



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JANUARY 14, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

Oath of Office for Jeff Goulet

a. Oath of Office for Council Member Jeff Goulet, term ending December 31, 2029. INFO

4. ROLL CALL

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 December 10, 2024

ACTION

c. Police Department Body Camera Biennial Audit Results

INFO

- d. Approve LG220 Application to conduct excluded bingo - North Branch American Legion Post 85 - Long Spurs of Sunrise River ACTION
- e. Approval of Resolution R-131-2025 Authorizing Official Signatories & Declaring Official Depositories ACTION
- f. Approval of Resolution R-132-2025 Authorizing 2024 Budget Carryovers ACTION
- g. Approval of 2024 Audit Engagement Letter ACTION
- h. Approval of PTOS Commission Appointments ACTION
- i. Accept the Resignation of Officer Christian Lausen and Authorize Job Posting and Hiring Process ACTION
- j. Accept resignation of Deputy Clerk Angela Tveit and authorize job posting and hiring process for the City Clerk position. ACTION
- k. Approval to Authorize Staff to Post and Start the Hiring Process For Two Public Works Maintenance Positions ACTION
- l. Annual City Sidewalk Snow Removal Review INFO
- m. Receive Monthly legal staff report INFO
- n. 2025 Fee Schedule Ordinance 391-25 ACTION
- o. Resolution R-134-2025 Approving the Sneepe Acres Preliminary and Final Plat ACTION
- p. Approval of Job Description and Authorize the Hire of the Human Resources Generalist ACTION
- q. Council Meeting calendar for 2025 ACTION
- r. Approve Resolution R-135-2025 for the Ragnar Relay Special Event Permit ACTION
- s. Approval of Flink Ave/400th St. Area Transportation Impact Study ACTION

9. PUBLIC HEARINGS

10. STAFF REPORTS

- a. Approval of Resolution R-133-2025 Accepting the Annual Appointments and Designations ACTION
- b. Consider approval of GIS migration and implementation proposal from WSB ACTION
- c. Approve the Open Marketing for Sale of City owned land at 38791 Forest Boulevard ACTION
- d. Resolution R-136-2025 to Approve Sunrise Bluff 3rd Addition Final Plat ACTION
- e. Resolution R-137-2025 Approving the Sunrise Bluff 3rd Addition Development Agreement ACTION

11. MAYOR/CITY COUNCIL

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: Angela Tveit, Deputy Clerk

Presenter: Angela Tveit, Deputy Clerk

Date: 12/19/2024

Board & Commission: City Council

Subject: Oath of Office for Council Member Jeff Goulet, term ending December 31, 2029.

Voting Requirements:

Voting Options Simple Majority



OATH OF OFFICE

I, Jeff Goulet, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties as City Council of the City of North Branch, Minnesota to the best of my judgement and ability, so help me, God.

Jeff Goulet

Date: January 14, 2025

STATE OF MINNESOTA)
 (SS
COUNTY OF ISANTI)

Subscribed and sworn to before me this 14th day of january, 2025.

Angela Tveit, Clerk



Prepared By:

Presenter:

Date: 12/12/2024

Board & Commission: City Council

Subject: Claims

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch

ACH Checks

5639 to - 5650 \$100,093.81

Checks

90586 to 90798 - \$2,198,406.38

Payroll

Dec 20, 2024 - \$120,939.78

Jan 03, 2025 - \$115,365.33

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 12/10/2024 - 3:46PM
Batch: 00002.12.2024 - 12112024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1305	c/o Berkley Risk Administrators Company League Of MN Cities Ins. Trust-WC			Check Sequence: 1	ACH Enabled: False
10050169	WC 10050169 PREMIUM	179,579.00	12/11/2024	101-00000-15500	
	Check Total:	179,579.00			
	Total for Check Run:	179,579.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 12/13/2024 - 2:01PM
Batch: 00003.12.2024 - 12132024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1036	AT & T Mobility			Check Sequence: 1	ACH Enabled: False
287294265529X12	MOBILE COMMUNICATIONS	44.88	12/13/2024	609-48000-50321	
287294265529X12	MOBILE COMMUNICATIONS	89.76	12/13/2024	609-49750-50321	
287294265529X12	MOBILE COMMUNICATIONS	63.19	12/13/2024	620-49600-50321	
287294265529X12	MOBILE COMMUNICATIONS	198.74	12/13/2024	602-49450-50321	
287294265529X12	MOBILE COMMUNICATIONS	49.92	12/13/2024	101-45000-50321	
287294265529X12	MOBILE COMMUNICATIONS	506.58	12/13/2024	101-43000-50321	
287294265529X12	MOBILE COMMUNICATIONS	164.70	12/13/2024	615-49550-50321	
287294265529X12	MOBILE COMMUNICATIONS	44.88	12/13/2024	101-41500-50321	
287294265529X12	MOBILE COMMUNICATIONS	89.76	12/13/2024	101-42400-50321	
287294265529X12	MOBILE COMMUNICATIONS	88.15	12/13/2024	101-41910-50321	
287294265529X12	MOBILE COMMUNICATIONS	44.88	12/13/2024	101-41310-50320	
	Check Total:	1,385.44			
Vendor: 1921	Bituminous Roadways, Inc.			Check Sequence: 2	ACH Enabled: False
R-127-2024	95 WATER MAIN FINAL PAY #7	45,717.00	12/13/2024	615-49550-50530	
	Check Total:	45,717.00			
Vendor: 1166	Enterprise FM Trust			Check Sequence: 3	ACH Enabled: False
508722-120524	Lease Charge DODGE DURANGO	455.36	12/13/2024	101-42110-50229	
	Check Total:	455.36			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 4	ACH Enabled: False
22184	LEASE	1,366.25	12/13/2024	609-48000-50304	
22184	EDA MATTERS	1,383.75	12/13/2024	201-46500-50304	
22184	REAL ESTATE MATTERS	1,178.75	12/13/2024	101-49990-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
22184	GENERAL MUNICIPAL MATTERS	1,124.58	12/13/2024	101-41610-50304	
22250	UNION NEGOT & PERSONNEL	11,287.60	12/13/2024	101-41610-50304	
	Check Total:	16,340.93			
Vendor: 2030	GS2, LLC			Check Sequence: 5	ACH Enabled: False
R-102-2024	R-102-2024 LOC Release	50,991.33	12/13/2024	101-00000-21146	
	Check Total:	50,991.33			
Vendor: 1268	IUOE Local #49			Check Sequence: 6	ACH Enabled: False
JAN 2025	UNION DUES FOR JAN 2025	420.00	12/13/2024	101-00000-11550	
	Check Total:	420.00			
Vendor: 1292	Knife River			Check Sequence: 7	ACH Enabled: False
R-119-2024	2024 OVERLAY PAY REQUEST #2	593,070.63	12/13/2024	401-43100-50300	
R-119-2024	2024 OVERLAY PAY REQUEST #2	424,123.26	12/13/2024	101-43000-50482	
	Check Total:	1,017,193.89			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 8	ACH Enabled: False
846798	2024 Legislative Representation-SEPT	2,500.00	12/13/2024	101-41800-50300	
	Check Total:	2,500.00			
Vendor: 1353	Midcontinent			Check Sequence: 9	ACH Enabled: False
16640100114412	INTERNET	113.39	12/13/2024	620-49600-50243	
16640100114412	INTERNET	113.00	12/13/2024	609-49750-50243	
16640100114412	INTERNET	113.00	12/13/2024	101-43000-50243	
16640100114412	INTERNET	226.00	12/13/2024	615-49550-50243	
16640100114412	INTERNET	113.00	12/13/2024	602-49450-50243	
16640100114412	INTERNET	113.00	12/13/2024	101-42280-50243	
16640100114412	INTERNET	113.00	12/13/2024	609-48000-50243	
	Check Total:	904.39			
Vendor: 1991	MN Department of Commerce			Check Sequence: 10	ACH Enabled: False
1000052646	3rd Quarter Fiscal Year 2025 Indirect Assessmen	802.10	12/13/2024	620-49600-50433	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	802.10			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 11	ACH Enabled: False
661602012025	LIFE INSURANCE	64.00	12/13/2024	101-00000-21714	
	Check Total:	64.00			
Vendor: 1621	Windstream			Check Sequence: 12	ACH Enabled: False
11734875	LS #1 PHONE	46.30	12/13/2024	609-49750-50321	
11734875	WWTP PHONE	105.38	12/13/2024	602-49450-50321	
11734875	CITY HALL PHONES	92.62	12/13/2024	101-41940-50321	
11734875	FD PHONE	46.30	12/13/2024	101-42280-50321	
11734875	PD PHONE	46.30	12/13/2024	101-42110-50321	
11734875	SKATING RINK PHONE	46.30	12/13/2024	101-45000-50321	
	Check Total:	383.20			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 13	ACH Enabled: False
OCT 2024	R-021286-000-20 CAROL NELSON DEV	5,214.00	12/13/2024	101-00000-21140	
OCT 2024	R-025057-000-7 2024 LOCAL ST OVERLAY	25,834.62	12/13/2024	101-00000-33418	
OCT 2024	R-019036-000-12 MEADOWS NORTH TH	177.00	12/13/2024	101-00000-21138	
OCT 2024	R-019771-000-22 MS4	414.00	12/13/2024	612-49700-50303	
OCT 2024	R-027042-000-2 RUBYS PANTRY	132.50	12/13/2024	101-00000-21174	
OCT 2024	R-025883-000-5 MEMBERS COOP	177.00	12/13/2024	101-00000-21172	
OCT 2024	R-027113-000-1 COMP SANITARY SEWER PI	493.00	12/13/2024	602-49450-50303	
OCT 2024	R-017678-000-28 LUCHTS CROSS	70.00	12/13/2024	101-00000-21101	
OCT 2024	R-020200-000-13 SCHOOLSIDE VILLAGE 4T	1,062.00	12/13/2024	101-00000-21144	
OCT 2024	R-020015-000-21 MEADOWS NORTH 4TH	282.00	12/13/2024	101-00000-21142	
OCT 2024	R-026028-000-4 SNEEP	488.25	12/13/2024	101-00000-21176	
OCT 2024	R-025057-000-7 2024 LOCAL ST OVERLAY	15,834.63	12/13/2024	458-43000-50303	
OCT 2024	R-026028-000-4 WESTSIDE COMMONS	562.50	12/13/2024	101-00000-21175	
OCT 2024	R-025528-000-2 SCHNELLER AUCTION	435.50	12/13/2024	101-00000-21169	
OCT 2024	R-025057-000-7 2024 LOCAL ST OVERLAY	533.75	12/13/2024	401-43100-50303	
OCT 2024	R-026028-000-4 PRESERVE 2	712.50	12/13/2024	101-00000-21132	
OCT 2024	R-023138-000-14 LES SCHWAB	708.00	12/13/2024	101-00000-21154	
OCT 2024	R-026971-000-1 BRIDGE INSP	1,422.00	12/13/2024	612-49700-50303	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
OCT 2024	R-026799-000-2 FLASHING BY DESIGN	2,907.25	12/13/2024	101-00000-21120	
OCT 2024	R-026028-000-4 CITY PLANNING SERVICES	13,496.25	12/13/2024	101-41910-50303	
OCT 2024	R-026028-000-4 SCHNELLER AUCTION	75.00	12/13/2024	101-00000-21169	
OCT 2024	R-026028-000-4 LIUNA	412.50	12/13/2024	101-00000-21173	
OCT 2024	R-024317-000-9 MEADOWS RIDGE PR	703.50	12/13/2024	101-00000-21165	
OCT 2024	R-026028-000-4 SUNRISE BLUFFS 3	75.00	12/13/2024	101-00000-21167	
OCT 2024	R-026345-000-4 LIUNA	320.00	12/13/2024	101-00000-21173	
OCT 2024	R-026028-000-4 FLASHING BY DESIGN	664.50	12/13/2024	101-00000-21120	
OCT 2024	R-027091-000-1 2024 WWTP PLAN	3,560.00	12/13/2024	602-49450-50303	
OCT 2024	R-026028-000-4 MEADOWS RIDGE	262.50	12/13/2024	101-00000-21165	
OCT 2024	R-023681-000-10 ENGINEERING FEES	4,022.50	12/13/2024	101-41700-50303	
Check Total:		81,052.25			
Total for Check Run:		1,218,209.89			
Total of Number of Checks:		13			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 12/17/2024 - 2:31PM
Batch: 00004.12.2024 - 12172024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1317	LMCIT-Berkley Risk Administrators Co. LLC			Check Sequence: 1	ACH Enabled: False
CMC 1004793-8	PREMIUM FOR CMC 1004793-8	212,066.00	12/17/2024	101-00000-15500	
LLC 1004794-8	PREMIUM FOR LLC 1004794-8	4,032.00	12/17/2024	101-00000-15500	
MEL 1004795-8	PREMIUM FOR MEL 1004795-8	20,713.00	12/17/2024	101-00000-15500	
	Check Total:	236,811.00			
	Total for Check Run:	236,811.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 12/19/2024 - 2:11PM
Batch: 00005.12.2024 - 12192024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2140	Alert 360 Opco, Inc.			Check Sequence: 1	ACH Enabled: False
15753794	MONITORING	58.16	12/19/2024	609-49750-50300	
15853796	MONITORING	70.45	12/19/2024	609-48000-50300	
	Check Total:	128.61			
Vendor: 1841	Alvero LLC			Check Sequence: 2	ACH Enabled: False
3907	SWING AWAY MAIL BOX POSTS - 25	3,425.00	12/19/2024	101-43000-50210	
	Check Total:	3,425.00			
Vendor: 1662	Amazon Capital Services			Check Sequence: 3	ACH Enabled: False
17DN-4KJ6-RFPP	OFFICE SUPPLIES	80.62	12/19/2024	101-42110-50210	
193P-X97Y-MRXV	SAFE	139.99	12/19/2024	101-42110-50210	
1GQ7-9L37-DKWX	OFFICE SUPPLIES	48.99	12/19/2024	101-42110-50210	
1MLV-696L-16FH	OFFICE SUPPLIES	39.98	12/19/2024	101-42110-50210	
	Check Total:	309.58			
Vendor: 1646	Ameritas			Check Sequence: 4	ACH Enabled: False
1220 AMER	OTHER RETIREMENT	90.00	12/19/2024	101-00000-21705	
	Check Total:	90.00			
Vendor: 1023	Amphora Imports, LLC			Check Sequence: 5	ACH Enabled: False
18989	WINE	264.65	12/19/2024	609-49750-50253	
	Check Total:	264.65			
Vendor: 2217	Melanie Anderson			Check Sequence: 6	ACH Enabled: False
CUST 11874	WATER/SEWER USAGE/REFUND	12.96	12/19/2024	612-00000-11500	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
CUST 11874	WATER/SEWER USAGE/REFUND	-15.62	12/19/2024	602-00000-11500	
CUST 11874	WATER/SEWER USAGE/REFUND	32.49	12/19/2024	615-00000-11500	
	Check Total:	29.83			
Vendor: 2222	Melissa & Matthew Anderson			Check Sequence: 7	ACH Enabled: False
CUST 8729	WATER/SEWER USAGE/REFUND	39.99	12/19/2024	615-00000-11500	
	Check Total:	39.99			
Vendor: 1029	Artisan Beer Company			Check Sequence: 8	ACH Enabled: False
3731112	THC	148.00	12/19/2024	609-49750-50254	
3732729	BEER	130.75	12/19/2024	609-48000-50252	
	Check Total:	278.75			
Vendor: 2144	AT&T			Check Sequence: 9	ACH Enabled: False
2493269607	OFFICE@HAND 831-001-3908 169	30.96	12/19/2024	101-43000-50321	
	Check Total:	30.96			
Vendor: 1377	Minnesota Bureau of Criminal Apprehension BCA Training			Check Sequence: 10	ACH Enabled: False
38357	SA INVESTIGATIONS -KM	300.00	12/19/2024	101-00000-15500	
	Check Total:	300.00			
Vendor: 1049	Bellboy Corporation			Check Sequence: 11	ACH Enabled: False
0109224900	N/A SALES CREDIT	-71.52	12/19/2024	609-49750-50250	
0205983400	LIQUOR	1,108.91	12/19/2024	609-49750-50251	
	Check Total:	1,037.39			
Vendor: 1052	Bernicks			Check Sequence: 12	ACH Enabled: False
10296621	BEER CREDIT	-1.34	12/19/2024	609-49750-50252	
10296622	THC	181.00	12/19/2024	609-49750-50254	
10296623	N/A SALES	28.70	12/19/2024	609-49750-50250	
10296623	BEER	2,066.60	12/19/2024	609-49750-50252	
10296624	N/A SALES	33.60	12/19/2024	609-49750-50250	
10296629	BEER	1,188.40	12/19/2024	609-48000-50252	
10299130	THC	85.00	12/19/2024	609-49750-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10299131	N/A SALES	28.70	12/19/2024	609-49750-50250	
10299131	BEER	2,690.10	12/19/2024	609-49750-50252	
10299131	LIQUOR	698.00	12/19/2024	609-49750-50251	
10299132	N/A SALES	20.08	12/19/2024	609-49750-50250	
10299133	BEER CREDIT	-29.96	12/19/2024	609-49750-50252	
10299142	N/A SALES	28.70	12/19/2024	609-48000-50250	
10299142	BEER	1,517.70	12/19/2024	609-48000-50252	
10299142	LIQUOR	266.00	12/19/2024	609-48000-50251	
10299143	BEER CREDIT	-65.66	12/19/2024	609-48000-50252	
	Check Total:	8,735.62			
Vendor: 1921	Bituminous Roadways, Inc.			Check Sequence: 13	ACH Enabled: False
18327R	MANHOLE REPLACEMENT	386.75	12/19/2024	602-49450-50407	
18327R	VALVE REPLACEMENT	812.66	12/19/2024	615-49550-50407	
31332	POT HOLE PATCHING	412.15	12/19/2024	101-43000-50224	
	Check Total:	1,611.56			
Vendor: 1899	BlueCross/Blue Shield Minnesota			Check Sequence: 14	ACH Enabled: False
241212048412	VISION - FOR NOVEMBER 2024	117.62	12/19/2024	101-00000-21706	
	Check Total:	117.62			
Vendor: 2108	Bolton & Menk, Inc.			Check Sequence: 15	ACH Enabled: False
351632	Rental Housing Study	16,018.00	12/19/2024	101-41910-50300	
351632	Rental Housing Study	16,018.00	12/19/2024	201-46500-50300	
	Check Total:	32,036.00			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 16	ACH Enabled: False
118995579	LIQUOR	2,999.22	12/19/2024	609-48000-50251	
118995580	WINE	1,048.50	12/19/2024	609-48000-50253	
118995719	LIQUOR	6,499.75	12/19/2024	609-49750-50251	
118995720	WINE	861.20	12/19/2024	609-49750-50253	
119103226	WINE	388.95	12/19/2024	609-48000-50253	
119103227	LIQUOR	628.10	12/19/2024	609-48000-50251	
119103957	LIQUOR	2,278.20	12/19/2024	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
412334870	BEER CREDIT	-26.20	12/19/2024	609-49750-50252	
413032830	WINE CREDIT	-41.65	12/19/2024	609-49750-50253	
413048209	WINE CREDIT	-105.65	12/19/2024	609-49750-50253	
413048210	WINE CREDIT	-65.65	12/19/2024	609-49750-50253	
	Check Total:	14,464.77			
Vendor: 2216	Mitchl Buck			Check Sequence: 17	ACH Enabled: False
CUST 12092	WATER/SEWER USAGE/REFUND	-45.54	12/19/2024	615-00000-11500	
CUST 12092	WATER/SEWER USAGE/REFUND	-33.38	12/19/2024	602-00000-11500	
CUST 12092	WATER/SEWER USAGE/REFUND	134.34	12/19/2024	612-00000-11500	
	Check Total:	55.42			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 18	ACH Enabled: False
3070958	N/A	58.80	12/19/2024	609-49750-50250	
3070958	LIQUOR	44.25	12/19/2024	609-49750-50251	
3070958	BEER	1,601.15	12/19/2024	609-49750-50252	
3070958	THC	82.00	12/19/2024	609-49750-50254	
3070959	N/A	42.00	12/19/2024	609-48000-50250	
3070959	BEER	566.60	12/19/2024	609-48000-50252	
	Check Total:	2,394.80			
Vendor: 2124	Steve Cich			Check Sequence: 19	ACH Enabled: False
Q4 PC ATT	Q4 PLANNING COMM ATT	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 20	ACH Enabled: False
02-400087	N/A SALES	72.00	12/19/2024	609-49750-50250	
4010175	N/A SALES	0.88	12/19/2024	609-49750-50250	
502992	N/A SALES	3.00	12/19/2024	609-49750-50250	
	Check Total:	75.88			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 21	ACH Enabled: False
2345786	LIQUOR	56.00	12/19/2024	609-48000-50251	
2345786	BEER	1,533.20	12/19/2024	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2347464	THC	512.00	12/19/2024	609-48000-50254	
2347728	THC	321.00	12/19/2024	609-49750-50254	
2347729	LIQUOR	263.00	12/19/2024	609-49750-50251	
2347730	N/A SALES	79.78	12/19/2024	609-49750-50250	
2347732	BEER	12,056.22	12/19/2024	609-49750-50252	
2352671	BEER	3,337.85	12/19/2024	609-48000-50252	
2352899	THC	515.00	12/19/2024	609-49750-50254	
2352900	N/A SALES	251.10	12/19/2024	609-49750-50250	
2352905	BEER	9,575.50	12/19/2024	609-49750-50252	
2352936	N/A SALES	59.25	12/19/2024	609-48000-50250	
	Check Total:	28,559.90			
Vendor: 1143	Dr Pepper Snapple Group			Check Sequence: 22	ACH Enabled: False
4849202043	N/A SALES	269.42	12/19/2024	609-49750-50250	
	Check Total:	269.42			
Vendor: 1152	Ehlers			Check Sequence: 23	ACH Enabled: False
100093	GENERAL ECONOMIC DEVELOPMENT	568.75	12/19/2024	201-46500-50300	
100094	GENERAL TIF SERVICES	137.50	12/19/2024	201-46500-50300	
	Check Total:	706.25			
Vendor: 2205	FES, Inc.			Check Sequence: 24	ACH Enabled: False
21301	BOOTS X 13	4,160.00	12/19/2024	101-42280-50201	
21302	GLOVES X 7	1,984.75	12/19/2024	101-42280-50201	
21307	BOOTS X 2	640.00	12/19/2024	101-42280-50201	
21310	GLOVES X 2	163.07	12/19/2024	101-42280-50201	
	Check Total:	6,947.82			
Vendor: 1204	Gateway Sign Co.			Check Sequence: 25	ACH Enabled: False
289892	NEW SQUAD 124	905.00	12/19/2024	101-42110-50550	
289901	TAILGATE- STRIPING/SEAL	288.00	12/19/2024	101-42280-50210	
	Check Total:	1,193.00			
Vendor: 1206	Genesis Technology Communications, LLC			Check Sequence: 26	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
146143	PARKS WIFI	179.95	12/19/2024	101-45000-50321	
	Check Total:	179.95			
Vendor: 1224	Tammy Gimpl			Check Sequence: 27	ACH Enabled: False
FOR NOV 2024	MONTHLY RATE FOR SERVICE	350.00	12/19/2024	101-42700-50310	
FOR OCT 2024	MONTHLY RATE FOR SERVICE	350.00	12/19/2024	101-42700-50310	
	Check Total:	700.00			
Vendor: 2226	GTMC			Check Sequence: 28	ACH Enabled: False
CUST 6202	WATER/SEWER USAGE/REFUND	-8.37	12/19/2024	602-00000-11500	
CUST 6202	WATER/SEWER USAGE/REFUND	-6.73	12/19/2024	615-00000-11500	
CUST 6202	WATER/SEWER USAGE/REFUND	77.60	12/19/2024	612-00000-11500	
	Check Total:	62.50			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 29	ACH Enabled: False
100000678493	NETWORK SWITCHES & FIREWALLS	144.74	12/19/2024	609-48000-50244	
100000678493	NETWORK SWITCHES & FIREWALLS	501.29	12/19/2024	101-41940-50244	
100000678493	NETWORK SWITCHES & FIREWALLS	157.84	12/19/2024	101-43000-50244	
100000678493	NETWORK SWITCHES & FIREWALLS	285.27	12/19/2024	615-49550-50244	
100000678493	NETWORK SWITCHES & FIREWALLS	456.77	12/19/2024	602-49450-50244	
100000678493	NETWORK SWITCHES & FIREWALLS	152.32	12/19/2024	101-42280-50244	
100000678493	NETWORK SWITCHES & FIREWALLS	151.55	12/19/2024	609-49750-50244	
	Check Total:	1,849.78			
Vendor: 2220	John Hoekstra			Check Sequence: 30	ACH Enabled: False
CUST 10618	WATER/SEWER USAGE/REFUND	-19.29	12/19/2024	615-00000-11500	
CUST 10618	WATER/SEWER USAGE/REFUND	153.09	12/19/2024	612-00000-11500	
	Check Total:	133.80			
Vendor: 1925	James Ibinger			Check Sequence: 31	ACH Enabled: False
Q4 PC ATT	Q4 PLAN COMM ATT	50.00	12/19/2024	101-41110-50331	
	Check Total:	50.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 32	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1860617	NB ECON DEV 11/28	6.83	12/19/2024	101-41910-50351	
955578	ADVERTISING	70.00	12/19/2024	609-49750-50340	
	Check Total:	76.83			
Vendor: 1276	Kabao Jennrich			Check Sequence: 33	ACH Enabled: False
HALLOWEEN	FIRE HALL HALLOWEEN DECOR	240.55	12/19/2024	208-42280-50210	
Q4 PC ATT	Q4 PLAN COMM ATT	50.00	12/19/2024	101-41110-50331	
	Check Total:	290.55			
Vendor: 2218	Heather & Kyle Johns			Check Sequence: 34	ACH Enabled: False
CUST 10885	WATER/SEWER USAGE/REFUND	-28.29	12/19/2024	615-00000-11500	
CUST 10885	WATER/SEWER USAGE/REFUND	116.08	12/19/2024	612-00000-11500	
CUST 10885	WATER/SEWER USAGE/REFUND	-25.17	12/19/2024	602-00000-11500	
	Check Total:	62.62			
Vendor: 1954	Dennis Johnson			Check Sequence: 35	ACH Enabled: False
Q4 EDA ATT	Q4 EDA ATTENDANCE	25.00	12/19/2024	101-41110-50331	
	Check Total:	25.00			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 36	ACH Enabled: False
2681171	LIQUOR	5,255.48	12/19/2024	609-49750-50251	
2681172	LIQUOR	758.99	12/19/2024	609-49750-50251	
2681173	LIQUOR	301.60	12/19/2024	609-49750-50251	
2681174	WINE	1,738.75	12/19/2024	609-49750-50253	
2681175	WINE	87.82	12/19/2024	609-48000-50253	
2681176	WINE	293.19	12/19/2024	609-49750-50253	
2681177	LIQUOR	873.30	12/19/2024	609-49750-50251	
2681178	LIQUOR	336.86	12/19/2024	609-48000-50251	
2681179	LIQUOR	252.32	12/19/2024	609-48000-50251	
2681180	WINE	906.20	12/19/2024	609-48000-50253	
2681181	WINE	647.72	12/19/2024	609-48000-50253	
2681182	LIQUOR	582.20	12/19/2024	609-48000-50251	
2685923	LIQUOR	1,460.96	12/19/2024	609-49750-50251	
2685924	LIQUOR	700.25	12/19/2024	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2685925	LIQUOR	0.60	12/19/2024	609-48000-50251	
2685926	LIQUOR	1,414.12	12/19/2024	609-49750-50251	
2685927	WINE	744.20	12/19/2024	609-49750-50253	
2685928	LIQUOR	479.58	12/19/2024	609-49750-50251	
2685929	WINE	177.46	12/19/2024	609-48000-50253	
2685930	WINE	634.83	12/19/2024	609-49750-50253	
2685931	LIQUOR	738.10	12/19/2024	609-49750-50251	
2685932	LIQUOR	420.96	12/19/2024	609-48000-50251	
2685933	LIQUOR	132.22	12/19/2024	609-48000-50251	
2685934	LIQUOR	571.10	12/19/2024	609-48000-50251	
2685935	WINE	621.84	12/19/2024	609-48000-50253	
2685936	WINE	278.76	12/19/2024	609-48000-50253	
2685937	LIQUOR	1,151.68	12/19/2024	609-48000-50251	
373113	BEER	296.95	12/19/2024	609-48000-50252	
	Check Total:	21,858.04			
Vendor: 2221	Jon Moulton Accounting			Check Sequence: 37	ACH Enabled: False
CUST 1187	WATER/SEWER USAGE/REFUND	174.75	12/19/2024	612-00000-11500	
	Check Total:	174.75			
Vendor: 1949	Farfum Ladroma			Check Sequence: 38	ACH Enabled: False
Q4 PTOS	Q4 PTOS ATTENDANCE	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 2125	Nyle LaGrange			Check Sequence: 39	ACH Enabled: False
Q4 EDA ATT	Q4 EDA ATTENDANCE	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 40	ACH Enabled: False
002069	BEER	163.00	12/19/2024	609-49750-50252	
	Check Total:	163.00			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 41	ACH Enabled: False
849185	2024 Legislative Representation-NOV	2,500.00	12/19/2024	101-41800-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,500.00			
Vendor: 2219	Jay Larson			Check Sequence: 42	ACH Enabled: False
CUST 10819	WATER/SEWER USAGE/REFUND	-38.85	12/19/2024	602-00000-11500	
CUST 10819	WATER/SEWER USAGE/REFUND	205.43	12/19/2024	612-00000-11500	
CUST 10819	WATER/SEWER USAGE/REFUND	-34.07	12/19/2024	615-00000-11500	
	Check Total:	132.51			
Vendor: 1327	Macqueen Equipment Inc.			Check Sequence: 43	ACH Enabled: False
3371	VAC TRUCK RENTAL	7,950.00	12/19/2024	602-49450-50407	
	Check Total:	7,950.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 44	ACH Enabled: False
771900-2	BEER	445.70	12/19/2024	609-48000-50252	
780998	LIQUOR	211.60	12/19/2024	609-49750-50251	
781023	LIQUOR	100.80	12/19/2024	609-49750-50251	
781023	THC	71.76	12/19/2024	609-49750-50254	
781023	BEER	9,971.35	12/19/2024	609-49750-50252	
781023	N/A SALES	31.05	12/19/2024	609-49750-50250	
781057	BEER CREDIT	-237.25	12/19/2024	609-49750-50252	
781954	LIQUOR	178.50	12/19/2024	609-48000-50251	
781954	BEER	323.80	12/19/2024	609-48000-50252	
782042	LIQUOR	92.60	12/19/2024	609-49750-50251	
782043	THC	145.76	12/19/2024	609-49750-50254	
782043	N/A SALES	142.80	12/19/2024	609-49750-50250	
782043	LIQUOR	33.60	12/19/2024	609-49750-50251	
782043	BEER	8,348.75	12/19/2024	609-49750-50252	
782044	BEER CREDIT	-158.00	12/19/2024	609-49750-50252	
782134	BEER CREDIT	-127.25	12/19/2024	609-49750-50252	
783121	BEER CREDIT	-31.90	12/19/2024	609-48000-50252	
783122	BEER	2,447.90	12/19/2024	609-48000-50252	
783122	THC	71.76	12/19/2024	609-48000-50254	
783122	LIQUOR	119.00	12/19/2024	609-48000-50251	
783305	BEER CREDIT	-387.00	12/19/2024	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	21,795.33			
Vendor: 1339	Patrick Meacham			Check Sequence: 45	ACH Enabled: False
Q4 PC ATT	Q4 PLAN COMM ATT	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 46	ACH Enabled: False
2657445	COPY MACHINE LEASE	20.00	12/19/2024	602-49450-50219	
2657445	COPY MACHINE LEASE	40.00	12/19/2024	101-42110-50219	
2657445	COPY MACHINE LEASE	20.00	12/19/2024	609-49750-50219	
2657445	COPY MACHINE LEASE	20.00	12/19/2024	609-48000-50219	
2657445	COPY MACHINE LEASE	20.00	12/19/2024	101-42280-50219	
2657445	COPY MACHINE LEASE	20.00	12/19/2024	101-43000-50219	
2657445	COPY MACHINE LEASE	79.00	12/19/2024	101-41940-50219	
2657445	COPY MACHINE LEASE	40.00	12/19/2024	615-49550-50219	
	Check Total:	259.00			
Vendor: 1942	Milk and Honey, LLC			Check Sequence: 47	ACH Enabled: False
14955	BEER	328.00	12/19/2024	609-48000-50252	
	Check Total:	328.00			
Vendor: 1360	Minneapolis Oxygen Company			Check Sequence: 48	ACH Enabled: False
20338510	WELDING GAS	290.59	12/19/2024	101-43000-50210	
	Check Total:	290.59			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 49	ACH Enabled: False
1104130	DECEMBER MONTHLY SERVICE	135.00	12/19/2024	101-41940-50300	
	Check Total:	135.00			
Vendor: 1392	MN Dept. of Transp.-Commissioner			Check Sequence: 50	ACH Enabled: False
P00019233	2024 State Aid Overlay Project	3,407.93	12/19/2024	401-43100-50303	
	Check Total:	3,407.93			
Vendor: 1401	MN State Fire Chiefs Assn.			Check Sequence: 51	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
8620	MEMBERSHIP RENEWAL 2025	220.00	12/19/2024	101-00000-15500	
	Check Total:	220.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 52	ACH Enabled: False
SB49-002	BEER	51.00	12/19/2024	609-49750-50252	
	Check Total:	51.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 53	ACH Enabled: False
11041	PD IT ASSISTANCE	225.00	12/19/2024	101-42110-50300	
11060	INSTALL SOFTWARE	125.00	12/19/2024	101-42110-50300	
11064	PD IT ASSISTANCE	62.50	12/19/2024	101-42110-50300	
11069	PD IT ASSISTANCE/INSTALL UPDATES	93.75	12/19/2024	101-42110-50300	
11094	CONFIGURE LAPTOPS/TRANSFER FILES	1,375.00	12/19/2024	101-42110-50300	
11098	IT ASSISTANCE - ADMIN ACCTS, A/V, NET'	316.54	12/19/2024	101-41940-50300	
11098	PD IT ASSISTANCE	1,266.16	12/19/2024	101-42110-50300	
11121	PD IT ASSISTANCE	93.75	12/19/2024	101-42110-50300	
11128	UB IT ASSISTANCE	75.00	12/19/2024	615-49550-50300	
11140	PD IT ASSISTANCE	93.75	12/19/2024	101-42110-50300	
	Check Total:	3,726.45			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 54	ACH Enabled: False
OCT FUEL	MOTOR FUELS	2,848.20	12/19/2024	101-42110-50212	
OCT FUEL	MOTOR FUELS	65.49	12/19/2024	602-49450-50212	
OCT FUEL	MOTOR FUELS	125.99	12/19/2024	101-45000-50212	
OCT FUEL	MOTOR FUELS	122.01	12/19/2024	101-42400-50212	
OCT FUEL	MOTOR FUELS	723.88	12/19/2024	101-43000-50212	
OCT FUEL	MOTOR FUELS	59.63	12/19/2024	620-49600-50212	
OCT FUEL	MOTOR FUELS	395.90	12/19/2024	101-42280-50212	
OCT FUEL	MOTOR FUELS	285.37	12/19/2024	615-49550-50212	
	Check Total:	4,626.47			
Vendor: 2224	Dale & Kathleen Nordaune			Check Sequence: 55	ACH Enabled: False
CUST 7993	WATER/SEWER USAGE/REFUND	-8.88	12/19/2024	602-00000-11500	
CUST 7993	WATER/SEWER USAGE/REFUND	-12.61	12/19/2024	615-00000-11500	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
CUST 7993	WATER/SEWER USAGE/REFUND	56.26	12/19/2024	612-00000-11500	
	Check Total:	34.77			
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 56	ACH Enabled: False
109411	ASS INST DOUBLE DROP LADDER RACK	1,196.11	12/19/2024	101-45000-50404	
109411	ASS INST DOUBLE DROP LADDER RACK	1,196.11	12/19/2024	101-43000-50404	
109411	ASS INST DOUBLE DROP LADDER RACK	1,196.12	12/19/2024	602-49450-50404	
	Check Total:	3,588.34			
Vendor: 1893	Parman Energy Group, LLC			Check Sequence: 57	ACH Enabled: False
268852	HYDRAULIC OIL	317.60	12/19/2024	101-43000-50210	
268852	HYDRAULIC OIL	317.60	12/19/2024	612-49700-50210	
	Check Total:	635.20			
Vendor: 1955	Sara Paul			Check Sequence: 58	ACH Enabled: False
Q4 EDA ATT	Q4 COMMISSION ATTENDANCE	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1465	Paustis Wine Company			Check Sequence: 59	ACH Enabled: False
253623	WINE	966.50	12/19/2024	609-48000-50253	
	Check Total:	966.50			
Vendor: 2225	Tim Petersen			Check Sequence: 60	ACH Enabled: False
CUST 7573	WATER/SEWER USAGE/REFUND	-15.00	12/19/2024	615-00000-11500	
CUST 7573	WATER/SEWER USAGE/REFUND	45.10	12/19/2024	612-00000-11500	
	Check Total:	30.10			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 61	ACH Enabled: False
290.85	WINE	290.85	12/19/2024	609-48000-50253	
6892086	LIQUOR	831.50	12/19/2024	609-49750-50251	
6892087	WINE	1,588.25	12/19/2024	609-49750-50253	
6892088	N/A SALES	34.71	12/19/2024	609-49750-50250	
6892089	WINE	131.82	12/19/2024	609-48000-50253	
6892091	N/A SALES	1.20	12/19/2024	609-48000-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
6895826	LIQUOR	1,013.33	12/19/2024	609-49750-50251	
6895827	WINE	1,147.76	12/19/2024	609-49750-50253	
6895828	LIQUOR	1,215.64	12/19/2024	609-48000-50251	
6895829	WINE	812.02	12/19/2024	609-48000-50253	
6895830	N/A SALES	89.82	12/19/2024	609-48000-50250	
	Check Total:	7,156.90			
Vendor: 2215	PW Properties LLC			Check Sequence: 62	ACH Enabled: False
CUST 12285	WATER/SEWER USAGE/REFUND	45.14	12/19/2024	612-00000-11500	
CUST 12285	WATER/SEWER USAGE/REFUND	-11.74	12/19/2024	602-00000-11500	
CUST 12285	WATER/SEWER USAGE/REFUND	-16.51	12/19/2024	615-00000-11500	
	Check Total:	16.89			
Vendor: 1494	Red Bull Distribution Company			Check Sequence: 63	ACH Enabled: False
2022182459	N/A SALES	300.81	12/19/2024	609-49750-50250	
	Check Total:	300.81			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 64	ACH Enabled: False
BO015750	MONTHLY SAMPLES	70.00	12/19/2024	615-49550-50315	
BO15626	MONTHLY SAMPLES	52.50	12/19/2024	615-49550-50315	
	Check Total:	122.50			
Vendor: 1509	Jason Russell			Check Sequence: 65	ACH Enabled: False
38986	MOUNT/BALANCE TIRES UNIT 4311	1,027.80	12/19/2024	101-42280-50404	
	Check Total:	1,027.80			
Vendor: 2126	Marshall Saunders			Check Sequence: 66	ACH Enabled: False
Q4 EDA ATT	Q4 EDA ATTENDANCE	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 2212	Scales Properties LLC			Check Sequence: 67	ACH Enabled: False
CUST 12481	WATER/SEWER USAGE/REFUND	-9.73	12/19/2024	615-00000-11500	
CUST 12481	WATER/SEWER USAGE/REFUND	346.79	12/19/2024	612-00000-11500	
CUST 12481	WATER/SEWER USAGE/REFUND	-6.60	12/19/2024	602-00000-11500	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	330.46			
Vendor: 1519	Schaefer, Gary			Check Sequence: 68	ACH Enabled: False
Q4 PC ATT	Q4 PLAN COMM ATT	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1760	Schaps, Peter			Check Sequence: 69	ACH Enabled: False
Q4 EDA ATT	Q4 EDA ATTENDANCE	50.00	12/19/2024	101-41110-50331	
	Check Total:	50.00			
Vendor: 1952	Kevin Schieber			Check Sequence: 70	ACH Enabled: False
Q4 EDA ATT	Q4 EDA ATTENDANCE	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 71	ACH Enabled: False
2561856	LIQUOR	651.41	12/19/2024	609-48000-50251	
2561856	WINE	354.97	12/19/2024	609-48000-50253	
2562389	LIQUOR	3,098.86	12/19/2024	609-49750-50251	
2562390	WINE	1,110.95	12/19/2024	609-49750-50253	
2564774	WINE	266.91	12/19/2024	609-48000-50253	
2564774	LIQUOR	824.85	12/19/2024	609-48000-50251	
2565332	LIQUOR	572.67	12/19/2024	609-49750-50251	
2565333	WINE	484.49	12/19/2024	609-49750-50253	
	Check Total:	7,365.11			
Vendor: 2211	State of Minnesota			Check Sequence: 72	ACH Enabled: False
20041706	OFFICE SUPPLIES	40.38	12/19/2024	602-49450-50210	
20041706	OFFICE SUPPLIES	40.37	12/19/2024	620-49600-50210	
	Check Total:	80.75			
Vendor: 1550	Streichers			Check Sequence: 73	ACH Enabled: False
1732305	UNIFORM ITEMS - DS	139.97	12/19/2024	101-42110-50237	
1733379	SLINGS - DS	280.00	12/19/2024	101-42110-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	419.97			
Vendor: 2213	Sandra Tagg			Check Sequence: 74	ACH Enabled: False
CUST 12482	DEPOSIT REFUND	36.14	12/19/2024	615-00000-21400	
CUST 12482	WATER/SEWER USAGE/REFUND	77.83	12/19/2024	612-00000-11500	
CUST 12482	WATER/SEWER USAGE/REFUND	417.36	12/19/2024	615-00000-11500	
CUST 12482	WATER/SEWER USAGE/REFUND	34.43	12/19/2024	602-00000-11500	
	Check Total:	565.76			
Vendor: 1956	Jessica Thelander			Check Sequence: 75	ACH Enabled: False
Q4 EDA ATT	Q4 EDA ATTENDANCE	50.00	12/19/2024	101-41110-50331	
	Check Total:	50.00			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 76	ACH Enabled: False
544440878	COPY MACHINE LEASE	185.00	12/19/2024	101-41940-50219	
	Check Total:	185.00			
Vendor: 1586	Uline			Check Sequence: 77	ACH Enabled: False
186258866	ARC FLASH MATS	415.66	12/19/2024	620-49600-50210	
	Check Total:	415.66			
Vendor: 2214	Jessica & Luke Vanelsberg			Check Sequence: 78	ACH Enabled: False
CUST 11592	WATER/SEWER USAGE/REFUND	71.16	12/19/2024	612-00000-11500	
CUST 11592	WATER/SEWER USAGE/REFUND	-15.82	12/19/2024	615-00000-11500	
	Check Total:	55.34			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 79	ACH Enabled: False
3570475	N/A SALES	208.25	12/19/2024	609-49750-50250	
3570528	N/A SALES	208.20	12/19/2024	609-49750-50250	
	Check Total:	416.45			
Vendor: 1611	Watson Company			Check Sequence: 80	ACH Enabled: False
146693	N/A SALES	855.87	12/19/2024	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	855.87			
Vendor: 2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 81	ACH Enabled: False
243078	ENVELOPES	129.55	12/19/2024	615-49550-50210	
243078	ENVELOPES	129.55	12/19/2024	612-49700-50210	
243078	ENVELOPES	129.55	12/19/2024	602-49450-50210	
	Check Total:	388.65			
Vendor: 1620	Wilson, Lynn			Check Sequence: 82	ACH Enabled: False
Q4 PTOS	Q4 PTOS ATTENDANCE	75.00	12/19/2024	101-41110-50331	
	Check Total:	75.00			
Vendor: 1622	Wine Merchants			Check Sequence: 83	ACH Enabled: False
7499354	WINE	129.82	12/19/2024	609-49750-50253	
	Check Total:	129.82			
Vendor: 1623	Winebow, Inc.			Check Sequence: 84	ACH Enabled: False
MN00158909	LIQUOR	556.00	12/19/2024	609-48000-50251	
	Check Total:	556.00			
Vendor: 2223	Kyle Wuornos			Check Sequence: 85	ACH Enabled: False
CUST 8439	WATER/SEWER USAGE/REFUND	23.15	12/19/2024	612-00000-11500	
	Check Total:	23.15			
	Total for Check Run:	200,594.72			
	Total of Number of Checks:	85			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 01/06/2025 - 7:59AM
Batch: 00001.01.2025 - 01022025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2059	Abdo LLP			Check Sequence: 1	ACH Enabled: False
499425	AUDIT SERVICES	2,808.25	01/02/2025	615-49550-50301	
499425	AUDIT SERVICES	199.75	01/02/2025	201-46500-50301	
499425	AUDIT SERVICES	6,004.25	01/02/2025	101-41500-50301	
499425	AUDIT SERVICES	47.00	01/02/2025	609-48000-50301	
499425	AUDIT SERVICES	1,445.25	01/02/2025	602-49450-50301	
499425	AUDIT SERVICES	352.50	01/02/2025	620-49600-50301	
499425	AUDIT SERVICES	293.75	01/02/2025	612-49700-50301	
499425	AUDIT SERVICES	599.25	01/02/2025	609-49750-50301	
	Check Total:	11,750.00			
Vendor: 1662	Amazon Capital Services			Check Sequence: 2	ACH Enabled: False
1KNR-NVRJ-17JC	OFFICE SUPPLIES	36.96	01/02/2025	101-42110-50210	
	Check Total:	36.96			
Vendor: 1646	Ameritas			Check Sequence: 3	ACH Enabled: False
0103 AMER	OTHER RETIRMENT	90.00	01/02/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1029	Artisan Beer Company			Check Sequence: 4	ACH Enabled: False
3734394	BEER	40.00	01/02/2025	609-49750-50252	
3734395	BEER	183.00	01/02/2025	609-48000-50252	
3734396	THC	96.90	01/02/2025	609-48000-50254	
3736175	BEER	29.25	01/02/2025	609-49750-50252	
3736176	BEER	58.50	01/02/2025	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		407.65			
Vendor: 1036	AT & T Mobility			Check Sequence: 5	ACH Enabled: False
287294265529X01	CELLULAR/MOBILE DEVICE	198.74	01/02/2025	602-49450-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	44.88	01/02/2025	609-48000-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	518.27	01/02/2025	101-43000-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	88.15	01/02/2025	101-41910-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	44.88	01/02/2025	101-41310-50320	
287294265529X01	CELLULAR/MOBILE DEVICE	63.19	01/02/2025	620-49600-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	44.88	01/02/2025	101-41500-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	202.93	01/02/2025	615-49550-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	89.76	01/02/2025	609-49750-50321	
287294265529X01	CELLULAR/MOBILE DEVICE	89.76	01/02/2025	101-42400-50321	
Check Total:		1,385.44			
Vendor: 1049	Bellboy Corporation			Check Sequence: 6	ACH Enabled: False
0109275000	LIQUOR	59.80	01/02/2025	609-48000-50251	
0109275000	N/A SALES	48.19	01/02/2025	609-48000-50250	
0109275200	N/A SALES	92.85	01/02/2025	609-49750-50250	
0109275200	LIQUOR	142.00	01/02/2025	609-49750-50251	
0206151600	WINE	106.25	01/02/2025	609-48000-50253	
0206151600	THC	227.50	01/02/2025	609-48000-50254	
0206151600	LIQUOR	512.60	01/02/2025	609-48000-50251	
0206151700	WINE	257.65	01/02/2025	609-49750-50253	
0206151700	LIQUOR	996.77	01/02/2025	609-49750-50251	
Check Total:		2,443.61			
Vendor: 1655	Bent Brewstillery			Check Sequence: 7	ACH Enabled: False
INV-014553	BEER	189.84	01/02/2025	609-49750-50252	
Check Total:		189.84			
Vendor: 1052	Bernicks			Check Sequence: 8	ACH Enabled: False
10301776	THC	266.00	01/02/2025	609-49750-50254	
10301777	N/A SALES	205.30	01/02/2025	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10301777	BEER	5,987.30	01/02/2025	609-49750-50252	
10301778	N/A SALES	33.60	01/02/2025	609-49750-50250	
10301779	BEER CREDIT	-23.24	01/02/2025	609-49750-50252	
10301784	BEER	1,801.40	01/02/2025	609-48000-50252	
10301785	BEER CREDIT	-9.96	01/02/2025	609-48000-50252	
10303802	THC	192.00	01/02/2025	609-49750-50254	
10303803	LIQUOR	60.00	01/02/2025	609-49750-50251	
10303803	BEER	3,738.05	01/02/2025	609-49750-50252	
10303804	N/A SALES	15.00	01/02/2025	609-49750-50250	
10303805	BEER CREDIT	-25.60	01/02/2025	609-49750-50252	
10303810	N/A SALES	36.90	01/02/2025	609-48000-50250	
10303810	BEER	851.15	01/02/2025	609-48000-50252	
Check Total:		13,127.90			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 9	ACH Enabled: False
119220649	N/A SALES	68.95	01/02/2025	609-48000-50250	
119220650	LIQUOR	2,142.38	01/02/2025	609-48000-50251	
119220761	BEER	142.50	01/02/2025	609-49750-50252	
119220987	LIQUOR	2,010.98	01/02/2025	609-49750-50251	
119220988	N/A SALES	68.95	01/02/2025	609-49750-50250	
119220989	WINE	318.60	01/02/2025	609-49750-50253	
119320325	LIQUOR	328.51	01/02/2025	609-49750-50251	
119326617	LIQUOR	263.75	01/02/2025	609-48000-50251	
119326854	LIQUOR	1,096.85	01/02/2025	609-49750-50251	
119326855	N/A SALES	115.26	01/02/2025	609-49750-50250	
119326856	WINE	1,120.50	01/02/2025	609-49750-50253	
119337678	LIQUOR	906.63	01/02/2025	609-48000-50251	
119428978	BEER	142.50	01/02/2025	609-48000-50252	
119435295	LIQUOR	2,287.64	01/02/2025	609-48000-50251	
413056250	WINE CREDIT	-105.65	01/02/2025	609-48000-50253	
413085981	WINE CREDIT	-219.30	01/02/2025	609-48000-50253	
413087203	WINE CREDIT	-105.65	01/02/2025	609-49750-50253	
Check Total:		10,583.40			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1122	Crystal Springs Ice			Check Sequence: 10	ACH Enabled: False
02-400202	N/A SALES	157.75	01/02/2025	609-49750-50250	
	Check Total:	157.75			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 11	ACH Enabled: False
2357795	LIQUOR	521.95	01/02/2025	609-49750-50251	
2357795	BEER	10,708.92	01/02/2025	609-49750-50252	
2357834	BEER	4,178.30	01/02/2025	609-48000-50252	
2358077	N/A SALES	336.80	01/02/2025	609-49750-50250	
2358077	KEG CREDIT	-30.00	01/02/2025	609-00000-11560	
2358078	THC	356.00	01/02/2025	609-49750-50254	
2358145	LIQUOR	533.00	01/02/2025	609-48000-50251	
2358146	N/A SALES	68.00	01/02/2025	609-48000-50250	
2362286	BEER	6,871.57	01/02/2025	609-48000-50252	
2362443	N/A SALES	28.25	01/02/2025	609-49750-50250	
2362444	THC	414.00	01/02/2025	609-49750-50254	
2362447	LIQUOR	569.30	01/02/2025	609-49750-50251	
2362447	BEER	8,939.51	01/02/2025	609-49750-50252	
2362483	LIQUOR	146.25	01/02/2025	609-48000-50251	
2362484	N/A SALES	59.25	01/02/2025	609-48000-50250	
2367029	N/A SALES	31.00	01/02/2025	609-48000-50250	
2367031	BEER	1,399.10	01/02/2025	609-48000-50252	
	Check Total:	35,131.20			
Vendor: 2030	GS2, LLC			Check Sequence: 12	ACH Enabled: False
12202024	EXCROW REFUND	3,341.75	01/02/2025	101-00000-21163	
12262024	EXCROW REFUND CORRECTION	770.00	01/02/2025	101-41700-50303	
	Check Total:	4,111.75			
Vendor: 2060	David Haack			Check Sequence: 13	ACH Enabled: False
PM CUST 11864	WATER/SEWER CHARGES/REFUND	-15.67	01/02/2025	615-00000-11500	
PM CUST 11864	WATER/SEWER CHARGES/REFUND	-10.97	01/02/2025	602-00000-11500	
PM CUST 11864	WATER/SEWER CHARGES/REFUND	0.04	01/02/2025	615-49550-50610	
PM CUST 11864	WATER/SEWER CHARGES/REFUND	70.33	01/02/2025	612-00000-11500	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
PM CUST 11864	WATER/SEWER CHARGES/REFUND	50.00	01/02/2025	615-00000-21400	
	Check Total:	93.73			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 14	ACH Enabled: False
6937520	CHEMICALS	3,726.44	01/02/2025	615-49550-50210	
	Check Total:	3,726.44			
Vendor: 1246	Hohensteins, Inc.			Check Sequence: 15	ACH Enabled: False
777025	BEER	403.50	01/02/2025	609-49750-50252	
777027	BEER	468.00	01/02/2025	609-48000-50252	
780717	BEER	300.00	01/02/2025	609-48000-50252	
	Check Total:	1,171.50			
Vendor: 1988	INVICTUS BREWING, LLC			Check Sequence: 16	ACH Enabled: False
9247		328.00	01/02/2025	609-48000-50252	
	Check Total:	328.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 17	ACH Enabled: False
1866003	PUB HEAR NOT 1/7/25	8.40	01/02/2025	101-41910-50351	
	Check Total:	8.40			
Vendor: 1736	Brian Johnson			Check Sequence: 18	ACH Enabled: False
0005272	WEBSITE HOSTING	179.40	01/02/2025	609-49750-50300	
	Check Total:	179.40			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 19	ACH Enabled: False
2691181	LIQUOR	1,780.38	01/02/2025	609-49750-50251	
2691182	WINE	300.60	01/02/2025	609-49750-50253	
2691183	WINE	141.82	01/02/2025	609-48000-50253	
2691184	LIQUOR	247.11	01/02/2025	609-49750-50251	
2691185	WINE	545.77	01/02/2025	609-49750-50253	
2691186	LIQUOR	2,939.50	01/02/2025	609-49750-50251	
2691187	WINE	1,317.12	01/02/2025	609-49750-50253	
2691188	WINE	175.64	01/02/2025	609-48000-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2691189	LIQUOR	550.64	01/02/2025	609-48000-50251	
2691190	LIQUOR	234.18	01/02/2025	609-48000-50251	
2691191	N/A SALES	51.32	01/02/2025	609-48000-50250	
2691192	WINE	690.79	01/02/2025	609-48000-50253	
2691193	LIQUOR	1,352.68	01/02/2025	609-48000-50251	
2691194	WINE	221.46	01/02/2025	609-48000-50253	
2691195	N/A SALES	33.82	01/02/2025	609-48000-50250	
2696725	LIQUOR	2,225.19	01/02/2025	609-49750-50251	
2696726	WINE	122.35	01/02/2025	609-49750-50253	
2696727	WINE	1,056.57	01/02/2025	609-49750-50253	
2696728	WINE	1.82	01/02/2025	609-48000-50253	
2696729	WINE	161.65	01/02/2025	609-48000-50253	
2696730	LIQUOR	524.46	01/02/2025	609-48000-50251	
2696731	WINE	1,505.48	01/02/2025	609-48000-50253	
	Check Total:	16,180.35			
Vendor: 1294 40729	Kris Engineering, Inc. PLOW CUTTING EDGES	782.96	01/02/2025	Check Sequence: 20 101-43000-50404	ACH Enabled: False
	Check Total:	782.96			
Vendor: 1685 002095	Lakes Brewing Company BEER	227.00	01/02/2025	Check Sequence: 21 609-49750-50252	ACH Enabled: False
	Check Total:	227.00			
Vendor: 1302 JAN 2025 DUES	Law Enforcement Labor Services JAN 2025 UNION DUES	876.00	01/02/2025	Check Sequence: 22 101-00000-21708	ACH Enabled: False
	Check Total:	876.00			
Vendor: 1304 418735	League Of Minnesota Cities MEMBERSHIP DUES 2025	13,208.00	01/02/2025	Check Sequence: 23 101-49990-50433	ACH Enabled: False
	Check Total:	13,208.00			
Vendor: 1305 23798	c/o Berkley Risk Administrators Company League Of MN Cities Ins. Trust-WC WC CLAIM 510416	1,000.00	01/02/2025	Check Sequence: 24 101-45000-50151	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,000.00			
Vendor: 1176	M Health Fairview			Check Sequence: 25	ACH Enabled: False
15008007542	VISIT #15008007542 ACCT 75000964 - JY	116.00	01/02/2025	851-42110-50430	
	Check Total:	116.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 26	ACH Enabled: False
5760592	BEER CREDIT	-21.20	01/02/2025	609-48000-50252	
783088	BEER CREDIT	-279.95	01/02/2025	609-49750-50252	
783088	N/A SALES CREDIT	-10.20	01/02/2025	609-49750-50250	
783143	BEER	6,803.55	01/02/2025	609-49750-50252	
783143	N/A SALES	142.80	01/02/2025	609-49750-50250	
783143	THC	143.52	01/02/2025	609-49750-50254	
783164	LIQUOR	271.10	01/02/2025	609-49750-50251	
784272	BEER	821.90	01/02/2025	609-48000-50252	
784273	LIQUOR	152.10	01/02/2025	609-49750-50251	
784274	N/A SALES	27.45	01/02/2025	609-49750-50250	
784274	BEER	7,253.35	01/02/2025	609-49750-50252	
784274	WINE	187.99	01/02/2025	609-49750-50253	
785173	BEER CREDIT	-294.00	01/02/2025	609-48000-50252	
785174	BEER	5,648.00	01/02/2025	609-48000-50252	
785174	THC	71.76	01/02/2025	609-48000-50254	
	Check Total:	20,918.17			
Vendor: 1644	Mega Beer			Check Sequence: 27	ACH Enabled: False
IN-19054	THC	85.70	01/02/2025	609-48000-50254	
IN-19054	BEER	167.50	01/02/2025	609-48000-50252	
IN-19660	BEER	405.50	01/02/2025	609-48000-50252	
	Check Total:	658.70			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 28	ACH Enabled: False
2677644	COPIER LEASE	118.34	01/02/2025	101-42280-50219	
2677644	COPIER LEASE	52.05	01/02/2025	615-49550-50219	
2677644	COPIER LEASE	1,296.81	01/02/2025	101-41940-50219	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2677644	COPIER LEASE	183.81	01/02/2025	609-49750-50219	
2677644	COPIER LEASE	58.49	01/02/2025	609-48000-50219	
2677644	COPIER LEASE	39.95	01/02/2025	602-49450-50219	
2677644	COPIER LEASE	122.63	01/02/2025	101-43000-50219	
2679529	COPIER LEASE	40.00	01/02/2025	615-49550-50219	
2679529	COPIER LEASE	79.00	01/02/2025	101-41940-50219	
2679529	COPIER LEASE	20.00	01/02/2025	101-43000-50219	
2679529	COPIER LEASE	20.00	01/02/2025	609-48000-50219	
2679529	COPIER LEASE	40.00	01/02/2025	101-42110-50219	
2679529	COPIER LEASE	20.00	01/02/2025	602-49450-50219	
2679529	COPIER LEASE	20.00	01/02/2025	609-49750-50219	
2679529	COPIER LEASE	20.00	01/02/2025	101-42280-50219	
	Check Total:	2,131.08			
Vendor: 1391	MN Dept Of Public Safety-DVS-Renewal			Check Sequence: 29	ACH Enabled: False
M1/M2 TITLE	2024 M1/M2 TITLE TRANSFER	20,320.42	01/02/2025	701-70100-50540	
	Check Total:	20,320.42			
Vendor: 1404	MN Teamsters #320			Check Sequence: 30	ACH Enabled: False
JAN 2025	UNION DUES FOR JAN 2025	874.00	01/02/2025	101-00000-21708	
JAN 2025	UNION DUES FOR JAN 2025	843.00	01/02/2025	101-00000-21708	
	Check Total:	1,717.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 31	ACH Enabled: False
SB51-001	BEER	59.00	01/02/2025	609-49750-50252	
	Check Total:	59.00			
Vendor: 2047	NEONLINK LLC			Check Sequence: 32	ACH Enabled: False
2974	WEB PORTAL ACCESS & PAYMENT FEES	259.07	01/02/2025	615-49550-50300	
2974	WEB PORTAL ACCESS & PAYMENT FEES	259.06	01/02/2025	612-49700-50300	
2974	WEB PORTAL ACCESS & PAYMENT FEES	259.07	01/02/2025	602-49450-50300	
	Check Total:	777.20			
Vendor: 1486	Jennifer Newman			Check Sequence: 33	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
15702	UNIFORM	24.00	01/02/2025	101-42110-50237	
	Check Total:	24.00			
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 34	ACH Enabled: False
318601	FLOOR LINER 2025 F150	95.00	01/02/2025	101-42110-50404	
318696	PLOW TRUCK #214 SWITCH	73.64	01/02/2025	101-45000-50404	
	Check Total:	168.64			
Vendor: 1441	North Folk Winery			Check Sequence: 35	ACH Enabled: False
24-56	WINE	228.00	01/02/2025	609-48000-50253	
	Check Total:	228.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 36	ACH Enabled: False
6900135	LIQUOR	513.49	01/02/2025	609-49750-50251	
6900136	WINE	742.38	01/02/2025	609-49750-50253	
6900137	N/A SALES	89.82	01/02/2025	609-49750-50250	
6900138	LIQUOR	1,878.86	01/02/2025	609-48000-50251	
6900139	WINE	653.21	01/02/2025	609-48000-50253	
6904203	LIQUOR	1,306.90	01/02/2025	609-49750-50251	
6904204	WINE	362.56	01/02/2025	609-49750-50253	
6904205	LIQUOR	928.38	01/02/2025	609-48000-50251	
6904206	WINE	137.46	01/02/2025	609-48000-50253	
	Check Total:	6,613.06			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 37	ACH Enabled: False
	STORE 2 RENT	7,142.42	01/02/2025	609-48000-50412	
	Check Total:	7,142.42			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 38	ACH Enabled: False
B015686	WEEKLY TESTING	124.60	01/02/2025	602-49450-50315	
B015822	WEEKLY TESTING	124.60	01/02/2025	602-49450-50315	
B015877	BACTERIA TESTING	17.50	01/02/2025	615-49550-50315	
B015878	MONTHLY TESTING	70.00	01/02/2025	615-49550-50315	
B015879	WEEKLY TESTING	124.60	01/02/2025	602-49450-50315	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
B015909	BACTERIA TESTING	17.50	01/02/2025	615-49550-50315	
	Check Total:	478.80			
Vendor: 1495	Rusch Corporation			Check Sequence: 39	ACH Enabled: False
37905	410TH CIVIL DEFENSE SIREN REBUILD	285.06	01/02/2025	101-42500-50404	
	Check Total:	285.06			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 40	ACH Enabled: False
301772	COATS PER 49ER CONTRACT	249.49	01/02/2025	101-43000-50237	
301772	COATS PER 49ER CONTRACT	249.49	01/02/2025	602-49450-50237	
301773	GLOVES	84.00	01/02/2025	101-43000-50237	
301774	GLOVES/COAT	220.75	01/02/2025	101-43000-50237	
301775	GLOVES	85.80	01/02/2025	602-49450-50237	
301776	GLOVES	14.00	01/02/2025	101-43000-50237	
301777	GLOVES	112.60	01/02/2025	101-43000-50237	
301778	UNIFORM/SWEATSHIRT	71.95	01/02/2025	602-49450-50237	
301779	UNIFORM/SWEATSHIRT	54.50	01/02/2025	101-43000-50237	
301780	GLOVES/COAT/SWEATSHIRT	141.35	01/02/2025	615-49550-50237	
301781	GLOVES/COAT/SWEATSHIRT	152.40	01/02/2025	615-49550-50237	
301782	COAT/SWEATSHIRT	143.00	01/02/2025	101-45000-50237	
	Check Total:	1,579.33			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 41	ACH Enabled: False
2567843	WINE	447.90	01/02/2025	609-48000-50253	
2567843	LIQUOR	2,672.39	01/02/2025	609-49750-50251	
2568425	LIQUOR	4,767.76	01/02/2025	609-49750-50251	
2568426	WINE	655.11	01/02/2025	609-49750-50253	
2570656	WINE	611.94	01/02/2025	609-48000-50253	
2570656	LIQUOR	643.15	01/02/2025	609-48000-50251	
2571056	LIQUOR	0.26	01/02/2025	609-49750-50251	
2571057	WINE	830.93	01/02/2025	609-49750-50253	
2573211	LIQUOR	1,031.86	01/02/2025	609-48000-50251	
2573211	WINE	396.47	01/02/2025	609-48000-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	12,057.77			
Vendor: 1542 6017649165	Staples	73.72	01/02/2025	Check Sequence: 42 609-49750-50210	ACH Enabled: False
	Check Total:	73.72			
Vendor: 1598 3583449	Viking Coca-Cola Bottling Co.	209.80	01/02/2025	Check Sequence: 43 609-48000-50250	ACH Enabled: False
3583450	N/A SALES	246.95	01/02/2025	609-49750-50250	
	Check Total:	456.75			
Vendor: 1601 0365117-IN	Vinocopia, Inc.	466.00	01/02/2025	Check Sequence: 44 609-49750-50253	ACH Enabled: False
W108381	WINE CREDIT	-104.00	12/19/2024	609-49750-50253	
	Check Total:	362.00			
Vendor: 1611 146841	Watson Company	252.97	01/02/2025	Check Sequence: 45 609-49750-50210	ACH Enabled: False
146841	OPERATIONS SUPPLIES	419.15	01/02/2025	609-49750-50250	
	Check Total:	672.12			
Vendor: 1621 12/25 TO 01/24	Windstream	362.96	01/02/2025	Check Sequence: 46 101-41420-50321	ACH Enabled: False
	SERVICE 12/25/2024 TO 01/24/2025				
	Check Total:	362.96			
Vendor: 2210 2847	YTS Utility Group LLC.	11,950.00	01/02/2025	Check Sequence: 47 612-49700-50300	ACH Enabled: False
	COMPOST SITE GRINDING				
	Check Total:	11,950.00			
	Total for Check Run:	206,349.48			
	Total of Number of Checks:	47			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 01/09/2025 - 3:40PM
Batch: 00002.01.2025 - 01092025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	Ace Solid Waste			Check Sequence: 1	ACH Enabled: False
11404743T067	TRASH SERVICE FOR JANUARY 2025	102.31	01/09/2025	101-45500-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	140.44	01/09/2025	609-49750-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	308.52	01/09/2025	101-43000-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	58.13	01/09/2025	615-49550-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	107.28	01/09/2025	615-49550-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	210.45	01/09/2025	101-41940-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	190.59	01/09/2025	101-42280-50387	
11404743T067	TRASH SERVICE FOR JANUARY 2025	245.56	01/09/2025	602-49450-50387	
	Check Total:	1,363.28			
Vendor: 1662	Amazon Capital Services			Check Sequence: 2	ACH Enabled: False
1HJW-VPLX-RCHR	GARAGE LIGHT	25.99	01/09/2025	101-42110-50401	
	Check Total:	25.99			
Vendor: 1031	Aspen Mills			Check Sequence: 3	ACH Enabled: False
343984	FREIGHT CHARGE FOR INV 342287	12.00	01/09/2025	101-42280-50237	
	Check Total:	12.00			
Vendor: 1036	AT & T Mobility			Check Sequence: 4	ACH Enabled: False
287294264933X01	WIRELESS SERVICES	38.23	01/09/2025	609-49750-50243	
287294264933X01	WIRELESS SERVICES	261.53	01/09/2025	101-42280-50321	
287294264933X01	WIRELESS SERVICES	123.69	01/09/2025	615-49550-50380	
287294264933X01	WIRELESS SERVICES	38.23	01/09/2025	609-48000-50243	
287294264933X01	WIRELESS SERVICES	1,899.52	01/09/2025	101-42110-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,361.20			
Vendor: 1377	Minnesota Bureau of Criminal Apprehension BCA Training			Check Sequence: 5	ACH Enabled: False
38373	Basic Narcotic Investigations -AH	450.00	01/09/2025	101-42110-50332	
	Check Total:	450.00			
Vendor: 1049	Bellboy Corporation			Check Sequence: 6	ACH Enabled: False
0109344000	LIQUOR	142.01	01/09/2025	609-48000-50251	
0109344000	OPERATING SUPPLIES	131.24	01/09/2025	609-48000-50210	
0206336700	LIQUOR	1,652.34	01/09/2025	609-48000-50251	
0206336700	THC	109.65	01/09/2025	609-48000-50254	
	Check Total:	2,035.24			
Vendor: 1052	Bernicks			Check Sequence: 7	ACH Enabled: False
10306173	THC	96.00	01/09/2025	609-48000-50254	
10306174	BEER	1,555.40	01/09/2025	609-48000-50252	
10306175	BEER CREDIT	-49.96	01/09/2025	609-48000-50252	
	Check Total:	1,601.44			
Vendor: 1899	BlueCross/Blue Shield Minnesota			Check Sequence: 8	ACH Enabled: False
241231164190	VISION FOR DEC 2024	117.62	01/09/2025	101-00000-21706	
	Check Total:	117.62			
Vendor: 2108	Bolton & Menk, Inc.			Check Sequence: 9	ACH Enabled: False
0351632	NB RENTAL HOUSING STUDY	1,065.75	01/09/2025	201-46500-50300	
0351632	NB RENTAL HOUSING STUDY	1,065.75	01/09/2025	101-41910-50300	
	Check Total:	2,131.50			
Vendor: 1061	Boyer Trucks			Check Sequence: 10	ACH Enabled: False
093P26757	WHEEL STUDS #1102	387.90	01/09/2025	101-43000-50404	
	Check Total:	387.90			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 11	ACH Enabled: False
119435373	LIQUOR	8,301.53	01/09/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
119435374	N/A SALES	272.70	01/09/2025	609-49750-50250	
	Check Total:	8,574.23			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 12	ACH Enabled: False
2367032	THC	234.00	01/09/2025	609-49750-50254	
2367033	LIQUOR	568.80	01/09/2025	609-49750-50251	
2367034	N/A SALES	337.05	01/09/2025	609-49750-50250	
2367035	BEER	3,763.53	01/09/2025	609-49750-50252	
	Check Total:	4,903.38			
Vendor: 1166	Enterprise FM Trust			Check Sequence: 13	ACH Enabled: False
508722-010525	LEASE + RENEWAL FEES	503.61	01/09/2025	101-42110-50229	
	Check Total:	503.61			
Vendor: 1195	Forest Lake Printing			Check Sequence: 14	ACH Enabled: False
21632	LETTERHEAD/ENVELOPES	776.25	01/09/2025	101-42110-50210	
	Check Total:	776.25			
Vendor: 1206	Genesis Technology Communications, LLC			Check Sequence: 15	ACH Enabled: False
146765	NB PARKS WIFI	179.95	01/09/2025	101-41420-50243	
	Check Total:	179.95			
Vendor: 1220	Grainger			Check Sequence: 16	ACH Enabled: False
9348614752	HEATER REPLACEMENT	756.95	01/09/2025	602-49450-50401	
	Check Total:	756.95			
Vendor: 1238	Michael Haseltine			Check Sequence: 17	ACH Enabled: False
17571	PUMPER TRUCK	900.00	01/09/2025	602-49450-50407	
	Check Total:	900.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 18	ACH Enabled: False
958265	ADVERTISING	70.00	01/09/2025	609-49750-50340	
	Check Total:	70.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1269	IUOE Local 49 Fringe Benefit			Check Sequence: 19	ACH Enabled: False
JAN/FEB 2025	CORRECTION TO HEALTH PAYMENT	1,400.00	01/09/2025	101-00000-21706	
	Check Total:	1,400.00			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 20	ACH Enabled: False
119494	LIQUOR CREDIT	-98.79	01/09/2025	609-48000-50251	
2700650	LIQUOR	2,454.56	01/09/2025	609-49750-50251	
2700651	LIQUOR	3,643.80	01/09/2025	609-49750-50251	
2700652	LIQUOR	2,399.12	01/09/2025	609-49750-50251	
2700653	LIQUOR	2,425.18	01/09/2025	609-49750-50251	
2700654	LIQUOR	2,505.00	01/09/2025	609-48000-50251	
2700655	LIQUOR	2,517.00	01/09/2025	609-48000-50251	
2700656	LIQUOR	1,485.00	01/09/2025	609-48000-50251	
2701988	LIQUOR	3,244.29	01/09/2025	609-49750-50251	
2701989	N/A SALES	38.82	01/09/2025	609-49750-50250	
2701990	LIQUOR	684.44	01/09/2025	609-49750-50251	
2701991	LIQUOR	510.78	01/09/2025	609-49750-50251	
2701992	WINE	538.20	01/09/2025	609-49750-50253	
2701993	N/A SALES	76.64	01/09/2025	609-48000-50250	
2701994	LIQUOR	715.17	01/09/2025	609-48000-50251	
2701995	LIQUOR	1,283.42	01/09/2025	609-48000-50251	
	Check Total:	24,422.63			
Vendor: 1296	Lamar Companies			Check Sequence: 21	ACH Enabled: False
116636904	I35 BILLBOARD MONTHLY	222.50	01/09/2025	609-48000-50340	
116636904	I35 BILLBOARD MONTHLY	222.50	01/09/2025	609-49750-50340	
	Check Total:	445.00			
Vendor: 1303	Leads Online			Check Sequence: 22	ACH Enabled: False
416188	ANNUAL RENEWAL FEE	3,106.00	01/09/2025	101-42110-50433	
	Check Total:	3,106.00			
Vendor: 1306	League Of MN Cities-Finance			Check Sequence: 23	ACH Enabled: False
2025 DUES	2025 MN MAYORS ASSN DUES	30.00	01/09/2025	101-41110-50433	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	30.00			
Vendor: 1308	LegalShield			Check Sequence: 24	ACH Enabled: False
JAN 2025	PAYROLL DEDUCTIONS	46.85	01/09/2025	101-00000-21712	
	Check Total:	46.85			
Vendor: 1316	Little Falls Machine			Check Sequence: 25	ACH Enabled: False
372569	SANDING SPINNERS #607 & #1107	1,153.04	01/09/2025	101-43000-50404	
	Check Total:	1,153.04			
Vendor: 1643	McDonald Distributing			Check Sequence: 26	ACH Enabled: False
785176	LIQUOR	178.50	01/09/2025	609-49750-50251	
785177	N/A SALES	142.80	01/09/2025	609-49750-50250	
785177	BEER	5,196.50	01/09/2025	609-49750-50252	
785177	THC	143.52	01/09/2025	609-49750-50254	
785187	BEER CREDIT	-70.60	01/09/2025	609-49750-50252	
786247	BEER	4,094.10	01/09/2025	609-48000-50252	
786247	WINE	187.99	01/09/2025	609-48000-50253	
786247	LIQUOR	238.00	01/09/2025	609-48000-50251	
786247	THC	190.00	01/09/2025	609-48000-50254	
	Check Total:	10,300.81			
Vendor: 1353	Midcontinent			Check Sequence: 27	ACH Enabled: False
16640100114468	INTERNET SERVICES	904.39	01/09/2025	101-41420-50243	
	Check Total:	904.39			
Vendor: 1376	MMUA			Check Sequence: 28	ACH Enabled: False
65160	MEMBER DUES	566.00	01/09/2025	620-49600-50300	
	Check Total:	566.00			
Vendor: 1379	MN Chiefs Of Police Assn.			Check Sequence: 29	ACH Enabled: False
20429	ANNUAL MEMBERSHIP	376.00	01/09/2025	101-42110-50433	
	Check Total:	376.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1385	MN Dept Of Health-E			Check Sequence: 30	ACH Enabled: False
Q4 FEE	WATER SUPPLY SERVICE CONNECTION FE	6,075.00	01/09/2025	615-49550-50236	
	Check Total:	6,075.00			
Vendor: 1386	MN Dept Of Labor /Industry Bld			Check Sequence: 31	ACH Enabled: False
Q4 BP SURCHARGE	Q4 BP SURCHARGE	1,844.71	01/09/2025	101-00000-21716	
	Check Total:	1,844.71			
Vendor: 1402	MN State Fire Dept Assn.			Check Sequence: 32	ACH Enabled: False
2025 DUES	2025 DUES	200.00	01/09/2025	101-42280-50300	
	Check Total:	200.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 33	ACH Enabled: False
SB2-07	BEER	91.00	01/09/2025	609-48000-50252	
	Check Total:	91.00			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 34	ACH Enabled: False
2025-050	NOV 2024 FUELS	137.47	01/09/2025	602-49450-50212	
2025-050	NOV 2024 FUELS	140.03	01/09/2025	101-42400-50212	
2025-050	NOV 2024 FUELS	558.95	01/09/2025	101-42280-50212	
2025-050	NOV 2024 FUELS	30.87	01/09/2025	620-49600-50212	
2025-050	NOV 2024 FUELS	287.06	01/09/2025	615-49550-50212	
2025-050	NOV 2024 FUELS	316.08	01/09/2025	101-43000-50212	
2025-050	NOV 2024 FUELS	30.17	01/09/2025	101-45000-50212	
2025-050	NOV 2024 FUELS	2,665.31	01/09/2025	101-42110-50212	
	Check Total:	4,165.94			
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 35	ACH Enabled: False
318817	TRUCK #1009 REPAIRS/MAINTENANCE	559.17	01/09/2025	602-49450-50404	
	Check Total:	559.17			
Vendor: 1763	Office of MNIT Services-Accounts Receivable			Check Sequence: 36	ACH Enabled: False
DV24110436	WIDE AREA NETWORK SERVICES MONTH	1,150.00	01/09/2025	101-41940-50243	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,150.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 37	ACH Enabled: False
6906075	LIQUOR	342.00	01/09/2025	609-49750-50251	
6907192	LIQUOR	2,501.59	01/09/2025	609-49750-50251	
6907193	LIQUOR	2,376.05	01/09/2025	609-48000-50251	
6908307	LIQUOR	396.21	01/09/2025	609-49750-50251	
6908308	LIQUOR	436.26	01/09/2025	609-48000-50251	
	Check Total:	6,052.11			
Vendor: 1987	POMP'S TIRE SERVICE INC			Check Sequence: 38	ACH Enabled: False
2390008133	CREDIT	-200.72	01/09/2025	101-45000-50404	
2390021748	TIRES	540.56	01/09/2025	602-49450-50404	
2390021748	TIRES	4,995.72	01/09/2025	101-42110-50404	
2390021748	TIRES	14,906.98	01/09/2025	101-43000-50404	
2390021748	TIRES	696.80	01/09/2025	615-49550-50404	
2390021748	TIRES	1,205.56	01/09/2025	101-42280-50404	
	Check Total:	22,144.90			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 39	ACH Enabled: False
B015982	BACTERIA TESTING	17.50	01/09/2025	615-49550-50315	
D070036	MONTHLY BACTERIA SAMPLES	70.00	01/09/2025	615-49550-50315	
D070037	BACTERIA TESTING	17.50	01/09/2025	615-49550-50315	
	Check Total:	105.00			
Vendor: 1512	SafeAssure Consultants, Inc.			Check Sequence: 40	ACH Enabled: False
3707	2025 SAFETY CONTRACT	991.36	01/09/2025	615-49550-50300	
3707	2025 SAFETY CONTRACT	991.36	01/09/2025	602-49450-50300	
3707	2025 SAFETY CONTRACT	1,000.00	01/09/2025	101-45000-50300	
3707	2025 SAFETY CONTRACT	5,000.00	01/09/2025	101-43000-50300	
	Check Total:	7,982.72			
Vendor: 1873	Safeguard Business Systems, Inc.			Check Sequence: 41	ACH Enabled: False
444426	1099/W2 ENVELOPES	46.33	01/09/2025	101-41940-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	46.33			
Vendor: 2116	Amy Schweigert			Check Sequence: 42	ACH Enabled: False
1131	NBPD Check-in	140.00	01/09/2025	101-42110-50300	
	Check Total:	140.00			
Vendor: 1820	SESAC			Check Sequence: 43	ACH Enabled: False
1085134	MUSIC PERFORMANCE LICENSE	305.00	01/09/2025	609-49750-50300	
1085134	MUSIC PERFORMANCE LICENSE	305.00	01/09/2025	609-48000-50300	
	Check Total:	610.00			
Vendor: 1984	Nicholas Solberg			Check Sequence: 44	ACH Enabled: False
2025 CPA	CPA LICENSE RENEWAL 2025	27.00	01/09/2025	101-41500-50433	
	Check Total:	27.00			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 45	ACH Enabled: False
2573406	LIQUOR	3,180.51	01/09/2025	609-49750-50251	
2573407	WINE	155.97	01/09/2025	609-49750-50253	
	Check Total:	3,336.48			
Vendor: 1677	Springbrook Holding Company, LLC			Check Sequence: 46	ACH Enabled: False
019299	ANNUAL SUBSCRIPTION	31,211.10	01/09/2025	101-41420-50242	
	Check Total:	31,211.10			
Vendor: 1542	Staples			Check Sequence: 47	ACH Enabled: False
7003382475	OFFICE SUPPLIES	261.49	01/09/2025	101-41940-50210	
	Check Total:	261.49			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 48	ACH Enabled: False
544652159	COPY MACHINE LEASE MONTHLY	69.33	01/09/2025	101-42280-50219	
544652159	COPY MACHINE LEASE MONTHLY	69.33	01/09/2025	602-49450-50219	
544652159	COPY MACHINE LEASE MONTHLY	69.33	01/09/2025	609-48000-50219	
544652159	COPY MACHINE LEASE MONTHLY	205.52	01/09/2025	101-42110-50219	
544652159	COPY MACHINE LEASE MONTHLY	69.33	01/09/2025	615-49550-50219	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
544652159	COPY MACHINE LEASE MONTHLY	129.84	01/09/2025	101-43000-50219	
544652159	COPY MACHINE LEASE MONTHLY	69.33	01/09/2025	609-49750-50219	
544652159	COPY MACHINE LEASE MONTHLY	276.07	01/09/2025	101-41940-50219	
	Check Total:	958.08			
	Total for Check Run:	156,862.29			
	Total of Number of Checks:	48			

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 01/09/2025 - 4:06PM



Check Number	Check Date	Amount
1118 - Commissioner Of Revenue (W/H)		
5640	12/06/2024	
Inv 1206 STATE		9,743.16
5640 Total:		9,743.16
1118 - Commissioner Of Revenue (W/H) Total:		9,743.16
1365 - Minnesota Energy Resources		
5639	12/06/2024	
Inv 503985460-00004		700.72
Inv 505053332-00001		209.32
Inv 505590187-00001		21.00
Inv 506279043-00003		235.25
Inv 506279043-00004		151.94
Inv 506279043-00005		42.39
Inv 506279043-00006		44.20
Inv 506279043-00007		221.99
Inv 506279043-00008		64.74
Inv 506279043-00009		63.84
Inv 507851907-00001		38.11
5639 Total:		1,793.50
1365 - Minnesota Energy Resources Total:		1,793.50
1372 - Minnesota State Retirement		
5644	12/06/2024	
Inv MSRS		1,311.54
5644 Total:		1,311.54
1372 - Minnesota State Retirement Total:		1,311.54
1431 - Nationwide Retirement Solution		
5641	12/06/2024	
Inv 1206 NAT		5.00
5641 Total:		5.00
1431 - Nationwide Retirement Solution Total:		5.00

Check Number	Check Date	Amount
1468 - PERA (Payroll W/H)		
5642	12/06/2024	
Inv 1206 PERA		35,636.10
5642 Total:		35,636.10
1468 - PERA (Payroll W/H) Total:		35,636.10
1475 - Pitney Bowes Bank Inc Purchase Power		
5643	12/05/2024	
Inv 1205 PB		150.00
5643 Total:		150.00
1475 - Pitney Bowes Bank Inc Purchase Power Total:		150.00
1585 - United States Treasury		
5645	12/06/2024	
Inv 1206 FED		43,604.57
5645 Total:		43,604.57
1585 - United States Treasury Total:		43,604.57
1630 - XCEL Energy		
5650	12/16/2024	
Inv 905752727		108.58
Inv 906031950		807.64
Inv 906817005		451.13
5650 Total:		1,367.35
1630 - XCEL Energy Total:		1,367.35
1941 - WEX, Inc.		
5647	11/22/2024	
Inv EE-HSA 11/22/24		5,694.33
5647 Total:		5,694.33
5648	11/28/2024	
Inv 11/08/24 ER-HSA		106.46
5648 Total:		106.46
5649	12/06/2024	
Inv 1206 VEBA		681.20
5649 Total:		681.20
1941 - WEX, Inc. Total:		6,481.99

Check Number	Check Date	Amount
2146 - Bremer Bank		
5646	10/24/2024	
Inv XBP Fee		0.60
5646 Total:		0.60
2146 - Bremer Bank Total:		0.60
Total:		100,093.81



Prepared By: Angela Tveit, Deputy Clerk

Presenter: Angela Tveit, Deputy Clerk

Date: 12/12/2024

Board & Commission: City Council

Subject: Approve City Council Meeting Minutes December 10, 2024

Approve City Council Meeting Minutes October 8, 2024, December 10, 2024, December 17, 2024

Voting Requirements:

Voting Options Simple Majority

City of North Branch Special Council Meeting 6:30pm Minutes
December 17, 2024

Members present: Robert Canada, Travis Miles, Kelly Neider, Kevin Schieber, Peter Schaps, and select staff

Call to Order

Mayor Schieber called the meeting to order at 6:30 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

R-130-2024 resolution to adopt the 2025 City of North Branch Budget

Matthew Hill explained that the formal approval was missed at the December 10, 2024 regular council meeting.

Schieber expanded on the need to formally approve the resolution.

Schieber moved, seconded by Canada to approve resolution R-130-2024 to adopt the 12% 2025 City of North Branch Budget as presented. With a roll call vote Canada Yay, Miles Yay, Schaps Ney, Neider Ney, Schieber Yay the motion was carried 3/2.

Adjournment

Being no further business before the City Council, Schieber moved, seconded by Miles, to adjourn the meeting at 6:34 pm.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 12/16/2024

Board & Commission: City Council

Subject: Police Department Body Camera Biennial Audit Results

The North Branch Police Department implemented the use of body-worn cameras (BWC) on September 20, 2022. MN State Statute 13.825 requires that any law enforcement agency utilizing BWC systems must arrange for an independent, biennial audit of the data. The statute also requires that the results of the audit are reviewed by the governing body of the agency. If the governing body determines that there is a pattern of substantial noncompliance, "the governing body must order that the operation of all portable recording systems be suspended until the governing body has authorized the agency to reinstate their use."

We selected Rampart Audit, LLC to conduct the audit. Rampart Audit, LLC was recommended by several law enforcement agencies and by the MN Chiefs of Police Association, especially for smaller law enforcement agencies. As part of the audit, Rampart, LLC reviewed the police department's BWC program policies, procedures, and operations for compliance with MN State Statute 626.8473, which sets forth the requirements for creating and implementing a BWC program, and MN State Statute 13.825, which governs the operation of the BWC program. Rampart, LLC also conducted a sampling of BWC data to verify the police department's recordkeeping.

The auditor's report is attached for your review. The conclusion of the audit was that "the North Branch Police Department's Body-Worn Camera Program is substantially compliant with Minnesota Statutes 13.825 and 626.8473." Minor updates were made to the BWC policy as a result of suggestions from Rampart Audit, LLC. This policy, as well as all of our department policies, are publicly available on the City's website.

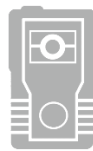
Voting Requirements:

N/A - Information Only



INDEPENDENT AUDITOR'S REPORT

North Branch Police Department



DECEMBER 11TH, 2024

Audit Overview and Recommendations

Dear North Branch City Council and Chief Meyer:

We have audited the body-worn camera (BWC) program of the North Branch Police Department (NBPD) for the two-year period ended 9/19/2024. Minnesota Statute §13.825 mandates that any law enforcement agency operating a portable recording system (PRS)¹ program obtain an independent, biennial audit of its program. This program and its associated data are the responsibility of the North Branch Police Department. Our responsibility is to express an opinion on the operations of this program based on our audit.

On October 25, 2024, Rampart Audit LLC (Rampart) met with Chief Dan Meyer, who provided information about NBPD's BWC program policies, procedures and operations. As part of the audit, Rampart reviewed those policies, procedures and operations for compliance with Minnesota Statute §626.8473, which sets forth the requirements for creating and implementing a BWC program, and Minnesota Statute §13.825, which governs the operation of BWC programs. In addition, Rampart also conducted a sampling of BWC data to verify NBPD's recordkeeping.

The purpose of this report is to provide an overview of this audit, and to provide recommendations to improve the NBPD BWC program and enhance compliance with statutory requirements.

NBPD BWC Program Implementation and Authorization

Effective August 1, 2016, Minnesota Statute §626.8473 Subd. 2 requires that:

A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly-scheduled meeting.

Chief Meyer advised us that North Branch PD's BWC program began operations on September 20, 2022, following a public notification process that occurred during 2021. Chief Meyer provided the following documentation to show that NBPD had met the public notification, comment and hearing requirements contained in Minnesota Statute §626.8473 Subd. 2:

- A screenshot of a public hearing notice, dated 8/26/2021, posted on the City of North Branch website, advising that a public hearing would be held at 7:00 PM on 9/14/2021 at the North Branch City Hall for the purpose of receiving comments and testimony from members of the

¹ It should be noted that Minnesota statute uses the broader term "portable recording system" (PRS), which includes body-worn cameras. Because body-worn cameras are the only type of portable recording system employed by NBPD, these terms may be used interchangeably in this report.

public regarding NBPD's proposed BWC program and policy. The post included a link to the proposed BWC policy, as well as a physical address to mail written comments. The notice also indicated that a physical copy of the notice was posted at City Hall, and was published in the *Isanti-Chisago County News*.

- A copy of the questionnaire used in an online survey to solicit public opinion regarding various facets of a BWC program.
- The results of this survey.
- A report from Chief Meyer to the North Branch City Council, providing a cost analysis and a recommendation to purchase Motorola BWCs, as these would integrate with the department's existing squad-based cameras.
- A copy of the minutes of the September 14, 2021, North Branch City Council meeting, documenting that a public hearing was held for the purpose of receiving comments from the public regarding the proposed BWC policy and program.
- A copy of the North Branch City Council resolution approving NBPD's proposed BWC policy, dated November 9, 2021.

In our opinion, NBPD met the requirements contained in Minn. Stat. §626.8473 Subd. 2 prior to the implementation of its BWC program.

In addition, §626.8473 Subd. 3(a) requires that the law enforcement agency establish and enforce a written policy governing the use of its portable recording system, and states "[t]he written policy must be posted on the agency's Web site, if the agency has a Web site."

Rampart verified that there was a working link to NBPD's BWC policy on the Police Department page of the City of North Branch' website. In our opinion, North Branch Police Department is compliant with the requirements of §626.8473 Subd. 3(a).

NBPD BWC WRITTEN POLICY

As part of this audit, we reviewed NBPD's BWC policy, a copy of which is attached to this report as Appendix A.

Minnesota Statute §626.8473 Subd. 3(b) requires a written BWC policy to incorporate the following, at a minimum:

- 1) The requirements of section 13.825 and other data classifications, access procedures, retention policies, and data safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;
- 2) A prohibition on altering, erasing or destroying any recording made with a peace officer's portable recording system or data and metadata related to the recording prior the expiration of the applicable retention period under section 13.825 Subdivision 3, except that the full, unedited, and unredacted recording of a peace officer using deadly force must be maintained indefinitely;
- 3) A mandate that a portable recording system be worn at or above the mid-line of the waist in a position that maximizes the recording system's capacity to record video footage of the officer's activities;

- 4) A mandate that officers assigned a portable recording system wear and operate the system in compliance with the agency's policy adopted under this section while performing law enforcement activities under the command and control of another chief law enforcement officer or federal law enforcement official;
- 5) A mandate that, notwithstanding any law to the contrary, when an individual dies as a result of a use of force by a peace officer, an involved officer's law enforcement agency must allow the deceased individual's next of kin, the legal representative of the deceased individual's next of kin, and the other parent of the deceased individual's child, upon their request, to inspect all portable recording system data, redacted no more than what is required by law, documenting the incident within five days of the request, with the following exception:
 - a) A law enforcement agency may deny a request if the agency determines that there is a compelling reason that inspection would interfere with an active investigation. If the agency denies access, the chief law enforcement officer must provide a prompt, written denial to the individual who requested the data with a short description of the compelling reason access was denied and must provide notice that relief may be sought from the district court pursuant to section 13.82 subdivision 7;
- 6) A mandate that, when an individual dies as a result of a use of force by a peace officer, an involved officer's law enforcement agency shall release all portable recording system data, redacted no more than required by law, documenting the incident no later than 14 days after the incident, unless the chief law enforcement officer asserts in writing that the public classification would interfere with an ongoing investigation, in which case the data remain classified by section 13.82 subdivision 7;
- 7) Procedures for testing the portable recording system to ensure adequate functioning;
- 8) Procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;
- 9) Circumstances where recording is mandatory, prohibited, or at the discretion of the officer using the system;
- 10) Circumstances under which a data subject must be given notice of a recording;
- 11) Circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;
- 12) Procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and
- 13) Procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section 13.09.

In our opinion, the NBPD BWC policy is compliant with respect to clauses 7 – 11.

Due to their complexity and interrelatedness, clauses 1 and 12 are discussed separately below. Clause 13 is also discussed separately.

Clauses 2 – 6 are newly added as a result of 2023 legislation and will also be discussed separately below.

NBPD BWC Data Retention

Minn. Stat. §13.825 Subd. 3(a) establishes a minimum retention period of 90 days for all BWC data not subject to a longer retention period, while §13.825 Subd. 3(b) requires that the following categories of BWC data be retained for a minimum period of one year:

- 1) any reportable firearms discharge;
- 2) any use of force by an officer that results in substantial bodily harm; and
- 3) any incident that results in a formal complaint against an officer.

Meanwhile, Subd. 3(c) requires that any portable recording system data documenting a peace officer's use of deadly force must be maintained indefinitely. Finally, Subd. 3(d) requires that an agency retain BWC recordings for an additional period of up to 180 days when so requested in writing by a data subject.

North Branch Police Department's BWC policy notes that the agency follows the General Records Retention Schedule for Minnesota Cities, but also provides specific retention periods for certain types of data. The Data Retention section of NBPD's BWC policy states that: "[a]ll BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data." This section also includes the required retention period for each of the individual data categories listed above, except for Subd. 3(c) data, which is addressed as follows in the Data Security Safeguards section: "The full, unedited, and unredacted recording of a peace officer using deadly force must be maintained indefinitely." The policy also specifies that:

Data documenting the use of force by a peace officer that results in substantial bodily harm, or force that is of a sufficient type or degree to require supervisory review under the agency's policy, must be retained for a minimum period of seven years.

In our opinion, North Branch PD's BWC policy meets the retention requirements contained in Minn. Stat. §13.825 Subd. 3.

The Data Security Safeguards section of NBPD's BWC policy also states that: "Officers and department staff shall not intentionally edit, alter, or erase/destroy any BWC recording prior to [the] expiration of the applicable retention period." As discussed in Clause 2 of the Policy section of this report, a BWC policy must prohibit altering, erasing or destroying not only BWC recordings themselves prior to their scheduled expiration date, but also any data and metadata² associated with those recordings. We recommend adding language to the passage quoted above to clarify that the same prohibitions also apply to any associated data or metadata.

Prior to the issuance of this report, NBPD submitted a revised policy that added the words "data, metadata or" so the sentence now reads, "Officers and department staff shall not intentionally edit, alter, or erase/destroy any data, metadata or BWC recording prior to [the] expiration of the applicable retention period."

NBPD employs Motorola V300 body-worn cameras and utilizes Motorola's CommandCentral Cloud Service storage and manages BWC data retention through automated retention settings in the

² BWC metadata would commonly include call type or classification and any other associated tags, such as CFS or ICR number, as well as data privacy indicators (e.g., juvenile) that describe or otherwise identify the recording.

VideoManager EL video management software. The retention period for each video is determined by the data classification assigned at the time of upload; however, this retention period can be adjusted by supervisors and the office manager as needed. If an officer fails to assign a data classification, the default retention period is 90 days.

NBPD's BWC policy states that:

Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to data storage by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume the responsibility for transferring the data from it.

The policy further states that "[o]fficers shall label the BWC data files with the proper event tag at the time of capture or transfer to storage..."

Chief Meyer advised that the Motorola body-worn cameras are capable of uploading data wirelessly via NBPD squad cars, but also utilize a physical docking station located at the North Branch Police Department.

In our opinion, NBPD's revised BWC policy is substantially compliant with respect to applicable data retention requirements and is attached as Appendix B.

NBPD BWC Data Destruction

As discussed above, NBPD's BWC data are stored on Motorola's cloud-based storage service, CommandCentral, with data retention and deletion schedules managed automatically through the VideoManager EL video management software based on the assigned data classification of each video.

Motorola describes its CommandCentral cloud service as CJIS compliant and notes that the service is routinely and automatically updated to maintain compliance.

FBI CJIS policy requires that hard drives used for CJIS data storage are sanitized by overwriting at least three times or degaussing prior to being released to unauthorized individuals, while inoperable drives must be destroyed through physical means such as shredding.

In our opinion, NBPD's written BWC policy is compliant with respect to the applicable data destruction requirements.

NBPD BWC Data Access

The Administering Access to BWC Data section of NBPD's BWC policy states that, "[o]fficers shall refer members of the media or public seeking access to BWC data to the police department's administrative staff who shall process the request in accordance with the MGDPA [Minnesota Government Data Practices Act] and other governing laws."

Chief Meyer advised us that that all requests for BWC data from the public or media are made in writing using North Branch Police Department's data request form, or via email. Requests from the public are processed by the NBPD office manager, while requests from the media are directed to Chief Meyer. BWC video is provided via internet link.

NBPD's BWC policy states that "BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure." In addition, "BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law." Requests from other law enforcement agencies, prosecutors and probation personnel follow the same procedure as the public to request BWC data, and such requests are processed and fulfilled in the same manner. Data requests from prosecutors may also be fulfilled by the NBPD administrative assistant.

Chief Meyer indicated that NBPD has a general verbal understanding about any receiving agency's obligations under §13.825 Subd. 7 and Subd. 8. Chief Meyer also advised us that each BWC data email sent to a requesting agency contains the following message:

WARNING Anyone with access to this link can view the material. You are responsible for ensuring that only authorized parties are provided with this link.

Rampart recommends obtaining written acknowledgements of these obligations.

Prior to the issuance of this report, NBPD noted they have drafted a written form that needs to be filled out and returned to them prior to another agency receiving BWC data. The requesting agency will acknowledge their understanding and duties and obligations under 13.825 sub 7 & 8 on the form. NBPD subsequently provided an updated BWC policy that states:

Any law enforcement agency who requests BWC data must complete and sign a BWC Agency Sharing Data Form. Law enforcement agencies that receive the data must comply with all data classification, destruction, and security requirements of Minn. Stat. § 13.825.

An additional change was also made in the updated policy to this section that states:

Portable recording system data may not be shared with, disseminated to, sold to, or traded with any other individual or entity unless explicitly authorized by this section or other applicable law.

A copy of this revised policy is attached to this report as Appendix B.

As discussed in Clauses 5 and 6 of the Policy section of this report, the Minnesota State Legislature in 2023 added specific access requirements related to BWC data that document deadly force incidents, and specified that these requirements must be included in the agency's BWC policy. A review of Part A, Death resulting from force – access to data by survivors and legal counsel, of the Administering Access to BWC Data section of North Branch PD's BWC policy shows that NBPD has incorporated these requirements into its written policy.

In our opinion, NBPD's revised BWC policy is compliant with respect to the applicable data access requirements.

NBPD BWC Data Classification

The policy defines data subjects “for purposes of administering access to BWC data,” and states that “BWC data is [sic] presumptively private.” The policy further states that “BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently.” Active criminal investigation data are classified as confidential. NBPD BWC Policy also identifies certain categories of BWC data that are public.

As noted in the preceding section, North Branch PD has incorporated the changes the Minnesota State Legislature made in 2023 regarding BWC data documenting incidents involving the use of deadly force, including the requirement that, subject to limited redaction and certain exceptions, such BWC data be released to the public no later than 14 days after the incident.

In our opinion, NBPD’s written BWC policy is compliant with respect to the applicable data classification requirements.

NBPD BWC Internal Compliance Verification

The Agency Use of Data section of the NBPD BWC policy states that “[a]t least once a month, supervisors will randomly review BWC usage by each officer to whom a BWC is issued or available for use, to ensure compliance with this policy.” Chief Meyer advised that in addition to random reviews, supervisors also review use-of-force incidents, pursuits and incidents giving rise to complaints.

The Policy section of NBPD’s BWC policy states that “[i]t is the policy of this department to authorize and require the use of department-issued BWCs as set forth below, and to administer BWC data as provided by law.” The Use and Documentation section states that “[o]fficers may only use department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement duties as an employee of this department.”

As discussed in Clause 4 of the Policy section of this report, the 2023 legislative changes require that an agency’s BWC policy must require that an officer assigned a BWC wear and operate the system in compliance with the agency’s BWC policy while performing law enforcement activities under the command and control of another chief law enforcement officer or federal law enforcement official. The Use and Documentation section of NBPD’s BWC policy includes language to address this new requirement:

Officers who are engaged in the performance of official duties and have been issued BWCs shall use and operate them in compliance with this policy. This requirement includes situations where the officer is under the command and control of another chief law enforcement officer or federal law enforcement official while performing official duties for this agency.

NBPD’s written BWC policy addresses consequences associated with violations of the policy, to include both disciplinary action and potential criminal penalties.

In our opinion, NBPD’s revised policy is compliant with respect to the compliance and disciplinary requirements contained in §626.8473 Subd. 3(b)(8).

NBPD BWC Program and Inventory

NBPD currently possesses 14 Motorola V300 body-worn cameras.

The NBPD BWC policy identifies those circumstances in which officers are expected to activate their body-worn cameras, as well as circumstances in which they are prohibited from activating their body-worn cameras. The policy also provides guidance for those circumstances in which BWC activation is deemed discretionary.

As discussed in Clause 3 of the Policy section of this report, the 2023 legislative changes require that an agency's BWC policy must specify that a BWC be worn at or above the mid-line of the waist. The LEO Responsibilities section of NBPD's BWC policy states: "BWCs shall be worn at or above the mid-line of the waist in a position that maximizes the recording system's capacity to record video footage of the officer's activities."

Chief Meyer advised us that he is able to determine the number of BWCs deployed by reviewing the schedule and/or payroll data.

As of November 1, 2024, NBPD maintained 7,899 BWC videos, totaling approximately 9.06 TB.

NBPD BWC Physical, Technological and Procedural Safeguards

North Branch PD's BWC Policy states that: "No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes."

NBPD BWC data are initially recorded to a hard drive in each officer's BWC. Data from each BWC are then uploaded to Motorola's CommandCentral cloud service via either wireless upload or a physical docking station located at the Police Department.

Officers have view-only access to their own data for report writing, trial preparation, data administration, investigatory purposes and other legitimate law enforcement purposes, as well as the ability to add or edit case numbers and titles. Supervisors have the ability to view videos created by other personnel; however, all BWC data access is logged automatically and available for audit purposes.

Enhanced Surveillance Technology

NBPD currently employs BWCs with only standard audio/video recording capabilities. NBPD has no plans at this time to add enhanced BWC surveillance capabilities, such as thermal or night vision, or to otherwise expand the type or scope of their BWC technology.

If NBPD should obtain such enhanced technology in the future, Minnesota Statute §13.825 Subd. 10 requires notice to the Minnesota Bureau of Criminal Apprehension within 10 days. This notice must include a description of the technology and its surveillance capability and intended uses.

Data Sampling

Rampart selected a random sample of 132 calls for service (CFS) from which to review any available BWC recordings. It should be noted that not every call will result in an officer activating his or her BWC. For example, an officer who responds to a driving complaint but is unable to locate the suspect vehicle would be unlikely to activate his or her BWC. It should also be noted that because the audit covers a period of two years, while most BWC data is only required to be retained for 90 days, there is a significant likelihood that the sample population will include calls for which BWC data was created, but which has since been deleted due to the expiration of the retention period. The auditor reviewed the retained BWC videos to verify that this data was accurately documented in NBPD records.

Audit Conclusions

In our opinion, the North Branch Police Department's Body-Worn Camera Program is substantially compliant with Minnesota Statutes §13.825 and §626.8473.

A handwritten signature in black ink, appearing to read "Daniel E. Gazelka", is written over a horizontal line.

Daniel E. Gazelka

Rampart Audit LLC

12/11/2024



Prepared By: Angela Tveit, Deputy Clerk

Presenter: Angela Tveit, Deputy Clerk

Date: 12/19/2024

Board & Commission: City Council

Subject: Approve LG220 Application to conduct excluded bingo - North Branch American Legion Post 85 - Long Spurs of Sunrise River

Long Spurs of Sunrise River, has held gambling events including bingo in the past within the city limits of North Branch. This year they will be holding a bingo event at the North Branch American Legion Post 85 on March 19, 2025. The clerk's office signs off on the application before they can send it to the Minnesota Alcohol & Gambling Enforcement office so that they can be issued a permit to carry out such an event as requested. Most of these applications need to be submitted to the Minnesota Gambling Control Board a few months in advance for the state to process it.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-131-2025

Approval of Resolution R-131-2025 Authorizing Official Signatories & Declaring Official Depositories

CITY OF NORTH BRANCH

RESOLUTION NO. R131-2025

A Resolution Approving the Designation of Authorized Signers, Official Depository & Broker/Dealers for the Fiscal Year 2025 for the City Of North Branch.

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

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

WHEREAS, current City policy requires two (2) signatures for checks, drafts and withdrawal orders, and that the Mayor, City Administrator, Finance Director, and Chief of Police shall be authorized as Official Signatories of the City.

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

Kevin Schieber, Mayor
Matthew Hill, City Administrator
Sharon Wright, Finance Director
Dan Meyer, Chief of Police

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

Associated Bank
Bremer Bank
Stearns Bank

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

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

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

Passed by the City Council of North Branch, Minnesota this 14th day of January, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 12/23/2024

Board & Commission: City Council

Subject: Approval of Resolution R-131-2025 Authorizing Official Signatories & Declaring Official Depositories

Approval of Resolution R-131-2025 Authorizing Official Signatories & Declaring Official Depositories

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-132-2025

**A RESOLUTION APPROVING CARRYOVERS FROM FISCAL YEAR 2024 &
AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2025 BUDGETS**

WHEREAS, several budgeted and/or authorized items where appropriations were made for goods and/or services in Fiscal Year 2024 that were not received and/or completed by December 31, 2024; and,

WHEREAS, The City Council Recognizes it is prudent to carry forward the 2024 budget to account for the receipt of those goods and services and related expenditures in the new year; and,

WHEREAS, the expenditures related to the receipt of goods and services tied to the 2024 budget carryovers shall be coded against the fund/reserve balances of the applicable Funds.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the following 2024 budget carryovers are hereby approved:

FUND	ITEM	CODE	AMOUNT
General	Fire Turnout Gear	101-42280-50201	\$ 87,672.80
General	Fire Radios (portable/mobile)	101-42280-50201	\$100,000.00
General	Street Maintenance	101-43000-50482	\$ 40,000.00
General	Parks Maintenance	101-45000-50400	\$100,000.00
Franchise Fees	Street Maintenance	458-43000-50535	\$175,000.00
Park Improvement	Engineering Fees Cty Rd 30	486-46500-50506	\$100,000.00

BE IT FURTHER RESOLVED, the City Council authorizes amendments to the applicable Fiscal Year 2025 budget to account for said 2024 budget carryovers.

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

FUND	AMOUNT	FUND BALANCE
General (101)	\$327,672.80	Committed
Franchise Fee (458)	\$175,000.00	Committed
Park Imp (486)	\$100,000.00	Committed

Passed by the City Council of North Branch, Minnesota this 14th day of January, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 12/30/2024

Board & Commission: City Council

Subject: Approval of 2024 Audit Engagement Letter

BACKGROUND INFORMATION:

Annually, the City is required to undertake an audit of its financial records and practices. The City had utilized an audit firm for several years and decided to submit a Request for Purchase (RFP). This RFP was awarded to Abdo per City Council direction on September 4, 2024. Presented here is an Engagement Letter for the 2024 Audit per the contract awarded in September. Attached is the Engagement Letter that details the services to be provided and the cost for the fiscal year 2024.

REQUESTED CITY COUNCIL ACTION:

Approve the contract with Abdo to conduct the 2024 audit of the City's financial records and authorize the Mayor and City Administrator to sign the Engagement Letter in the form attached.

Voting Requirements:

Voting Options Simple Majority

December 20, 2024

City of North Branch
North Branch, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of North Branch (the City) for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress and Employer's Contributions
- Schedule of Changes in OPEB Liability, Related Ratios, and City Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.



Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.



With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist with entries to convert from the modified accrual basis of accounting to the full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management. We will also assist with year end accrual entries from information provided by management.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Justin Nilson, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in April 2025, and to issue our reports no later than June 30, 2025.

Our fee for these services will be as follows:

Audit	\$46,750.00
GASB 87 Assistance (if applicable)	<u>\$2,000.00</u>
Total	<u><u>\$48,750.00</u></u>

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.

The newest standard that will have an effect on the City that is effective for this year's financial statement is GASB's Accounting Standards number 101 - Accounting for compensated absences. This new standard is effective for fiscal years starting after December 15, 2023. Given this new standard will have an effect on your financial statements, there will be additional time spent to adopt this standard in year one. If requested, we will assist management with the implementation of this standard and our implementation fee for these procedures will be billed at our standard hourly rates.

To assist with the post-implementation accounting for GASB statement numbers 87 - Leases and 96 - Subscription Based Information Technology Agreements (SBITA's), Abdo has partnered with an accounting software known as LeaseCrunch to ensure you are in compliance with the standards. The cost of this service is a discounted price of \$78 per lease/SBITA that is in the LeaseCrunch system and is billed directly to Abdo from LeaseCrunch on an annual basis. Abdo will bill you the same amount charged from LeaseCrunch based on the number of leases/SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.



You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.



If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the of the City. City. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,



Abdo



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 6, 2023

To the Partners of
Abdo, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, LLP in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, LLP has received a peer review rating of *pass*.



Brady Martz and Associates, P.C.
Grand Forks, North Dakota



RESPONSE:

This letter correctly sets forth the understanding of the City of North Branch.

Signature and Title: _____





Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/02/2025

Board & Commission: City Council

Subject: Approval of PTOS Commission Appointments

Background

The Parks, Trails and Open Space Commission has two (2) openings on the commission with terms that expire on December 31, 2028.

Bob Bernier and Farfum Ladroma have submitted applications to serve on the Parks, Trails and Open Space Commission.

Requested Action

To appoint Bob Bernier and Farfum Ladroma to the Parks, Trails and Open Space Commission to the open 3 year terms that expire on December 31, 2028.

Voting Requirements:

Voting Options Simple Majority



City of North Branch Application for Advisory Boards/Commissions

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

Name: Robert Bernier

email: rbernier6@gmail.com

Address: 4939 381st Lane, North Branch, MN 55056

Phone: 612-462-2226

How long have you lived in North Branch? 18 Years

Occupation and Employer (name and address): Claims Adjuster; The League of Minnesota Cities Insurance Trust, 145 University Ave West, St Paul, MN 55103

Education and Professional Experience: I have BA from North Dakota State University and have been working as a claims adjuster for the last 25+ years.

Civic, Volunteer and Community Activities: I have volunteered as a coach for my daughter's Soccer, Baseball, Softball, Basketball, and Volleyball teams. I am active with the VFW and on the Color Guard / Honor Guard.

Previous Public Experience (Elected or Appointed): I have been serving on the PTOS Commission for the past 11 years. I have also served on the Board of the State of MN Assigned Claims Bureau.

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

At this point, I am invested in more than a few community projects and I would like to see if we can make progress in things like finishing Williams Park and the Regional Veteran's Memorial in town. As the longest serving current member of the commission, I believe my experience can help the others as well.

What issues do you believe the board or commission should consider: I still believe completing William's Park should be high on the priority list for our community.

Date: 12/19/2024

Applicant Signature 

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

651-674-8113

www.ci.northbranch.mn.us

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



City of North Branch Application for Advisory Boards/Commissions

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

Name: Farfum Ladroma email: Farfum.Ladroma@pine.edu

Address: 6147 Oak Street

Phone: 3197751427 How long have you lived in North Branch? 3.5 years

Occupation and Employer (name and address): Pine Technical and Community College 900 Fourth St SE, Pine City, MN 55063
Dean of Student Success. *Transitioning to Dean of Academic Operations at Anoka Ramsey Community College at the end January.

Education and Professional Experience: Masters of Public Administration (MPA), Government emphasis.
BA in International Studies--Development. Completed PTOS 1st term. Returned Peace Corps Volunteer and community advocate.

Civic, Volunteer and Community Activities: Vice President of Friends of Tonga--Returned Peace Corps Volunteer Group
Volunteer/Community Activities with St. Gregory the Great of North Branch and St. Peter's Catholic School in Forest Lake.

Previous Public Experience (Elected or Appointed): City of North Branch, PTOS Commissioner. Appointed by Governor Walz
for the Minnesota Foundation for Student Organizations (active).

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

I'd like the opportunity to continue serving as North Branch's PTOS commissioner. The last few years has provided the
chance to learn more about the work involved surrounding PTOS and learn more about about the City of North Branch.
I hope to build on the knowledge and newly acquired skill set to further grow the work of PTOS. Thank you for your consideration.

What issues do you believe the board or commission should consider: Continue to foster community
development through PTOS that is sustainable, equitable, and fiscally responsible for the citizens and guests of North Branch.

Date: 01/02/2025 Applicant Signature 

Please return to: City of North Branch, Attn: Interin City Administrator, 6408 Elm
Street, PO Box 910, North Branch, MN 55056 or via email to: jasonz@ci.north-branch.mn.us
651-674-8113 www.ci.northbranch.mn.us

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Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 01/06/2025

Board & Commission: City Council

Subject: Accept the Resignation of Officer Christian Lausen and Authorize Job Posting and Hiring Process

Overview / Background

The City of North Branch received a written notice of resignation from Officer Christian Lausen with his last day being January 20, 2025. Officer Lausen started his employment with the City on July 15, 2024. With receipt of his notice, the City will have a vacancy.

Staff Recommendation and Recommended City Council Action

City Staff recommends the City Council to accept the resignation of Officer Christian Lausen and to authorize staff to post for the vacancy and to start the hiring process.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/09/2025

Board & Commission: City Council

Subject: Accept resignation of Deputy Clerk Angela Tveit and authorize job posting and hiring process for the City Clerk position.

Overview/Background

The City of North Branch received a written notice of resignation from the Deputy Clerk position from Angela Tveit with her last day being January 10, 2025. With this notice there will be a vacancy in the City Clerk position.

Mrs. Tveit was assigned to the Deputy Clerk position with a Memorandum of Understanding with the Teamster's Union serving both the Deputy Clerk position and the Administrative Support position in Public Works. She will continue to serve the City of North Branch in the Public Works position in a full-time capacity.

Staff Recommendation and Requested City Council Action

Administration recommends that the City accept the resignation and authorize staff to post for the vacancy and to start the hiring process.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 01/10/2025

Board & Commission: City Council

Subject: Annual City Sidewalk Snow Removal Review

Annual City Sidewalk Snow Removal Review:

Attached is the map of the sidewalks and trails the city provides snow removal on. This program was started in 1998 to assist in keeping these corridors open and clear so pedestrians have a safe and consistent snow free walkway that is not the street. I bring this forward each year for council to review should they choose to add more or delete segments that maintained by the City and to see if there are any resident concerns or questions council members may have received.

All the sidewalks listed are in "high use areas" and the snow removal is working well. I have heard no negative feedback from residents. Sidewalk and Trail snow removal takes place after all city streets and parking lots have been cleared of snow and takes about 8-12 hours to complete the 8 miles depending on the snow fall amount. Attached is a map showing all trails and sidewalks cleared by the city.

City code requires the adjacent property owner to provide snow removal for all other sidewalks in the City. The City enforces code violations on a "complaint basis", however, since sidewalk clearing is safety related the code department has been taking a "pro-active" approach to notify properties when this does not occur.

Sidewalk snow removal is an area of the code the city receives consistent complaints about walks not being cleared in timely manner. Residents have attended council meetings each year asking the council to be more pro-active regarding sidewalk snow removal. Last year council agreed to do this and directed staff as time allowed to notify residents of un-cleared walks.

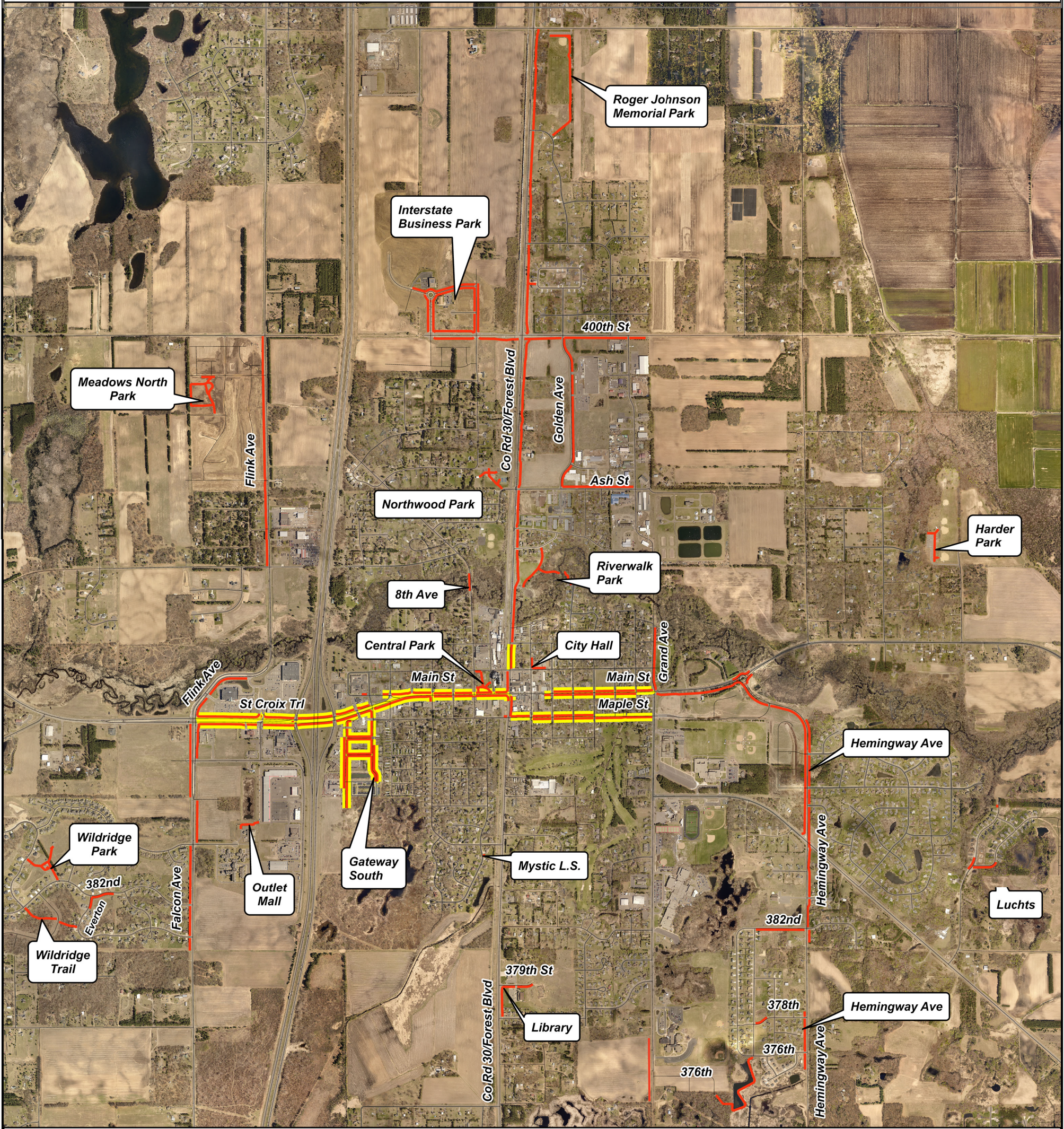
Does council wish to continue with the same approach this winter season? If so, this means a notification door hanger and or letter is sent to the affected resident informing them to clear the walk within 36 hrs. as specified in the ordinance sec.50-25 snow removal on sidewalks. If the

snow is not cleared within the specified time frame, the city then clears the walk and bills the property owner.

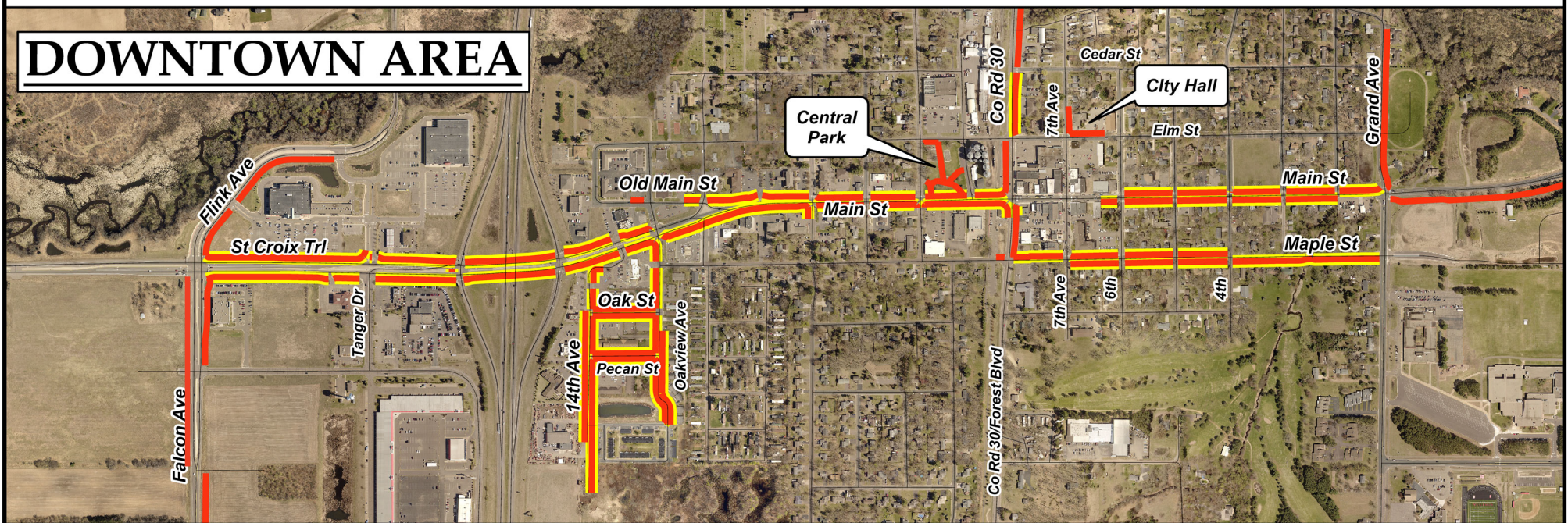
Voting Requirements:

Voting Options Simple Majority

North Branch Sidewalk and Trail Snow Removal Map



DOWNTOWN AREA



 City Maintained Trails/Sidewalks



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/07/2025

Board & Commission: City Council

Subject: Receive Monthly legal staff report

Receive Monthly Legal Staff Report

Voting Requirements:

Voting Options Simple Majority

MEMORANDUM

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

VIA EMAIL ONLY

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: January 6, 2025

Re: Legal Staff Report for January 14, 2025 City Council Meeting

- - - - -

We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during December 2024. The matters listed below are discussed in a general manner only for sake of brevity and to maintain any attorney-client privileged and/or confidential information/data.

Summary of City Matters

1. **Personnel and Labor Matters**

Attorneys researched, reviewed, analyzed, and drafted multiple documents and correspondence for IUOE union negotiations, and attended negotiations meeting. Attorneys advised and responded to various other questions and prepared correspondence regarding labor and employment matters, including a data request and preparation of a job description.

2. **Land Use and Real Estate Matters**

Attorneys reviewed and advised on questions related to a liquor store lease agreement. Attorneys researched, reviewed and drafted an easement agreement for a county road project. Attorneys researched, reviewed, and drafted a purchase agreement and related documents.

3. **Staff Communications**

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

CMH/sc

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 391-25

**SUMMARY ORDINANCE AMENDING THE NORTH BRANCH CITY CODE
CHAPTER 2, ADMINISTRATION; ARTICLE V, BOARDS, COMMITTEES AND
COMMISSIONS.**

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN THAT

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

SECTION 1: FEE SCHEDULE

After consideration and review, the City Council hereby adopts the 2025 Fee Schedule attached to this ordinance as Exhibit A.

SECTION 2: EFFECTIVE DATE

This Ordinance shall take full effect on January 14, 2025 and be in full force after its passage and publication according to law.

2025 Fee Schedule

Service	2025 Fee Schedule
Building Department	
3 Season Porch	Based on Valuation* \$50.00/Sq. Ft.
Basement Finish	\$156.00
Building Department Fees	As Outlined on page 2
Building Moving Review	\$100.00 + Expenses
Building Permit	Based on Valuation*
Deck - Residential	Based on Valuation* \$20.00/Sq. Ft.
Demolition Permit	\$75.00
Detached Accessory Structure - Residential	Based on Valuation* \$20.00/Sq. Ft.
Manufactured Home Installation	\$250.00*
Mechanical Permit - Commercial	Based on Valuation*
Mechanical Permit - Commercial Replacement	\$99.00/Unit*
Mechanical Permit - New Residential	\$89.00*
Mechanical Permit - Replacement Residential	\$89.00*
Other Building (Misc) Permits	\$89.00*
Plan Review Fee	65% of Permit Fee
Plumbing Permit - Commercial	Based on Valuation*
Plumbing Permit - Commercial Replacement	\$99.00/Unit*
Plumbing Permit - New Residential	\$89.00*
Plumbing Permit - Replacement Residential	\$89.00*
Reroof - Commercial	\$208.00*
Reroof - Residential	\$89.00*
Septic -Tank Set/Common Sys Connection/Repair/Operating Permit/Land App'l	\$60.00
Septic Permit	\$300.00
Septic Pumping Fee	\$5.00
Sewer Access Fee (SAC) ***	\$2,471.00/Unit
Sewer Connection Inspection Fee	\$60.00
Site/Location Inspection (Fence, Ag Bldg, Swimming Pool, etc)	\$80.00
Temporary Certificate of Occupancy	Escrow based on estimated cost of delayed site improvements. Can be in the form of cash or letter of credit issued by a bank.
Water Access Fee (WAC)	\$1,700.00/Unit
Water Connection Inspection Fee	\$60.00
Water Meters - Residential **	Actual Cost to City
- Irrigation (Residential) **	Actual Cost to City
- Commercial/Industrial **	Actual Cost to City

* State Surcharge Applies

** Contact NB Public Works for cost

*** Multi-family, rental residential units without individual services, fee is reduced an additional 20%

2025 Fee Schedule

2025 Fee Schedule NORTH BRANCH BUILDING FEE SCHEDULE

This is a "valuation" based permit schedule

Total Valuation	Fee
\$1.00 - \$500.99	\$23.00
\$501.00 - \$2,000.99	\$23.50 for the first \$500.99 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.99
\$2,001.00 - \$25,000.99	\$69.25 for the first \$2,000.99 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.99
\$25,001.00 - \$50,000.99	\$391.25 for the first \$25,000.99 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.99
\$50,001.00 - \$100,000.99	\$643.75 for the first \$50,000.99 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.99
\$100,001.00 - \$500,000.99	\$993.75 for the first \$100,000.99 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.99
\$500,001.00 - \$1,000,000.99	\$3,233.75 for the first \$500,000.99 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.99
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.99 plus \$3.15 for each additional \$1,000.00 or fraction thereof.

Other Inspections and Fees:

Inspections outside of normal business hours	\$50.00 per hour *
Re-inspection fees	\$50.00 per hour *
Additional plan review required by changes, additions or revisions to plans	\$50.00 per hour *
Investigation fee - work commencing before permit issuance (not to exceed the permit fee)	\$50.00 per hour *
For use of outside consultants for plan checking and inspections, or both	Actual Cost **
* These fees have a one-hour minimum charge	
** Actual costs include administrative and overhead costs.	

Building Permit Refund Policy:

Permit fees are refundable up to 80%.

The City does not refund any fees if:

- work has been started,
- the permit is over 180 days old, or
- the permit fee is less than \$100.00.

All refund requests must be in writing, signed by the permit holder, and submitted to the building department.

Please note the following are never eligible for refund:

- Plan review fees
- State surcharge fees
- Re-inspection fees
- Any services that have previously been rendered

2025 Fee Schedule

Service	2025 Fee Schedule
City Clerk's Office	
Affidavit of Candidacy	\$5.00
Assessment Search	\$25.00
Bad Check Fee	\$30.00
Certification of Delinquent Bills to Taxes (City Services, Sewer, Stormwater & Water)	\$20.00 per unpaid, delinquent service
Club License	\$500.00
Paper or Digital Copies	\$0.25/Page if 100 pages or under, actual cost if over 100 pages (per MN Statute)
Data Request Retrieval	Actual Cost *
Liquor License Investigation Fee - Partnership, Corporation	\$125.00
Liquor License Investigation Fee - Single Person	\$50.00
Notary Service	\$5.00 per document
Ordinance Amendment	\$300.00
Small Wireless Annual Rental Fee per structure	\$150.00
Small Wireless Annual Maintenance Fee per structure	\$25.00
Small Wireless Monthly Electrical Service Fee	Metered w/service fee and usage fees - monthly
Special Meeting Fee	\$300.00
Service	2025 Fee Schedule
Miscellaneous	
City Parking Lot Overnight Parking Permit/ Winter Parking	\$20.00 per season
Conduit Bonding Fee	0.50% of Amount Borrowed
Required Staff Time (oversee projects/misc inspections, etc)	\$75.00 per hour/1 hour min

* Actual Costs = lowest paid, qualified employee time, copies, certifications, electronically transmitting the copies or data.
(MS 13.03, Subdivision 3 (c))

2025 Fee Schedule

Service	2025 Fee Schedule
Business Licenses:	
Dance License	\$100.00
Dance License - Temporary	\$20.00 per day
Display & Consumption License (Set-Up) (State fee of \$250 Incl)	\$500.00
Dog Kennel License	\$125.00
Garbage Hauler's License	\$156.00
Massage License (Business)	\$150.00
Massage License (Therapist)	\$25.00
Off-Sale 3.2% Malt Liquor License	\$125.00
Off-Sale Intoxicating Liquor License	\$150.00
On-Sale 3.2% Malt Liquor License	\$100.00
On-Sale Intoxicating Liquor License	\$2,500.00
Right of Way Access (Excavator's) License	\$100.00
Sunday Liquor License	\$200.00
Temporary Liquor License	\$50.00 per day
Temporary Sunday Liquor License	\$25.00 per day
Tobacco License	\$250.00
Transient Merchant - Group (30 Day)	\$260.00
Transient Merchant License - Group (3 Day)	\$130.00
Transient Merchant License (30 Days)	\$78.00
Transient Merchant License (6 months)	\$234.00
Transient Merchant License (Annual)	\$400.00
Wine License	\$750.00
Yard Waste Composting Site License	\$500.00 application fee \$2,000.00 annual/renewal fee
License Late Fee	10% of License Fee or \$25.00, whichever is greater
Mobile Food Units (Food Trucks)	\$100.00 per year
Mobile Food Units (Food Trucks) Event License	\$30.00 per event (1-3 days)
Background Check (Ice Cream Vendors Only)	\$50.00 per business

Service	2025 Fee Schedule
Miscellaneous Permits:	
Right of Way Excavation Permit	\$100.00
Right of Way Obstruction Permit	\$100.00
Small Wireless Facility Permit	\$100.00
Grading Permit - 50 cubic yards<100 cubic yards or distribution area >1,000 sq ft	\$100.00
Shoreland zone or 100cubic yards and more or 20,000 sq ft distribution area	\$500.00 plus engineering escrow for Inspections ^A

^A Escrow can be in the form of either:

- Cash
- Letter of Credit issued by a financial institution

2025 Fee Schedule

Service	2025 Fee Schedule
Fire Department	
Response Car or Grass Fire (Plus Foam If Used)	\$200.00 \$85.00
Response Rate - Extrication	\$400.00 to Respond
Standby Emergency Rate Plus Fire Fighter Rate (Gas Leak or Other Activity)	\$100.00 \$15.00/Person/Hour, After First Hour
False Alarm - 0-3 per calendar year at no charge. 4th & each subsequent alarm charged.	\$75.00 Each Per Calendar Year
Non-Emergency Lift Assistance - 0-3 per calendar year at no charge. 4th & each subsequent incident charged.	\$75.00 Each Per Calendar Year

Service	2025 Fee Schedule
Police Department	
Animal Impound Fee	\$85.00/animal
Animal Kennel Boarding	\$ 25.00/Day
Copy of Police Report	No Charge Less Than 10 Pages \$0.25/Page Over 10 Pages
Dog License:	
Annual Fee	\$10.00/dog
Annual Fee (Senior Discount 62+)	\$7.00/dog
Microchipped Dog Fee - life of dog	\$35.00/dog
Microchipped Dog Fee - life of dog (Senior Discount 62+)	\$18.00/dog
Dangerous Dog Registration	\$200.00 annually
State Accident Report	\$2.00
False Alarm - 0-3 per calendar year at no charge. 4th & each subsequent alarm charged.	\$75.00 Each Per Calendar Year
Officer Contract Rate	\$80.00/Hr/2 Hr Min.
Photos	Actual Cost
Vehicle Impound Charge (Max 30 Days Storage)	\$10.00/Day/30 Day Maximum + Towing

2025 Fee Schedule

Service	2025 Fee Schedule
Public Works Department	
Address Sign & Post	\$50.00
Air Compressor Rental w/ Labor	\$100.00 per hour/2 Hr Min
Asphalt Patching	\$300.00 per 20 Sq Ft Min
Public Works Labor/Construction Observation	\$75.00 per hour/1 Hr Min
Grader Rental ¹	\$175.00 per hour/2 Hr Min
Leaf Pick-up Rental ¹	\$275.00 per hour/2 Hr Min
Leaf Truck Material	\$30.00 per Load
Loader Rental ¹	\$175.00 per hour/2 Hr Min
Mailbox Post	\$80.00
Mowing & Sidewalk Clearing	\$100.00 per hour/2 Hr Min
Pickup Truck Rental ¹	\$75.00 per hour/2 Hr Min
Portable Generator Rental ¹	\$175.00 per hour/2 Hr Min
Salt	Actual Cost
Salt Sand - 3:1 Mix	\$80.00 per ton
Septage Dumped at Sewer Plant	\$60.00 per 1,000 Gallons
Sewer Jetter Rental ¹	\$275.00 per hour/2 Hr Min
Skidsteer Rental ¹	\$125.00 per hour/2 Hr Min
Snow Plowing	\$175.00 per hour/2 Hr Min (Tandem Axle, Single Axle, Grader or Loader)
Street Sign	Cost of Sign plus 20%
Street Sign with Installation	\$65.00 per Sign plus Cost of Sign & Materials
Street Sweeper Rental ¹	\$300.00 per hour/2 Hr Min
Tractor Rental ¹	\$150.00 per hour/2 Hr Min
Dump Truck Rental - Single Axle ¹	\$125.00 per hour/2 Hr Min
Dump Truck Rental - Tandem Axle ¹	\$150.00 per hour/2 Hr Min
Water Tanker Truck w/1,250 Gal Water ¹	\$125.00 per hour/2 Hr Min plus cost of water

¹ Equipment only - Staff Time is additional Cost

2025 Fee Schedule

Community Development & Zoning		2025 Fee Schedule	
Land Use & Zoning		Fee	Escrow*
Amendment to Comprehensive Plan		\$300.00	\$1,000.00
Concept Plan Review		\$150.00	\$1,000.00
Conditional Use Permit		\$300.00	--
Interim Use Permit		\$300.00	--
Lot Split, Combination & Line Adjustment		\$300.00	--
Park Dedication			
	Residential (<i>Per Unit</i>)	\$1,800.00	--
	Commercial/Industrial (<i>Base</i>)	\$1,800.00	--
	Commercial/Industrial (<i>Per Acre</i>)	\$1,000.00	--
Site Plan			
	Multi-Family	\$350.00	\$2,500.00
	Commercial/Industrial	\$350.00	\$2,500.00
	Amendment	\$200.00	\$1,000.00
Subdivision & Planned Unit Development			
	Minor Subdivision	\$500.00	\$3,000.00
	Per Lot	\$40.00	--
	Preliminary Plat	\$500.00	--
	Per Lot	\$40.00	--
	Final Plat	\$300.00	--
	Subdivision (<i>1-50 Lots</i>)	--	\$5,000.00
	Subdivision (<i>51+ Lots</i>)	--	\$10,000.00
Vacation (Rights of Way/Easements)		\$500.00	--
Variance		\$300.00	--
Zoning			
	Amendment - Map / Rezoning	\$300.00	\$1,500.00
	Amendment - Text	\$300.00	\$1,500.00
Zoning Appeal		\$300.00	--
Zoning Letter		\$75.00	--
Development Fees		Fee	Escrow*
Economic Development Assistance			
	TIF/Abatement Concept Analysis	--	\$2,000.00
	TIF/Abatement Application	\$1,000.00	\$10,000.00
Grant Application Assistance		--	\$1,000.00
Transportation Review (AUAR/EIS/EAW)		--	\$3,000.00
Permitting		Fee	Escrow*
Home Occupation / Home-Based Business			
	Administrative Review (<i>No Hearing</i>)	\$250.00	--
	Operational Review (<i>Public Hearing</i>)	\$300.00	\$1,000.00
Signs			
	Permanent	\$75.00	--
	Temporary	\$30.00	--
Enforcement		Fee	Escrow*
Nuisance Abatement (<i>Fee + Actual Abatement Expense</i>)		\$30.00 + Actual	--

* Escrow - All escrow amounts listed are considered initial deposits. Additional deposits may be required by the City to cover expenses in excess of an escrow paid at the time of application.

2025 Fee Schedule

Service 2025 Fee Schedule	
Engineering and GIS Departments	
Aerial Photos - Digital	\$10.00 per acre
Digital Topography	\$10.00 per acre
Engineering Service Fee	Actual Cost
GIS Service Fee	\$50.00 per hour
Map-City or Zoning (2' x 3') - Black & White	\$5.00
Map-City or Zoning (2' x 3') - Color	\$10.00
Map-City or Zoning (3' x 4') - Black & White	\$10.00
Map-City or Zoning (3' x 4') - Color	\$20.00
Map Custom	Actual cost
Lot Survey Review Fee	\$20.00 per lot
Driveway Permit Fee	\$25.00 per driveway

Service 2025 Fee Schedule	
Parks Department	

Special Events, Park Reservations and Deposits

Harder Park Ball Field Lights:	
Season	Actual City Cost
One-Time	\$10.00 per hour
Harder Park and Northwood Park Concession Building Damage Deposit	\$1,000.00

Park Reservation Fees:

# of People	Permit Fees		Refundable Damage-Deposit	
	Resident	Non-Resident	Resident	Non-Resident
0-100	\$0.00	\$50.00	\$100.00	\$250.00
100+	\$100.00	\$100.00	\$100.00	\$100.00

2025 Fee Schedule

2025 Public Utility Fees

RATE DESCRIPTION	FEE	BASE	USAGE
Franchise Fees Electric (Monthly):			
Residential/Small Commercial	\$ 3.50		< 5,000kWh hours
Medium Commercial FF	\$ 8.75		5,000-10,000kWh hours
Large Commercial FF	\$ 17.50		> 10,000kWh hours
Franchise Fees Gas (Monthly):			
Residential	\$ 2.00		All
Small Commercial/Industrial	\$ 3.00		< 1,500 therms/YEAR
Large Commerical/Industrial	\$ 5.00		> 1,501 therms/YEAR
Small Volume Interruptible			
Large Volume Interruptible			
Transportation			
Irrigation Water Fees:			
C-Irrigation Water		\$ 20.00	\$5.70 / 1K GALS
R-Irrigation Water		\$ 20.00	\$5.70 / 1K GALS
Miscellaneous Fees:			
AMR Meter Reading Fee	\$ 25.00		
Certification Of Delinquent Utilities	\$15/Utility		
Door Hanger Reminder	\$ 25.00		
Food Truck	\$ 55.88		
Hydrant Meter Deposit	\$ 1,500.00		
Late Fees	10%		
NSF/Bank Return Fee	\$ 30.00		
Reconnect Fee	\$ 50.00		
Reconnect Fee After Hours	\$ 250.00		
Sewer Fees:			
Sewer - 1" Service (Cs)		\$ 14.50	\$8.80/1K GALS
Sewer - 2" Service (Cs)		\$ 46.40	\$8.80/1K GALS
Sewer - Commercial		\$ 14.50	\$8.80/1K GALS
Sewer - MFU 1 1/2" (Rs) Pricing Per Unit		\$ 29.00	\$8.80/1K GALS
Sewer - MFU 1" (Rs) - Pricing Per Unit		\$ 14.50	\$8.80/1K GALS
Sewer - MFU 2" (Rs) Pricing Per Unit		\$ 46.40	\$8.80/1K GALS
Sewer - MFU 4" (Rs) Pricing Per Unit		\$ 145.00	\$8.80/1K GALS
Sewer - Residential		\$ 14.50	\$8.80/1K GALS
Trunk Sewer Fee Commercial	\$4,966.40/Acre		
Trunk Sewer Fee Residential	\$1,656/Unit		
Sewer - 1 1/2" Service (Cs)		\$ 29.00	\$8.80/1K GALS
Sewer - 3"Commercial Service (Cs)		\$ 87.00	\$8.80/1K GALS
Sewer - 4" Service (Cs)		\$ 145.00	\$8.80/1K GALS
Sewer - 6" Service (Cs)		\$ 290.00	\$8.80/1K GALS
Stormwater Fees (Monthly):			
Storm Sewer - Apartments 4+ Pricing Per Unit	\$ 4.42		
Storm Sewer - Business Acreage	\$ 6.23		
Storm Sewer - Manufactured Housing Pricing Per Unit	\$ 4.66		
Storm Sewer - Residential/Business Pricing Per Unit Up To 3	\$ 6.23		
Storm Water Connection Fee	\$.44 / Sq Ft		
Rural Stormwater Fees (Annual):	\$ 74.76		

2025 Fee Schedule

2025 Public Utility Fees

Water Fees:			
Commercial 3" Service		\$ 127.00	\$5.70 / 1K GALS
Bulk Water Rate - Connection Fee per Fill	\$ 50.00		
Bulk Water Rate - Charge per Fill			\$5.70 / 1K GALS
Commercial 1 1/2" Service		\$ 32.00	\$5.70 / 1K GALS
Commercial 1" Service		\$ 26.00	\$5.70 / 1K GALS
Commercial 2" Service		\$ 35.00	\$5.70 / 1K GALS
Commercial 4" Service		\$ 157.00	\$5.70 / 1K GALS
Commercial 6" Service		\$ 233.00	\$5.70 / 1K GALS
Commercial Water		\$ 20.00	\$5.70 / 1K GALS
Residential Water		\$ 20.00	\$5.70 / 1K GALS
Trunk Water Fee Commercial	\$6,350/Acre		
Trunk Water Fee Residential	\$3,500/Unit		
Water Deposits - Comm	\$ 100.00		
Water Deposits - Res	\$ 50.00		
Water Meters - Commercial	Cost + 10%		
Water Meters - Residential	Cost + 10%		
Water MFU Pricing Per Unit		\$ 20.00	\$5.70 / 1K GALS



Prepared By: Kim Lindquist, Director, Community Planning & Econ. Dev, Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/09/2025

Board & Commission: City Council

Subject: Resolution R-134-2025 Approving the Sneep Acres Preliminary and Final Plat

Recommended City Council Action

Motion to recommend the approval of the Preliminary Plat and Final Plat for the Sneep Acres Minor Subdivision at 8753 380th Street in the Rural Residential (RR) zoning district subject to the following:

- All fees and financial obligations shall be received by the City prior to releasing the approval documents related to this project for recording.
- The Applicant or the future owner of the lots, shall obtain all necessary approvals, including submittal and approval of a site grading plan, and pay all applicable fees prior to commencing construction on the lots.
- The Applicant shall record private driveway easements to include all shared driveways not currently located within existing easement with the final plat.
- Lots 1 and 2 shall have a shared access and a private driveway easement recorded with the final plat reflecting that change. A revised grading plan to reflect the shared driveway is required prior to issuance of a building permit for Lot 1.
- The Applicant pay the park dedication fee for two new lots prior to release of the Final Plat for recording.

Overview / Background

Michael Sneep (Applicant) is requesting both Preliminary Plat and Final Plat approval for a minor subdivision at 8753 380th Street (Plat). The Applicant has applied to split the existing parcel, (PID: 11.00537.00) into three (3) lots. The Plat will create three parcels, one of which is developed with an existing home and the other two lots would be available for future development. The property currently is zoned Rural Residential.

Request(s) to Consider

1. Land Use and Zoning
2. Plat Standards

Analysis of Request(s)

1. Land Use & Zoning

The Subject Property currently has a single land use classification: **Rural Residential**. Similarly, the property is currently zoned **RR -Rural Residential**. The applicant is not requesting any change to the zoning and therefore the request is being analyzed based upon the RR Rural Residential ordinance standards. Single family development is a permitted use in the Rural Residential zoning district.

In the Comprehensive Plan and Zoning Map, the surrounding properties are Rural Residential and Single-Family Residential.

Land Use and Zoning standards are satisfied.

2. Plat Standards

Minimum Lot Standards

Minimum lot dimensional standards for properties in the RR zoning district are noted in the table below along with information about the proposed three lots:

Lot Standards			
Type	Area (buildable acre)	Width	Depth
Minimum Lot Area	1	110'	300'
Lot 1	2.3	214'	454'
Lot 2	7.3	509'	945'
Lot 3	1.9	185'	457'

The maximum building height in the Rural Residential zoning district is 35 feet and the

maximum lot coverage impervious surfaces is 50%. Both of these standards can easily be met due to the size of the proposed lots. The Plat illustrates the new lot configurations with the dimensions listed in the table above, which meet minimum lot ordinance requirements. Due to the unique shape of Lot 2, it is worth noting that the lot depth is unusually large due to measuring from the front lot line. The table below also shows the setbacks for the existing house; all ordinance requirements are met.

Type	Front Yard	Rear Yard	Side Yard
------	------------	-----------	-----------

	(feet)	(feet)*	(feet)*
Minimum Lot Setback	40'	30'	10'
Lot 1			
Lot 2	786'	116'	203'
Lot 3			

When the Planning Commission reviewed the Preliminary Plat, it was noted that there was a small shed located on Lot 2, in close proximity to the shared lot line. The Applicant revised plans indicate the shed has been removed in compliance with the Planning Commission recommendation. This recommended condition of approval has been deleted.

Wetlands

There is a designated wetland on Lot 3 and a drainage and utility easement is proposed around the wetland. The southeast corner of Lot 2 also contains a portion of the North Branch Sunrise River Tributary. This area is also marked with a drainage and utility easement. The submitted plans have been revised to reduce the wetland size by 400 square feet; the amount allowed without permit. It is believed this activity may occur when Lot 3 is developed. A final grading plan is requested with the development of the Lot 3.

The submittals also illustrate areas for a primary and secondary septic system on the site with available land for building. It is expected that all created lots are buildable without the need of variance.

Grading

A grading and drainage plan indicates that the area immediately around the driveway, residence and septic fields will be individually graded upon development of each unit. The plan currently shows silt fencing outlining the area although final plans would be required. The Applicant or the future builder, will be required to provide grading and erosion control plans and obtain all necessary permits, prior to building on either of the new lots which is a condition of approval.

Access

The most unusual aspect of the proposal is the access or driveways in the area. The current lot has a looped driveway that has two access points until 380th. This looped driveway also provides access to the lot directly east, 37955 Bridge Road. The access point at Bridge street is also used by the parcel east of the eastern neighbor, at 37985 Bridge. Based upon the certificate of survey, a portion of the shared driveway is located outside the driveway easement. The driveway should be shifted to be housed within the easement or the easement expanded to contain the entire portion of the eastern driveway that is shared.

Lot 1 and Lot 2 should share the 380th Street roadway access to reduce the number of access points along 380th Street. Less access points are always preferred since the more “curbcuts” unto a road results in a less safe situation. The revised Preliminary Plat drawing shows that the access points

consolidated, but the revised Grading Plan does not show the same change. A revised plan is a condition of approval.

Preliminary Plat

In considering the minor subdivision, the proposal should be weighed against the following factors:

1. Consistency with the policy, purpose, design standards and other requirements of this chapter.
2. Consistency with the city's growth management system or other development plans.
3. Consistency with the zoning chapter.
4. The physical characteristics of the site including but not limited to topography, erosion, and flooding potential, soil limitations, soil borings, are suitable for the type of development or use contemplated.
5. The proposed development will not create undue burden on services and/or infrastructure.

Based upon the information provided by the applicant and the assessment of the considering factors, the city staff and the Planning Commission found the application met the minimum dimensional standards.

Final Plat

The Final Plat has been reviewed and found to be in substantial compliance with the Preliminary Plat. Recommended conditions of approval reflect the Planning Commission recommendations and the revised submittal.

Recommended Planning Commission Action

The Planning Commission recommended approval of the Preliminary Plat with conditions on December 3, 2024. Their recommendation prompted some of the modifications to the plans reflected in the current submittal. The Final Plat does not go to the Commission for recommendation.

Recommended Parks, Trails and Open Space Commission Action

The Planning Commission recommended approval of the acceptance of cash for park dedication as the additional lots will provide additional demands on the city's parks, trails and open space system on November 4, 2024.

Staff Recommendation

City staff recommends approval of the Preliminary Plat and Final Plat for Sneepe Acres with the conditions as stated.

Attachments

WiDSETH Final Plat – Sneepe Acres, 01/02/2025

WiDSETH Preliminary Plat, 01/02/2025
WiDSETH Grading Plan, 01/02/2025
WiDSETH Certificate of Survey, 09/30/2024

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-134-2025

**RESOLUTION APPROVING THE PRELIMINARY PLAT AND FINAL PLAT
FOR SNEEP ACRES MINOR SUBDIVISION**

WHEREAS, Michael Sneep (“Owner”) requested Preliminary Plat and Final Plat approval for Sneep Acres Minor Subdivision, collectively referred to hereafter as “Plat,” located at 8753 380th Street (PID: 11.00537.00) (“Subject Property”) and,

WHEREAS, the Subject Property is guided as Rural Residential, per the Comprehensive Plan (“Land Use”), and zoned as RR – Rural Residential (“Zoning”); and,

WHEREAS, the Owner is proposing to Plat the Subject Property, creating three (3) residential lots – an increase of two (2) new residential lots – on 11.8 gross acres of land (“Development”); and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on December 3, 2024 to consider and receive public comment regarding the proposed Plat; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, no verbal or written comment specific to the Plat were received; and,

WHEREAS, following the Hearing, the Commission found the Plat satisfies all Land Use and Zoning standards and City platting requirements, and unanimously recommended approval of the Plat for Sneep Acres Minor Subdivision; and,

WHEREAS, on January 14, 2025, the City Council passed Resolution No. R-134-2025, approving said Minor Subdivision.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Preliminary Plat and Final Plat for Sneep Acres Minor Subdivision is hereby approved based upon the following findings of fact:

1. The proposed development is consistent with the City’s Comprehensive Plan and is compatible with the present and future land uses of the area.
2. The development is consistent with the City’s Zoning Ordinance.
3. The physical characteristics of the site including but not limited to topography, erosion, an flooding potential, soil limitations, soil borings are suitable for the type of development or use contemplated.
4. The development will not create an excessive burden on parks, schools, streets, and other

public facilities and utilities, which serve or are proposed, to serve the area.

5. The Final Plat is in substantial compliance with the Preliminary Plat.

Subject to the following conditions:

1. The Applicant or the future owner of the lots, shall obtain all necessary approvals, including submittal and approval of a site grading plan, and pay all applicable fees prior to commencing construction on the lots.
2. The Applicant shall record private driveway easements to include all shared driveways not currently located within existing easement with the final plat.
3. Lots 1 and 2 shall have a shared access and a private driveway easement recorded with the final plat reflecting that change. A revised grading plan to reflect the shared driveway is required prior to issuance of a building permit for Lot 1.
4. The Applicant pay the park dedication fee for two new lots prior to release of the Final Plat for recording.

BE IT FURTHER RESOLVED, the Final Plat shall be not released for recording until all fees and other financial obligations and agreements, if required, are executed and received by the City; recording of the Final Plat with the land records office of Chisago County must occur within 30 days of its release by the City to Owner.

SNEEP ACRES

KNOW ALL PERSONS BY THESE PRESENTS: That Michael C. Sneeep and Keri Sneeep, husband and wife, owners and proprietors of the following described property situated in the County of Chisago, State of Minnesota, to wit:

That part of the Northeast Quarter of the Northwest Quarter of Section 26, Township 35 North, Range 21 West, Chisago County, Minnesota, described as follows: Beginning at the north quarter corner of said Section 26; thence southerly along the east line of said Northeast Quarter of the Northwest Quarter a distance of 990 feet; thence westerly parallel with the north line of said Northeast Quarter of the Northwest Quarter a distance of 582.73 feet; thence northerly deflecting 101 degrees 58 minutes 30 seconds to the right a distance of 283.16 feet; thence northerly deflecting 9 degrees 23 minutes 20 seconds to the left a distance of 714 feet more or less to the north line of said Northeast Quarter of the Northwest Quarter; thence easterly along said north line a distance of 491 feet more or less to the point of beginning.

Have caused the same to be surveyed and platted as SNEEP ACRES and do hereby donate and dedicate to the public for public use forever the public way and easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Michael C. Sneeep and Keri Sneeep have hereunto set our hands this ____ day of _____, 20____.

Michael C. Sneeep Keri Sneeep

STATE OF MINNESOTA
COUNTY OF _____
This foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Michael C. Sneeep and Keri Sneeep, husband and wife.

(Print Notary's Name) (Sign Notary's Name)

Notary Public, _____
My Commission Expires 1/31/20____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled.

Kelly L. Jordan, Licensed Land Surveyor
Minnesota License No. 42648

STATE OF MINNESOTA
COUNTY OF CHISAGO
The foregoing Surveyor's Certificate by Kelly L. Jordan, Minnesota License No. 42648 was acknowledged before me this ____ day of _____, 20____.

(Print Notary's Name) (Sign Notary's Name)

Notary Public, _____
My Commission Expires 1/31/20____

Approved by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Signed: _____ Mayor Signed: _____ Clerk

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

Chisago County Surveyor

No delinquent taxes and transfer entered this ____ day of _____, 20____.

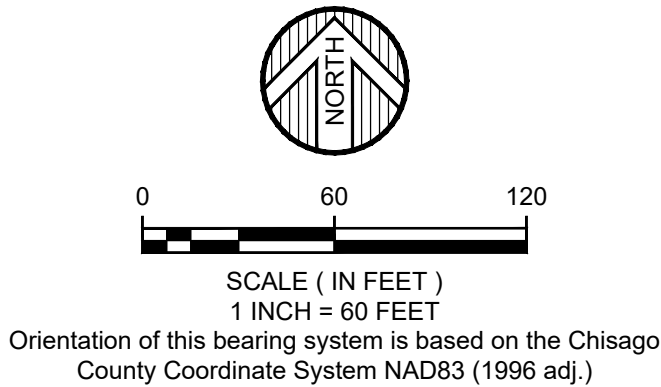
Chisago County Auditor

I hereby certify that the taxes for the year 20____ on the property described herein are paid this ____ day of _____, 20____.

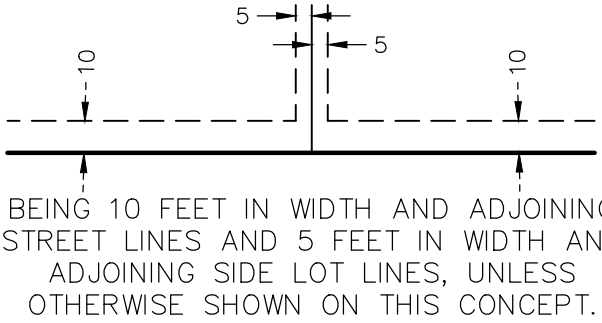
Chisago County Treasurer

Document No. _____
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at ____ o'clock ____ M., and was duly recorded in the Chisago County Records.

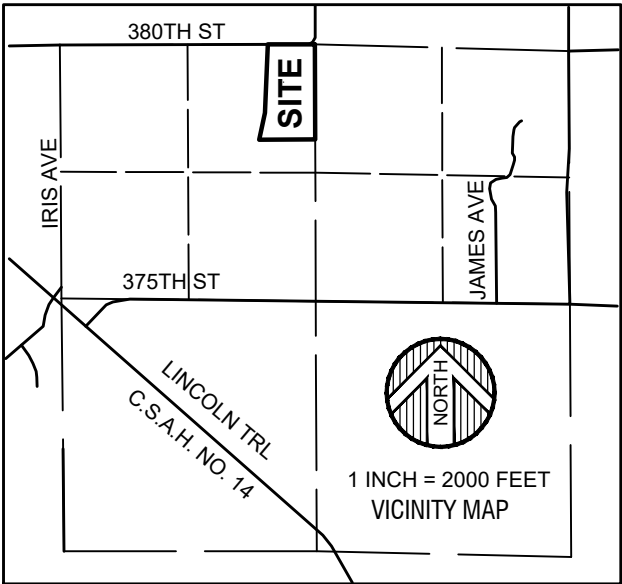
Chisago County Recorder



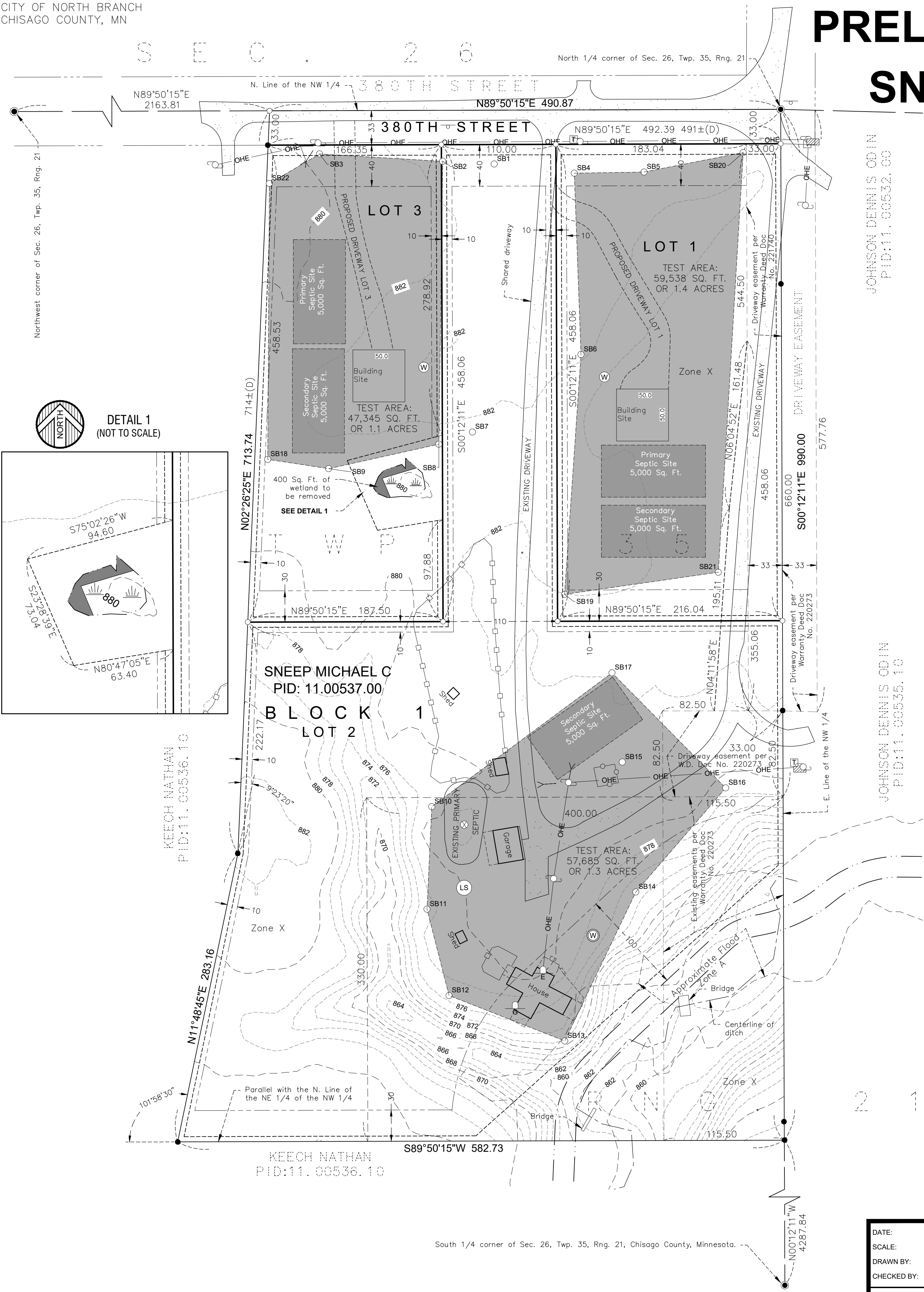
DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



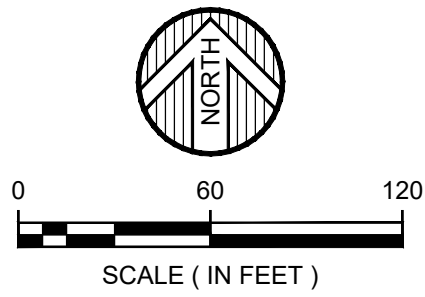
LEGEND	
●	DENOTES IRON PIPE MONUMENT FOUND CAPPED 13590 UNLESS LABELED OTHERWISE IN THE DRAWING
○	DENOTES SET 1/2" IRON PIPE MONUMENT W/ CAP MARKED L.S. 42648
WETLAND SYMBOL	DENOTES WETLAND
WETLAND EDGE SYMBOL	DENOTES WETLAND EDGE DELINEATED BY JACOBSON ENVIRONMENTAL ON 09/13/2024



SEC. 26, T35, R21
CITY OF NORTH BRANCH
CHISAGO COUNTY, MINNESOTA



PRELIMINARY PLAT OF SNEEP ACRES



AREA SUMMARY		
	GROSS AREA	ACRES
TOTAL AREA	514,974 Sq. Ft.	11.8
LOT 1, BLOCK 1	98,956 Sq. Ft.	2.3
LOT 2, BLOCK 1	318,751 Sq. Ft.	7.3
LOT 3, BLOCK 1	81,043 Sq. Ft.	1.9
Dedicated ROW	16,224 Sq. Ft.	0.4

SITE DATA

ZONING: RR -RURAL RESIDENTIAL & SL -SHORELAND MANAGEMENT OVERLAY DISTRICT

FUTURE LAND USE: RURAL RESIDENTIAL

GROSS AREA: 514,974 SQ. FT./11.8 AC.

GROSS SITE DENSITY: 3/11.8 = 0.25 DUA

PROPOSED ROW: 16,224 SQ. FT. / 0.37 AC.

EXISTING EASEMENTS: 27,497 SQ. FT. / 0.63 AC.

PROPOSED NEW EASEMENTS: 66,959 SQ. FT. / 1.54 AC.

NET AREA: 404,297 SQ. FT. OR 9.28 AC.

NET SITE DENSITY: 3/9.28 AC. = 0.32 DUA

DEVELOPMENT REGULATIONS

SINGLE FAMILY LOTS

REAR SETBACK	30 FT.
SIDE SETBACK (INTERIOR)	10 FT.
WETLAND BUFFER	20 FT.
WETLAND	40 FT.
MINIMUM WIDTH	110 FT.
MINIMUM DEPTH	300 FT.
MINIMUM LOT AREA	1 ACRE
MINIMUM BUILDABLE AREA	1 ACRE
LOWEST FLOOR ABOVE HIGHEST KNOWN GROUNDWATER LEVEL	3 FT.
LOWEST FLOOR ELEVATION ABOVE 100-YEAR FLOOD ELEVATION	2 FT.
NORTH BRANCH SUNRISE RIVER - TRIBUTARY	
UNSEWERED	100 FT.
BUILDING FROM OHW	100 FT.
SEPTIC	75 FT.

SOIL BORING	BORING ELEVATION	ELEV. AT MOTTLED SOIL
SOIL BORING 1	883.40	881.65
SOIL BORING 2	882.77	881.52
SOIL BORING 3	880.38	878.80
SOIL BORING 4	883.57	882.49
SOIL BORING 5	882.93	881.76
SOIL BORING 6	882.50	881.17
SOIL BORING 7	881.86	880.78
SOIL BORING 8	881.75	880.50
SOIL BORING 9	881.10	880.02
SOIL BORING 10	878.74	876.16
SOIL BORING 11	877.22	N/A
SOIL BORING 12	876.81	N/A
SOIL BORING 13	873.72	872.39
SOIL BORING 14	874.80	873.47
SOIL BORING 15	882.15	880.82
SOIL BORING 16	878.98	877.65
SOIL BORING 17	882.48	881.23
SOIL BORING 18	881.72	880.64
SOIL BORING 19	882.26	880.84
SOIL BORING 20	882.61	881.61
SOIL BORING 21	883.19	882.11
SOIL BORING 22	879.22	878.05

EXISTING PROPERTY DESCRIPTION: (per Warranty Deed Doc. No. A-404316)

That part of the Northeast Quarter of the Northwest Quarter of Section 26, Township 35 North, Range 21 West, Chisago County, Minnesota, described as follows: Beginning at the north quarter corner of said Section 26; thence southerly along the east line of said Northeast Quarter of the Northwest Quarter a distance of 990 feet; thence westerly parallel with the north line of said Northeast Quarter of the Northwest Quarter a distance of 582.73 feet; thence northerly deflecting 101 degrees 58 minutes 30 seconds to the right a distance of 283.16 feet; thence northerly deflecting 9 degrees 23 minutes 20 seconds to the left a distance of 714 feet more or less to the north line of said Northeast Quarter of the Northwest Quarter; thence easterly along said north line a distance of 491 feet more or less to the point of beginning.

SURVEY NOTES:

- Orientation of this bearing system is based on the Chisago Coordinate System NAD83 (1986 adj.)
- Property Address: 8753 380th St. North Branch, Minnesota 55056
PID: 11.00537.00
- Flood Zone A boundary is based on FEMA Mapping and only shown for graphical purposes.
- Contours shown are LIDAR derived on NAVD 88 datum provided by MNDNR. The electronic LIDAR data was ordered and received on 08/19/2024.
- This survey was done without the benefit of a title commitment.
There may be additional easements that affect the subject properties that are not shown on the survey.
- A Gopher State One Call (GSOC) request was placed on 09/10/2024 for utility locates on this site. The underground utility locations shown hereon, if any, are approximate and are based upon locates from those utility providers that actually performed a locate as a result of this request. The surveyor has not physically located the underground utilities. Pursuant to MS 216.D contact Gopher State One Call at (651-454-0002) prior to any excavation. Gopher State One-Call, Ticket No. 24254314
- The building pads, floor elevations, driveways and proposed wells are shown for graphic purposes only at this time and are subject to change at the time of applying for a building permit application. All improvements must comply with the standards of the City of North Branch at that time.

LEGEND

●	DENOTES CHISAGO COUNTY MONUMENT	Ⓜ	EXISTING WATER WELL
●	DENOTES IRON PIPE MONUMENT FOUND CAPPED 13590 UNLESS LABELED OTHERWISE IN THE DRAWING	Ⓛ	LIFT STATION
○	DENOTES SET 1/2" IRON PIPE MONUMENT W/ CAP MARKED L.S. 42648	Ⓜ	DENOTES PROPOSED WATER WELL
≡	DENOTES WETLAND	—	PROPOSED PARCEL LINE
⊗	SANITARY CLEANOUT	- - -	BUILDING SETBACK LINE
Ⓛ	ELEC POLE	- - -	EXISTING EASEMENT LINE
Ⓛ	ELEC TRANSFORMER BOX	—○—○—○—	FENCE CHAIN-LINK
Ⓛ	TELE PEDESTAL	—□—□—□—	FENCE WOOD
Ⓛ	ELEC METER	- - -	DENOTES WETLAND EDGE DELINEATED BY JACOBSON ENVIRONMENTAL ON 09/13/2024
Ⓛ	GAS METER	▨	GRAVEL SURFACE
Ⓛ	GUY ANCHOR	■	SOIL BORING TEST AREA

OWNER & DEVELOPER

MIKE SNEEP
8753 380TH STREET
NORTH BRANCH, MN 55056
(651) 470-3567

WETLAND SPECIALIST

JACOBSON ENVIRONMENTAL, PLLC
2109 JOPLIN STREET
MORA, MN 55051
(612) 802-6619
DELINEATION DATED: 09/13/2024

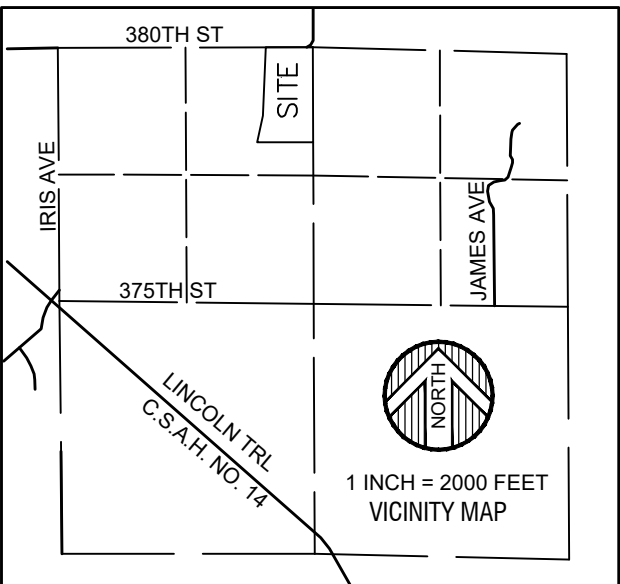
ENGINEER/LAND SURVEYOR

WIDSETH
5368 266TH STREET
WYOMING, MN 55092
PHONE (651) 464-3130

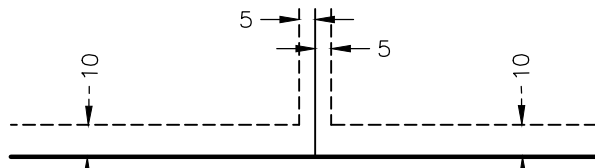
SOIL TESTER

JOSH PUTT LIC #L4063
28615 QUAIL RD
SHAHER, MN 55074
(651) 900-1567
TESTING DATE: 09/28/2024

VICINITY MAP



DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



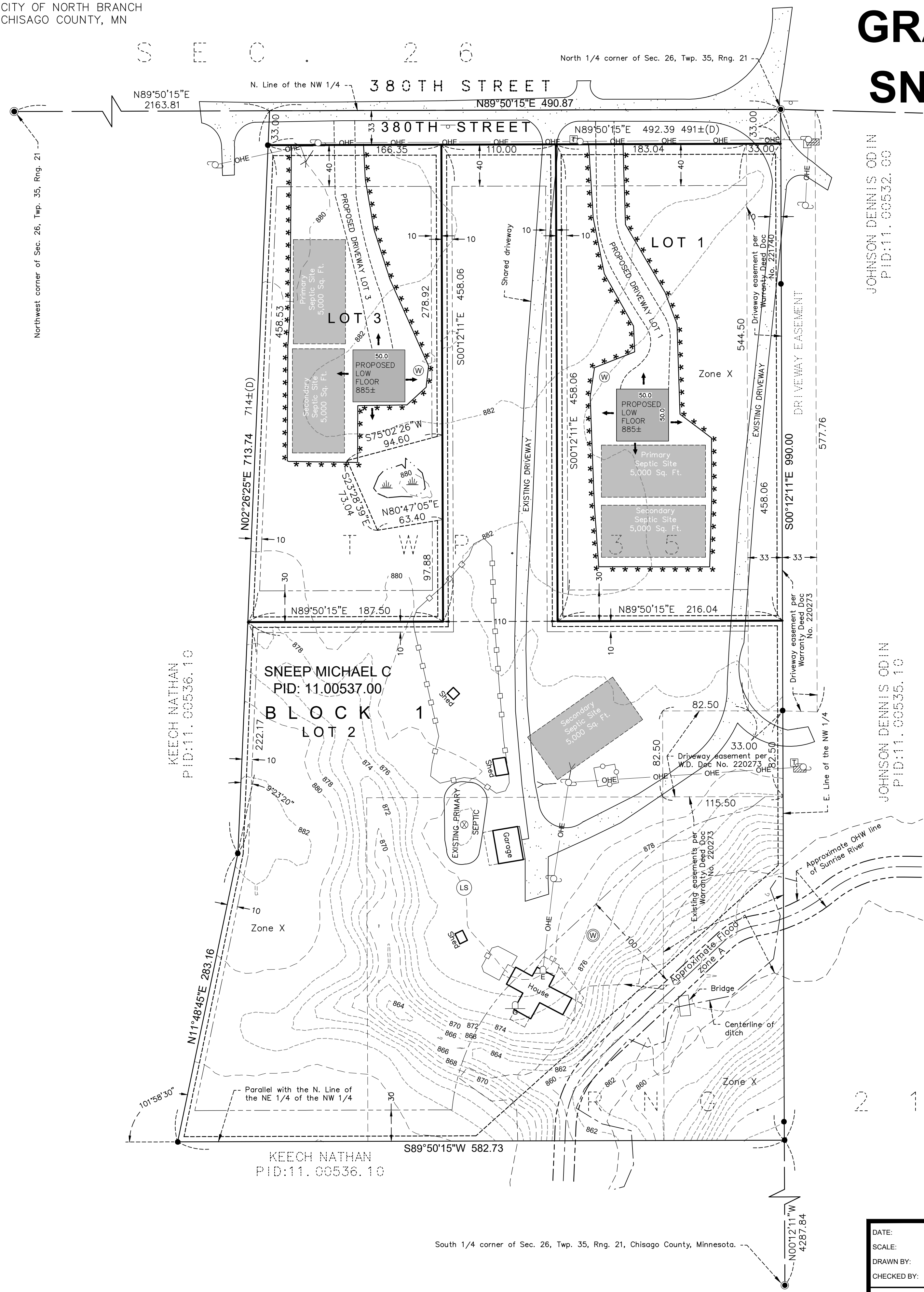
BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THIS CONCEPT.

FLOODPLAIN NOTES: FLOOD INSURANCE RATE MAP (FIRM)

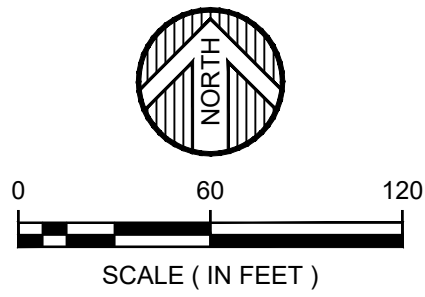
COMMUNITY No.	PANEL No.	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE
270072	0165	D	12-31-1982	X,A

SEC. 26, T35, R21
CITY OF NORTH BRANCH
CHISAGO COUNTY, MINNESOTA

DATE:	January 2025	DATE:	12/30/2024	AMENDMENTS		BY:	JAS	PREPARED FOR: MIKE SNEEP	
SCALE:	AS SHOWN	DATE:	12/31/2024	City Comments		BY:	JAS	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA	
DRAWN BY:	JAS			Removed shed and corresponding note from drawing				<i>Kelly L. Jordan</i>	
CHECKED BY:	KLJ							Kelly L. Jordan	DATE: 01/02/2025 LIC. NO. 42648
FILE NUMBER:	2024-11456								



GRADING PLAN OF SNEEP ACRES



AREA SUMMARY		
	GROSS AREA	ACRES
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- This survey was done without the benefit of a title commitment.
There may be additional easements that affect the subject properties that are not shown on the survey.
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- The building pads, floor elevations, driveways and proposed wells are shown for graphic purposes only at this time and are subject to change at the time of applying for a building permit application. All improvements must comply with the standards of the City of North Branch at that time.

LEGEND

- DENOTES CHISAGO COUNTY MONUMENT
- DENOTES IRON PIPE MONUMENT FOUND CAPPED 13590 UNLESS LABELED OTHERWISE IN THE DRAWING
- DENOTES SET IRON PIPE MONUMENT CAPPED 42648
- W

 WETLAND
- ⊗

 SANITARY CLEANOUT
- ⊙

 ELEC POLE
- ⊞

 ELEC TRANSFORMER BOX
- ⊟

 TELE PEDESTAL
- ⊠

 ELEC METER
- ⊡

 GAS METER
- ⊢

 GUY ANCHOR
- ⊣

 DENOTES PROPOSED WATER WELL
- ⊤

 LIFT STATION
- ⊥

 DENOTES PROPOSED WATER WELL
- PROPOSED PARCEL LINE
- - -

 BUILDING SETBACK LINE
- - -

 EXISTING EASEMENT LINE
- FENCE CHAIN-LINK
- FENCE WOOD
- *****

 PROPOSED SILT FENCE
- Gravel

 GRAVEL SURFACE

OWNER & DEVELOPER

MIKE SNEEP
8753 380TH STREET
NORTH BRANCH, MN 55056
(651) 470-3567

WETLAND SPECIALIST

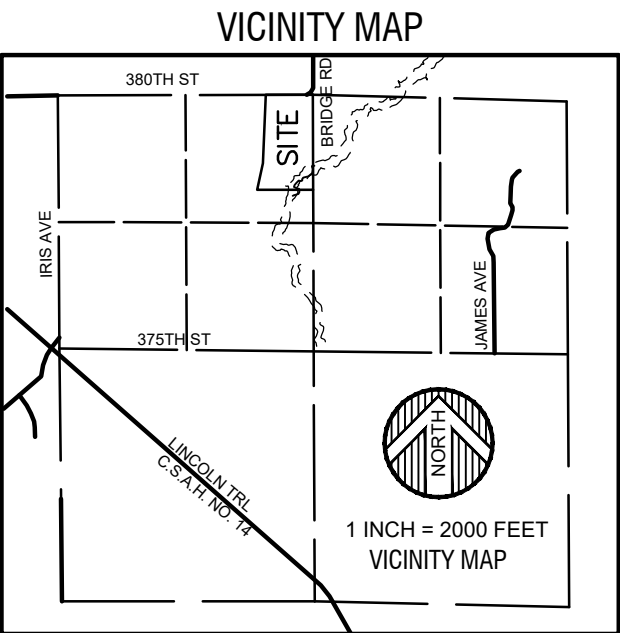
JACOBSON ENVIRONMENTAL, PLLC
2109 JOPLIN STREET
MORA, MN 55051
(612) 802-6619
DELINEATION DATED: 09/13/2024

ENGINEER/LAND SURVEYOR

WIDSETH
5368 266TH STREET
WYOMING, MN 55092
PHONE (651) 464-3130

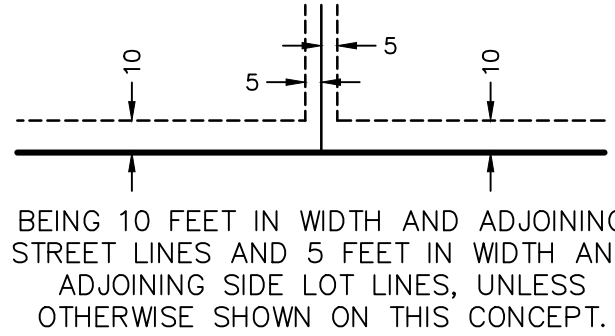
SOIL TESTER

JOSH PUTT LIC #L4063
28615 QUAIL RD
SHAFER, MN 55074
(612) 900-1567
TESTING DATE: 09/28/2024



SEC. 26, T35, R21
CITY OF NORTH BRANCH
CHISAGO COUNTY, MINNESOTA

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



FLOODPLAIN NOTES: FLOOD INSURANCE RATE MAP (FIRM)

COMMUNITY No.	PANEL No.	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE
270072	0165	D	12-31-1982	X,A

SITE DATA

ZONING: RR -RURAL RESIDENTIAL & SL -SHORELAND MANAGEMENT OVERLAY DISTRICT

FUTURE LAND USE: RURAL RESIDENTIAL

GROSS AREA: 514,974 SQ. FT./11.8 AC.

GROSS SITE DENSITY: 3/11.8 = 0.25 DUA

PROPOSED ROW: 16,224 SQ. FT. / 0.37 AC.

EXISTING EASEMENTS: 27,497 SQ. FT. / 0.63 AC.

PROPOSED NEW EASEMENTS: 66,959 SQ. FT. / 1.54 AC.

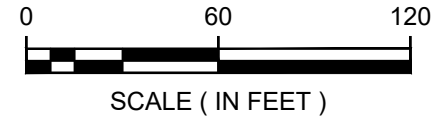
NET AREA: 404,297 SQ. FT. OR 9.28 AC.

NET SITE DENSITY: 3/9.28 AC. = 0.32 DUA

DEVELOPMENT REGULATIONS

SINGLE FAMILY LOTS	
REAR SETBACK	30 FT.
SIDE SETBACK (INTERIOR)	10 FT
WETLAND BUFFER	20 FT.
WETLAND	40 FT.
MINIMUM WIDTH	110 FT.
MINIMUM DEPTH	300 FT.
MINIMUM LOT AREA	1 ACRE
MINIMUM BUILDABLE AREA	1 ACRE
LOWEST FLOOR ABOVE HIGHEST KNOWN GROUNDWATER LEVEL	3 FT.
LOWEST FLOOR ELEVATION ABOVE 100-YEAR FLOOD ELEVATION	2 FT.
NORTH BRANCH SUNRISE RIVER - TRIBUTARY	
UNSEWERED	100 FT.
BUILDING FROM OHW	100 FT.
SEPTIC	75 FT.

CERTIFICATE OF SURVEY



AREA SUMMARY		
	GROSS AREA	ACRES
TOTAL AREA	514,974 Sq. Ft.	11.8
LOT 1, BLOCK 1	98,956 Sq. Ft.	2.3
LOT 2, BLOCK 1	318,751 Sq. Ft.	7.3
LOT 3, BLOCK 1	81,043 Sq. Ft.	1.9
Dedicated ROW	16,224 Sq. Ft.	0.4

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NORTH BRANCH SUNRISE RIVER - TRIBUTARY	
UNSEWERED	100 FT.
BUILDING FROM OHW	100 FT.
SEPTIC	75 FT.

SOIL BORING	BORING ELEVATION	ELEV. AT MOTTLED SOIL
SOIL BORING 1	883.40	881.65
SOIL BORING 2	882.77	881.52
SOIL BORING 3	880.38	878.80
SOIL BORING 4	883.57	882.49
SOIL BORING 5	882.93	881.76
SOIL BORING 6	882.50	881.17
SOIL BORING 7	881.86	880.78
SOIL BORING 8	881.75	880.50
SOIL BORING 9	881.10	880.02
SOIL BORING 10	878.74	876.16
SOIL BORING 11	877.22	N/A
SOIL BORING 12	876.81	N/A
SOIL BORING 13	873.72	872.39
SOIL BORING 14	874.80	873.47
SOIL BORING 15	882.15	880.82
SOIL BORING 16	878.98	877.65
SOIL BORING 17	882.48	881.23
SOIL BORING 18	881.72	880.64
SOIL BORING 19	882.26	880.84
SOIL BORING 20	882.61	881.61
SOIL BORING 21	883.19	882.11
SOIL BORING 22	879.22	878.05

EXISTING PROPERTY DESCRIPTION: (per Warranty Deed Doc. No. A-404316)

That part of the Northeast Quarter of the Northwest Quarter of Section 26, Township 35 North, Range 21 West, Chisago County, Minnesota, described as follows: Beginning at the north quarter corner of said Section 26; thence southerly along the east line of said Northeast Quarter of the Northwest Quarter a distance of 990 feet; thence westerly parallel with the north line of said Northeast Quarter of the Northwest Quarter a distance of 582.73 feet; thence northerly deflecting 101 degrees 58 minutes 30 seconds to the right a distance of 283.16 feet; thence northerly deflecting 9 degrees 23 minutes 20 seconds to the left a distance of 714 feet more or less to the north line of said Northeast Quarter of the Northwest Quarter; thence easterly along said north line a distance of 491 feet more or less to the point of beginning.

SURVEY NOTES:

- Orientation of this bearing system is based on the Chisago Coordinate System NAD83 (1986 adj.)
- Property Address: 8753 380th St. North Branch, Minnesota 55056
PID: 11.00537.00
- Flood Zone A boundary is based on FEMA Mapping and only shown for graphical purposes.
- Contours shown are LIDAR derived on NAVD 88 datum provided by MNDNR. The electronic LIDAR data was ordered and received on 08/19/2024.
- This survey was done without the benefit of a title commitment.
There may be additional easements that affect the subject properties that are not shown on the survey.
- A Gopher State One Call (GSOC) request was placed on 09/10/2024 for utility locates on this site. The underground utility locations shown hereon, if any, are approximate and are based upon locates from those utility providers that actually performed a locate as a result of this request. The surveyor has not physically located the underground utilities. Pursuant to MS 216.D contact Gopher State One Call at (651-454-0002) prior to any excavation. Gopher State One-Call, Ticket No. 24254314
- The building pads, floor elevations, driveways and proposed wells are shown for graphic purposes only at this time and are subject to change at the time of applying for a building permit application. All improvements must comply with the standards of the City of North Branch at that time.

LEGEND

	DENOTES CHISAGO COUNTY MONUMENT		EXISTING WATER WELL
	DENOTES IRON PIPE MONUMENT FOUND CAPPED 13590 UNLESS LABELED OTHERWISE IN THE DRAWING		LIFT STATION
	DENOTES SET IRON PIPE MONUMENT CAPPED 42648		DENOTES PROPOSED WATER WELL
	WETLAND		PROPOSED PARCEL LINE
	SANITARY CLEANOUT		BUILDING SETBACK LINE
	ELEC POLE		EXISTING EASEMENT LINE
	ELEC TRANSFORMER BOX		FENCE CHAIN-LINK
	TELE PEDESTAL		FENCE WOOD
	ELEC METER		GRAVEL SURFACE
	GAS METER		SOIL BORING TEST AREA
	GUY ANCHOR		

OWNER & DEVELOPER

MIKE SNEEP
8753 380TH STREET
NORTH BRANCH, MN 55056
(651) 470-3567

WETLAND SPECIALIST

JACOBSON ENVIRONMENTAL, PLLC
2109 JOPLIN STREET
MORA, MN 55051
(612) 802-8619
DELINEATION DATED: 09/13/2024

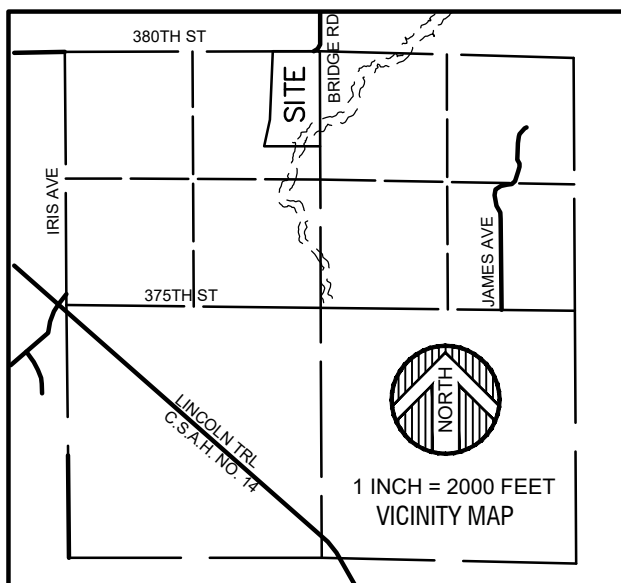
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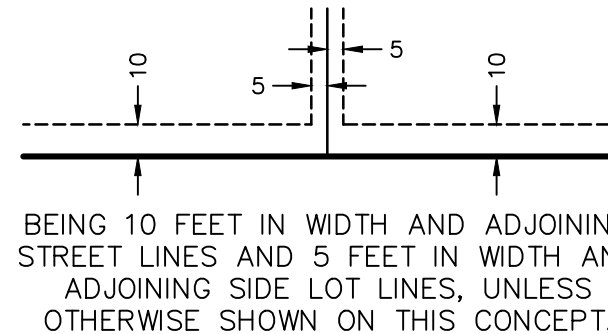
SOIL TESTER

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28615 QUAIL RD
SHAFER, MN 55074
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TESTING DATE: 09/28/2024

VICINITY MAP



DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THIS CONCEPT.

FLOODPLAIN NOTES: FLOOD INSURANCE RATE MAP (FIRM)

COMMUNITY No.	PANEL No.	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE
270072	0165	D	12-31-1982	X,A

SEC. 26, T35, R21
CITY OF NORTH BRANCH
CHISAGO COUNTY, MINNESOTA

DATE: September 2024	DATE:	AMENDMENTS:	BY:	PREPARED FOR: MIKE SNEEP
SCALE: AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
DRAWN BY: JAS				
CHECKED BY: KLJ				Kelly L. Jordan
FILE NUMBER: 2024-11456				DATE: 09/30/2024 LIC. NO. 42648



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/09/2025

Board & Commission: City Council

Subject: Approval of Job Description and Authorize the Hire of the Human Resources Generalist

Background

City Council has approved the addition of the HR position as part of the budget approval process in 2024. Administration is formally requesting approval of the attached job description. As this position is new to the City, the job description requires council approval.

The job description was prepared using the methods that provides detailed instructions for drafting uniform, complete, and professional job descriptions with additional guidance from the City Attorney's office.

Staff Recommendation and Requested Council Action

Motion and Second to accept the job description as presented and authorize staff to move forward with the posting and hiring process

Voting Requirements:

Voting Options Simple Majority



Position Description

Position: Human Resources Generalist
FLSA Status: Exempt
Union: None
Department: Administration

POSITION SUMMARY

Under limited supervision, this office position provides guidance, support, and coordination in the consistent and effective application of policies, procedures, and practices of the administration and human resources department. This position also performs human resource work while responsible for a variety of routine, complex, and technical duties in a variety of functional areas including employee benefits, recruiting, records management, and new hire orientation; and performs related work as required.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

General

- Supports managerial and administrative operation programs, including, but not limited to, employee and labor relations, department and organization budget, procedure, and policy management
- Oversees the development, updating and enforcement of personnel policies, including the notifications of changes to employees and any training on policies or policy changes
- Determines and recommends employee relations practices and personnel policies necessary to establish a positive employer-employee relationship
- Assists with overseeing the formulation of City personnel policies, goals and objectives in alignment with City Council goals
- Manages Human Resource programs to include employee relations, recruitment, selection, orientation, compensation, records management, position descriptions, and evaluation systems

Compliance

- Assists with job descriptions, job analysis, classification systems, and pay equity reporting, and recommends revisions as needed
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance
- Serves as the responsible authority designee for personnel data
- Administers the City's personnel record retention program (e.g., personnel, medical, training, safety, labor, grievance files)
- Performs personnel-related department fiscal functions and maintains related records

Leave of Absence & Benefits

- Monitors and supports the administration of leaves of absences, including, but not limited to, family and medical, parental, paid time off, earned sick and safe time, military, jury duty, and/or other City-provided and/or required leaves
- Facilitates and supports administration of return to work and workplace modification and/or accommodation processes
- Administers health insurance renewal and open enrollment processes

Employee & Labor Relations

- Serves as the initial contact and liaison for intake, review, and assessment of employee concerns and/or complaints
- Facilitates employee disciplinary meetings, terminations, and investigations.
- Resolves questions or concerns related to policies, procedures, and labor agreements; refers to and/or coordinates with administration and/or department heads as needed
- Conducts labor negotiations research and cost analysis
- Assists with preparation of materials for labor negotiations, labor agreement administration, grievances, mediation and/or arbitration

Recruitment and Training

- Partners with the City Administrator and department heads to understand and execute the City's Human Resource and talent strategy related to current and future talent needs, recruiting, retention, and succession planning
- Coordinates posting position announcements, including coordination with departments, and external advertising

- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified applicants; collaborates with department heads to understand skills and competencies required for opening
- Administers on-boarding orientation, employment paperwork and filings, and training, with City Administrator and department head coordination and appropriate
- Reviews, tracks, and documents compliance with City-required training, licensure-required training, and/or continuing education

Other

- Serve as the primary internal and external contact for personnel-related matters
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks
- Assists the public, employees, managers, and vendors by phone, correspondence, or in-person regarding HR processes, policies, and related procedures
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required knowledge, skills, and abilities include, but are not limited to, the following:

- Proficient knowledge of modern principles, methods, and practices in human resources
- Time management, organization, strategic thinking
- Microsoft Office applications, internet, and human resources information systems
-

DATA PRACTICES

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Bachelor's degree in human resources management, public or business administration, communication, organizational leadership, or a related field with a focus on human resource practices, labor and employment relations, organizational behavior, communication

Experience

Two (2) years' experience in human resources or a related field

Trainings, Certificates, and Licenses

SHRM-CP

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Master's degree in human resources management, public administration, business administration, or a related field

Experience

Three (3) to five (5) years' experience in human resources or a related field

Trainings, Certificates, and Licenses

CLRP, SHRM-CP and/or SHRM-SCP

COMPLEXITY

Work requires many different processes and methods applied to an established professional or technical field.

RESPONSIBILITY

Supervision

This position carries out work with minimal supervision (i.e., the supervisor sets only goals, priorities, and deadlines; and the employee uses guidelines that cover most situations)

Moderate coordination of work with other individuals (non-Supervisory)

Impact

Work affects the overall efficiency and image of the organization on matters of significance.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

Nonstrenuous – Occasionally climbs a few steps, balance, bend/stoop kneel, crouch, squat, crawl, reach above shoulder level, sit, stand, walk, finger/enter data/keystroke, feel, talk, or hear, and/or exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

While performing the duties of this job, this position will use: close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right hand for simple, firm, and fine handling or manipulation and will use their left hand for simple, firm, and fine handling or manipulation.

While performing the duties of this job, this position will not use their right foot and/or left foot for repetitive movements.

Surroundings

Low Risk – Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precaution must be observed.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Department Head

Date

City Administrator

Date



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/09/2025

Board & Commission: City Council

Subject: Council Meeting calendar for 2025

The City of North Branch has set the following Council meeting schedule for 2025

January

- Tuesday, January 14, 7:00pm
- Tuesday, January 28, 7:00pm

February

- Tuesday, February 11, 7:00pm
- Tuesday, February 25, 7:00pm

March

- Tuesday, March 11, 7:00pm
- Tuesday, March 25, 7:00pm

April

- Tuesday, April 8, 7:00pm
- Tuesday, April 22, 7:00pm

May

- Tuesday, May 13, 7:00pm

- Tuesday, May 27, 7:00pm

June

- Tuesday, June 10, 7:00pm
- Tuesday, June 24, 7:00pm

July

- Tuesday, July 8, 7:00pm
- Tuesday, July 22, 7:00pm

August

- Tuesday, August 12, 7:00pm
- Tuesday, August 26, 7:00pm

September

- Tuesday, September 9, 7:00pm
- Tuesday, September 23, 7:00pm

October

- Tuesday, October 14, 7:00pm
- Tuesday, October 28, 7:00pm

November

- Wednesday, November 13, 7:00pm
- Tuesday, November 25, 7:00pm

December

- Tuesday, December 9, 7:00pm

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/09/2025

Board & Commission: City Council

Subject: Approve Resolution R-135-2025 for the Ragnar Relay Special Event Permit

Ragnar Events LLC has submitted a special event permit application for the Ragnar Running Relay scheduled to take place on August 8-9, 2025. The running relay is a 200 mile event with the route following along old Hwy 61 starting in St Paul and ending in Duluth. The event would be utilizing road shoulders and trails and sidewalks as available.

The route through North Branch follows along the same path as the previous Ragnar event with the runners utilizing the Sunrise Prairie Regional Trail from the south heading north to Main Street and heading west to Flink Ave and then heading north on Flink Ave to the North Branch City Limits and continuing north along Flink Ave. See the attached map.

What does our event look like for you:

There are no lane closures, road closures, etc. Our runner's run on the sidewalk or shoulder of road. We are a very dispersed event. Start times are staggered. You may see 230 runners over the span of 12 hours. The only place runner's stop is at a designed exchange points. There will be rented port-a-potties at exchange points.

A \$1,000,000 Certificate of Insurance naming the city as insured will be provided. The benefits the race brings to the community are: economic impact on gas stations, restaurants, shops, and hotels. We also hire community groups to staff the exchange points.

MN 2025 Ragnar Relay Route:

Event Website: <https://www.runragnar.com/event-detail/relay/minnesota#course>

Recommendation:

Staff recommends approval of the request.

Requested Action:

To recommend approval of Ragnar Events LLC's special event permit for a running relay through North Branch utilizing trails, sidewalks and road right-of-way along the Sunrise Prairie Regional Trail, Main Street and Flink Ave in North Branch.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-135-2025

A RESOLUTION APPROVING THE RAGNAR RELAY SPECIAL EVENT PERMIT IN THE CITY OF NORTH BRANCH, MN

WHEREAS, the City of North Branch requires a Special Event permit for any event open to the general public held upon public or privately owned property and will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event; and

WHEREAS, the event(s) will take place along road right-of-way and in Central Park on June 8-9, 2025; and

WHEREAS, City an staff have reviewed the application and found no issues that would warrant its denial; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA, THE RAGNAR RELAY SPECIAL EVENT PERMIT IS HEREBY ADOPTED, SUBJECT TO THE FOLLOWING CONDITIONS:

1. The applicant is responsible for securing any required permits from the Department of Health.
2. The special event permit, once issued, may be revoked, following notice and hearing, upon a finding by the city council that the property and/or use is not in compliance with the conditions of approval.

ADOPTED this 14th day of January, 2025.



CITY OF NORTH BRANCH

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION

Group/Organization :	Ragnar Events, LLC		
Contact Person:	Erin Houg		
Address:	1580 S 500 W Suite 100, Salt Lake City, UT 84115		
Phone:	4259412640	Email:	ehoug@runragnar.com

EVENT INFORMATION

Type of Event:	Race New or Renewal/Change in Application		
Event Name/Title:	Ragnar Relay Minnesota Road 2025		
Description of Event:	200-mile relay race from St. Paul to Duluth MN		
Proposed Location:	See attached	Estimated Attendance:	230 teams
Event Date and Time	Date	Time	
Set Up	August 8, 2025	2pm	
Actual Event	August 8, 2025	5pm	
Clean Up	August 8, 2025	11pm	

EVENT FEATURES

Will any signs/banners be put up? <i>If yes, number and size?</i>
Will there be any inflatables? No <i>If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.</i>
Will there be any entertainment? No <i>If yes, what type?</i>
Will sound amplification be used? No <i>If yes, hours and type:</i>
Will a stage or tent(s) be set up? No <i>If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.</i>
Will merchandise be sold? No <i>If yes, a transient merchant license is required from the city. Please include how many vendors:</i>
Will food be preparer or served on site? No <i>If yes, contact Minnesota Department of Health</i>
Will alcohol be served? No <i>If yes, contact the Minnesota Department of Health.</i>
Will there be a fireworks display? No <i>If yes, obtain permit from City Hall.</i>

SERVICES (After reviewing the event application, Services **may be required** for the event)

Will event Use, Close or Block any of the following: City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces	We will stay on paths and sidewalks, but will not need any closures.
Will event need barricades? <i>If yes, number needed.</i>	No
Will event need water or electric? <i>If yes, please describe.</i>	No
Will portable restrooms be needed? <i>If yes, how many.</i>	Portable restrooms will be brought in to exchange locations.
Will extra trash receptacles be needed? <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.</i>	No. Receptacles will be provided at Pine Co. Fairgrounds
Describe trash removal and cleanup during and after the event.	Teams will hold on to their trash till there arrival at Pine Co Fairgrounds where we will have rented dumpsters.
Will event need traffic control? <i>If yes, contact North Branch Police Department, 651-674-8848</i>	No.
Describe crowd control procedure to ensure the safety of participants and spectators:	Teams are instructed to follow all road safety guidelines. Running against traffic and staying on sidewalks.
Will "No Parking Signs" be needed? <i>If yes, how many?</i>	No
Will event need security? <i>If yes, list security company and contact info:</i>	No
Will event need EMS? <i>If yes, contact Lakes Region EMS, 651-277-4911</i>	No, we have medics on site at Forest Lake HS and Pine Co Fairgrounds.
Describe plans to provide first aid if needed:	We have medics on course and an emergency text number if teams need Ragnar support. Otherwise they are encouraged to call 911.
Describe the Emergency Action Plan if severe weather should arrive:	Ragnar staffs a 24 hour weather watch during all races. Heat and lightning holds are used if needed.
List any other pertinent information: (Animals, etc.)	

ATTACHMENTS (please attach additional sheets as needed)

Site Plan <i>(This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)</i>
Certificate of Insurance Our insurance rolls over in the new year and can provide then. <i>(Include: Policy Number, Amount and Provisions that the City of North Branch is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)</i>
Permits <i>(Department of Health, Transient Merchant, Peddlers License, etc.)</i>
Signatures <i>(All signatures from properties affected, i.e. Street Closure all properties that have vehicle access)</i>
Proof of Non-Profit Status

HOLD HARMLESS AGREEMENT

The sponsor(s) of this event hereby agrees to save and hold harmless the City of North Branch, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of North Branch and is a release of Liability.	
Erin Houg Signature of Applicant or Authorized Agent	12/16/2024 Date

For Office Use Only

DEPARTMENT	APPROVAL SIGNATURE	DATE
City Administrator		
Public Works		
Police		
Parks		
Fire		

<u>Application Fee</u>	<u>Damage Deposit</u> \$100	<u>Date Received</u>	<u>Check #</u>	<u>Receipt #</u>
<u>Attendance</u>	<u>0-100</u>		<u>101 +</u>	
<u>Resident</u>	\$0		\$100	
<u>Non-Resident</u>	\$50		\$100	

[illegible]

Special Event Information - Ragnar Relay Minnesota

The Ragnar Road Minnesota is a 200-mile-long distance running relay race proposed to start in Minneapolis and end in Duluth August 8-9, 2025. Runners will experience “Minnesota Nice” on a scenic course that runs north on miles and miles of roads and trails! We anticipate 230 teams comprised of 12 individuals and 2 vehicles (“Ultra” teams have 6 participants and 1 vehicle), therefore we expect about 3,000 participants with 230 or less runners spread over 30-50 miles of course at any given time. Teams take turns running relay style to complete the course, picking up a runner and dropping off the next runner at each of the 36 exchange points along the course.

Parking/Traffic Flow:

- Ragnar teams start in waves staggered from 5:00am – 1:00pm to spread participants along the course, allowing about an 8-10 hour time frame to pass through communities.
- We anticipate less than 300 parking spots during our peak hours for Ragnar vehicles at major exchanges. Throughout most of the race, you can expect only 30-60 vehicles onsite.
- Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner’s leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line.

Race Personnel Onsite:

- Ragnar will have an exchange manager and volunteers present during the entire race at each exchange point. Additionally, Ragnar staff will be present throughout the event to ensure everything is running smoothly.

Sanitation and Garbage Disposal:

- Ragnar will provide portable toilets at all exchanges.
- Ragnar staff and volunteers will manage all trash clean up. A trash dumpster will be provided to collect team trash and will be removed after the event.

Safety, Emergencies and First Aid

Runner safety is of foremost concern. Before entering course, teams must go through a safety gear check and training. All runners sign waivers acknowledging that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations.

Runners and community residents can notify Ragnar through the Ragnar Race Command number, 661-RAGNAR-1 (661-724-6271), with any concerns of problems along the course. Medical personnel are at each Major Exchange point, approximately every 25-35 miles of the course. If a runner encounters a first aid issue at a minor exchange, they are to proceed to the closest major exchange to be treated. In the event of an emergency, runners are directed to contact 911 and then notify Ragnar staff.

Volunteers

Exchanges are staffed by a combination of team required volunteers and community groups and charities trained on site by Ragnar Staff. Groups and charities are given a donation for providing volunteers to manage logistics such as parking, exchange chute details, team tracking and general runner directions. Volunteers are released by a staff member once the last runner has come through.

Community Impact

Communities directly benefit economically from money spent by participants for food, lodging and other services. Additionally, Ragnar partners with regionally based charities and groups for each event to encompass an even more positive impact on the local communities.

These overnight relays benefit both participants and the communities where they are presented. Participants have been unfailingly enthusiastic about their experiences and there are always a wide variety of human-interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team, to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for local charities or another charity of special importance to the team.

Insurance

We are sanctioned under USA Track and Field. If you would like a Certificate of Liability Insurance for \$1 Million in coverage, we are happy to provide that upon request. Please inform us what entity to have listed on that certificate.

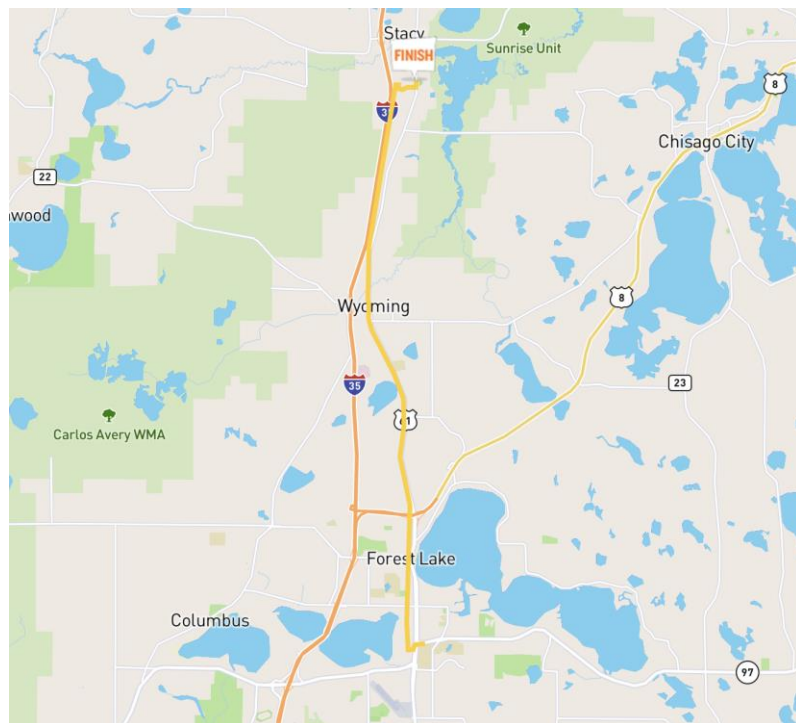
Proposed Route in Chisago County

- Neighboring towns and exchange points pending approval.
- 3 ft coroplast directional signs placed on road shoulders and paths away from traffic and pedestrian walkways. Signs are on traffic cones and are placed prior to the race and removed immediately after.

ROUTE MAPS

Interactive maps can be found here: <https://www.runragnar.com/event-detail/relay/minnesota#course>

Leg 13: Forest Lake Area High School to Doyle Fields



Details: Leg 13

Distance: 10 miles

Elevation Gain: 89.22

Elevation Loss: -99.89

Difficulty Level: Very Hard

Exchange Address:

Doyle Fields
30309 Forest Blvd
Stacy, MN 55079
(45.387382306, -92.983405056)

Turn by Turn Directions:

Depart Forest Lake High running with traffic on the path adjacent to Scandia Trail N and follow signs to stay on the running path to the Harwood Creek Trail
0.6 Right to run on the Harwood Creek/Sunrise Prairie Trail
9.6 Right to exit the trail on the paved path and turn immediately right against traffic on Fox Run Road
9.7 Left to run against traffic on 302nd St
10.0 Left to run against traffic on Forest Blvd
10.1 Arrive at exchange 13 - Doyle Fields

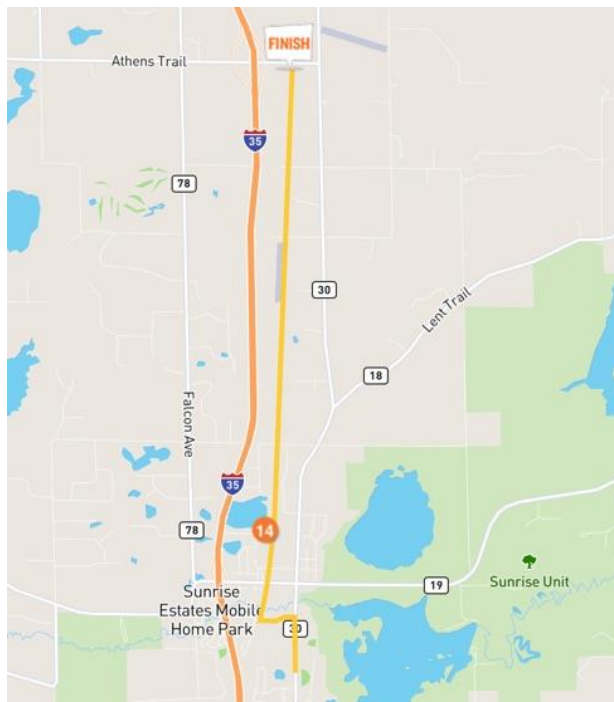
Van Directions:

Depart Forest Lake High right on Lake St S, which becomes Forest Blvd after 1.8 miles
9.5 Arrive at Exchange 13 - Doyle Fields

Leg Notes:

Runners will be separate from support vehicles while running on the Sunrise Prairie Trail. Due to limited trail access, there will be no One Mile to Go sign on this leg, however you'll know you're close to the exchange when you exit the trail at the 1/2 mile to go point! There's not much shade on this portion so make sure and bring your water and don't forget sunscreen!
VAN SUPPORT DESIGNATION: No Van Support - please proceed directly to the next exchange!

Leg 14: Doyle Fields to Chisago County Park and Ride



Details: Leg 14 Distance: 4.6 miles Elevation Gain: 65.69 Elevation Loss: -54.84
Difficulty Level: Moderate

Exchange Address:

North Branch Park and Ride
6017 Athens Trail
Stacy, MN 55032
(45.450176527, -92.983884939)

Turn by Turn Directions:

Depart Doyle Fields running north on Forest Blvd against traffic
0.4 Left to run against traffic on 307th Street
0.6 Right to run on the Sunrise Prairie Trail
4.6 Arrive at Exchange 14 - North Branch Park and Ride

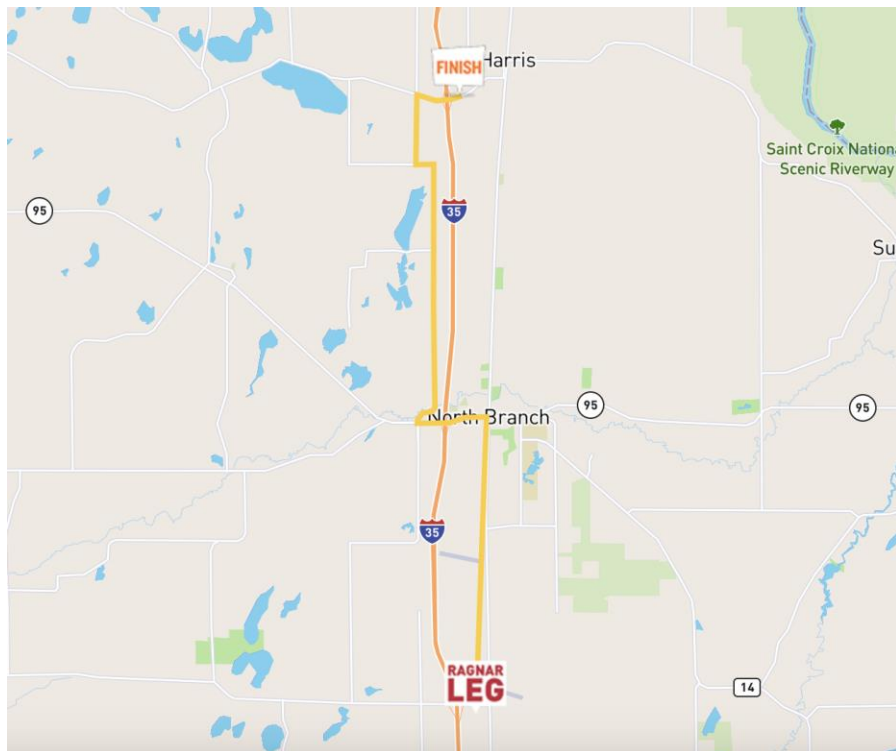
Van Directions:

Teams are not to pull onto side roads that intersect with the trail to support. There will be one water station on this leg for your runner to fill their handheld water bottle. Please remember this is a NO VAN SUPPORT leg and attempting to support your runner on side roads that deviate from van directions will not only earn you a violation but can cause traffic backups and unnecessary runner/vehicle crossings. Please follow support vehicle directions!
Depart Doyle Fields parking lot right to head north on onto Forest Blvd
Do not follow runners when they turn off off Forest Blvd, continue straight on Forest Blvd
4.5 Left on Athens Trail
4.7 Arrive at Exchange 14 - North Branch Park and Ride (on your left)

Leg Notes:

Runners will be separate from support vehicles while running on the Sunrise Prairie Trail. Don't forget your handheld water bottle to fill at the cupless water station!
Teams are not to pull onto side roads that intersect with the trail. Please remember this is a NO VAN SUPPORT leg and attempting to support your runner on side roads that deviate from van directions will not only earn you a violation, but can cause traffic backups and unnecessary runner/vehicle crossings. Please follow support vehicle directions!

Leg 15: Chisago County Park and Ride to Fish Lake Premium



Details: Leg 15

Distance: 11.1 miles

Elevation Gain: 123.79

Elevation Loss: -133.47

Difficulty Level: Very Hard

Exchange Address:

Fish Lake Premium Bait and Tackle
5857 Stark Road
Harris, MN 55032
(45.578726308, -92.988083982)

Turn by Turn Directions:

Depart North Branch Park and Ride running north on the Sunrise Prairie Trail
4.3 Left to run on the sidewalk against traffic on Main Street - *Leg becomes support at this point*
5.3 Right to run against traffic on Flink Ave
9.2 Left to run against traffic on 425th Street
9.5 Right to run against traffic on Falcon Ave
10.5 Right to run against traffic on Hwy 10/Stark Rd
11.1 Arrive at Exchange 15 - Fish Lake Premium

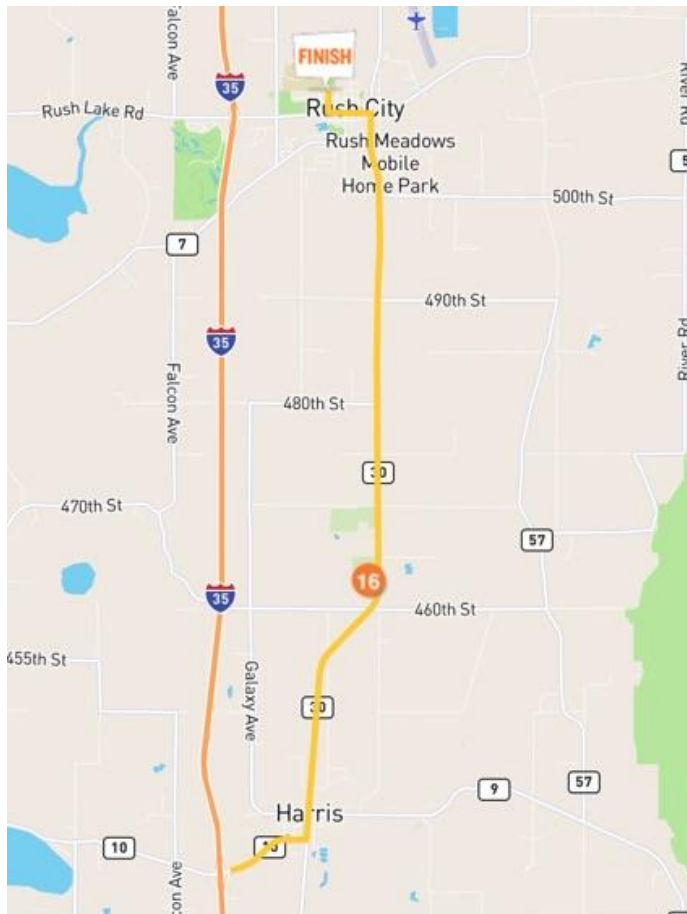
Van Directions:

Depart North Branch Park and Ride right on Athens Trail
The first portion of the leg is No Van Support.
0.2 Left on Forest Blvd
4.3 Left to on Main Street - *Leg becomes support at this point*
5.3 Right on Flink Ave
9.2 Left on 425th Street
9.5 Right on Falcon Ave
10.5 Right on Hwy 10/Stark Rd
11.1 Arrive at Exchange 15 - Fish Lake Premium

Leg Notes:

The first 4 miles of this leg are on the Sunrise Prairie Trail with limited availability to support. The leg becomes full support at mile 4 where the trail ends and the leg continues on Forest Blvd. There is some parking where teams can support their runner with water and high fives, but please be respectful of the surrounding neighborhood during nighttime hours. Keep noise to a minimum and no honking or loud cheering (yes, that means cowbell!).

Leg 16: Fish Lake Premium to Rush City School



Details: Leg 16

Distance: 8.7 miles

Elevation Gain: 89.04

Elevation Loss: -73.86

Difficulty Level: Very Hard

Exchange Address:

Rush City School
51001 Fairfield Ave
Rush City, MN 55069
(45.687956192, -92.970741462)

Turn by Turn Directions:

Depart Fish Lake Premium running against traffic on Stark Rd
0.8 Left to run on the sidewalk against traffic on Forest Blvd

8.1 Left to run on the sidewalk with traffic on 4th Street
8.6 Right to run with traffic on Hartle
8.7 Arrive at exchange 16 - Rush City School

Van Directions:

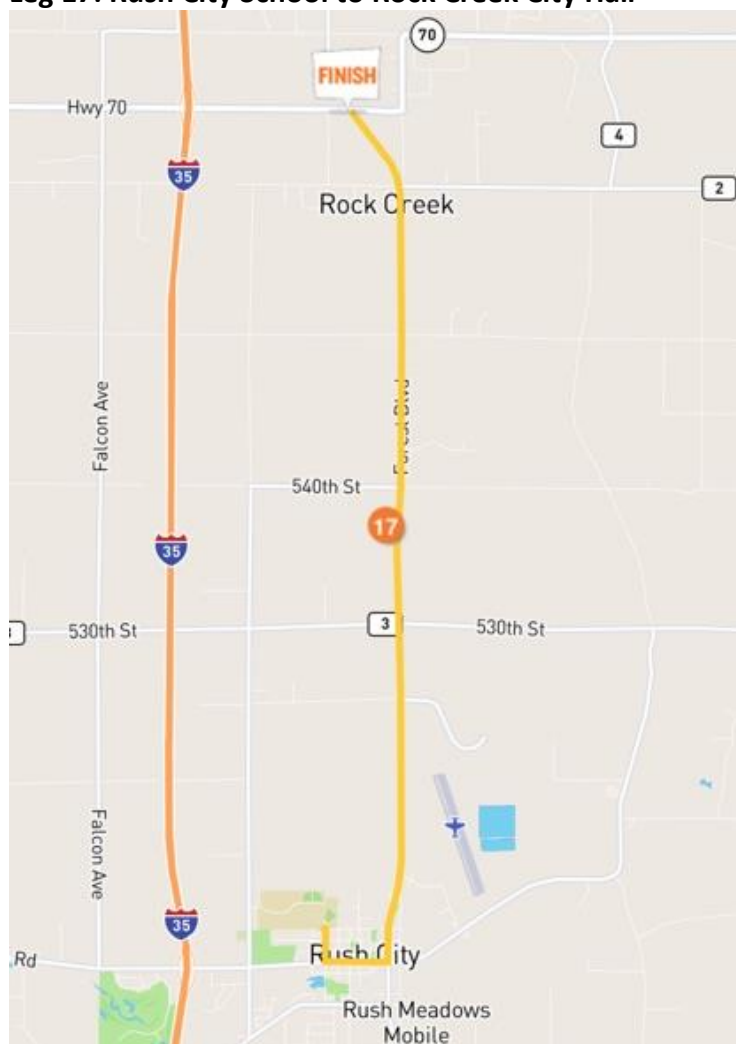
Depart Fish Lake Premium running right on Stark Rd
0.8 Left on Forest Blvd
8.1 Left on 4th Street
8.6 Continue Straight, Do not follow runner to the right on Hartle Street
9.1 Right on Fairfield Ave
9.5 Arrive at exchange 16 - Rush City School

Leg Notes:

This leg is 8.8 miles of highway (que Rascal Flatts) connecting the cities of North Branch and Rush City. Drop an earbud and be mindful of traffic on the road.

The cheer moms are having a Hawaiian party at Rush City Schools! Check out the photo booth, grab a lei, and do a little hula while you wait for you runner!

Leg 17: Rush City School to Rock Creek City Hall



Details: Leg 17

Distance: 6.4 miles

Elevation Gain: 76.73

Elevation Loss: -47.63

Difficulty Level: Hard

Exchange Address:

Rock Creek City Hall
7080 Highway 70
Pine City, MN 55063
(45.7659277778,
-92.9643388889)

Turn by Turn Directions:

Depart Rush City School running south
against traffic on Hartle
0.3 Left to run against traffic on 4th St
0.7 Left on Bremer Ave running
against traffic
6.4 Arrive at Exchange 17 - Rock Creek
City Hall

Van Directions:

Depart Rush City School left onto
Fairfield Ave
0.4 Left on 4th St
1.0 Left onto S Bremer Ave
6.5 Right onto Hwy 70
6.6 Arrive at exchange 17 - Rock Creek
City Hall

Leg Notes:

Runners will be on highway shoulders
for the entirety of this leg . Please be
mindful of traffic, obey all traffic laws
and practice safe and respectful
supporting!

Leg 18: Rock Creek City Hall to Pine County Fairgrounds



Details: Leg 18

Distance: 4.7 miles

Elevation Gain: 98.81

Elevation Loss: -103.59

Difficulty Level: Moderate

Exchange Address:

Pine City Fairgrounds
707 1st Ave NW
Pine City, MN 55063
(45.833027744, -92.970153325)

Turn by Turn Directions:

Depart Rock Creek City Hall running
against traffic on Forest Blvd
4.7 Arrive at Exchange 18 - Pine City
Fairgrounds

Van Directions:

Depart Rock Creek City Hall left on
Hwy 70
0.1 Right on Forest Blvd
4.7 Arrive at Exchange 18 - Pine City
Fairgrounds

Leg Notes:

Runners will be on highway shoulders
for the entirety of this leg. Please be
mindful of traffic, obey all traffic laws
and practice safe and respectful
supporting!
This leg is not approved for handcycles
or adaptive wheelchairs due to narrow
road shoulders.



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/09/2025

Board & Commission: City Council

Subject: Approval of Flink Ave/400th St. Area Transportation Impact Study

Background Information

The North Branch City Council approved resolutions approving a preliminary plat and a conditional use permit (CUP) for the Meadows Ridge Planned Unit Development on October 26, 2024. The approval of preliminary plat and CUP included several conditions of approval. Condition item number 1 of the of approval of the Preliminary Plat and Conditional Use Permit stated the Developer and City shall partner on an in-depth study to develop a Transportation Plan Study for required transportation improvements to Flink Avenue and 400th Streets, the cost for such improvements, and cost-responsibility for those improvements as required by the Development; the Developer and City shall develop a scope of services and cost-share agreement prior to Final Plat approval of Phase 1 of the Development.

LGI-Homes Minnesota, LLC submitted a final plat application on December 6, 2024 for the Meadows Ridge 1st Addition and requested WSB to provide a scope of services for the Flink Ave/400th Street transportation study.

The City's engineer WSB has compiled a scope of services to conduct a Flink Ave/400th Street Area Transportation Impact Study. The purpose of this study will be to determine the transportation and traffic impacts of recent and proposed developments will have on the surrounding roadway network and to identify a mitigation plan which addresses these impacts. The Transportation Impact Study will determine the likely growth in traffic due to proposed development in the study area, as well as general traffic growth from development outside the study area, including a future interchange at Interstate 35 and 400th Street. The study will determine how this growth will impact the in-place and planned infrastructure adjacent to the proposed developments along Flink Avenue and 400th Street in the northwest quadrant of North Branch.

The proposal addresses the following tasks:

Task 1 | Travel Shed Delineation

Deliverable: Travel shed (study area) map, including parcel ID numbers and proposed ultimate land uses of all included parcels

Task 2 | Land Use Intensity and Traffic Generation

Deliverable: Traffic volumes on the collector/arterial system, including anticipated turning volumes at intersections. If necessary, parcel-by-parcel tabulations of traffic generated by each parcel and its ultimate land use.

Task 3 | Confirmation of Necessary Transportation Improvements

Deliverables: Preliminary design layout of a roundabout at Flink Avenue & 400th Street, typical sections for linear roadways, including indication of intersection treatments, locations for turn lanes and turn lane lengths.

Task 4 | Estimated Cost of Improvements and Funding Sources

Task 5 | Assignment of Cost to Developing Parcels

The cost to complete is \$41,400. LGI-Homes Minnesota, LLC will pay for the transportation study to be completed and based on findings of the study, the cost share of the study would be broken down amongst all properties based on the percentage of impact identified in the transportation study as improvements are completed.

Requested action

To approve authorizing WSB to conduct the Flink Ave/400th Street Area Transportation Impact Study with the understanding LGI-Homes Minnesota, LLC will pay for the transportation study to be completed and based on findings of the study, the cost share of the study would be broken down amongst all properties based on the percentage of impact identified in the transportation study as improvements are completed.

Voting Requirements:

Voting Options **Simple Majority**

SCOPE OF SERVICES

Flink Ave/400th St. Area Transportation Impact Study

FOR THE CITY OF NORTH BRANCH



December 30, 2024

Mr. Nathan Sondrol
Community Development Director
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: Professional Engineering Services for the
Flink Ave/400th St. Area Transportation Impact Study

Dear Mr. Sondrol:

As requested, the following work plan outlines the scope of services and the associated professional consulting services for the Flink Avenue / 400th Street Area Transportation Impact Study.

We have assembled a multidisciplinary team that can provide the City of North Branch with all the necessary professional services – municipal engineering, traffic engineering, and transportation planning – to deliver a successful transportation impact study and preliminary design services.

Enclosed you will find a scope of services to complete the tasks associated with the Flink Avenue / 400th Street Area Transportation Impact Study. The scope of services includes an hourly breakdown to complete each of the tasks associated with the project.

We appreciate the opportunity to provide you with this proposal and we are again looking forward to working with you and your staff toward the completion of these projects. Please feel free to contact me directly with any questions or concerns you may have.

If you have questions about the content of this scope of services, please feel to reach out at jmessner@wsbeng.com or 612.388.9652.

Sincerely,

WSB

Justin Messner, PE
Director of Municipal Services



PROJECT UNDERSTANDING

Development along Flink Avenue and 400th Street has initiated the need for a Transportation Study. The purpose of this study will be to determine the transportation and traffic impacts of recent and proposed developments will have on the surrounding roadway network and to identify a mitigation plan which addresses these impacts. The Transportation Impact Study will determine the likely growth in traffic due to proposed development in the study area, as well as general traffic growth from development outside the study area, including a future interchange at Interstate 35 and 400th Street. The study will determine how this growth will impact the in-place and planned infrastructure adjacent to the proposed developments along Flink Avenue and 400th Street in the northwest quadrant of North Branch.

STUDY AREA

The project area is generally bounded by I-35 on the east, 406th Street on the north, Hornsby Drive/Elmcrest Avenue on the west and on the south and west, and 395th Street on the south. The City of North Branch has identified the intersection at Flink Avenue and 400th Street for operations analysis.

PROJECT APPROACH/SCOPE OF SERVICES

The following approach will describe the professional services necessary to complete the requested scope of services.

Task 1 | Travel Shed Delineation

WSB will utilize traffic modeling concepts, in conjunction with the Comprehensive Plan, to define the travel shed boundary for the affected collector and trunk transportation system, including intersection control. It is assumed for purposes of this scope that the travel shed boundary will be along parcel lines rather than include partial parcels, unless including or excluding an entire parcel is impractical. This travel shed definition, and boundary will establish the area to be included in contributing to the need for collector and arterial transportation improvements.

- Deliverable: Travel shed (study area) map, including parcel ID numbers and proposed ultimate land uses of all included parcels

Task 2 | Land Use Intensity and Traffic Generation

Based on the comprehensive plan and within the study area, WSB will apply a land use intensity to each parcel and determine an estimated traffic generation for the trunk transportation system (AADT), assuming a fully developed travel shed. As part of the determination of intensity, the amount of undevelopable land (wetlands, floodplain, etc) within each parcel will be determined. If necessary, for assignment of cost-share, WSB will prepare a table showing the traffic generation of each individual parcel. Estimates will be calibrated with the traffic generation (and intensity) as calculated in the recently completed EAW. WSB will also utilize traffic modeling to estimate the regional (non-travel shed) traffic anticipated to be on the trunk system.

- Deliverable: Traffic volumes on the collector/arterial system, including anticipated turning volumes at intersections. If necessary, parcel-by-parcel tabulations of traffic generated by each parcel and its ultimate land use.

Task 3 | Confirmation of Necessary Transportation Improvements

Based on the volumes generated, WSB will confirm or modify the ultimate improvements that will be needed for the trunk transportation system. Key items to identify are intersection improvements for adequate capacity, ultimate typical sections with adequate lanes and widths to meet maintenance and safety requirements, and locations/sizes of any turn lanes.

- Deliverables: Preliminary design layout of a roundabout at Flink Avenue & 400th Street, typical sections for linear roadways, including indication of intersection treatments, locations for turn lanes and turn lane lengths.



Task 4 | Estimated Cost of Improvements and Funding Sources

WSB will estimate the cost (today's dollars) to construct the necessary improvements for each feature of the trunk system. Long term maintenance costs are not considered – capital investment only. WSB will rely on City guidance related to the need to fully reconstruct these improvements versus expansion of the existing improvements. Based on guidance from the City, WSB will indicate the source of funding for these improvements. Typical sources shown will be some combination of special assessment to developing properties, State Aid funding, or grants to be pursued.

Task 5 | Assignment of Cost to Developing Parcels

Using the total portion of estimated costs to be assessed to benefiting (developing) properties, a per square foot (PSF) benefit will be determined. It is anticipated that the PSF rate will vary depending on land use, mirroring the difference in traffic generation between different land uses. Once determined and approved, this PSF rate can be multiplied by the developable square footage of any parcel coming forward to the City for development.

PROPOSED FEE

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar types of projects. The following is a summary of the costs for each phase of the project:

Task	Description	Fee
1	Travel Shed Delineation	\$2,300
2	Land Use Intensity and Traffic Generation	\$7,800
3	Confirmation of Necessary Transportation Improvements	\$22,800
4	Estimated Cost of Improvements and Funding Sources	\$5,600
5	Assignment of Cost to Developing Parcels	<u>\$2,900</u>
	Total	\$41,400

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of **\$41,400.00**. If additional work outside of the above-described scope is determined to be necessary, it will proceed only after City approval. This additional work would be billed on an hourly basis in accordance with the WSB 2025 Fee Schedule.

ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North Branch and WSB on January 4, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

ACCEPTED BY:

City of North Branch:

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of North Branch and WSB on January 4, 2022.

Signature: _____

Name/Title: _____

Date: _____

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-117-2024

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR MEADOWS RIDGE

WHEREAS, LGI Homes Minnesota, LLC (“Applicant”) has submitted an application for a Preliminary Plat approval for the Meadows Ridge in the City of North Branch, Minnesota; and

WHEREAS,

the property is legally described as follows:

Parcel 1: The West Half of the Southwest Quarter, Section 8, Township 35, Range 21, Chisago County Minnesota

Parcel 2: The Northeast Quarter of the Southwest Quarter of Section 8, Township 35, Range 21, Chisago County Minnesota, except that part thereof heretofore deeded to the State of Minnesota for highway purposes; and

WHEREAS, the property subject to the Plat is a 119.00-acre vacant parcel, generally located at north of 400th Street and west of I-35 (PIN: 11.00142.10 & 11.00143.00) (“Subject Property”); and,

WHEREAS, the Plat proposes to create 336 single family lots and seven outlots for public access, drainage and open space with the exception of Outlot D which is a 5.27 acre parcel designated for future commercial development, and associated right of way, and

WHEREAS, the Subject Property is guided for LUR-1 Single-Family Residential, LUR-2 Medium-Density Residential and LUB Business per the 2018 Comprehensive Plan (“Land Use”), and zoned a combination of R-1 Single-Family Residential, R-2 Medium-Density Residential, and B Business District; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on July 9, 2024 to consider and receive public comment regarding the proposed Plat; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, There was public comment provided; and

WHEREAS, following the Hearing, the Commission found the Plat satisfies all Land Use and Zoning standards and City platting requirements, and unanimously recommended approval of the Plat for Meadows Ridge subject to conditions.

BE IT FURTHER RESOLVED, that the following conditions of the Conditional Use Permit shall be met:

1. The Developer and City shall partner on an in-depth study to develop a Transportation Plan Study for required transportation improvements to Flink Avenue and 400th Streets, the cost for such improvements, and cost-responsibility for those

improvements as required by the Development; the Developer and City shall develop a scope of services and cost-share agreement prior to Final Plat approval of Phase 1 of the Development; and,

2. The Developer, at its own expense, will be responsible for constructing the required improvements to Flink Avenue and 400th Street with future phases of the Meadows Ridge Development as to be described in the Master Development Agreement and agreed with future Subdivision Agreements. Construction of those improvements shall be required with each applicable future phase of the Development, which shall be outlined in each subsequent Subdivision Agreement for each future phase. If agreed by the City, the Developer may pay to the City the lump sum of those identified Development-specific construction costs, as identified by the Transportation Plan Study.
3. The applicant will submit final grading and drainage plans for final City Engineer and Public works and obtain city approval prior to issuance of a grading permit.
4. The applicant shall submit final utility plans for each phase of development prior to commencement of any utility installation activity subject to city staff review and approval.
5. The applicant is responsible for all required permitting associated with site grading, utility installation and building construction prior to commencement of any specific activity occurring.
6. The applicant dedicate Outlots A, B C E, F, G to the City prior to issuance of a building permit within the associated development phase.
7. The applicant shall submit park dedication fee for the development at the time of exceeding the approved number of credits approved through the park credit utilization agreement from the Meadows North developments to the city prior to release of the corresponding final plat for recording.
8. The applicant shall submit a final plat for approval within 1 year of the preliminary plat approval or receive an extension approved by the City Council.
9. The applicant submit a Letter of Credit or cash for 125% of the utility installation cost, the site grading cost and the proposed landscaping that will be required prior to initiation of each phase of construction.

10. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and the City Attorney's review of the title work and plat opinion.

11. Owner shall enter into and execute a Development Agreement with the City governing the Development in conjunction with City approvals of which said Development Agreement shall outline the terms and conditions and financial obligations of the Owner for the Development as stated below.

12. Owner shall pay to the City all applicable fees and expenses incurred by the City as related to the Development.

13. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

14. The applicant is required to obtain site plan approval for the commercial site prior to construction. A sign indicating this is a commercial site shall be posted on the site to notify future property owners in the neighborhood.

15. The applicant shall install a sign at each of the deadend roads indicating that the road is intended to be extended for future development.

16. Access to the commercial site is restricted to one curbcut from Flink and one from 400th Street.

17. The applicant shall dedicate standard drainage and utility easement on each residential lot and over all public stormwater ponds and designated wetlands.

18. The applicant shall install an opaque fence along the northeast property line including Outlot G, Lots 1-15, Block 10, and Lot 1, Block 11 prior to receiving a certificate of occupancy for any of the listed lots.

19. The applicant shall install temporary turn-arounds each end of Street G2, which will be removed at the applicants expense upon extension of the road to the north or to the south. The applicant may make a cash deposit that will be held by the City for removal of and restoration of the turn-around area prior to final plat approval of the last project phase.

20. The applicant shall provide mitigation on site to reduce the impact of noise from the interstate, which would include an increase in the proposed berm height, increased landscaping, installation of a fence, or a combination of all three along the eastern property line (lots 1-30, Block 11). The revised plans are subject to City staff review and approval prior to receiving any permits for the Block 11 properties.

21. The applicant will record against the title for all lots along the eastern property line, lots 1-30, Block 11 that the City, County and State will not install a sound wall along I-35 in this area.

22. The applicant increase the number of trees to two (2) within the rear yards of properties adjacent to the future commercial site; Lots 15-30 Block 3.

23. The required setbacks for the residential units are:

	Lot			Setbacks				
	Width/ft	Depth/ft	Area/sf	Front/fs	Side/ft	Street/ft	Rear/ft	Height/ft
R1	80	100	12,000	30	6	30	30	35
R1 Shoreland	75		15,000	30	6	30	30	35
Lots that have their rear lot adjacent to roadways Flink Ave, 400 th Street, or I- 35			4,667	25	6	20	50	35
All other PUD lots except above			4,667	25	6	20	30	35

BE IT FURTHER RESOLVED, thatThe Developer, at its own expense, will be responsible for

constructing the required improvements to Flink Avenue and 400th Street with future phases of the Meadows Ridge Development as to be described in the Master Development Agreement and agreed with future Subdivision Agreements. Construction of those improvements shall be required with each applicable future phase of the Development, which shall be outlined in each subsequent Subdivision Agreement for each future phase. If agreed by the City, the Developer may pay to the City the lump sum of those identified Development-specific construction costs, as identified by the Transportation Plan Study.

A handwritten signature in blue ink, reading "Kevin Schieber", positioned above a horizontal line.

Kevin Schieber, Mayor

ATTEST:

A handwritten signature in blue ink, reading "Matthew Hill", positioned above a horizontal line.

Matthew Hill, City Administrator

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-133-2025

Resolution R-133-2025 Accepting the Annual Appointments and Designations

**CITY OF NORTH BRANCH
RESOLUTION NO. R-133-2025**

**A RESOLUTION APPROVING THE ANNUAL APPOINTMENTS & DESIGNATIONS
FOR FISCAL YEAR 2025 FOR THE CITY OF NORTH BRANCH**

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

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

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the City Council does hereby make the following appointments and designations, effective upon passage of this resolution through December 31, 2025, as attached in Exhibit A.

Moved by Councilmember _____. Seconded by Councilmember _____.

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 14th day of January, 2025.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

EXHIBIT A**FISCAL YEAR 2025
APPOINTMENTS & DESIGNATIONS**

Council Appointments		Primary Liaison	Alternate Liaison
1	Acting Mayor		
2	Public Works Advisory Committee (2)		
3	Finance Advisory Committee (2)		
4	Personnel Advisory Committee (2)		
5	Public Safety (PD, Fire, Fire Relief) (2)		
6	Parks, Trails & Open Space (1)		
7	Economic Development Authority (2)		
8	Planning (1)		
9	Liquor Advisory Committee (2)		
10	ARPA Advisory Team		

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

Contract Services		Designations
15	Insurance Agent	Marsh & McLennan Agency LLC
16	City Attorney	Flaherty & Hood
17	City Engineer	WSB & Associates
18	City Auditor	Abdo
19	City Newspaper	Isanti-Chisago County Star

**FISCAL YEAR 2024
APPOINTMENTS & DESIGNATIONS**

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

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

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



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/08/2025

Board & Commission: City Council

Subject: Consider approval of GIS migration and implementation proposal from WSB

Staff requests City Council to approve the proposal from WSB for GIS services. The City budgeted for this project in 2025 and requested proposals to migrate our current GIS data and maps to an online web application.

The proposal addresses the following tasks.

1. Software and data management review
 - a. Review and understand the City's existing GIS Architecture, including: current GIS datasets and their functions, ESRI licensing, Software currently in use, and evaluate current staff usage.
 - b. Provide recommendations and modification, such as: allocation of ESRI licensing across necessary staff and departments, and file structure and data management practices.
2. Establish and implement data management plan
 - a. Implement improved data management practices, schema modifications, and relationship classes if deemed necessary after understanding the City's needs.
3. Implement ARCGIS online
 - b. Data to be migrated to ArcGIS online for both office and mobile access web solutions.
4. Online administration and user training
 - a. ARCGIS online Administration training for core staff, set up sharing, permissions, and user types.
 - b. ARCGIS online training for end users, targeting the specific activities or skills require of those users.
5. ARCGIS Pro Training
6. Post-training support

The proposal comes in under the statutory purchasing requirement to get multiple quotes for the service, and WSB's proposal comes in under budget. The existing relationship with WSB and the broader understanding of the City's needs solidifies the decision to request the approval of their proposal. Community Development Director Nate Sondrol and Public Works Director Shawn Williams have each had a demo of WSB's system and welcome the improvement to the City as it will streamline operations for the City of North Branch.

Voting Requirements:

Voting Options Simple Majority

December 5, 2024

Mr. Nathan Sondrol
Community Development Director
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: ArcGIS Online Migration, Data Review, and Datafi Implementation

Dear Mr. Sondrol:

On behalf of WSB, it is my pleasure to present you with this work plan to assist the City of North Branch with its ArcGIS Online migration, review of utility and other GIS data, and implementation of Datafi, including tracking of certain utility work tasks. This project represents a forward-thinking approach to GIS to consolidate authoritative data to a single cloud hosted location to have GIS available across all departments at the City.

Project Understanding

It is our understanding that the City would like to migrate their current GIS data and maps to ArcGIS Online (AGOL) for use in web applications, Field Maps, and to have the ability to view and edit data directly in ArcGIS Pro. We understand part of this process will be to identify authoritative datasets currently stored on the City's network and identify any data clean up necessary before migrating it to AGOL. WSB will also provide recommendations to the City on data models being used for their existing GIS utility data, and current license usage and AGOL user accounts. WSB will setup web maps and field maps for online viewing and field collection for necessary applications (maintenance maps, utility maps, street maps, etc.). WSB will also implement its Datafi web application along with utility task tracking. WSB will also provide training and support on the usage of AGOL web maps, Field Maps applications, and Datafi.

Based on our understanding of this project, WSB's goals for this project are the following:

- Deliver an AGOL implementation that will serve the community for years to come
- Recommend a sustainable GIS data model that incorporates both industry standards and City best practices
- Implement Datafi and Esri's Field Maps: these are easy to use web mapping and field application tools with the goal of driving GIS adoption across the City and maximizing the City's investment in GIS
- Implement WSB's Datafi platform for viewing of GIS data and utility task tracking
- Infuse GIS into City operations in the office and in the field to not only streamline, but to promote the effective use of operational data and foster data-driven decision making
- Empower staff to drive GIS growth, proficiency, and adoption through effective training and education

Scope of Work

1. Software and Data Management Review

WSB will perform a thorough software and data management practices review for the City. WSB's comprehensive review will include a review of all current GIS datasets and maps, Esri licensing, and all GIS software and related platforms currently in use by the City. WSB will meet with the City's project lead and key staff to review and confirm the City's key objectives. This review will form the basis of our recommendations for data management practices, Esri user license allocations, and changes to planned adoption of Esri software. We will make certain our recommendations align with the City's goals, and these recommendations will be used as a roadmap for the remaining project tasks.

Cost: \$1,500

2. AGOL Migration/Configuration and Data Model Recommendations

The first task of the project will be to consolidate authoritative data into a single database and perform a review of the current data model employed. WSB's comprehensive review will include a review of all current GIS datasets, and AGOL licensing and user accounts. This review will form the basis for our recommendations for data management practices and Esri user license allocation. We will closely look at the data model used for utility data and provide recommendations for a future data model. We will also build out attachment tables within the database so utility as-builts can be accessed from anywhere with a data connection. The steps in this task are:

- Import existing, authoritative datasets into a new geodatabase
- Add additional GIS data layers to the database where appropriate
- Provide recommendations on the data model with particular focus on utility data
- Maintain asset IDs for all utility assets where applicable.
- Maintain current attribute information for all GIS datasets (pipe size, pipe material, land use codes, zoning type, etc.)
- Create attachment tables for links to utility as-builts
- Maintain links from the GIS data to any external documents or URLs

Additionally, as part of this task WSB will redesign the City's AGOL home page, make any necessary changes to organizational settings, and setup galleries to allow for clear and secure access to content. WSB will work closely with the City to implement any new users and groups to allow accessibility to maps, data, and other content for different departments throughout the City.

After the data is published to AGOL and appropriate configurations have been made, WSB will collaborate with City staff to begin to develop web and mobile solutions to fulfill existing field and office workflows. We will review existing web applications and other map deployments to understand the use case for each. This will allow us to configure these new web and mobile applications to fit the exact needs of the City. WSB will also continue to follow best security practices when developing these applications, guaranteeing the proper security and permission levels are in place.

Cost: \$8,000

3. Datafi Implementation

WSB will implement its Datafi application to be hosted and accessed through the City's AGOL organizational site. This implementation will include all core Data layers, pending layer availability and additional City data layers as requested. Some of the data layers available through Datafi may include, but not limited to, the following:

- **Administrative Boundaries** – City, County, Zip Code(s), School District(s), Watershed District(s)
- **Geographic features** – 2' contours, FEMA, lakes/rivers, ditches, NWI (and/or wetland management plan), soils
- **Public Utilities** – Sanitary Sewer, Storm Sewer, Water Main
- **Facilities** – signs, sidewalks/trails, parks/schools/public properties, lights
- **Land Use** - current/future land use, MUSA, TIFs, Zoning, ROW
- **Property Info** – parcels, easements, developments, address labels, assessments
- **Reference Data** – centerlines/street names, railroads, highway signs
- **Aerial Photography** – county aerials, ESRI aerials

Datafi will be accessible over the Internet and will be password protected to maintain secure access to the application and GIS data. Datafi also includes a rich set of tools in a user-friendly interface that gives the user access to the data and tools they need. The tools include with Datafi are:

- Search based on address, PID, owner, and City defined fields with autocomplete
- Access record drawings by clicking on utility features in the map
- Measure distances and areas
- Integrates with ArcGIS Online
- Powerful redlining tools
- Create mail labels
- Export data to Microsoft Excel
- Quickly print maps
- Export pdf and jpg images
- See your location when in the field

All data will be hosted within the City's AGOL account and will be made available to City staff for direct access within AGOL and all supported applications such as Field Maps and Survey123. This will provide the City with the following benefits:

- Centralized GIS data hosting
- On-demand mapping support
- Field data collection using smartphones and tablets
- Real-time data updates

WSB will provide annual updates to the Datafi application and provide the City will access to the Datafi application on a 24 hours a day, seven days a week basis except in cases of scheduled application maintenance. All application maintenance will be scheduled only with approval from City staff. The annual subscription cost will start after the first year, beginning at the start of the second year of service.

Cost: \$6,000
Annual Subscription Cost after Year 1: \$4,800 per year

4. Datafi Task Tracking

WSB will create data collection applications for task tracking of the City's utility assets for sewer, stormwater, and water distribution using Esri's Field Maps application. This will be used to track such work activity as hydrant flushing, valve exercising, and sewer jetting. WSB will work with City staff to get the information needed for drop downs such as activity, names of individuals performing tasks, and any additional field entered attributes that would be simplified by having drop down menus. The field applications will have the ability to attach photos to the recorded task items.

In addition, WSB will implement our Datafi Maintenance filter add-on with the City's Datafi mapping application. The add-on will be available as an additional tool and filter panel within Datafi. Filtered results will be shown on the map and in a tabular format with the ability to export to Excel, i.e. filter all hydrant flushing tasks performed in 2024. Tasks entered via the Field Maps application will be immediately available in Datafi. City staff will be able to filter by date and other attributes collected in the field.

Cost: \$2,500

5. ArcGIS Online, Field Maps, and ArcGIS Pro Training

WSB will provide training for AGOL administration, AGOL and ArcGIS Field Maps usage, and ArcGIS Pro training. The training on AGOL administration is intended for staff that will be responsible for managing, maintaining, and administering the City's AGOL site. This training can be conducted either in-person or remotely over Zoom and will cover the following topics:

- Administering user accounts and content
- Organization dashboard
- Sharing, permissions, and groups
- Configuring hosted feature data
- Data management including enabling editing, creating views, attachments, and exporting data
- Web maps, web applications, and field applications

WSB will provide training to mobile and office users of AGOL. This training will be intended for staff members that would be using different mobile and office web applications. This training will be conducted in-person to assist with any questions centered around the field collection applications on mobile devices. This training will cover the following topics:

- Signing-in and accessing web maps and field maps
- Base maps and feature layers
- Working with web maps: symbology, pop-ups, and labeling
- Working with the ArcGIS Field Maps application: collecting and editing data

WSB will conduct a thorough ArcGIS Pro training session directed to the City's main GIS users. This will include all key concepts and methods for successfully migrating the City away from ArcGIS Desktop to ArcGIS Pro. The purpose of this training session will be to give the City's GIS user's an overview of ArcGIS Pro and give them an introduction to the

basic workflows and tools within ArcGIS Pro. Topics to be covered in this training session include:

- Overview of key differences from ArcMap
- Licensing
- File architecture of an ArcGIS Pro project
- Catalog pane – Portal, Local, and other data connections
- Publishing data
- Management and editing of web services
- Domain and field editing
- Figure creation – layouts, templates, and data frame elements

Cost: \$2,000

6. Technical Support for 2025

WSB will provide Technical Support for all of 2025 after the above-mentioned training sessions conclude. WSB will have one of our GIS Specialists provide ongoing support and troubleshooting during the adoption of ArcGIS Pro, AGOL web maps, and ArcGIS Field Maps. Our GIS Specialists are all well versed in ArcGIS Pro, AGOL, and assisting others on GIS related requests and issues.

Cost: Included

Data Access and Project Timeline

The City has already delivered to WSB a database of GIS data and the City's utility as-builts. Any additional data to be included in Datafi or AGOL will need to be provided to WSB. WSB will also need access to a User Account with administrative privileges on the City's AGOL site for the duration of this project.

WSB can begin work on this project within 2 weeks of a contract being executed. WSB expects to have the project complete approximately 4 months after work begins on the project.

Any work asked to be performed outside of this scope can be completed using WSB's standard rate schedule for 2025.

Project Management

Bryan Pittman, GIS Lead with WSB, will serve as the project lead for this work, and along with our GIS Specialists, will perform the tasks described above. Bryan has over 20 years of experience in GIS, having completed numerous projects with a similar scope to this. Bryan will work closely with City staff when necessary to make sure this project is well coordinated, clearly communicated, and successfully completed within budget.

Cost Summary

The cost of this proposal is **\$20,000**, billed on an hourly not-to-exceed basis. The annual subscription fee for Datafi will be **\$4,800 per year after Year 1**. Thank you for the opportunity for

WSB to assist the City of North Branch with this project. If you are in agreeance with the items outlined in this Scope of Work, please sign where indicated below. I am confident that the level of service on this project will meet or exceed your expectations. If you should have any questions regarding this proposal, please contact me at 763-287-8539.

Sincerely,

WSB



Bryan Pittman
GIS Lead

ACCEPTED BY:

City of North Branch

By: _____

Title: _____

Date: _____



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/09/2025

Board & Commission: City Council

Subject: Approve the Open Marketing for Sale of City owned land at 38791 Forest Boulevard

Background/Overview

The City of North Branch owns an existing building located on the east side of Co Rd 30 near the intersection of Maple Street. The building is the “old fire station” building with the mural on it and has a property address of 38791 Forest Blvd. The City currently utilizes the building for the storage of city staff vehicles and public works equipment and vehicles. The site is located in the city’s downtown area and has visibility and parking available at the site. The use of the building as a municipal garage and storage facility is not the ideal use for the property and building as it is a prime commercial site.

City staff received an inquiry from a local business that was looking for options and sites to expand their business in downtown North Branch. City staff provided a potential option of the old fire station building at 38791 Forest Blvd as a possible solution.

The old fire station building would provide.

1. Support an existing local business to remain in the downtown area.
2. Provide better use of a high visibility property and placement back on the tax rolls.
3. The proceeds from the sale of the building could be utilized to allow for construction of a larger post frame building at the city’s wastewater treatment plant. A facility assessment study was completed in 2024 and identified that the public works department does not have adequate facility and storage space to accommodate existing needs. The construction of this building at the wastewater treatment plant would help provide for a short-term space solution while the city determines a way to fund the entire needs of the city as outlined in the study.

City staff obtained an appraisal from MMA appraisals for the property including the adjacent vacant land to south of the building, with the appraised value of both parcels including the building at \$365,000. City staff explored the sale of the building with the interested party at the appraised value, however, ultimately the perspective buyer chose not to move forward with the

purchase.

Minnesota State Statute 412.211 allows cities the ability to sell land or buildings they no longer need to anyone, other than public officials and certain employees. The city is not required to get permission from the public in order to sell land. However, the City's Planning Commission is required to review that the transaction is consistent with the comprehensive plan. The property is zoned and land use guided as Central Business District (CBD).

The sale of the land is not required to use the competitive bidding process.

A public body may close a public meeting to determine the asking price for real or personal property to be sold by the city, to review confidential or nonpublic appraisal data, and to consider offers or counteroffers for the sale of real property. Minn. Stat. § 13D.05, subd. 3(c).

Requested Action

City staff is looking for council approval to authorize city staff to openly market the property at the appraised price of \$365,000.

Attachments:

1. Building Map and Photo

Voting Requirements:

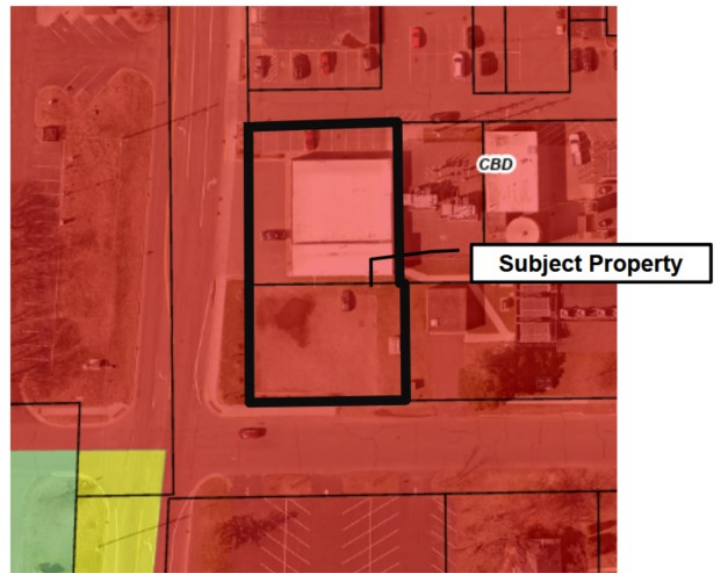
Voting Options Simple Majority

38791 Forest Blvd

0.41 acres (2 parcels)

Zoning : CBD – Central Business District

Land Use: CBD – Central Business District





Prepared By: Kim Lindquist, Director, Community Planning & Econ. Dev, Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/09/2025

Board & Commission: City Council

Subject: Resolution R-136-2025 to Approve Sunrise Bluff 3rd Addition Final Plat

Overview / Background

Larry Beach Construction, Inc (Developer/Applicant) has requested Final Plat approval for Sunrise Bluff 3rd Addition (Plat). The Final Plat includes properties zoned for Rural Residential and Business. The proposed subdivision is to create 32 residential lots within the Rural Residential area. The subject property is located South of 392 St between Everett Ave to the West and Fawn Ave to the East and contains PIDs: 11.00390.00, 11.00393.00, 11.00392.00, and 11.00410.18. The Preliminary plat was approved on August 15, 2024.

Staff has reviewed the final plat submittal and found it in substantial compliance with the previously approved preliminary plat. The conditions of approval have been modified to reflect changes made or additional information provided by the applicant to address prior city comments.

Issue(s) to Consider

1. Land Use and Zoning
2. Development Plan
3. Plat Standards

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property has a mix of land use classifications: **Rural Residential and Commercial**. The corresponding zoning is: **RR-Rural Residential and B-Business**. The Subject Property recently underwent a reguiding and rezoning process, which removed the residential area from the municipal urban service area via Resolution 20-2024 and Ordinance 368-24. The southern

portion of the development site falls within the City's Shoreland Overlay District for Sunrise Creek and the Floodplain district [27025C0145D](#), which require an additional sub-set of zoning standards. The property also has a wetland around the river area.

The proposed use of the property as single family homes is a permitted use in the Rural Residential district and all overlay districts applicable to the plat.

As proposed, Outlots C and D contain a mix of zoning districts. The outlots will be used for Commercial use although the zoning boundary only goes to the Sunrise River, meaning the areas within the outlots north of the river (and not contained within individual lots) will not be commercially zoned. These single family zoned areas contained within the outlots are within drainage and utility easements. It is intended that Outlot C is a future commercial site and Outlot D will be maintained for the existing billboard located on the site. A restriction should be placed on Outlot D that the property cannot be redeveloped into a different commercial use given the small buildable area, presence of flood plain and the lack of good and safe public access.

The preliminary plat approval recommended rezoning of the two outlot to all commercial or redraw the parcels, so their property lines align with the existing zoning boundaries, which are the same as the centerline of the river. Staff believes rezoning can be accomplished in the future and does not believe the split zoning of the two outlots negatively impacts the sites or provides any unforeseen development opportunity

2. Development Plan

There were several issues raised by the staff as part of the preliminary plat approval. The applicant has provided most of that information. The planning staff comment memo reflects the updated plans and areas left to resolve.

The Developer is proposing a total of 32 residential units on the 117.27-acre site. The density requirement in the Rural Residential district is one unit per buildable acre. The applicant has provided the buildable acreage for each lot which is at the ordinance minimum of 1-acre or above. The applicant has provided information to confirm the buildable acreage for each lot which are in compliance with ordinance standards.

Landscape Plan & Tree Preservation/Replacement

The parcel is currently used as agricultural land with a defined tree line on the south and southeastern portion of the development area. The tree preservation plan shows 3.40 acres of the 32.61 acres of trees to be removed. This proposed removal is less than the 50% maximum allowed by City Code. However, the tree preservation plan, as presented, only accounts for removal of the trees for the public improvements. This is not realistic given that trees will need to be removed for the construction of homes and driveways on individual lots. Staff has requested an updated Tree Preservation Plan prior to issuance of a grading permit.

Floodplain & Wetlands

The proposed development contains Floodplain district 27025C0145D. The floodplain does not extend into any of the proposed lots, so uses are not restricted. All building pads are proposed to be at over 2 feet above the 100-year flood. No work is being proposed within the wetland and

the wetland is contained within the proposed outlots. All proposed building pads meet the 20' structure setback requirement.

3. Plat Standards

The developer has requested the application be reviewed as Rural Residential and Commercial zoning. However, when conducting the review of the lots, Staff identified one lot that did not meet minimum standards. A variance was previously granted and is reflected in the table below.

	Lot Standards			Setbacks			
Type	Area (sf)	Width	Depth	Front	Side	Corner	Rear-I
Rural Residential	43,560	110'	300'	40'	10'	30'	30'
Commercial	5,000	50'	100'	15'	10'	15'	15'

	Minimum Proposed Lot			Minimum Proposed Setback			
Type	Area (sf)	Width	Depth	Front	Side	Corner	Rear-I
Rural Residential	43,774*	110'	300'	40'	10'	30'	30'
Com - Outlot C	516,186	>50'	>100'	TBD - at time of development			
Com - Outlot D	264,844	>50'	>100'	TBD - at time of development			

*Lot 9 of Block 2 has non-standard easement and a variance has been granted for this lot.

Planning Commission Summary

The Planning Commission held a public hearing related to the preliminary plat, where no members of the public spoke. The applicant was present at the meeting and shared some information on the existing conditions of the property. The Developer provided updated plans prior to Commission action which addressed some of the prior documented concerns. The Planning Commission unanimously recommended approval of the preliminary plat and variance, subject to public hearing and conditions as presented by staff. The Council approved the preliminary plat and variance on August 15, 2024. There was no public comment on the variance request.

City Council Recommendation

1. Motion to approve Resolution R-136-2025 Approving the Final Plat as proposed by Larry Beach Construction, Inc for the Sunrise Bluff 3rd Addition with conditions and findings of fact as presented by staff.

Attachments

1. Resolution R-136-2025 Approving the Final Plat
2. Final Plat

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-136-2025

**RESOLUTION APPROVING THE FINAL PLAT FOR SUNRISE BLUFF 3rd
ADDITION**

WHEREAS, the Applicant, Larry Beach Construction, applied for a final plat approval on November 18, 2024 for the property described in Exhibit A; and,

WHEREAS, the developing area of the subdivision was guided for Rural Residential use in the Comprehensive Plan in Resolution R-20-2024; and

WHEREAS, the developing area of the subdivision was zoned for Rural Residential use in the zoning map in Ordinance 368-24; and,

WHEREAS, on July 22, 2024, the Planning Commission unanimously recommended approval of the Preliminary Plat and review of the application and taking testimony during the public hearing; and,

WHEREAS, on August 15, 2024, the City Council considered the requested preliminary plat and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH City Council OF NORTH BRANCH, MINNESOTA hereby approves the requested final plat for Sunrise Bluff 3rd Addition based on the following findings of fact:

1. The proposed final plat is consistent with the preliminary plat previously approved by the City.
2. The proposed final plat is consistent with the City's 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
3. The development is consistent with the City's Zoning and Subdivision Ordinances with the exceptions granted by a variance.
4. City services have adequate capacity to serve the proposed development.

BE IT FURTHER RESOLVED, that approval of the Final Plat; Sunrise Bluff 3rd Addition Amendment shall be subject to the following conditions:

1. The Applicant shall work with the Engineer to address any Engineering concerns or revisions provided in the Engineering memo dated December 3, 2024.
2. The Applicant shall work with the Planner to address any Planning concerns or revisions listed in the Planning Review Memo dated December 3, 2024.
3. Park dedication requirements will be fulfilled, as recommended by the PTOS Commission by acceptance of the dedication of Outlot B in Sunrise Bluff 3rd Addition

along with Outlot A of Sunrise Bluff 2nd Addition and the parcel south of 110041000 to the city and for the developer to construct a 10' bituminous trail along the south side of 392nd Street from Everett Avenue to Flink Avenue for park dedication requirements. The dedication of Outlot B should occur prior to issuance of any building permit within the Plat. A financial surety for installation of the trail shall be submitted to the City prior to issuance of any building permit on the plat to ensure complete trail installation to city standards.

4. The developer enter into a development agreement with the City prior to release of the subdivision documents for recording.
5. The applicant is responsible for all fees related to the review of this application.
6. All fees and financial obligations shall be received by the City prior to the release of the subdivision documents for recording.

Passed by the City Council of North Branch, Minnesota this 14th day of January, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

SUNRISE BLUFFS 3RD ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21

KNOW ALL PERSONS BY THESE PRESENTS: That Larry Beach Construction, Inc., a Minnesota corporation, owner of the following described property:

The Northeast Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, Chisago County, Minnesota

AND

The Northwest Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, except Parcel 11 of Chisago County Right-of-Way Plat No. 20, Chisago County, Minnesota

AND

The Southeast Quarter of the Southeast Quarter, less and excepting therefrom the East 66.00 feet thereof, Section 18, Township 35, Range 21, Chisago County, Minnesota

Has caused the same to be surveyed and platted as SUNRISE BLUFFS 3RD ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Larry Beach Construction, Inc., a Minnesota corporation, has caused these presents to be signed by its proper partner this _____ day of _____, 20____.

LARRY BEACH CONSTRUCTION, INC.

Larry Beach as President

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Larry Beach as president of Larry Beach Construction, Inc., a Minnesota corporation, on behalf of the corporation.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

I, Thomas R. Balluff, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Thomas R. Balluff, Licensed Land Surveyor
Minnesota License No. 40361

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Thomas R. Balluff, Minnesota License No. 40361.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

Approved by the City Council of the City of North Branch, Minnesota, this _____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

By: _____, Mayor

By: _____, Clerk

COUNTY SURVEYOR

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505.021, Minnesota Statutes, this _____ day of _____, 20____.

By: _____, Chisago County Surveyor

COUNTY AUDITOR

No delinquent taxes and transfer entered this _____ day of _____, 20____.

By: _____, Chisago County Auditor

COUNTY TREASURER

I hereby certify that the taxes for the year _____ on the property described herein are paid this _____ day of _____, 20_____.

By: _____, Chisago County Treasurer

COUNTY RECORDER

Document Number: _____

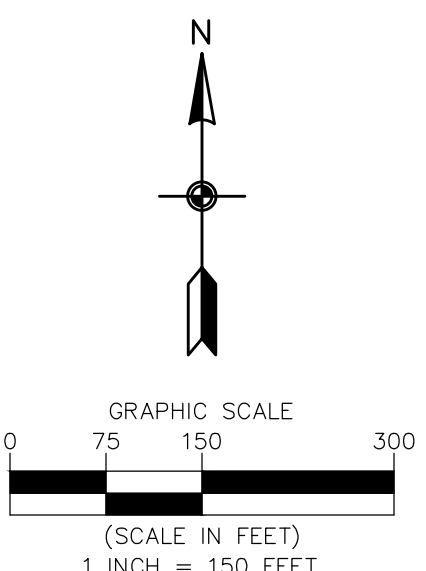
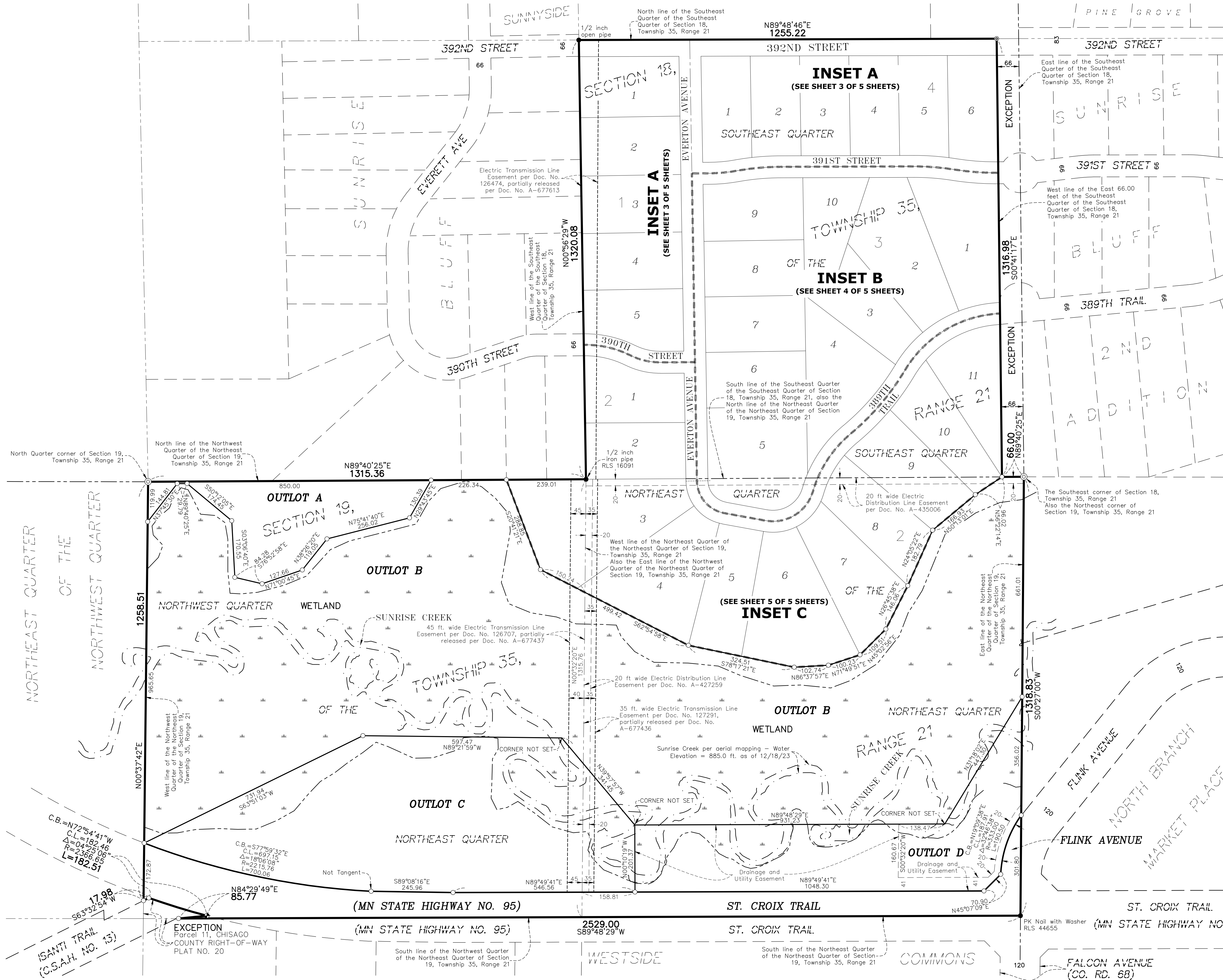
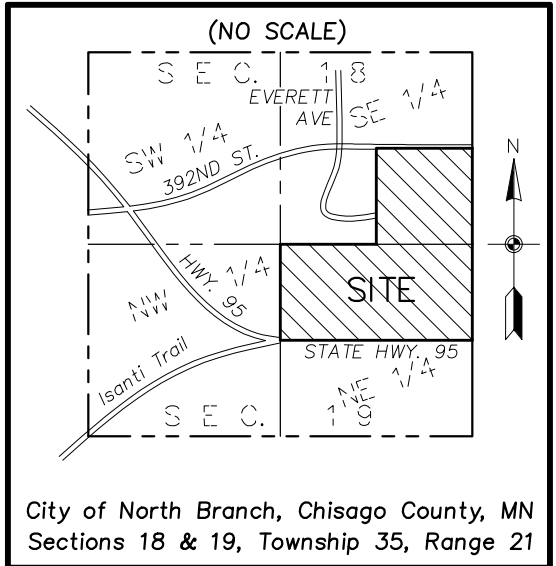
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock ____M., and was duly recorded in Chisago County Records.

By: _____, Chisago County Recorder

SUNRISE BLUFFS 3RD ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21

VICINITY MAP



LEGEND

- Denotes Found Chisago Right of Way Monument with 3 inch Aluminum Cap
- Denotes Chisago County Section Monument, as noted
- Denotes Found Iron Monument, as noted
- Denotes 5/8 inch by 14 inch rebar marked with RLS 40361
- Denotes set PK nail
- Denotes Wetlands delineated by Midwest Natural Resources, Inc., in 2024

Bearings are based on the Chisago County Coordinate System. HARN 1996 Adjustment.

BENCHMARKS:
Minnesota Department of Transportation Geodetic GSID Station No. 4775 (MnDOT Name BEV MNDT)
Elevation = 921.03 ft. (NAVD88)

Minnesota Department of Transportation Geodetic GSID Station No. 85681 (MnDOT Name attorness)
Elevation = 902.87 ft. (NAVD88)



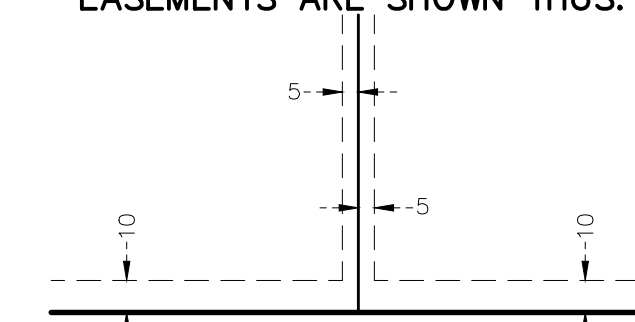
SUNRISE BLUFFS 3RD ADDITION

Described Line in Electric Transmission
Line Easement per Doc. No. 126474,
partially released per Doc. No. A-677613

West line of the Southeast Quarter of
the Southeast Quarter of Section 18,
Township 35, Range 21

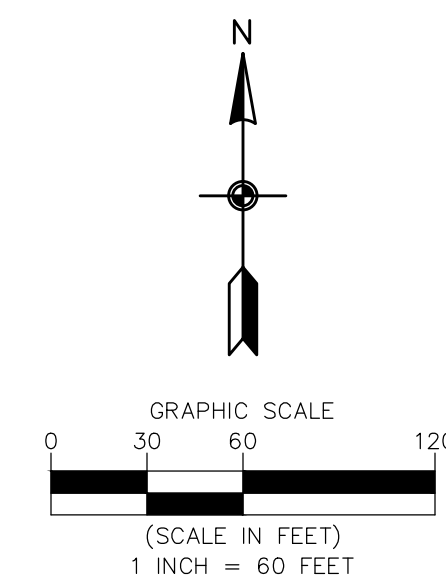
SEE SHEET 4 OF 5 SHEETS

DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines,
and 10 feet in width and adjoining right of way
lines and rear lot lines unless otherwise shown on
this plat.

- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- Denotes Found Iron Monument, as noted
- ⊗ Denotes set PK nail



**CARLSON
McCAIN**
ENGINEERING \ SURVEYING \ ENVIRONMENTAL

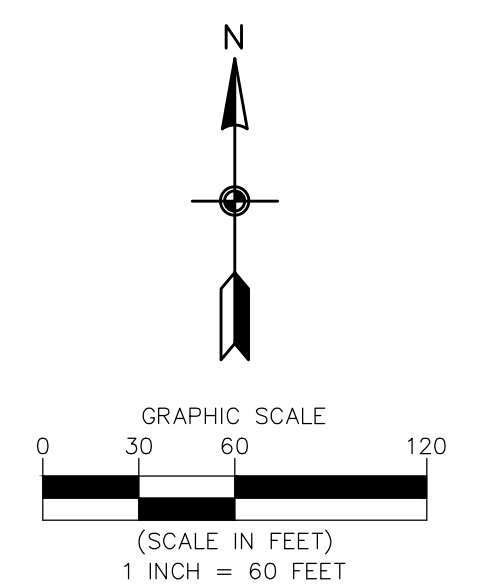
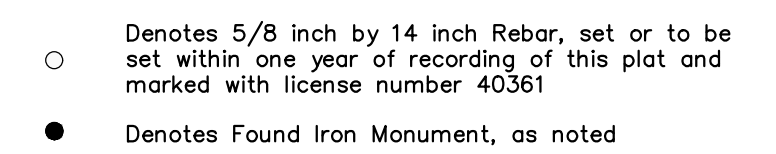
SUNRISE BLUFFS 3RD ADDITION

SEE SHEET 3 OF 5 SHEETS

SEE SHEET 5 OF 5 SHEETS.

--SEE SHEET 3 OF 5 SHEETS

SEE SHEET 5 OF 5 SHEETS

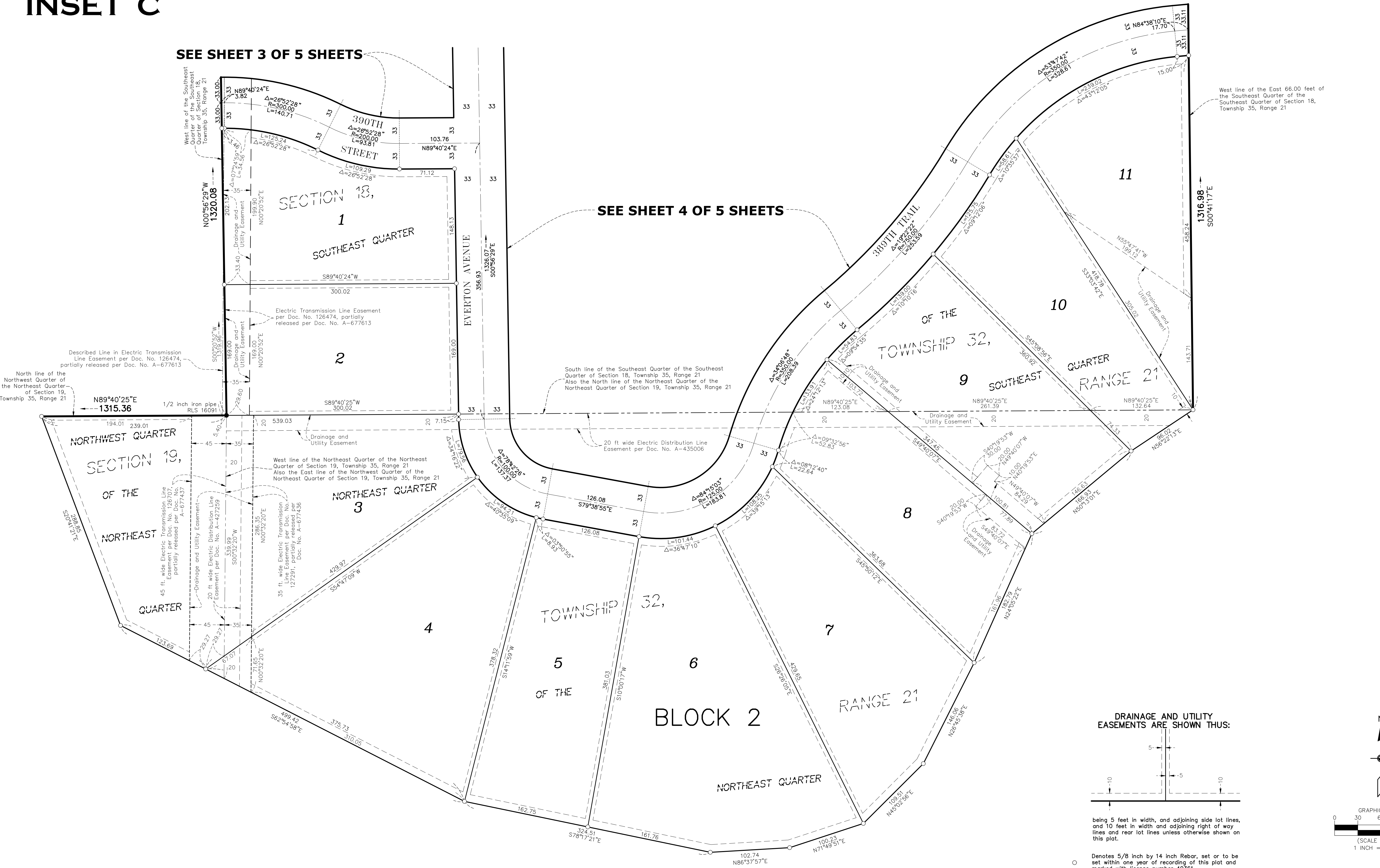


**CARLSON
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INSET C

SUNRISE BLUFFS 3RD ADDITION

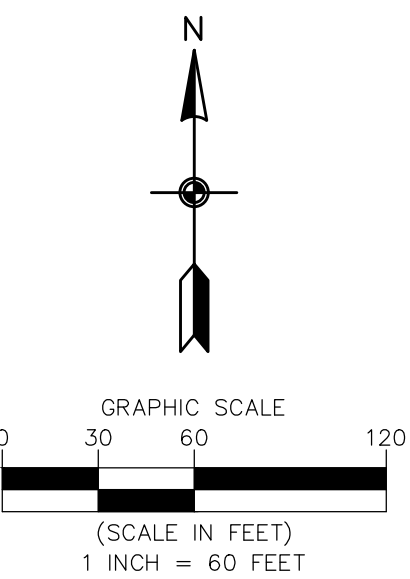
CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21



DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:

being 5 feet in width, and adjoining side lot lines,
and 10 feet in width and adjoining right of way
lines and rear lot lines unless otherwise shown on
this plat.

○ Denotes 5/8 inch by 14 inch Rebar, set or to be
set within one year of recording of this plat and
marked with license number 40361
● Denotes Found Iron Monument, as noted



**CARLSON
MCCAIN**
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STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-137-2025

**RESOLUTION APPROVING THE DEVELOPMENT AND SUBDIVISION
AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND LARRY BEACH
CONSTRUCTION, INC, REGARDING SUNRISE BLUFF 3RD ADDITION**

WHEREAS, Larry Beach Construction, Inc. has submitted an application for final plat approval for SUNRISE BLUFF 3RD ADDITION, and the approval of the final plat is contingent on the City and developer entering into a development agreement; and,

WHEREAS, the City Council has reviewed the terms and conditions of a proposed development agreement that details the obligations of the developer with regard to the development and construction of the planned public improvements.

WHEREAS,

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

That the City Council approves the Development and Subdivision Agreement with Larry Beach Construction, Inc, in substantially the form attached hereto as Exhibit A.

That, provided further, the City Council authorizes the City Administrator to make minor or other non-substantive changes, if necessary, without further City Council approval.

Ex. A – Sunrise Bluff 3rd Addition Development and Subdivision Agreement

Passed by the City Council of North Branch, Minnesota this 14th day of January, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

DEVELOPMENT AGREEMENT

SUNRISE BLUFF 3RD ADDITION

THIS AGREEMENT (the “Agreement”) is entered into on this the 10th day of December 2024 by and between Larry Beach Construction Inc., a corporation, under the laws of the State of Minnesota, with its principal office located at 4731 400th Street, North Branch MN 55056 (the “Developer”), and the City of North Branch, a Minnesota municipal corporation, located at 6408 Elm Street, North Branch, Minnesota 55056 (“City”); (collectively the “parties”).

RECITALS

Developer is the fee owner of real property located in the City of North Branch, Minnesota, identified with the Parcel Identification (PID) No. 11.00390.00, 11.00393.00, 11.00392.00, and 11.00410.18, as legally described on the attached Exhibit A (the “Subject Property”), and which Subject Property shall be referred to hereafter as Sunrise Bluff 3rd Addition (the “Development”).

- A. This Agreement applies to the Development, which consists of 117.27 gross acres, according to the recorded plat thereof and as legally described in Exhibit A.
- B. The proposed Development of the Subject Property shall consist of 32 rural residential lots and 4 outlots (outlots A, B, C, D) and associated public improvements, including but not limited to: street improvements, stormwater management facilities, sidewalk and trails, grading and erosion control facilities, as required for the proposed Development pursuant to the Approved Plans, as attached hereto and incorporated herein by reference as set forth in Exhibit C, and pursuant to the terms and conditions contained in this Agreement and the City of North Branch City Code (the “City Code”), as applicable.
- C. The Preliminary Plat for the Development was approved by the City Council on August 15, 2024, pursuant to Resolution No. R-77-2024, and the Final Plat was approved by the City Council on January 14, 2025, pursuant to Resolution No. R-136-2025, collectively referred to hereafter as “City Approvals.”

- D. The terms and conditions of the City Approvals are incorporated into this Agreement by reference. The proposed Development of the Subject Property shall be in conformance with the City Code, City Approvals, and this Agreement. Developer agrees to comply with the requirements as set forth by this Agreement and City Approvals, and shall be obligated to complete all development-related improvements, as further described and secured herein below.
- E. The City and the Developer now desire to enter into this Agreement setting forth certain requirements and obligations relating to the Development of the Subject Property, including but not limited to, the execution and recording of certain instruments. This Agreement shall replace and supersede all previous oral agreements and understandings, previous development and early start agreements and related amendments thereto, and previous negotiations between the parties in relation to the Subject Property.
- F. The City requires the Developer perform work and install certain on and off-site improvements within the Subject Property, as stated in the Approved Plans and this Agreement, as described in Section 1.01, and which work and improvements typically consist of the following: streets; street lighting; sidewalks and trails; public utilities, including but not limited to storm water management facilities; grading and erosion control; parks and open spaces; trees and landscaping; wetland protection, mitigation and buffers. Said improvements to the Subject Property shall be referred to herein as the "Improvements."

AGREEMENT

NOW. THEREFORE, in consideration of each party's promises as set forth in this Agreement, each party does mutually agree as follows:

ARTICLE ONE CONSTRUCTION OF IMPROVEMENTS; EASEMENTS AND RIGHTS OF ENTRY

1.01 Right to Proceed. Unless separate written approval has been given by the City for the Development, the Developer may not grade or otherwise disturb the earth, remove trees or structures, construct public or private utilities, streets, buildings and/or any other public or private improvements until all of the following conditions have been satisfied:

- a. This Agreement has been fully executed by the City and Developer and recorded with Chisago County;
- b. The Plat has been recorded with Chisago County;
- c. The City has received the required Escrow and Security for the Development and Improvements as provided in Exhibit B, which is attached hereto and incorporated herein by reference;
- d. The site plan and construction plans for the Development on the Subject Property have been reviewed for compliance with City standards and are approved by the City Engineer;
- e. A certificate of liability and property damage has been provided to the City; and

- f. The City Engineer has issued a letter that all conditions have been satisfied and that the Developer may proceed.
- g. If required, Developer has provided all documents as required for the Development and/or as stated herein, including but not limited to: general warranty deed for park land dedication, easement agreements, declarations of restrictive covenants, etc.

1.02 Developer Responsibility. Before commencing construction of the Improvements, the Developer shall submit all required plans and specifications to the City for review and approval, with such approval being provided in writing to the Developer. Developer agrees to construct and fully pay for the Improvements required for Development of the Subject Property, as described in plans and specifications approved by of the City Engineer (the “Approved Plans”). For the purpose of this Agreement, the Approved Plans shall include: Grading, Erosion Control, Storm Water/SWPPP, and Street and Utility dated October 7, 2024, with a final revision date of [REDACTED], and approved by the City Engineer on [REDACTED], all as attached hereto and incorporated herein by reference as Exhibit C. The Improvements shall be constructed in accordance with City specifications, including all relevant City Code regulations, the zoning ordinance, subdivisions regulations, utility and street construction standards, this Agreement, and the Approved Plans.

- a. Prior to beginning construction, the Developer or the Developer’s engineer shall submit a copy of the Approved Plans to the City Engineer and shall schedule a preconstruction meeting with all concerned parties, including City staff and engineers to review the program for construction work. The foregoing plans and specifications shall be prepared by a competent registered professional engineer engaged by the Developer and shall be subject to the City’s review and approval. No work shall commence on the Development of the Subject Property or the required Improvements until the Developer obtains a building permit(s) for the Development and the Improvements and pays all costs and fees required in connection with the procurement of the building permit(s) or such other permits as are required by City Code.
- b. All labor and work will be in strict conformance with the Approved Plans, must comply with the policies, rules, regulations, standards, and ordinances of the City, and performed in the best and most worker-like manner. Any deviation from the Approved Plans must be pre-approved in writing by the City Engineer, which shall not be unreasonably withheld, conditioned or delayed.
- c. Developer shall be solely responsible for all costs of constructing the required Improvements, and all costs incurred by it and City in conjunction with this Agreement, which costs are estimated and listed for the required Security in the attached Exhibit B. The costs of constructing the Improvements shall include the actual construction costs, the actual engineering, administration and any legal costs related thereto, and all other costs and fees relating to the construction of the Improvements and the Development as required by City Code, including but not limited to sanitary sewer availability charges, water availability charges, instillation of street and traffic control signs, etc. The engineering, administration and legal costs shall include the actual outside construction engineering assistance costs and the legal costs.

1.04 Staking, Surveying and Inspections. Developer must provide all required staking and

surveying for the Improvements in order to ensure that the completed Improvements conform to the Approved Plans. The City will provide for construction inspection and material testing for the Improvements. Developer must notify the City Engineer at least 48 hours in advance, not including weekend days or holidays, for inspection service or scheduling of tests to be performed. Costs incurred by the City for the inspection activities will be recovered through the escrow described in Article Two.

1.05 Unsatisfactory Labor or Material. The City Engineer shall not reject as defective and/or unsuitable any material or labor delivered consistent with the Approved Plans. In the event that the City Engineer reasonably rejects as defective or unsuitable any material, then such material must be removed and replaced with approved material at the sole cost and expense of the Developer. In the event that the City Engineer reasonably rejects as defective or unsuitable any labor supplied by the Developer, then the labor must be completed again to the specifications and with the approval of the City Engineer at the sole cost and expense of the Developer.

1.06 Records and Data. Upon request by the City Engineer, Developer will provide requested copies of bids, change orders, suppliers, subcontractors, or related matters, relating to the Improvements and to the work to be performed by the Developer. The parties acknowledge that this Agreement and related documents are subject to the Requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

1.07 Final Inspection/Acceptance. Upon completion of the Improvements and all work required following inspections by the City Engineer, the City Engineer and representatives of the Developer's contractor and/or engineer will promptly make a final inspection of the Improvements to determine that the Improvements were installed pursuant to the Approved Plans. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors and City Engineer, to the extent applicable, to comply with the Approved Plans, or applicable City Code or statutes for which the City inspectors have jurisdiction. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor(s). Before final payment is made to the contractor by the Developer, the City Engineer shall be satisfied that all work is satisfactorily completed in accordance with the Approved Plans, and the Developer's engineer shall submit a written statement attesting to the same. Final approval and acceptance of the development and Improvements shall be in writing from the City (the "Final Approvals"). The City will not unreasonably delay action on such resolution. The written approval and acceptance will also accept any Improvements, which are to be transferred to the City upon proper completion.

1.08 As-built Plans. Upon completion of the Improvements, the Developer shall provide the City with: (i) a full set of as-built plans in a digital PDF format, and (ii) an as-built survey in a CADD format, for City records.

1.09 Warranty/Maintenance Bond. The Developer warrants all Improvements required to be constructed by it pursuant to this Agreement against poor material and faulty workmanship. The Developer and/or its contractor shall be required to furnish the City a two (2) year maintenance bond guaranteeing all Improvements that are transferred to the City. The maintenance bond shall be provided to the City upon final inspection and acceptance of said Improvements. The Developer

shall post a security in the form of either a) a warranty/maintenance bond for 100% of the cost of the Improvements, or b) a letter of credit or cash escrow for 25% of the amount of the original cost of the Improvements as warranty for the Improvements. The retainage from the Security identified in this Agreement may also be used to pay for warranty work.

1.10 Landscaping Maintenance Bond. The Developer shall be required to furnish the City security in the form of a two (2) year warranty bond or letter of credit, or cash escrow, guaranteeing the landscaping work in the amount of the landscaping improvements associated with the Development. The landscaping maintenance bond shall be provided to the City and commence upon final inspection and acceptance of said landscaping improvements.

1.11 Maintenance of Public Property. Developer agrees to assume full financial responsibility for any damage which may occur to public property with the Development of Subject Property, including, but not limited to: streets, street sub-base, base, bituminous surface, curb, utility system including, but not limited to water main, sanitary sewer or storm sewer when said damage occurs as a result of the activity which takes place during the Development of the Subject Property by the Developer, its contractors or subcontractors, employees, or assigns. The Developer further agrees to pay all costs required to repair the streets or utility systems, or both, damaged or cluttered with debris when occurring as a direct or indirect result of the construction that takes place by said Developer, its contractors or subcontractors, employees, or assigns. In the event the Developer fails to timely maintain or repair the damaged public property referred to aforesaid, after first receiving 72 hours written notice of the nature of the default or damage, the City may undertake making or causing it to be repaired or maintained. The City may in such event(s) draw down on the security, escrow, Letter of Credit, or any other cash deposits or security made by Developer to pay such costs, if the Developer fails to timely complete the repairs or does not complete the repairs to the City's satisfaction.

1.12 Maintenance of Improvements. Developer shall be responsible for all maintenance, upkeep and repair, at Developer's expense, including, but not limited to snow plowing, mowing, weed control, and grading of the Improvements until such Improvements are completed and accepted by the City, and issuance of the Final Approvals by the City. Developer, at Developer's expense, shall remain responsible for all maintenance and upkeep of Improvements that are not transferred to the City. Developer hereby agrees to indemnify and hold the City harmless from any and all claims for damages of any nature whatsoever arising out of Developer's acts or omissions in performing the obligations imposed upon Developer by this paragraph.

1.13 Demolition. If required of the Development, the Developer shall obtain all required permits and approvals and thereafter remove any existing structures on the Subject Property identified for removal/demolition prior to commencement of the Improvements.

1.14 License to Developer. The City hereby grants to the Developer a temporary license (the "License") over, under and across the rights-of-way dedicated to the public in the Sunrise Bluff 3rd Addition Final Plat for purpose of construction of the Improvements. The License will commence with the filing of the Sunrise Bluff 3rd Addition Final Plat with Chisago County, and shall terminate upon acceptance of the Improvements and issuance of Final Approvals.

1.15 Access License to the City. The Developer grants to the City, its agents, representatives,

employees, officers, and contractors, a right of entry to access all areas of the Subject Property to perform any and all work and inspections necessary or deemed appropriate by the City or to take any corrective actions deemed necessary by the City in conjunction with this Agreement. The right of entry conveyed by the Developer to the City shall continue until the City accepts the Improvements and issues the Final Approvals. The City will provide the Developer with reasonable notice prior to exercising its rights hereunder, except in the case of an emergency. The City shall following expiration of the license have the right to enter the Subject Property to perform inspections as authorized by City Code.

1.16 Time of Performance. Except as otherwise provided in this Agreement, the Developer shall install all on-site improvements including installation of paved streets, curb and gutter, boulevards, sidewalks and trails, street signs, traffic signs, yard top soil, and temporary seeding in all yards, grading control per lot, drainage swales, berming, street cleanup during project development, and erosion control, and other work required by this Agreement by November 30, 2025 with the exception of the final wear course of asphalt on streets. The final wear course on streets shall be installed between May 15th and October 1st the first summer after the base layer of asphalt has been in place one freeze thaw cycle. Any deficiencies in the base, asphalt, curb or other improvements in the judgment of the City Engineer must be repaired by the Developer at its own cost prior to final paving. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course placement outside of this time frame must have the written approval of the City Engineer.

1.17 Grading Plan. The Development Property shall be graded in accordance with the approved grading development and erosion control plan. The plan shall conform to the Approved Plans, City Code and applicable law. Within thirty (30) days after completion of the grading, the Developer shall provide the City with a certificate of survey/"record" grading plan certified by a registered land surveyor or engineer that all ponds, swales, and ditches have been constructed on public easements or land owned by the City. The certificate of survey/"record" plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; c) lot corner elevations and building/house pads, d) top and bottom of retaining walls, and e) all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications. The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as constructed survey) of the Development Property after site grading is complete. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan.

ARTICLE TWO DEVELOPMENT STANDARDS AND REQUIREMENTS

2.01 Development Phasing. The Developer plans to construct the Development in one (1) phase. This Agreement shall remain in full effect for the phase of the Development of the Subject Property hereby approved.

2.02 Development Standards. The Approved Plans reflect the City Approvals of the proposed

Development under the applicable City Code and planning requirements. Development standards, including, but not limited to, setbacks, lot dimensions, architecture guidelines when necessary, must be satisfied by the Developer and/or assigned to a qualified subcontractor, and must be completed in a satisfaction according to the applicable Zoning District or Planned Unit Development regulations of the City Code, as applicable. The Developer and/or assigned may build no more or less than the number of units as shown on the Approved Plans, unless the Approved Plans are amended following review and approval by the City.

2.03 Changes in Official Controls. For two (2) years from the date of this Agreement, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved final plat and Approved Plans, unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Agreement to the contrary, to the full extent permitted by state law, the City may require that any future development of the Subject Property comply with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Agreement.

2.04 Public Sidewalks, Trails & Trail Connections. The Developer shall be responsible for constructing all public and private sidewalks and trails along new and existing public and private streets, as shown on the Approved Plans, and connecting those sidewalks and trails to the existing adjacent system of public trails and sidewalks where applicable. All constructed sidewalks and trails must comply with the requirements of the City Code.

2.05 Park/Public Land Dedication. To meet the Park / Public Land Dedication requirements, the Developer may be required and/or agree to provide a land dedication, cash payment in lieu of land dedication, and/or combination of both. If land dedication, the Developer shall provide to the City a general Warranty Deed, naming the City of North Branch as the owner of said property. The Developer shall deed Outlot B, and as depicted on the Final Plat of Sunrise Bluff 3rd Addition and Outlot A, Sunrise Bluff 2nd Addition and the parcel of land south of Sunrise Bluff 2nd Addition and north of Outlot A, North Branch Marketplace (Parcel ID: 11.00410.00) to the City by general Warranty Deed within 60 days of Final Approvals or commensurate with recording the plat, whichever occurs first. The dedication shall be made at no cost to the City and is made in satisfaction of the City's Park/Public Land Dedication requirements along with the requirement of the installation of a 10' bituminous trail along the south 392nd Street from Everett Ave to Flink Ave, as depicted in the approved plans and specs for the development. The signed Warranty Deed shall be accompanied by a mortgagee's consent in the event the Subject Property is encumbered by a mortgage. If cash payment in lieu of land dedication, the Developer shall pay a cash contribution in the amount as stated in Exhibit B; payment shall be made in lieu of land dedication in satisfaction of the City's Park/Public Land Dedication requirements. If Developer is required and/or agrees to a combination of both land dedication and cash payment to satisfy the Park/Public Land Dedication requirement, Developer and City shall negotiate the amount of land and cash payment due to the City. The Developer shall follow the language for land dedication and cash payment as stated herein.

2.06 Development Signage. The Developer shall submit detailed sign plans to City staff for all signage proposed for the Development, including the development entrance monument signs prior to making application for a building permit.

2.07 Required Permits. The Developer shall obtain or require its contractors and subcontractors to obtain all necessary and required permits for the Development, including but not limited to the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDOH), and all other agencies and governmental authorities with jurisdiction over the Development and the Improvements before proceeding with construction of the Development and the Improvements. Copies of these permits shall be provided to the City Engineer, and may include but are not limited to the following: Minnesota Department of Health for Watermains, MN/DOT for State Highway Access, County Road Access and Work in County Road Right-of-Way, NPDES Permit for Stormwater Management, MPCA for Sanitary Sewer Extensions/Connections and Hazardous Material Removal and Disposal, Wetlands permits as applicable, DNR for Dewatering, and City of North Branch Building Permits, as applicable.

ARTICLE THREE FINANCIAL GUARANTY AND REQUIRED PAYMENTS

3.01 Development Fees. All fees as further set out in Exhibit B must be paid in full to the City prior to the City execution and delivery of the Final Plat to Developer for recording.

3.02 Financial Guaranty, Improvements. Prior to commencement of construction of the Improvements, the Developer will furnish the City an irrevocable Letter of Credit, cash escrow agreement, or combination thereof (the "Security"), approved by the City and in the form attached hereto as Exhibit F and Exhibit G, as applicable, from a bank, in the amount of 125% of the estimated project costs for the Improvements as set forth in Exhibit B. If by Letter of Credit, the Security must contain a provision that prohibits the issuer or surety from terminating the Security without first giving 30 days' written notice to the City of the proposed termination or expiration of the Security. Failure of the Developer to post a substitute Security within five (5) days after notice by the City shall constitute a default that shall be grounds for drawing on the letter of credit. The City Administrator may grant a reduction in the Security upon written request by the Developer based upon the value of the completed work at the time of the requested reduction. The Security may not be reduced to less than 10% of the original amount until all work required of the Developer by this Agreement has been completed and accepted by the City. The Security shall be released upon the City's issuance of the Final Approvals. Upon failure of the Developer to complete the Improvements in accordance with this Agreement or otherwise perform under this Agreement, the City may, after providing five (5) days written notice to the Developer, declare the Developer to be in default and the amount of the Security shall be paid over to the City. From the proceeds of the Security, the City shall be reimbursed for any attorneys' fees, engineering fees or other technical or professional assistance, including the work of the City staff and employees, and the remainder thereof shall be used by the City to complete the Improvements. The Developer shall be liable to the City to the extent that the Security is inadequate to reimburse the City its costs and pay for the completion of the work.

3.03 Escrow. In addition to the required Security, the Developer shall also submit a cash escrow ("Escrow") to the City in an amount as required by Exhibit B. This Escrow is to be used by the City staff to charge costs of services or materials incurred by the City in connection activities required under this Agreement as set forth on the attached Exhibit B, including but not limited to engineering

fees, administration, construction observation, consultant fees, and attorney's fees. The City will bill costs incurred related to the Development against and reimburse itself from the deposited escrow no more often than monthly. The City shall provide notice of the funds drawn down from the deposited escrow to Developer containing the itemized costs incurred by the City. The City will provide written notice to the Developer if the Escrow is insufficient to cover ongoing and projected City expenses associated with the Development. Developer shall pay additional escrow as determined by the City within ten (10) days of written notice. Failure to make payment of the additional escrow amount will permit the City to supplement those amounts from the Security, pursuant to this Article or to issue the Developer a stop work order. The City shall return any unused Escrow balance to the Developer no sooner than six (6) months after the acceptance of the Improvements and issuance of the Final Approvals by the City. If the City requires an escrow agreement for this purpose, Developer shall enter into and execute such an escrow agreement with the City in the form required by the City. The Developer shall deposit the full escrow with the City prior to the final plat being recorded or building permit issuance. No construction of Improvements will be authorized until the Escrow has been paid to the City.

ARTICLE FOUR OTHER REQUIREMENTS

4.01 Indemnification. Notwithstanding anything to the contrary in this Agreement, the City, its officials, agents and employees shall not be personally liable or responsible in any manner to the Developer, the Developer's contractor or subcontractor, material suppliers, laborers or to any other person or persons for any claim, demand, damages, actions or causes of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance and completion of the work required by this Agreement to be performed by the Developer. The Developer will hold the City, its officials, agents and employees harmless from all such claims, demands, damages, or causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting engineering services, and other technical or professional assistance arising from or related to this Agreement, Developer's performance or non-performance under this Agreement, or the completion of or failure to complete the work required by this Agreement, including the work of City staff and employees. The Developer further agrees that it will indemnify, defend, and hold harmless the City and its governing body members, officers, and employees, from any claims or actions arising out of the presence, if any, of hazardous wastes or pollutants on the Subject Property and/or Development. Nothing in this section will be construed to limit or affect any limitations on liability of the City under State or federal law, including without limitation Minnesota Statutes, Sections § 466.04 and § 604.02. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

4.02 Insurance. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the Final Approvals and the City has accepted the Improvements, liability and property damage insurance covering bodily injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. The Developer must keep the insurance in force at all times that construction on the Development is in progress. The insurance must name the City as an additional insured. The Developer shall furnish proof of insurance acceptable to the City, covering any public liability or property damage by reason of the operation of the Developer's equipment,

laborers, and hazard caused by the Improvements, and include at least the following:

- a. Commercial general liability insurance, including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance, together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage to include, but not be limited to damages caused by erosion or flooding, which may arise out of Developer's work or the work of any of its subcontractors. The exclusion for underground collapse shall be removed.
- b. Limits for bodily injury or death shall not be less than \$500,000.00 for one person and \$1,500,000.00 for each occurrence; limits for property damage shall not be less than \$2,000,000.00 for each occurrence.
- c. Worker's compensation insurance, with statutory coverage, if applicable.
- d. Developer shall file a Certificate of Insurance with the City Clerk prior to commencing site grading. Developer shall be responsible for insuring that the Certificate bear the following wording:

"Should any of the above policies be canceled or terminated before the expiration date thereof, the issuing company shall give thirty (30) days written notice of cancellation or termination to the Certificate Holder."

4.03 Building Permits and Occupancy. Except as otherwise provided for in this Agreement, building permits shall only be issued upon execution of this Agreement by the City and Developer and all amounts due and the Security and Escrow required under this Agreement are timely paid to the City, and the Final Plat is recorded and a receipt of said recording is provided to the City Clerk. Prior to recording of the Final Plat, permits for grading and erosion control may be issued in conjunction with an approved Early Grading Agreement and grading permit, and payment of the required Security and Escrow by Developer to the City as identified in Exhibit B. The City's approval of the final plat or this Agreement does not include approval of building permits for any structures to be constructed within the Subject Property. The Developer must submit and the City approve building plans prior to the issuance of building permits for structures within the Subject Property

4.04 Model Home. If a residential development, the Developer may apply for building permit(s) to construct three (3) model single-family home(s) prior to the completion of the public roads serving the development. Model home sites must be approved by the Community Development Director and may be no greater 350 feet from a paved bituminous road. Developer shall maintain access for vehicle traffic and parking during construction of the model homes and access for emergency personnel and equipment, as determined by the City. No occupancy of any model home or newly constructed building shall occur until the base course of bituminous is in place and a Certificate of Occupancy has been issued by the City Building Official. The Developer shall use the model home only for real estate sales purposes and no other purposes. The Developer or Developer's owner's representative shall maintain reasonable access to any occupied building within said Development, including necessary street maintenance such as grading and graveling and snow removal prior to permanent street surfacing and acceptance of the streets by the City.

No additional model homes may be constructed or utilized until all public improvements (those set forth in

Section 1.16 except the second lift of bituminous) and utilities have been installed and the utilities have been successfully tested and punch list items have been addressed. Prior to this, model homes may only be used by Developer's staff or realtors for purposes of showing the models to potential buyers. No model home may be used until landscaping conforming to City Ordinance has been installed, or required escrow has been posted within the City.

4.05 Private Easements. Developer shall provide to the City evidence of all executed private easements between the Developer and adjacent property owner(s). Private easements shall be recorded with Chisago County; a copy of said recording shall be provided to the City Clerk with a copy of the private easement.

4.06 Underground Utilities. The Developer shall contact the electric, telephone, gas and cable companies that are authorized to provide service to the Subject Property for the purpose of ascertaining whether any of those utility providers intend to install underground lines within the Development. The placement of private underground utilities shall be designed and constructed according to City Code, City standards and specifications, and coordinated with the placement of public underground utilities. Underground utility plans shall be reviewed and approved by the City Engineer. Any costs associated with the installation of underground utilities required by the utility companies shall be completed at the sole expense of the Developer. Private utilities shall not be installed until the curb and gutter are completed and backfilled, as applicable. All utilities shall be installed underground or as otherwise approved in writing by the City Engineer. The City Engineer must approve of the final location for all private utilities. Joint trenching of the utilities is strongly encouraged. All utilities must be located in public rights-of-way or within drainage and utility easements. The Developer agrees to comply with applicable requirements of franchise ordinances in effect in the City, copies of which are available from the City Clerk. If any conditions set forth in this Agreement conflict with the City's utility franchise agreements, the franchise agreements shall in all cases prevail.

4.07 Construction Management of Project Area. During construction of the Improvements and the Development, the Developer and its contractors and subcontractors shall minimize the impacts from construction on the surrounding public and private properties. Developer shall provide a map of the Construction Area, defining the limits of the project area and shall erect any construction fencing as necessary to demarcate the project area limits. All parking of the Developer and its contractors and subcontractors, and storage of construction materials, shall occur wholly within the project area, unless otherwise approved by the City. No fill, excavated material or construction materials shall be stored in any public rights-of-way

4.08 Construction Hours; Noise; Dust. Developer will comply with all requirements of the City pertaining to the hours and days during which construction activities may take place, unless otherwise approved by the City Administrator. The Developer shall provide dust control to the satisfaction of the City Engineer.

4.09 Street Cleaning. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, its contractors, subcontractors, agents or assigns. The City will inspect the Subject Property not less than on a weekly basis to determine whether it is necessary to take additional measures to clean dirt and debris from the streets. After 72-hours verbal notice to the Developer or Developer's owner's representative, the City may complete or contract to complete the

clean-up at the Developer's expense. The City may draw down on the Escrow, Security and/or any other cash deposit to pay such costs.

4.10 Street Signs, Lighting, and Mailboxes. The Developer shall be financially responsible for the cost of street identification signs and street lighting for the Development. The City shall provide and install street identification signs, and has the sole discretion to determine the number and location of said signs and street lights. The street lighting plan shall be designed and constructed according to City standards and specifications. The Developer shall submit a final lighting plan for review and approval to the City Engineer prior to commencing construction. The Developer is required to supply and install cluster mailboxes as approved by the City and for which such placement must be approved by the USPS Postmaster.

4.11 Erosion Control. Prior to initiating site grading, the erosion control plan shall be implemented by the Developer and inspected and approved by the City Engineer. The Erosion Control Plan and Storm Water Pollution Prevention Plan (the "SWPPP") shall be implemented by the Developer and inspected and approved by the City Engineer. Erosion and sediment control practices must comply with the Minnesota Pollution Control Agency's (the "MPCA") Best Management Practices and applicable MPCA NPDES permit requirements for construction activities and the Developer's SWPPP. The Developer shall be responsible for compliance with the erosion control plan, pursuant to the Approved Plans. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be a Developer's responsibility. Work to correct said unsatisfactory condition shall commence within 72 hours from the time of the telephone notice to the Developer or Developer's owner's representative. If work is not commenced within 72 hours of said telephone notice, City will proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If Developer does not, within the stated time period, respond to said unsatisfactory condition, City has the right to enter upon the Subject Property and correct said condition. City shall be entitled to reimbursement of all of its costs and expenses including, but not limited to legal, fiscal and engineering, and may draw on Developer's Escrow and Security. No development, utility or street construction will be allowed and no building permits will be issued unless the final plat and Approved Plans for the Development, as applicable, are in full compliance with the approved erosion control plan.

4.12 Covenants and Agreement for Maintenance of Stormwater Facilities. In order to provide stormwater management and control to meet the City's stormwater permitting requirements, City Code and law and regulations of the State of Minnesota, as applicable, and to promote water quality and volume control to the City's stormwater systems and water bodies, the Developer and City agree that it is reasonable for the City to require the Developer and all subsequent owners of the Development and Subject Property to construct, inspect, operate, repair, maintain and replace, City required stormwater facilities, at the sole cost and expense of the Developer. The Developer and City shall enter into a Stormwater Maintenance Agreement that shall contain the terms and conditions, as required by the City, and covenants and declarations specific to the Development for the installation of and ongoing operation, repair, maintenance and replacement of such stormwater facilities at the sole cost and expense of the Developer and the Developer's successors and assigns.

4.13 Ownership of Improvements. Upon completion of the work and construction of the Improvements as required by this Agreement, and acceptance of Improvements by the City, the Improvements lying within public easements and public rights-of-way shall become the property of the City of North Branch without further notice or action upon City acceptance thereof. Upon receipt of affidavits of completion by the Developer and Developer's owner's representative(s), the City Engineer shall accept the completed Improvements and the City shall issue a Certificate of Acceptance/Certificate of Completion.

4.14 Other Approvals. In addition to the City Approvals, other governmental agencies have reviewed and approved components of the Development plans, if required. It is the responsibility of the Developer to ensure that all permits from appropriate governmental agencies are received prior to beginning construction of any Improvements.

4.15 Final Plat. The Developer shall record the Final Plat for Sunrise Bluff 3rd Addition in the land records for Chisago County, Minnesota within 30 days of its release by the City to the Developer. Developer shall provide a copy of said recorded Final Plat to the City Clerk.

4.16 Further Subdivision. If the plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied to the City's reasonable satisfaction. Development of subsequent phases may not proceed until Development Agreements for such phases are approved by the City and executed by the parties. Sanitary sewer and water area charges referred to in this Agreement are not being imposed on outlots, if any, in the plat that are designated in an approved preliminary plat for future subdivision into lots and blocks. Such charges will be calculated and imposed when the outlots are final platted into lots and blocks.

4.17 Wetland Mitigation. Wetland mitigation is the replacement, restoration, creation, or enhancement of wetlands caused by the unavoidable impacts to wetland areas as a result of development. If impacts are identified with this Development, the Developer shall submit and the City shall approve a Wetland Replacement Plan addressing these impacts. Before the City releases the Final Plat for recording, the Developer shall post security for wetland mitigation or provide proof of purchase of wetland credits, if approved and authorized by the Wetland Replacement Plan. Security may be in the form of a Letter of Credit or in the form of a cash deposit in a non-interest bearing cash escrow with the City. The security amount provided for wetland mitigation shall be for the amount as stated in Exhibit B, but shall be provided separate from the primary development security as is required by this Agreement. If the mitigation area is found to be unsuccessful after the mandatory five (5) year warranty period, the City may elect to keep the security to be used for this mitigation project or for wetland mitigation/restoration elsewhere within the City. In addition, the City may draw down the security at any time during the warranty period if the Developer fails to take corrective measures as directed by the City to perform the work recommended. If no wetland impact and resulting wetland mitigation is planned or required for the Development, the Developer shall remain responsible for any undisclosed mitigation on the land, and will be required to submit any necessary security should subsequent wetlands be identified.

4.18

4.19 Additional Work or Materials Costs. All Improvements that Developer is required to complete pursuant to this Agreement shall be designed and constructed according to City Code, City standards and specifications, and completed at no expense to the City, including, without limitation, any reimbursement by the City for work paid for by the Developer. The Developer agrees that it will make no claim for compensation for work or materials so done or furnished.

4.20 Development Costs. Except as otherwise specified herein, the Developer shall pay all costs incurred by it and the City in conjunction with this Agreement, the approval of the Plat, the grading and development of the Subject Property, and the construction of the Improvements required by this Agreement, including but not limited to, all costs of persons and entities doing work or furnishing skills, tools, machinery, equipment and materials; insurance premiums; legal, planning and engineering fees; the preparation and recording of this Agreement and all easements and other documents relating to the Final Plat and the Subject Property, as applicable; all Response Action Plans, traffic studies, environmental assessments and/or engineering and other studies and reports; all permits and approvals; and all City's costs incurred pertaining to the inspection and monitoring of the work performed in connection with approval and acceptance of the final plat, the Development, the Approved Plans, the City Approvals, the Final Plans, and the construction of the Improvements and the other work done and improvements constructed on the Subject Property or otherwise related to the Development. The City shall not be obligated to pay Developer or any of its agents or contractors or subcontractors for any costs incurred in connection with the construction of the Improvements or the development of the Subject Property. Developer agrees to defend, indemnify, and hold the City and its mayor, council members, employees, agents and contractors harmless from any and all claims of whatever kind or nature and for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including reasonable attorneys' fees, which may arise as a result of final plat approval, the Development, this Agreement, the construction of the Improvements (except for the negligence or intentional misconduct of the City with respect to the construction of the Improvements), the development of the Subject Property or the acts of Developer, and its employees, agents, contractors or subcontractors, in relationship thereto. The Developer hereby covenants and agrees that Developer will not permit or allow any mechanic's or materialman's liens to be placed on the City's interest in any property that is the subject of the Development or this Agreement during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the City's interest, the Developer shall take all steps necessary to see that it is removed within thirty (30) business days of its being filed; provided, however, that the Developer may contest any such lien provided the Developer first posts a surety bond, in favor of and insuring the City, in an amount equal to 125% of the amount of any such lien.

4.21 Taxes, Assessments and Other Charges. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all property taxes and special assessments for the Subject Property and any others referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of the Subject Property. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), City water connection ("WAC") charges, City sewer connection charges, City storm water connection charges, building permit fees and plat review fees, which shall be paid by Developer.

ARTICLE FIVE DEFAULT AND REMEDIES

5.01 Default by Developer. In the event of default by the Developer as to any of the work to be performed hereunder by the Developer, its successors or assigns, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 72 hours in advance, and does not, within that 72-hour period, diligently proceed to remedy such default to the City's reasonable satisfaction. The City is granted the right to declare any sums provided by this Agreement due and payable in full, and the City may immediately bring legal action against the Developer to collect the sums covered by this Agreement and/or draw upon the financial guaranty posted in conformance with Article Three of this Agreement. In the event the City draws from the financial guaranty sums that exceed the costs or damage to the City, the City will return such excess amounts. In addition to its other remedies provided herein, the City may levy the cost in whole or in part as a special assessment against the Subject Property. Developer waives its rights to notice of hearing and hearing on such assessments and its right to appeal such assessments pursuant to Minnesota Statutes, Section § 429.081. Notwithstanding any provision contained in this Article, the City may exercise any remedies which may be available to it at law or in equity in the event of a default by Developer under this Agreement.

5.02 Complete Improvements – Right of Entry. In addition to the City's other remedies under this Agreement, if the Developer's breach involves failure to complete the Improvements, the City is hereby authorized, at its option, to enter on to all portions of the Subject Property it deems necessary to complete the installation of any or all of the Improvements to which the default relates and draw upon the Security as provided in Article Three to reimburse itself for such costs incurred to remedy such default and invoice the Developer for any costs incurred in excess of the Security, with payment of such invoiced amounts required by the Developer within 30 days of the date of the City's invoice.

5.03 Denial of Permits. Breach of any term of this Agreement by the Developer and/or failure to comply with City Code shall be grounds for denial of any permits, including but not limited to: grading permits, building permits, occupancy permits, etc., within the Development until such breach is corrected by the Developer to the City's reasonable satisfaction.

5.04 Rights Cumulative. No remedy conferred in this Agreement is intended to be exclusive and each shall be cumulative and shall be in addition to every other remedy. The election of any one or more remedies shall not constitute a waiver of any other remedy.

5.05 Attorney Fees. The Developer will pay the City's costs and expenses, including but not limited to engineering and attorneys' fees, in the event a suit or action is brought to enforce the terms of this Agreement or in the event an action is brought upon a bond or Letter of Credit or other Security furnished by the Developer as provided herein.

5.06 Termination. If Developer fails to: a) acquire fee simple title to all of the subject Property, and b) record this Agreement and the final plat in the office of the Chisago County Recorder, as applicable and as provided herein, within one (1) year after approval of the final plat or this Agreement, as applicable, by the City Council, this Agreement shall terminate and the approval of

the final plat shall be null and void, subject to the following: i) All costs, fees and other amounts previously paid to the City in connection with the final plat, the Improvements, this Agreement and the Development shall belong to and be retained by the City; ii) the obligations of the Developer for costs incurred shall survive such termination and continue with respect to unpaid costs, fees and expenses incurred prior to such termination; iii) the indemnifications of Developer shall survive and continue after such termination; and iv) the parties shall be released from all other obligations and liabilities under this Agreement not specified above. In the event of the termination of this Agreement, the parties agree, if requested by the other party, to execute and deliver to the other party a written termination acknowledgment in a form reasonably satisfactory to both parties.

5.07 No City Obligation to Construct Improvement. The City shall have no obligation to construct the Improvements and Developer shall have no right to construct the Improvements or construct the Development on the Subject Property unless the Developer acquires fee simple title to the Development Property and records this Agreement and the final plat in the office of the Chisago County Recorder as required herein within one (1) year after approval of the final plat by the City Council.

ARTICLE SIX MISCELLANEOUS PROVISIONS

6.01 Amendment. Any modification or amendment to this Agreement must be in writing and signed by both parties.

6.02 Assignment. The Developer may not transfer or assign any of its obligations under this Agreement without the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed.

6.03 Agreement to Run with Land. The Developer agrees to record this Agreement among the land records of Chisago County, Minnesota contemporaneously with recording the Final Plat of Sunrise Bluff 3rd Addition and corresponding Final Plat Resolution No. R-136-2025. The provisions of this Agreement shall run with the land and be binding upon the Developer and its successors in interest. Notwithstanding the foregoing, no conveyance of the Subject Property or any part thereof shall relieve the Developer of its personal liability for full performance of this Agreement unless the City expressly so releases the Developer in writing.

6.04 Release. Upon completion of the Improvements, the City's issuance of the Final Approval, and satisfaction of the Developer's obligations under this Agreement, which shall be evidenced by the expiration of the maintenance bond as required by Section 1.07 of this Agreement, the City agrees to execute a Certificate of Completion or other recordable instrument releasing the Development from the terms of this Agreement.

6.05 Severability. The provisions of this Agreement are severable, and in the event that any provision of this Agreement is found invalid, the remaining provisions shall remain in full force and effect.

6.06 Notices. All notices, certificates or other communications required to be given to City or

Developer hereunder shall be sufficiently given: i) on the same day of personally delivered, ii) one (1) day after being deposited with a nationally recognized overnight courier service, or iii) two (2) business days after mailing by First Class or Certified or Registered mail, return receipt requested, with postage fully prepaid and addressed as follows:

CITY:

City of North Branch
6408 Elm Street
North Branch, MN 55374
Telephone: (651) 674-8113
Attn: Nathan Sondrol, Community Development Director

DEVELOPER:

Larry Beach Construction Inc
4731 400th Street
North Branch, MN 55056
Telephone: 612-363-5343
Attn: Larry Beach

The City and Developer, by notice given hereunder, may designate different addresses to which subsequent notice, certificate or other communications should be sent.

6.07 No Third Party Beneficiary. This Agreement and any financial guarantees required pursuant to its terms are not intended for the benefit of any third party.

6.08 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The Developer agrees to comply with all laws, ordinances, and regulations of Minnesota and the City that are applicable to the Subject Property.

6.09 Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

6.10 Non-waiver. Each right, power or remedy conferred upon the City or the Developer by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City or the Developer at law or in equity, or under any other agreement. Each and every right, power and remedy set forth in this Agreement or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City or the Developer and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

6.11 Supersedes and Replaces. The parties understand and agreed that this Agreement supersedes and replaces all oral agreements, previous development agreements, and negotiations between the

parties in relation thereto.

6.12 Title Representation and Consents. The Developer represents, covenants and warrants with the City, its successors and assigns, that the Developer is well seized in fee title of the Subject Property and/or has obtained, as applicable, the required consents as listed and attached in Exhibit D, to this Agreement, in the form attached hereto, from all parties who have an interest in the Subject Property; that there are no unrecorded interests in the Subject Property; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

6.13 Compliance with Laws. The Developer agrees to comply with all local, state and federal laws, ordinances and regulations applicable to the Development of the Subject Property and Improvements.

6.14 Recitals and Exhibits. The recitals and exhibits hereto are made a part hereof and incorporated herein by reference.

6.15 City Code Adopted by Reference. The provisions of the City Code, Chapters 54, 58, and 66 are hereby adopted by reference in their entirety, unless specifically excepted, modified, or varied by the terms of this Agreement, or by the final plat as approved by the City, as applicable. In the event that a provision of this Agreement is inconsistent with or in conflict with the City Code, the City Code shall govern.

6.16 Expiration of Agreement. This Agreement shall remain in effect until such time as the Developer shall have fully performed all of its duties and obligations under this Agreement. Upon issuance of the Certificate of Completion by the City, this Agreement shall terminate.

[Balance of this page intentionally left blank]

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed on the date and year first written above.

CITY OF NORTH BRANCH

By: _____
Kevin Schieber
Its Mayor

By: _____
Matthew Hill
Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by Kevin Schieber and Matthew Hill, the Mayor and City Administrator, respectively, of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

DEVELOPER
Larry Beach Construction Inc.

By _____
Larry Beach
Its President

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20____, by Larry Beach, the President of Larry Beach Construction, Inc. A Minnesota Corporation, on behalf of the Company.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of North Branch
6408 Elm Street
North Branch MN 55056
(651) 674-8113

EXHIBIT A
SUBJECT PROPERTY & DEVELOPMENT AREA
LEGAL DESCRIPTION

Current Legal Description

PARCEL DESCRIPTION:

(Per Title Commitment File No. 688066, dated May 27, 2024 at 7:00 A.M. prepared by Land Title, Inc., issuing agent for First American Title Insurance Company)

The Northeast Quarter of the Northeast Quarter (NE 1/4 of NE 1/4), in Section Nineteen (19), Township Thirty-five (35), Range Twenty-one (21), Chisago County, Minnesota.

AND

The Northwest Quarter of the Northeast Quarter (NW 1/4 of NE 1/4) of Section Nineteen (19), Township 35, Range 21, except Parcel 11 of Chisago County Right-of-Way Plat No. 20, Chisago County, Minnesota

AND

The Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4), less and excepting therefrom the East Sixty feet (E 66') thereof, Section Eighteen (18), Township Thirty-five (35), Range Twenty-one (21), Chisago County, Minnesota

(abstract property)

Parcel Identification (PID) No. 11.00390.00, 11.00393.00, 11.00392.00, and 11.00410.18

Proposed Legal Description

Sunrise Bluff 3rd Addition

EXHIBIT B
FINANCIAL SECURITY & ESCROW

2024 EXHIBIT B
SUNRISE BLUFF 3RD ADDITION

DEVELOPMENT INFORMATION		
Property - Acres	7.8	Acres for 2 Outlots
Property - Square Feet	340,639.2	SF for 2 Outlots
Units	32.0	Used for SAC/WAC
Lots	32.0	Lots/Blocks + Outlots

SECTION 1: DEVELOPMENT FEES	COST	PER	DUE	NOTES
Water Trunk		Per Unit	-	
Sanitary Sewer Trunk		Per Unit	-	
Storm Sewer Trunk	-	Per Acre	-	
Park Dedication	-	Per Unit	-	Land Ded: Outlot B, SB3; Outlot A; SB2;
Subdivision GIS Data Entry Fee	-	Per Acre	-	PID11.00410.00 & Trail Everett-Flink
Lot Origination Fee	-	Per Lot	-	
Subtotal Platting Fees			-	
			-	
Total Platting Fees			-	

SECTION 2: ADMINISTRATIVE AND DEVELOPMENT RELATED COSTS	DUE	NOTES
Administrative	-	Construction Improvements (3%)
[Development Related Costs]	-	
Subtotal Administrative and Development Related Costs	-	
[List Credits, if Applicable]	-	
[List Credits, if Applicable]	-	
Total Administrative and Development Related Costs	-	

SECTION 3: IMPROVEMENT COSTS	SECURITY	DUE	NOTES
Development Escrow			
Engineering - Onsite Field Inspection	-	31,920.00	City Engineer - Contract
Engineering - Project Management	-	4,200.00	City Engineer - Contract
Environmental	-	-	Wetland Engineer - Contract
Legal	-	-	City Attorney - Contract
Planning	-	-	Planning Staff
Non-Public Improvements			
Landscaping	-	-	
Construction - Site (Grading)	69,311.00	-	Grading + Erosion Control+Removals
Construction - Storm Ponding	-	-	
Wetland Mitigation			
Wetland Mitigation	-	-	
Public Improvements Dedicated to the City			
Landscaping	-		
Construction - Streets	696,885.00		Streets+Mobilization (per Eng Est)
Construction - Utility Improvements (Storm Sewer)	87,696.25		Storm Sewer (per Eng Est)
Construction - Utility Improvements (Water Main)			Water (per Eng Est)
Construction - Utility Improvements (Sanitary Sewer)			Sanitary Sewer (per Eng Est)
Subtotal Improvement Costs	853,892.25	36,120.00	
[List Credits, if Applicable]	(69,311.00)		Grading Escrow
Total Improvement Costs	784,581.25	36,120.00	

SECTION 4: LOC / ESCROW / FEES REQUIRED	SECURITY	DUE	NOTES
Cash & Escrow			
Section 1: Platting Fees	-	-	Cash
Section 2: Administrative Fees	-	-	Cash
Section 2: Development Related Costs	-	-	Development Related Items
Section 3: Cash Escrow	-	39,732.00	Cash (110%)
Security			
Section 3: Letter of Credit - Improvements (125%)	980,726.56	-	Public / Non-Public Improvements (125%)
Section 3: Letter of Credit - Wetland Mitigation	-	-	Public / Non-Public Improvements (125%)
Total Letter of Credit and Cash Required	980,726.56	39,732.00	

EXHIBIT C
APPROVED PLANS

EXHIBIT D

CONSENT FORMS

MORTGAGEE CONSENT

_____ (“Bank”) holds a mortgage encumbering the Property.

The Property is subject to the foregoing Developer’s Agreement and, accordingly, Bank hereby consents to the Developer’s Agreement; provided, that in doing so, Bank shall not be liable to the City or any other person for the performance or non-performance of the Agreement by the Developer; provided further, that in the event that Bank acquires fee title to the Property by foreclosure or sale in lieu of foreclosure, Bank shall not be required to perform any of the obligations required of the Developer in said Agreement during the Bank’s term of ownership so long as Bank is actively marketing the Property for sale and maintaining the Property in compliance with applicable ordinances.

Dated: _____, 20__

By: _____

Its: _____

ACKNOWLEDGEMENT FOR BANK

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, the _____ of _____, a _____ under the laws of _____, on behalf of the _____.

Notary Public

FEE OWNER CONSENT

**TO
DEVELOPMENT AGREEMENT**

_____, fee owners of all or part of the subject Development Property, the development of which is governed by the foregoing Development Agreement, affirm and consent to the provisions thereof and agree to be bound by the provisions as the same may apply to that portion of the subject Development Property owned by them.

Dated this ____ day of _____, 20____.

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2____,
by _____.

NOTARY PUBLIC