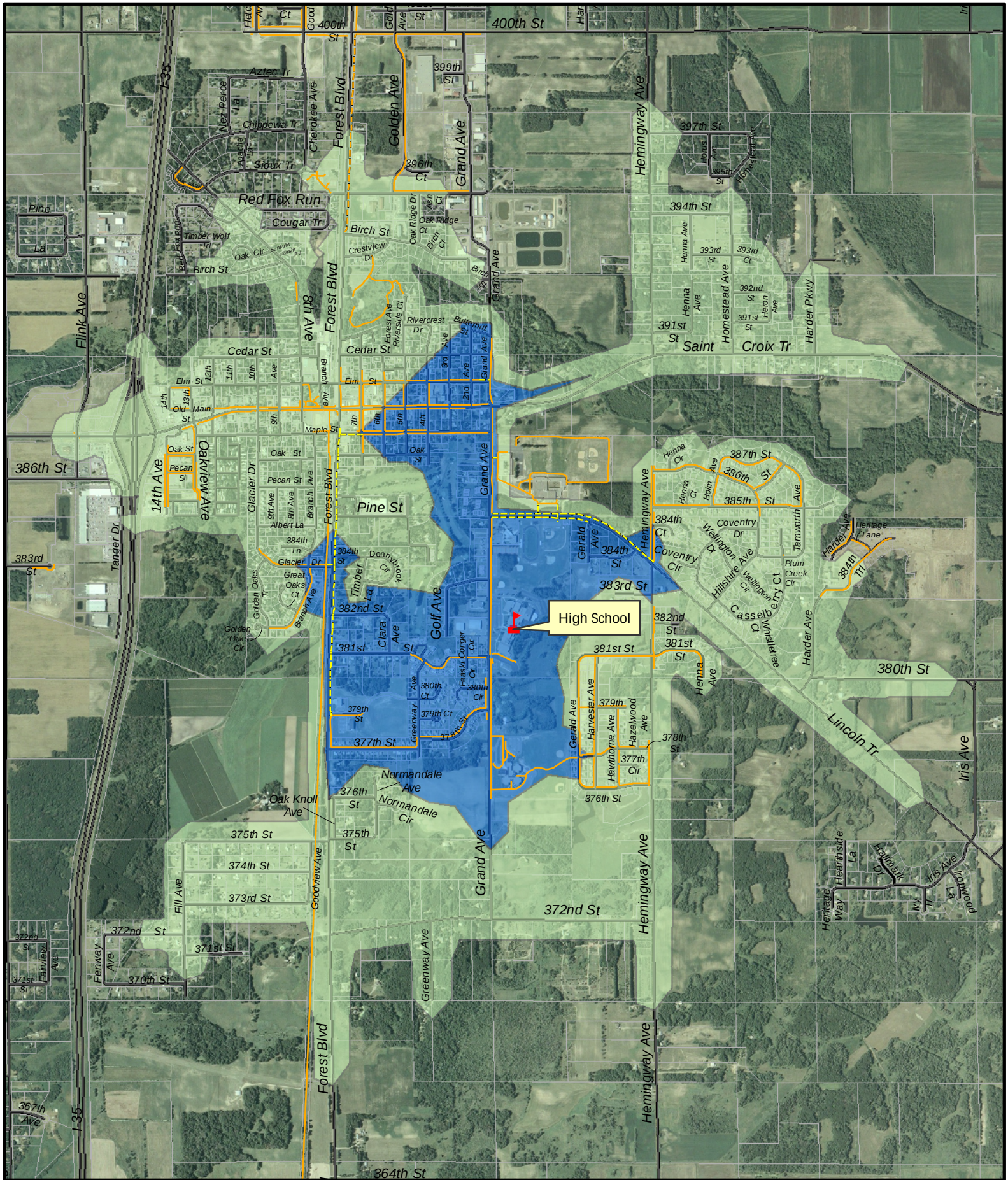
ISD # 138

Scale: 1"=2000'

Date: 21-JUL-2008

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North Branch Area
PUBLIC SCHOOLS



-  North Branch Area High School
-  1 Mile Walkable Area
-  2 Mile Walkable Area
-  Existing Trails / Sidewalks
-  SRTS Improvements

NORTH BRANCH AREA HIGH SCHOOL Walkable Area

CHISAGO COUNTY, NORTH BRANCH, MN

ISD # 138

Elementary (Kindergarten-6th Grade)

1st Offense - Warning.

2nd Offense - Three school day suspension from riding the bus.

3rd Offense - Five school day suspension from riding the bus.

4th Offense - Ten day suspension from riding the bus. Further offenses-individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

Secondary (7th-12th Grade)

1st Offense - Warning.

2nd Offense - Five school day suspension from riding the bus.

3rd Offense - Ten school day suspension from riding the bus.

4th Offense - Twenty day suspension from riding the bus.

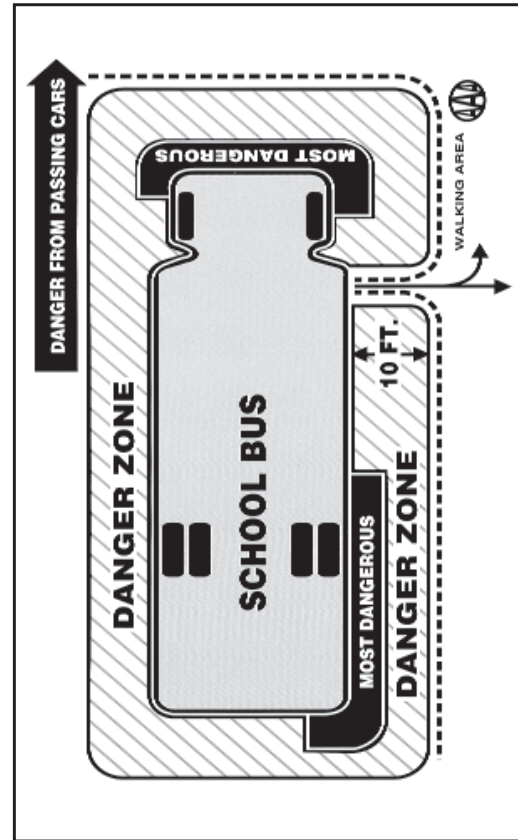
5th Offense - Suspended from riding the bus for the remainder of the year.

Vandalism/Bus Damage - Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid. The school district may also pursue other available options.

Criminal Conduct - In cases involving criminal conduct (for example, assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials, and the Department of Public Safety will be informed.

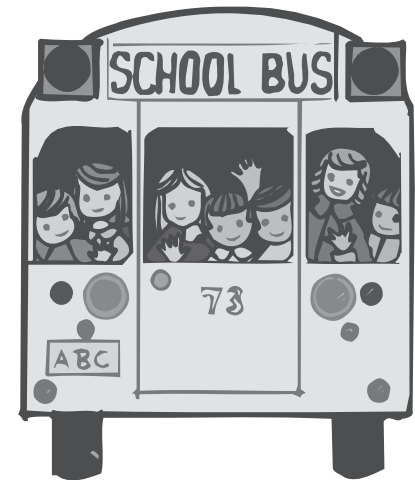
Other Discipline - Based on the severity of a student's conduct more serious consequences may be imposed at any time, depending on the nature of the offense. Consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Stay Out of the School Bus Danger Zone!



2009-2010

BUS SAFETY INFORMATION AND RULES



North Branch Area
Public Schools

TRANSPORTATION
DEPARTMENT

Phone (651) 674-1030

Riding is a Privilege, Not a Right

District #138 is concerned with the safety of your child. One of the areas we are especially concerned with is safety on the school bus. Bus drivers, schools, parents, and the students themselves each have responsibilities in ensuring the District #138 buses remain a safe method of transportation.

Transportation Policy

No bus passes will be issued to students - Buses are at capacity.

Only one pick-up location and one drop-off location will be permitted for each student. They may be different locations. One of these locations may change once during the school year.

Students new to the district or those requesting a change in pick-up or drop-off location will be assigned a bus within five school days - parents will have to transport students during that time. School-age childcare is available until 6 p.m. for a fee if parent transportation is not available.

Bus Stop Determination and Walking Distance

Our district procedure has been that primary students (grades K-6) can be allowed to walk three-tenths of a mile to the bus stop and secondary students (grades 7-12) can be allowed to walk five-tenths of a mile to the bus stop on a public road. Secondary students living less than one mile from school will not be able to utilize bus services to school. Kindergarten children are expected to walk with older students to the nearest bus stop. Each year, bus stop changes will be made to make our stops more efficient. We choose the safest pickup location for all students within a pickup area.

Driver Responsibility and Authority

Drivers assigned to transport students on District #138 buses are licensed and certified by the State of Minnesota as "school bus drivers." In addition, drivers have undergone training in safety, first aid, and emergency procedures.

Drivers are authorized to give directions and enforce rules and standards which will promote safety and security for all passengers.

School and Teacher Responsibility

The first week of school is designated as school bus safety week. To ensure the safety of your child, all students in grades Kindergarten - 12th grade will be provided with school bus safety training. Students who wish to remain bus riders must pass a school bus safety test. They must know and understand the following:

1. Transportation by school bus is a privilege, not a right.
2. District policies for student conduct and school bus safety.
3. Appropriate conduct while on the bus.
4. The danger zones surrounding a school bus.
5. Procedures for safely boarding and leaving a school bus.
6. Procedures for safe vehicle lane crossing.
7. School bus emergency and vehicle lane crossing.

The School district may deny transportation to those students who fail to demonstrate their knowledge of school bus safety rules.

Student Responsibility

Students are responsible for maintaining bus safety by following both school bus and bus stop safety rules. Every student who rides the school bus should know and practice the rules of school bus safety.

NOTICE - *Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.*

Rules at the Bus Stop

1. Get to the stop 5 minutes before your scheduled pick up time. The school bus will not wait for late students.
2. Respect the rights of others while waiting at your bus stop.
3. Keep your arms and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. After getting off the bus, move at least 10 feet away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal you before crossing the street.
8. No fighting, harassment, intimidation, or horseplay.
9. No balloons or use of alcohol, tobacco, or drugs.
10. Do not damage the school bus.

Rules on the Bus

1. The driver is in charge; listen and follow directions.
2. Sit in the seat facing forward; no profanity allowed.
3. The driver may assign seats; riding the bus is a privilege, not a right.
4. No eating, drinking or use of tobacco, drugs, or alcohol.
5. Talk quietly. No fighting, bullying, teasing, or horseplay.
6. No balloons, pets, weapons, look-a-likes or dangerous objects.
7. Keep hands, arms, legs, and belongings to yourself.
8. Keep the bus clean. Do not damage the bus.
9. Do not throw objects of any kind.
10. Bus windows halfway down. No body parts outside the window.
11. Stay out of the "DANGER ZONE" outside the bus.

Parent Responsibility

For our bus safety policy to be most effective, we need your help! Parents should:

1. Become familiar with district rules and policies regarding bus safety.
2. Help your students understand safety rules and encourage them to follow them.
3. Recognize your responsibility for how your student behaves.
4. Support safe riding and reasonable discipline.
5. When needed, help students in boarding the bus or in crossing streets.
6. Respect the rights of others.
7. Let us know about any bus safety concerns you may have.
8. Watch bus stops.
9. Support all efforts to improve bus safety.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips and competitions) will be at the discretion of the building principal or the principal's designee. Parents or guardians will be notified of any suspension of bus privileges. Bus drivers are encouraged to use a variety of discipline tools available prior to a referral.

School Zone Speed Limits

SCHOOL ZONE SPEED LIMITS

Ensuring the safety of children on public streets near schools is the responsibility of parents, school officials and road authorities. Parents must provide basic training and supervision in order to develop safe behavior and serve as role models. School officials must support and encourage educational safety programs and methods for walking or biking students. Road authorities must provide a safe environment on the street by using proven traffic control methodologies that will minimize the crash probability.

THE LAW

Each road authority may establish school zone speed limits on roads under their jurisdiction. In order to provide an objective, uniform and safe environment for walking and biking students, Minnesota law requires a traffic investigation as prescribed by the Commissioner of Transportation prior to establishing a school zone speed limit.

The school zone is legally defined as that section of road which abuts the school grounds, or where there is an established school crossing with advance school signs that define the area. If a reduced school speed limit is warranted:

- It shall not be more than 30 MPH below the establish speed limit
- The school speed limit shall not be lower than 15 MPH
- All signs erected must be in conformance to the Minnesota Manual on Uniform Traffic Control Devices. Any speeding violations of a school zone speed limit are subject to a double fine.

SCHOOL AGE PEDESTRIAN CRASHES

While safety is emphasized near schools, pedestrian crash experience requires a broader look. A Minnesota study revealed that 88 percent of school age pedestrian crashes occurred more than one block from school. Similar studies in Idaho showed only 13 percent of school age pedestrian crashes occurred in a school zone but 31 percent occurred on the trip to school. Other states have confirmed similar results. The statistics point out that location is NOT the predominant factor, suggesting that safety education for pedestrians has the greatest potential for improvement since they can use it at all locations.

Further insights can be gathered from analysis of circumstances contributing to school age crashes.

- Most crashes occurred when the child dashed from behind parked cars
- Many crashes occur at mid-block locations
- Kindergarten through third grade pedestrians had considerable difficulty understanding traffic control devices.

In realization of these facts it is apparent that school age child safety is not a singular issue of speed limits. Real improvements in safety require a comprehensive study of the school trip and each environment must be specifically addressed.

THE TRAFFIC INVESTIGATION

Mn/DOT developed the booklet "A Guide to Establishing Speed Limits in School Zones" that is a comprehensive safety outlook and is the prescribed method as required by MS 169.14. Three distinct components are addressed-

- The School Route Plan
- Hazard Identification
- Education.

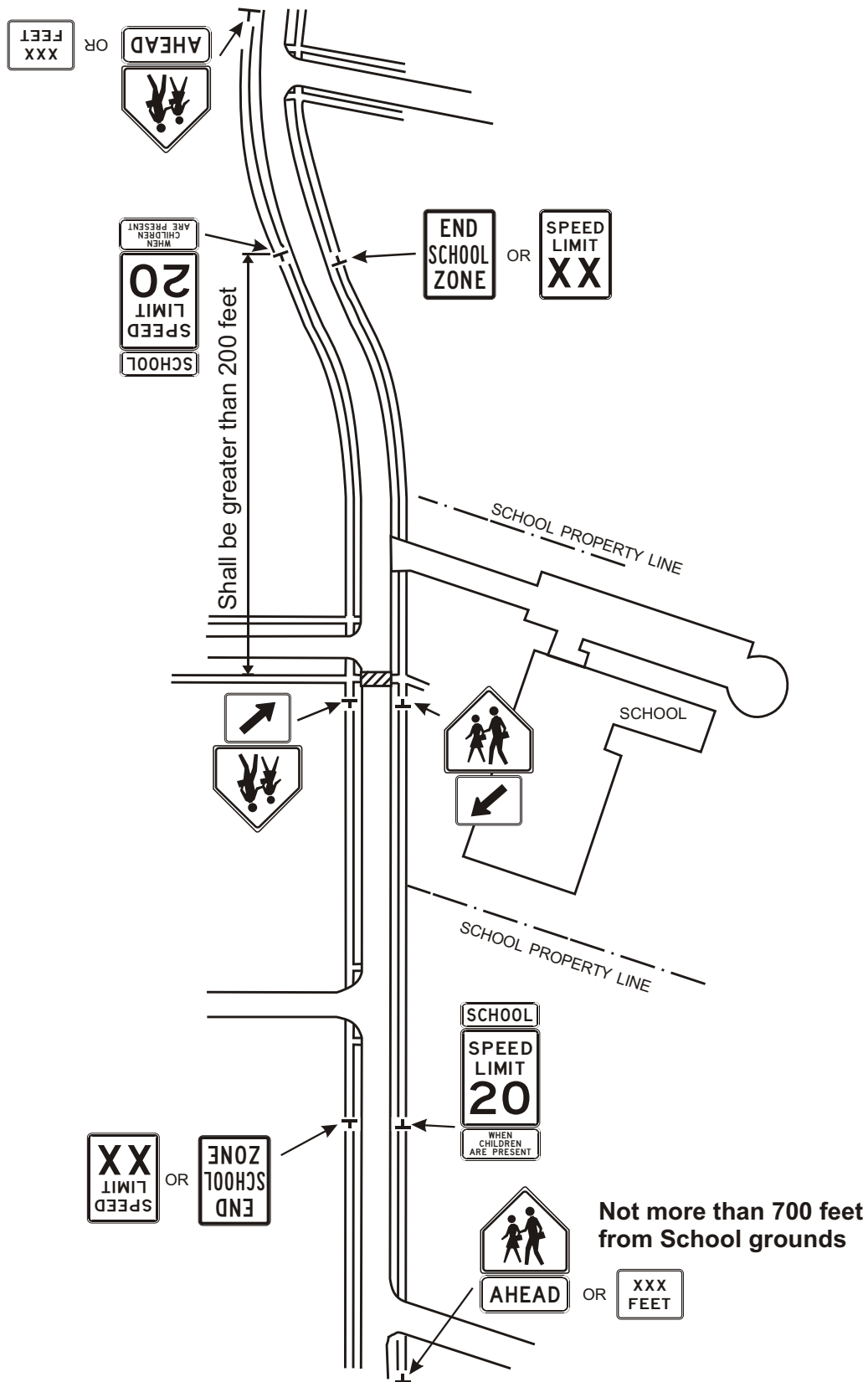
The main objective of the **School Route Plan** is to establish walking routes that minimize the number of streets crossed and to maximize the safety of approved crossings used by children on the entire trip to school.

Hazard Identification addresses nine issues using the school route plan and evaluates each street for what is present as well as what can be changed to enhance the safety of the planned routes.

A quick summary:

- 1) Roadway geometry- crossing narrower roads in straight sections with good sight distance increases the safety to pedestrians.
- 2) Traffic volume- low volume roads are safer to cross. High volume roads will require adult crossing guards for maximum safety.
- 3) Pedestrian volumes- number of pedestrians can determine signal timing or necessitate additional traffic control.
- 4) Parking- parking should be banned in the immediate area of any school crossing.
- 5) Traffic Control Devices- these should be reviewed to verify they are operating correctly and signs are not hidden by vegetation.
- 6) Sidewalks - children walking in the street is dangerous. Continuous sidewalks that do not intermittently disappear and force children into the road are the best.
- 7) Fencing-strategically placed fencing can change walking patterns and prevent dangerous mid-block crossing. At playgrounds, it prevents errant kick-balls from rolling into the street and causing children to chase them from between parked cars.
- 8) Crash History - crash investigation can reveal locations where remedial measures may not be working and pedestrians should be routed away from these areas.
- 9) Speed zones- if all other measures have been addressed and a reduced speed is still required to safely navigate the school zone, then a school zone speed limit should be considered. Trained engineering personnel should design speed limits based on the limiting criteria and arbitrary blanket values should be avoided.

As noted before, **education** is the most important. All the best efforts of engineering and planning will be lost if the pedestrian is unaware of the safe routes and safe practices. Children are rarely involved in crashes while crossing properly. Education is not the singular responsibility of one group or person, it requires a partnership and commitment from all.



Minnesota Manual on Uniform Traffic Control Devices Signing for School Area Traffic Control



Prepared by the Office of Traffic Engineering and ITS
<http://www.dot.state.mn.us/speed>

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-124-2024

Designating Polling Places for 2025

The City of North Branch has three voting precincts;

that the polling places for 2025 are:

1. Precinct A - Access Church 4359 392nd Street, North Branch, MN 55056
2. Precinct B - Main Street Church 6500 Main Street, North Branch, MN 55056
3. Precinct C - North Branch Fire Hall 37917 Forest Boulevard, North Branch, MN 55056

Kevin Schieber, Mayor

ATTEST:

Mathew Hill, City Administrator



Prepared By: Angela Tveit, Deputy Clerk

Presenter: Angela Tveit, Deputy Clerk

Date: 12/05/2024

Board & Commission: City Council

Subject: Resolution Designating Polling Places for 2025

Currently, there are no elections scheduled for 2025. MN Statute Sec. 204B.16 state polling places must be designated by December 31 of each year.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/06/2024

Board & Commission: City Council

Subject: Approve Resolution R-126-2024 Accepting Dedication of a public drainage and utility easement

Background Info

The City received a building permit application for the construction of a new single family home located at 4668 381st Trail in North Branch and in the review of the survey of the property it was found that additional drainage and utility easements would be required to cover the public drainage and utility infrastructure at the property. The property owner EJ Development LLC is willing to dedicate an easement to the city to allow for maintenance and access of that infrastructure.

Requested Action

Approve Resolution R-126-2024 to accept the dedication of a public drainage and utility easement

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-126-2024

**A RESOLUTION ACCEPTING DEDICATION OF A PUBLIC DRAINAGE AND
UTILITY EASEMENT**

WHEREAS, EJ Development LLC is the owner of that certain parcel of property located at 4668 381st Trail, North Branch, MN and is legally described as Lot 2, Block 2, Wildridge Plat 12, Chisago County, Minnesota;

WHEREAS, existing public stormwater drainage and utility and infrastructure are located on the property; and

WHEREAS, EJ Development LLC is offering dedication of an easement to the city as described and set forth in Exhibit A; and

WHEREAS, the City of North Branch is willing to accept dedication of said Easement; and

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA DOES HEREBY ACCEPT THE OFFER OF DEDICATION OF THE DRAINAGE AND UTILITY EASEMENT AS DESCRIBED IN EXHIBIT A.

PERMANENT PUBLIC DRAINAGE AND UTILITY EASEMENT

This Agreement is made this [REDACTED] day of [REDACTED], 2024, by and between EJ Development LLC, a limited liability company organized under the laws of the State of Minnesota, located at 11935 N. Meadow Curv., Lindstrom, Minnesota, 55045, referred to hereinafter as “Grantor,” and the City of North Branch Minnesota, a municipal corporation organized under the laws of the State of Minnesota, PO Box 910, 6408 Elm Street, North Branch, Minnesota 55056, referred to hereinafter as “Grantee”; (collectively referred to herein as the “parties”).

AGREEMENT

That for and in consideration of the sum of one Dollars (\$1.00) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement, for public drainage, and utility purposes (the “Permanent Easement”), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of North Branch, Chisago County, Minnesota; which Permanent Easement is legally described on Exhibit B, which is attached hereto and incorporated by reference (the “Permanent Easement Area”).
2. The Permanent Easement Area described above is depicted on Exhibit C, an easement survey map, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement described herein.
4. The Grantee shall have the right to construct, excavate, grade, inspect, install, remove, demolish, operate, maintain, place, replace, reconstruct, improve, enlarge and repair, as it may find reasonably necessary for its drainage and utility facilities and improvements, and

such other improvements appurtenant thereto, in the Permanent Easement Area described herein.

5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor by such route, in the judgment of the Grantee, as shall occasion the least practical damage and inconvenience to the Grantor.
6. The Grantee shall have the right to trim, remove and keep the Permanent Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Permanent Easement.
7. The Grantor shall not erect, construct or locate in the Permanent Easement Area any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee's reasonable access to the Permanent Easement Area or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
8. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
9. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of the public drainage and utility facilities and improvements constructed in the Permanent Easement Area, and such other improvements appurtenant thereto, in accordance with the grant of rights conveyed herein.
10. Grantor and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.
11. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
12. Any notice or other communication required or permitted under this instrument must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

EJ Development LLC

By: _____
_____, Its _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this day of , 2024, by as of EJ Development LLC, a limited liability company organized under the laws of the State of Minnesota, the Grantor.

Notary Public

GRANTEE:

CITY OF NORTH BRANCH, MINNESOTA

By: _____
Kevin Schieber, Its Mayor

ATTEST:

By: _____
Matthew Hill, Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF CHISAGO)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Kevin Schieber as Mayor and Matthew Hill as City Administrator on behalf of the City of North Branch, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Permanent Easement is legally described as follows:

LEGAL DESCRIPTION:

Block 2, Lot 2, Wildridge Plat 12, Chisago County, Minnesota

EXHIBIT B

LEGAL DESCRIPTION OF PERMANENT EASEMENT

LEGAL DESCRIPTION:

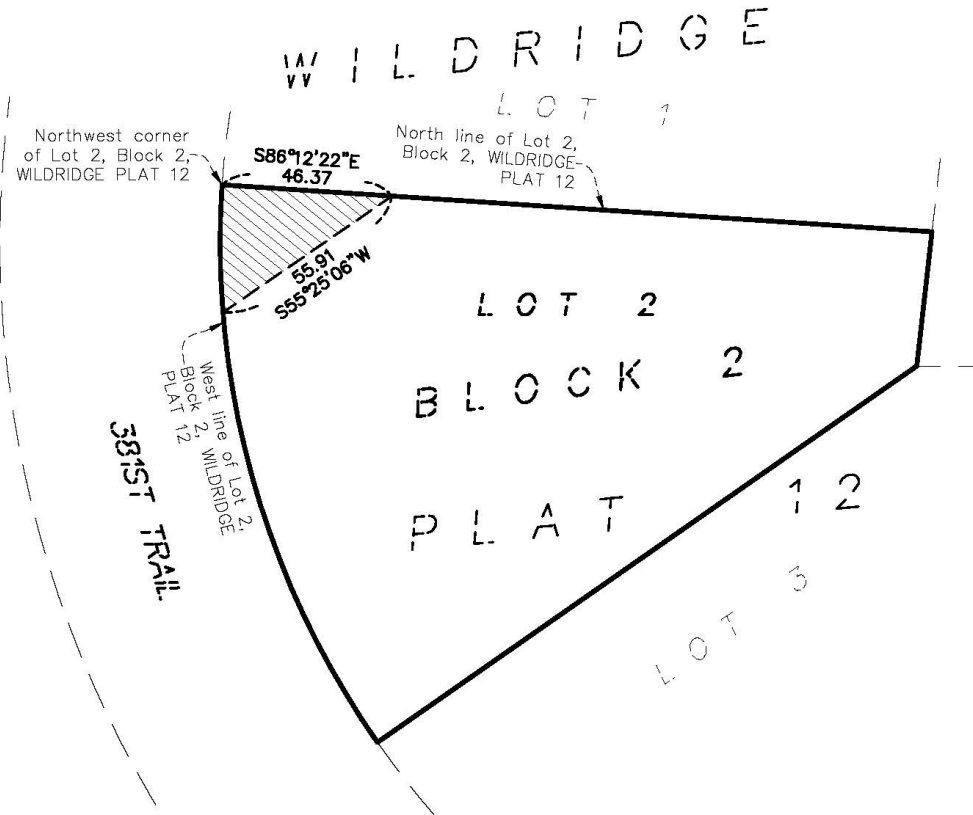
An easement lying over, under, and across that part of Lot 2, Block 2, WILDRIDGE PLAT 12, according to the recorded plat thereof, Chisago County, Minnesota, lying northwesterly of the following described line:

Commencing at the Northwest corner of said Lot 2; thence South 86 degrees 12 minutes 22 seconds East, assumed bearing, along the North line of said Lot 2, a distance of 46.37 feet to the point of beginning of said line to be described; thence South 55 degrees 25 minutes 06 seconds West, 55.91 feet to the West line of said Lot 2 and said line there terminating.

EXHIBIT C

DEPICTION OF PERMANENT EASEMENT

Easement Description Sketch



EASEMENT DESCRIPTION:

An easement lying over, under, and across that part of Lot 2, Block 2, WILDRIDGE PLAT 12, according to the recorded plat thereof, Chisago County, Minnesota, lying northwesterly of the following described line:

Commencing at the Northwest corner of said Lot 2; thence South 86 degrees 12 minutes 22 seconds East, assumed bearing, along the North line of said Lot 2, a distance of 46.37 feet to the point of beginning of said line to be described; thence South 55 degrees 25 minutes 06 seconds West, 55.91 feet to the West line of said Lot 2 and said line there terminating.



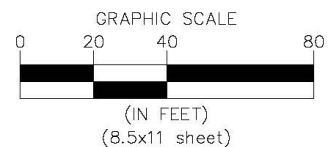
**CARLSON
McCAIN**

ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.489.7900 \ FAX 763.489.7959 \ CARLSONMCCAIN.COM
2589 | 10521.009 easement desc sketch



Denotes Easement Area



(Do not write in the space above. Reserved for recording/transfer data)

MORTGAGEE'S CONSENT TO EASEMENT

STATE OF _____)
) ss.
COUNTY OF _____)

_____, being first duly sworn on oath, deposes and states:

1. S/He is _____ of Premier Bank Minnesota, Mortgagee.
2. EJ Development LLC, a limited liability company, organized under the laws of the State of Minnesota, 11935 N. Meadow Curve, Lindstrom, Minnesota, 55045, Mortgagor, executed a mortgage to Mortgagee dated October 10, 2024, and recorded in the Office of the County Recorder/Registrar of Titles of Chisago County, Minnesota, on October 10, 2024, as Document Number A-679160, which mortgage covered the following described real property:

(See Exhibit A, which is attached hereto and incorporated herein by reference.)

3. Mortgagee is aware that Mortgagor intends to grant an easement across the above-described property and consents to the creation of the easement.

Executed this _____ day of _____, 20_____.

MORTGAGEE

By: _____

Its: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

(seal)

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Consent of Mortgagee to Easement is legally described below:

LEGAL DESCRIPTION:

Block 2, Lot 2, Wildridge Plat 12, Chisago County, Minnesota



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 12/07/2024

Board & Commission: City Council

Subject: Resolution R-127-2024 Hwy. 95 Water Main Project Pay Request #7-FINAL

The Hwy. 95 Water main replacement project has been completed and this is the final pay request for this project. The contractor, Bituminous Roadways Inc. has submitted pay request #7 in the amount of \$45,717.00. for this project. All quantities and pricing for this pay request have been verified by WSB, the city engineer, as accurate. The project is now completed, closed out and in the warranty period. All close out documents are included with the pay request identified below:

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC1345 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers).
3. Consent of Surety to Final Payment certification from the contractor's surety.
4. Two-year maintenance Bond.

Project Background:

The former Water and Light Commission approved this project at their February 15, 2023 meeting. The water main in Hwy. 95 is the original 6 inch cast iron pipe installed when North Branch Water and Light created the public water supply for the town in approximately the late 1940s and early 50's. At 73 years of age, the pipe has more than served its life expectancy and is time for replacement. There have been numerous breaks over the years, and it is in the utilities capital plan for replacement. The first step in the process is to authorize preparation of plans and specifications and approve a contract with the City's Engineering Firm WSB for the design and construction services. This will include an updated engineer's estimate for the project based on the best installation method, and a detailed timeline for the project.

Plans, specifications and authorization to advertise for bids were approved at the October 18th, 2023 meeting. Bids were received for the above referenced project on Thursday, November 9th, 2023 and were opened and read aloud. Five bids were received and are listed in the table below

for your reference. The bids were verified for accuracy and the low bid was from Bituminous Roadways Inc. of Mendota Heights, MN. The engineers estimate for this project was \$3,207,748.50. The project would be awarded this fall with an early 2024 start of mid to end of May, the definitive date will be determined once we have the pre-construction meeting with the contractor after notice of award has been given.

<i>Contractor</i>	<i>Grand Total Bid</i>
<i>Bituminous Roadways, Inc.</i>	<i>\$3,089,821.85</i>
<i>Minger Construction Co. Inc.</i>	<i>\$3,329,649.70</i>
<i>Northdale Construction Company</i>	<i>\$3,346,725.98</i>
<i>Geislinger and Sons</i>	<i>\$3,416,860.45</i>
<i>Meyer Contracting Inc</i>	<i>\$3,558,265.51</i>
 <i>Engineers Opinion of Construction Cost</i>	 <i>\$3,207,748.50</i>

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-127-2024

Resolution R-127-2024 Hwy. 95 Pay Request #7-FINAL

WHEREAS, the North Branch Water and Light Commission approved preparation of plans and specifications and ordering advertisement for bids for the 2023 Watermain Improvements-TH95 Project at their October 18th, 2023 meeting and Bituminous Roadways, Inc. is the lowest responsive bidder with their bid in the amount of \$3,089,821.85, and

WHEREAS, the contractor Bituminous Roadways Inc. has submitted pay request #7 in the amount of \$45,717.00 for this project. The quantities completed have been verified by WSB the city engineer, and agreed upon with the contractor as accurate for this request.

IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH OF NORTH BRANCH, MINNESOTA, that the pay request #7 to Bituminous Roads Inc. is approved as presented for the amount of \$45,717.00.

MAINTENANCE BOND

Bond Number 54-261477

KNOW ALL MEN BY THESE PRESENTS, That we, Bituminous Roadways, Inc.

1520 Commerce Dr., Mendota Heights, MN, 55120

(hereinafter called the Principal), and United Fire & Casualty Company

118 Second Ave SE, Cedar Rapids, IA, 52407

(hereinafter called the Surety), are held and firmly bound unto City of North Branch

6408 Elm Street, North Branch, MN 55056

(hereinafter called the

Obligee), in the full and just sum of Two Million Five Hundred Seventy-one Thousand Fifty-eight & 96/100 (\$2,571,058.96)

Dollars, lawful money of the United States, for the payment of which well and truly to be made, we bind ourselves, our heirs, administrators, executors, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, said Principal has entered into a certain contract with

North Branch Water & Light

dated 11/15/2023

for Project: 2023 Watermain Improvements - TH95 for North Branch Water & Light,

North Branch, MN, WSB Project No. 022542-000

which contract has been or is about to be completed and accepted.

AND WHEREAS, specifications and contract provided that Bituminous Roadways, Inc.

should guarantee the project free from defects caused by faulty workmanship and materials for a period of Two (2) years, general wear and tear excepted.

NOW THEREFORE, if the said project shall be free from defects of workmanship and materials, general wear and tear excepted, for a period of Two (2) years, from the date of acceptance of the work, then this obligation shall be null and void; otherwise to remain in full force and effect.

Signed, sealed and delivered 25th day of November, 2024

Bituminous Roadways, Inc.

BY: Pam Hage
Principal
Pam Hage, Secretary

United Fire & Casualty Company

BY: Melissa M. Nordin
Surety
Melissa M. Nordin, Attorney-in-Fact

INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF _____

SS

COUNTY OF _____

On the _____ day of _____, _____, before me personally appeared

_____ to me
known to be the person(s) described in and who executed the foregoing instrument, as
Principal(s), and acknowledged to me that ___he___ executed the same as his/her/their free act
and deed.

(Notary Seal)

CORPORATE ACKNOWLEDGMENT

STATE OF Minnesota

SS

COUNTY OF Dakota

On the 25th day of November, 2024 before me personally appeared Pam Hage
to me known, who being by me duly sworn, did say that he/she is the Secretary
of Bituminous Roadways, Inc.
the corporation described in and which executed the foregoing instrument; that he/she knows the
seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was
so affixed by order of the board of directors of said corporation; and that he/she signed his/her
name thereto by like order

(Notary Seal)



ACKNOWLEDGMENT OF CORPORATE SURETY

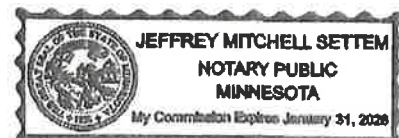
STATE OF MINNESOTA

SS

COUNTY OF Washington

On the 25th day of November, 2024 before me personally appeared Melissa M. Nordin
to me known, who being duly sworn, did say that he/she is the aforesaid officer or attorney-in-fact
of the United Fire & Casualty Company
a corporation; that the seal affixed to the foregoing instrument is the corporate seal of said
corporation, and that said instrument was signed and sealed in behalf of said corporation by the
aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged
said instrument to be the free act and deed of said corporation.

(Notary Seal)





UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA
CERTIFIED COPY OF POWER OF ATTORNEY
 (original on file at Home Office of Company – See Certification)

Inquiries: Surety Department
118 Second Ave SE
Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

MARILYN HENTGES, KATIE RANDOLPH, KELLY PRESTON, JANE THOMPSON, BARB MICHAELS, LINDA JACKSON, ALAN STARKS, JEFFREY SETTEM, MELISSA M NORDIN, NAME ALEMDAR, TYLER GERADS, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted shall expire the 22nd day of January, 2026 unless sooner revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

"Article VI – Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

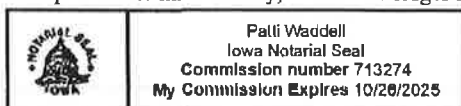
IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 22nd day of January, 2024

UNITED FIRE & CASUALTY COMPANY
 UNITED FIRE & INDEMNITY COMPANY
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Kyanna M. Saylor*
 Vice President

State of Iowa, County of Linn, ss:

On 22nd day of January, 2024, before me personally came Kyanna M. Saylor to me known, who being by me duly sworn, did depose and say; that she resides in Cedar Rapids, State of Iowa; that she is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Patti Waddell
 Notary Public
 My commission expires: 10/26/2025

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 25th day of November, 2024



By: *Mary A. Bertsch*
 Assistant Secretary,
 UF&C & UF&I & FPIC

Bond No. 54-255189

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**
AIA DOCUMENT G707

Owner
Architect
Contractor
Surety
Other

PROJECT: 2023 Watermain Improvements - TH95 for North Branch Water & Light,
(name, address) **North Branch, MN, WSB Project No. 022542-000**

TO: (Owner)

**North Branch Water & Light
6388 Maple Street
North Branch, MN 55056**

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Construction

CONTRACT DATE: November 15, 2023

**CONTRACTOR:
Bituminous Roadways, Inc.
1520 Commerce Dr.
Mendota Heights, MN 55120**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the

**United Fire & Casualty Company
118 Second Ave SE
Cedar Rapids, Iowa 52407**

, SURETY COMPANY

on bond of (here insert name and address of Contractor)

**Bituminous Roadways, Inc.
1520 Commerce Dr.
Mendota Heights, Minnesota 55120**

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

**North Branch Water & Light
6388 Maple Street
North Branch, Minnesota 55056**

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,

the Surety Company has hereunto set its hand this

25th

day of

November,

2024

Surety Company

United Fire & Casualty Company


Signature of Authorized Representative

Attest:
(Seal):



Melissa M. Nordin - Attorney-In-Fact

Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF
DEBTS AND CLAIMS, Current edition

AIA DOCUMENT G707-CONSENT OF SURETY COMPANY TO FINAL PAYMENT-APRIL 1970 EDITION-AIA®

ONE

PAGE:

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UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA
CERTIFIED COPY OF POWER OF ATTORNEY
(original on file at Home Office of Company - See Certification)

Inquiries: Surety Department
118 Second Ave SE
Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

MARILYN HENTGES, KATIE RANDOLPH, KELLY PRESTON, JANE THOMPSON, BARB MICHAELS, LINDA JACKSON, ALAN STARKS, JEFFREY SETTEM, MELISSA M NORDIN, NAME ALEMDAR, TYLER GERADS, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted shall expire the 22nd day of January, 2026 unless sooner revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

"Article VI - Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.



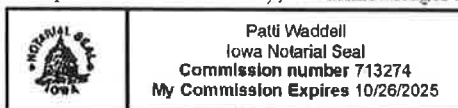
IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 22nd day of January, 2024

UNITED FIRE & CASUALTY COMPANY
UNITED FIRE & INDEMNITY COMPANY
FINANCIAL PACIFIC INSURANCE COMPANY

By: 
Vice President

State of Iowa, County of Linn, ss:

On 22nd day of January, 2024, before me personally came Kyanna M. Saylor to me known, who being by me duly sworn, did depose and say; that she resides in Cedar Rapids, State of Iowa; that she is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.

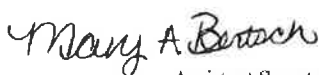



Notary Public
My commission expires: 10/26/2025

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations
this 25th day of November, 2024



By: 
Assistant Secretary,
UF&C & UF&I & FPIC

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 9/16/2024

Upon receipt by the undersigned of a check from:

Bituminous Roadways, Inc.

for the sum of nine thousand one hundred thirty-four & 03/100 dollars (\$9,134.03), payable to:

Design Electric, Inc.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective.

Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☒ As payment for all labor, skill and material furnished or to be furnished (except the sum of \$1,396.12 retainage or holdback)
3. ☐ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Design Electric, Inc.

By

Printed Name NICK BISCHOFF

Title PRESIDENT

Address 4807 HEATHERWOOD ROAD

ST CLOUD, MN 56301

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 9/16/2024

Upon receipt by the undersigned of a check from:

Bituminous Roadways, Inc.

for the sum of nine thousand one hundred sixty-two & 49/100 dollars (\$9,162.49), payable to:

Knife Lake Concrete, Inc.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective.

Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☒ As payment for all labor, skill and material furnished or to be furnished
(except the sum of \$2,290.62 retainage or holdback)
3. ☐ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Knife Lake Concrete, Inc.

By Mike Yankowiak

Printed Name Mike Yankowiak

Title President

Address 2026 Rowland Road, Mora, MN 55051

NOTE: *If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.*

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 11/12/2024

Upon receipt by the undersigned of a check from:

Bituminous Roadways, Inc.

for the sum of eight thousand three hundred five & 31/100 dollars (\$8,305.31), payable to:

Nelson Sanitation & Rental, Inc.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective.

Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
3. ☒ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Nelson Sanitation & Rental, Inc.

By 

Printed Name Chad Houng

Title Director of Sales & Marketing

Address PO Box 85

Rice, MN 56367

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 9/16/2024

Upon receipt by the undersigned of a check from:

Bituminous Roadways, Inc.

for the sum of three hundred seventeen & 60/100 dollars (\$317.60), payable to:

Reliable Tree Service, Inc.

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective.

Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☒ As payment for all labor, skill and material furnished or to be furnished (except the sum of \$79.40 retainage or holdback)
3. ☐ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Reliable Tree Service, Inc.

By [Signature]

Printed Name Lynn Olson

Title President

Address PO Box 32

Cambridge, MN 55008

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 9/16/2024

The undersigned hereby acknowledges receipt of the sum of twenty three thousand eight hundred fifty & 00/100 dollars (\$23,850.00)*****

From: Bituminous Roadways, Inc

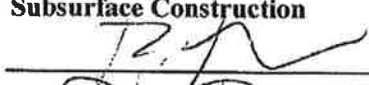
Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
3. ☒ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Subsurface Construction
By 
Printed Name Rob Parke
Title President
Address 8350 201st Ave
North Branch NW 55330

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 11/12/2024

Upon receipt by the undersigned of a check from:

Bituminous Roadways, Inc.

for the sum of two thousand one hundred twenty-four & 32/100 dollars (\$2,124.32), payable to:

Viking Restoration, LLC

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective.

Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
3. ☒ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Viking Restoration, LLC

By Matt Vickerman

Printed Name Matt Vickerman

Title Owner

Address 13462 Meridian Ave N
Monticello, MN 55362

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

3239019

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 9/16/2024

Upon receipt by the undersigned of a check from:

Bituminous Roadways, Inc.

for the sum of six thousand eight hundred seventy-two & 09/100 dollars (\$6,872.09), payable to:

Warning Lites of MN

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective.

Check One Only

1. ☐ As partial payment for labor, skill and material furnished
2. ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
3. ☒ As full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name).

2023 TH 95 Watermain Imps - North Branch / Project 022542
Bituminous Roadways Job #2315045

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full.

Warning Lites of MN
By [Signature]
Printed Name Don Hogan
Title VP
Warning Lites of Minnesota, Inc.
Address 4700 Lyndale Ave N
Minneapolis, MN 55430

NOTE: *If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.*

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-997-699-296
Submitted Date and Time:	25-Nov-2024 10:33:04 AM
Legal Name:	BITUMINOUS ROADWAYS INC
Federal Employer ID:	41-0646864
User Who Submitted:	Cindy Ladzun
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1163644928
Minnesota ID:	8225235
Project Owner:	NORTH BRANCH WATER & LIGHT
Project Number:	022542
Project Begin Date:	02-Apr-2024
Project End Date:	06-Aug-2024
Project Location:	2023 TH 95 WATERMAIN IMPS - NORTH BRANCH
Project Amount:	\$2,571,058.96

Subcontractor Summary

Name	ID	Affidavit Number
DESIGN ELECTRIC INC	6387590	1501155328
KNIFE LAKE CONCRETE INC	5836054	761909248
NELSON SANITATION & RENTAL INC	2383318	1696452608
RELIABLE TREE SRVC	2967276	1577504768
PARKKE CORPORATION DBA/SUBSURFACE	2573416	1012518912
VIKING RESTORATION LLC	6836508	1255395328
WARNING LITE OF MINNESOTA	3086922	145502208

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-279-123-680
Submitted Date and Time:	17-Sep-2024 9:20:19 AM
Legal Name:	DESIGN ELECTRIC INC
Federal Employer ID:	41-1223438
User Who Submitted:	designelect
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1501155328
Minnesota ID:	6387590
Project Owner:	NORTH BRANCH WATER AND LIGHT
Project Number:	022542
Project Begin Date:	14-Feb-2024
Project End Date:	14-Aug-2024
Project Location:	NORTH BRANCH
Project Amount:	\$139,612.09
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-581-099-744
Submitted Date and Time:	16-Sep-2024 2:16:42 PM
Legal Name:	KNIFE LAKE CONCRETE INC
Federal Employer ID:	41-1375740
User Who Submitted:	knifelakeconcrete
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	761909248
Minnesota ID:	5836054
Project Owner:	NORTH BRANCH WATER & LIGHT
Project Number:	022542-000
Project Begin Date:	08-May-2024
Project End Date:	16-Sep-2024
Project Location:	2023 TH 95 WATERMAIN IMPS - NORTH BRANCH
Project Amount:	\$229,062.15
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-814-198-496
Submitted Date and Time: 21-Nov-2024 8:20:52 AM
Legal Name: NELSON SANITATION & RENTAL INC
Federal Employer ID: 45-4145845
User Who Submitted: derricknelson
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1696452608

Minnesota ID: 2383318
Project Owner: NORTH BRANCH WATER & LIGHT
Project Number: 022542
Project Begin Date: 17-Apr-2024
Project End Date: 26-Jun-2024
Project Location: 2023 TH 95 MATERMAIN IMPS-NORTH BRANCH
Project Amount: \$12,087.84
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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How to View and Print this Request

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--

Amanda Gunther
Operations Manager
Nelson Sanitation & Rental, Inc.

Hydrovac Services Now Available!



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-272-195-808
Submitted Date and Time:	18-Sep-2024 5:21:21 PM
Legal Name:	RELIABLE TREE SRVC INC
Federal Employer ID:	41-1671547
User Who Submitted:	ReliableTree
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1577504768
Minnesota ID:	2967276
Project Owner:	NORTH BRANCH WATER AND LIGHT
Project Number:	2315045
Project Begin Date:	27-Feb-2024
Project End Date:	27-Feb-2024
Project Location:	TH 95 WATERMAIN IMPS
Project Amount:	\$7,940.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

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This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-920-950-496
Submitted Date and Time:	17-Sep-2024 11:16:22 AM
Legal Name:	PARKE CORPORATION
Federal Employer ID:	45-5308567
User Who Submitted:	freezing
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1012518912
Minnesota ID:	2573416
Project Owner:	NORTH BRANCH WATER & LIGHT
Project Number:	022542
Project Begin Date:	25-Mar-2024
Project End Date:	29-Mar-2024
Project Location:	2023 TH 95 WATERMAIN IMPS - NORTH BRANCH
Project Amount:	\$23,850.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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How to View and Print this Request

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This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

Cindy Ladzun

From: Matt Vickerman <mattvickerman@viking-restoration.com>
Sent: Wednesday, November 20, 2024 2:14 PM
To: Cindy Ladzun
Subject: Fw: Your Recent Contractor Affidavit Request

CAUTION: External email, exercise caution opening attachments or clicking links.

Here you go!

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Wednesday, November 20, 2024 2:12 PM
To: Matt Vickerman <mattvickerman@viking-restoration.com>
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary	
Confirmation Number:	0-356-055-264
Submitted Date and Time:	20-Nov-2024 2:11:29 PM
Legal Name:	VIKING RESTORATION LLC
Federal Employer ID:	84-2225349
User Who Submitted:	Viking59
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1255395328
Minnesota ID:	6836508
Project Owner:	NORTH BRANCH
Project Number:	022542
Project Begin Date:	01-Nov-2023
Project End Date:	01-Oct-2024
Project Location:	NORTH BRANCH
Project Amount:	\$6,677.50
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

How to View and Print this Request

You can see copies of your requests by going into your History.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-939-088-096
Submitted Date and Time:	13-Nov-2024 10:55:13 AM
Legal Name:	WARNING LITES OF MINNESOTA INC
Federal Employer ID:	36-4762529
User Who Submitted:	kwilliams07
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	145502208
Minnesota ID:	3086922
Project Owner:	NORTH BRANCH WATER & LIGHT
Project Number:	WSB 022542-000
Project Begin Date:	01-Apr-2023
Project End Date:	12-Nov-2024
Project Location:	2023 TH 95 WATERMAIN IMPS
Project Amount:	\$97,663.93
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Client: City of North Branch 6408 Elm Street North Branch, MN 55056-0910	Contractor: Bituminous Roadways, Inc. 1520 Commerce Drive Mendota Heights, MN 55120
---	--

WSB Project No.: 022542-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$3,089,821.85	Original	\$3,089,821.85
Contract Changes	(\$4,565.32)	Additional	N/A
Revised Contract	\$3,085,256.53	Total	\$3,089,821.85

Work Certified To Date	
Base Bid Items	\$2,230,901.15
Contract Changes	\$340,157.81
Material On Hand	\$0.00
Total	\$2,571,058.96

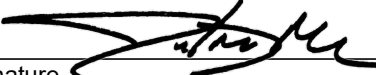
Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$20,208.50	\$2,571,058.96	\$0.00	\$2,525,341.96	\$45,717.00	\$2,571,058.96
Percent Retained: 0%			Percent Complete: 83.33%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB

Approved By Bituminous Roadways, Inc.


Signature

COLE DENVER
Digitally signed by COLE DENVER
DN: C=US, E=cole.denver@bitroads.com, O=BITUMINOUS
ROADWAYS, INC., OU=BITUMINOUS ROADWAYS INC,
CN=COLE DENVER
Date: 2024.11.11 15:37:25-06'00'
Signature

11/27/2024
Date

11/11/2024
Date

Approved By City of North Branch

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	04/01/2024	\$176,490.00	\$8,824.50	\$167,665.50
2	04/28/2024	\$385,171.70	\$19,258.59	\$365,913.11
3	06/04/2024	\$603,441.23	\$30,172.06	\$573,269.17
4	07/01/2024	\$623,672.87	\$31,183.64	\$592,489.23
5	08/01/2024	\$664,278.77	\$33,213.94	\$631,064.83
6	09/05/2024	\$97,795.89	(\$97,144.23)	\$194,940.12
7	10/31/2024	\$20,208.50	(\$25,508.50)	\$45,717.00

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
local	\$2,571,058.96	\$0.00	\$2,525,341.96	\$45,717.00	\$2,571,058.96

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$45,717.00	\$3,085,256.53	\$3,089,821.85	\$2,571,058.96

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$94,500.00	1	0	\$0.00	1	\$94,500.00
2	2101.502	CLEARING	EACH	\$295.00	7	0	\$0.00	6	\$1,770.00
3	2101.502	GRUBBING	EACH	\$943.00	7	0	\$0.00	6	\$5,658.00
4	2102.503	PAVEMENT MARKING REMOVAL	L F	\$1.15	600	0	\$0.00	1907	\$2,193.05
5	2104.502	REMOVE GATE VALVE & BOX	EACH	\$207.00	12	0	\$0.00	21	\$4,347.00
6	2104.502	REMOVE CURB STOP & BOX	EACH	\$207.00	45	0	\$0.00	55	\$11,385.00
7	2104.502	REMOVE HYDRANT	EACH	\$330.00	8	0	\$0.00	8	\$2,640.00
8	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$347.00	1	0	\$0.00	2	\$694.00
9	2104.502	SALVAGE SIGN	EACH	\$118.00	8	0	\$0.00	5	\$590.00
10	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$6.00	130	0	\$0.00	48	\$288.00
11	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.00	4570	0	\$0.00	1734	\$3,468.00
12	2104.503	REMOVE WATER MAIN	L F	\$4.00	1380	0	\$0.00	530.5	\$2,122.00
13	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	288	0	\$0.00	392	\$3,920.00
14	2104.503	REMOVE CURB	L F	\$12.50	640	0	\$0.00	0	\$0.00
15	2104.503	REMOVE CURB & GUTTER	L F	\$12.50	1400	0	\$0.00	2486	\$31,075.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
16	2104.503	REMOVE WATER SERVICE PIPE	L F	\$2.00	980	0	\$0.00	1246	\$2,492.00
17	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$21.00	130	0	\$0.00	152.7	\$3,206.70
18	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$19.00	110	0	\$0.00	6	\$114.00
19	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$15.00	130	0	\$0.00	90	\$1,350.00
20	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$9.25	7070	0	\$0.00	6239.58	\$57,716.12
21	2104.518	REMOVE CONCRETE WALK	S F	\$2.00	12030	253	\$506.00	12342	\$24,684.00
22	2106.507	EXCAVATION - COMMON	C Y	\$47.00	1600	0	\$0.00	1490	\$70,030.00
23	2106.507	EXCAVATION - SUBGRADE	C Y	\$55.50	330	0	\$0.00	36	\$1,998.00
24	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$33.00	330	0	\$0.00	49.1	\$1,620.30
25	2106.601	DEWATERING	LS	\$122,000.00	1	0	\$0.00	1	\$122,000.00
26	2112.604	SUBGRADE PREPARATION	S Y	\$3.00	7070	0	\$0.00	5886.43	\$17,659.29
27	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$180.00	120	0	\$0.00	9	\$1,620.00
28	2123.610	UTILITY CREW	HOURL	\$1,060.00	20	0	\$0.00	17.75	\$18,815.00
29	2130.523	WATER (DUST CONTROL)	MGAL	\$104.00	60	0	\$0.00	0	\$0.00
30	2211.509	AGGREGATE BASE CLASS 5	TON	\$32.00	2970	0	\$0.00	2369.39	\$75,820.48
31	2331.603	JOINT ADHESIVE	L F	\$0.90	6820	0	\$0.00	0	\$0.00
32	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$1.00	1220	0	\$0.00	825	\$825.00
33	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,C) 3.0" THICK	S Y	\$40.00	130	0	\$0.00	0	\$0.00
34	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$106.00	3680	0	\$0.00	2845.23	\$301,594.38
35	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$98.50	34	0	\$0.00	0	\$0.00
36	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$70.00	84	0	\$0.00	38.5	\$2,695.00
37	2503.503	24" RC PIPE SEWER DES 3006 CL IV	L F	\$138.00	40	0	\$0.00	0	\$0.00
38	2503.503	33" RC PIPE SEWER DES 3006 CL III	L F	\$387.00	18	0	\$0.00	0	\$0.00
39	2503.602	RECONNECT SANITARY SEWER SERVICE	EACH	\$2,385.00	10	0	\$0.00	14	\$33,390.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
40	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$778.00	10	0	\$0.00	9	\$7,002.00
41	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,130.00	8	0	\$0.00	1	\$1,130.00
42	2503.603	TELEWISE SANITARY SEWER	L F	\$4.00	5800	2760	\$11,040.00	5520	\$22,080.00
43	2503.608	DUCTILE IRON FITTINGS	LB	\$17.00	1680	0	\$0.00	3091	\$52,547.00
44	2504.503	2" TYPE K COPPER PIPE (BORING)	LF	\$123.00	0	0	\$0.00	0	\$0.00
45	2504.601	TEMPORARY WATER SERVICE	LS	\$62,910.00	1	0	\$0.00	1	\$62,910.00
46	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$353.00	10	0	\$0.00	6	\$2,118.00
47	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$2,455.00	10	0	\$0.00	9	\$22,095.00
48	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$281.00	0	0	\$0.00	0	\$0.00
49	2504.602	HYDRANT	EACH	\$8,705.00	9	0	\$0.00	9	\$78,345.00
50	2504.602	ABANDON WATER SERVICE	EACH	\$1,240.00	1	0	\$0.00	0	\$0.00
51	2504.602	1" CORPORATION STOP	EACH	\$777.00	0	0	\$0.00	0	\$0.00
52	2504.602	2" CORPORATION STOP	EACH	\$1,735.00	0	0	\$0.00	0	\$0.00
53	2504.602	6" GATE VALVE & BOX	EACH	\$3,055.00	14	0	\$0.00	16	\$48,880.00
54	2504.602	8" GATE VALVE & BOX	EACH	\$4,005.00	16	0	\$0.00	15	\$60,075.00
55	2504.602	10" GATE VALVE & BOX	EACH	\$5,720.00	2	0	\$0.00	2	\$11,440.00
56	2504.602	1" CURB STOP & BOX	EACH	\$1,000.00	0	0	\$0.00	0	\$0.00
57	2504.602	2" CURB STOP & BOX	EACH	\$2,070.00	0	0	\$0.00	0	\$0.00
58	2504.603	1" TYPE K COPPER PIPE (BORING)	LF	\$106.00	0	0	\$0.00	0	\$0.00
59	2504.603	8" PVC WATERMAIN (PIPE BURSTING)	LF	\$88.50	2191	0	\$0.00	3161	\$279,748.50
60	2504.603	1" TYPE K COPPER PIPE	L F	\$104.00	0	0	\$0.00	0	\$0.00
61	2504.603	2" TYPE K COPPER PIPE	L F	\$121.00	0	0	\$0.00	0	\$0.00
62	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$101.00	290	0	\$0.00	324.5	\$32,774.50
63	2504.603	10" WATERMAIN DUCTILE IRON CL 52	L F	\$103.00	40	1	\$103.00	49.5	\$5,098.50

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
64	2504.603	8" PVC WATERMAIN	L F	\$88.50	1408	-3	(\$265.50)	334.5	\$29,603.25
65	2504.603	8" PVC WATERMAIN (DIRECTIONAL DRILLED)	L F	\$95.00	458	0	\$0.00	540	\$51,300.00
66	2504.603	18" STEEL CASING PIPE	L F	\$449.00	160	0	\$0.00	0	\$0.00
67	2504.604	4" POLYSTYRENE INSULATION	S Y	\$75.00	100	0	\$0.00	70.62	\$5,296.50
68	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,065.00	13	0	\$0.00	6	\$6,390.00
69	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LF	\$1,360.00	4.4	0	\$0.00	8	\$10,880.00
70	2519.507	CLSM LOW DENSITY	C Y	\$306.00	90	0	\$0.00	0	\$0.00
71	2521.518	4" CONCRETE WALK	S F	\$10.00	9590	31.5	\$315.00	9862.5	\$98,625.00
72	2521.518	6" CONCRETE WALK	S F	\$15.50	2300	0	\$0.00	1734	\$26,877.00
73	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$37.50	1080	0	\$0.00	2270	\$85,125.00
74	2531.503	CONCRETE CURB & GUTTER DESIGN B624	L F	\$41.00	320	0	\$0.00	168	\$6,888.00
75	2531.503	CONCRETE CURB DESIGN V4	L F	\$44.00	640	0	\$0.00	0	\$0.00
76	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$95.00	70	0	\$0.00	106	\$10,070.00
77	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$110.00	60	0	\$0.00	47	\$5,170.00
78	2531.604	7" CONCRETE VALLEY GUTTER	S Y	\$177.00	110	0	\$0.00	180	\$31,860.00
79	2531.618	TRUNCATED DOMES	SF	\$70.50	240	0	\$0.00	240	\$16,920.00
80	2545.602	ADJUST HANDHOLE	EACH	\$1,265.00	1	0	\$0.00	0	\$0.00
81	2563.601	TRAFFIC CONTROL	LS	\$60,320.00	1	0.1	\$6,032.00	1	\$60,320.00
82	2563.601	ALTERNATE PEDESTRIAN ROUTE	LS	\$7,895.00	1	0	\$0.00	0.95	\$7,500.25
83	2563.613	PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	\$147.00	48	0	\$0.00	42	\$6,174.00
84	2564.602	INSTALL SALVAGED SIGN	EACH	\$177.00	8	0	\$0.00	5	\$885.00
85	2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EACH	\$1,515.00	7	0	\$0.00	5	\$7,575.00
86	2565.616	TEMPORARY SIGNAL SYSTEM A	SYS	\$140,000.00	1	0	\$0.00	0	\$0.00
87	2565.616	TEMPORARY SIGNAL SYSTEM C	SYS	\$138,500.00	1	0	\$0.00	1	\$138,500.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
88	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,395.00	1	0	\$0.00	0	\$0.00
89	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$252.00	40	0	\$0.00	29	\$7,308.00
90	2573.503	SILT FENCE, TYPE MS	L F	\$2.50	500	0	\$0.00	0	\$0.00
91	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$2.50	3360	0	\$0.00	500	\$1,250.00
92	2574.507	COMMON TOPSOIL BORROW	C Y	\$53.50	430	0	\$0.00	80.25	\$4,293.38
93	2574.508	FERTILIZER TYPE 3	LB	\$1.00	110	0	\$0.00	150	\$150.00
94	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$4.00	200	0	\$0.00	0	\$0.00
95	2575.505	SEEDING	ACRE	\$295.00	1.05	0	\$0.00	0.51	\$150.45
96	2575.508	SEED MIXTURE 21-111	LB	\$1.00	60	0	\$0.00	50	\$50.00
97	2575.508	SEED MIXTURE 21-112	LB	\$1.00	60	0	\$0.00	0	\$0.00
98	2575.508	SEED MIXTURE 25-151	LB	\$5.00	70	0	\$0.00	150	\$750.00
99	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	\$2.00	3130	0	\$0.00	1950	\$3,900.00
100	2575.523	WATER	MGAL	\$177.00	50	14	\$2,478.00	14	\$2,478.00
101	2582.503	4" DOUBLE SOLID LINE MULTI COMPONENT	L F	\$1.50	1510	0	\$0.00	0	\$0.00
102	2582.503	4" SOLID LINE PAINT (WR)	L F	\$0.30	20570	0	\$0.00	15557	\$4,667.10
103	2582.503	6" SOLID LINE PAINT (WR)	L F	\$0.90	660	0	\$0.00	610	\$549.00
104	2582.503	4" DBLE SOLID LINE PAINT (WR)	L F	\$0.70	11333	0	\$0.00	9146	\$6,402.20
105	2582.503	4" SOLID LINE MULTI COMP	L F	\$0.70	2810	0	\$0.00	1476	\$1,033.20
106	2582.503	4" BROKEN LINE MULTI COMP	L F	\$0.70	120	0	\$0.00	70	\$49.00
107	2582.518	PAVT MSSG MULTI COMP GR IN	S F	\$14.00	90	0	\$0.00	62	\$868.00
108	2582.518	CROSSWALK MULTI COMP GR IN	S F	\$10.00	2170	0	\$0.00	252	\$2,520.00
109	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$3,000.00	1	0	\$0.00	0	\$0.00
Bid Totals:							\$20,208.50		\$2,230,901.15

Project Category Totals		
Category	Amount This Voucher	Amount To Date
SCHEDULE A. WATERMAIN IMPROVEMENTS	\$20,208.50	\$2,230,901.15
SCHEDULE B. PROVISIONAL ITEMS	\$0.00	\$0.00

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	110	2563.601	ADDITIONAL TRAFFIC CONTROL	LS	\$4,312.50	1	0	\$0.00	1	\$4,312.50
CO	2	111	2504.503	2" PE PIPE (BORING)	LF	\$114.17	450	0	\$0.00	299	\$34,136.83
CO	2	112	2504.602	CONNECT TO EXISTING WATER SERVICE	EA	\$281.00	53	0	\$0.00	50	\$14,050.00
CO	2	113	2504.602	1" CORPORATION STOP	EACH	\$784.75	18	0	\$0.00	18	\$14,125.50
CO	2	114	2504.602	2" CORPORATION STOP	EACH	\$1,741.27	35	0	\$0.00	31	\$53,979.37
CO	2	115	2504.602	1" CURB STOP & BOX	EACH	\$1,014.16	18	0	\$0.00	18	\$18,254.88
CO	2	116	2504.602	2" CURB STOP & BOX	EACH	\$2,069.11	35	0	\$0.00	32	\$66,211.52
CO	2	117	2504.603	1" PE PIPE (BORING)	LF	\$102.37	590	0	\$0.00	494	\$50,570.78
CO	2	118	2504.603	1" PE PIPE	LF	\$100.37	80	0	\$0.00	73	\$7,327.01
CO	2	119	2504.603	2" PE PIPE	LF	\$112.17	550	0	\$0.00	609	\$68,311.53
CO	3	120	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	(\$2.08)	3680	0	\$0.00	2825.92	(\$5,877.91)
CO	4	121	2564.518	2 BUSINESS ACCESS SIGNS 48"x24"	SF	\$41.00	16	0	\$0.00	16	\$656.00
CO	4	122	2021.501	MOBILIZATION FOR SPEED LIMIT SIGNS	LS	\$550.00	1	0	\$0.00	1	\$550.00
CO	5	123	2582.518	CROSSWALK MULTI COMP	S F	\$6.60	300	0	\$0.00	1103	\$7,279.80
CO	6	124	2504.602	ADJUST HYDRANT	EACH	\$1,045.00	6	0	\$0.00	6	\$6,270.00
Contract Change Totals:									\$0.00		\$340,157.81

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
2	CO	Additional Traffic Control Material Cost Reduction	\$0.00	\$326,967.42
1	CO	ADDITIONAL TRAFFIC CONTROL	\$0.00	\$4,312.50
3	CO	Credit from Virgin to Recycle Mix on Final Lift	\$0.00	(\$5,877.91)
4	CO	Add business access signs & mobilization for speed limit signs.	\$0.00	\$1,206.00
5	CO	Crosswalk Multi	\$0.00	\$7,279.80
6	CO	Lower Hydrants	\$0.00	\$6,270.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining



November 27, 2024

Mr. Shawn Williams
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: TH 95 Watermain Improvement Project
City of North Branch, MN
WSB Project No. 022542-000

Dear Mr. Williams:

Pay Voucher No. 7 (Final) for the above-referenced project in the amount of \$45,717.00 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 Bituminous Roadways, Inc.

We have also enclosed the following required documents:

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers).
3. Consent of Surety to Final Payment certification from the contractor's surety.
4. Two-year maintenance bond.

Please include one executed copy of the pay voucher with the payment to Bituminous Roadways, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.388.9652.

Sincerely,

WSB

Justin Messner, PE
Director of Municipal Services

Attachments

kkp



Prepared By: Carla Golden, Liquor Operations Director

Presenter: Carla Golden, Liquor Operations Director

Date: 12/03/2024

Board & Commission: City Council

Subject: November Liquor Operations Update

Included in your packet is information on November sales. We had a record month with \$360,389.56, surpassing our previous record of \$327,655.72 in November 2020. Update on net profit percentage. Our net profit percentage for 2023 that was reported during the audit presentation was 2%. Also, the reported state average for 2022 was 6.7%, which we are getting closer to. I have received an updated net profit percentage through November 2024. Store 1 is 9.378%, Store 2, -1.241% combined net profit percentage of 6.318% Store 2 fell negative due to November and December rent payments being made in November.

I would like to make a correction from the Truth and Taxation meeting. It was stated that we were only transferring \$25,000. The transfer amount is set at \$80,000, and we will be transferring that amount. Our net profit for the year thus far is \$233,205.68 with depreciation removed.

Voting Requirements:

Voting Options Simple Majority



November 2024 LIQUOR OPERATIONS REPORT

SALES

- Total sales for the month totaled **\$360,389.56**. Cost of goods sold was **\$261,467.88**. Total profit was **\$98,921.68**. Our gross margin for the month was **27.4%**. Overhead expenses come out of our overall profit. We sold **25,161** items. Sales were up compared to November 2023 with **\$314,977**. Sales are up **14%** over our 2023 November sales. This is our highest November sales number from the data I can see and compare too, beating out our 2020 number of **\$327,655.78**.
- Store 1 sales for November 2024- **\$254,500.55** vs November 2023-**\$227,103**.
Store 2 sales for November 2024-**\$105,889.01** vs November 2023-**\$87,874**.
- Over all customer tickets for November 2024-**12,777** vs 2023 tickets of **11,322**.
- THC Sales for November 2024 -Store 1 - Total cost of goods sold was **\$2356.17**. Total Revenue **\$4,343.05** with a profit of **\$1,986.88**. Margin for THC **45.7%**. Number of items sold, **176** units.
Store 2-Total cost of goods sold was **\$793.13**. Total Revenue **\$1347.99** with a profit of **\$554.86**. Margin for THC **41.2%**. Number of items sold, **59** units.
- Positive impact to sales- We have seen an increase in new customers.

DISCOUNTS

- Senior Discount
We had 300 purchases from customers using the senior discount with a total discount of \$855.15. Broke down: Store 1- 188 purchases, discount \$528.65. Store 2- 112 purchases, discount \$326.50
- Military Discount
We had 547 purchases from customers using the Military discount with a total discount of \$1,828.58. Broke down: Store 1- 299 purchases, discount \$1,175.49. Store 2- 248 purchases, discount \$653.09.
- Beer Volume Discount
We had 13 purchases from customers using the Beer Volume discount with a total discount of \$92.17. (Beer Volume Discount is 10 cases of 24 pack cans or bottles not on sale. This is one transaction.)
- Liquor Volume Discount
We had 11 purchases from customers using the Liquor Volume discount with a total discount of \$79.79. (Buying a case of a solid size and type) Example:Karkov Vodka 1.75 (6 Bottles)
- Wine Volume Discount
We had 13 purchases from customers using the Wine Volume discount with a total discount of \$30.65. (Buying a case of a solid size and type) Example- Barefoot Moscato 1.5 (6 Bottles)
- Wine Club
We had 533 purchases from customers using their wine club discount with a total discount of \$1,704.11. Broke down: Store 1- 334 purchases, discount \$1,029.01. Store 2- 199 purchases, discount \$675.10.
- Pub Club
We had 675 purchases from customers using their pub club discount with a total discount of \$2,005.40. Broke down:Store 1- 531 purchases with discount of \$1,566.46. Store 2- 144 purchases with a discount of \$438.94.

CATEGORY PERFORMANCE

Below are the performance values for the top 5 categories at Store 1. These are the gross sale numbers.

Category	Number of Items Sold	Gross Sales	Percentage of gross sales
Beer- Domestic	3,232	\$63,190.18	24%
Beer-Craft	1,424	\$23,740.91	9%
Liquor-Vodka	1,612	\$21,931.90	8%
Beer-Flavored	1,215	\$14,854.85	5%
Liquor-Whisky-Import	1,222	\$13,907.78	5%

CATEGORY PERFORMANCE

Below are the performance values for the top 5 categories at Store 2. These are the gross sale numbers.

Category	Number of Items Sold	Gross Sales	Percentage of gross sales
Beer- Domestic	1,129	\$21,325.21	19%
Liquor-Vodka	836	\$11,886.64	10%
Beer-Craft	688	\$11,299.62	10%
Wine -Domestic	704	\$10,090.98	9%
Liquor-Whisky-Import	487	\$6,282.13	5%



Prepared By: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Presenter: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Date: 12/09/2024

Board & Commission: Economic Development Authority

Subject: Resolution R-128-2024 Adopting the Final 2025 EDA Tax Levy for the North Branch Economic Development Authority

Background Info

Each year, the North Branch Economic Development Authority (EDA) and City Council certify their final tax levies. For the EDA, that includes an EDA and HRA tax levies. The maximum EDA levy available to the EDA for Pay 2025 is \$277,689, or 0.01813% of the City's Pay 2024 Estimated Taxable Market Value (EMV). The maximum HRA levy is 0.0185%, or \$283,356 of the 2023 EMV. The EMV for Pay 2025 was \$1,562,636,600. The combined levy amount is \$561,045; this is slightly from the approved preliminary levy total. The largest portion of the levy covers debt service payments tied to the North Branch Interstate Business Park. The City Council is required to formally approve and certify the EDA and HRA tax levies.

Staff Recommendation

City staff recommend approval of the budget and two (2) resolutions as presented.

Recommended Economic Development Authority Action

Motion to approve the 2025 Economic Development Authority budget.

Motion to approve the resolutions authorizing the final EDA and HRA tax levies for taxes payable in 2025, as directed by the Economic Development Authority.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-128-2024

RESOLUTION ADOPTING THE FINAL 2025 EDA TAX LEVY FOR THE CITY OF NORTH BRANCH

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA (“City”) is required by Minnesota Statute §275.065 to adopt and certify preliminary tax levies to Chisago County (“County”) on or before December 30 of each year; and,

WHEREAS, the North Branch Economic Development Authority (“EDA”), a public body corporate and a political subdivision organized under Minnesota Statutes, Section §469.001 to §469.047 and §469.090 to §469.1082; and,

WHEREAS, on December 10, 2024, the EDA adopted Resolution No. 003-24-EDA, a resolution establishing a final EDA tax levy for Taxes Payable in Fiscal Year 2025 (“Pay 2025”); and,

WHEREAS, pursuant to State Statute §469.107, the maximum EDA tax levy is 0.01813% of the total Estimated Taxable Market Value (“EMV”) of the City, or \$277,689 for Pay 2025; and,

WHEREAS, the EDA determined the preliminary EDA tax levy totaling \$277,689 is necessary for the purpose of repayment of debt of the Taxable Refunding Lease Revenue Bonds, Series 2017 and other program and operating costs as allowed by law, including, but not limited to: business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the final 2024 EDA tax levy is hereby levied in the amount of \$277,689.

BE IT FUTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.



Prepared By: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Presenter: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Date: 12/09/2024

Board & Commission: Economic Development Authority

Subject: Resolution R-129-2024 Adopting the Final 2025 HRA Tax Levy for the North Branch Economic Development Authority

See staff report for 2025 EDA Budget and EDA Tax Levy.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-129-2024

**RESOLUTION ADOPTING THE FINAL 2025 HRA TAX LEVY FOR THE NORTH
BRANCH ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA (“City”) is required by Minnesota Statute §275.065 to adopt and certify final tax levies to Chisago County (“County”) on or before December 30 of each year; and,

WHEREAS, the North Branch Economic Development Authority (“EDA”), a public body corporate and a political subdivision organized under Minnesota Statutes, Section §469.001 to §469.047 and §469.090 to §469.1082; and,

WHEREAS, on December 10, 2024, the EDA adopted Resolution No. 004-24-EDA, a resolution establishing a final HRA tax levy for Taxes Payable in Fiscal Year 2025 (“Pay 2025”); and,

WHEREAS, pursuant to State Statute §469.033, subd. 6, the maximum HRA tax levy is .0185% of the Estimated Market Value (“EMV”) of the City, or a maximum amount of \$283,356 for Pay 2025; and,

WHEREAS, the EDA has determined a total Pay 2025 HRA tax levy in the amount of \$283,356 is necessary for the of repayment of debt of the Taxable Refunding Lease Revenue Bonds, Series 2017 and other program and operating costs as allowed by law, including, but not limited to: housing and redevelopment activities and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the final 2025 HRA tax levy is hereby levied in the amount of \$283,356.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-122-2024

Resolution to Adopt the City of North Branch 2025 Budget

**RESOLUTION TO ADOPT THE 2025 BUDGET FOR THE CITY OF NORTH
BRANCH, CHISAGO COUNTY, MINNESOTA.**

WHEREAS: A Truth-in-Taxation meeting and Budget hearing was held on December 2, 2024;
at which time public comment was taken on the proposed levy and budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORTH
BRANCH, MINNESOTA**

1. That the 2024 Budget submitted to the Council is hereby approved with the stated changes.
The Budget is attached and made part of this Resolution.
2. The City Clerk is hereby directed to transmit a copy of this Resolution to the Chisago County Auditor.

Comparison of 3 budgets

Account Number	Description	Property Tax Levels		
		20.7%	15.0%	12.0%
101-41110-50101	Employees Wages & Salaries	\$ 21,000	\$ 21,000	\$ 21,000
101-41110-50121	PERA	1,050	1,050	1,050
101-41110-50122	FICA and Medicare	1,607	1,607	1,607
101-41110-50151	Worker's Comp Ins	75	75	75
101-41110-50300	Professional Services	5,500	3,500	3,500
101-41110-50331	Travel Expenses	1,000	2,000	2,000
101-41110-50332	Conference & Training	2,500	2,500	2,500
101-41110-50351	Legal Notices Publishing	500	500	500
101-41110-50360	Insurance	50	50	50
101-41110-50433	Dues and Subscriptions	100	100	100
41110	City Council	\$ 33,382	\$ 32,382	\$ 32,382
101-41310-50101	Employees Wages & Salaries	\$ 185,528	\$ 185,528	\$ 185,528
101-41310-50121	PERA	14,515	14,515	14,515
101-41310-50122	FICA and Medicare	14,193	14,193	14,193
101-41310-50131	Employer Paid Health	39,082	39,082	39,082
101-41310-50151	Worker s Comp Insurance	750	750	750
101-41310-50210	Operating Supplies	275	275	275
101-41310-50300	Professional Srvs	2,000	1,000	1,000
101-41310-50320	Communications	900	750	750
101-41310-50331	Travel Expenses	500	500	500
101-41310-50332	Conference & Training	2,500	2,500	2,500
101-41310-50334	Meeting Expense	500	500	500
101-41310-50360	Insurance	75	75	75
101-41310-50433	Dues and Subscriptions	1,500	1,500	1,500
41310	City Administrator	\$ 262,318	\$ 261,168	\$ 261,168
101-41400-50101	Employees Wages & Salaries	\$ 96,855	\$ 96,855	\$ 96,855
101-41400-50121	PERA	7,264	7,264	7,264
101-41400-50122	FICA and Medicare	7,410	7,410	7,410
101-41400-50131	Employer Paid Health	11,127	11,127	11,127
101-41400-50151	Worker s Comp Insurance	750	750	750
101-41400-50300	Professional Srvs	1,000	1,000	1,000
101-41400-50331	Travel Expense	500	500	500
101-41400-50332	Conference & Training	2,000	2,000	2,000
101-41400-50351	Legal Notices Publishing	800	800	800
101-41400-50352	General Notices and Pub Info	200	200	200
101-41400-50360	Insurance	4,000	4,000	4,000
101-41400-50433	Dues and Subscriptions	500	500	500
41400	City Clerk	\$ 132,406	\$ 132,406	\$ 132,406
101-41410-50103	Part-Time Employees	-	-	-
101-41410-50210	Operating Supplies	-	-	-
101-41410-50331	Travel Expenses	-	-	-
41410	Elections	\$ -	\$ -	\$ -
101-41420-50201	Non-Capitalized Equipment	\$ 10,000	\$ 10,000	\$ 10,000
101-41420-50207	Computer	20,400	20,400	20,400
101-41420-50210	Operating Supplies	5,000	5,000	5,000
101-41420-50219	Copy Machine Lease	25,900	25,900	25,900
101-41420-50242	Software	303,900	303,900	303,900
101-41420-50243	Internet Lease	25,000	25,000	25,000
101-41420-50244	Network Switches/Firewall	27,200	27,200	27,200
101-41420-50300	Professional Srvs	30,000	30,000	30,000
101-41420-50321	Telephone	49,700	49,700	49,700
41420	Technology	\$ 497,100	\$ 497,100	\$ 497,100

Account Number	Description	Property Tax Levels		
		20.7%	15.0%	12.0%
101-41500-50101	Employees Wages & Salaries	\$ 255,297	\$ 255,297	\$ 255,297
101-41500-50121	PERA	19,147	19,147	19,147
101-41500-50122	FICA and Medicare	19,531	19,531	19,531
101-41500-50131	Employer Paid Health	55,628	55,628	55,628
101-41500-50151	Worker s Comp Insurance	3,500	3,500	3,500
101-41500-50300	Professional Srvs	14,000	14,000	14,000
101-41500-50301	Auditing and Acct g Services	30,000	30,000	30,000
101-41500-50331	Travel Expenses	3,900	3,900	3,900
101-41500-50332	Conference & Training	2,600	2,600	2,600
101-41500-50360	Insurance	150	150	150
101-41500-50433	Dues and Subscriptions	1,000	1,000	1,000
41500	Finance	\$ 404,753	\$ 404,753	\$ 404,753
101-41610-50304	Attorneys Fees	\$ 68,300	\$ 68,300	\$ 68,300
41610	City Attorney	\$ 68,300	\$ 68,300	\$ 68,300
101-41700-50303	Engineering Fees	\$ 40,000	\$ 40,000	\$ 40,000
41700	City Engineer	\$ 40,000	\$ 40,000	\$ 40,000
101-41800-50300	Professional Srvs	\$ 31,500	\$ 31,500	\$ 31,500
41800	Legislative	\$ 31,500	\$ 31,500	\$ 31,500
101-41910-50101	Employees Wages & Salaries	\$ 88,385	\$ 88,385	\$ 88,385
101-41910-50121	PERA	6,629	6,629	6,629
101-41910-50122	FICA and Medicare	6,761	6,761	6,761
101-41910-50131	Employer Paid Health	14,739	14,739	14,739
101-41910-50151	Workers Comp Insurance	1,900	1,900	1,900
101-41910-50210	Operating Supplies	200	200	200
101-41910-50300	Professional Srvs	25,000	25,000	25,000
101-41910-50303	Engineering Fees	5,000	5,000	5,000
101-41910-50304	Attorneys Fees	5,000	5,000	5,000
101-41910-50331	Travel Expenses	1,600	1,600	1,600
101-41910-50332	Conference & Training	1,300	1,300	1,300
101-41910-50351	Legal Notices Publishing	1,600	1,600	1,600
101-41910-50360	Insurance	125	125	125
101-41910-50433	Dues and Subscriptions	1,000	1,000	1,000
41910	Planning & Zoning	\$ 159,239	\$ 159,239	\$ 159,239
101-41940-50101	Employees Wages & Salaries	\$ 48,598	\$ 48,598	\$ 48,598
101-41940-50102	Overtime	6,420	6,420	6,420
101-41940-50121	PERA	4,127	4,127	4,127
101-41940-50122	FICA and Medicare	4,209	4,209	4,209
101-41940-50131	Employer Paid Health	10,099	10,099	10,099
101-41940-50151	Worker s Comp Insurance	1,056	1,056	1,056
101-41940-50210	Operating Supplies	12,480	12,480	12,480
101-41940-50300	Professional Srvs	40,000	10,000	10,000
101-41940-50360	Insurance	14,400	14,400	14,400
101-41940-50380	Utility Services	20,000	20,000	20,000
101-41940-50387	Refuse	2,000	2,000	2,000
101-41940-50401	Repairs/Maint Buildings	30,000	30,000	30,000
101-41940-50404	Repairs/Maint Machinery/Equip	2,000	2,000	2,000
101-41940-50433	Dues and Subscriptions	-	300	300
41940	City Facilities	\$ 195,389	\$ 165,689	\$ 165,689

Account Number	Description	Property Tax Levels		
		20.7%	15.0%	12.0%
101-42110-50101	Employees Wages & Salaries	\$ 1,741,526	\$ 1,651,123	\$ 1,651,123
101-42110-50102	Overtime	64,288	85,620	85,620
101-42110-50121	PERA	307,290	291,289	291,289
101-42110-50122	FICA and Medicare	36,286	34,975	34,975
101-42110-50131	Employer Paid Health	286,638	278,288	278,288
101-42110-50151	Worker s Comp Insurance	105,000	105,000	105,000
101-42110-50201	Non-Capitalized Equipment	41,000	41,000	41,000
101-42110-50210	Operating Supplies	16,500	16,500	16,500
101-42110-50212	Motor Fuels	32,000	32,000	32,000
101-42110-50229	Vehical/Truck Lease	6,600	6,600	6,600
101-42110-50236	License And Permits	200	200	200
101-42110-50237	Uniforms	33,100	33,100	33,100
101-42110-50300	Professional Srvs	32,000	32,000	32,000
101-42110-50304	Attorneys Fees	300	300	300
101-42110-50314	Medical Exams	1,900	1,900	1,900
101-42110-50331	Travel Expenses	100	100	100
101-42110-50332	Conference & Training	37,200	37,200	37,200
101-42110-50360	Insurance	65,000	65,000	65,000
101-42110-50380	Utility Services	4,800	4,800	4,800
101-42110-50401	Repairs/Maint Buildings	500	500	500
101-42110-50404	Repairs/Maint Machinery/Equip	46,800	46,800	46,800
101-42110-50430	Miscellaneous	300	300	300
101-42110-50433	Dues and Subscriptions	13,300	13,300	13,300
42110	Police	\$ 2,872,628	\$ 2,777,895	\$ 2,777,895

101-42280-50103	Part-Time Employees	\$ 31,500	\$ 31,500	\$ 31,500
101-42280-50111	Fire Call-Edu	94,500	94,500	94,500
101-42280-50122	FICA and Medicare	9,634	9,634	9,634
101-42280-50151	Worker s Comp Insurance	29,700	29,700	29,700
101-42280-50199	Training & Instruction Inside	5,000	5,000	5,000
101-42280-50201	Non-Capitalized Equipment	40,000	40,000	40,000
101-42280-50210	Operating Supplies	10,000	10,000	10,000
101-42280-50212	Motor Fuels	10,000	10,000	10,000
101-42280-50222	SCBA Maint	8,000	8,000	8,000
101-42280-50237	Uniforms	5,000	5,000	5,000
101-42280-50240	Small Tools and Minor Equip	40,000	40,000	40,000
101-42280-50300	Professional Srvs	28,000	20,000	16,000
101-42280-50312	Pension-Fire Relief Assoc	100,000	100,000	100,000
101-42280-50314	Medical Exams	8,000	8,000	8,000
101-42280-50320	Communications	24,000	24,000	24,000
101-42280-50332	Conference & Training	20,000	20,000	20,000
101-42280-50360	Insurance	12,000	12,000	12,000
101-42280-50380	Utility Services	15,000	15,000	15,000
101-42280-50387	Refuse	1,000	1,000	1,000
101-42280-50401	Repairs/Maint Buildings	19,000	19,000	19,000
101-42280-50404	Repairs/Maint Machinery/Equip	55,000	55,000	55,000
101-42280-50433	Dues and Subscriptions	2,000	2,000	2,000
101-42280-50600	Debt Srv Principal	52,000	52,000	52,000
101-42280-50610	Interest	14,250	14,250	14,250
42280	Fire	\$ 633,584	\$ 625,584	\$ 621,584

Account Number	Description	Property Tax Levels		
		20.7%	15.0%	12.0%
101-42400-50101	Employees Wages & Salaries	\$ 237,664	\$ 237,664	\$ 237,664
101-42400-50121	PERA	17,825	17,825	17,825
101-42400-50122	FICA and Medicare	18,180	18,180	18,180
101-42400-50131	Employer Paid Health	67,850	67,850	67,850
101-42400-50151	Worker s Comp Insurance	650	650	650
101-42400-50210	Operating Supplies	1,000	750	750
101-42400-50212	Motor Fuels	2,500	2,500	2,500
101-42400-50237	Uniforms	800	300	300
101-42400-50331	Travel Expense	1,000	1,000	1,000
101-42400-50332	Conference & Training	2,100	2,100	2,100
101-42400-50360	Insurance	350	350	350
101-42400-50404	Repairs/Maint Machinery/Equip	1,500	1,500	1,500
101-42400-50435	Books and Pamphlets	1,500	1,500	1,500
42400	Building Inspection	\$ 352,919	\$ 352,169	\$ 352,169
101-42500-50380	Utility Services	\$ 3,000	\$ 3,000	\$ 3,000
101-42500-50404	Repairs/Maint Machinery/Equip	1,200	1,200	1,200
42500	Civil Defense	\$ 4,200	\$ 4,200	\$ 4,200
101-42700-50300	Professional Srvs	\$ 300	\$ 300	\$ 300
101-42700-50310	Consultant Services	4,200	4,200	4,200
42700	Animal Control	\$ 4,500	\$ 4,500	\$ 4,500
101-42800-50233	Traffic Signals	\$ 44,000	\$ 44,000	\$ 44,000
101-42800-50262	Street Lights	65,000	65,000	65,000
42800	Street Lights	\$ 109,000	\$ 109,000	\$ 109,000

Account Number	Description	Property Tax Levels		
		20.7%	15.0%	12.0%
101-43000-50101	Employees Wages & Salaries	\$ 568,410	\$ 568,410	\$ 568,410
101-43000-50102	Overtime	46,355	46,355	46,355
101-43000-50121	PERA	47,204	47,204	47,204
101-43000-50122	FICA and Medicare	48,149	48,149	48,149
101-43000-50131	Employer Paid Health	120,522	120,522	120,522
101-43000-50151	Worker s Comp Insurance	30,000	30,000	30,000
101-43000-50210	Operating Supplies	26,000	26,000	26,000
101-43000-50212	Motor Fuels	46,000	46,000	46,000
101-43000-50224	Street Maint Materials	25,000	25,000	25,000
101-43000-50226	Traffic Signs	10,000	10,000	10,000
101-43000-50231	Gravel	154,000	154,000	154,000
101-43000-50236	License And Permits	500	500	500
101-43000-50237	Uniforms	8,000	8,000	8,000
101-43000-50240	Small Tools and Minor Equip	5,000	5,000	5,000
101-43000-50261	Salt - Sidewalks	5,000	5,000	5,000
101-43000-50270	Salt And Sand	140,000	140,000	140,000
101-43000-50303	Engineering Fees	40,000	40,000	40,000
101-43000-50307	Crack Sealing	80,000	80,000	75,000
101-43000-50308	Dust Control	90,000	90,000	75,000
101-43000-50314	Medical Exams	300	300	300
101-43000-50332	Conference & Training	1,000	1,000	1,000
101-43000-50360	Insurance	33,000	33,000	33,000
101-43000-50380	Utility Services	18,000	18,000	18,000
101-43000-50387	Refuse	4,000	6,000	6,000
101-43000-50401	Repairs/Maint Buildings	15,000	15,000	15,000
101-43000-50404	Repairs/Maint Machinery/Equip	65,000	65,000	65,000
101-43000-50406	Drug & Alcohol Testing	500	500	500
101-43000-50410	Rentals	5,000	5,000	5,000
101-43000-50415	Other Equipment Rentals	5,000	5,000	5,000
101-43000-50433	Dues and Subscriptions	400	400	400
101-43000-50482	Streets	750,000	507,000	507,000
101-43000-50530	Improvements Other Than Bldgs	50,000	50,000	50,000
43000	Public Works	\$ 2,437,340	\$ 2,196,340	\$ 2,176,340

101-45000-50101	Employees Wages & Salaries	\$ 75,565	\$ 75,565	\$ 75,565
101-45000-50102	Overtime	3,905	3,905	3,905
101-45000-50103	Part-Time Employees	2,000	2,000	2,000
101-45000-50121	PERA	5,960	5,960	5,960
101-45000-50122	FICA and Medicare	6,080	6,080	6,080
101-45000-50131	Employer Paid Health	15,054	15,054	15,054
101-45000-50151	Worker s Comp Insurance	12,000	12,000	12,000
101-45000-50210	Operating Supplies	17,000	17,000	17,000
101-45000-50212	Motor Fuels	15,600	15,600	15,600
101-45000-50226	Traffic Signs	5,000	5,000	5,000
101-45000-50236	Licenses & Permits	1,100	1,100	1,100
101-45000-50237	Uniforms	100	1,000	1,000
101-45000-50240	Small Tools	1,000	1,000	1,000
101-45000-50300	Professional Srvs	31,400	41,400	41,400
101-45000-50332	Conferences & Training	2,000	2,000	2,000
101-45000-50360	Insurance	8,750	8,750	8,750
101-45000-50380	Utility Services	18,360	18,360	18,360
101-45000-50400	Repairs & Maint Cont	175,000	175,000	175,000
101-45000-50401	Repairs/Maint Buildings	4,000	4,000	4,000
101-45000-50404	Repairs/Maint Machinery/Equip	6,300	6,300	6,300
101-45000-50410	Rentals	20,800	20,800	20,800
101-45000-50415	Other Equipment Rentals	5,200	5,200	5,200
45000	Parks	\$ 432,174	\$ 443,074	\$ 443,074

Account Number	Description	Property Tax Levels		
		20.7%	15.0%	12.0%
101-45500-50101	Employees Wages & Salaries	\$ 29,973	\$ 29,973	\$ 29,973
101-45500-50102	Overtime	4,085	4,085	4,085
101-45500-50121	PERA	2,554	2,554	2,554
101-45500-50122	FICA and Medicare	2,605	2,605	2,605
101-45500-50131	Employer Paid Health	6,285	6,285	6,285
101-45500-50210	Operating Supplies	-	100	100
101-45500-50300	Professional Svcs	17,000	17,000	17,000
101-45500-50380	Utility Services	36,400	36,400	36,400
101-45500-50387	Refuse	1,200	1,200	1,200
101-45500-50401	Repairs/Maint Buildings	10,000	15,000	15,000
101-45500-50404	Repairs/Maint Machinery/Equip	1,000	1,000	1,000
45500	Library	\$ 111,102	\$ 116,202	\$ 116,202
101-49990-50142	Unemployment Benefit Payments	\$ 1,000	\$ 1,000	\$ 1,000
101-49990-50300	Professional Svcs	16,800	16,800	16,800
101-41940-50322	Postage	6,500	6,500	6,500
101-49990-50360	Insurance	2,400	2,400	2,400
101-49990-50366	Insurance - Deductible	5,000	5,000	5,000
101-49990-50368	Rental Bldg Expense	2,500	2,500	2,500
101-49990-50430	Miscellaneous	5,000	5,000	5,000
101-49990-50433	Dues and Subscriptions	14,000	14,000	14,000
101-49990-50455	PropTaxes/ Assessments	3,600	3,600	3,600
101-49990-50499	Contingency	40,800	40,800	40,800
101-49990-50720	Operating Transfers	319,250	310,000	210,000
49990	Non-Departmental Expenditures	\$ 416,850	\$ 407,600	\$ 307,600
Grand Total Expenditures		\$ 9,198,685	\$ 8,829,101	\$ 8,705,101
Grand Total Revenues		\$ (9,267,088)	\$ (8,927,937)	\$ (8,750,937)
Net Change (Increase)/Decrease		\$ (68,403)	\$ (98,836)	\$ (45,836)

Levy Increments

2025 Tax Capacity from Chisago County \$ 15,808,110 -1.04%
 2024 Tax Capacity From Chisago County \$ 15,975,003

		2025 Proposed Levy	2025 Proposed Tax Capacity Rate	2024 Final Levy	Increase to Tax Revenue %	2024 Tax Capacity Rate
General Fund Operating Levy		6,106,883		5,297,000	15.3%	
EDA Operating Levy		185,000		185,000	0.0%	
Capital Plan Funding		125,000		-		
Debt Service Levy		385,685		418,000	-7.7%	
Total Levy		6,802,568	43.03%	5,900,000	15.3%	36.93%
	Additional Needs					
HR Professional (salary & benefits)	96,136	6,898,704	43.64%		16.9%	
Police Officer Promotion (salary & benefits)	31,733	6,930,437	43.84%		17.5%	
New Police Officer (salary & benefits)	96,486	7,026,923	44.45%		19.1%	
Fire - Change from Stipend to Hourly pay	65,322	7,092,245	44.86%		20.2%	
New Public Works Employee (salary & benefits)	15,953	7,108,198	44.97%		20.5%	
New Public Works Employee (salary & benefits)	15,953	7,124,151	45.07%		20.7%	
Finance 4 Squad Vehicles - first pmt	-	7,124,151	45.07%		20.7%	
Parks dedicated money	-	7,124,151	45.07%		20.7%	

Fund Balance Purchases

Pavement Management (CR 30 Roundabout) 1 1,000,000

Cares Act Money in Reserve 456,073

City of North Branch, MN



2025 Operating Budget and Capital Projects

General Fund
Budgeted Revenues by Type

Revenue Type	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
Property Taxes	\$ 4,019,909	\$ 4,479,919	\$ 5,482,000	\$ 2,881,033	\$ 6,738,466
Taxes	58,480	98,460	24,000	59,294	24,000
Licenses & Permits	290,650	409,557	336,500	422,814	347,800
Governmental Grants	1,338,844	1,875,677	1,499,202	1,146,923	1,570,822
Charges for Services	105,766	85,076	78,300	120,992	104,300
Fines & Forfeitures	15,202	17,669	17,000	22,898	17,000
Special Assessments	2,269	2,270	2,000	-	-
Other Revenue	222,398	250,765	132,900	458,938	150,400
Other Financing	20,777	250,871	-	-	-
Transfers	163,156	108,600	121,800	8,600	314,300
	\$ 6,237,451	\$ 7,578,864	\$ 7,693,702	\$ 5,121,492	\$ 9,267,088

General Fund

2025 Revenue Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
				Actual	
Current Ad Valorem Taxes	\$ 4,019,909	\$ 4,479,919	\$ 5,482,000	\$ 2,881,033	\$ 6,738,466
Delinquent Ad Valorem Taxes	30,296	77,537	-	33,247	-
Tax-Incrmnt /+Excess & Surplus	2,600	(2,850)	-	-	-
Other Taxes/Solar Prod Tx	25,584	23,773	24,000	23,710	24,000
Penalties and Interest DelTax	-	-	-	2,337	-
Home Occupation License	-	-	-	250	-
Business Licenses/Permits	1,100	1,100	500	175	1,000
Alcoholic Beverage License	18,410	15,950	15,000	15,750	15,000
Beer Off/On Sale License	-	600	2,500	225	600
Liquor Off/On Sale	125	125	500	-	150
Sunday License	1,200	800	1,500	1,400	1,000
Club License	500	-	500	-	-
Professional and Transient	468	1,466	500	1,302	750
Tobacco License	2,750	3,000	2,500	1,000	3,000
Refuse License (Garbage)	1,092	936	1,000	-	1,000
Building Permits	158,359	230,207	190,000	225,464	200,000
Septic Permits and Opinion	6,670	5,685	7,000	10,580	6,000
Plan Check Fee	52,782	96,992	72,500	88,707	75,000
Mechanical Permits	22,648	24,966	20,000	20,900	20,000
Plumbing Permits	15,021	14,861	12,000	22,244	15,000
Site Locate/Permit	-	-	-	2,080	-
Grading Permit	-	1,000	-	1,000	750
Conditional Use Permit	1,500	600	1,000	900	750
Sewer & Water Permit	-	-	-	12,180	-
Excavation Permit/License	3,900	3,600	5,000	14,500	5,000
Animal Licenses	1,635	1,509	2,000	822	1,500
Dance Permits	400	360	500	60	400
Sign Permits	1,755	375	1,500	1,080	400
Other Permits	335	5,425	500	2,195	500
State Grants and Aids	1,283	2,788	-	5,993	-
Local Government Aid	836,120	855,681	1,029,202	514,601	1,030,822
Mkt Value Credit	9,633	10,281	9,000	5,574	9,000
Muni State Aid St Maintenance	229,456	222,240	206,000	245,270	210,000
Other State Aid Grants	8,262	10,782	10,000	35,142	15,000
Other Federal Aid/Grants	-	-	-	24,000	-
Fire Aid	90,167	103,601	85,000	122,334	120,000
Police Aid	115,189	627,051	110,000	168,158	160,000
Youth Officer School Reimb.	48,734	43,253	50,000	25,851	26,000
Zoning and Subdivision Fees	8,030	5,345	4,000	20,770	8,000
Plat Fee	3,560	4,260	4,000	8,270	6,000

General Fund

2025 Revenue Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
				Actual	
Assessment Search Fees	275	250	300	400	300
Fire Service Contract	59,456	67,119	55,000	77,051	75,000
Other Revenues	34,445	8,102	15,000	14,501	15,000
Court Fines	15,202	17,444	17,000	22,898	17,000
False Alarm Fees	-	225	-	-	-
Special Assessments	2,269	2,270	2,000	-	-
Misc Revenue	18,342	-	-	-	-
Reimbursement-Police	38,055	22,339	15,000	25,191	20,000
Reimbursement-Pbl Wks	75,487	36,010	75,000	9,238	35,000
Reimbursement-Fire Dept	8,735	20,183	-	3,950	-
PD ADM Citations	-	-	-	440	-
Interest Earnings	1,595	110,665	15,000	385,396	65,000
Refunds & Reimbursements	-	205	7,500	-	-
Refunds & Reimbursements - W&L	13,500	10,061	-	-	-
Other Revenues	1,700	12,360	-	8,058	10,000
Other Rents and Royalties	16,733	17,896	20,400	20,010	20,400
Insurance Reimbursement	44,251	17,046	-	6,655	-
Contributions and Donations	4,000	4,000	-	-	-
Sales of General Fixed Assets	20,777	250,871	-	-	-
Transfer from Other Fund	163,156	108,600	121,800	8,600	314,300
Total Revenue	\$ 6,237,451	\$ 7,578,864	\$ 7,693,702	\$ 5,121,492	\$ 9,267,088

General Fund

2025 Expenditures Budget by Department

	2022 Actual	2023 Actual	2024 Budget	2024 YTD Actual	2025 Proposed
City Council	\$ 28,722	\$ 28,433	\$ 34,719	\$ 34,258	\$ 33,382
Administrator	175,950	275,380	189,173	83,438	262,318
City Clerk	142,770	146,813	138,532	124,774	132,406
Elections	12,499	-	18,000	14,404	-
Technology	-	-	-	-	497,100
Finance	307,367	381,321	344,960	319,322	404,753
City Attorney	27,050	119,782	50,000	136,556	68,300
City Engineer	56,246	(1,845)	40,000	29,810	40,000
Legislative	29,852	35,110	30,000	20,000	31,500
Planning & Zoning	199,179	185,290	205,143	157,830	159,239
City Facilities	237,329	252,870	259,345	177,346	195,389
Police	2,418,039	2,740,149	2,855,535	2,529,598	2,872,628
Fire	430,971	469,888	692,859	460,670	633,584
Building Inspection	369,244	362,814	372,311	306,305	352,919
Civil Defense	4,628	7,196	62,405	57,408	4,200
Animal Control	4,200	3,850	4,425	3,500	4,500
Street Lights	33,908	69,075	33,000	43,637	109,000
Public Works	1,193,620	1,793,981	1,932,703	1,174,801	2,437,340
Parks	232,448	305,653	438,347	269,772	432,174
Library	89,749	85,469	95,192	67,429	111,102
Non-Departmental Exp	128,452	64,501	272,200	147,168	416,850
Total General Fund Exps	\$ 6,122,223	\$ 7,325,731	\$ 8,068,849	\$ 6,158,026	\$ 9,198,685

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 20,000	\$ 21,000	\$ 21,000	\$ 15,750	\$ 21,000
PERA	750	600	600	450	1,050
FICA and Medicare	1,530	1,607	1,607	1,205	1,607
Worker's Comp Ins	-	69	112	58	75
Computer	1,445	1,374	1,500	432	-
Professional Services	-	-	1,000	8,829	5,500
Travel Expenses	3,012	3,105	5,500	990	1,000
Conference & Training	1,714	447	2,500	1,345	2,500
Legal Notices Publishing	-	-	500	-	500
General Notices	-	-	-	5,195	-
Insurance	241	201	300	4	50
Dues and Subscriptions	30	30	100	-	100
City Council	\$ 28,722	\$ 28,433	\$ 34,719	\$ 34,258	\$ 33,382

Employees Wages & Salaries	\$ 133,149	\$ 234,862	\$ 142,646	\$ 43,299	\$ 185,528
PERA	8,655	8,504	9,272	1,336	14,515
FICA and Medicare	9,136	10,524	10,912	3,289	14,193
Employer Paid Health	19,189	15,033	17,159	10,449	39,082
Worker s Comp Insurance	996	623	834	658	750
Operating Supplies	48	221	250	-	275
Professional Svcs	-	-	2,000	24,093	2,000
Communications	546	514	800	189	900
Travel Expenses	-	-	-	-	500
Conference & Training	1,964	2,800	1,500	83	2,500
Meeting Expense	95	139	1,500	-	500
Insurance	1,085	891	1,000	42	75
Dues and Subscriptions	1,087	1,270	1,300	-	1,500
City Administrator	\$ 175,950	\$ 275,380	\$ 189,173	\$ 83,438	\$ 262,318

Employees Wages & Salaries	\$ 83,841	\$ 86,957	\$ 90,001	\$ 81,130	\$ 96,855
Overtime	-	-	-	919	-
PERA	6,287	6,426	6,750	6,404	7,264
FICA and Medicare	6,168	6,311	6,885	6,251	7,410
Employer Paid Health	11,100	8,124	9,996	9,452	11,127
Worker s Comp Insurance	698	623	850	658	750
Operating Supplies	-	-	150	251	-
Professional Svcs	29,922	33,153	19,000	13,904	1,000
Medical Exams	618	194	600	155	-
Travel Expense	-	-	500	-	500
Conference & Training	928	1,835	1,000	1,185	2,000
Legal Notices Publishing	1,464	727	800	-	800
General Notices and Pub Info	-	44	150	-	200
Insurance	1,006	1,474	1,500	3,855	4,000
Dues and Subscriptions	406	314	350	334	500
Recording Fees	332	630	-	276	-
City Clerk	\$ 142,770	\$ 146,813	\$ 138,532	\$ 124,774	\$ 132,406

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Part-Time Employees	\$ 10,426	\$ -	\$ 15,000	\$ 12,326	-
Operating Supplies	1,519	-	2,500	1,408	-
Travel Expenses	554	-	500	670	-
Elections	\$ 12,499	\$ -	\$ 18,000	\$ 14,404	\$ -
Non-Capitalized Equipment	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Computer	-	-	-	-	20,400
Operating Supplies	-	-	-	-	5,000
Copy Machine Lease	-	-	-	-	25,900
Software	-	-	-	-	303,900
Internet Lease	-	-	-	-	25,000
Network Switches/Firewall	-	-	-	-	27,200
Professional Svcs	-	-	-	-	30,000
Telephone	-	-	-	-	49,700
Technology	\$ -	\$ -	\$ -	\$ -	\$ 497,100
Employees Wages & Salaries	\$ 186,931	\$ 198,793	\$ 219,987	\$ 197,652	\$ 255,297
Overtime	141	1,070	-	101	-
PERA	12,806	13,848	16,499	15,443	19,147
FICA and Medicare	13,251	14,158	16,830	14,665	19,531
Employer Paid Health	16,400	46,863	33,641	39,907	55,628
Worker s Comp Insurance	1,776	1,867	2,503	2,972	3,500
Professional Svcs	31,828	34,975	13,000	10,493	14,000
Auditing and Acct g Services	39,515	61,460	30,000	30,266	30,000
Telephone	492	423	600	447	-
Travel Expenses	437	2,188	5,100	3,773	3,900
Conference & Training	980	3,365	3,800	2,627	2,600
Insurance	2,280	1,850	2,000	126	150
Dues and Subscriptions	530	460	1,000	850	1,000
Finance	\$ 307,367	\$ 381,321	\$ 344,960	\$ 319,322	\$ 404,753
Attorneys Fees	\$ 27,050	\$ 119,782	\$ 50,000	\$ 136,556	\$ 68,300
City Attorney	\$ 27,050	\$ 119,782	\$ 50,000	\$ 136,556	\$ 68,300
Engineering Fees	\$ 56,246	\$ (1,845)	\$ 40,000	\$ 29,810	\$ 40,000
City Engineer	\$ 56,246	\$ (1,845)	\$ 40,000	\$ 29,810	\$ 40,000
Professional Svcs	\$ 29,852	\$ 35,110	\$ 30,000	\$ 20,000	\$ 31,500
Legislative	\$ 29,852	\$ 35,110	\$ 30,000	\$ 20,000	\$ 31,500

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 123,940	\$ 137,004	\$ 71,827	\$ 45,936	\$ 88,385
PERA	8,349	8,912	5,387	3,420	6,629
FICA and Medicare	8,900	8,847	5,495	3,765	6,761
Employer Paid Health	25,302	11,332	2,781	4,257	14,739
Workers Comp Insurance	883	1,490	1,000	1,534	1,900
Non-capital Equipment	181	-	-	-	-
Operating Supplies	117	-	200	-	200
Professional Svcs	12,032	6,828	89,958	88,600	25,000
Engineering Fees	12,528	5,354	16,000	3,563	5,000
Attorneys Fees	-	-	5,000	3,222	5,000
Telephone	1,764	1,618	600	1,195	-
Travel Expenses	-	211	1,600	-	1,600
Conference & Training	575	491	1,285	-	1,300
Legal Notices Publishing	1,900	1,245	1,600	2,237	1,600
General Notices and Pub Info	46	-	-	-	-
Insurance	1,522	1,201	1,500	101	125
Dues and Subscriptions	1,140	758	910	-	1,000
Planning & Zoning	\$ 199,179	\$ 185,290	\$ 205,143	\$ 157,830	\$ 159,239

Employees Wages & Salaries	\$ 38,842	\$ 44,503	\$ 49,886	\$ 45,316	\$ 48,598
Overtime	3,927	4,781	1,617	3,359	6,420
PERA	3,208	3,646	3,862	3,783	4,127
FICA and Medicare	3,204	3,663	3,940	3,754	4,209
Employer Paid Health	8,774	7,913	10,260	8,927	10,099
Worker s Comp Insurance	322	2,247	880	512	1,056
Non-Capitalized Equipment	1,312	6,235	3,000	-	-
Computer	19,426	21,019	15,000	15,683	-
Operating Supplies	14,488	11,659	12,000	10,237	12,480
Copy Machine Lease	9,601	11,838	10,000	8,928	-
Internet Lease	14,263	13,800	15,000	11,500	-
Network Switches/Firewall	-	5,518	6,100	4,577	-
Professional Svcs	43,095	57,980	40,000	19,589	40,000
Telephone	14,477	11,646	15,000	8,629	-
Postage	8,372	4,773	6,500	3,626	-
Insurance	9,524	9,369	12,000	9,175	14,400
Utility Services	21,802	16,349	20,000	8,898	20,000
Refuse	1,841	2,111	2,000	2,094	2,000
Repairs/Maint Buildings	20,311	13,535	30,000	6,202	30,000
Repairs/Maint Machinery/Equip	169	-	2,000	145	2,000
Miscellaneous	-	285	-	-	-
Dues and Subscriptions	371	-	300	2,412	-
City Facilities	\$ 237,329	\$ 252,870	\$ 259,345	\$ 177,346	\$ 195,389

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 1,410,272	\$ 1,516,291	\$ 1,534,661	\$ 1,309,828	\$ 1,741,526
Overtime	60,299	86,047	81,302	113,768	64,288
PERA	264,666	255,863	268,401	252,661	307,290
FICA and Medicare	27,023	31,657	31,704	27,784	36,286
Employer Paid Health	239,539	297,711	279,360	250,498	286,638
Worker s Comp Insurance	65,412	99,357	100,000	87,964	105,000
Non-Capitalized Equipment	11,714	7,055	19,221	23,971	41,000
Computer	8,070	5,415	45,375	39,959	-
Operating Supplies	20,804	14,898	20,000	12,613	16,500
Motor Fuels	32,183	39,339	32,000	25,307	32,000
Copy Machine Lease	3,797	3,903	3,800	3,388	-
Vehical/Truck Lease	5,715	5,545	6,000	5,056	6,600
License And Permits	44	15	125	127	200
Uniforms	21,427	29,312	22,192	24,475	33,100
Professional Srvs	59,872	99,540	126,900	74,280	32,000
Attorneys Fees	-	-	300	-	300
Medical Exams	2,842	5,318	1,900	3,178	1,900
Telephone	446	721	450	374	-
Travel Expenses	109	277	75	-	100
Conference & Training	19,230	21,580	24,200	29,342	37,200
Insurance	57,583	51,282	44,000	59,594	65,000
Utility Services	4,781	3,722	4,800	2,133	4,800
Repairs/Maint Buildings	3,067	6,054	500	235	500
Repairs/Maint Machinery/Equip	41,630	26,613	46,800	25,102	46,800
Miscellaneous	120	-	300	-	300
Dues and Subscriptions	6,626	11,341	11,500	9,694	13,300
Motor Vehicles	50,768	121,295	149,670	148,267	-
Police	\$ 2,418,039	\$ 2,740,149	\$ 2,855,535	\$ 2,529,598	\$ 2,872,628

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Part-Time Employees	\$ 12,498	\$ 12,498	\$ -	\$ 7,599	\$ 31,500
Fire Call-Edu	41,200	46,200	56,800	25,200	94,500
FICA and Medicare	4,108	4,490	4,348	2,356	9,634
Worker s Comp Insurance	23,905	25,659	27,000	23,529	29,700
Training & Instruction Inside	2,935	3,234	3,000	650	5,000
Non-Capitalized Equipment	5,144	30,961	199,887	43,134	40,000
Computer	6,476	3,673	3,000	6,189	-
Operating Supplies	7,689	5,047	7,000	6,221	10,000
Motor Fuels	7,965	8,851	7,000	4,869	10,000
Copy Machine Lease	902	1,227	1,200	1,050	-
SCBA Maint	6,628	1,966	4,500	-	8,000
Uniforms	448	6,019	48,500	30,965	5,000
Small Tools and Minor Equip	4,191	1,948	10,000	4,561	40,000
Internet Lease	1,341	1,296	1,300	1,075	-
Network Switches/Firewall	-	2,069	2,000	1,369	-
Professional Svcs	15,492	16,248	28,000	6,841	28,000
Pension-Fire Relief Assoc	95,167	103,601	82,000	122,334	100,000
Medical Exams	2,564	842	3,500	4,885	8,000
Communications	13,006	13,818	24,000	16,834	24,000
Telephone	3,863	3,811	5,000	3,438	-
Conference & Training	18,358	10,137	7,500	8,309	20,000
Insurance	11,330	9,507	15,000	10,269	12,000
Utility Services	21,666	12,352	20,000	5,815	15,000
Refuse	652	839	825	861	1,000
Repairs/Maint Buildings	8,832	4,233	17,000	16,978	19,000
Repairs/Maint Machinery/Equip	45,237	71,608	45,000	39,640	55,000
Dues and Subscriptions	1,145	2,257	4,000	200	2,000
Other Equipment	2,730	-	-	-	-
Debt Srv Principal	45,386	47,275	49,241	49,241	52,000
Interest	20,113	18,225	16,258	16,258	14,250
Fire	\$ 430,971	\$ 469,888	\$ 692,859	\$ 460,670	\$ 633,584

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 232,194	\$ 247,181	\$ 261,518	\$ 211,239	\$ 237,664
Overtime	-	-	-	54	-
PERA	17,329	18,212	19,614	16,432	17,825
FICA and Medicare	17,176	17,366	20,007	15,455	18,180
Employer Paid Health	50,105	44,238	55,922	58,426	67,850
Worker s Comp Insurance	1,779	505	1,500	595	650
Operating Supplies	265	559	1,500	86	1,000
Motor Fuels	1,566	2,199	2,500	1,198	2,500
Licenses & Permits	19	-	-	-	-
Uniforms	-	-	300	-	800
Telephone	981	933	1,200	895	-
Travel Expense	-	-	-	-	1,000
Conference & Training	2,143	276	1,000	1,434	2,100
Insurance	2,386	2,039	3,000	314	350
Repairs/Maint Machinery/Equip	156	1,905	2,750	177	1,500
Books and Pamphlets	231	-	1,500	-	1,500
Motor Vehicles	42,914	27,401	-	-	-
Building Inspection	\$ 369,244	\$ 362,814	\$ 372,311	\$ 306,305	\$ 352,919
Utility Services	\$ 4,137	\$ 2,951	\$ 2,950	\$ 2,529	\$ 3,000
Repairs/Maint Machinery/Equip	491	4,245	1,150	3,662	1,200
Capital Outlay	-	-	58,305	51,217	-
Civil Defense	\$ 4,628	\$ 7,196	\$ 62,405	\$ 57,408	\$ 4,200
Professional Svcs	\$ -	\$ 350	\$ 225	\$ -	\$ 300
Consultant Services	4,200	3,500	4,200	3,500	4,200
Animal Control	\$ 4,200	\$ 3,850	\$ 4,425	\$ 3,500	\$ 4,500
Traffic Signals	\$ 12,594	\$ 9,118	\$ 10,000	\$ 6,367	\$ 44,000
Street Lights	21,314	59,957	23,000	37,270	65,000
Street Lights	\$ 33,908	\$ 69,075	\$ 33,000	\$ 43,637	\$ 109,000

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 287,161	\$ 415,663	\$ 467,945	\$ 449,884	\$ 568,410
Overtime	22,756	43,298	12,588	43,265	46,355
PERA	23,243	33,802	36,039	38,619	47,204
FICA and Medicare	23,188	33,607	36,760	37,987	48,149
Employer Paid Health	45,050	82,572	94,009	87,136	120,522
Worker s Comp Insurance	27,036	35,744	50,962	25,233	30,000
Computer	2,681	3,534	-	3,104	-
Operating Supplies	23,043	27,116	25,000	8,851	26,000
Motor Fuels	57,638	56,386	46,000	12,102	46,000
Copy Machine Lease	1,260	2,594	2,500	2,425	-
Street Maint Materials	23,704	47,979	18,000	15,549	25,000
Traffic Signs	9,313	2,982	8,000	12,471	10,000
Gravel	1,861	126,558	140,000	10,000	154,000
License And Permits	517	-	500	-	500
Uniforms	9,249	11,230	7,000	4,832	8,000
Small Tools and Minor Equip	5,346	3,360	3,000	1,905	5,000
Internet Lease	887	1,296	1,300	1,075	-
Networks/Firewalls	-	-	-	1,616	-
Salt - Sidewalks	7,784	2,274	4,000	-	5,000
Salt And Sand	113,018	132,960	125,000	140,391	140,000
Professional Svcs	6,083	20,865	12,000	4,462	-
Engineering Fees	-	12,425	-	-	40,000
Crack Sealing	57,288	65,461	70,000	67,420	80,000
Dust Control	43,725	56,084	70,000	55,679	90,000
Medical Exams	215	72	300	-	300
Telephone	4,679	5,411	7,000	5,994	-
Postage	-	93	-	-	-
Conference & Training	1,000	955	1,000	856	1,000
Legal Notices	-	-	-	37	-
Insurance	20,365	19,937	18,000	29,805	33,000
Utility Services	16,087	14,412	10,000	8,240	18,000
Refuse	4,764	6,058	3,700	5,924	4,000
Repairs/Maint Buildings	1,323	3,591	6,300	1,642	15,000
Repairs/Maint Machinery/Equip	42,066	58,633	60,000	30,408	65,000
Drug & Alcohol Testing	142	212	500	897	500
Rentals	-	-	-	-	5,000
Other Equipment Rentals	-	2,809	2,000	620	5,000
Dues and Subscriptions	277	286	300	-	400
Streets	310,871	242,912	507,000	31,513	750,000
Improvements Other Than Bldgs	-	85,120	46,000	34,859	50,000
Heavy Machinery	-	46,626	-	-	-
Motor Vehicles	-	89,065	40,000	-	-
Public Works	\$ 1,193,620	\$ 1,793,981	\$ 1,932,703	\$ 1,174,801	\$ 2,437,340

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 84,331	\$ 121,743	\$ 156,991	\$ 123,029	\$ 75,565
Overtime	7,593	13,180	2,706	7,414	3,905
Part-Time Employees	2,081	1,897	-	571	2,000
PERA	6,894	9,989	11,977	10,127	5,960
FICA and Medicare	6,876	9,872	12,217	9,799	6,080
Employer Paid Health	14,464	25,138	31,646	23,335	15,054
Worker s Comp Insurance	5,715	7,440	4,000	10,194	12,000
Operating Supplies	16,107	17,775	15,000	14,627	17,000
Motor Fuels	2,609	2,842	5,000	6,841	15,600
Traffic Signs	1,212	72	1,000	-	5,000
Licenses & Permits	77	-	-	-	1,100
Uniforms	1,112	1,209	850	786	100
Small Tools	984	1,246	1,260	5,000	1,000
Professional Svcs	1,000	-	-	608	31,400
Telephone	2,114	2,159	3,500	1,979	-
Conferences & Training	-	75	1,900	23	2,000
Insurance	26,287	23,281	26,000	8,064	8,750
Utility Services	10,116	5,759	17,000	6,761	18,360
Repairs & Maint Cont	5,223	20,582	114,000	6,464	175,000
Repairs/Maint Buildings	-	4,833	2,600	3,139	4,000
Repairs/Maint Machinery/Equip	12,598	7,496	5,700	9,116	6,300
Rentals	10,554	12,359	20,000	3,213	20,800
Other Equipment Rentals	14,501	16,708	5,000	18,682	5,200
Parks	\$ 232,448	\$ 305,653	\$ 438,347	\$ 269,772	\$ 432,174
Employees Wages & Salaries	\$ 24,717	\$ 28,318	\$ 28,545	\$ 25,911	\$ 29,973
Overtime	2,499	3,043	1,029	2,138	4,085
PERA	2,041	2,320	2,218	2,188	2,554
FICA and Medicare	2,039	2,331	2,262	2,188	2,605
Employer Paid Health	5,583	5,036	5,838	5,137	6,285
Operating Supplies	-	-	100	428	-
Professional Svcs	10,692	11,579	15,000	11,418	17,000
Utility Services	33,393	30,464	35,000	15,506	36,400
Refuse	1,117	1,131	1,200	1,125	1,200
Repairs/Maint Buildings	7,668	1,247	3,000	1,390	10,000
Repairs/Maint Machinery/Equip	-	-	1,000	-	1,000
Library	\$ 89,749	\$ 85,469	\$ 95,192	\$ 67,429	\$ 111,102

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Unemployment Benefit Payments	\$ -	\$ 574	\$ -	\$ 1,042	\$ 1,000
Professional Svcs	44,108	16,662	5,000	9,542	16,800
Postage	-	-	-	-	6,500
Insurance	2,112	6,193	2,000	29,993	2,400
Insurance - Deductible	18,004	2,178	5,000	-	5,000
Rental Bldg Expense	5,744	11	2,500	11	2,500
Miscellaneous	5,082	4,495	23,000	1,047	5,000
Dues and Subscriptions	11,418	12,376	12,700	4,403	14,000
PropTaxes/ Assessments	2,914	4,144	3,000	3,160	3,600
Contingency	9,070	17,868	34,000	-	40,800
Operating Transfers	30,000	-	185,000	97,970	319,250
Other General Expenditures	\$ 128,452	\$ 64,501	\$ 272,200	\$ 147,168	\$ 416,850
	\$ 6,122,223	\$ 7,325,731	\$ 8,068,849	\$ 6,158,026	\$ 9,198,685

General Fund

2025 Expenditures Budget

Account Number	Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
245	CARES Act					
245-00000-33100	COVID-19 CARES Act	\$ (1,115,359)	\$ -	\$ -	\$ -	\$ -
245-00000-36210	Interest Earnings	(627)	(30,499)	-	-	-
245-00000-36214	Refunds & Reimbursements	-	(12,131)		(962)	
	Revenues	\$ (1,115,986)	\$ (42,630)	\$ -	\$ (962)	\$ -

245-99999-50491	Other General Gov't - CARES					
245-99999-50492	Techology - CARES	\$ 31,028	\$ 460,283	\$ -	\$ -	\$ -
245-99999-50493	Other Public Safety - CARES	-	158,251	-	3,944	-
245-99999-50497	CARES Exp - Enterprise Funds	-	-	-	-	-
245-99999-50720	Operating Transfers	-	50,000	-	-	-
	Expenditures	\$ 31,028	\$ 668,534	\$ -	\$ 3,944	\$ -

255	Revolving Loan Fund					
			\$ -	\$ -	\$ -	\$ -
255-00000-36210	Interest Earnings	(3)	(259)	-	-	-
245-00000-36214	Refunds & Reimbursements	-	(12,131)			
	Revenues	\$ (3)	\$ (12,390)	\$ -	\$ -	\$ -

EDA Fund

2025 Revenue and Expenditure Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
EDA Operational Fund				Actual	
Current Ad Valorem Taxes	\$ (126,969)	\$ (164,530)	\$ (573,341)	\$ (301,479)	\$ (561,045)
Delinquent Ad Valorem Taxes	(645)	(1,741)	-	-	-
Application Fees	-	(1,000)	-	-	-
Mkt Value Credit	(305)	(812)	-	(593)	-
Other Revenues	-	-	(4,024)	-	(4,066)
Interest Earnings	(159)	-	-	-	-
Other Rents and Royalties	(3,550)	(3,600)	(3,600)	(3,600)	(3,600)
Transfer From Other Fund	-	-	(185,000)	(97,970)	(194,250)
Total	\$ (131,628)	\$ (171,683)	\$ (765,965)	\$ (403,642)	\$ (762,961)

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
EDA Operational Fund				Actual	
Employees Wages & Salaries	\$ 65,081	\$ 117,208	\$ 84,874	\$ 49,594	\$ 77,990
PERA	3,787	6,881	6,275	3,532	5,850
FICA and Medicare	4,768	7,228	6,495	3,925	5,966
Employer Paid Health	9,144	5,439	4,074	2,493	14,038
Worker s Comp Insurance	586	-	625	-	750
Operating Supplies	1,850	-	200	941	200
Professional Svcs	12,479	13,457	35,000	40,263	-
Auditing and Acct g Services	1,004	1,486	1,000	860	1,000
Engineering Fees	13,781	7,695	16,500	9,199	10,000
Attorneys Fees	-	14,250	3,000	16,715	10,000
Travel Expenses	117	30	2,500	-	2,500
Conference & Training	81	263	1,735	-	1,735
Meeting Expense	-	-	-	307	-
Marketing	1,363	4,281	4,200	957	5,200
Legal Notices Publishing	-	-	120	-	120
General Notices	-	-	-	-	-
Insurance	875	880	800	1,021	960
Miscellaneous	-	-	75,000	-	75,000
Dues and Subscriptions	1,528	985	895	1,195	895
Recording Fees	-	56	-	-	-
PropTaxes/ Assessments	-	858	28,595	-	29,375
Transfer Out	-	-	345,000	-	364,000
Total	\$ 116,444	\$ 180,998	\$ 616,888	\$ 131,002	\$ 605,579

Special Revenue Funds

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
FD Equipment Donation Fund					
Interest Earnings	\$ (66)	\$ (5,167)	\$ -	\$ -	\$ (2,000)
Contributions and Donations	(86,356)	(93,844)	(40,000)	(30,000)	(70,000)
Revenues	\$ (86,422)	\$ (99,011)	\$ (40,000)	\$ (30,000)	\$ (72,000)

Training & Instruction Inside	\$ -	\$ -	\$ -	\$ 1,560	\$ -
Non-Capitalized Equipment	45,401	3,290	-	2,314	30,000
Operating Supplies	15,254	11,008	4,200	3,129	10,000
Uniforms	3,670	3,627	9,500	-	-
Small Tools	-	-	1,000	-	6,000
Professional Srvs	650	1,851	-	939	-
Conference & Training	650	2,500	-	2,993	-
Repairs/Maint Buildings	7,132	-	8,500	4,669	40,000
Repairs/Maint Machinery/Equip	59,776	-	5,250	-	-
Operating Transfers	22,142	34,050	8,600	23,825	8,600
Expenditures	\$ 154,675	\$ 56,326	\$ 37,050	\$ 39,429	\$ 94,600

Cable Franchise Fee Fund

Other Revenues	\$ (37,824)	\$ (47,667)	\$ (25,000)	\$ (34,435)	\$ (44,000)
Interest Earnings	(70)	(3,963)	(100)	-	(1,000)
Revenues	\$ (37,894)	\$ (51,630)	\$ (25,100)	\$ (34,435)	\$ (45,000)

Operating Transfers	\$ 60,000	\$ 50,000	\$ 26,000	\$ -	\$ 44,000
Expenditures	\$ 60,000	\$ 50,000	\$ 26,000	\$ -	\$ 44,000

Ecumen TIF Fund

Tax-Incrmnt +/-Excess & Surplus	\$ (131,997)	\$ (135,220)	\$ (131,997)	\$ (68,801)	\$ (131,997)
Interest Earnings	(60)	(2,959)	(50)	-	(750)
Revenues	\$ (132,057)	\$ (138,179)	\$ (132,047)	\$ (68,801)	\$ (132,747)

Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative TIF Expense	4,263	663	330	995	330
Operating Transfers	140,000	140,000	130,000	-	130,000
Expenditures	\$ 144,263	\$ 140,663	\$ 130,330	\$ 995	\$ 130,330

Flashing by Design TIF Fund

Tax Increment	\$ (23,859)	\$ (21,953)	\$ (23,906)	\$ (11,790)	\$ (23,906)
Interest Earnings	(33)	(2,870)	-	-	(750)
Revenues	\$ (23,892)	\$ (24,823)	\$ (23,906)	\$ (11,790)	\$ (24,656)

Administrative TIF Expense	\$ 4,263	\$ 795	\$ 1,700	\$ 1,180	\$ 1,673
Operating Transfers	-	240,104	7,200	-	35,093
Expenditures	\$ 4,263	\$ 240,899	\$ 8,900	\$ 1,180	\$ 36,766

Special Revenue Funds

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
Willow Grove TIF Fund					
Tax Increment	\$ (16,487)	\$ (15,557)	\$ (16,487)	\$ (8,143)	\$ (16,487)
Interest Earnings	(1)	(270)	-	-	(94)
Revenues	\$ (16,488)	\$ (15,827)	\$ (16,487)	\$ (8,143)	\$ (16,581)

Professional Services	\$ -	\$ 132	\$ -	\$ 143	\$ -
Administrative TIF Expense	4,263	795	1,500	1,322	1,484
TIF Payments	17,949	12,818	13,190	12,737	13,190
Expenditures	\$ 22,212	\$ 13,745	\$ 14,690	\$ 14,202	\$ 14,674

Everlong Holdings TIF Fund

Tax Increment	\$ (26,826)	\$ (27,130)	\$ (26,827)	\$ (25,970)	\$ (26,827)
Interest Earnings	(6)	(1,286)	-	-	(340)
Revenues	\$ (26,832)	\$ (28,416)	\$ (26,827)	\$ (25,970)	\$ (27,167)

Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative TIF Expense	728	663	1,600	1,180	1,610
Expenditures	\$ 728	\$ 663	\$ 1,600	\$ 1,180	\$ 1,610

Debt Service Funds

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
2013A Debt Service Fund					
State Grants and Aids	\$ (63,290)	\$ -	\$ (60,000)	\$ (60,000)	\$ (55,000)
Special Assessments	(2,314)	-	-	-	-
Interest Earnings	(368)	(31,353)	(300)	(1,670)	(750)
Revenues	\$ (65,972)	\$ (31,353)	\$ (60,300)	\$ (61,670)	\$ (55,750)
Debt Srv Bond Principal	\$ 170,000	\$ 125,000	\$ 130,000	\$ 130,000	\$ 100,000
Bond Interest	8,018	5,564	3,235	3,235	1,000
Fiscal Agent s Fees	2,750	4,250	-	550	5,000
Expenditures	\$ 180,768	\$ 134,814	\$ 133,235	\$ 133,785	\$ 106,000
2020A Refunding (2009A)					
Current Ad Valorem Taxes	\$ (48,448)	\$ (43,844)	\$ (44,000)	\$ (25,212)	\$ (45,100)
Interest Earnings	(4)	(639)	(30)	-	(50)
Revenues	\$ (48,452)	\$ (44,483)	\$ (44,030)	\$ (25,212)	\$ (45,150)
Debt Srv Bond Principal	\$ 40,000	\$ 39,000	\$ 38,000	\$ 38,000	\$ 42,000
Bond Interest	5,475	4,751	4,054	4,054	3,330
Fiscal Agent s Fees	142	-	1,000	3,900	1,000
Expenditures	\$ 45,617	\$ 43,751	\$ 43,054	\$ 45,954	\$ 46,330
2017C (2009D) TIF Debt Svc					
Delinquent Ad Valorem Taxes	\$ (433)	\$ (1,419)	\$ -	\$ (798)	\$ -
Tax-Incrmnt /+Excess & Surplus	(85,130)	(90,291)	(205,191)	(88,367)	(205,832)
Interest Earnings	(11)	(1,908)	(100)	-	(1,000)
Transfer from Other Fund	(140,000)	(140,000)	(130,000)	-	(130,000)
Revenues	\$ (314,158)	\$ (233,618)	\$ (335,291)	\$ (89,165)	\$ (336,832)
Professional Services	\$ 4,288	\$ 662	\$ -	\$ -	\$ -
Admin TIF Expense	-	-	8,000	1,180	8,200
Debt Srv Bond Principal	130,000	140,000	150,000	150,000	155,000
Bond Interest	101,416	96,238	91,263	91,263	86,687
Fiscal Agent s Fees	1,525	3,300	1,000	500	1,500
Expenditures	\$ 237,229	\$ 240,200	\$ 250,263	\$ 242,943	\$ 251,387
Taxable Ref. Lease Debt Svc					
Current Ad Valorem Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
EDA-HRA Taxes	(355,503)	(388,242)	-	(2,292)	-
Interest Earnings	(209)	(14,057)	(750)	-	(1,000)
Transfers In	-	(15,000)	(340,000)	-	(340,000)
Revenues	\$ (355,712)	\$ (417,299)	\$ (340,750)	\$ (2,292)	\$ (341,000)
Debt Srv Bond Principal	\$ 245,000	\$ 255,000	\$ 260,000	\$ 260,000	\$ 270,000
Bond Interest	94,758	86,708	79,079	79,079	70,397
Fiscal Agent s Fees	1,125	3,199	1,000	2,500	3,000
Expenditures	\$ 340,883	\$ 344,907	\$ 340,079	\$ 341,579	\$ 343,397

Debt Service Funds

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
2017B (2006B) TIF Debt Svc					
Tax-Incrmnt /+Excess & Surplus	\$ (202,855)	\$ (182,274)	\$ (206,326)	\$ (96,061)	\$ (206,326)
Special Assessments	-	-	-	-	-
Interest Earnings	(230)	(13,766)	(500)	-	(2,000)
Transfer from Other Funds	-	-	-	-	-
Revenues	\$ (203,085)	\$ (196,040)	\$ (206,826)	\$ (96,061)	\$ (208,326)
Professional Services	\$ 1,750	\$ -	\$ -	\$ -	\$ -
Administrative TIF Expense	728	663	20,000	1,180	5,000
Debt Srv Bond Principal	170,000	160,000	165,000	165,000	170,000
Bond Interest	22,650	17,650	12,825	12,825	7,800
Fiscal Agent s Fees	1,050	1,057	1,000	500	1,000
Operating Transfer	-	15,000	-	-	-
Expenditures	\$ 196,178	\$ 194,370	\$ 198,825	\$ 179,505	\$ 183,800
2020A (2008A) Debt Service Fund					
Special Assessments	\$ (105,164)	\$ (504,555)	\$ (100,338)	\$ (59,892)	\$ (105,537)
Interest Earnings	(83)	(7,848)	(500)	-	(500)
Bond Proceeds	-	-	-	-	-
Revenues	\$ (105,247)	\$ (512,403)	\$ (100,838)	\$ (59,892)	\$ (106,037)
Debt Srv Bond Principal	\$ 106,000	\$ 104,000	\$ 106,000	\$ 106,000	\$ 109,000
Bond Interest	15,049	13,159	11,258	11,258	9,313
Fiscal Agent s Fees	390	-	1,000	-	1,000
Expenditures	\$ 121,439	\$ 117,159	\$ 118,258	\$ 117,258	\$ 119,313
2022A Debt Service Fund					
Current Ad Valorem Taxes	\$ -	\$ (144,645)	\$ (145,000)	\$ (76,192)	\$ (142,000)
Interest Earnings	-	(1,382)	(100)	-	(300)
Bond Proceeds	(17,655)	-	-	-	-
Revenues	\$ (17,655)	\$ (146,027)	\$ (145,100)	\$ (76,192)	\$ (142,300)
Bond Issuance Costs	\$ 41,227	\$ -	\$ -	\$ -	\$ -
Debt Srv Bond Principal	-	-	120,000	120,000	120,000
Bond Interest	17,655	27,555	18,600	18,600	16,200
Fiscal Agent s Fees	13,905	950	1,000	-	1,000
Expenditures	\$ 72,787	\$ 28,505	\$ 139,600	\$ 138,600	\$ 137,200

Capital Project Funds

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
Street Maint/Imp Project Fund					
Muni State Aid St Construction	\$ (719,009)	\$ (579,689)	\$ (975,000)	\$ (425,807)	\$ (726,000)
Other Revenues	-	-	-	(191,972)	-
Interest Earnings	(95)	(15,655)	(100)	-	-
Revenues	\$ (719,104)	\$ (595,344)	\$ (975,100)	\$ (617,779)	\$ (726,000)
Professional Services	\$ -	\$ 510,553	\$ 866,446	\$ -	\$ -
Engineering Fees	23,599	8,889	108,654	181,125	-
Legal	340	-	-	-	-
Improvements Other than Bldgs	845,396	(35,848)	-	-	-
Engineering Fees	563	-	-	-	-
Expenditures	\$ 869,898	\$ 483,594	\$ 975,100	\$ 181,125	\$ -
Park Imp					
State Grants and Aids	\$ -	\$ (10,500)	\$ -	\$ -	\$ (16,310)
Other Revenue	(10,005)	-	-	(6,000)	-
Interest Earnings	(28)	(1,961)	-	-	-
Contributions and Donations	-	(3,300)	-	(60,000)	-
Revenues	\$ (10,033)	\$ (15,761)	\$ -	\$ (66,000)	\$ (16,310)
Professional Services	\$ 14,820	\$ -	\$ -	\$ -	\$ -
Non-Capitalized Equipment	-	-	-	3,650	-
Professional Services	-	11,270	-	12,735	18,400
Miscellaneous	-	410	-	-	-
Park Improvements	-	11,000	-	-	-
Expenditures	\$ 14,820	\$ 22,680	\$ -	\$ 16,385	\$ 18,400
Road Improvement Fund					
Special Assessments	\$ (8,399)	\$ (7,787)	\$ (9,000)	\$ (3,591)	\$ (7,500)
Pre-paid Assessments	(3,566)	-	-	(736)	-
Interest Earnings	(67)	(543)	(100)	-	-
Revenues	\$ (12,032)	\$ (8,330)	\$ (9,100)	\$ (4,327)	\$ (7,500)
Professional Services	205,044	124,956	-	-	-
Expenditures	\$ 205,044	\$ 124,956	\$ -	\$ -	\$ -
Franchise Fee - Street Imp					
Franchise Utility Fee-Rds	\$ (332,971)	\$ (335,849)	\$ (340,000)	\$ (265,524)	\$ (340,000)
Interest Earnings	(106)	(6,609)	(100)	-	(500)
Revenues	\$ (333,077)	\$ (342,458)	\$ (340,100)	\$ (265,524)	\$ (340,500)
Engineering Fees	\$ -	\$ 3,923	\$ -	\$ 84,391	\$ -
Improvements Other than Bldg	224,787	45,300	-	-	350,000
Contractor Svcs	-	486,724	325,000	-	-
Expenditures	\$ 224,787	\$ 535,947	\$ 325,000	\$ 84,391	\$ 350,000

Capital Project Funds

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
Flink Utility Project Fund					
Other Revenue	\$ (218,250)	\$ (400,125)	\$ -	\$ -	\$ -
Interest Earnings	(2,288)	(9,167)	-	-	(1,500)
Revenues	\$ (220,538)	\$ (409,292)	\$ -	\$ -	\$ (1,500)
Depreciation Expense	\$ 24,402	\$ 24,336	\$ -	\$ -	\$ 24,336
Expenditures	\$ 24,402	\$ 24,336	\$ -	\$ -	\$ 24,336
Community Center Fund					
Interest Earnings	\$ (1,645)	\$ (6,590)	\$ (1,000)	\$ -	\$ (500)
Revenues	\$ (1,645)	\$ (6,590)	\$ (1,000)	\$ -	\$ (500)
Industrial Park/ESSBY Fund					
Current Ad Valorem Taxes	\$ (718,506)	\$ (468,106)	\$ (225,000)	\$ (118,241)	\$ (198,585)
Delinquent Ad Valorem Taxes	(6,440)	(12,304)	-	(3,312)	-
Other Revenue	-	-	-	-	(16,000)
Interest Earnings	(1,485)	(3,033)	(750)	-	(1,000)
Refunds & Reimbursements	(10,973)	(13,234)	(10,000)	(6,792)	(10,000)
Revenues	\$ (737,404)	\$ (496,677)	\$ (235,750)	\$ (128,345)	\$ (225,585)
Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,340	\$ 1,133	\$ 1,200	\$ -	\$ 1,300
Repairs/Maint Buildings	-	-	-	-	16,000
PropTaxes/ Assessments	150,105	24,564	25,000	29,136	32,000
Other Long-Term Oblig Interest	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Debt Service Principal	225,000	225,000	225,000	112,500	225,000
Expenditures	\$ 376,445	\$ 250,697	\$ 251,200	\$ 141,636	\$ 274,300
Rec Center/Park Dedication					
State Grants and Aids	\$ -	\$ (91,032)	\$ -	\$ (3,235)	\$ (1,081,700)
Park Dedication Fee	(93,600)	(18,000)	-	(124,606)	(259,200)
Interest Earnings	(6,208)	(21,195)	(1,000)	-	(1,000)
Contributions and Donations	(212)	(7,000)	-	-	-
Revenues	\$ (100,020)	\$ (137,227)	\$ (1,000)	\$ (127,841)	\$ (1,341,900)
Non-Capitalized Equipment	\$ -	\$ -	\$ -	\$ 8,188	\$ -
Engineering Fees	-	-	-	15,928	-
General Notices and Pub Info	-	-	-	254	-
Repairs & Maint	-	-	-	49,962	-
Park Improvements	49,574	314,190	180,000	289,078	1,135,135
Expenditures	\$ 49,574	\$ 314,190	\$ 180,000	\$ 363,410	\$ 1,135,135

Sewer Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
Sanitary Sewer Utility Fund Revenues					
Sewer Availability Charge	\$ (311,555)	\$ (177,912)	\$ (200,000)	\$ (148,260)	\$ (130,000)
Trunk Fees	(79,488)	(29,797)	(100,000)	(153,177)	(100,000)
Misc Revenue	-	-	-	(406)	-
Interest Earnings	(13,481)	(59,396)	(1,000)	-	(5,000)
Sewer Charge	(1,660,271)	(1,788,284)	(1,800,000)	(1,670,362)	(1,800,000)
Sewer Connect Fee	(7,970)	(14,531)	(12,000)	-	-
Septage Charge	-	-	-	(134,836)	(125,000)
Delinquent Sewer Reimbursement	(2,376)	237	(7,500)	(2,376)	(3,000)
Capital Contributions		(928,406)	-	-	-
Revenues	\$ (2,075,141)	\$ (2,998,089)	\$ (2,120,500)	\$ (2,109,417)	\$ (2,163,000)

Sanitary Sewer Utility Fund Expenses

Employees Wages & Salaries	\$ 277,697	\$ 292,743	\$ 306,861	\$ 253,803	\$ 383,606
Overtime	19,280	26,386	9,828	19,348	30,369
PERA	22,005	23,361	23,607	21,473	31,123
FICA and Medicare	22,047	23,396	24,229	21,364	31,667
Employer Paid Health	52,261	44,268	52,088	43,827	80,080
Worker s Comp Insurance	12,899	7,175	13,000	6,011	6,312
Computer	3,566	2,203	3,500	3,257	-
Operating Supplies	20,186	45,004	31,000	61,248	47,027
Motor Fuels	2,707	2,989	7,260	3,568	5,000
Copy Machine Lease	1,872	1,227	1,900	1,039	-
License And Permits	1,489	1,473	2,000	1,450	1,600
Uniforms	2,501	3,276	2,000	1,963	3,100
Small Tools	847	-	4,450	126	500
Internet Lease	2,318	1,296	1,200	1,075	-
Network Switches/Firewall	-	3,957	5,000	3,093	-
Professional Srvs	41,591	35,513	40,000	120,842	15,000
Auditing and Acct g Services	12,115	17,661	7,185	6,220	8,000
Engineering Fees	2,459	480	4,000	-	2,000
Testing Services	13,383	18,248	10,000	9,800	14,300
Telephone	7,267	2,963	5,600	3,167	-
Postage	-	-	-	4,588	8,171
Travel Expenses	-	-	-	-	600
Conference & Training	410	-	1,250	939	600
Insurance	29,369	27,392	38,000	22,109	34,200
Utility Services	85,639	111,503	72,000	77,459	80,000
Refuse	1,615	1,392	2,287	4,109	4,000
Repairs/Maint Buildings	2,841	1,685	3,500	4,255	5,000
Repairs/Maint Machinery/Equip	46,981	60,094	30,000	35,165	40,000
Depreciation	621,362	601,476	600,000	-	625,000
Drug & Alcohol Testing	-	-	-	35	100
Collection System Repair	60,087	76,962	55,000	116,788	75,000
Other Equipment Rentals	-	-	-	16,190	5,000
Miscellaneous	-	-	-	-	-

Sewer Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
Dues & Subscriptions	-	-	-	2,100	2,500
Improvements - Buildings	5,569	-	-	-	-
Heavy Machinery	-	-	40,000	-	164,000
Motor Vehicles	-	-	10,000	-	-
Debt Service Bond Principal	-	-	245,000	-	455,000
Bond Interest	171,282	146,085	9,300	140,130	119,256
Fiscal Agent s Fees	1,100	1,393	2,000	-	2,000
Operating Transfers	-	-	-	-	20,000
Bad Debt Expense	-	-	-	-	-
Sanitary Sewer Utility Fund Expenses	\$ 1,544,745	\$ 1,581,604	\$ 1,663,045	\$ 1,006,541	\$ 2,300,110

Liquor Store Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Municipal Liquor Fund Revenue					
Miscellaneous Revenues	\$ (2,377)	\$ (1,619)	\$ (2,472)	\$ (1,279)	\$ (1,700)
Wine Club Revenue-East	(1,614)	(1,265)	(1,679)	(357)	(1,400)
Pub Club Revenues-East	(2,089)	(2,200)	(2,173)	(504)	(2,500)
Interest Earnings	(325)	(5,429)	(338)	-	(2,500)
NSF Revenue Recovered	84	332	(87)	-	-
N/A Sales Non-Taxable-EAST	(50,465)	(50,335)	(52,484)	(47,104)	(52,851)
Liquor Sales -Off Sale-EAST	(915,084)	(1,006,954)	(951,687)	(837,513)	(1,057,301)
Beer Sales -Off Sale-EAST	(1,409,000)	(1,450,514)	(1,465,360)	(1,234,193)	(1,523,039)
Wine Sales -Off Sale-EAST	(258,117)	(252,772)	(268,442)	(189,092)	(265,408)
N/A Sales - Taxable-EAST	(60,540)	(66,737)	(62,962)	(55,433)	(70,073)
THC Sales - Taxable - East	-	-	-	(7,679)	(45,000)
Bottle-Keg Deposit-EAST	(30)	(260)	(31)	100	-
Cash Over -Off Sale-EAST	(155)	-	(161)	-	-
Wine Club Revenue -WEST	(893)	(689)	(929)	(40)	(1,000)
Pub Club Revenue- WEST	(629)	(374)	(654)	(30)	(500)
N/A Sales Non-Tax - WEST	(5,902)	(6,174)	(6,138)	(6,102)	(6,482)
Liquor Sales-Off Sale-WEST	(439,042)	(458,759)	(456,604)	(362,168)	(481,696)
Beer Sales-Off Sale - WEST	(507,590)	(522,439)	(527,894)	(439,899)	(548,560)
Wine Sales-Off Sale - WEST	(172,986)	(170,494)	(179,905)	(135,345)	(179,018)
N/A Sales-Tax - WEST	(12,983)	(13,481)	(13,502)	(11,368)	(14,155)
THC Sales - Taxable - West	-	-	-	(2,938)	(16,000)
Cash Over-Off Sale - WEST	144	-	(150)	-	-
Revenues	\$ (3,839,593)	\$ (4,010,162)	\$ (3,993,652)	\$ (3,330,944)	\$ (4,269,183)

Liquor Store West #2 Expenses

Employees Wages & Salaries	\$ 80,631	\$ 86,780	\$ 96,163	\$ 88,069	\$ 99,730
Overtime	-	-	-	1,719	-
Part-Time Employees	94,152	81,901	99,219	67,201	87,147
PERA	11,943	12,064	14,654	12,371	14,015
FICA and Medicare	13,354	12,963	14,948	13,038	14,295
Employer Paid Health	10,652	11,249	12,532	12,145	13,384
Worker s Comp Insurance	15,928	5,294	15,000	4,079	6,000
Non-Capitalized	-	-	500	85	-
Computer	3,409	4,060	3,500	2,829	-
Operating Supplies	2,797	425	3,000	2,656	3,500
License And Taxes	20	-	20	-	25
Copy Machine Lease	1,292	1,227	1,300	1,040	-
Uniforms	229	184	300	125	300
Wine Club Supplies	-	-	-	-	125
Pub Club Supplies	-	-	-	-	125
Internet Lease	1,198	1,564	1,950	1,457	-
Network Switches/Firewall	-	1,599	1,800	1,338	-
N/A Sales	11,794	12,358	12,266	17,513	14,033
Liquor For Resale	293,623	312,173	305,368	287,091	327,553
Beer For Resale	340,948	369,019	354,586	338,569	373,021
Wine For Resale	119,238	115,756	124,008	108,540	121,732
THC For Resale	-	-	-	4,427	12,000
Professional Svcs	653	2,145	3,210	3,967	2,252

Liquor Store Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Auditing and Acct g Services	565	615	250	203	400
Attorney Fees	-	-	-	488	-
Telephone	1,555	1,565	2,500	1,285	-
Conference & Training	40	20	1,500	20	1,500
Advertising	1,490	1,959	3,500	3,147	3,500
Legal Notices Publishing	24	-	100	-	100
General Notices and Pub Info	-	-	200	-	200
Insurance	420	419	1,000	2,847	3,000
Utility Services	11,090	11,693	13,000	6,735	10,400
Repairs/Maint Buildings	-	4,168	2,000	-	2,000
Repairs/Maint Machinery/Equip	1,367	-	5,000	793	5,000
Depreciation	4,029	107,691	4,000	-	4,000
Building Rentals	86,319	3,038	-	103,295	92,000
Bank Charges	-	18,864	19,500	19,511	27,000
Cash Short	-	202	59	38	-
Dues and Subscriptions	59	1,620	-	810	1,000
Improvements - Buildings	-	2,160	3,000	-	3,000
Subtotal West Expenses	\$ 1,108,819	\$ 1,184,774	\$ 1,119,933	\$ 1,107,431	\$ 1,242,337

Liquor Store East #1 Expenses

Employees Wages & Salaries	\$ 177,423	\$ 202,166	\$ 179,454	\$ 167,790	\$ 183,896
Overtime	368	519	176	2,343	584
Part-Time Employees	153,593	138,779	133,998	109,676	155,349
PERA	23,696	21,976	23,522	22,067	25,487
FICA and Medicare	24,733	25,791	23,992	21,845	25,996
Employer Paid Health	37,570	19,310	21,314	20,196	21,846
Worker s Comp Insurance	15,928	11,647	13,315	8,975	10,000
Non-Capital Assets	-	-	-	170	-
Computer	3,039	4,783	3,500	4,289	-
Operating Supplies	7,844	6,074	6,000	4,860	6,378
License And Taxes	20	-	20	-	25
Copy Machine Lease	1,281	1,227	1,300	957	-
Uniforms	579	184	500	125	500
Wine Club Supplies	-	-	-	-	125
Pub Club Supplies	-	-	-	-	125
Internet Lease	889	1,296	1,350	1,664	-
Network Switches/Firewall	-	1,671	1,800	1,397	-
N/A Sales	76,386	87,550	79,441	87,272	92,193
Liquor For Resale	655,222	696,229	681,431	643,088	792,976
Beer For Resale	1,122,388	1,169,371	1,167,284	1,023,041	1,142,279
Wine For Resale	178,081	173,827	185,204	146,315	199,056
THC For Resale	-	-	-	9,382	32,000
Professional Srvs	8,271	7,091	12,000	5,050	11,000
Auditing and Acct g Services	5,182	4,265	3,000	2,579	3,000
Telephone	4,215	3,329	5,500	2,615	-
Travel Expenses	-	-	100	-	100
Conference & Training	40	448	2,000	40	2,000
Advertising	10,917	8,550	10,000	5,350	10,000
Legal Notices Publishing	-	20	100	22	100

Liquor Store Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
General Notices and Pub Info	-	-	200	-	200
Insurance	12,429	10,759	21,000	6,666	12,000
Utility Services	45,234	19,513	47,000	8,628	20,000
Refuse	1,321	1,524	1,400	1,545	1,700
Repairs/Maint Buildings	2,908	37,331	40,000	9,442	30,000
Repairs/Maint Machinery/Equip	3,095	1,633	10,000	6,504	10,000
Depreciation	30,180	33,883	34,500	-	40,000
Bank Charges	61,242	49,946	44,000	47,054	60,000
Miscellaneous	300	-	-	-	-
Cash Short	-	185	-	29	-
Dues and Subscriptions	59	4,075	3,100	1,890	3,255
Improvements - Buildings	1,799	-	-	-	-
Other Equipment	-	-	10,000	-	10,000
Operating Transfers	120,000	100,000	80,000	-	100,000
Subtotal East Expenses	\$ 2,786,232	\$ 2,844,951	\$ 2,847,501	\$ 2,372,866	\$ 3,002,170
Total Liquor Store Expenses	\$ 3,895,051	\$ 4,029,724	\$ 3,967,434	\$ 3,480,297	\$ 4,244,507

Stormwater Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Storm Sewer Utility Fund Revenues					
Interest Earnings	\$ (5,307)	\$ (26,773)	\$ (300)	\$ -	\$ (300)
Other Misc	-	(17,414)	-	(14)	-
Contributions and Donations	-	(112,755)	-	-	-
Delinquent Sewer Reimbursement	(734)	572	(1,000)	(807)	(500)
Storm Water Charge	(431,114)	(488,019)	(450,000)	(410,424)	(475,000)
Transfers In	-	(50,000)	-	-	-
Bond Proceeds	(555,000)	-	-	-	-
Capital Contributions	-	(1,029,898)	-	-	-
Storm Sewer Revenues	\$ (992,155)	\$ (1,724,287)	\$ (451,300)	\$ (411,245)	\$ (475,800)
Storm Sewer Utility Fund Expenses					
Employees Wages & Salaries	\$ 160,349	\$ 162,323	\$ 175,905	\$ 120,651	\$ 54,861
Overtime	8,329	12,316	3,596	6,194	5,395
PERA	12,387	12,736	13,319	10,053	4,520
FICA and Medicare	12,439	12,683	13,731	9,942	4,610
Employer Paid Health	29,024	23,473	28,529	20,253	10,198
Worker s Comp Insurance	1,320	7,175	1,500	6,011	1,800
Operating Supplies	3,530	6,329	2,000	1,207	2,052
Motor Fuels	1,690	12,139	6,050	4,988	7,300
Professional Srvs	18,102	44,878	51,000	20,642	30,000
Auditing and Acct g Services	2,318	3,565	1,450	1,264	2,750
Engineering Fees	12,146	8,657	6,000	3,394	6,000
Insurance	4,483	3,386	3,400	383	2,720
Repairs/Maint Machinery/Equip	29,014	33,303	16,000	4,385	10,000
Depreciation	266,914	281,635	270,000	-	310,000
Collection System Repair	22,095	110,987	10,000	10,909	15,000
Other Equipment Rentals	-	121	2,600	-	1,000
Miscellaneous	165	-	-	-	-
Dues & Subscriptions	-	-	-	3,755	2,000
Drainage-Storm Wtr	206	227	200	250	400
PropTaxes/ Assessments	235	389	150	420	500
Bond Principal	15,000	-	60,000	-	65,000
Bond Interest	2,530	355	11,048	11,048	9,807
Fiscal Agent s Fees	18	-	1,000	-	1,000
Storm Sewer Utility Fund Expenses	\$ 602,294	\$ 736,677	\$ 677,478	\$ 235,749	\$ 546,913

Water Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Water Fund Revenues					
Water Availability Charge	\$ (163,277)	\$ (134,175)	\$ (131,000)	\$ (267,485)	\$ (85,000)
Trunk Fees	(297,500)	(38,100)	(150,000)	(302,315)	(50,000)
Miscellaneous Revenue	(23,354)	(10,379)	(12,000)	(58,054)	(5,000)
Interest Earnings	(31,317)	(63,322)	(30,000)	(163)	(15,000)
Refunds and Reimbursements	-	-	-	(1,621)	-
Other Rent and Royalties	(41,936)	(35,700)	(30,000)	(33,289)	(30,000)
Water Charge	(1,592,216)	(1,793,684)	(1,730,000)	(1,494,023)	(1,730,000)
Water Tower Maintenance	(176,141)	(187,312)	(175,000)	-	(190,000)
Water Connect Fee	-	-	-	-	-
Delinquent Water Reimbursement	-	-	-	(2,077)	-
Customer Penalties	(24,981)	(22,277)	(15,000)	(6,322)	(15,000)
State Water Testing Fee	-	-	-	(20)	-
Water Meter Sales	(39,515)	(71,350)	(45,000)	(35,747)	(17,234)
Irrigation Meter Sales	-	-	-	(34,617)	(17,234)
Sales of General Fixed Assets	-	-	-	(9,100)	-
Capital Contributions	-	(65,515)	-	-	-
Water Fund Revenues	\$ (2,390,237)	\$ (2,421,814)	\$ (2,318,000)	\$ (2,244,833)	\$ (2,154,468)

Water Fund Expenses					
Employees Wages & Salaries	\$ 256,284	\$ 397,266	\$ 237,643	\$ 235,752	\$ 364,503
Overtime	-	-	-	19,585	23,757
PERA	67,188	-	91,084	17,927	29,195
FICA and Medicare	-	-	-	18,826	29,704
Employer Paid Health	-	100,505	-	44,107	76,173
Worker s Comp Insurance	-	4,285	4,500	5,076	5,400
Non-Capitalized Equip	-	-	3,000	-	-
Computer	2,781	45	3,000	216	-
Operating Supplies	15,867	9,070	67,000	257,665	157,000
Motor Fuels	-	101	1,200	4,090	4,000
Copy Machine Lease	-	-	-	1,431	-
License And Permits	-	-	-	6,075	-
Uniforms	714	433	700	595	700
Small Tools	1,304	739	3,500	-	1,000
Internet Lease	-	-	-	2,367	-
Network Switches/Firewall	-	-	-	3,419	-
Bad Debt Expense	772	4,354	1,000	241	1,000
Chemicals	44,721	61,112	50,000	-	60,000
Professional Svcs	43,997	81,098	91,000	82,438	85,000
Auditing and Acct g Services	550	-	-	51,993	15,000
Engineering Fees	-	-	-	-	-
Attorneys Fees	-	-	-	436	-
Testing Services	-	(5,917)	-	14,366	25,000
Communications	2,275	1,863	3,000	395	2,000
Telephone	-	-	-	2,014	-
Postage	-	-	-	5,532	7,500

Water Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Travel Expenses	-	-	-	-	-
Conference & Training	5,033	3,774	20,000	1,442	2,000
Insurance	32,760	-	25,000	40,098	45,000
Utility Services	77,873	87,505	71,500	56,120	78,000
Refuse	-	-	-	1,698	3,000
Repairs/Maintenance	125,672	92,722	60,000	-	75,000
Repairs/Maint Buildings	7,736	13,317	9,500	7,030	9,500
Repairs/Maint Machinery/Equip	64,162	24,072	48,250	40,784	48,250
Depreciation	699,095	706,518	700,000	-	770,000
Drug & Alcohol Testing	-	-	-	35	-
Collection System Repair	-	-	-	21,790	30,000
Other Equipment Rentals	-	-	-	-	-
Bank Charges	10,026	17,418	12,000	8,544	15,000
Miscellaneous	(4,733)	-	1,500	4	1,500
Cash Over/Short	-	-	300	-	-
Dues & Subscriptions	-	2,701	-	2,733	3,000
Improvements - Buildings	-	-	-	3,172,106	-
Heavy Machinery	-	-	-	125,062	-
Motor Vehicles	-	-	-	-	-
Equipment	(2,871)	58,077	40,000	28,910	-
Debt Service Bond Principal	-	-	622,000	-	594,000
Interest	-	11	-	48	-
Bond Interest	128,807	107,548	100,000	95,004	78,000
Fiscal Agent s Fees	-	-	-	-	-
Operating Transfers	-	-	-	-	15,000
Loss on Sale/Disposal of Asset	-	-	-	-	-
Land Investment Account	-	-	-	-	-
Water Fund Expenses	\$ 1,580,013	\$ 1,768,617	\$ 2,266,677	\$ 4,375,954	\$ 2,654,182

Generation Fund

2025 Revenue and Expense Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Generation Fund Revenues					
Miscellaneous Income	\$ (159,380)	\$ -	\$ (6,000)	\$ (30,978)	\$ -
Interest	(31,317)	(187,419)	(50,000)	(9,124)	(20,000)
Quick Start Capacity	(360,000)	(360,000)	(360,000)	(330,000)	(360,000)
Other Revenue	(4,102,922)	(4,506,821)	-	(27,163)	-
Delinquent Elect Reimbursement	-	-	-	(1,057)	-
Revenues	\$ (4,653,619)	\$ (5,054,240)	\$ (416,000)	\$ (398,322)	\$ (380,000)
Generation Fund Expenses					
Employees Wages & Salaries	\$ 335,652	\$ 62,412	\$ 39,311	\$ 13,433	\$ 81,403
Overtime	-	-	-	6,104	2,428
PERA	101,086	-	4,597	1,465	6,287
FICA and Medicare	-	-	-	1,471	6,414
Employer Paid Health	-	16,027	-	2,557	13,374
Employer Paid Life	-	-	-	-	245
Worker s Comp Insurance	(162,754)	4,285	-	34	100
Computer	3,022	100	-	-	-
Operating Supplies	40,890	13,494	5,200	1,628	5,000
Motor Fuels	-	-	-	630	1,000
License And Permits	-	-	-	956	1,000
Uniforms	850	180	35	308	400
Small Tools	2,266	796	100	-	100
Internet Lease	-	-	-	862	-
Professional Svcs	108,198	243,743	6,500	46,099	10,200
Auditing and Acct g Services	733	-	-	7,039	1,500
Communication	4,814	2,015	1,000	240	-
Telephone	-	-	-	1,856	-
Conference & Training	31,703	-	-	-	-
Advertising	270	-	-	-	-
Insurance	82,162	66,087	25,000	712	1,000
Utility Services	2,508,024	41,012	23,500	26,429	31,200
Refuse	-	-	-	184	500
Repairs/Maint Buildings	8,636	7,581	4,000	4,513	5,000
Repairs/Maint Machinery/Equip	24,199	58,276	53,000	85,940	55,000
Depreciation	542,596	175,249	250,000	-	105,000
Drug & Alcohol Testing	-	-	-	116	-
Bank Charges	18,896	10,354	-	1,523	2,000
Miscellaneous	35,714	57,610	500	420	500
Dues and Subscriptions	-	(71)	-	1,764	1,500
Other Equipment	-	-	-	37,149	-
Interest on Meter Deposit	91	-	-	-	-
Bond Interest	111,147	22	-	-	-
Fiscal Agent s Fees	138	18,125	-	600	-
Operating Transfers	-	55,959	-	-	-
Land Investment Account	-	13,669	-	-	-
Generation Fund Expenses	\$ 3,798,333	\$ 846,925	\$ 412,743	\$ 244,032	\$ 331,151

Equipment Replacement Fund

2025 Revenue and Expenditures Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD Actual	2025 Proposed
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Equipment Replacement Fund					
Interest Earnings	\$ (4,206)	\$ (11,936)	\$ (1,500)	\$ (5,837)	\$ -
Transfer from Other Fund	(43,542)	-	-	-	(125,000)
Bond Proceeds	(989,898)	-	-	-	-
Revenues	\$ (1,037,646)	\$ (11,936)	\$ (1,500)	\$ (5,837)	\$ (125,000)

Other Equipment	\$ 903,612	\$ -	\$ -	\$ 596,774	\$ -
Debt Service Interest	-	290	-	301	-
Fiscal Agent Fees	8,910	-	-	-	-
Cost of Issuance	25,724	-	-	-	-
Expenditures	\$ 938,246	\$ 290	\$ -	\$ 597,075	\$ -

Levy Increments

2025 Tax Capacity from Chisago County	\$ 15,808,110	-1.04%
2024 Tax Capacity From Chisago County	\$ 15,975,003	

	2025 Proposed Levy	2025 Proposed Tax Capacity Rate	2024 Final Levy	Increase to Tax Revenue %	2024 Tax Capacity Rate
General Fund Operating Levy	5,865,951		5,297,000	10.7%	
EDA Operating Levy	185,000		185,000	0.0%	
Capital Plan Funding	100,000		-		
Debt Service Levy	385,685		418,000	-7.7%	
Total Levy	6,536,636	41.35%	5,900,000	10.8%	36.93%

Additional Needs

HR Professional (salary & benefits)	96,136	6,632,772	41.96%	12.4%
Police Officer Promotion (salary & benefits)	-	6,632,772	41.96%	12.4%
New Police Officer (salary & benefits)	30,000	6,662,772	42.15%	12.9%
Fire - Change from Stipend to Hourly pay	65,322	6,728,094	42.56%	14.0%
New Public Works Employee (salary & benefits)	15,953	6,744,047	42.66%	14.3%
New Public Works Employee (salary & benefits)	15,953	6,760,000	42.76%	14.6%
Finance 4 Squad Vehicles - first pmt	-	6,760,000	42.76%	14.6%
Parks dedicated money	25,000	6,785,000	42.92%	15.0%
		6,785,000	42.92%	15.0%

Fund Balance Purchases

Pavement Management (CR 30 Roundabout)	1	1,000,000	-
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Cares Act Money in Reserve 456,073

General Fund

2025 Revenue Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
				Actual	
Current Ad Valorem Taxes	\$ 4,019,909	\$ 4,479,919	\$ 5,482,000	\$ 2,881,033	\$ 6,399,315
Delinquent Ad Valorem Taxes	30,296	77,537	-	33,247	-
Tax-Incrmnt /+Excess & Surplus	2,600	(2,850)	-	-	-
Other Taxes/Solar Prod Tx	25,584	23,773	24,000	23,710	24,000
Penalties and Interest DelTax	-	-	-	2,337	-
Home Occupation License	-	-	-	250	-
Business Licenses/Permits	1,100	1,100	500	175	1,000
Alcoholic Beverage License	18,410	15,950	15,000	15,750	15,000
Beer Off/On Sale License	-	600	2,500	225	600
Liquor Off/On Sale	125	125	500	-	150
Sunday License	1,200	800	1,500	1,400	1,000
Club License	500	-	500	-	-
Professional and Transient	468	1,466	500	1,302	750
Tobacco License	2,750	3,000	2,500	1,000	3,000
Refuse License (Garbage)	1,092	936	1,000	-	1,000
Building Permits	158,359	230,207	190,000	225,464	200,000
Septic Permits and Opinion	6,670	5,685	7,000	10,580	6,000
Plan Check Fee	52,782	96,992	72,500	88,707	75,000
Mechanical Permits	22,648	24,966	20,000	20,900	20,000
Plumbing Permits	15,021	14,861	12,000	22,244	15,000
Site Locate/Permit	-	-	-	2,080	-
Grading Permit	-	1,000	-	1,000	750
Conditional Use Permit	1,500	600	1,000	900	750
Sewer & Water Permit	-	-	-	12,180	-
Excavation Permit/License	3,900	3,600	5,000	14,500	5,000
Animal Licenses	1,635	1,509	2,000	822	1,500
Dance Permits	400	360	500	60	400
Sign Permits	1,755	375	1,500	1,080	400
Other Permits	335	5,425	500	2,195	500
State Grants and Aids	1,283	2,788	-	5,993	-
Local Government Aid	836,120	855,681	1,029,202	514,601	1,030,822
Mkt Value Credit	9,633	10,281	9,000	5,574	9,000
Muni State Aid St Maintenance	229,456	222,240	206,000	245,270	210,000
Other State Aid Grants	8,262	10,782	10,000	35,142	15,000
Other Federal Aid/Grants	-	-	-	24,000	-
Fire Aid	90,167	103,601	85,000	122,334	120,000
Police Aid	115,189	627,051	110,000	168,158	160,000
Youth Officer School Reimb.	48,734	43,253	50,000	25,851	26,000
Zoning and Subdivision Fees	8,030	5,345	4,000	20,770	8,000
Plat Fee	3,560	4,260	4,000	8,270	6,000

General Fund

2025 Revenue Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
				Actual	
Assessment Search Fees	275	250	300	400	300
Fire Service Contract	59,456	67,119	55,000	77,051	75,000
Other Revenues	34,445	8,102	15,000	14,501	15,000
Court Fines	15,202	17,444	17,000	22,898	17,000
False Alarm Fees	-	225	-	-	-
Special Assessments	2,269	2,270	2,000	-	-
Misc Revenue	18,342	-	-	-	-
Reimbursement-Police	38,055	22,339	15,000	25,191	20,000
Reimbursement-Pbl Wks	75,487	36,010	75,000	9,238	35,000
Reimbursement-Fire Dept	8,735	20,183	-	3,950	-
PD ADM Citations	-	-	-	440	-
Interest Earnings	1,595	110,665	15,000	385,396	65,000
Refunds & Reimbursements	-	205	7,500	-	-
Refunds & Reimbursements - W&L	13,500	10,061	-	-	-
Other Revenues	1,700	12,360	-	8,058	10,000
Other Rents and Royalties	16,733	17,896	20,400	20,010	20,400
Insurance Reimbursement	44,251	17,046	-	6,655	-
Contributions and Donations	4,000	4,000	-	-	-
Sales of General Fixed Assets	20,777	250,871	-	-	-
Transfer from Other Fund	163,156	108,600	121,800	8,600	314,300
Total Revenue	\$ 6,237,451	\$ 7,578,864	\$ 7,693,702	\$ 5,121,492	\$ 8,927,937

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 20,000	\$ 21,000	\$ 21,000	\$ 15,750	\$ 21,000
PERA	750	600	600	450	1,050
FICA and Medicare	1,530	1,607	1,607	1,205	1,607
Worker's Comp Ins	-	69	112	58	75
Computer	1,445	1,374	1,500	432	-
Professional Services	-	-	1,000	8,829	3,500
Travel Expenses	3,012	3,105	5,500	990	2,000
Conference & Training	1,714	447	2,500	1,345	2,500
Legal Notices Publishing	-	-	500	-	500
General Notices	-	-	-	5,195	-
Insurance	241	201	300	4	50
Dues and Subscriptions	30	30	100	-	100
City Council	\$ 28,722	\$ 28,433	\$ 34,719	\$ 34,258	\$ 32,382

Employees Wages & Salaries	\$ 133,149	\$ 234,862	\$ 142,646	\$ 43,299	\$ 185,528
PERA	8,655	8,504	9,272	1,336	14,515
FICA and Medicare	9,136	10,524	10,912	3,289	14,193
Employer Paid Health	19,189	15,033	17,159	10,449	39,082
Worker s Comp Insurance	996	623	834	658	750
Operating Supplies	48	221	250	-	275
Professional Svcs	-	-	2,000	24,093	1,000
Communications	546	514	800	189	750
Travel Expenses	-	-	-	-	500
Conference & Training	1,964	2,800	1,500	83	2,500
Meeting Expense	95	139	1,500	-	500
Insurance	1,085	891	1,000	42	75
Dues and Subscriptions	1,087	1,270	1,300	-	1,500
City Administrator	\$ 175,950	\$ 275,380	\$ 189,173	\$ 83,438	\$ 261,168

Employees Wages & Salaries	\$ 83,841	\$ 86,957	\$ 90,001	\$ 81,130	\$ 96,855
Overtime	-	-	-	919	-
PERA	6,287	6,426	6,750	6,404	7,264
FICA and Medicare	6,168	6,311	6,885	6,251	7,410
Employer Paid Health	11,100	8,124	9,996	9,452	11,127
Worker s Comp Insurance	698	623	850	658	750
Operating Supplies	-	-	150	251	-
Professional Svcs	29,922	33,153	19,000	13,904	1,000
Medical Exams	618	194	600	155	-
Travel Expense	-	-	500	-	500
Conference & Training	928	1,835	1,000	1,185	2,000
Legal Notices Publishing	1,464	727	800	-	800
General Notices and Pub Info	-	44	150	-	200
Insurance	1,006	1,474	1,500	3,855	4,000
Dues and Subscriptions	406	314	350	334	500
Recording Fees	332	630	-	276	-
City Clerk	\$ 142,770	\$ 146,813	\$ 138,532	\$ 124,774	\$ 132,406

Dept Adjustments to meet 15% Levy increase

General Fund
2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Part-Time Employees	\$ 10,426	\$ -	\$ 15,000	\$ 12,326	-
Operating Supplies	1,519	-	2,500	1,408	-
Travel Expenses	554	-	500	670	-
Elections	\$ 12,499	\$ -	\$ 18,000	\$ 14,404	\$ -
Non-Capitalized Equipment	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Computer	-	-	-	-	20,400
Operating Supplies	-	-	-	-	5,000
Copy Machine Lease	-	-	-	-	25,900
Software	-	-	-	-	303,900
Internet Lease	-	-	-	-	25,000
Network Switches/Firewall	-	-	-	-	27,200
Professional Svcs	-	-	-	-	30,000
Telephone	-	-	-	-	49,700
Technology	\$ -	\$ -	\$ -	\$ -	\$ 497,100
Employees Wages & Salaries	\$ 186,931	\$ 198,793	\$ 219,987	\$ 197,652	\$ 255,297
Overtime	141	1,070	-	101	-
PERA	12,806	13,848	16,499	15,443	19,147
FICA and Medicare	13,251	14,158	16,830	14,665	19,531
Employer Paid Health	16,400	46,863	33,641	39,907	55,628
Worker s Comp Insurance	1,776	1,867	2,503	2,972	3,500
Professional Svcs	31,828	34,975	13,000	10,493	14,000
Auditing and Acct g Services	39,515	61,460	30,000	30,266	30,000
Telephone	492	423	600	447	-
Travel Expenses	437	2,188	5,100	3,773	3,900
Conference & Training	980	3,365	3,800	2,627	2,600
Insurance	2,280	1,850	2,000	126	150
Dues and Subscriptions	530	460	1,000	850	1,000
Finance	\$ 307,367	\$ 381,321	\$ 344,960	\$ 319,322	\$ 404,753
Attorneys Fees	\$ 27,050	\$ 119,782	\$ 50,000	\$ 136,556	\$ 68,300
City Attorney	\$ 27,050	\$ 119,782	\$ 50,000	\$ 136,556	\$ 68,300
Engineering Fees	\$ 56,246	\$ (1,845)	\$ 40,000	\$ 29,810	\$ 40,000
City Engineer	\$ 56,246	\$ (1,845)	\$ 40,000	\$ 29,810	\$ 40,000
Professional Svcs	\$ 29,852	\$ 35,110	\$ 30,000	\$ 20,000	\$ 31,500
Legislative	\$ 29,852	\$ 35,110	\$ 30,000	\$ 20,000	\$ 31,500

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 123,940	\$ 137,004	\$ 71,827	\$ 45,936	\$ 88,385
PERA	8,349	8,912	5,387	3,420	6,629
FICA and Medicare	8,900	8,847	5,495	3,765	6,761
Employer Paid Health	25,302	11,332	2,781	4,257	14,739
Workers Comp Insurance	883	1,490	1,000	1,534	1,900
Non-capital Equipment	181	-	-	-	-
Operating Supplies	117	-	200	-	200
Professional Svcs	12,032	6,828	89,958	88,600	25,000
Engineering Fees	12,528	5,354	16,000	3,563	5,000
Attorneys Fees	-	-	5,000	3,222	5,000
Telephone	1,764	1,618	600	1,195	-
Travel Expenses	-	211	1,600	-	1,600
Conference & Training	575	491	1,285	-	1,300
Legal Notices Publishing	1,900	1,245	1,600	2,237	1,600
General Notices and Pub Info	46	-	-	-	-
Insurance	1,522	1,201	1,500	101	125
Dues and Subscriptions	1,140	758	910	-	1,000
Planning & Zoning	\$ 199,179	\$ 185,290	\$ 205,143	\$ 157,830	\$ 159,239

Employees Wages & Salaries	\$ 38,842	\$ 44,503	\$ 49,886	\$ 45,316	\$ 48,598
Overtime	3,927	4,781	1,617	3,359	6,420
PERA	3,208	3,646	3,862	3,783	4,127
FICA and Medicare	3,204	3,663	3,940	3,754	4,209
Employer Paid Health	8,774	7,913	10,260	8,927	10,099
Worker s Comp Insurance	322	2,247	880	512	1,056
Non-Capitalized Equipment	1,312	6,235	3,000	-	-
Computer	19,426	21,019	15,000	15,683	-
Operating Supplies	14,488	11,659	12,000	10,237	12,480
Copy Machine Lease	9,601	11,838	10,000	8,928	-
Internet Lease	14,263	13,800	15,000	11,500	-
Network Switches/Firewall	-	5,518	6,100	4,577	-
Professional Svcs	43,095	57,980	40,000	19,589	10,000
Telephone	14,477	11,646	15,000	8,629	-
Postage	8,372	4,773	6,500	3,626	-
Insurance	9,524	9,369	12,000	9,175	14,400
Utility Services	21,802	16,349	20,000	8,898	20,000
Refuse	1,841	2,111	2,000	2,094	2,000
Repairs/Maint Buildings	20,311	13,535	30,000	6,202	30,000
Repairs/Maint Machinery/Equip	169	-	2,000	145	2,000
Miscellaneous	-	285	-	-	-
Dues and Subscriptions	371	-	300	2,412	300
City Facilities	\$ 237,329	\$ 252,870	\$ 259,345	\$ 177,346	\$ 165,689

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 1,410,272	\$ 1,516,291	\$ 1,534,661	\$ 1,309,828	\$ 1,651,123
Overtime	60,299	86,047	81,302	113,768	85,620
PERA	264,666	255,863	268,401	252,661	291,289
FICA and Medicare	27,023	31,657	31,704	27,784	34,975
Employer Paid Health	239,539	297,711	279,360	250,498	278,288
Worker s Comp Insurance	65,412	99,357	100,000	87,964	105,000
Non-Capitalized Equipment	11,714	7,055	19,221	23,971	41,000
Computer	8,070	5,415	45,375	39,959	-
Operating Supplies	20,804	14,898	20,000	12,613	16,500
Motor Fuels	32,183	39,339	32,000	25,307	32,000
Copy Machine Lease	3,797	3,903	3,800	3,388	-
Vehicle/Truck Lease	5,715	5,545	6,000	5,056	6,600
License And Permits	44	15	125	127	200
Uniforms	21,427	29,312	22,192	24,475	33,100
Professional Svcs	59,872	99,540	126,900	74,280	32,000
Attorneys Fees	-	-	300	-	300
Medical Exams	2,842	5,318	1,900	3,178	1,900
Telephone	446	721	450	374	-
Travel Expenses	109	277	75	-	100
Conference & Training	19,230	21,580	24,200	29,342	37,200
Insurance	57,583	51,282	44,000	59,594	65,000
Utility Services	4,781	3,722	4,800	2,133	4,800
Repairs/Maint Buildings	3,067	6,054	500	235	500
Repairs/Maint Machinery/Equip	41,630	26,613	46,800	25,102	46,800
Miscellaneous	120	-	300	-	300
Dues and Subscriptions	6,626	11,341	11,500	9,694	13,300
Motor Vehicles	50,768	121,295	149,670	148,267	-
Police	\$ 2,418,039	\$ 2,740,149	\$ 2,855,535	\$ 2,529,598	\$ 2,777,895

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Part-Time Employees	\$ 12,498	\$ 12,498	\$ -	\$ 7,599	\$ 31,500
Fire Call-Edu	41,200	46,200	56,800	25,200	94,500
FICA and Medicare	4,108	4,490	4,348	2,356	9,634
Worker s Comp Insurance	23,905	25,659	27,000	23,529	29,700
Training & Instruction Inside	2,935	3,234	3,000	650	5,000
Non-Capitalized Equipment	5,144	30,961	199,887	43,134	40,000
Computer	6,476	3,673	3,000	6,189	-
Operating Supplies	7,689	5,047	7,000	6,221	10,000
Motor Fuels	7,965	8,851	7,000	4,869	10,000
Copy Machine Lease	902	1,227	1,200	1,050	-
SCBA Maint	6,628	1,966	4,500	-	8,000
Uniforms	448	6,019	48,500	30,965	5,000
Small Tools and Minor Equip	4,191	1,948	10,000	4,561	40,000
Internet Lease	1,341	1,296	1,300	1,075	-
Network Switches/Firewall	-	2,069	2,000	1,369	-
Professional Svcs	15,492	16,248	28,000	6,841	20,000
Pension-Fire Relief Assoc	95,167	103,601	82,000	122,334	100,000
Medical Exams	2,564	842	3,500	4,885	8,000
Communications	13,006	13,818	24,000	16,834	24,000
Telephone	3,863	3,811	5,000	3,438	-
Conference & Training	18,358	10,137	7,500	8,309	20,000
Insurance	11,330	9,507	15,000	10,269	12,000
Utility Services	21,666	12,352	20,000	5,815	15,000
Refuse	652	839	825	861	1,000
Repairs/Maint Buildings	8,832	4,233	17,000	16,978	19,000
Repairs/Maint Machinery/Equip	45,237	71,608	45,000	39,640	55,000
Dues and Subscriptions	1,145	2,257	4,000	200	2,000
Other Equipment	2,730	-	-	-	-
Debt Srv Principal	45,386	47,275	49,241	49,241	52,000
Interest	20,113	18,225	16,258	16,258	14,250
Fire	\$ 430,971	\$ 469,888	\$ 692,859	\$ 460,670	\$ 625,584

Dept Adjustments to meet 15% Levy increase

General Fund
2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 232,194	\$ 247,181	\$ 261,518	\$ 211,239	\$ 237,664
Overtime	-	-	-	54	-
PERA	17,329	18,212	19,614	16,432	17,825
FICA and Medicare	17,176	17,366	20,007	15,455	18,180
Employer Paid Health	50,105	44,238	55,922	58,426	67,850
Worker s Comp Insurance	1,779	505	1,500	595	650
Operating Supplies	265	559	1,500	86	750
Motor Fuels	1,566	2,199	2,500	1,198	2,500
Licenses & Permits	19	-	-	-	-
Uniforms	-	-	300	-	300
Telephone	981	933	1,200	895	-
Travel Expense	-	-	-	-	1,000
Conference & Training	2,143	276	1,000	1,434	2,100
Insurance	2,386	2,039	3,000	314	350
Repairs/Maint Machinery/Equip	156	1,905	2,750	177	1,500
Books and Pamphlets	231	-	1,500	-	1,500
Motor Vehicles	42,914	27,401	-	-	-
Building Inspection	\$ 369,244	\$ 362,814	\$ 372,311	\$ 306,305	\$ 352,169
Utility Services	\$ 4,137	\$ 2,951	\$ 2,950	\$ 2,529	\$ 3,000
Repairs/Maint Machinery/Equip	491	4,245	1,150	3,662	1,200
Capital Outlay	-	-	58,305	51,217	-
Civil Defense	\$ 4,628	\$ 7,196	\$ 62,405	\$ 57,408	\$ 4,200
Professional Svcs	\$ -	\$ 350	\$ 225	\$ -	\$ 300
Consultant Services	4,200	3,500	4,200	3,500	4,200
Animal Control	\$ 4,200	\$ 3,850	\$ 4,425	\$ 3,500	\$ 4,500
Traffic Signals	\$ 12,594	\$ 9,118	\$ 10,000	\$ 6,367	\$ 44,000
Street Lights	21,314	59,957	23,000	37,270	65,000
Street Lights	\$ 33,908	\$ 69,075	\$ 33,000	\$ 43,637	\$ 109,000

Dept Adjustments to meet 15% Levy increase

**General Fund
2025 Expenditures Budget**

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 287,161	\$ 415,663	\$ 467,945	\$ 449,884	\$ 568,410
Overtime	22,756	43,298	12,588	43,265	46,355
PERA	23,243	33,802	36,039	38,619	47,204
FICA and Medicare	23,188	33,607	36,760	37,987	48,149
Employer Paid Health	45,050	82,572	94,009	87,136	120,522
Worker s Comp Insurance	27,036	35,744	50,962	25,233	30,000
Computer	2,681	3,534	-	3,104	-
Operating Supplies	23,043	27,116	25,000	8,851	26,000
Motor Fuels	57,638	56,386	46,000	12,102	46,000
Copy Machine Lease	1,260	2,594	2,500	2,425	-
Street Maint Materials	23,704	47,979	18,000	15,549	25,000
Traffic Signs	9,313	2,982	8,000	12,471	10,000
Gravel	1,861	126,558	140,000	10,000	154,000
License And Permits	517	-	500	-	500
Uniforms	9,249	11,230	7,000	4,832	8,000
Small Tools and Minor Equip	5,346	3,360	3,000	1,905	5,000
Internet Lease	887	1,296	1,300	1,075	-
Networks/Firewalls	-	-	-	1,616	-
Salt - Sidewalks	7,784	2,274	4,000	-	5,000
Salt And Sand	113,018	132,960	125,000	140,391	140,000
Professional Svcs	6,083	20,865	12,000	4,462	-
Engineering Fees	-	12,425	-	-	40,000
Crack Sealing	57,288	65,461	70,000	67,420	80,000
Dust Control	43,725	56,084	70,000	55,679	90,000
Medical Exams	215	72	300	-	300
Telephone	4,679	5,411	7,000	5,994	-
Postage	-	93	-	-	-
Conference & Training	1,000	955	1,000	856	1,000
Legal Notices	-	-	-	37	-
Insurance	20,365	19,937	18,000	29,805	33,000
Utility Services	16,087	14,412	10,000	8,240	18,000
Refuse	4,764	6,058	3,700	5,924	6,000
Repairs/Maint Buildings	1,323	3,591	6,300	1,642	15,000
Repairs/Maint Machinery/Equip	42,066	58,633	60,000	30,408	65,000
Drug & Alcohol Testing	142	212	500	897	500
Rentals	-	-	-	-	5,000
Other Equipment Rentals	-	2,809	2,000	620	5,000
Dues and Subscriptions	277	286	300	-	400
Streets	310,871	242,912	507,000	31,513	507,000
Improvements Other Than Bldgs	-	85,120	46,000	34,859	50,000
Heavy Machinery	-	46,626	-	-	-
Motor Vehicles	-	89,065	40,000	-	-
Public Works	\$ 1,193,620	\$ 1,793,981	\$ 1,932,703	\$ 1,174,801	\$ 2,196,340

Dept Adjustments to meet 15% Levy increase

**General Fund
2025 Expenditures Budget**

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 84,331	\$ 121,743	\$ 156,991	\$ 123,029	\$ 75,565
Overtime	7,593	13,180	2,706	7,414	3,905
Part-Time Employees	2,081	1,897	-	571	2,000
PERA	6,894	9,989	11,977	10,127	5,960
FICA and Medicare	6,876	9,872	12,217	9,799	6,080
Employer Paid Health	14,464	25,138	31,646	23,335	15,054
Worker s Comp Insurance	5,715	7,440	4,000	10,194	12,000
Operating Supplies	16,107	17,775	15,000	14,627	17,000
Motor Fuels	2,609	2,842	5,000	6,841	15,600
Traffic Signs	1,212	72	1,000	-	5,000
Licenses & Permits	77	-	-	-	1,100
Uniforms	1,112	1,209	850	786	1,000
Small Tools	984	1,246	1,260	5,000	1,000
Professional Srvs	1,000	-	-	608	41,400
Telephone	2,114	2,159	3,500	1,979	-
Conferences & Training	-	75	1,900	23	2,000
Insurance	26,287	23,281	26,000	8,064	8,750
Utility Services	10,116	5,759	17,000	6,761	18,360
Repairs & Maint Cont	5,223	20,582	114,000	6,464	175,000
Repairs/Maint Buildings	-	4,833	2,600	3,139	4,000
Repairs/Maint Machinery/Equip	12,598	7,496	5,700	9,116	6,300
Rentals	10,554	12,359	20,000	3,213	20,800
Other Equipment Rentals	14,501	16,708	5,000	18,682	5,200
Parks	\$ 232,448	\$ 305,653	\$ 438,347	\$ 269,772	\$ 443,074
Employees Wages & Salaries	\$ 24,717	\$ 28,318	\$ 28,545	\$ 25,911	\$ 29,973
Overtime	2,499	3,043	1,029	2,138	4,085
PERA	2,041	2,320	2,218	2,188	2,554
FICA and Medicare	2,039	2,331	2,262	2,188	2,605
Employer Paid Health	5,583	5,036	5,838	5,137	6,285
Operating Supplies	-	-	100	428	100
Professional Srvs	10,692	11,579	15,000	11,418	17,000
Utility Services	33,393	30,464	35,000	15,506	36,400
Refuse	1,117	1,131	1,200	1,125	1,200
Repairs/Maint Buildings	7,668	1,247	3,000	1,390	15,000
Repairs/Maint Machinery/Equip	-	-	1,000	-	1,000
Library	\$ 89,749	\$ 85,469	\$ 95,192	\$ 67,429	\$ 116,202

Dept Adjustments to meet 15% Levy increase

General Fund
2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Unemployment Benefit Payments	\$ -	\$ 574	\$ -	\$ 1,042	\$ 1,000
Professional Svcs	44,108	16,662	5,000	9,542	16,800
Postage	-	-	-	-	6,500
Insurance	2,112	6,193	2,000	29,993	2,400
Insurance - Deductible	18,004	2,178	5,000	-	5,000
Rental Bldg Expense	5,744	11	2,500	11	2,500
Miscellaneous	5,082	4,495	23,000	1,047	5,000
Dues and Subscriptions	11,418	12,376	12,700	4,403	14,000
PropTaxes/ Assessments	2,914	4,144	3,000	3,160	3,600
Contingency	9,070	17,868	34,000	-	40,800
Operating Transfers	30,000	-	185,000	97,970	310,000
Other General Expenditures	\$ 128,452	\$ 64,501	\$ 272,200	\$ 147,168	\$ 407,600
	\$ 6,122,223	\$ 7,325,731	\$ 8,068,849	\$ 6,158,026	\$ 8,829,101

Levy Increments

2025 Tax Capacity from Chisago County \$ 15,808,110 -1.04%
 2024 Tax Capacity From Chisago County \$ 15,975,003

	2025 Proposed Levy	2025 Proposed Tax Capacity Rate	2024 Final Levy	Increase to Tax Revenue %	2024 Tax Capacity Rate
General Fund Operating Levy	5,788,951		5,297,000	9.3%	
EDA Operating Levy	185,000		185,000	0.0%	
Capital Plan Funding	-		-		
Debt Service Levy	385,685		418,000	-7.7%	
Total Levy	6,359,636	40.23%	5,900,000	7.8%	36.93%

Additional Needs

HR Professional (salary & benefits)	96,136	6,455,772	40.84%	9.4%
Police Officer Promotion (salary & benefits)	-	6,455,772	40.84%	9.4%
New Police Officer (salary & benefits)	30,000	6,485,772	41.03%	9.9%
Fire - Change from Stipend to Hourly pay	65,322	6,551,094	41.44%	11.0%
New Public Works Employee (salary & benefits)	15,953	6,567,047	41.54%	11.3%
New Public Works Employee (salary & benefits)	15,953	6,583,000	41.64%	11.6%
Finance 4 Squad Vehicles - first pmt	-	6,583,000	41.64%	11.6%
Parks dedicated money	25,000	6,608,000	41.80%	12.0%
		6,608,000	41.80%	12.0%

Fund Balance Purchases

Pavement Management (CR 30 Roundabout) 1 1,000,000 -

Cares Act Money in Reserve 456,073

General Fund

2025 Revenue Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
				Actual	
Current Ad Valorem Taxes	\$ 4,019,909	\$ 4,479,919	\$ 5,482,000	\$ 2,881,033	\$ 6,222,315
Delinquent Ad Valorem Taxes	30,296	77,537	-	33,247	-
Tax-Incrmnt /+Excess & Surplus	2,600	(2,850)	-	-	-
Other Taxes/Solar Prod Tx	25,584	23,773	24,000	23,710	24,000
Penalties and Interest DelTax	-	-	-	2,337	-
Home Occupation License	-	-	-	250	-
Business Licenses/Permits	1,100	1,100	500	175	1,000
Alcoholic Beverage License	18,410	15,950	15,000	15,750	15,000
Beer Off/On Sale License	-	600	2,500	225	600
Liquor Off/On Sale	125	125	500	-	150
Sunday License	1,200	800	1,500	1,400	1,000
Club License	500	-	500	-	-
Professional and Transient	468	1,466	500	1,302	750
Tobacco License	2,750	3,000	2,500	1,000	3,000
Refuse License (Garbage)	1,092	936	1,000	-	1,000
Building Permits	158,359	230,207	190,000	225,464	200,000
Septic Permits and Opinion	6,670	5,685	7,000	10,580	6,000
Plan Check Fee	52,782	96,992	72,500	88,707	75,000
Mechanical Permits	22,648	24,966	20,000	20,900	20,000
Plumbing Permits	15,021	14,861	12,000	22,244	15,000
Site Locate/Permit	-	-	-	2,080	-
Grading Permit	-	1,000	-	1,000	750
Conditional Use Permit	1,500	600	1,000	900	750
Sewer & Water Permit	-	-	-	12,180	-
Excavation Permit/License	3,900	3,600	5,000	14,500	5,000
Animal Licenses	1,635	1,509	2,000	822	1,500
Dance Permits	400	360	500	60	400
Sign Permits	1,755	375	1,500	1,080	400
Other Permits	335	5,425	500	2,195	500
State Grants and Aids	1,283	2,788	-	5,993	-
Local Government Aid	836,120	855,681	1,029,202	514,601	1,030,822
Mkt Value Credit	9,633	10,281	9,000	5,574	9,000
Muni State Aid St Maintenance	229,456	222,240	206,000	245,270	210,000
Other State Aid Grants	8,262	10,782	10,000	35,142	15,000
Other Federal Aid/Grants	-	-	-	24,000	-
Fire Aid	90,167	103,601	85,000	122,334	120,000
Police Aid	115,189	627,051	110,000	168,158	160,000
Youth Officer School Reimb.	48,734	43,253	50,000	25,851	26,000
Zoning and Subdivision Fees	8,030	5,345	4,000	20,770	8,000
Plat Fee	3,560	4,260	4,000	8,270	6,000

General Fund

2025 Revenue Budget

Description	2022 Actual	2023 Actual	2024 Adopted	2024 YTD	2025 Proposed
				Actual	
Assessment Search Fees	275	250	300	400	300
Fire Service Contract	59,456	67,119	55,000	77,051	75,000
Other Revenues	34,445	8,102	15,000	14,501	15,000
Court Fines	15,202	17,444	17,000	22,898	17,000
False Alarm Fees	-	225	-	-	-
Special Assessments	2,269	2,270	2,000	-	-
Misc Revenue	18,342	-	-	-	-
Reimbursement-Police	38,055	22,339	15,000	25,191	20,000
Reimbursement-Pbl Wks	75,487	36,010	75,000	9,238	35,000
Reimbursement-Fire Dept	8,735	20,183	-	3,950	-
PD ADM Citations	-	-	-	440	-
Interest Earnings	1,595	110,665	15,000	385,396	65,000
Refunds & Reimbursements	-	205	7,500	-	-
Refunds & Reimbursements - W&L	13,500	10,061	-	-	-
Other Revenues	1,700	12,360	-	8,058	10,000
Other Rents and Royalties	16,733	17,896	20,400	20,010	20,400
Insurance Reimbursement	44,251	17,046	-	6,655	-
Contributions and Donations	4,000	4,000	-	-	-
Sales of General Fixed Assets	20,777	250,871	-	-	-
Transfer from Other Fund	163,156	108,600	121,800	8,600	314,300
Total Revenue	\$ 6,237,451	\$ 7,578,864	\$ 7,693,702	\$ 5,121,492	\$ 8,750,937

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 20,000	\$ 21,000	\$ 21,000	\$ 15,750	\$ 21,000
PERA	750	600	600	450	1,050
FICA and Medicare	1,530	1,607	1,607	1,205	1,607
Worker's Comp Ins	-	69	112	58	75
Computer	1,445	1,374	1,500	432	-
Professional Services	-	-	1,000	8,829	3,500
Travel Expenses	3,012	3,105	5,500	990	2,000
Conference & Training	1,714	447	2,500	1,345	2,500
Legal Notices Publishing	-	-	500	-	500
General Notices	-	-	-	5,195	-
Insurance	241	201	300	4	50
Dues and Subscriptions	30	30	100	-	100
City Council	\$ 28,722	\$ 28,433	\$ 34,719	\$ 34,258	\$ 32,382
Employees Wages & Salaries	\$ 133,149	\$ 234,862	\$ 142,646	\$ 43,299	\$ 185,528
PERA	8,655	8,504	9,272	1,336	14,515
FICA and Medicare	9,136	10,524	10,912	3,289	14,193
Employer Paid Health	19,189	15,033	17,159	10,449	39,082
Worker s Comp Insurance	996	623	834	658	750
Operating Supplies	48	221	250	-	275
Professional Svcs	-	-	2,000	24,093	1,000
Communications	546	514	800	189	750
Travel Expenses	-	-	-	-	500
Conference & Training	1,964	2,800	1,500	83	2,500
Meeting Expense	95	139	1,500	-	500
Insurance	1,085	891	1,000	42	75
Dues and Subscriptions	1,087	1,270	1,300	-	1,500
City Administrator	\$ 175,950	\$ 275,380	\$ 189,173	\$ 83,438	\$ 261,168
Employees Wages & Salaries	\$ 83,841	\$ 86,957	\$ 90,001	\$ 81,130	\$ 96,855
Overtime	-	-	-	919	-
PERA	6,287	6,426	6,750	6,404	7,264
FICA and Medicare	6,168	6,311	6,885	6,251	7,410
Employer Paid Health	11,100	8,124	9,996	9,452	11,127
Worker s Comp Insurance	698	623	850	658	750
Operating Supplies	-	-	150	251	-
Professional Svcs	29,922	33,153	19,000	13,904	1,000
Medical Exams	618	194	600	155	-
Travel Expense	-	-	500	-	500
Conference & Training	928	1,835	1,000	1,185	2,000
Legal Notices Publishing	1,464	727	800	-	800
General Notices and Pub Info	-	44	150	-	200
Insurance	1,006	1,474	1,500	3,855	4,000
Dues and Subscriptions	406	314	350	334	500
Recording Fees	332	630	-	276	-
City Clerk	\$ 142,770	\$ 146,813	\$ 138,532	\$ 124,774	\$ 132,406

Dept Adjustments to meet 12% Levy increase

General Fund
2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Part-Time Employees	\$ 10,426	\$ -	\$ 15,000	\$ 12,326	-
Operating Supplies	1,519	-	2,500	1,408	-
Travel Expenses	554	-	500	670	-
Elections	\$ 12,499	\$ -	\$ 18,000	\$ 14,404	\$ -
Non-Capitalized Equipment	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Computer	-	-	-	-	20,400
Operating Supplies	-	-	-	-	5,000
Copy Machine Lease	-	-	-	-	25,900
Software	-	-	-	-	303,900
Internet Lease	-	-	-	-	25,000
Network Switches/Firewall	-	-	-	-	27,200
Professional Svcs	-	-	-	-	30,000
Telephone	-	-	-	-	49,700
Technology	\$ -	\$ -	\$ -	\$ -	\$ 497,100
Employees Wages & Salaries	\$ 186,931	\$ 198,793	\$ 219,987	\$ 197,652	\$ 255,297
Overtime	141	1,070	-	101	-
PERA	12,806	13,848	16,499	15,443	19,147
FICA and Medicare	13,251	14,158	16,830	14,665	19,531
Employer Paid Health	16,400	46,863	33,641	39,907	55,628
Worker s Comp Insurance	1,776	1,867	2,503	2,972	3,500
Professional Svcs	31,828	34,975	13,000	10,493	14,000
Auditing and Acct g Services	39,515	61,460	30,000	30,266	30,000
Telephone	492	423	600	447	-
Travel Expenses	437	2,188	5,100	3,773	3,900
Conference & Training	980	3,365	3,800	2,627	2,600
Insurance	2,280	1,850	2,000	126	150
Dues and Subscriptions	530	460	1,000	850	1,000
Finance	\$ 307,367	\$ 381,321	\$ 344,960	\$ 319,322	\$ 404,753
Attorneys Fees	\$ 27,050	\$ 119,782	\$ 50,000	\$ 136,556	\$ 68,300
City Attorney	\$ 27,050	\$ 119,782	\$ 50,000	\$ 136,556	\$ 68,300
Engineering Fees	\$ 56,246	\$ (1,845)	\$ 40,000	\$ 29,810	\$ 40,000
City Engineer	\$ 56,246	\$ (1,845)	\$ 40,000	\$ 29,810	\$ 40,000
Professional Svcs	\$ 29,852	\$ 35,110	\$ 30,000	\$ 20,000	\$ 31,500
Legislative	\$ 29,852	\$ 35,110	\$ 30,000	\$ 20,000	\$ 31,500

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 123,940	\$ 137,004	\$ 71,827	\$ 45,936	\$ 88,385
PERA	8,349	8,912	5,387	3,420	6,629
FICA and Medicare	8,900	8,847	5,495	3,765	6,761
Employer Paid Health	25,302	11,332	2,781	4,257	14,739
Workers Comp Insurance	883	1,490	1,000	1,534	1,900
Non-capital Equipment	181	-	-	-	-
Operating Supplies	117	-	200	-	200
Professional Svcs	12,032	6,828	89,958	88,600	25,000
Engineering Fees	12,528	5,354	16,000	3,563	5,000
Attorneys Fees	-	-	5,000	3,222	5,000
Telephone	1,764	1,618	600	1,195	-
Travel Expenses	-	211	1,600	-	1,600
Conference & Training	575	491	1,285	-	1,300
Legal Notices Publishing	1,900	1,245	1,600	2,237	1,600
General Notices and Pub Info	46	-	-	-	-
Insurance	1,522	1,201	1,500	101	125
Dues and Subscriptions	1,140	758	910	-	1,000
Planning & Zoning	\$ 199,179	\$ 185,290	\$ 205,143	\$ 157,830	\$ 159,239

Employees Wages & Salaries	\$ 38,842	\$ 44,503	\$ 49,886	\$ 45,316	\$ 48,598
Overtime	3,927	4,781	1,617	3,359	6,420
PERA	3,208	3,646	3,862	3,783	4,127
FICA and Medicare	3,204	3,663	3,940	3,754	4,209
Employer Paid Health	8,774	7,913	10,260	8,927	10,099
Worker s Comp Insurance	322	2,247	880	512	1,056
Non-Capitalized Equipment	1,312	6,235	3,000	-	-
Computer	19,426	21,019	15,000	15,683	-
Operating Supplies	14,488	11,659	12,000	10,237	12,480
Copy Machine Lease	9,601	11,838	10,000	8,928	-
Internet Lease	14,263	13,800	15,000	11,500	-
Network Switches/Firewall	-	5,518	6,100	4,577	-
Professional Svcs	43,095	57,980	40,000	19,589	10,000
Telephone	14,477	11,646	15,000	8,629	-
Postage	8,372	4,773	6,500	3,626	-
Insurance	9,524	9,369	12,000	9,175	14,400
Utility Services	21,802	16,349	20,000	8,898	20,000
Refuse	1,841	2,111	2,000	2,094	2,000
Repairs/Maint Buildings	20,311	13,535	30,000	6,202	30,000
Repairs/Maint Machinery/Equip	169	-	2,000	145	2,000
Miscellaneous	-	285	-	-	-
Dues and Subscriptions	371	-	300	2,412	300
City Facilities	\$ 237,329	\$ 252,870	\$ 259,345	\$ 177,346	\$ 165,689

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 1,410,272	\$ 1,516,291	\$ 1,534,661	\$ 1,309,828	\$ 1,651,123
Overtime	60,299	86,047	81,302	113,768	85,620
PERA	264,666	255,863	268,401	252,661	291,289
FICA and Medicare	27,023	31,657	31,704	27,784	34,975
Employer Paid Health	239,539	297,711	279,360	250,498	278,288
Worker s Comp Insurance	65,412	99,357	100,000	87,964	105,000
Non-Capitalized Equipment	11,714	7,055	19,221	23,971	41,000
Computer	8,070	5,415	45,375	39,959	-
Operating Supplies	20,804	14,898	20,000	12,613	16,500
Motor Fuels	32,183	39,339	32,000	25,307	32,000
Copy Machine Lease	3,797	3,903	3,800	3,388	-
Vehicle/Truck Lease	5,715	5,545	6,000	5,056	6,600
License And Permits	44	15	125	127	200
Uniforms	21,427	29,312	22,192	24,475	33,100
Professional Svcs	59,872	99,540	126,900	74,280	32,000
Attorneys Fees	-	-	300	-	300
Medical Exams	2,842	5,318	1,900	3,178	1,900
Telephone	446	721	450	374	-
Travel Expenses	109	277	75	-	100
Conference & Training	19,230	21,580	24,200	29,342	37,200
Insurance	57,583	51,282	44,000	59,594	65,000
Utility Services	4,781	3,722	4,800	2,133	4,800
Repairs/Maint Buildings	3,067	6,054	500	235	500
Repairs/Maint Machinery/Equip	41,630	26,613	46,800	25,102	46,800
Miscellaneous	120	-	300	-	300
Dues and Subscriptions	6,626	11,341	11,500	9,694	13,300
Motor Vehicles	50,768	121,295	149,670	148,267	-
Police	\$ 2,418,039	\$ 2,740,149	\$ 2,855,535	\$ 2,529,598	\$ 2,777,895

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Part-Time Employees	\$ 12,498	\$ 12,498	\$ -	\$ 7,599	\$ 31,500
Fire Call-Edu	41,200	46,200	56,800	25,200	94,500
FICA and Medicare	4,108	4,490	4,348	2,356	9,634
Worker s Comp Insurance	23,905	25,659	27,000	23,529	29,700
Training & Instruction Inside	2,935	3,234	3,000	650	5,000
Non-Capitalized Equipment	5,144	30,961	199,887	43,134	40,000
Computer	6,476	3,673	3,000	6,189	-
Operating Supplies	7,689	5,047	7,000	6,221	10,000
Motor Fuels	7,965	8,851	7,000	4,869	10,000
Copy Machine Lease	902	1,227	1,200	1,050	-
SCBA Maint	6,628	1,966	4,500	-	8,000
Uniforms	448	6,019	48,500	30,965	5,000
Small Tools and Minor Equip	4,191	1,948	10,000	4,561	40,000
Internet Lease	1,341	1,296	1,300	1,075	-
Network Switches/Firewall	-	2,069	2,000	1,369	-
Professional Svcs	15,492	16,248	28,000	6,841	16,000
Pension-Fire Relief Assoc	95,167	103,601	82,000	122,334	100,000
Medical Exams	2,564	842	3,500	4,885	8,000
Communications	13,006	13,818	24,000	16,834	24,000
Telephone	3,863	3,811	5,000	3,438	-
Conference & Training	18,358	10,137	7,500	8,309	20,000
Insurance	11,330	9,507	15,000	10,269	12,000
Utility Services	21,666	12,352	20,000	5,815	15,000
Refuse	652	839	825	861	1,000
Repairs/Maint Buildings	8,832	4,233	17,000	16,978	19,000
Repairs/Maint Machinery/Equip	45,237	71,608	45,000	39,640	55,000
Dues and Subscriptions	1,145	2,257	4,000	200	2,000
Other Equipment	2,730	-	-	-	-
Debt Srv Principal	45,386	47,275	49,241	49,241	52,000
Interest	20,113	18,225	16,258	16,258	14,250
Fire	\$ 430,971	\$ 469,888	\$ 692,859	\$ 460,670	\$ 621,584

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 232,194	\$ 247,181	\$ 261,518	\$ 211,239	\$ 237,664
Overtime	-	-	-	54	-
PERA	17,329	18,212	19,614	16,432	17,825
FICA and Medicare	17,176	17,366	20,007	15,455	18,180
Employer Paid Health	50,105	44,238	55,922	58,426	67,850
Worker s Comp Insurance	1,779	505	1,500	595	650
Operating Supplies	265	559	1,500	86	750
Motor Fuels	1,566	2,199	2,500	1,198	2,500
Licenses & Permits	19	-	-	-	-
Uniforms	-	-	300	-	300
Telephone	981	933	1,200	895	-
Travel Expense	-	-	-	-	1,000
Conference & Training	2,143	276	1,000	1,434	2,100
Insurance	2,386	2,039	3,000	314	350
Repairs/Maint Machinery/Equip	156	1,905	2,750	177	1,500
Books and Pamphlets	231	-	1,500	-	1,500
Motor Vehicles	42,914	27,401	-	-	-
Building Inspection	\$ 369,244	\$ 362,814	\$ 372,311	\$ 306,305	\$ 352,169
Utility Services	\$ 4,137	\$ 2,951	\$ 2,950	\$ 2,529	\$ 3,000
Repairs/Maint Machinery/Equip	491	4,245	1,150	3,662	1,200
Capital Outlay	-	-	58,305	51,217	-
Civil Defense	\$ 4,628	\$ 7,196	\$ 62,405	\$ 57,408	\$ 4,200
Professional Svcs	\$ -	\$ 350	\$ 225	\$ -	\$ 300
Consultant Services	4,200	3,500	4,200	3,500	4,200
Animal Control	\$ 4,200	\$ 3,850	\$ 4,425	\$ 3,500	\$ 4,500
Traffic Signals	\$ 12,594	\$ 9,118	\$ 10,000	\$ 6,367	\$ 44,000
Street Lights	21,314	59,957	23,000	37,270	65,000
Street Lights	\$ 33,908	\$ 69,075	\$ 33,000	\$ 43,637	\$ 109,000

General Fund

2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 287,161	\$ 415,663	\$ 467,945	\$ 449,884	\$ 568,410
Overtime	22,756	43,298	12,588	43,265	46,355
PERA	23,243	33,802	36,039	38,619	47,204
FICA and Medicare	23,188	33,607	36,760	37,987	48,149
Employer Paid Health	45,050	82,572	94,009	87,136	120,522
Worker s Comp Insurance	27,036	35,744	50,962	25,233	30,000
Computer	2,681	3,534	-	3,104	-
Operating Supplies	23,043	27,116	25,000	8,851	26,000
Motor Fuels	57,638	56,386	46,000	12,102	46,000
Copy Machine Lease	1,260	2,594	2,500	2,425	-
Street Maint Materials	23,704	47,979	18,000	15,549	25,000
Traffic Signs	9,313	2,982	8,000	12,471	10,000
Gravel	1,861	126,558	140,000	10,000	154,000
License And Permits	517	-	500	-	500
Uniforms	9,249	11,230	7,000	4,832	8,000
Small Tools and Minor Equip	5,346	3,360	3,000	1,905	5,000
Internet Lease	887	1,296	1,300	1,075	-
Networks/Firewalls	-	-	-	1,616	-
Salt - Sidewalks	7,784	2,274	4,000	-	5,000
Salt And Sand	113,018	132,960	125,000	140,391	140,000
Professional Svcs	6,083	20,865	12,000	4,462	-
Engineering Fees	-	12,425	-	-	40,000
Crack Sealing	57,288	65,461	70,000	67,420	75,000
Dust Control	43,725	56,084	70,000	55,679	75,000
Medical Exams	215	72	300	-	300
Telephone	4,679	5,411	7,000	5,994	-
Postage	-	93	-	-	-
Conference & Training	1,000	955	1,000	856	1,000
Legal Notices	-	-	-	37	-
Insurance	20,365	19,937	18,000	29,805	33,000
Utility Services	16,087	14,412	10,000	8,240	18,000
Refuse	4,764	6,058	3,700	5,924	6,000
Repairs/Maint Buildings	1,323	3,591	6,300	1,642	15,000
Repairs/Maint Machinery/Equip	42,066	58,633	60,000	30,408	65,000
Drug & Alcohol Testing	142	212	500	897	500
Rentals	-	-	-	-	5,000
Other Equipment Rentals	-	2,809	2,000	620	5,000
Dues and Subscriptions	277	286	300	-	400
Streets	310,871	242,912	507,000	31,513	507,000
Improvements Other Than Bldgs	-	85,120	46,000	34,859	50,000
Heavy Machinery	-	46,626	-	-	-
Motor Vehicles	-	89,065	40,000	-	-
Public Works	\$ 1,193,620	\$ 1,793,981	\$ 1,932,703	\$ 1,174,801	\$ 2,176,340

Dept Adjustments to meet 12% Levy increase

**General Fund
2025 Expenditures Budget**

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Employees Wages & Salaries	\$ 84,331	\$ 121,743	\$ 156,991	\$ 123,029	\$ 75,565
Overtime	7,593	13,180	2,706	7,414	3,905
Part-Time Employees	2,081	1,897	-	571	2,000
PERA	6,894	9,989	11,977	10,127	5,960
FICA and Medicare	6,876	9,872	12,217	9,799	6,080
Employer Paid Health	14,464	25,138	31,646	23,335	15,054
Worker s Comp Insurance	5,715	7,440	4,000	10,194	12,000
Operating Supplies	16,107	17,775	15,000	14,627	17,000
Motor Fuels	2,609	2,842	5,000	6,841	15,600
Traffic Signs	1,212	72	1,000	-	5,000
Licenses & Permits	77	-	-	-	1,100
Uniforms	1,112	1,209	850	786	1,000
Small Tools	984	1,246	1,260	5,000	1,000
Professional Srvs	1,000	-	-	608	41,400
Telephone	2,114	2,159	3,500	1,979	-
Conferences & Training	-	75	1,900	23	2,000
Insurance	26,287	23,281	26,000	8,064	8,750
Utility Services	10,116	5,759	17,000	6,761	18,360
Repairs & Maint Cont	5,223	20,582	114,000	6,464	175,000
Repairs/Maint Buildings	-	4,833	2,600	3,139	4,000
Repairs/Maint Machinery/Equip	12,598	7,496	5,700	9,116	6,300
Rentals	10,554	12,359	20,000	3,213	20,800
Other Equipment Rentals	14,501	16,708	5,000	18,682	5,200
Parks	\$ 232,448	\$ 305,653	\$ 438,347	\$ 269,772	\$ 443,074
Employees Wages & Salaries	\$ 24,717	\$ 28,318	\$ 28,545	\$ 25,911	\$ 29,973
Overtime	2,499	3,043	1,029	2,138	4,085
PERA	2,041	2,320	2,218	2,188	2,554
FICA and Medicare	2,039	2,331	2,262	2,188	2,605
Employer Paid Health	5,583	5,036	5,838	5,137	6,285
Operating Supplies	-	-	100	428	100
Professional Srvs	10,692	11,579	15,000	11,418	17,000
Utility Services	33,393	30,464	35,000	15,506	36,400
Refuse	1,117	1,131	1,200	1,125	1,200
Repairs/Maint Buildings	7,668	1,247	3,000	1,390	15,000
Repairs/Maint Machinery/Equip	-	-	1,000	-	1,000
Library	\$ 89,749	\$ 85,469	\$ 95,192	\$ 67,429	\$ 116,202

Dept Adjustments to meet 12% Levy increase

General Fund
2025 Expenditures Budget

Description	2022 Actual	2023 Actual (Unaudited)	2024 Adopted	2024 YTD Actual	2025 Proposed
Unemployment Benefit Payments	\$ -	\$ 574	\$ -	\$ 1,042	\$ 1,000
Professional Svcs	44,108	16,662	5,000	9,542	16,800
Postage	-	-	-	-	6,500
Insurance	2,112	6,193	2,000	29,993	2,400
Insurance - Deductible	18,004	2,178	5,000	-	5,000
Rental Bldg Expense	5,744	11	2,500	11	2,500
Miscellaneous	5,082	4,495	23,000	1,047	5,000
Dues and Subscriptions	11,418	12,376	12,700	4,403	14,000
PropTaxes/ Assessments	2,914	4,144	3,000	3,160	3,600
Contingency	9,070	17,868	34,000	-	40,800
Operating Transfers	30,000	-	185,000	97,970	210,000
Other General Expenditures	\$ 128,452	\$ 64,501	\$ 272,200	\$ 147,168	\$ 307,600
	\$ 6,122,223	\$ 7,325,731	\$ 8,068,849	\$ 6,158,026	\$ 8,705,101

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-125-2024

RESOLUTION TO ADOPT THE 2025 PROPERTY TAX LEVY, COLLECTIBLE IN 2025, FOR THE CITY OF NORTH BRANCH, CHISAGO COUNTY, MINNESOTA

WHEREAS: A Truth-in-Taxation hearing was held on December 2, 2024, at which time public comment was taken on the proposed levy and budget.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA:

1. That the Property Tax Levy collectible in 2025 submitted to the Council is hereby approved as the Property Tax Levy for taxes payable in 2025. The Levy of \$ is attached and made part of this Resolution.
2. The Sewer PFA, 2007A Improvement Bond and the 2017C GO TIF Refunding levies have been reduced using cash fund balance to meet the required Levy Certification identified within the bond documents.
3. The EDA 2024 Levy for payment of the EDA debt is hereby reaffirmed and approved.
4. The City Clerk is hereby directed to transmit a copy of this Resolution to the Chisago County Auditor.

Levy Increments

2025 Tax Capacity from Chisago County \$ 15,808,110 -1.04%
 2024 Tax Capacity From Chisago County \$ 15,975,003

		2025 Proposed Levy	2025 Proposed Tax Capacity Rate	2024 Final Levy	Increase to Tax Revenue %	2024 Tax Capacity Rate
General Fund Operating Levy		6,106,883		5,297,000	15.3%	
EDA Operating Levy		185,000		185,000	0.0%	
Capital Plan Funding		125,000		-		
Debt Service Levy		385,685		418,000	-7.7%	
Total Levy		6,802,568	43.03%	5,900,000	15.3%	36.93%
	Additional Needs					
HR Professional (salary & benefits)	96,136	6,898,704	43.64%		16.9%	
Police Officer Promotion (salary & benefits)	31,733	6,930,437	43.84%		17.5%	
New Police Officer (salary & benefits)	96,486	7,026,923	44.45%		19.1%	
Fire - Change from Stipend to Hourly pay	65,322	7,092,245	44.86%		20.2%	
New Public Works Employee (salary & benefits)	15,953	7,108,198	44.97%		20.5%	
New Public Works Employee (salary & benefits)	15,953	7,124,151	45.07%		20.7%	
Finance 4 Squad Vehicles - first pmt	-	7,124,151	45.07%		20.7%	
Parks dedicated money	-	7,124,151	45.07%		20.7%	

Fund Balance Purchases

Pavement Management (CR 30 Roundabout) 1 1,000,000

Cares Act Money in Reserve 456,073

Levy Increments

2025 Tax Capacity from Chisago County	\$ 15,808,110	-1.04%
2024 Tax Capacity From Chisago County	\$ 15,975,003	

	2025 Proposed Levy	2025 Proposed Tax Capacity Rate	2024 Final Levy	Increase to Tax Revenue %	2024 Tax Capacity Rate
General Fund Operating Levy	5,865,951		5,297,000	10.7%	
EDA Operating Levy	185,000		185,000	0.0%	
Capital Plan Funding	100,000		-		
Debt Service Levy	385,685		418,000	-7.7%	
Total Levy	6,536,636	41.35%	5,900,000	10.8%	36.93%

Additional Needs

HR Professional (salary & benefits)	96,136	6,632,772	41.96%	12.4%
Police Officer Promotion (salary & benefits)	-	6,632,772	41.96%	12.4%
New Police Officer (salary & benefits)	30,000	6,662,772	42.15%	12.9%
Fire - Change from Stipend to Hourly pay	65,322	6,728,094	42.56%	14.0%
New Public Works Employee (salary & benefits)	15,953	6,744,047	42.66%	14.3%
New Public Works Employee (salary & benefits)	15,953	6,760,000	42.76%	14.6%
Finance 4 Squad Vehicles - first pmt	-	6,760,000	42.76%	14.6%
Parks dedicated money	25,000	6,785,000	42.92%	15.0%
		6,785,000	42.92%	15.0%

Fund Balance Purchases

Pavement Management (CR 30 Roundabout)	1	1,000,000	-
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Cares Act Money in Reserve 456,073

Levy Increments

2025 Tax Capacity from Chisago County	\$ 15,808,110	-1.04%
2024 Tax Capacity From Chisago County	\$ 15,975,003	

	2025 Proposed Levy	2025 Proposed Tax Capacity Rate	2024 Final Levy	Increase to Tax Revenue %	2024 Tax Capacity Rate
General Fund Operating Levy	5,788,951		5,297,000	9.3%	
EDA Operating Levy	185,000		185,000	0.0%	
Capital Plan Funding	-		-		
Debt Service Levy	385,685		418,000	-7.7%	
Total Levy	6,359,636	40.23%	5,900,000	7.8%	36.93%

Additional Needs

HR Professional (salary & benefits)	96,136	6,455,772	40.84%	9.4%
Police Officer Promotion (salary & benefits)	-	6,455,772	40.84%	9.4%
New Police Officer (salary & benefits)	30,000	6,485,772	41.03%	9.9%
Fire - Change from Stipend to Hourly pay	65,322	6,551,094	41.44%	11.0%
New Public Works Employee (salary & benefits)	15,953	6,567,047	41.54%	11.3%
New Public Works Employee (salary & benefits)	15,953	6,583,000	41.64%	11.6%
Finance 4 Squad Vehicles - first pmt	-	6,583,000	41.64%	11.6%
Parks dedicated money	25,000	6,608,000	41.80%	12.0%
		6,608,000	41.80%	12.0%

Fund Balance Purchases

Pavement Management (CR 30 Roundabout)	1	1,000,000	-
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Cares Act Money in Reserve 456,073



Prepared By: Matthew Hill, City Administrator

Presenter: Kevin Schieber, Mayor

Date: 12/05/2024

Board & Commission: City Council

Subject: FUNDAMENTALS OF ENTERPRISE FUNDS

MAYOR SCHIEBER REQUESTED THIS INFORMATION TO BE SHARED WITH
COUNCIL

Voting Requirements:

Fundamentals of Enterprise Funds

Introduction: Recently, there have been statements made by Council member Kelly Neider and Peter Schaps regarding the sale of the NBWL electric utility and assets, with both making comments at the Sep 24, 2024, council meeting. Part of those comments expressed were referencing the financial history in 2022, in which they stated they had learned the electric utility was on pace to make \$1 Million in profit (gross profit). They also claimed the city lost out on the revenue from the utility that could have been transferred into the general fund and offset annual levies.

1. The reality is that funds received for the services of electric utilities are deemed “enterprise funds” and are governed by MN state statutes. There are restrictions on how those funds can be expended and I want to highlight a couple of key sections from a Special Study titled: “Municipal Enterprise Activity”.
2. Resource: Special Study: Municipal Enterprise Activities

Description of the Office of the State Auditor:

The Office of the State Auditor serves as a watchdog for Minnesota taxpayers by helping to ensure financial integrity, accountability, and cost-effectiveness in local governments throughout the state.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

In reviewing municipal enterprise funds, three broad purposes seem to exist for enterprise activity—necessary enterprises, quality of life enterprises and enterprises for profit.

Generally, necessary enterprises are those for which a private sector alternative either does not exist or would be impractical or uneconomical. These enterprises include, among others, sewer, water, electric utilities and hospitals.

Enterprise Transfers:

The premise of municipal enterprises is to provide a service where the costs are recovered primarily by charges to those who use the service. In theory, with the exception of for-profit enterprises, cities should **not** have a profit motive. Therefore, **enterprises should be structured financially to break even.**

Some of the State Auditor's Recommendations:

1. Generally, services paid for primarily by user fees should be accounted for in an enterprise fund. The State Auditor recommends that all cities establish activities primarily financed by user fees as enterprise funds. Doing this will give taxpayers, and local policy makers, a better idea of the true costs of the services provided.
2. Necessary enterprises should only break even. Necessary enterprises should only charge enough to cover operating costs and the costs of renewal and replacement.

Enterprise Fund Transfers:

The premise of municipal enterprises is to provide a service where the costs are recovered primarily by charges to those who use the service. In other words, those who want the service pay for it. Some enterprises target a small group of users, while others, such as water or electric utilities, are used by almost everyone in the city. Theoretically, with the exception of for-profit enterprises, cities should **not** have a profit motive. Therefore, most enterprises should be structured financially to break even.

In Summary: While it would have been fantastic to think there was some type of “magical funds” that could have been used from the electric utility, for the benefit of the city general funds, state statutes and financial accounting requirements does not allow this type of scenario. The same is true for our city managed water and sewer enterprise funds.

Furthermore, less than 2100 of approximately 4400 properties in North Branch were NBWL utility customers. It is unrealistic and also unfair to think utility customers can be overcharged so much money, that one million dollars could be transferred annually into the city general fund by 2100 customers...that would benefit all residents in the city.

Many actions and decisions were made over several years, by several leaders, that led to the sale of the municipal utility. It's now in the past and it's time to move forward. Although we face huge challenges right now to fund our city in a way where we can continue to best support our community services, this council has an obligation to always be factual and truthful in our words and actions to our residents and community partners. Again, its time to keep moving forward for the betterment of our community.

Kevin Schieber
Mayor of North Branch

Re: control and limitations on enterprise funds

1 message

Storlie, Angela <AStorlie@lmc.org>

Tue, Nov 5, 2024 at 3:13 PM

To: "kevins@ci.north-branch.mn.us" <kevins@ci.north-branch.mn.us>

Good afternoon, Mayor Schieber,

As with all city funds, enterprise funds can only be expended for lawful purposes. To be lawful, an expenditure must:

- Have a public purpose.
- Have express or implied authority from state statute or the city's charter.
- Follow procedure by having the council properly approve the expenditure.

When a municipal public utilities commission or other independent board has the authority to contract and disburse funds without council approval, the independent commission, rather than the council, approves the expenditures.

You can read more about expenditures starting on page 4 of chapter 22 of our Handbook for MN Cities: <https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-22-expenditures-purchasing-and-contracts/>.

Another good resource is our memo on Public Purpose Expenditures: <https://www.lmc.org/resources/public-purpose-expenditures/>.

Our Handbook chapter on Municipal Budgeting also discusses enterprise funds generally on pages 17, 18, and 21: <https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-20-municipal-budgeting/>.

Finally, this Statement of Position from the MN State Auditor discusses enterprise fund accounting: https://www.osa.state.mn.us/media/3asfmamb/enterprisefundaccounting_0705_statement.pdf

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Please be advised that I am not an attorney and this does not constitute legal advice.

From: Shared-Research-Inquiries <Research@lmc.org>
Sent: Monday, November 4, 2024 1:35 PM
To: Shared-Research-Inquiries <Research@lmc.org>; kevins@ci.north-branch.mn.us
Subject: Research Question Submission

Research Question Submission

Thank you for submitting a research question to the League of Minnesota Cities.
The League's Research Staff will begin working on it as soon as possible.

You submitted the following information:

First Name:	Kevin
Last Name:	Schieber
Position:	Mayor
City:	North Branch
Phone:	7634435951
Email:	kevins@ci.north-branch.mn.us
Date Submitted:	Monday, November 4, 2024

Question submitted:

Which state statutes speak to the control and limitations for how (utility) enterprise funds are expended? I found a 2004 MN Office of the State Auditor Special Study: Municipal Enterprise Activity report, which outlines recommended accounting practices, but which current statutes drives the control of utility enterprise funds?