



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Jeff Goulet
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JANUARY 28, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

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

a. Claims

ACTION

b. Approve City Council Meeting Minutes January 14, 2025

ACTION

c. Approve Resolution R-139-2025 Amending 2024 Budget

ACTION

d. 2025 Pay Equity Report Submittal

ACTION

e. Approve the Hire of Trey Garrett as Police Officer

ACTION

f. Resolution R-144-2025 Approval of Flink Ave Trail Phase II - Engineering & Construction Inspection Services

ACTION

- g. Accept resignation of Deputy Clerk and authorize staff to post City Clerk position ACTION
- h. Approval of low bid for 1 year contract for Official Newspaper ACTION
- i. Resolution R-143-2025 Approving Engineering Services contract for the 2025 Local Street Overlay Project ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. 2024 Police Activity Report INFO
- b. Approve Resolution R-140-2025 Amending Comprehensive Plan from (R3) High Density Res to (I) Industrial - Lots 4 & 5, Block 2, Essby Business Park 4th Addition ACTION
- c. Approve Ordinance 392-25 amending the official zoning map of the City of North Branch from (R3) High Density Res to (I) Industrial - Lots 4 & 5, Block 2, Essby Business Park 4th Addition ACTION

10. MAYOR/CITY COUNCIL

11. ADJOURNMENT

*****Notice of Participation*****

Council Member Jeff Goulet will be attending the City of North Branch Regular Meeting on Tuesday, January 28, 2025 via Phone, computer or iPad connectivity, pursuant to Minnesota Statute 13D.021. Mr. Goulet can either be seen and heard at the meeting via electronic (phone, computer or iPad) means and will participate from COURTYARD AIRPORT MARRIOTT, CARR MIGUEL ALEMAN KM237, APODACA NLE 66600, Phone: 52 81 81967900, a location open and accessible to the public.

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the City Council on each Agenda item in advance from Staff and appointed Commissions; and decisions are based on this information and past experiences. In addition some items may also have been discussed preliminarily at Council Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.



Prepared By:

Presenter:

Date: 01/07/2025

Board & Commission: City Council

Subject: Claims

Voting Requirements:

Voting Options Simple Majority

City of North Branch

Checks

90799 TO 90884 - \$281,435.96

Credit Card Transactions

10/06/2024 TO 11/05/2024 -
\$77,717.42

11/06/2024 TO 12/05/2024 -
\$51,301.76

Payroll

Jan 17, 2025 - \$119,805.96

Accounts Payable

Computer Check Proof List by Vendor

NJS 1/17/2025

User: TiffaniFolstad
Printed: 01/17/2025 - 11:58AM
Batch: 00003.01.2025 - 01172025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646	Ameritas			Check Sequence: 1	ACH Enabled: False
0117 AMER	OTHER RETIREMENT	90.00	01/17/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1056	Wayne Blodgett			Check Sequence: 2	ACH Enabled: False
10/16-10/18	1ST DAY TRAVEL	64.50	01/23/2025	101-42280-50332	
10/16-10/18	PER DIEM	59.00	01/23/2025	101-42280-50332	
10/16-10/18	LAST DAY TRAVEL	64.50	01/23/2025	101-42280-50332	
10-18	PARKING	10.00	01/23/2025	101-42280-50332	
	Check Total:	198.00			
Vendor: 1092	Central Pension Fund			Check Sequence: 3	ACH Enabled: False
FOR DEC 2024	CENTRAL PENSION FUND	4,615.44	01/23/2025	101-00000-21705	
	Check Total:	4,615.44			
Vendor: 1103	Chisago County Recorder			Check Sequence: 4	ACH Enabled: False
202400000068	Document#: A 680353: AGREEMENT	46.00	01/23/2025	101-41400-50443	
202500000003	Document#: A 681012: WARRANTY DEED	46.00	01/23/2025	101-41400-50443	
202500000003-	Document#: A 681011: WARRANTY DEED	46.00	01/23/2025	101-41400-50443	
	Check Total:	138.00			
Vendor: UB*00009	MITCHELL DOLD			Check Sequence: 5	ACH Enabled: False
	Refund Check 005716-000, 8166 384th TRL	57.50	01/14/2025	615-00000-20200	
	Refund Check 005716-000, 8166 384th TRL	91.02	01/14/2025	602-00000-20200	
	Refund Check 005716-000, 8166 384th TRL	41.68	01/14/2025	602-00000-20200	
	Refund Check 005716-000, 8166 384th TRL	18.14	01/14/2025	612-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005716-000, 8166 384th TRL	58.96	01/14/2025	615-00000-20200	
	Refund Check 005716-000, 8166 384th TRL	2.33	01/14/2025	615-00000-20200	
	Check Total:	269.63			
Vendor: UB*00011	TERESA ELMSTAND			Check Sequence: 6	ACH Enabled: False
	Refund Check 009997-000, 38253 BRANCH A	89.20	01/15/2025	602-00000-20200	
	Check Total:	89.20			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 7	ACH Enabled: False
22398	GEN MUNI & REAL ESTATE	1,777.50	01/23/2025	101-41610-50304	
22398	GEN MUNI & REAL ESTATE	151.25	01/23/2025	201-46500-50304	
22453	LABOR & EMP CONSULT SERV	3,270.50	01/23/2025	101-41610-50304	
	Check Total:	5,199.25			
Vendor: UB*00001	MICHELLE FURSA			Check Sequence: 8	ACH Enabled: False
	Refund Check 011505-000, 38538 8TH AVE	2.62	01/14/2025	615-00000-20200	
	Refund Check 011505-000, 38538 8TH AVE	28.92	01/14/2025	612-00000-20200	
	Refund Check 011505-000, 38538 8TH AVE	3.73	01/14/2025	615-00000-20200	
	Refund Check 011505-000, 38538 8TH AVE	92.12	01/14/2025	615-00000-20200	
	Refund Check 011505-000, 38538 8TH AVE	4.00	01/14/2025	602-00000-20200	
	Refund Check 011505-000, 38538 8TH AVE	66.79	01/14/2025	602-00000-20200	
	Refund Check 011505-000, 38538 8TH AVE	0.06	01/14/2025	615-00000-20200	
	Check Total:	198.24			
Vendor: UB*00005	JAMES & SARAH HEAVEY			Check Sequence: 9	ACH Enabled: False
	Refund Check 011048-000, 6120 MAPLE ST	32.42	01/14/2025	615-00000-20200	
	Refund Check 011048-000, 6120 MAPLE ST	45.92	01/14/2025	615-00000-20200	
	Refund Check 011048-000, 6120 MAPLE ST	33.29	01/14/2025	602-00000-20200	
	Refund Check 011048-000, 6120 MAPLE ST	50.06	01/14/2025	602-00000-20200	
	Refund Check 011048-000, 6120 MAPLE ST	14.53	01/14/2025	612-00000-20200	
	Refund Check 011048-000, 6120 MAPLE ST	1.86	01/14/2025	615-00000-20200	
	Check Total:	178.08			
Vendor: 1856	Patrick L Heinen,			Check Sequence: 10	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10/16-18	PER DIEM LAST DAY TRAVEL	64.50	01/23/2025	101-42280-50332	
10/16-18	PER DIEM	59.00	01/23/2025	101-42280-50332	
10/16-18	PER DIEM 1ST DAY TRAVEL	64.50	01/23/2025	101-42280-50332	
	Check Total:	188.00			
Vendor: UB*00003	DEBRA HERMEL			Check Sequence: 11	ACH Enabled: False
	Refund Check 008313-000, 37880 HARVEST	8.84	01/14/2025	612-00000-20200	
	Refund Check 008313-000, 37880 HARVEST	21.34	01/14/2025	615-00000-20200	
	Refund Check 008313-000, 37880 HARVEST	32.92	01/14/2025	602-00000-20200	
	Refund Check 008313-000, 37880 HARVEST	1.00	01/14/2025	615-00000-20200	
	Refund Check 008313-000, 37880 HARVEST	20.57	01/14/2025	602-00000-20200	
	Refund Check 008313-000, 37880 HARVEST	1.15	01/14/2025	615-00000-20200	
	Refund Check 008313-000, 37880 HARVEST	28.37	01/14/2025	615-00000-20200	
	Check Total:	114.19			
Vendor: 1268	IUOE Local #49			Check Sequence: 12	ACH Enabled: False
FOR FEB 2025	UNION DUES	420.00	01/17/2025	101-00000-21708	
	Check Total:	420.00			
Vendor: UB*00008	DWIGHT JOHNSON			Check Sequence: 13	ACH Enabled: False
	Refund Check 012120-000, 6690 MAPLE ST	95.00	01/14/2025	602-00000-20200	
	Check Total:	95.00			
Vendor: UB*00006	EMILY KAROLCZAK			Check Sequence: 14	ACH Enabled: False
	Refund Check 005581-000, 5827 RED FOX RU	10.79	01/14/2025	615-00000-20200	
	Refund Check 005581-000, 5827 RED FOX RU	0.43	01/14/2025	615-00000-20200	
	Refund Check 005581-000, 5827 RED FOX RU	7.81	01/14/2025	602-00000-20200	
	Refund Check 005581-000, 5827 RED FOX RU	2.96	01/14/2025	615-00000-20200	
	Refund Check 005581-000, 5827 RED FOX RU	4.57	01/14/2025	602-00000-20200	
	Refund Check 005581-000, 5827 RED FOX RU	3.59	01/14/2025	612-00000-20200	
	Check Total:	30.15			
Vendor: 2227	Crystal Kolby			Check Sequence: 15	ACH Enabled: False
LIB DEP REF	LIBRARY DEPOSIT REFUND	100.00	01/17/2025	851-00000-36230	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	100.00			
Vendor: UB*00012	MICHEL'S PIPELINE INC			Check Sequence: 16	ACH Enabled: False
	Refund Check 007207-000, 37516 GRAND AV/	1,464.09	01/15/2025	615-00000-20200	
	Refund Check 007207-000, 37516 GRAND AV/	36.01	01/15/2025	615-00000-20200	
	Check Total:	1,500.10			
Vendor: UB*00010	NICKOLAS AND MARIA MORRISSEY			Check Sequence: 17	ACH Enabled: False
	Refund Check 006707-000, 38357 HUNTERS F	34.82	01/14/2025	612-00000-20200	
	Refund Check 006707-000, 38357 HUNTERS F	81.05	01/14/2025	602-00000-20200	
	Refund Check 006707-000, 38357 HUNTERS F	18.67	01/14/2025	602-00000-20200	
	Refund Check 006707-000, 38357 HUNTERS F	111.80	01/14/2025	615-00000-20200	
	Refund Check 006707-000, 38357 HUNTERS F	4.53	01/14/2025	615-00000-20200	
	Refund Check 006707-000, 38357 HUNTERS F	12.13	01/14/2025	615-00000-20200	
	Check Total:	263.00			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 18	ACH Enabled: False
FOR FEB 2025	VOLUNTARY LIFE	64.00	01/17/2025	101-00000-21714	
	Check Total:	64.00			
Vendor: UB*00002	NEW DIRECTION IRA INC			Check Sequence: 19	ACH Enabled: False
	Refund Check 006443-000, 6694 381ST ST	109.38	01/14/2025	602-00000-20200	
	Check Total:	109.38			
Vendor: UB*00004	DONALD & PHYLLIS POISSANT			Check Sequence: 20	ACH Enabled: False
	Refund Check 008246-000, 6009 OAK CIR	23.08	01/14/2025	602-00000-20200	
	Refund Check 008246-000, 6009 OAK CIR	9.92	01/14/2025	612-00000-20200	
	Refund Check 008246-000, 6009 OAK CIR	1.30	01/14/2025	615-00000-20200	
	Refund Check 008246-000, 6009 OAK CIR	31.85	01/14/2025	615-00000-20200	
	Refund Check 008246-000, 6009 OAK CIR	32.27	01/14/2025	615-00000-20200	
	Refund Check 008246-000, 6009 OAK CIR	49.82	01/14/2025	602-00000-20200	
	Check Total:	148.24			
Vendor: 2019	Quadient, Inc			Check Sequence: 21	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Q1675471	QUARTERLY LEASE POSTAGE METER	184.77	01/17/2025	101-41420-50210	
	Check Total:	184.77			
Vendor: UB*00007	DON RAKOTZ			Check Sequence: 22	ACH Enabled: False
	Refund Check 011353-000, 38262 GREAT OAK	20.48	01/14/2025	602-00000-20200	
	Refund Check 011353-000, 38262 GREAT OAK	2.54	01/14/2025	615-00000-20200	
	Refund Check 011353-000, 38262 GREAT OAK	1.14	01/14/2025	615-00000-20200	
	Refund Check 011353-000, 38262 GREAT OAK	3.92	01/14/2025	602-00000-20200	
	Refund Check 011353-000, 38262 GREAT OAK	8.83	01/14/2025	612-00000-20200	
	Refund Check 011353-000, 38262 GREAT OAK	28.25	01/14/2025	615-00000-20200	
	Check Total:	65.16			
Vendor: 2204	Ross Otto Construction			Check Sequence: 23	ACH Enabled: False
BP 12484	ESCROW REFUND 40580 HEMINGWAY	1,500.00	01/17/2025	101-00000-20220	
	Check Total:	1,500.00			
Vendor: 2208	Janelle Satt			Check Sequence: 24	ACH Enabled: False
11062024 MMBA	MMBA REGIONAL MTG MILEAGE	14.87	01/23/2025	609-48000-50332	
	Check Total:	14.87			
Vendor: 1677	Springbrook Holding Company, LLC			Check Sequence: 25	ACH Enabled: False
008556	UB IMPLEMENTATION	13,225.80	01/23/2025	602-49450-50300	
008556	UB IMPLEMENTATION	13,225.80	01/23/2025	615-49550-50300	
008556	UB IMPLEMENTATION	1,688.40	01/23/2025	612-49700-50300	
	Check Total:	28,140.00			
	Total for Check Run:	43,912.70			
	Total of Number of Checks:	25			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 01/23/2025 - 2:12PM
Batch: 00004.01.2025 - 01232025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2140	Alert 360 Opco, Inc.			Check Sequence: 1	ACH Enabled: False
15971030	MONITORING	56.16	01/23/2025	609-49750-50300	
15971032	MONITORING	68.45	01/23/2025	609-48000-50300	
	Check Total:	124.61			
Vendor: 2012	Alltrees, LLC			Check Sequence: 2	ACH Enabled: False
2625	SECURITY INSTALL	3,215.82	01/23/2025	101-41420-50300	
2625	PW SECURITY	4,358.48	01/23/2025	101-41420-50201	
	Check Total:	7,574.30			
Vendor: 1662	Amazon Capital Services			Check Sequence: 3	ACH Enabled: False
1DJJ-F9LN-TCT9	CHAIR & OFFICE SUPPLIES	424.35	01/23/2025	101-42110-50210	
1TWT-KPW3-W7Y7	UNIFORM ITEM	112.20	01/23/2025	101-42110-50237	
	Check Total:	536.55			
Vendor: 1029	Artisan Beer Company			Check Sequence: 4	ACH Enabled: False
3738641	BEER	58.50	01/23/2025	609-49750-50252	
3738642	THC	193.80	01/23/2025	609-48000-50254	
3740215	BEER	135.40	01/23/2025	609-49750-50252	
3740216	BEER	95.40	01/23/2025	609-48000-50252	
410894	THC CREDIT	-232.00	01/09/2025	609-48000-50254	
	Check Total:	251.10			
Vendor: 1031	Aspen Mills			Check Sequence: 5	ACH Enabled: False
346028	UNIFORM ITEMS	467.48	01/17/2025	101-42280-50237	
347008	RESERVE OFFICER UNIFORM	72.95	01/23/2025	851-42110-50430	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	540.43			
Vendor: 2144	AT&T			Check Sequence: 6	ACH Enabled: False
831-001-3908169	OFFICE @ HAND PW	31.04	01/23/2025	101-41420-50321	
	Check Total:	31.04			
Vendor: 1038	Automatic Systems Co.			Check Sequence: 7	ACH Enabled: False
42759	WP #2 BACKWASH	2,861.66	01/23/2025	615-49550-50404	
42764	R&R LS PUMP	6,987.00	01/23/2025	602-49450-50407	
42806	W.A.S. VALVE REPAIR	707.50	01/23/2025	602-49450-50300	
	Check Total:	10,556.16			
Vendor: 2207	Beaudry Oil & Service, Inc			Check Sequence: 8	ACH Enabled: False
2811314	DEC 2024 PW DEISEL	3,663.93	01/23/2025	101-43000-50212	
	Check Total:	3,663.93			
Vendor: 1049	Bellboy Corporation			Check Sequence: 9	ACH Enabled: False
0109343800	OPERATING SUPPLIES	135.26	01/23/2025	609-49750-50210	
0109343800	LIQUOR	141.00	01/23/2025	609-49750-50251	
0206336400	LIQUOR	3,955.68	01/23/2025	609-49750-50251	
0206336400	THC	226.41	01/23/2025	609-49750-50254	
0206336400	WINE	334.75	01/23/2025	609-49750-50253	
0206360400	LIQUOR	850.00	01/23/2025	609-49750-50251	
0206361600	THC	108.00	01/23/2025	609-48000-50254	
0206376100	LIQUOR CREDIT	-1,636.50	01/23/2025	609-49750-50251	
0206422000	LIQUOR	662.75	01/23/2025	609-49750-50251	
0206422300	THC	526.25	01/23/2025	609-49750-50254	
	Check Total:	5,303.60			
Vendor: 1655	Bent Brewstillery			Check Sequence: 10	ACH Enabled: False
INV-014620	THC	70.00	01/23/2025	609-49750-50254	
INV-014620	BEER	237.55	01/23/2025	609-49750-50252	
	Check Total:	307.55			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1052	Bernicks			Check Sequence: 11	ACH Enabled: False
10306164	THC	85.00	01/23/2025	609-49750-50254	
10306165	BEER	5,428.60	01/23/2025	609-49750-50252	
10306165	N/A SALES	23.00	01/23/2025	609-49750-50250	
10306166	BEER CREDIT	-1.34	01/23/2025	609-49750-50252	
10308682	N/A SALES	198.50	01/23/2025	609-49750-50250	
10308682	BEER	3,285.65	01/23/2025	609-49750-50252	
10308683	N/A SALES	132.48	01/23/2025	609-49750-50250	
10308688	THC	85.00	01/23/2025	609-48000-50254	
10308689	BEER	1,480.85	01/23/2025	609-48000-50252	
10311382	BEER	2,169.40	01/23/2025	609-49750-50252	
10311382	N/A SALES	28.70	01/23/2025	609-49750-50250	
10311383	BEER CREDIT	-20.82	01/23/2025	609-49750-50252	
10311384	THC	177.26	01/23/2025	609-49750-50254	
10311385	N/A SALES	20.08	01/23/2025	609-49750-50250	
10311387	THC	415.00	01/23/2025	609-48000-50254	
10311388	BEER	1,297.50	01/23/2025	609-48000-50252	
10311388	N/A SALES	54.25	01/23/2025	609-48000-50250	
	Check Total:	14,859.11			
Vendor: 1061	Boyer Trucks			Check Sequence: 12	ACH Enabled: False
091P10276	WHEEL STUDS TRUCK #1102	400.80	01/17/2025	101-43000-50404	
091P10412	WHEEL STUDS FOR #1102	190.20	01/23/2025	101-43000-50404	
	Check Total:	591.00			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 13	ACH Enabled: False
119517529	BEER	142.50	01/23/2025	609-49750-50252	
119520968	LIQUOR	2,748.09	01/23/2025	609-48000-50251	
119521093	LIQUOR	4,833.85	01/23/2025	609-49750-50251	
119625979	LIQUOR	479.86	01/23/2025	609-48000-50251	
119626213	LIQUOR	6,077.41	01/23/2025	609-49750-50251	
412866292	LIQUOR CREDIT	-96.65	01/23/2025	609-49750-50251	
413056509	LIQUOR CREDIT	-271.55	01/23/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	13,913.51			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 14	ACH Enabled: False
3080675	BEER	903.20	01/23/2025	609-49750-50252	
3080675	N/A	44.00	01/23/2025	609-49750-50250	
3080675	THC	158.00	01/23/2025	609-49750-50254	
	Check Total:	1,105.20			
Vendor: 1114	Coffee Mill Inc			Check Sequence: 15	ACH Enabled: False
270002	COFFEE AND FIELD SERVICE	89.00	01/23/2025	101-41940-50210	
270003	COFFEE	219.00	01/23/2025	101-42110-50210	
	Check Total:	308.00			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 16	ACH Enabled: False
2367788	BEER	2,038.40	01/23/2025	609-49750-50252	
2372546	N/A SALES	33.85	01/23/2025	609-48000-50250	
2372547	LIQUOR	247.25	01/23/2025	609-48000-50251	
2372548	BEER	2,728.45	01/23/2025	609-48000-50252	
2372784	THC	1,244.00	01/23/2025	609-49750-50254	
2372785	LIQUOR CREDIT	-948.23	01/23/2025	609-49750-50251	
2372786	N/A SALES	371.55	01/23/2025	609-49750-50250	
2372788	BEER	8,557.15	01/23/2025	609-49750-50252	
2372879	THC	292.00	01/23/2025	609-48000-50254	
2374513	N/A SALES	236.95	01/23/2025	609-49750-50250	
2374514	BEER	4,123.65	01/23/2025	609-49750-50252	
2375930	BEER CREDIT	-2,080.00	01/23/2025	609-49750-50252	
2377807	LIQUOR	505.15	01/23/2025	609-49750-50251	
2377809	THC	243.00	01/23/2025	609-49750-50254	
2378182	N/A SALES	34.00	01/23/2025	609-48000-50250	
2378183	THC	165.50	01/23/2025	609-48000-50254	
2378184	LIQUOR	249.25	01/23/2025	609-48000-50251	
2378185	BEER	3,708.05	01/23/2025	609-48000-50252	
969-00206	BEER	2,080.00	01/23/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	23,829.97			
Vendor: 1143 4849202400	Dr Pepper Snapple Group N/A SALES	227.86	01/23/2025	Check Sequence: 17 609-49750-50250	ACH Enabled: False
	Check Total:	227.86			
Vendor: 1152 1516	Ehlers LEI MTG & BDPI DISCUSSION	300.00	01/23/2025	Check Sequence: 18 201-46500-50300	ACH Enabled: False
	Check Total:	300.00			
Vendor: 1160 2344	Emergency Equip. Connections NEW SQUAD CUSTOMIZATION	9,376.35	01/23/2025	Check Sequence: 19 101-42110-50550	ACH Enabled: False
	Check Total:	9,376.35			
Vendor: 1168 2024 BID	Envirotech DEPOSIT REFUND	11,900.00	01/23/2025	Check Sequence: 20 101-00000-21400	ACH Enabled: False
	Check Total:	11,900.00			
Vendor: 1887 11811	Erickson Electric Company, Inc. GEN SCADA UPGRADE - FINAL	17,528.00	01/23/2025	Check Sequence: 21 620-49600-50580	ACH Enabled: False
	Check Total:	17,528.00			
Vendor: 1179 3235368 MNTC3235258	Fastenal Company CABLE TIES NUTS/BOLTS PW INVENTORY	33.18 673.82	01/23/2025 01/23/2025	Check Sequence: 22 101-43000-50210 101-43000-50210	ACH Enabled: False
	Check Total:	707.00			
Vendor: 1224 DEC 2024	Tammy Gimpl MONTHLY RATE FOR SERVICE	350.00	01/23/2025	Check Sequence: 23 101-42700-50310	ACH Enabled: False
	Check Total:	350.00			
Vendor: 1216 4120645 4120645	Gopher State One-Call, Inc. DEC 2024 LOCATES 43 BILLABLE DEC 2024 LOCATES 43 BILLABLE	19.35 19.35	01/23/2025 01/23/2025	Check Sequence: 24 602-49450-50300 615-49550-50300	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4120645	DEC 2024 LOCATES 43 BILLABLE	19.35	01/23/2025	612-49700-50300	
	Check Total:	58.05			
Vendor: 1222	Granite Electronics			Check Sequence: 25	ACH Enabled: False
2500419	FCC LICENSE 10 YR RENEWAL	100.00	01/23/2025	101-41420-50300	
	Check Total:	100.00			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 26	ACH Enabled: False
6958658	WP #2 CHLORINE METER & INJ	2,177.97	01/23/2025	615-49550-50404	
6964740	CHEMICALS	6,930.88	01/23/2025	602-49450-50210	
	Check Total:	9,108.85			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 27	ACH Enabled: False
100000748430	NETWORK SWITCHES/FIREWALLS	1,849.78	01/17/2025	101-41420-50244	
	Check Total:	1,849.78			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 28	ACH Enabled: False
117433	LIQUOR CREDIT	-21.02	01/23/2025	609-49750-50251	
117490	N/A CREDIT	-49.82	01/23/2025	609-49750-50250	
117491	LIQUOR CREDIT	-324.10	01/23/2025	609-49750-50251	
2705589	LIQUOR	1,598.40	01/23/2025	609-49750-50251	
2705590	WINE	282.20	01/23/2025	609-49750-50253	
2705591	LIQUOR	1,506.96	01/23/2025	609-49750-50251	
2705592	WINE	477.12	01/23/2025	609-49750-50253	
2705593	LIQUOR	752.92	01/23/2025	609-48000-50251	
2705594	LIQUOR	224.28	01/23/2025	609-49750-50251	
2705595	LIQUOR	1,042.74	01/23/2025	609-48000-50251	
2705596	LIQUOR	275.64	01/23/2025	609-48000-50251	
2705597	LIQUOR	898.67	01/23/2025	609-48000-50251	
2709977	LIQUOR	6,149.18	01/23/2025	609-49750-50251	
2709978	LIQUOR	719.28	01/23/2025	609-48000-50251	
2709980	THC	714.75	01/23/2025	609-49750-50254	
2709981	WINE	473.08	01/23/2025	609-49750-50253	
2709982	LIQUOR	702.74	01/23/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2709983	WINE	1,673.60	01/23/2025	609-49750-50253	
2709984	THC	227.70	01/23/2025	609-48000-50254	
2709985	LIQUOR	247.00	01/23/2025	609-48000-50251	
2709986	LIQUOR	1,698.88	01/23/2025	609-48000-50251	
2709987	WINE	609.10	01/23/2025	609-48000-50253	
2709988	LIQUOR	345.79	01/23/2025	609-48000-50251	
2709989	WINE	967.76	01/23/2025	609-48000-50253	
	Check Total:	21,192.85			
Vendor: 2218	Heather & Kyle Joos			Check Sequence: 29	ACH Enabled: False
PM CUST 10885	PM CUST 10885 WATER/SEWER REFUND	-25.17	01/23/2025	602-00000-11500	
PM CUST 10885	PM CUST 10885 WATER/SEWER REFUND	116.08	01/23/2025	612-00000-11500	
PM CUST 10885	PM CUST 10885 WATER/SEWER REFUND	-28.29	01/23/2025	615-00000-11500	
	Check Total:	62.62			
Vendor: 1891	Kirvida Fire, Inc.			Check Sequence: 30	ACH Enabled: False
13010	LADDER TRUCK #4304 REPAIR	447.48	01/17/2025	101-42280-50404	
	Check Total:	447.48			
Vendor: 2229	Kurita America Inc.			Check Sequence: 31	ACH Enabled: False
869552	PLANT 1 FILTER GASKETS	927.14	01/23/2025	615-49550-50404	
871814	FILTER GASKETS WP #1	102.72	01/23/2025	615-49550-50404	
	Check Total:	1,029.86			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 32	ACH Enabled: False
002116	BEER	142.50	01/23/2025	609-49750-50252	
	Check Total:	142.50			
Vendor: 1643	McDonald Distributing			Check Sequence: 33	ACH Enabled: False
786305	LIQUOR	119.00	01/23/2025	609-49750-50251	
786306	WINE	509.11	01/23/2025	609-49750-50253	
786306	THC	190.00	01/23/2025	609-49750-50254	
786306	N/A SALES	142.80	01/23/2025	609-49750-50250	
786306	BEER	11,941.03	01/23/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
786316	N/A SALES	6.65	01/23/2025	609-49750-50250	
786457	BEER CREDIT	-152.70	01/23/2025	609-49750-50252	
787415	BEER CREDIT	-41.55	01/23/2025	609-48000-50252	
787416	THC	95.00	01/23/2025	609-48000-50254	
787416	BEER	3,286.30	01/23/2025	609-48000-50252	
787418	BEER CREDIT	-92.50	01/23/2025	609-48000-50252	
787455	LIQUOR	198.40	01/23/2025	609-49750-50251	
787526	N/A SALES	28.80	01/23/2025	609-49750-50250	
787526	BEER	2,686.90	01/23/2025	609-49750-50252	
787526	THC	95.00	01/23/2025	609-49750-50254	
	Check Total:	19,012.24			
Vendor: 1644	Mega Beer			Check Sequence: 34	ACH Enabled: False
IN-19922	THC SALES	397.10	01/23/2025	609-48000-50254	
IN-20237	THC SALES	392.00	01/23/2025	609-49750-50254	
IN-20237	BEER CREDIT	-109.52	01/23/2025	609-49750-50252	
IN-20237	BEER	136.15	01/23/2025	609-49750-50252	
	Check Total:	815.73			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 35	ACH Enabled: False
2681719	CORRECTION TO INV 2677644	122.81	01/23/2025	101-41420-50219	
	Check Total:	122.81			
Vendor: 1391	MN Dept Of Public Safety-DVS-Renewal			Check Sequence: 36	ACH Enabled: False
00-040622824	REGISTRATION RENEWAL 2016 FORD JCP0	15.25	01/23/2025	101-42110-50236	
	Check Total:	15.25			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 37	ACH Enabled: False
SB2-08	BEER	126.00	01/23/2025	609-49750-50252	
SB3-001	BEER	45.00	01/23/2025	609-48000-50252	
SB3-002	BEER	75.00	01/23/2025	609-49750-50252	
	Check Total:	246.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 38	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
11439	TECH SUPPORT - POWER MANAGER - JF	75.00	01/23/2025	101-41420-50300	
11470	TECH SUPPORT - JF-UB & RS-PD	187.50	01/23/2025	101-41420-50300	
11524	PD IT ASSIST 12/12/2024	125.00	01/23/2025	101-42110-50300	
11541	PD IT ASSIST 12/13/2024	125.00	01/23/2025	101-42110-50300	
11584	PD IT ASSIST 12/18/2024	2,707.70	01/23/2025	101-42110-50300	
11598	PD IT ASSIST 12/19/2024	812.50	01/23/2025	101-42110-50300	
11622	PD IT ASSIST 12/20/2024	187.50	01/23/2025	101-42110-50300	
11626	PD IT ASSIST 12/21/2024	281.25	01/23/2025	101-42110-50300	
11629	PD IT ASSIST 12/22/2024	93.75	01/23/2025	101-42110-50300	
	Check Total:	4,595.20			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 39	ACH Enabled: False
8282056194	BATTERIES & MOUNTS	990.00	01/23/2025	101-42110-50210	
	Check Total:	990.00			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 40	ACH Enabled: False
2025-059	DEC 2024 FUEL	528.51	01/23/2025	101-43000-50212	
2025-059	DEC 2024 FUEL	306.64	01/23/2025	101-42280-50212	
2025-059	DEC 2024 FUEL	228.51	01/23/2025	602-49450-50212	
2025-059	DEC 2024 FUEL	57.18	01/23/2025	101-42400-50212	
2025-059	DEC 2024 FUEL	2,337.96	01/23/2025	101-42110-50212	
2025-059	DEC 2024 FUEL	192.30	01/23/2025	615-49550-50212	
	Check Total:	3,651.10			
Vendor: 2145	Nelson Electric Inc			Check Sequence: 41	ACH Enabled: False
66653	CITH HALL ELECTRIC HEAT INSTALL	5,595.00	01/23/2025	101-41940-50401	
	Check Total:	5,595.00			
Vendor: 2047	NEONLINK LLC			Check Sequence: 42	ACH Enabled: False
3008	WEB PORTAL ACCESS	84.20	01/17/2025	602-49450-50300	
3008	WEB PORTAL ACCESS	84.20	01/17/2025	612-49700-50300	
3008	WEB PORTAL ACCESS	84.20	01/17/2025	615-49550-50300	
	Check Total:	252.60			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 43	ACH Enabled: False
557082	REPAIRS PLOW TRUCK #314	355.55	01/23/2025	602-49450-50404	
557110	PLOW EDGES TRUCKS #214 AND #314	543.05	01/23/2025	101-43000-50404	
	Check Total:	898.60			
Vendor: 1763	Office of MNIT Services-Accounts Receivable			Check Sequence: 44	ACH Enabled: False
DV24120437	WAN SERVICES MONTHLY	1,150.00	01/23/2025	101-41940-50243	
	Check Total:	1,150.00			
Vendor: 1465	Paustis Wine Company			Check Sequence: 45	ACH Enabled: False
256279	WINE	1,188.50	01/23/2025	609-49750-50253	
256280	WINE	887.50	01/23/2025	609-48000-50253	
	Check Total:	2,076.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 46	ACH Enabled: False
6911213	LIQUOR	496.56	01/23/2025	609-49750-50251	
6911214	WINE	1,132.52	01/23/2025	609-49750-50253	
6911215	WINE	343.28	01/23/2025	609-48000-50253	
6911216	LIQUOR	438.26	01/23/2025	609-48000-50251	
6911217	WINE	693.91	01/23/2025	609-48000-50253	
6914624	LIQUOR	1,219.17	01/23/2025	609-49750-50251	
6914625	WINE	876.73	01/23/2025	609-49750-50253	
6914625	LIQUOR	480.00	01/23/2025	609-49750-50251	
6914626	LIQUOR	135.22	01/23/2025	609-48000-50251	
6914627	WINE	708.94	01/23/2025	609-48000-50253	
	Check Total:	6,524.59			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 47	ACH Enabled: False
FEB 2025	STORE 2 RENT FOR FEB 2025	7,142.42	01/23/2025	609-48000-50412	
	Check Total:	7,142.42			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 48	ACH Enabled: False
136941	WOODGRAIN NAMEPLATE - JG	16.99	01/17/2025	101-41110-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	16.99			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 49	ACH Enabled: False
B015751	QUARTERLY TESTING	217.00	01/23/2025	602-49450-50315	
B016030	WEEKLY WASTEWATER TESTING	124.60	01/17/2025	602-49450-50315	
B016087	WEEKLY TESTING	124.60	01/23/2025	602-49450-50315	
B016090	BACTERIA TESTING	17.50	01/17/2025	615-49550-50315	
B016091	MONTHLY TESTING	70.00	01/23/2025	615-49550-50315	
B016098	BACTERIA TESTING	17.50	01/23/2025	615-49550-50315	
B016099	BACTERIA TESTING	17.50	01/23/2025	615-49550-50315	
D069921	WEEKLY TESTING	124.60	01/23/2025	602-49450-50315	
D070038	WEEKLY WASTEWATER TESTING	124.60	01/17/2025	602-49450-50315	
	Check Total:	837.90			
Vendor: 1495	Rusch Corporation			Check Sequence: 50	ACH Enabled: False
38262	PUMP REBUILD - WASTEWATER	1,487.48	01/17/2025	602-49450-50404	
	Check Total:	1,487.48			
Vendor: 2040	Rustic Roots Winery, Inc.			Check Sequence: 51	ACH Enabled: False
463555	WINE	201.60	01/23/2025	609-49750-50253	
463556	WINE	201.60	01/23/2025	609-48000-50253	
	Check Total:	403.20			
Vendor: 2070	Short-Elliott-Hendrickson, Inc.			Check Sequence: 52	ACH Enabled: False
480449	WP#2 FILTER MEDIA/CHLORINE AN TESTI	1,842.49	01/23/2025	615-49550-50300	
	Check Total:	1,842.49			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 53	ACH Enabled: False
2575515	WINE	122.78	01/23/2025	609-48000-50253	
2575515	LIQUOR	1,517.74	01/23/2025	609-48000-50251	
2576028	LIQUOR	8,615.42	01/23/2025	609-49750-50251	
2576029	WINE	375.07	01/23/2025	609-49750-50253	
2578137	LIQUOR	1,537.66	01/23/2025	609-48000-50251	
2578137	WINE	741.80	01/23/2025	609-48000-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2578585	LIQUOR	2,297.64	01/23/2025	609-49750-50251	
2578586	WINE	548.01	01/23/2025	609-49750-50253	
	Check Total:	15,756.12			
Vendor: 1542	Staples			Check Sequence: 54	ACH Enabled: False
6021097828	OFFICE SUPPLIES	52.16	01/17/2025	101-41940-50210	
6021097830	OFFICE SUPPLIES	29.98	01/17/2025	101-41940-50210	
	Check Total:	82.14			
Vendor: 1550	Streichers			Check Sequence: 55	ACH Enabled: False
1740220	UNIFORM ITEMS - MN	395.94	01/23/2025	101-42110-50237	
1740297	UNIFORM ITEMS - KL	404.95	01/23/2025	101-42110-50237	
	Check Total:	800.89			
Vendor: 2228	Edward Tiller			Check Sequence: 56	ACH Enabled: False
6199	CARPET CLEANING PW OFFICE/GEN BLDC	312.15	01/17/2025	620-49600-50300	
6199	CARPET CLEANING PW OFFICE/GEN BLDC	312.15	01/17/2025	101-43000-50300	
6202	CARPET CLEANING LIBRARY COMM RM	423.28	01/17/2025	101-45500-50300	
	Check Total:	1,047.58			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 57	ACH Enabled: False
546641127	COPIER LEASE	185.00	01/17/2025	101-41420-50219	
546831728	COPY MACHINE LEASE	1,916.16	01/23/2025	101-41420-50219	
	Check Total:	2,101.16			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 58	ACH Enabled: False
3583545	N/A SALES	348.35	01/23/2025	609-49750-50250	
3599207	N/A SALES	187.80	01/23/2025	609-49750-50250	
	Check Total:	536.15			
Vendor: 1611	Watson Company			Check Sequence: 59	ACH Enabled: False
147203	N/A SALES	1,179.27	01/23/2025	609-49750-50250	
	Check Total:	1,179.27			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 60	ACH Enabled: False
255639	5000 ENVELOPES	130.72	01/23/2025	615-49550-50210	
255639	5000 ENVELOPES	130.72	01/23/2025	602-49450-50210	
255639	5000 ENVELOPES	130.72	01/23/2025	612-49700-50210	
	Check Total:	392.16			
Vendor: 1636	ZEP Manufacturing Co.			Check Sequence: 61	ACH Enabled: False
9010698807	OPERATING SUPPLIES	74.93	01/23/2025	101-43000-50210	
	Check Total:	74.93			
	Total for Check Run:	237,523.26			
	Total of Number of Checks:	61			

US Bank 10.06.2024-11.05.2024

101	41940	50322	\$29.20	USPS PO 2668905056	SHARON WRIGHT	20241028
101	41940	50207	\$756.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241104
602	49450	50207	\$36.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241104
609	49750	50207	\$54.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241104
609	48000	50207	\$18.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241104
615	49550	50207	\$108.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241104
101	42280	50207	\$216.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241104
609	49750	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	48000	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	49750	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	48000	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	49750	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	48000	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	49750	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	48000	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	49750	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	48000	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	49750	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	48000	50340	\$20.50	THRYV	CARLA GOLDEN	20241018
609	49750	50340	\$152.60	ECARD SYSTEMS	CARLA GOLDEN	20241025
609	48000	50340	\$65.40	ECARD SYSTEMS	CARLA GOLDEN	20241025
609	48000	50300	\$20.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241104
609	49750	50300	\$20.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241104
609	49750	50300	\$40.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241104
609	48000	50300	\$40.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241104
101	43000	50224	\$247.81	BITUMINOUS ROADWAYS INC	RICHARD FAIRBANKS	20241010
602	49450	50404	\$571.89	ZIEGLER INC COLUMBUS	RICHARD FAIRBANKS	20241010
101	42110	50404	\$201.79	ZIEGLER INC COLUMBUS	RICHARD FAIRBANKS	20241010
101	43000	50404	\$1,062.85	ZIEGLER INC COLUMBUS	RICHARD FAIRBANKS	20241010
101	43000	50210	\$15.99	MAIN STREET HARDWARE	RICHARD FAIRBANKS	20241022
602	49450	50212	\$76.32	KWIK TRIP #931	RICHARD FAIRBANKS	20241024
101	43000	50210	\$0.99	APPLE.COM/BILL	RICHARD FAIRBANKS	20241025
101	43000	50404	\$95.14	NUSS TRUCK & EQUIPMENT	RICHARD FAIRBANKS	20241104
101	43000	50404	\$12.18	BLAINE BROTHERS MAINTENAN	RICHARD FAIRBANKS	20241105
101	43000	50404	\$81.46	MIDWEST DIESEL SERVICE IN	RICHARD FAIRBANKS	20241106
602	49450	50212	\$53.92	KWIK TRIP #930	BRADY STERBENTZ	20241021
101	43000	50224	\$249.96	BITUMINOUS ROADWAYS INC	BRADY STERBENTZ	20241022
602	49450	50212	\$52.79	KWIK TRIP #930	BRADY STERBENTZ	20241023
101	42280	50210	\$551.25	MINN FIRE SVC CERT BOARD	PATRICK HEINEN	20241009
101	42280	50332	\$337.98	THE SUITES HOTEL AT WA	PATRICK HEINEN	20241021
201	46500	50331	\$75.00	MINNESOTA COMMERCIAL ASSO	NATHAN SONDROL	20241025
201	46500	50332	\$20.00	MILWAUKEE ROAD DEPOT	NATHAN SONDROL	20241101
101	42110	50433	\$100.00	SQ *PROFESSIONAL LAW ENFO	CARLEY BLOMBERG	20241016
612	49700	50210	\$17.98	HARBOR FREIGHT TOOLS3205	ANGELA TVEIT	20241028
101	41410	50210	\$4.03	DOLLARTREE	ANGELA TVEIT	20241106

101	42400	50332	\$380.00	U OF M CONTLEARNING OL	RICHARD MEYER	20241031
208	42280	50401	\$294.02	INTERESTPOD.CO	ROBERT MORELLI	20241106
615	49550	50331	\$483.44	SUNCTRYAIR H263YL	JILLIAN FAIRBANKS	20241018
615	49550	50331	\$28.09	VIRGIN VALLEY CAB	JILLIAN FAIRBANKS	20241101
615	49550	50331	\$141.60	PH LODGING	JILLIAN FAIRBANKS	20241101
615	49550	50210	\$13.38	PETERSON'S NORTH BRANCH	JOHN MCFARLING	20241105
615	49550	50210	-\$0.92	PETERSON'S NORTH BRANCH	JOHN MCFARLING	20241106
612	49700	50404	\$304.88	NAPA AUTO 0023892	DOUGLAS GOODWIND	20241031
101	43000	50237	\$158.25	LOG CABIN STORE AND EATE	DOUGLAS GOODWIND	20241104
612	49700	50404	\$12.40	MAIN STREET HARDWARE	DOUGLAS GOODWIND	20241106
101	41940	50380	\$891.37	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	42110	50380	\$86.95	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	42280	50380	\$537.28	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	42500	50380	\$581.94	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	42800	50233	\$708.40	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	42800	50262	\$4,696.23	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	43000	50380	\$473.63	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	45000	50380	\$534.01	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	45500	50380	\$1,724.69	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
602	49450	50380	\$15,598.93	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
609	48000	50380	\$655.49	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
609	49750	50380	\$1,058.05	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
615	49550	50380	\$6,115.75	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
620	49600	50380	\$1,961.29	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241008
101	41500	50331	\$57.00	MAC PARKING RESERVATIONS	ACCOUNTS PAYABLE	20241011
615	49550	50380	\$91.03	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241022
101	41940	50210	\$124.38	ENVELOPES.COM	ACCOUNTS PAYABLE	20241024
609	49750	50380	\$168.95	NORTH BRANCH WATER & LIG	ACCOUNTS PAYABLE	20241024
101	45500	50380	\$38.37	NORTH BRANCH WATER & LIG	ACCOUNTS PAYABLE	20241024
609	48000	50321	\$93.52	ZULTY S INC	ACCOUNTS PAYABLE	20241105
609	49750	50321	\$164.10	ZULTY S INC	ACCOUNTS PAYABLE	20241105
101	41940	50321	\$927.42	ZULTY S INC	ACCOUNTS PAYABLE	20241105
609	48000	50321	\$93.52	ZULTY S INC	ACCOUNTS PAYABLE	20241105
609	49750	50321	\$164.10	ZULTY S INC	ACCOUNTS PAYABLE	20241105
101	41940	50321	\$927.42	ZULTY S INC	ACCOUNTS PAYABLE	20241105
620	49600	50210	\$11.49	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241009
101	43000	50210	\$22.44	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241009
101	41940	50210	\$49.93	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241009
620	49600	50210	\$53.99	MAIN STREET HARDWARE	SHAWN WILLIAMS	20241009
101	41410	50210	\$76.73	AMAZON MKTPL*NR00Z6BN3	SHAWN WILLIAMS	20241009
602	49450	50237	\$12.41	CINTAS CORP	SHAWN WILLIAMS	20241009
101	45000	50237	\$12.24	CINTAS CORP	SHAWN WILLIAMS	20241009
609	48000	50300	\$42.65	CINTAS CORP	SHAWN WILLIAMS	20241009

101	43000	50237	\$97.93	CINTAS CORP	SHAWN WILLIAMS	20241009
620	49600	50210	\$85.87	SAFE-FAST (LAX)	SHAWN WILLIAMS	20241010
101	43000	50210	\$420.00	SAFE-FAST (LAX)	SHAWN WILLIAMS	20241010
101	43000	50237	\$590.53	SAFE-FAST (LAX)	SHAWN WILLIAMS	20241010
612	49700	50404	\$4.10	NAPA AUTO 0023892	SHAWN WILLIAMS	20241010
612	49700	50404	\$10.72	MAIN STREET HARDWARE	SHAWN WILLIAMS	20241010
615	49550	50210	\$67.98	MAIN STREET HARDWARE	SHAWN WILLIAMS	20241010
101	42280	50210	\$165.97	AMAZON MKTPL*BF91T5DC3	SHAWN WILLIAMS	20241010
101	45000	50401	\$149.39	MAIN STREET HARDWARE	SHAWN WILLIAMS	20241011
101	45000	50210	\$116.95	MAIN STREET HARDWARE	SHAWN WILLIAMS	20241011
602	49450	50210	\$7,000.00	GRAYMONT WESTERN LIME	SHAWN WILLIAMS	20241014
101	45000	50210	\$31.00	MENARDS FOREST LAKE MN	SHAWN WILLIAMS	20241014
101	45000	50210	\$55.98	HARBOR FREIGHT TOOLS3205	SHAWN WILLIAMS	20241014
612	49700	50404	\$3.10	NAPA AUTO 0023892	SHAWN WILLIAMS	20241014
101	43000	50404	\$199.99	NAPA AUTO 0023892	SHAWN WILLIAMS	20241014
101	43000	50210	\$14.99	AMAZON PRIME*VV46P5OV3	SHAWN WILLIAMS	20241014
101	45000	50210	\$23.92	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241015
620	49600	50210	\$11.96	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241015
615	49550	50404	\$12.59	NAPA AUTO 0023892	SHAWN WILLIAMS	20241016
101	42280	50300	\$9.49	CINTAS CORP	SHAWN WILLIAMS	20241016
101	45500	50300	\$25.96	CINTAS CORP	SHAWN WILLIAMS	20241016
609	49750	50300	\$47.29	CINTAS CORP	SHAWN WILLIAMS	20241016
101	45000	50237	\$12.24	CINTAS CORP	SHAWN WILLIAMS	20241016
602	49450	50237	\$22.82	CINTAS CORP	SHAWN WILLIAMS	20241016
101	43000	50237	\$100.61	CINTAS CORP	SHAWN WILLIAMS	20241016
101	43000	50404	\$990.00	MIDWEST DIESEL USED PARTS	SHAWN WILLIAMS	20241017
101	43000	50404	\$30.58	NAPA AUTO 0023892	SHAWN WILLIAMS	20241017
101	43000	50404	\$1.06	NAPA AUTO 0023892	SHAWN WILLIAMS	20241018
615	49550	50332	\$1,045.00	SPRINGBROOK SOFTWARE	SHAWN WILLIAMS	20241021
101	45000	50415	\$2,050.00	LAKESHORE RECYCLING SYST	SHAWN WILLIAMS	20241021
101	45000	50404	\$22.17	NAPA AUTO 0023892	SHAWN WILLIAMS	20241021
101	43000	50210	\$84.80	CULLIGAN PINE CITY	SHAWN WILLIAMS	20241021
612	49700	50300	\$130.00	U OF M - BBE EROSION	SHAWN WILLIAMS	20241023
602	49450	50210	\$530.00	CORE & MAIN 901	SHAWN WILLIAMS	20241023
101	45000	50237	\$12.24	CINTAS CORP	SHAWN WILLIAMS	20241023
602	49450	50237	\$22.82	CINTAS CORP	SHAWN WILLIAMS	20241023
609	48000	50300	\$42.65	CINTAS CORP	SHAWN WILLIAMS	20241023
615	49550	50300	\$11.80	CINTAS CORP	SHAWN WILLIAMS	20241023
101	43000	50237	\$109.02	CINTAS CORP	SHAWN WILLIAMS	20241023
615	49550	50210	\$14.84	POST-HASTE BUSINESS SOLUT	SHAWN WILLIAMS	20241024
615	49550	50210	\$259.53	INDELCO PLASTICS CORP	SHAWN WILLIAMS	20241024
101	42280	50404	\$30.99	NAPA AUTO 0023892	SHAWN WILLIAMS	20241024
101	42280	50404	\$15.29	NAPA AUTO 0023892	SHAWN WILLIAMS	20241024

101	42280	50212	\$45.87	NAPA AUTO 0023892	SHAWN WILLIAMS	20241024
101	45000	50210	-\$31.00	MENARDS FOREST LAKE MN	SHAWN WILLIAMS	20241028
101	43000	50210	-\$2,823.00	FASTENAL COMPANY 01MNTC3	SHAWN WILLIAMS	20241028
620	49600	50210	\$85.88	SAFE-FAST (LAX)	SHAWN WILLIAMS	20241028
612	49700	50407	\$4,000.00	OLSON POWER & EQUIPMENT	SHAWN WILLIAMS	20241028
602	49450	50240	\$4,000.00	OLSON POWER & EQUIPMENT	SHAWN WILLIAMS	20241028
101	45000	50415	\$2,600.00	OLSON POWER & EQUIPMENT	SHAWN WILLIAMS	20241028
101	43000	50404	\$66.20	NAPA AUTO 0023892	SHAWN WILLIAMS	20241028
612	49700	50404	\$32.15	NAPA AUTO 0023892	SHAWN WILLIAMS	20241028
101	42110	50404	\$35.01	NAPA AUTO 0023892	SHAWN WILLIAMS	20241028
612	49700	50404	\$22.31	NAPA AUTO 0023892	SHAWN WILLIAMS	20241028
101	43000	50210	\$4.94	NAPA AUTO 0023892	SHAWN WILLIAMS	20241028
620	49600	50300	\$781.00	PER MAR SECURITY	SHAWN WILLIAMS	20241028
101	43000	50210	\$10.06	KWIK TRIP #931	SHAWN WILLIAMS	20241028
612	49700	50210	\$13.00	TACTACAM	SHAWN WILLIAMS	20241029
602	49450	50210	\$12.00	TACTACAM	SHAWN WILLIAMS	20241029
101	43000	50210	\$5.36	APPLE.COM/BILL	SHAWN WILLIAMS	20241030
101	43000	50210	\$5.36	APPLE.COM/BILL	SHAWN WILLIAMS	20241030
101	43000	50210	\$0.99	APPLE.COM/BILL	SHAWN WILLIAMS	20241030
602	49450	50237	\$46.27	CINTAS CORP	SHAWN WILLIAMS	20241030
609	49750	50300	\$47.92	CINTAS CORP	SHAWN WILLIAMS	20241030
101	45000	50237	\$12.24	CINTAS CORP	SHAWN WILLIAMS	20241030
101	41940	50300	\$42.96	CINTAS CORP	SHAWN WILLIAMS	20241030
101	43000	50237	\$105.54	CINTAS CORP	SHAWN WILLIAMS	20241030
101	42500	50404	\$199.95	AMAZON.COM*715SX5TE3	SHAWN WILLIAMS	20241031
101	43000	50210	\$2.22	APPLE.COM/BILL	SHAWN WILLIAMS	20241101
101	43000	50321	\$28.51	VERIZON*CONNECT	SHAWN WILLIAMS	20241101
612	49700	50321	\$29.68	VERIZON*CONNECT	SHAWN WILLIAMS	20241101
101	41940	50210	\$16.99	AMAZON MKTPL*8F5KW6X73	SHAWN WILLIAMS	20241101
615	49550	50210	\$289.95	AMZN MKTP US*5P7ES4603	SHAWN WILLIAMS	20241101
620	49600	50210	\$57.27	AMAZON MKTPL*W41T21F33	SHAWN WILLIAMS	20241101
101	43000	50210	\$49.40	NAPA AUTO 0023892	SHAWN WILLIAMS	20241104
612	49700	50404	\$504.02	NAPA AUTO 0023892	SHAWN WILLIAMS	20241104
101	41400	50210	\$225.98	AMAZON MKTPL*HP19M9R33	SHAWN WILLIAMS	20241104
602	49450	50404	\$637.85	ENPRO INC	SHAWN WILLIAMS	20241104
101	43000	50237	-\$25.96	CINTAS CORP	SHAWN WILLIAMS	20241105
101	43000	50237	-\$9.49	CINTAS CORP	SHAWN WILLIAMS	20241105
101	43000	50210	\$34.98	MAIN STREET HARDWARE	SHAWN WILLIAMS	20241105
101	43000	50210	\$19.99	AMAZON MKTPL*PE23L6553	SHAWN WILLIAMS	20241106
101	41400	50210	\$49.88	AMAZON MKTPL*TQ1TY8KF3	SHAWN WILLIAMS	20241106
620	49600	50210	\$39.99	AMAZON MKTPL*EX0ZJ80G3	SHAWN WILLIAMS	20241106
609	48000	50300	\$42.65	CINTAS CORP	SHAWN WILLIAMS	20241106
101	43000	50237	\$115.46	CINTAS CORP	SHAWN WILLIAMS	20241106

602	49450	50237	\$28.25	CINTAS CORP	SHAWN WILLIAMS	20241106
101	45000	50237	\$12.24	CINTAS CORP	SHAWN WILLIAMS	20241106
101	43000	50404	\$201.79	ZIEGLER INC COLUMBUS	SHAWN WILLIAMS	20241106
602	49450	50404	\$201.79	ZIEGLER INC COLUMBUS	SHAWN WILLIAMS	20241106
101	42110	50404	\$807.16	ZIEGLER INC COLUMBUS	SHAWN WILLIAMS	20241106
101	43000	50210	\$248.70	ZIEGLER INC COLUMBUS	SHAWN WILLIAMS	20241106
101	42110	50210	\$82.49	THE UPS STORE 5039	DANIEL T MEYER	20241023
101	42110	50433	\$225.13	THOMSON WEST*TCD	DANIEL T MEYER	20241025
101	42110	50332	\$250.00	GLOCK PROFESSIONAL INC	DANIEL T MEYER	20241029
101	42110	50210	\$3,150.00	ZOLL MEDICAL CORP	DANIEL T MEYER	20241101
101	42110	50404	\$136.50	CK HOLIDAY # 06403	DANIEL T MEYER	20241104
101	42110	50433	\$38.50	GETSLING.COM	DANIEL T MEYER	20241106
101	42110	50212	\$59.95	HOLIDAY STATIONS 0388	DANIEL T MEYER	20241106

TOTAL \$77,717.42

US Bank 11.06.2024-12.05.2024

101	41940	50207	\$756.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241202
602	49450	50207	\$36.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241203
609	49750	50207	\$54.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241204
609	48000	50207	\$18.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241205
615	49550	50207	\$108.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241206
101	42280	50207	\$216.00	GOOGLE GSUITE_CI.NORTH-BR	SHARON WRIGHT	20241207
609	49750	50210	\$85.79	WM SUPERCENTER #2352	CARLA GOLDEN	20241113
609	49750	50340	\$10.00	WM SUPERCENTER #2352	CARLA GOLDEN	20241113
101	41940	50322	\$5.58	USPS PO 2668905056	CARLA GOLDEN	20241115
609	49750	50300	\$20.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241202
609	49750	50300	\$40.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241202
609	48000	50300	\$40.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241202
609	48000	50300	\$20.00	SQ *SQUARE PAID SERVICES	CARLA GOLDEN	20241202
101	43000	50404	\$128.30	NUSS TRUCK & EQUIPMENT	RICHARD FAIRBANKS	20241107
101	42110	50404	\$624.45	ANDERSON AND KOCH FORD IN	RICHARD FAIRBANKS	20241111
101	42110	50404	\$187.99	ANDERSON AND KOCH FORD IN	RICHARD FAIRBANKS	20241111
101	43000	50404	\$18.99	O'REILLY 1540	RICHARD FAIRBANKS	20241118
101	43000	50404	\$78.58	NUSS TRUCK & EQUIPMENT	RICHARD FAIRBANKS	20241118
101	42110	50404	\$602.80	ANDERSON AND KOCH FORD IN	RICHARD FAIRBANKS	20241120
101	43000	50240	\$168.31	JEREMY GROVEN SNAP ON	RICHARD FAIRBANKS	20241122
101	43000	50210	\$0.99	APPLE.COM/BILL	RICHARD FAIRBANKS	20241125
602	49450	50404	\$110.66	ANDERSON AND KOCH FORD IN	RICHARD FAIRBANKS	20241204
101	42110	50404	\$1,224.18	ANDERSON AND KOCH FORD IN	RICHARD FAIRBANKS	20241204
101	42110	50404	-\$100.00	ANDERSON AND KOCH FORD IN	RICHARD FAIRBANKS	20241205
101	43000	50210	\$9.99	MAIN STREET HARDWARE	BRADY STERBENTZ	20241118
101	43000	50224	\$250.68	BITUMINOUS ROADWAYS INC	BRADY STERBENTZ	20241119
101	42280	50300	\$1,620.00	RF *FEDERAL CONTRACT	PATRICK HEINEN	20241120
208	42280	50401	\$127.87	AMAZON MKTPL*Z35IJ7EE1	PATRICK HEINEN	20241202
101	42110	50210	\$12.10	USPS PO 2668905056	CARLEY BLOMBERG	20241115
101	42110	50210	\$64.00	SP GOTAGS	CARLEY BLOMBERG	20241127
101	41410	50210	\$15.37	KWIK TRIP #930	ANGELA TVEIT	20241107
101	43000	50210	\$149.99	MENARDS ELK RIVER MN	ANGELA TVEIT	20241202
609	49750	50210	\$174.93	MENARDS ELK RIVER MN	ANGELA TVEIT	20241202
620	49600	50210	\$14.94	MENARDS CAMBRIDGE MN	ANGELA TVEIT	20241202
101	43000	50404	\$99.92	MENARDS CAMBRIDGE MN	ANGELA TVEIT	20241202
101	43000	50210	-\$149.99	MENARDS ELK RIVER MN	ANGELA TVEIT	20241203
208	42280	50201	\$56.99	AMAZON MARK* B45R44O73	CHAD VANDYKE	20241114
208	42280	50201	\$63.99	AMAZON MARK* SK76L0P13	CHAD VANDYKE	20241115
208	42280	50201	\$112.95	AMAZON MKTPL*CB70I1SS3	CHAD VANDYKE	20241121
208	42280	50201	\$10.73	AMAZON MARK* ZL3Z81072	CHAD VANDYKE	20241202
208	42280	50201	\$26.03	AMAZON MARK* ZL9FA4GY0	CHAD VANDYKE	20241203
208	42280	50201	\$367.57	AMAZON MARK* ZL2CH77X2	CHAD VANDYKE	20241204
208	42280	50201	\$285.46	AMAZON MARK* ZL0XQ59C0	CHAD VANDYKE	20241205

208	42280	50201	\$2,087.34	SQ *CARTFULL	ROBERT MORELLI	20241118
208	42280	50201	\$409.90	INTERESTPOD.CO	ROBERT MORELLI	20241125
208	42280	50201	\$245.32	WALMART.COM 8009256278	ROBERT MORELLI	20241129
101	42280	50404	\$215.67	THE HOME DEPOT #2820	THOMAS GUSTAFSON	20241120
208	42280	50201	\$81.28	TARGET 00012443	THOMAS GUSTAFSON	20241202
101	42280	50240	\$630.00	SUPER VAC	THOMAS GUSTAFSON	20241204
851	42110	50430	\$31.53	TARGET 00013037	JESSE ZAJAC	20241108
851	42110	50430	\$51.00	DOLLARTREE	JESSE ZAJAC	20241108
851	42110	50430	\$233.30	DICKEYS BBQ MN0429	JESSE ZAJAC	20241205
620	49600	50210	\$23.33	MAIN STREET HARDWARE	RICKY BREITKREUTZ	20241127
615	49550	50404	\$59.74	LAMPERT LUMBER	JOHN MCFARLING	20241125
101	43000	50237	\$339.98	FLEET FARM 3400	GENE FISK	20241111
101	43000	50237	\$87.96	MENARDS CAMBRIDGE MN	GENE FISK	20241113
101	45500	50401	\$61.49	WAL-MART #2352	GENE FISK	20241125
101	43000	50210	\$375.41	FLEET FARM 3400	GENE FISK	20241125
101	45000	50210	\$120.43	MENARDS CAMBRIDGE MN	GENE FISK	20241202
612	49700	50404	\$15.32	MAIN STREET HARDWARE	DOUGLAS GOODWIND	20241107
612	49700	50404	\$29.09	MAIN STREET HARDWARE	DOUGLAS GOODWIND	20241114
602	49450	50404	\$4.75	MAIN STREET HARDWARE	DOUGLAS GOODWIND	20241118
615	49550	50404	\$48.59	NAPA AUTO 0023892	DOUGLAS GOODWIND	20241129
101	42110	50332	\$75.00	BCA TRAINING EDUCATION	MICHAEL NELSON	20241129
101	41940	50380	\$847.31	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	42110	50380	\$98.12	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	42280	50380	\$451.39	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	42500	50380	\$516.64	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	42800	50233	\$726.97	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	42800	50262	\$4,808.39	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	43000	50380	\$486.74	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	45000	50380	\$524.68	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	45500	50380	\$1,567.11	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
602	49450	50380	\$9,958.57	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
609	48000	50380	\$637.45	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
609	49750	50380	\$1,006.50	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
615	49550	50380	\$6,219.12	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
620	49600	50380	\$2,027.40	EAST CENTRAL ENERGY	ACCOUNTS PAYABLE	20241108
101	45500	50380	\$38.54	NORTH BRANCH WATER & LIG	ACCOUNTS PAYABLE	20241125
609	49750	50380	\$144.65	NORTH BRANCH WATER & LIG	ACCOUNTS PAYABLE	20241125
615	49550	50210	\$269.95	LOCATORS & SUPPLIES INC	SHAWN WILLIAMS	20241107
602	49450	50210	\$269.95	LOCATORS & SUPPLIES INC	SHAWN WILLIAMS	20241107
101	43000	50210	\$1,224.13	LOCATORS & SUPPLIES INC	SHAWN WILLIAMS	20241107
101	43000	50210	\$5.36	APPLE.COM/BILL	SHAWN WILLIAMS	20241107
101	42280	50404	\$53.64	NAPA AUTO 0023892	SHAWN WILLIAMS	20241108
101	43000	50404	\$16.62	NAPA AUTO 0023892	SHAWN WILLIAMS	20241108

101	45000	50404	\$106.63	NAPA AUTO 0023892	SHAWN WILLIAMS	20241108
615	49550	50210	\$294.15	AMAZON.COM*7403F9HP3	SHAWN WILLIAMS	20241111
602	49450	50210	\$294.15	AMAZON.COM*7403F9HP3	SHAWN WILLIAMS	20241111
615	49550	50321	\$154.39	WSC*WINDSTREAM PMT&FEE	SHAWN WILLIAMS	20241111
101	43000	50210	\$14.99	AMAZON PRIME*3Q9BN00M3	SHAWN WILLIAMS	20241113
101	43000	50210	\$5.36	APPLE.COM/BILL	SHAWN WILLIAMS	20241113
609	49750	50300	\$47.92	CINTAS CORP	SHAWN WILLIAMS	20241113
101	42280	50300	\$9.73	CINTAS CORP	SHAWN WILLIAMS	20241113
602	49450	50300	\$39.23	CINTAS CORP	SHAWN WILLIAMS	20241113
101	45500	50300	\$26.60	CINTAS CORP	SHAWN WILLIAMS	20241113
101	45000	50237	\$12.56	CINTAS CORP	SHAWN WILLIAMS	20241113
101	43000	50237	\$97.97	CINTAS CORP	SHAWN WILLIAMS	20241113
101	43000	50404	\$8.45	NAPA AUTO 0023892	SHAWN WILLIAMS	20241115
101	41400	50210	\$1,700.00	AMZN MKTP US*K24MD1V13	SHAWN WILLIAMS	20241118
615	49550	50401	\$301.64	PARTS4HEATINGCOM	SHAWN WILLIAMS	20241119
101	45000	50410	\$397.14	LAKESHORE RECYCLING SYST	SHAWN WILLIAMS	20241120
615	49550	50300	\$43.18	CINTAS CORP	SHAWN WILLIAMS	20241120
609	48000	50300	\$43.70	CINTAS CORP	SHAWN WILLIAMS	20241120
101	45000	50237	\$12.56	CINTAS CORP	SHAWN WILLIAMS	20241120
101	43000	50237	\$118.29	CINTAS CORP	SHAWN WILLIAMS	20241120
615	49550	50210	\$279.96	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241121
609	49750	50401	\$71.39	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241121
101	41940	50210	\$44.93	AMAZON MKTPL*HL5B15LN3	SHAWN WILLIAMS	20241121
620	49600	50210	\$24.99	AMAZON MKTPL*JV0CU19A3	SHAWN WILLIAMS	20241121
101	43000	50210	\$84.80	CULLIGAN PINE CITY	SHAWN WILLIAMS	20241121
101	42110	50404	\$1,702.69	AMSOIL	SHAWN WILLIAMS	20241122
101	43000	50404	\$32.93	NAPA AUTO 0023892	SHAWN WILLIAMS	20241125
612	49700	50404	\$22.17	NAPA AUTO 0023892	SHAWN WILLIAMS	20241125
602	49450	50404	\$1,402.21	ENPRO INC	SHAWN WILLIAMS	20241125
609	49750	50300	\$47.92	CINTAS CORP	SHAWN WILLIAMS	20241127
101	41940	50300	\$53.92	CINTAS CORP	SHAWN WILLIAMS	20241127
602	49450	50237	\$49.22	CINTAS CORP	SHAWN WILLIAMS	20241127
101	45000	50237	\$12.56	CINTAS CORP	SHAWN WILLIAMS	20241127
101	43000	50237	\$141.38	CINTAS CORP	SHAWN WILLIAMS	20241127
602	49450	50210	\$25.00	TACTACAM	SHAWN WILLIAMS	20241129
101	42280	50404	\$150.02	NAPA AUTO 0023892	SHAWN WILLIAMS	20241129
609	49750	50210	\$51.38	MENARDS CAMBRIDGE MN	SHAWN WILLIAMS	20241202
101	43000	50210	\$2.99	APPLE.COM/BILL	SHAWN WILLIAMS	20241202
101	43000	50210	\$57.64	VERIZON*CONNECT	SHAWN WILLIAMS	20241203
620	49600	50210	\$149.99	AMAZON.COM*ZL2GM4GB2	SHAWN WILLIAMS	20241203
101	42110	50404	\$36.04	NAPA AUTO 0023892	SHAWN WILLIAMS	20241204
101	42110	50404	\$163.04	CINTAS CORP	SHAWN WILLIAMS	20241204
101	43000	50404	\$41.55	NAPA AUTO 0023892	SHAWN WILLIAMS	20241205

101	42110	50550	\$324.08	CDW GOVT #AB5QW6C	DANIEL T MEYER	20241114
101	42110	50550	\$324.08	CDW GOVT #AB6AI2I	DANIEL T MEYER	20241119
101	42110	50433	\$611.00	TEAMVIEWERGBHUS	DANIEL T MEYER	20241120
101	42110	50212	\$65.75	KWIK TRIP #930	DANIEL T MEYER	20241122
101	42110	50433	\$225.13	THOMSON WEST*TCD	DANIEL T MEYER	20241127
101	42110	50212	\$61.43	HOLIDAY STATIONS 0388	DANIEL T MEYER	20241127
101	42110	50404	\$117.00	CK HOLIDAY # 06403	DANIEL T MEYER	20241204
101	42110	50433	\$38.50	GETSLING.COM	DANIEL T MEYER	20241206
101	00000	36218	-\$3,736.37	Credit Card Rebate		20241125

TOTAL \$51,301.76

North Branch City Council Minutes

TUESDAY, JANUARY 14, 2025, 7:00 PM

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

Members present:

Robert Canada, Jeff Goulet, Mayor Kevin Schieber, Travis Miles, Peter Schaps and various staff

1. CALL TO ORDER

- a. Mayor Schieber called the meeting to order at 7:02 pm and led the Pledge of Allegiance.

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

- a. Oath of office for Council member Jeff Goulet, term ending December 31, 2029

4. ROLL CALL

5. AGENDA APPROVAL

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

6. PRESENTATION & PROCLAMATION

- a. None

7. PUBLIC COMMENT

- a. Lynn Wilson, 6519 Birch Street, North Branch, read her letter that was previously emailed to council regarding resignation of Deputy Clerk and City Administrator's actions, asking for Council to release City Administrator from his duties
- b. Kelly Neider, 39062 Grace Ridge, North Branch, welcomes Jeff Goulet, thanks members of Council, hopes that council can move forward in a better manner, without character attacks, and without affecting businesses.

8. CONSENT AGENDA Member Miles moved, Canada 2nd to approve consent agenda with the following pulled to 10. Staff Reports. Items J, L, and P.
 - a. Claims
 - b. Approval of City Council Meeting Minutes from December 12, 2024
 - c. Receive Police Department Body Camera Biennial Audit Results
 - d. Approval of LG220 Application to conduct excluded bingo, North Branch American Legion Post 85 - Long Spurs of sunrise River
 - e. Approval of Resolution R-131-2025 Authorizing Official signatories & Declaring Official Depositories
 - f. Approval of Resolution R-132-2025 Authorizing 2024 budget carryovers
 - g. Approval of 2024 Audit Engagement Letter
 - h. Approval of Parks, Trails, and Open Space Commission appointments
 - i. Accept the Resignation of Officer Christian Lausen and Authorize job Posting and Hiring Process
 - j. Moved to Staff Reports 10.F.
 - k. Approval to authorize Staff to Post and Start the Hiring Process for two Public Works Maintenance Positions.
 - l. Moved to Staff Reports 10.G.
 - m. Receive Monthly Legal Staff Report
 - n. Approval of Ordinance 391-25 for 2025 Fee Schedule
 - o. Approval of Resolution R-134-2025 Approving the Sneepe Acres Preliminary and Final Plat
 - p. Moved to Staff Reports 10.H.
 - q. Approval of the Council Meeting Schedule for 2025
 - r. Approval of Resolution R-135-2025 for the Ragnar Relay special Event Permit
 - s. Approval of the Flink Ave/400th Street Area Transportation Impact Study
9. PUBLIC HEARINGS
 - a. None

10. STAFF REPORTS

- a. Approval of Resolution R-133-2025 accepting the annual appointments and designations. Administrator Hill advised the Council on new Advisory Committees and Council walked through each one, appointing the following.

FISCAL YEAR 2025 APPOINTMENTS & DESIGNATIONS

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

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

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

Motion was made by Mayor Schieber and seconded by Miles, motion carried unanimously.

- b. Consider approval of GIS Migration and implementation proposal from WSB. Administrator Hill , Nate Sondrol and Shawn Williams reviewed the information with Council. Motion was made by Member Miles, Seconded by Canada to approve proposal as presented. Motion carried unanimously.

- c. Approval of open marketing for sale of city owned land at 38791 Forest Boulevard. Nate Sondrol reviewed the information on the old fire hall. .41 acres, central business district. Used for storage currently. Had previous interest from local business, but it didn't work out. If sold, it would add to the tax base for the City. Requests council to openly market at the appraised price of \$365,000. Will work to sell without a realtor. City has \$3,300 into the property for appraisal cost. Motion by Member Canada to market the sale of City owned building located at 38791 Forest Boulevard, seconded by Miles, motion approved unanimously.
- d. Resolution R-136-2025 to approve Sunrise Bluff 3rd Addition Final Plat – Nate Sondrol reviewed the proposed final plat. Planning did review and recommended approval, Park Committee reviewed and recommended approval, Council approved preliminary plat. Staff recommended approval of resolution. Motion by Member Schaps to approve as presented, seconded by Member Goulet, motion carried unanimously.
- e. Resolution R-137-2025 to approve the Sunrise Bluff 3rd Addition Development Agreement. Nate reviewed the information related to the agreement. Motion made by Member Schaps to approve resolution as presented, Seconded by Member Goulet, motion carried unanimously.
- f. Accept Resignation of Deputy Clerk and authorize job posting and hiring process for the City Clerk position. Mayor Schieber provided background information. Motion was made by Member Schaps to hold a closed meeting to gain more information on this topic, seconded by Mayor Schieber. Motion carried unanimously. Mayor Schieber made a motion to acknowledge Ms. Tveit's resignation from the 120-day assignment as Deputy Clerk and provide an opportunity for the City Administrator, PW Director Shawn Williams, and Ms. Tveit to meet and see if they can work something out to allow her to continue with the 120-day assignment. Seconded by Member Canada, motion carried unanimously.

- g. Annual City Sidewalk snow removal review. Shawn Williams provided background information on the plan, highlighting what sidewalks the City does snow removal based on priority. Property owners need to keep the sidewalks clear on areas the PW department doesn't cover. Mr. Williams requests input from the council members on any changes to plan. Council members appreciated the report from the Public Works Director and have no changes to the plan. Mayor said it is a good reminder to the community. Saturday, Jan 18th, the compost site will be open for Christmas tree disposal.
- h. Approval of job description and authorization to hire the Human Resources Generalist – Council member Miles recommended adding certification HRCI to job description – required - PHR, desired – SPHR. Member Schaps would like to look at a consulting company to provide the HR service to the City. Member Miles makes the motion to approve the amended job description with the added certifications of PHR in the required section, and SPHR in the desired section, seconded by member Canada. Member Schaps asked about the salary range and would like a thorough exploration without making a commitment to hiring someone. Finance Director Sharon Wright stated that the budgeted at \$35/hour, difficult to budget a range. It is a non-union position. Member Schaps confirmed that we have a ceiling of \$95,000 for the package. Upon completion of discussion, members Miles, Canada and Mayor Schieber vote aye, members Goulet and Schaps vote nay. Motion passes with a 3-2 vote.

11. MAYOR/CITY COUNCIL

Mayor shared the purpose of the Mayor/City Council section where liaisons can present reports, provide oral reports, and share committee reports. Requests that Staff gets agenda ready by Thursday prior to the Council meeting.

Reminds staff to follow personnel policies and procedures, agree to disagree, be respectful and cordial. Treat each other with respect.

12. ADJOURNMENT

- a. Being no further business before the City Council, Schieber moved, seconded by Canada, to adjourn the meeting at 8:25p.m.

Kevin Schieber, Mayor

ATTEST:

Mathew Hill, City Administrator



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 01/09/2025

Board & Commission: City Council

Subject: Approve Resolution R-139-2025 Amending 2024 Budget

OVERVIEW / BACKGROUND

The City Council adopted the Fiscal Year 2024 budget in December 2023. Since that time, a process change has occurred when purchasing large equipment. Instead of having these items purchased through the General Fund (101), we are recording all large equipment purchases in the Equipment Replacement Fund (701).

During 2022 and 2023, the 2022A Bond proceed deposits occurred into the General Fund as the investments matured. In 2024, the above-described change in methodology occurred. This change has created the need for two (2) budget adjustments.

1. The first adjustment is to the General Fund for a transfer into the Equipment Replacement Fund. This will move the money from General Fund Committed Fund Balance to the Equipment Replacement Fund per the new City policy.
2. The second adjustment is to the Equipment Replacement Fund. Due to uncertainty about the arrival of two (2) snowplows ordered in early 2022, the carryover of funds did not occur from the 2023 Budget into 2024 Budget. The money is held by the City but needs an amendment to the budget to be used for these purchases.
3. The final adjustment to the Water Fund is for the Highway 95 Water Main work that was completed in 2024. The budget requires an amendment of \$2.2 million. The money for the project has been held in Fund Balance until the City held sufficient reserves for the project.

Finance Director Sharon Wright recommends the City Council authorize these amended budget amounts to the 2024 budget.

There are three (3) authorized and budgeted expenditures requiring this action, totaling a combined \$3,192,500 and shown below. All Department Directors were approached; no other amendments were identified for their departments.

FUND	ITEM	CODE	AMOUNT
General Fund	Transfer Equipment reserve from Fund 101 (General Fund) to Fund 701 (Equipment Replacement Fund)	101-49990-50720	\$ 375,000.00
Equipment Replacement	2 Snow Plows – purchased from Equipment Replacement Fund (701) that were ordered in 2022	701-70100-50540	\$ 617,500.00
Water	Hwy 95 water main project	615-49550-50530	\$2,200,000.00

This action will result in an adjustment to the Fiscal Year 2024 budget. The expenditures will be charged against the committed funds located in City's reserve fund balance. The snowplows were approved for the 2022 budget but they did not arrive within the year as planned. The Highway 95 Water Main project took a few years to build up enough reserves. Both situations resulted in the fund sources being placed in reserved fund balance until the purchases could be finalized.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-139-2025

RESOLUTION R-139-2025 AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2024 BUDGET

WHEREAS, several budgeted and/or authorized items where appropriations were made for goods and/or services in Fiscal Year 2024 that were not included in the budget for fiscal year 2024; and,

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

WHEREAS, the expenditures related to the receipt of goods and services tied to the 2024 budget amendment 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 amendments are hereby approved:

FUND	ITEM	CODE	AMOUNT
General Fund	Transfer Equip reserve from Fund 101 to Fund 701 – Equip Replace Fund	101-49990-50720	\$ 375,000.00
Water	Hwy 95 water main project	615-49550-50530	\$2,200,000.00
Equipment Replacement	2 Snow Plows – purchased from Equip Replace Fund instead of General Fund (101)	701-70100-50540	\$ 617,500.00

BE IT FURTHER RESOLVED, the City Council authorizes amendments to the applicable Fiscal Year 2024 budget.

Passed by the City Council of North Branch, Minnesota this 28th 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: 01/10/2025

Board & Commission: City Council

Subject: 2025 Pay Equity Report Submittal

BACKGROUND INFORMATION:

The Minnesota Local Government Pay Equity Act requires that cities file a Pay Equity Report with the Minnesota Management and Budget Department every three years. The purpose of the reporting is to eliminate inequality in pay between males and females in city, state, county, and school districts in the State. Our report for 2025 wages is due by January 31, 2025. Once the report is submitted we need to send the attached notice to all bargaining units, post notice at City Hall and at the public library.

Other Pertinent Information:

2025 wage data is entered into the State pay equity software and reports are generated to determine compliance with the Pay Equity laws. On the Compliance Reports, the important number is under Section II - Statistical Analysis Test. In order to be in compliance with the law the Underpayment Ratio needs to be above 80%. As you will note our Underpayment Ratio is 82.50%; thus we are in compliance. The report needs to be approved by the City Council prior to submittal to the State.

Requested Action:

Approve the 2025 Pay Equity Report and authorize the submittal to the State.

Voting Requirements:

Voting Options Simple Majority

Compliance Report

Jurisdiction: North Branch

Report Year: 2025

Case: 1 - 2024 Data (Shared (Jur and MMB))

P.O. Box 910

North Branch, MN 55056

Contact: Sharon

Phone: (651) 277-5230

E-Mail: sharonw@ci.north-branch.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	16	11	3	30
# Employees	28	11	15	54
Avg. Max Monthly Pay per employee	8102.64	6891.55		6737.80

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 82.49999 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	10	6
b. # Below Predicted Pay	6	5
c. TOTAL	16	11
d. % Below Predicted Pay (b divided by c = d)	37.50	45.45

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 37	Value of T = 1.927
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 53

b. Avg. diff. in pay from predicted pay for female jobs = -95

III. SALARY RANGE TEST = 91.67 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 2.75

B. Avg. # of years to max salary for female jobs = 3.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 01/15/2025

Board & Commission: City Council

Subject: Approve the Hire of Trey Garrett as Police Officer

Overview / Background

The City of North Branch commenced the hiring of a Police Officer, following the retirement of Officer Sean Huset back on June 26, 2024. The job posting closed on November 1, 2024; ten (10) total applications were received, and interviews were extended to all of the applicants. Interviews were conducted on November 21st and December 2nd. The top applicant is currently in the background stage of the hiring process, and the next two top applicants were placed on a hiring eligibility list.

The resignation of Officer Christian Lausen, effective January 20, 2025, created another vacant police officer position. I contacted the two applicants on our current hiring eligibility list and invited both to participate in a second interview. One of the applicants accepted and a second interview was conducted on January 13, 2025. Upon satisfactory completion of his background investigation, City staff recommends the hiring of Mr. Trey Garrett as police officer.

Staff Recommendation

City staff recommends the hiring of Trey Garrett.

Recommended City Council Action

Motion to approve the hiring of Trey Garrett as Police Officer.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/22/2025

Board & Commission: City Council

Subject: Resolution R-144-2025 Approval of Flink Ave Trail Phase II - Engineering & Construction Inspection Services

Introduction

The City Council approved Resolution R-5-2024 in February 2024 authorizing City staff to submit an application to the MnDOT Active Transportation (AT) Grant Program for the Flink Ave Trail Phase II Improvement Project. The Flink Ave Phase II Improvement project consist of the construction of a 10' wide trail located on the west side of Flink Ave from 392nd Street to the existing pedestrian network located on the north side of the entrance to the North Branch Marketplace development.

The City was notified in May 2024 that the proposed project was selected for MnDOT Active Transportation Program Funds in the amount of \$574,332 for infrastructure improvements for the project. Engineering expenditures were not considered eligible expenses for the grant. The City Council budgeted for this in 2024 and approved the carryover of \$100,000 to the 2025 budget for engineering expenses for the project at the January 14, 2025 meeting.

SCHEDULE

It is understood that the grant funding received for this project requires the project to be completed during the 2025 summer construction season. To meet the desired project completion date, we propose the following schedule:

Data collection & topographic survey
January 2025
60% plan submittal
February 28, 2025
90% plan submittal

March 14, 2025
 100% plan submittal & State Aid review
 April 11, 2025
 Wetland delineation late April /
 early May 2025
 Bid opening
 May 28, 2025
 Award contract for construction.....
 June 10, 2025
 Begin construction
 June 2025
 Project closeout
 December 2025

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 Data Collection \$8,704
- 2 Final Design & Bidding \$49,669
- 3 Construction Services \$35,194
- 4 Project Closeout \$6,334

Total \$99,901

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 **\$99,901**. 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.

Deadline: January 28, 2025

REQUESTED ACTION

Motion to approve the attached WSB proposal for engineering and construction inspection services for the 2025 Flink Ave Phase II Improvement Project.

Voting Requirements: Majority vote.

Attachments:

- 1. Project Location Map
- 2. WSB Proposal

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-144-2025

A RESOLUTION APPROVING THE FLINK AVE TRAIL PHASE II ENGINEERING AND CONSTRUCTION INSPECTION SERVICES CONTRACT WITH WSB

WHEREAS, the Minnesota Active Transportation (AT) Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects, and

WHEREAS, the North Branch City Council approved resolution R-5-2024 authorizing city staff to submit an application to the Minnesota Active Transportation Grant program for the construction of a trail along the west side of Flink Ave from 392nd Street to existing pedestrian/bike network on the north side of the North Branch Marketplace development; and

WHEREAS, the North Branch City Council budgeted \$100,000 for the ineligible grant expenses of final plans and construction engineering for the project in 2024 and the funds were approved to be carried over into 2025 at the January 14, 2025 meeting; and

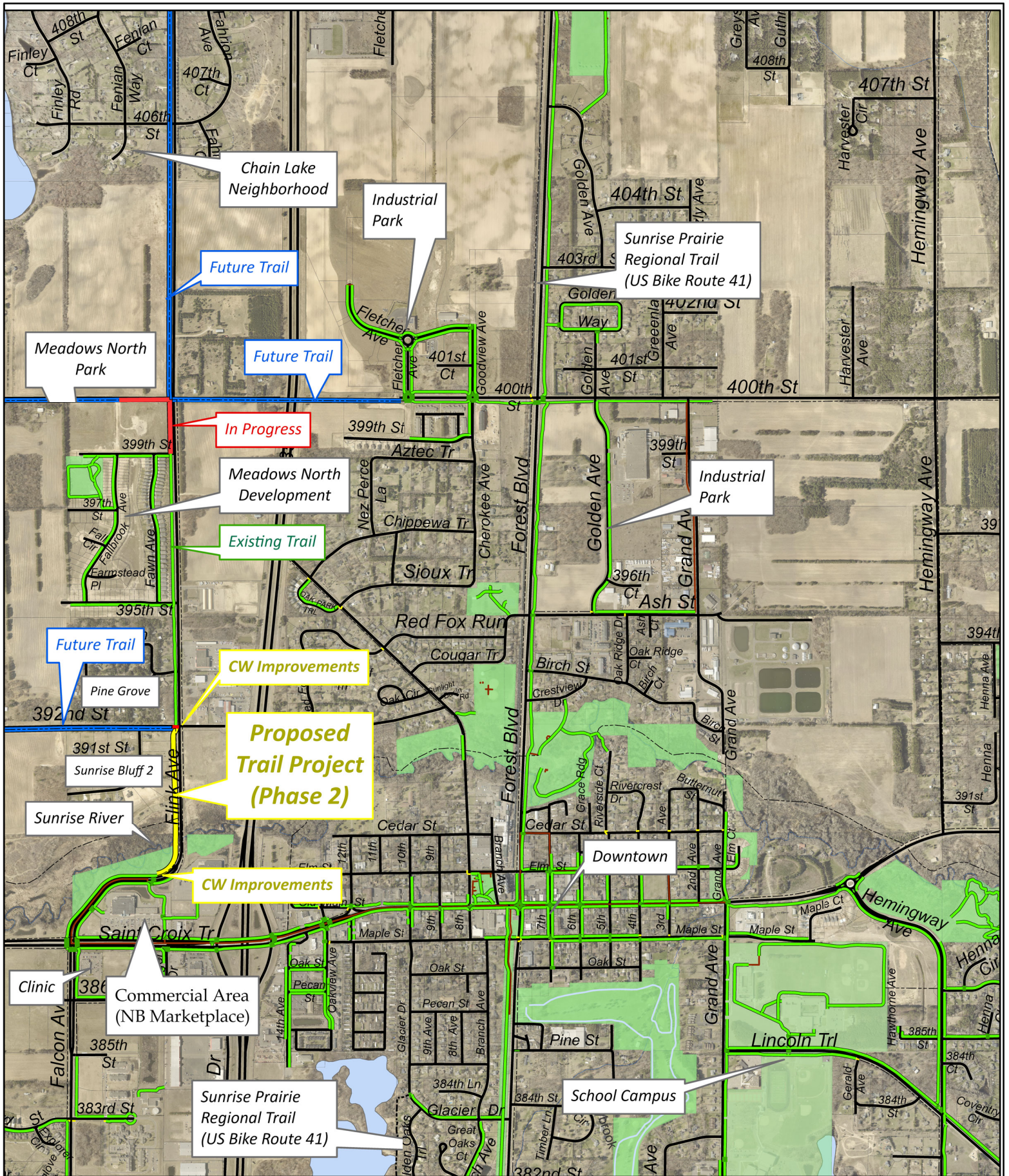
WHEREAS, the City's Comprehensive Plan and 10 year Capital Improvement Plan have identified the need for the project, and

WHEREAS, the City of North Branch received an Minnesota Active Transportation (AT) grant in the full amount of the estimated project cost of \$574,332 with a planned year of construction is 2024-2025, and

WHEREAS, the Minnesota Active Transportation (AT) grant funds received are for construction and engineering is not an eligible expense; and

WHEREAS, WSB, the City Engineer has provided a scope of service for final and construction inspection engineering cost for the project is \$99,901 and,

Now, Therefore, Be It Resolved That: The City of North Branch Council approve the WSB Flink Ave Trail Phase II Engineering and Construction Inspection Services Contract with WSB and Associates as presented in the amount of \$99,901.and will be funded from the park improvement fund (2025 approved carryover).



- Proposed Trail
- In Progress
- Existing Facilities
- Future Trail

Flink Ave Trail Project Phase II
392nd St - NB Marketplace
North Branch - Chisago County, MN

Project Location Map



Date: Nov 30, 2023



Scale: 1"=1,500'

SCOPE OF SERVICES

Flink Avenue Trail Improvement Project

FOR THE CITY OF NORTH BRANCH



January 22, 2025

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

Re: Flink Avenue Trail Improvement Project
Work Plan – Engineering & Construction Services

Dear Mr. Sondrol:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the Flink Avenue Trail Improvement Project through final project closeout while maintaining compliance with the MnDOT Active Transportation Grant process.

Enclosed you will find a proposal to complete the tasks associated with the Flink Avenue Trail Improvement Project. The proposal includes an hourly breakdown to complete each of the tasks associated with the project. The terms of this proposal shall remain valid for the duration of 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

It is our understanding that the City of North Branch seeks to extend the Flink Avenue trail from the current end of the trail at 392nd Street to the existing sidewalk at Tanger Drive. This work shall include clearing and grubbing, aggregate base placement, retaining wall/sheet pile, bridge crossing, concrete pedestrian ramps, and bituminous trail installation.

It is our understanding that a preliminary layout / design was previously completed by LHB Engineering with the Sunrise Bluff 1st Addition however, requirements associated with the Active Transportation Grant funding will require a redesign to comply with State and Federal Trail Design standards.

The following scope of services is being offered to successfully complete the 2025 project.

The proposed scope of services will include the development of construction documents including final plans and project specifications and bidding assistance. This work also includes topographic survey, wetland delineation, construction administration, construction inspection and materials testing as required by MnDOT State funding requirements.

PROJECT APPROACH/SCOPE OF SERVICES

The tasks described below have been developed to provide the necessary construction services to construct the project consistent with City standards and expectations.

Task 1 | Data Collection

WSB will collect existing information necessary to complete the design for this project. Scope of work for this task includes:

- Gopher State One Call - WSB will submit a Gopher State One Call Ticket for the project areas to assemble utility information which will be shown on the plans. WSB will facilitate one preliminary small utility coordination meeting to comply with Minnesota State Statute 216D.04.
- Topographic Survey - WSB will perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the project corridor. We will provide shot data for all topographic features including but not limited to trees, tree lines, roadway edges, private and public utility locations, hydrants, manholes, catch basins, inverts of flared end sections, culverts, street signs, property corners, etc.
- Wetland delineation – WSB will complete a Level 2 wetland delineation within the project area. The wetland delineation will be completed in conformance with the US Army Corps of Engineers Wetlands Delineation Manual.
- Preliminary Layout - WSB will prepare a prepare alignment and profile for the trail to serve as a visual analysis to review with City staff to identify and discuss specific project issues in the field. This way, there is an understanding of the potential issues and options that can be discussed prior to final design moving forward.

Task 2 | Final Design and Bidding

WSB will provide design services for the construction of a new trail along the west side of Flink Avenue from 392nd Street to Tanger Drive. The specifications developed for the project manual will adhere to current MnDOT Specifications for Construction and the City of North Branch Design standards. WSB will prepare the plans and specifications consistent with MnDOT Off-Road Shared Use Path Design standards and will also submit them for review and permitting. WSB will provide coordination of submittals with MnDOT and a response letter to all comments from MnDOT. WSB will manage the project schedule to ensure adequate time for the MnDOT State Aid review process and will perform quality control reviews regularly throughout the duration of the design.



Design of the project will also include:

Subtask 2.1: Existing Conditions Plans

- Locations and elevations of all physical features
- Existing right-of-way

Subtask 2.2: Final Design Plans and Specifications

WSB will prepare plans and specifications in collaboration with City Staff. WSB produced specifications shall supplement the City's standard construction documents.

- Alignment - a trail alignment will be required per State Aid plan standards.
- Profiles - Profiles will be created working in collaboration with City Staff.
- Cross Sections - WSB will also develop cross sections for the project.
- Storm Drainage Design - Improvements will be designed to accommodate the proposed trail within or adjacent to the existing roadside drainage ditch along Flink Avenue.
- Retaining Wall / Sheet Piling – Improvements will be designed to mitigate impact to adjacent wetlands and river crossing.
- Stormwater Pollution Prevention Plan - A SWPPP will be developed for the project.
- Traffic Control - Traffic control plans will be included in the plans.
- Quantity tabulations - quantity tabulations will be required per State Aid plan standards.

Deliverables:

- 60 percent submittal: Draft plan set for review and comment by City Staff.
- 90 percent Submittal: Draft plan set for review and comment, to be followed by submission to State Aid for review and funding of the project.
- 100 percent Submittal: Final plans and specifications will be provided in both drafting file and pdf in full and half sizes.

Subtask 2.3: Prepare Contract Documents

WSB will work with City Staff to prepare all contract documents in accordance with City Standards.

Subtask 2.4: Submit for City Review and Approval

WSB will submit all construction and contract documents to the City for review prior to issuance.

Subtask 2.5: Obtain All Required Permits

WSB will prepare and submit all required permit documents, including, but not limited to:

- NPDES.

Subtask 2.6: Prepare Opinion of Probable Construction Costs

WSB will prepare an Opinion of Probable Cost at the 90% and 100% plan submittals for the project.

Subtask 2.7: Bidding

The WSB project team will complete all necessary work to bid the project, including:

- The preparation of an advertisement for bids.
- Publishing the advertisement for bids in both the City's official newspaper and Quest CDN.
- Uploading the project plans and specifications for electronic purchase.
- Delivery of hard copy plans and specifications to the City for sale at City Offices.
- Responding to contractor bidding questions.
- Issuing addenda as needed.
- Attendance at electronic bid opening.
- Preparation of a bid tabulation and a bid summary.
- Preparation of a letter of recommendation regarding the bid award.
- Preparation of contract documents and the Notice of Award to the contractor once authorized by the City Council.



Task 3 | Construction Services

WSB will provide the City with Construction Administration and Observation Support throughout the construction phase of the project, including:

Subtask 3.1: Construction Administration

WSB will:

- Facilitate the preconstruction conference.
- Perform on-site review of the project's work and status as needed.
- Attend progress meetings as needed.
- Prepare change orders and other written directives as needed.
- Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.
- Complete State Aid documentation as required.
- Review and sign off on pay requests.

Subtask 3.2: Field Staking

- Stake limits of construction and right-of-way.
- Provide line and grade stakes.
- Provide cut sheets for all improvements.
- Stake locations for signage.
- Stake other facilities as necessary.
- Provide survey data to be used for record drawings. Information will include, but it not limited to the x,y and z coordinates of the facilities listed above, in addition to manhole/catch basin rim and all inverts.

Subtask 3.3: Construction Material Testing

WSB will follow the SALT schedule of materials testing, including, but not limited to:

- Perform soil density testing utilizing the nuclear gauge method.
- Perform soil sampling proctor evaluations.
- Perform gradations for granular borrow, aggregate base, topsoil and bituminous mix.
- Perform bituminous density testing.
- Perform concrete testing for curb and gutter and sidewalk.
- Communicate verbal testing results to the City inspection staff as soon as results are available.
- Provide written testing reports to the City within two weeks of testing.
- Utilize survey stationing for all testing results.

Task 4 | Project Closeout

WSB will provide all project closeout services for the project, including:

Subtask 4.1: Conduct Final Review of the Project

- Production of the Final Pay Voucher for the project.
- Requesting all necessary project closeout documentation (final lien waivers, IC134s and the maintenance bond) from the contractor.
- Preparing all closeout paperwork and documents per State Aid (AT Grant) requirements.

Subtask 4.2: Prepare Letter of Final Acceptance and State Aid (AT Grant) Final Pay Request

Subtask 4.3: Prepare the Record Drawings

- WSB will prepare as-builts consistent with the City of North Branch standards. Deliverables will include a .pdf and CAD version of the as-builts.



SCHEDULE

It is understood that the grant funding received for this project requires the project to be completed during the 2025 summer construction season. To meet the desired project completion date, we propose the following schedule:

Data collection & topographic survey.....	January 2025
60% plan submittal.....	February 28, 2025
90% plan submittal.....	March 14, 2025
100% plan submittal & State Aid review	April 11, 2025
Wetland delineation.....	late April / early May 2025
Bid opening	May 28, 2025
Award contract for construction.....	June 10, 2025
Begin construction.....	June 2025
Project closeout.....	December 2025

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	Data Collection	\$8,704
2	Final Design & Bidding	\$49,669
3	Construction Services	\$35,194
4	Project Closeout	\$6,334
	Total	\$99,901

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 **\$99,901**. 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: _____



Estimate of Cost
City of North Branch, MN
Professional Engineering Services
Flink Avenue Trail Improvement Project

Task Description	Estimated Hours										Total Hours	Cost
	Project Engineer	Engineering Technician	Structural Engineer	Structural Technician	Wetland Delineation	Construction Administration	Construction Observer	Onsite Survey	Office Survey	Admin		
	Matthew Greenslit	Dan Horseji	Carl Osberg	Stan Hill	Shawn Williams	Paul Kyle	Jordan Brelje	2-Person Crew	James Barich	Karla Pederson		
1 Data Collection												
1.1 Gopher State One Call	2										2	\$374
1.2 Topographic Survey								6	2		8	\$1,972
1.3 Wetland Delineation					16			4			20	\$3,732
1.4 Preliminary Layout	10	4									14	\$2,626
Task 1 Total Estimated Hours and Fee	12	4			16			10	2		44	\$8,704
2 Final Design and Bidding												
2.1 Existing Conditions Plan	5	4									9	\$1,691
2.2 Final Design Plans and Specifications	124	54	14	22							214	\$41,248
2.3 Prepare Contract Documents	10		4							6	20	\$3,706
2.4 Submit for City Review and Approval												
2.5 Obtain all Required Permits	2										2	\$374
2.6 Prepare Opinion of Probable Construction Costs	10										10	\$1,870
2.7 Bidding										6	6	\$780
Task 2 Total Estimated Hours and Fee	151	58	18	22						12	261	\$49,669
3 Construction Services												
3.1 Construction Administration						30	140				170	\$26,140
3.2 Field Staking								14	4		18	\$4,474
3.3 Construction Materials Testing												\$4,580
Task 3 Total Estimated Hours and Fee						30	140	14	4		188	\$35,194
4 Project Closeout												
4.1 Final Review of the Project						12				8	20	\$3,656
4.2 Final Acceptance and Final Pay Request						4				4	8	\$1,392
4.3 Record Drawings		4						2			6	\$1,286
Task 4 Total Estimated Hours and Fee		4				16		2		12	34	\$6,334
Total Estimated Hours	163	66	18	22	16	46	140	26	6	24	527	
Hourly Billing Rate	\$187	\$189	\$264	\$189	\$167	\$218	\$140	\$265	\$191	\$130		
Total Fee by Labor Classification	\$30,481	\$12,474	\$4,752	\$4,158	\$2,672	\$10,028	\$19,600	\$6,890	\$1,146	\$3,120		\$99,901
TOTAL PROJECT COST												\$99,901



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/23/2025

Board & Commission: City Council

Subject: Accept resignation of Deputy Clerk and authorize staff to post City Clerk position

Background

The City of North Branch received written notice of resignation from the Deputy Clerk assignment from Angela Tveit with her last day being January 10, 2025. She was assigned to this position with an MOU with the Teamster's Union serving as both the Deputy Clerk position and the Administrative Support position in Public Works.

A request was brought to the City Council on January 14, 2025 to accept the resignation and post the open Clerk position. Staff was directed to reach out to Angela Tveit and her PW Supervisor Shawn Williams to see if she would be willing to rescind her resignation and continue with the Deputy Clerk role. She declined the request.

With consideration that Ms. Tveit has chosen to resign and the option for her to resume the Deputy Clerk role as requested by City Council was declined, the City needs to move forward with the hiring process for the City Clerk position in order to maintain the necessary services to the Community.

Staff Recommendation and Requested Council Action

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

Voting Requirements:

Voting Options Simple Majority



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/23/2025

Board & Commission: City Council

Subject: Approval of low bid for 1 year contract for Official Newspaper

Background

The City of North Branch sent requests to 3 local newspapers for our official newspaper back in November and received 2 quotes. The request was for 1 year. One of the newspapers offered a 3 year option, but that was not part of the quote packet so we are moving forward with the year agreement to avoid any procedural issues and will go out for bids again in the fall. Bid responses are attached, a summary is as follows:

Isanti-Chisago County Star - \$1.95 per column inch

County News Review - \$1.99 per column inch

The Isanti-Chisago County Star is the low bid and has been the City's Official Newspaper for the last 3 years.

The City Council has already appointed the Isanti-Chisago County Star the Official Newspaper as part of the Annual Meeting, but is required to officially approve the bid request. This was delayed due to staff turnover in the Clerk's office.

Staff Recommendation and Requested Council Action

Administration recommends a Motion and Second to approve the Isanti-Chisago County Star as the City of North Branch's Official Newspaper for calendar year 2025 with a rate of \$1.95 per column inch.

Voting Requirements:

Voting Options Simple Majority



December 1, 2024

Angela Tveit, Deputy Clerk
City of North Branch
PO Box 910
North Branch, MN 55056

Dear Ms. Tveit,

Please accept our 2025 bid to remain the official newspaper for the city of North Branch. The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the city of North Branch as set forth in MN Statute 331A.02.

- The *Star* is distributed free weekly to 8,466 households including **1,500 in the city of North Branch**. Please see the attached CVC Audit for circulation verification and demographic information.
- We post all legal notices to our website www.Isanti-chisagocountystar.com, under a public notice tab and on the statewide public notice website www.mnpublicnotice.com, at no additional charge and free to all viewers.
- We post all notices in the *Star* e-edition also on the website at no additional charge and free to all viewers.
- We are the only locally owned newspaper so money spent with us is re-invested in the area.
- We have 17 full-time and 7 part time employees in our Cambridge facility who put together all of our newspapers with 2 of us living in the city of North Branch.

Our bid is **\$1.95** per column inch if you contract with us for one year or **\$1.85** per column inch if you contract with us for three years.

We use 7 point type and 9 lines per inch which equates to the index figure of **0.169** for the 1 year contract or **0.161** for the three year contract.

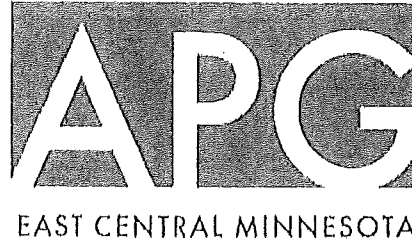
We would prefer legal notices emailed to starlegals@countystar.com. Our deadline is noon on Mondays for Thursday publication.

Thank you for the opportunity to bid to remain the official newspaper for the city of North Branch for 2025-2027. We regularly attend your council meetings and have a long history of serving the residents of the city. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Andres', with a stylized flourish at the end.

Jeff Andres
Group Publisher
Isanti-Chisago County Star



234 S Main Street, Cambridge, MN 55008 | 763-691-6001 publicnotice@apgecm.com

November 27, 2024

City Council
City of North Branch
P.O. Box 910
North Branch, MN 55056

Dear City Council Members:

Please accept the following bid from the **County News Review** for legal newspaper designation for the City of North Branch. *This newspaper meets all requirements and is qualified by the State of Minnesota as a legal newspaper in Chisago County under Minnesota Statutes Section 331 A.02, Subd. 1.*

The following rate structure is effective January 1, 2025

Per column inch rate: \$1.99

Index: 0.1800

Font: Helvetica Neue Lt Std., 7 point body, 8 point heading

Lines per Inch: 9

Circulation: 1007 plus available at local businesses for pickup

To expand the coverage, your legal notices will be published in the Scotsman at no charge. It is mailed to over 32,800 homes weekly free.

All published legal notices are posted at no additional charge on the County News Review and Minnesota Newspaper Association websites. The notices are free for the public to view on these websites. The County News Websites has an average of 42,000 views monthly.

The County News Review is published weekly on Thursday. The deadline is 10:00 a.m. on Monday for publication in the same week. Early deadlines apply the week of a holiday. Please email legal notices to publicnotice@apgecm.com. A \$20 charge will be assessed on legal notices that require typing.

Thank you for considering the County News Review as the official newspaper for the City of North Branch for the upcoming year. Your city council meetings are attended by our reporter and published regularly. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck
Legal Notice Department Manager



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 01/23/2025

Board & Commission: City Council

Subject: Resolution R-143-2025 Approving Engineering Services contract for the 2025 Local Street Overlay Project

Introduction:

The 2025 Pavement Improvement Project is made up of local streets and trails identified in need of two-inch asphalt overlay. The first step for this project is to approve the engineering services contract with the City's Engineering Firm, WSB and Associates. The contract for services includes the preparation of the project design plans, materials testing, construction observation, bid preparation and publishing, creating the bid tabulation and bid verification with letter of recommendation for award of the project. I have included a copy of the full scope of services for your review. I am asking council to consider approving in the form a motion the following three items:

1. Authorizing the preparation of plans and specifications for the 2025 Pavement Improvement Project.
2. Authorizing the advertisement for bids for the 2025 pavement improvement project.
3. Authorizing approval of the engineering services contract with WSB and Associates.

Below are the list of proposed streets including a map showing the locations. This year's project does include the paving of 1 mile of a high traffic gravel road, Hemingway Ave. Hemingway will be paved from 372nd St. to 360th St. both 372nd, and 360th, streets are paved already. Paving Hemingway will now complete a uniform connection to existing collector streets.

Also included in the project as trail maintenance is to overlay the asphalt walking trail on east side of Grand Ave. from Hwy. 95 south to the Sunrise School. This is the first year the city has had funding to apply to trail maintenance, this is great progress as they city has many miles of trails to maintain, and this trail segment is highly used for school and public pedestrian traffic.

Background Information:

The 2025 Street Pavement Improvement Project consists of the overlay of all or portions of ten streets, one trail, and paving of an existing gravel road in North Branch. All proposed streets are in pavement overlay schedule and just over the 20-year pavement life cycle when an asphalt overlay is required.

These streets include:

- Evergreen Avenue
- 374th Court
- Eagle Lane
- Eagle Court
- Eaglewood Avenue
- Third Avenue
- Second Avenue
- Butternut Street
- Red Fox Run
- Oak Circle
- Grand Ave Trail
- Hemmingway Avenue

It is understood that the existing roadway widths will be maintained, and minimal impacts will be made outside of the curb or edge of bituminous with the exception of as-needed curb replacement or shoulder work.

The roadways identified on the map are all local streets.

Funding/Financing:

The total project budget is \$1,355,000 and includes all proposed overlay costs as well as all engineering, survey, administrative, inspection, materials testing and contingency costs. Approximately \$1,241,000 will be funded from the city's street improvement fund, and the remaining \$114,000 will be funded from the trail improvement fund.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-143-2025

Resolution R-143-2025 Approving Engineering Services contract for the 2025 Local Street Overlay Project

WHEREAS, the city has a pavement preservation plan which includes street reconstruction and asphalt overlays and,

WHEREAS, WSB the city engineer has estimated the 2025 overlay project cost at \$1,355,000 for the local street overlay, including the trail segment on Grand Ave. This includes all fees for WSB engineering to complete the plans and specifications, ad for bid, construction inspection and observation, materials testing as noted in the attached report for a fee of \$61,382.00,

Now, Therefore, Be It Resolved That: The City of North Branch Council approve the 2025 Local Overlay Engineering Services Contract with WSB and Associates as presented, and that the total project budget is \$1,368,000 and includes all proposed overlay costs as well as all engineering, survey, administrative, inspection, materials testing and contingency costs, with approximately \$1,254,000 will be funded from the city's street improvement fund, and the remaining \$114,000 will be funded from the trail improvement fund.

SCOPE OF SERVICES

2025 Pavement Improvement Project

FOR THE CITY OF NORTH BRANCH



January 22, 2025

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

Re: 2025 Pavement Improvement Project
Work Plan – Engineering & Construction Services

Dear Mr. Williams:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the 2025 Pavement Improvement Project through final project closeout. See attached map.

Enclosed you will find a proposal to complete the tasks associated with the 2025 Pavement Improvement Project. The proposal includes an hourly breakdown to complete each of the tasks associated with the project. The terms of this proposal shall remain valid for the duration of 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

The 2025 Pavement Improvement Project consists of the following improvements:

Asphalt overlay of existing roadway:

- Evergreen Avenue (375th St to Eaglewood Ave)
- 374th Court (Evergreen Ave to cul-de-sac)
- Eagle Lane (Evergreen Ave to cul-de-sac)
- Eagle Court (Evergreen Ave to cul-de-sac)
- Eaglewood Avenue (374th St to 800-feet north)
- Third Avenue (Cedar St to Butternut St)
- Second Avenue (Cedar St to Butternut St)
- Butternut Street (3rd Ave to Grand Ave)
- Red Fox Run (8th Ave to Cougar Tr)
- Oak Circle (8th Ave to Oak Cir)

Asphalt paving of existing gravel roadway:

- Hemmingway Avenue (372nd St to 360th St)

Asphalt overlay of existing trail:

- Trail along the east side of Grand Avenue from TH 95 to just past Sunrise Elementary School.

It is understood that the existing roadway and trail widths will be maintained, and minimal impacts will be made outside of the curb or edge of bituminous with the exception of shoulder work.

The proposed scope of services will include the development of construction documents including final plans and project specifications and bidding assistance. This work also includes construction administration, construction inspection and materials testing as required by the City.

PROJECT APPROACH/SCOPE OF SERVICES

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

Task 1 | Final Design and Bidding

WSB will provide design and complete the contract documents necessary to construct the project as described:

Subtask 1.1 – Final Design

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- Prepare 60% plan set for review by city staff.
- It is assumed that no permit applications are required for this project.
- Prepare 100% plan set for review by city staff. The City Engineer will be integrally involved in the review of the project through the final design process, but to ensure the quality of the final plans and specifications.
- Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.



Subtask 1.2 – Bidding

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Prepare and upload bidding documents to QuestCDN.
- WSB will field bidder's questions and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for the award of the project.

Task 2 | Construction Contract Administration, Observation

WSB will provide construction observation services for the project, which will include the following:

Subtask 2.1 – Construction Contract Administration

WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

- Attend construction meetings for close coordination of day-to-day progress of work and ensure the project is being completed as intended. It is assumed weekly construction meetings will be coordinated with WSB office hours.
- Communicate regularly with involved stakeholders to keep them informed regarding the impact of construction to the area, including neighbors, businesses, and local agencies.
- Review, document and file contractor permits, submittals, test reports, and certificates of compliance.
- Accurately verify contract pay items.
- Prepare all pay vouchers in accordance to project revenues and expenses.
- Prepare contract change documents and cost estimates with negotiations with the contractor on any contract changes.
- Respond to all contractor requests for information (RFI).
- Complete all necessary field finalizing of the project documentation in accordance with project specifications.

Subtask 2.2 – Construction Observation

WSB will provide Construction observation services through construction of the project and final project closeout. This will include:

- Construction survey for shape and pave
- Record all construction activities daily, making a complete and accurate record of all events.
- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance to applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractors schedule and needs.
- Exercise the "Authority and Duties of the Inspector" as necessary



Task 3 | Material Testing

WSB will provide material testing services for construction based on the testing rates as defined in the City Standard Specifications for Construction

SCHEDULE

It is understood that the grant funding received for this project requires the project to be completed during the 2025 summer construction season. To meet the desired project completion date, we propose the following schedule:

Prepare plans and specifications February-March 2025
Bid opening April 2025
Award contract for construction..... May 13, 2025
Begin construction..... June 2025
Project closeout..... December 2025

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	Plans/Specifications/Bidding	\$27,162
2	Construction Survey/Administration/Observation	\$24,420
3	Material Testing	\$9,800
	Total	\$61,382

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 **\$61,382**. 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:

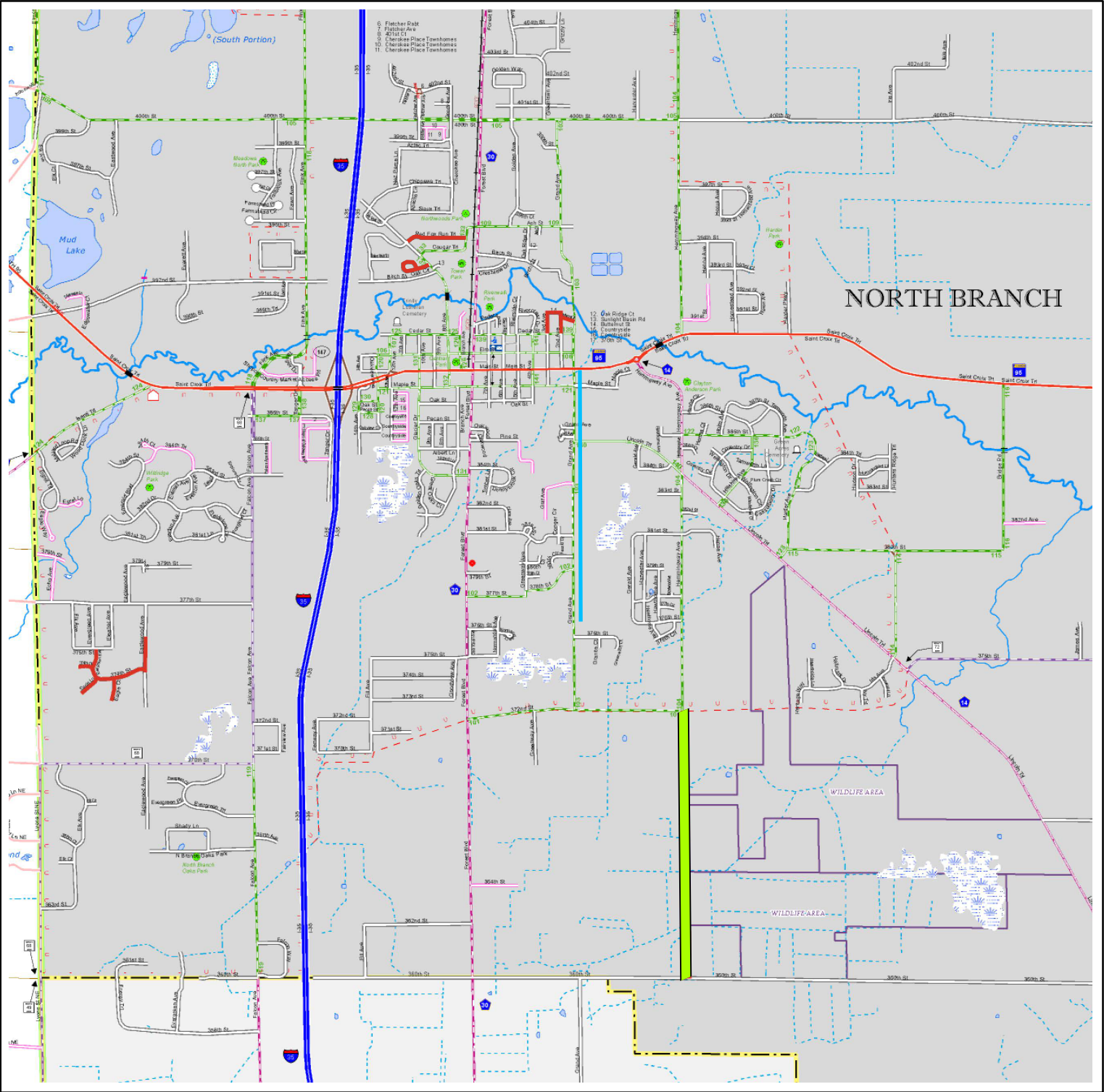
I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of North Branch and WSB on January 4, 2022.

Signature: _____

Name/Title: _____

Date: _____

North Branch Street Local Road Overlay Proposed 2025



- Local Road Proposed Overlay
- Local Trail Proposed Overlay
- Local Road Proposed Gravel Road Paving

DATE: 2025-JAN-08

Local Street Proposed Overlay 2025						
No	Street	From	To	Length (Ft)	Width (Ft)	Sq Ft
1	Evergreen Ave	375th St	Eaglewood Ave	1960	24	47040
2	374th Ct	Evergreen Ave	Cul de sac	380	24	9120
3	Eagle Ln	Evergreen Ave	Cul de sac	575	24	13800
4	Eagle Ct	Evergreen Ave	Cul de sac	580	24	13920
5	Eaglewood Ave	Evergreen Ave	800 ft N	800	24	19200
6	Third Ave	Cedar St	Butternut St	510	22	11220
7	Second Ave	Cedar St	Butternut St	510	32	16320
8	Butternut St	Third Ave	Grand Ave	620	32	19840
9	Red Fox Run	8th Ave	Cougar Tr	1475	32	47200
10	Butternut St	Third Ave	Grand Ave	1160	22	25520
Proposed Overlay Totals				5935		223,180
Local Trail Proposed Overlay 2025						
11	Grand Ave	TH 95	376th St	6600	8	52800
Local Streets Proposed Gravel Paving 2025						
12	Hemmingway	372nd St	360th St	6510	24	156240



Task	Description	Senior Project Manager	Project Engineer	Engineering Technician	Construction Observer	Two-Person Survey Crew	Survey Technician	Survey Coordinator	Administrative	Total Hours	Task Cost
		Justin Messner	Kate Achenbach	Tim Cartony	Jordan Brelje		Pete Bade	Jim Barich	Karla Pederson		
	Plans/Specifications/Bidding										
1	Final Design and Plans	2	140	20						162	\$ 22,700.00
2	Specifications and Contract Documents	2	6						4	12	\$ 1,574.00
3	Cost Estimates	4	12							16	\$ 2,108.00
4	Bidding Administration								6	6	\$ 780.00
										196	\$ 27,162.00
	Construction Services										
1	Construction Observation				142					142	\$ 18,318.00
2	Construction Administration	4							4	8	\$ 1,080.00
3	Construction Staking					16	3	1		20	\$ 5,022.00
										170	\$ 24,420.00
	Material Testing										
1	Material Testing	Lump Sum								LS	\$ 9,800.00
											\$ 9,800.00
Total Hours		12	158	20	142	16	3	1	14	354	
Hourly Cost		\$ 140.00	\$ 129.00	\$ 218.00	\$ 129.00	\$ 265.00	\$ 197.00	\$ 191.00	\$ 130.00		
Labor Costs		\$ 1,680.00	\$ 20,382.00	\$ 4,360.00	\$ 18,318.00	\$ 4,240.00	\$ 591.00	\$ 191.00	\$ 1,820.00		
Total Costs											\$ 61,382.00



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 01/15/2025

Board & Commission: City Council

Subject: 2024 Police Activity Report

Our police department provides 24/7 police coverage and currently consists of 14 sworn officers, including the police chief, two patrol sergeants, two investigators, a school resource officer, and eight patrol officers. We are currently in the hiring process for two vacant patrol officer positions. As part of the 2025 budget process, the City Council also approved the hiring of a 15th sworn police officer position effective June 2025. In addition to our sworn staff, we have an office manager and an administrative assistant along with five volunteer police reserve officers.

Attached is an incident summary list of our police activity for the past six years. During 2024, the police department handled a total of 16,288 incidents/calls for service. Our department issued 750 citations and made 187 arrests during the calendar year.

Proactive enforcement and our commitment to community policing initiatives continue to be among our top priorities. As you can see, traffic stops and extra patrol initiatives such as area/park/business checks continue to increase. We believe that these initiatives directly contribute to the reductions that we have seen during the past couple of years in categories such as burglaries and thefts. Our police reserve unit also volunteered more than 745 hours last year helping out at our community events and assisting our sworn staff on calls such as medicals, public assists, vehicle lockouts, motor vehicle crashes, and prisoner transports.

We continue to expand and build upon our community engagement initiatives. We were involved with several community events during 2024, which included:

- North Branch Area Chamber's Home and Garden Expo
- North Branch Area Chamber's Fall Harvest Festival
- North Branch High School Career Fair
- Night to Unite
- Coffee/Cone/Cocoa with a Cop Events

- Annual "*Walk and Roll to School*" Events
- McDonald's McHero Night
- "*Learn your Limits*" TZD Education Events (Tailgaters, Muddy Cow, Pizza Pub)
- Law Enforcement Special Olympics Torch Run
- Annual "*Stuff the Squad*"
- Public Safety Parade and Christmas Tree Lighting Ceremony

Voting Requirements:

N/A - INFO

North Branch Police Department

Incident Summary List

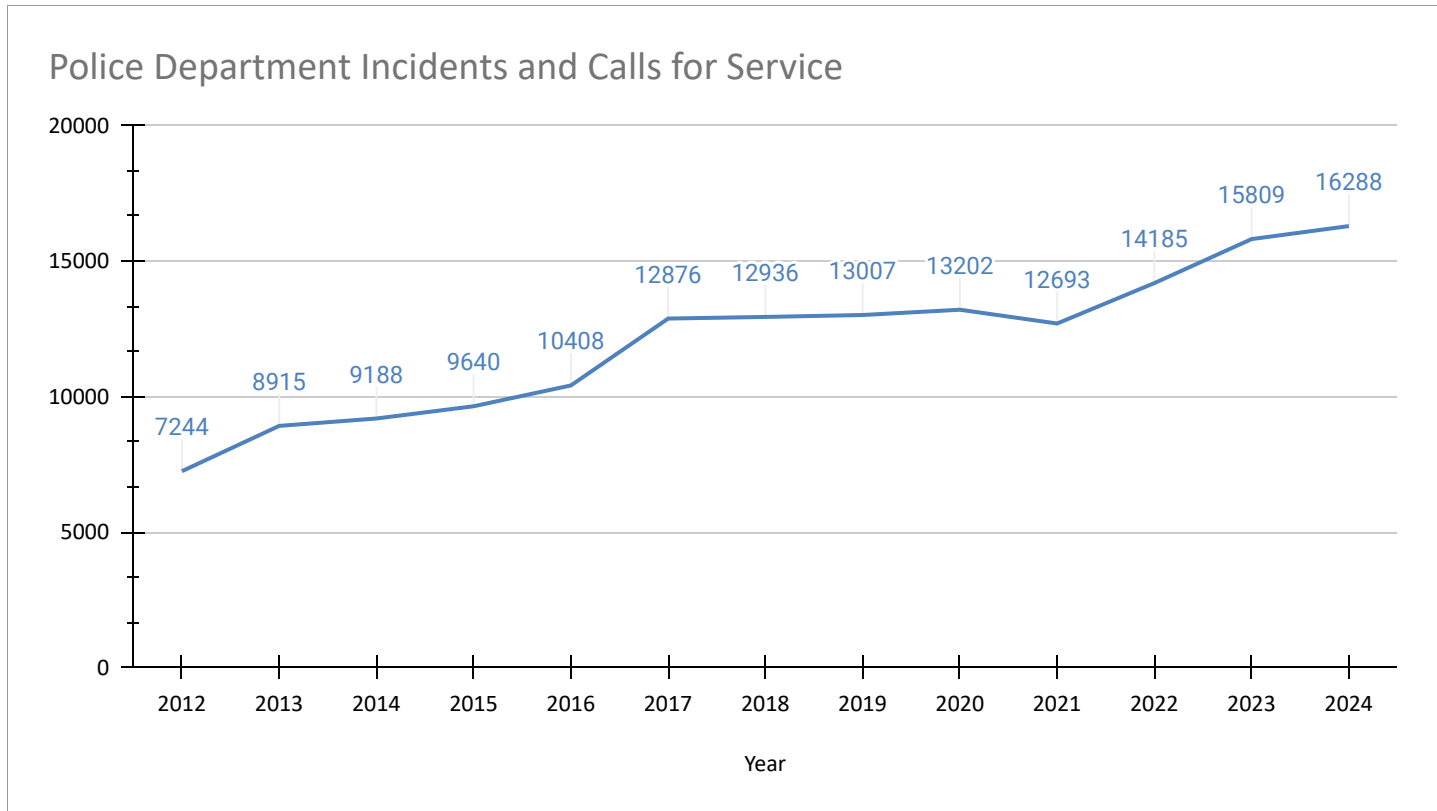
6408 Elm St | North Branch, MN 55056 | Phone: (651) 674-8848

**** For official use only ****

	2019	2020	2021	2022	2023	2024
911 Text, Hangup, or Open Line	160	153	190	186	349	231
Abandoned Vehicle	24	27	21	23	9	23
Adult Protection/Neglect/Missing Person	82	58	69	88	85	122
Alarms	331	300	249	278	275	298
All Pedestrian Complaints	16	22	26	12	25	34
Animal Complaints	207	162	175	153	161	242
Assaults	49	37	51	42	62	43
Assist Other Agency	287	219	214	239	292	316
Attempt to Locate	10	17	14	24	10	17
ATV Permits	0	0	0	88	69	66
Backgrounds/Fingerprints	59	53	64	55	49	43
Burglary	30	32	21	22	12	11
Burning Complaint	41	30	19	16	30	25
Check the Welfare	178	196	220	266	238	226
Check the area, Business, Park, Residence	2996	3240	2841	4336	5414	5646
Child Dispute/Visitation	41	40	22	47	39	43
Child Protection/Neglect	258	217	179	210	210	205
Civil Complaint	51	54	62	72	55	44
Community Policing/Events	206	131	100	168	181	197
Crashes/Motor Vehicle Accidents	240	239	249	233	195	256
Criminal Damage to Property/Vandalism	57	81	92	75	58	61
Criminal Sexual Conduct	19	20	29	17	20	21
Death of Person	9	8	11	17	12	15
Deliver Emergency Message/Notification	3	4	9	2	5	7
Detail/Activities	128	92	69	102	89	95
Disorderly Conduct/Disturbance/Disputes	246	230	237	265	261	256
Dogbites	7	12	22	11	14	16
Dog Licenses	113	109	61	61	72	53
Domestic Disturbance/Domestic Assaults	114	146	156	136	137	136
Driving Complaint	354	376	321	266	240	248
Drug Activity	60	45	54	47	32	28
Dumping/Littering Complaint	14	31	16	17	30	10
Executive Order Violations	0	45	6	0	0	0
Extra Patrol/Radar Trailer	388	526	505	361	217	216
Financial Fraud-Check/Credit Card	56	63	85	59	65	84
Fire Call	55	34	38	39	44	48

Fireworks Complaint	24	53	36	30	17	24
Found Property	71	89	70	59	62	52
Funeral Escort	13	12	12	14	10	10
Golf Cart Permits	0	0	0	0	0	5
Gun Complaint/Shots Fired	20	38	17	14	19	10
Gun Permit	107	266	170	159	154	137
Harassment	74	69	77	69	79	84
HAZMAT Spill or Release	5	1	6	1	3	5
Homicide	0	0	0	0	0	0
Hunting/Fishing/Trapping Complaints	4	9	7	6	5	6
Informational ICR	121	114	108	102	121	100
Internal Affairs/Officer Complaints	1	0	0	1	4	3
Intoxicated Driver	22	38	44	30	36	32
Intoxicated person	31	27	31	16	20	19
Juvenile-Alcohol, Tobacco, Party, Etc.	123	95	53	84	98	97
Juvenile-Missing Person	46	36	35	40	25	16
Lift Assist	57	55	82	103	76	91
Lost Property	30	16	15	15	11	10
Mail Tampering	2	30	6	13	10	4
Medical Call	666	721	782	887	804	959
MI/Psych Issue	23	48	75	59	45	67
Miscellaneous/Other	311	253	215	183	163	156
Motorist Assist	120	85	93	62	71	75
Natural Gas/Propane Leak	20	25	22	19	16	26
Noise Complaint	44	43	68	71	101	141
OFP/HRO Service/Violations	18	38	36	35	46	29
Open Door/Window	10	6	22	15	5	11
Ordinance Violation/Peddler Complaint	17	10	9	10	15	9
Parking Complaint	204	114	178	240	192	132
Phone Fraud	12	4	5	4	3	4
Predatory Offender Reg	26	32	12	15	20	34
Probation Check/PBT	46	23	10	25	11	7
Public Assist	206	197	265	306	357	350
Pursuit-Vehicle	6	9	10	7	8	7
Recovered property/vehicles	5	9	10	6	2	3
Road Hazard	71	75	48	54	45	75
Robbery	2	2	1	4	2	1
School Related Complaints/Duties (SRO)	0	57	68	61	23	9
Squad Checks	633	790	1035	966	961	989
Stop arm Violation	19	14	15	18	15	3
Suicidal Person	57	90	79	63	40	48
Suicide	1	2	2	2	4	1
Suspicious Activity, Person, Vehicle	491	618	575	480	526	455

Theft	131	192	151	150	126	90
Theft-attempted	3	5	7	5	6	1
Theft-from Vehicle	28	24	40	28	19	4
Theft-of Gas	140	82	65	124	89	0
Theft-of Identity	7	4	9	10	17	11
Theft-of Vehicle	20	30	26	26	18	16
Threats	45	53	65	58	59	56
Traffic Stop	1720	1317	1186	1197	1989	2172
Trespass Complaint	26	29	53	49	51	42
Vehicle Off Road	92	86	82	45	31	38
Vehicle Repo	16	15	22	9	14	24
Walkaway from Facility	13	20	14	17	16	35
Warrant Arrest, Info, Attempt, Probation	118	83	72	86	93	121
Total	13007	13202	12693	14185	15809	16288





Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/22/2025

Board & Commission: Planning Commission

Subject: Approve Resolution R-140-2025 Amending Comprehensive Plan from (R3) High Density Res to (I) Industrial - Lots 4 & 5, Block 2, Essby Business Park 4th Addition

Voting Requirements:

Voting Options Simple Majority

Date: 01/28/2025

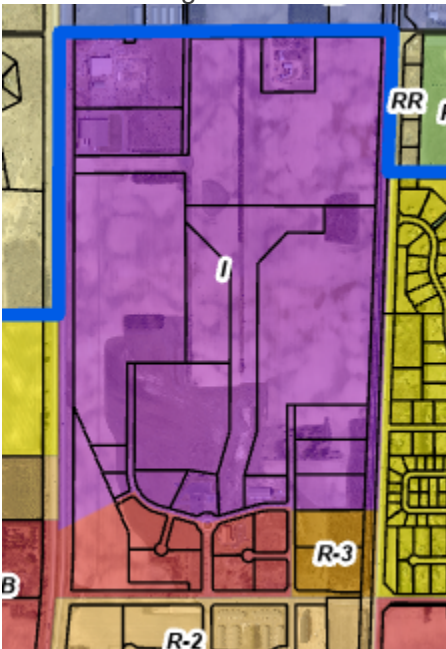
To: North Branch EDA

From: Nate Sondrol – Community Development Director

Re: Comp Plan and Rezoning – (R3) High Density Residential to (I) Industrial

Background Info

The City has over 200 acres of vacant land currently available in the Interstate Business Park that are being marketed for sale. The land consists of predominately industrial zoned properties along with some commercial and high-density residential. The park has good visibility and access bounded by I35 to the west, 400th St to the south, Co Rd 30 along with rail to the east and 410th Street to the north. See the map below.

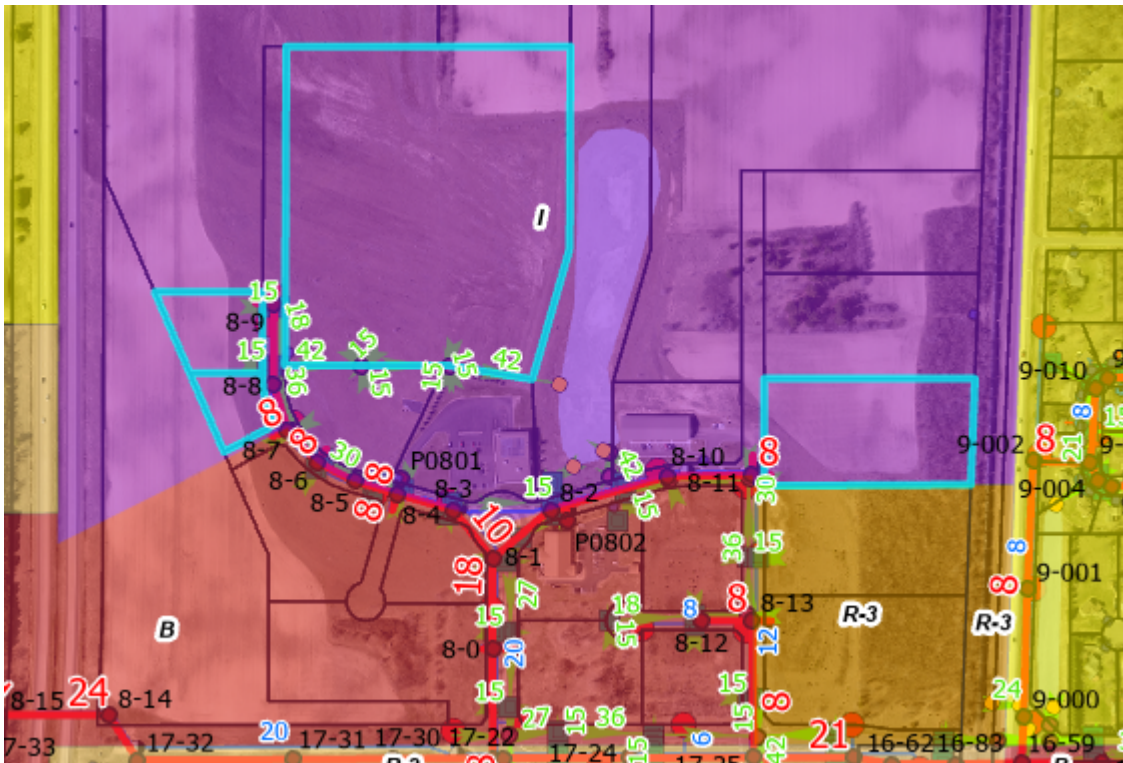


City Staff have received inquiries for potential industrial projects looking for sites that are immediately available and that do not require the additional cost and time to extend streets and utilities in the industrial park.

There are currently four (4) industrial zoned parcels that have streets and utilities and available.

This includes the following parcels:

PID	Lot	Block	Plat	Acres	Utilities	Street
11.01072.22	2	1	Essby Business Park 2nd Addition	0.94	Y	Y
11.01072.21	1	1	Essby Business Park 2nd Addition	1.65	Y	Y
11.01072.30	2	3	Essby Business Park 4th Addition	4.98	Y	Partial
11.01072.24	1	1	Essby Business Park 3rd Addition	20	Y	Partial



There are multiple outlots that have the ability to be replatted and provide for larger parcels with utility and street access with these parcels.

The City has also received inquiries for High Density Residential zoned properties.

There are currently two (2) five acre parcels (10 total acres) that are landuse guided LUR-3 and zoned R3 - High Density Residential that are located in the industrial park at the northwest corner of Co Road 30 and 400th Street and both of the parcels have streets and utilities adjacent to them. This is the only existing high density residential guided land owned by the City/EDA. The EDA does own a 7 acre parcel guided and zoned R2- Medium density residential on the south side of 400th St.

This includes the following parcels:

PID	Lot	Block	Plat	Acres	Utilities	Street
11.01072.31	4	2	Essby Business Park 4th Addition	5	Y	Y
11.01072.32	5	2	Essby Business Park 4th Addition	5.8	Y	Y

the desire to work in unison with the EDA and ultimately recommended approval of the Comprehensive Plan Amendment and Rezoning from R3 - High Density Residential to I – Industrial

Economic Development Authority

The Economic Development Authority considered the comprehensive plan amendment and rezoning of the above discussed property from R3 – High Density Residential to I – Industrial at the January 21, 2025 meeting recommended approval of the Comprehensive Plan Amendment and Rezoning from R3 - High Density Residential to I – Industrial

Requested Action

To approve Resolution R-140-2025 amending the comprehensive plan amendment and rezoning R3 - High Density Residential to I – Industrial of Lots 4 & 5, Block 2, Essby Business Park 4th Addition

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-140-2025

A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION ON LOT 4 AND 5, BLOCK 2, ESSBY BUSINESS PARK 2ND ADDITION FROM LUR3 – HIGH DENSITY RESIDENTIAL TO LUI - INDUSTRIAL

WHEREAS, the City of North Branch has submitted an application for a Comprehensive Plan Amendment to amend the existing land use of High Density Residential to Industrial for Lots 4 & 5, Block 2, Essby Business Park 4th Addition within the City of North Branch, Minnesota; and

WHEREAS, the property is being reguידed from LU-R3 Business to LU-I Industrial as shown in Exhibit A:

WHEREAS, the Planning Commission has considered the Applicant’s request at a duly noticed Public Hearing which took place on January 7, 2025, and has recommended approval to the City Council; and

WHEREAS, the Economic Development Authority has considered the request on January 21, 2025, and has recommended approval to the City Council; and

WHEREAS, the City Council for the City of North Branch has considered the Planning Commission and Economic Development Authority’s recommendation at its January 28, 2025, City Council Meeting;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA; that it does hereby approve the request for the reguידing of the Comprehensive Land Use designation for Lots 4 and 5, Block 2, Essby Business Park 2nd addition, from LUR3 – High Density Residential to LUI Industrial based upon the following findings pursuant to MN Statute and North Branch Zoning Ordinance. The City Council’s approval is based upon the following findings:

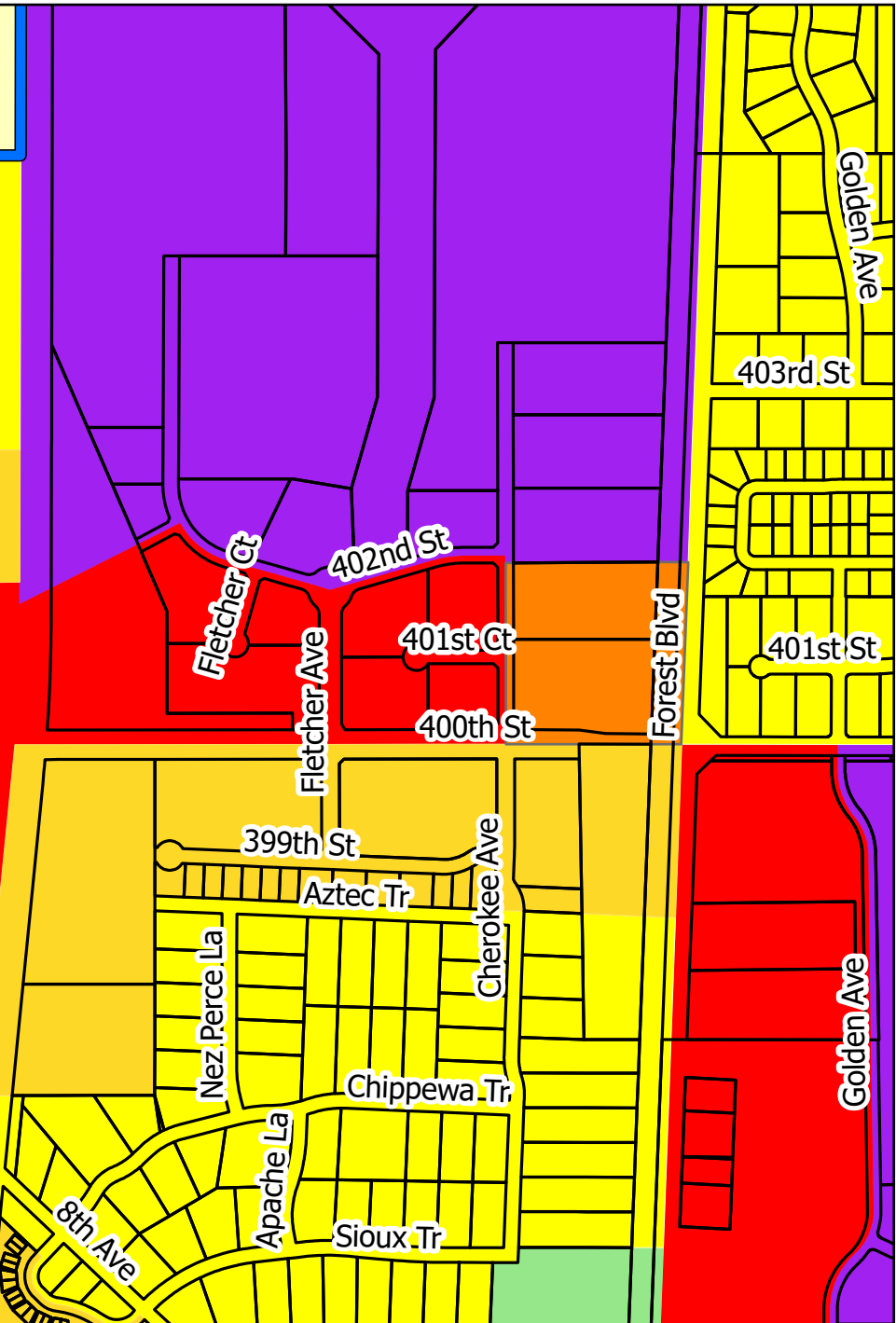
1. The residential buffer zone is no longer necessary for the transition from residential to industrial in that geographic area.

Passed by the City Council of North Branch, Minnesota this 28th day of January, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator



Existing



Proposed

EXHIBIT "A"



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/22/2025

Board & Commission: City Council

Subject: Approve Ordinance 392-25 amending the official zoning map of the City of North Branch from (R3) High Density Res to (I) Industrial - Lots 4 & 5, Block 2, Essby Business Park 4th Addition

Overview / Background

The City of North Branch applied for a comprehensive plan map amendment and rezoning of Lots 4 and 5, Essby Business Park 4th Addition from High Density Residential (R3) to Industrial (I). The subject properties are located on the northeast corner of 400th Street and Goodview Ave in the City's Industrial Park (Interstate Business Park).

Planning Commission Recommendation

The Planning Commission considered the request at a duly noticed Public Hearing which took place on January 7, 2025, and recommended approval to the City Council.

Economic Development Authority Recommendation

The Economic Development Authority considered the request on January 21, 2025, and recommended approval to the City Council.

Requested action

Motion to approve Ordinance 392-25 amending the official zoning map of the City of North Branch from (R3) High Density Res to (I) Industrial - Lots 4 & 5, Essby Business Park 4th Addition

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 392-25

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF NORTH BRANCH

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

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF NORTH.

SECTION #1: Rezoning to Industrial

The official zoning map in Sec 66-171 Map; Boundaries Of Districts of the City of North Branch, is hereby amended as follows:

The Subject Property depicted in Exhibit A is hereby rezoned from R3–High Density Residential to I - Industrial. The rezoning is consistent with the amended Land Use Plan and guiding of the Subject Properties.

SECTION #2: Effective

The City Clerk is hereby directed to revise the Official Zoning Map in Sec 66-171 Map; Boundaries Of Districts consistent with this Ordinance.

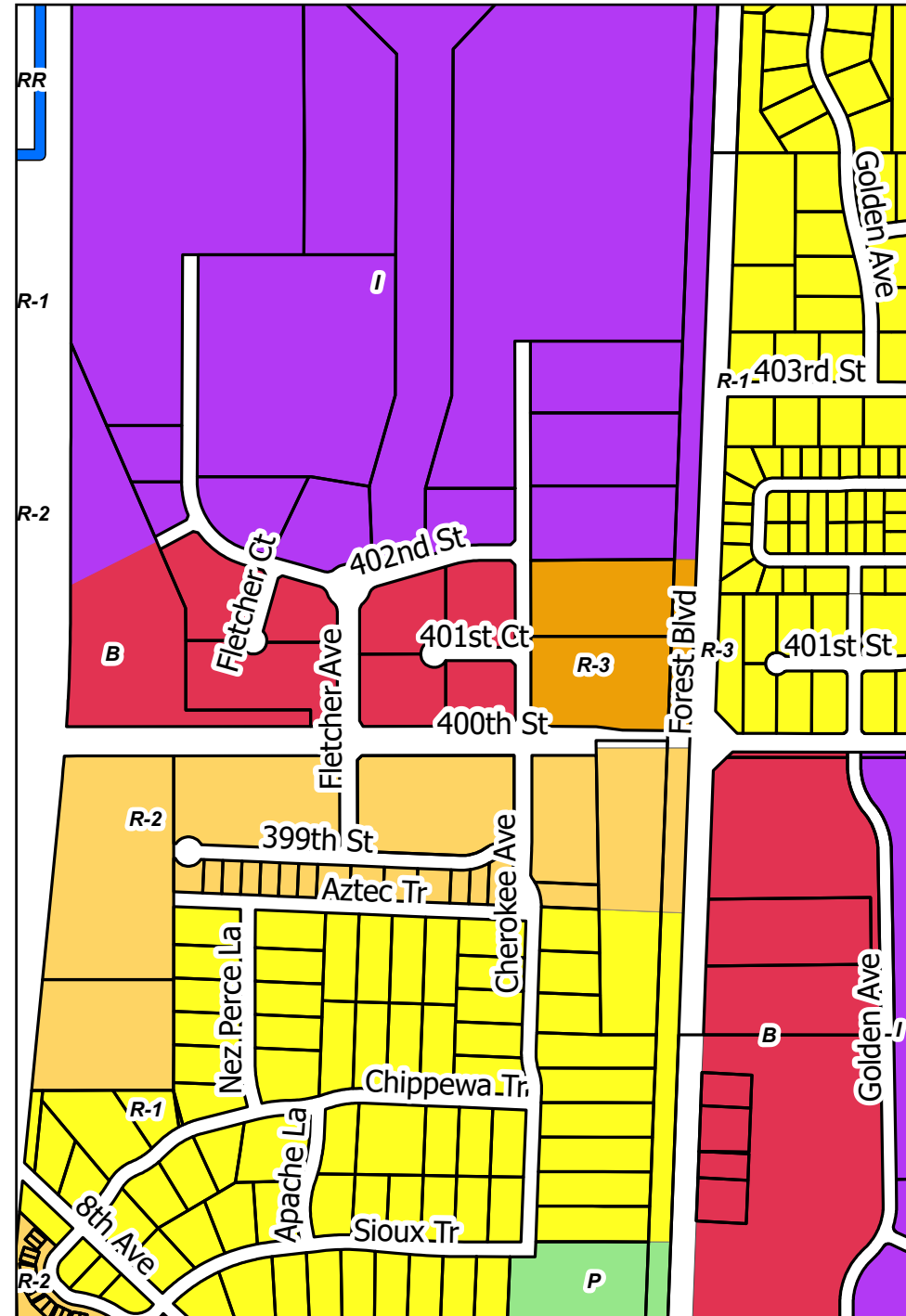
This ordinance shall have full force effect upon its passage and publication

Passed by the City Council of North Branch, Minnesota this 28th day of January, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator



Existing

EXHIBIT "A"

Proposed