



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, MARCH 25, 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 meeting minutes - City Council Regular Meeting - March 11, 2025, 7:00 PM | ACTION |
| c. Approve meeting minutes - City Council Special Meeting, March 14, 2024, 2:00pm | ACTION |
| d. Approve meeting minutes - City Council Work Session, March 18, 2025 | ACTION |
| e. Approve meeting minutes - City Council Regular meeting, October 8, 2024 | ACTION |
| f. Approve meeting minutes - City Council Regular Meeting, December 10, 2024 | ACTION |
| g. Resolution R-163-2025 Approving Fisk Acres Minor Subdivision | ACTION |

- h. Approval of Appointment of Ross Otto to the Planning Commission ACTION
 - i. Receive Legal Report from City Attorney INFO
 - j. Approval of Application for 1 day Temporary Consumption and Display Permit for Chisago County Board on Aging ACTION
 - k. Approve the hiring of Ryan Saltis as City Planner for the Community Development Department. ACTION
 - l. Receive an invitation for Council Members to attend the League of Minnesota Cities Annual Conference June 25-27 INFO
 - m. Approve the Hire of Bryce Lind as Police Officer with a start date of June 1, 2025 ACTION
 - n. Approve Resolution R-161-2025 for 2025 Road Chloride Bid Approval ACTION
 - o. Resolution R-164-2025 Accepting the offer of dedication for public improvements and authorizing a financial security reduction Grand Point and Grand Point 2nd Addition ACTION
 - p. Resolution Approving 2025 Road Gravel Quotes ACTION
 - q. Resolution R-166-2025 Support for Circle of Honor Regional Veterans Memorial Grant Application ACTION
8. PUBLIC HEARINGS
9. STAFF REPORTS
- a. January 2025 Finance Update VERBAL UPDATE
 - b. Receive Advisory Meeting Minutes from Personnel, Public Safety, Public Works, Finance, and Liquor Store INFO
10. MAYOR/CITY COUNCIL
11. ADJOURNMENT

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



Prepared By: Sharon Wright, Finance Director

Presenter:

Date: 01/31/2025

Board & Commission: City Council

Subject: Claims

Claims

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5731 TO 5740 - \$179,875.94

Checks

91113 TO 91187 - \$315,758.06

Payroll

Mar 14, 2025 - \$107,623.90

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 03/12/2025 - 2:44PM
Batch: 00002.03.2025 - 03122025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646 0314 AMER	Ameritas DEFERRED COMP	90.00	03/14/2025	Check Sequence: 1 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: 1036 287294265529X03	AT & T Mobility MOBILE SERVICES1/26 TO 2/25	1,333.25	03/14/2025	Check Sequence: 2 101-41420-50321	ACH Enabled: False
	Check Total:	1,333.25			
Vendor: 1092 FOR FEB 2025	Central Pension Fund CENTRAL PENSION FOR FEB 2025	4,615.44	03/14/2025	Check Sequence: 3 101-00000-21705	ACH Enabled: False
	Check Total:	4,615.44			
Vendor: 1166 508722-030525	Enterprise FM Trust FINAL LEASE PMT 2020 DURANGO-MAR	455.36	03/14/2025	Check Sequence: 4 101-42110-50229	ACH Enabled: False
	Check Total:	455.36			
Vendor: 1826 23BJJM	Enterprise FM Trust-Car Sales LEASE PAYOFF AMOUNT 2020 DURANGO	5,086.32	03/14/2025	Check Sequence: 5 101-42110-50229	ACH Enabled: False
	Check Total:	5,086.32			
Vendor: 1268 FOR APR 2025	IUOE Local #49 UNION DUES	420.00	03/12/2025	Check Sequence: 6 101-00000-21708	ACH Enabled: False
	Check Total:	420.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	12,000.37			
	Total of Number of Checks:	6			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 03/20/2025 - 2:40PM
Batch: 00003.03.2025 - 03202025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2140	Alert 360 Opco, Inc.			Check Sequence: 1	ACH Enabled: False
16154567	MONITORING	56.16	03/20/2025	609-49750-50300	
16154568	MONITORING	70.45	03/20/2025	609-48000-50300	
	Check Total:	126.61			
Vendor: UB*00024	DEANN ALSAKER			Check Sequence: 2	ACH Enabled: False
	Refund Check 013035-000, 37960 GREENWAY	48.30	03/13/2025	615-00000-20200	
	Refund Check 013035-000, 37960 GREENWAY	21.84	03/13/2025	602-00000-20200	
	Refund Check 013035-000, 37960 GREENWAY	9.38	03/13/2025	612-00000-20200	
	Refund Check 013035-000, 37960 GREENWAY	74.56	03/13/2025	602-00000-20200	
	Refund Check 013035-000, 37960 GREENWAY	1.23	03/13/2025	615-00000-20200	
	Refund Check 013035-000, 37960 GREENWAY	30.13	03/13/2025	615-00000-20200	
	Check Total:	185.44			
Vendor: 1662	Amazon Capital Services			Check Sequence: 3	ACH Enabled: False
1497-D9HF-LLWX	OFFICE SUPPLIES	315.11	03/20/2025	101-42110-50210	
16VV-KGQ3-JYTX	UNIFORM ITEMS	107.07	03/20/2025	101-42110-50237	
	Check Total:	422.18			
Vendor: 1029	Artisan Beer Company			Check Sequence: 4	ACH Enabled: False
3751003	BEER	29.25	03/20/2025	609-48000-50252	
3752638	BEER	143.15	03/20/2025	609-48000-50252	
	Check Total:	172.40			
Vendor: 2144	AT&T			Check Sequence: 5	ACH Enabled: False
8310013908169	OFFICE @ HAND ACCT PW	31.04	03/20/2025	101-41420-50321	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	31.04			
Vendor: 1038	Automatic Systems Co.			Check Sequence: 6	ACH Enabled: False
43051	WASTEWATER ASH TANK SENSOR	6,335.00	03/20/2025	602-49450-50404	
43072	WATER SCADA PROGRAMMING	841.25	03/20/2025	615-49550-50300	
	Check Total:	7,176.25			
Vendor: 1049	Bellboy Corporation			Check Sequence: 7	ACH Enabled: False
0109578500	N/A SALES	112.50	03/20/2025	609-49750-50250	
0109578500	OPERATING SUPPLIES	340.04	03/20/2025	609-49750-50210	
0109578700	N/A SALES	275.71	03/20/2025	609-48000-50250	
0206911600	THC	108.00	03/20/2025	609-49750-50254	
0206957000	LIQUOR	777.35	03/20/2025	609-49750-50251	
0206957200	LIQUOR	678.55	03/20/2025	609-48000-50251	
0207039900	LIQUOR	1,853.02	03/20/2025	609-49750-50251	
0207039900	THC	91.69	03/20/2025	609-49750-50254	
0207049700	LIQUOR	952.85	03/20/2025	609-48000-50251	
	Check Total:	5,189.71			
Vendor: 1052	Bernicks			Check Sequence: 8	ACH Enabled: False
10329663	THC	96.00	03/20/2025	609-49750-50254	
10329664	BEER	4,945.25	03/20/2025	609-49750-50252	
10329664	N/A SALES	125.00	03/20/2025	609-49750-50250	
10329664	LIQUOR	420.00	03/20/2025	609-49750-50251	
10329665	N/A SALES	76.32	03/20/2025	609-49750-50250	
10329666	BEER CREDIT	-17.20	03/20/2025	609-49750-50252	
10329667	NA SALES	-18.48	03/20/2025	609-49750-50250	
10329676	THC	75.00	03/20/2025	609-48000-50254	
10329677	BEER	822.10	03/20/2025	609-48000-50252	
10329678	BEER CREDIT	-6.18	03/20/2025	609-48000-50252	
10332511	N/A SALES	29.00	03/20/2025	609-49750-50250	
10332511	BEER	2,994.95	03/20/2025	609-49750-50252	
10332512	BEER CREDIT	-19.60	03/20/2025	609-49750-50252	
10332513	THC	96.00	03/20/2025	609-49750-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10332514	N/A SALES	18.48	03/20/2025	609-49750-50250	
10332519	THC	85.00	03/20/2025	609-48000-50254	
10332520	BEER	1,775.00	03/20/2025	609-48000-50252	
10332520	N/A SALES	91.45	03/20/2025	609-48000-50250	
10332521	BEER CREDIT	-29.58	03/20/2025	609-48000-50252	
	Check Total:	11,558.51			
Vendor: 1061	Boyer Trucks			Check Sequence: 9	ACH Enabled: False
091P10603	CREDIT CM 10005301	-347.52	03/20/2025	101-43000-50404	
091P11204	CREDIT PARTS ORDER 11204	-190.20	03/20/2025	101-43000-50404	
093O29279	BRAKES TRUCK #1207	1,013.46	03/20/2025	612-49700-50404	
	Check Total:	475.74			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 10	ACH Enabled: False
120354218	LIQUOR	244.65	03/20/2025	609-48000-50251	
120354219	WINE	105.65	03/20/2025	609-48000-50253	
120355211	BEER	142.50	03/20/2025	609-48000-50252	
120359032	LIQUOR	1,042.98	03/20/2025	609-49750-50251	
120463473	LIQUOR	1,039.41	03/20/2025	609-48000-50251	
120463474	N/A SALES	71.00	03/20/2025	609-48000-50250	
120463475	WINE	364.95	03/20/2025	609-48000-50253	
120463595	LIQUOR	2,972.55	03/20/2025	609-49750-50251	
120463596	N/A SALES	67.31	03/20/2025	609-49750-50250	
120463597	WINE	574.60	03/20/2025	609-49750-50253	
413233905	LIQUOR CREDIT	-165.90	03/20/2025	609-48000-50251	
413310823	WINE CREDIT	-105.65	03/20/2025	609-48000-50253	
	Check Total:	6,354.05			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 11	ACH Enabled: False
3103058	N/A	198.00	03/20/2025	609-49750-50250	
3103058	THC	82.00	03/20/2025	609-49750-50254	
3103058	BEER	1,099.50	03/20/2025	609-49750-50252	
	Check Total:	1,379.50			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00030	JESSICA M CASH			Check Sequence: 12	ACH Enabled: False
	Refund Check 000784-000, 5863 RED FOX RU	51.06	03/13/2025	602-00000-20200	
	Refund Check 000784-000, 5863 RED FOX RU	21.94	03/13/2025	612-00000-20200	
	Refund Check 000784-000, 5863 RED FOX RU	0.42	03/13/2025	615-00000-20200	
	Refund Check 000784-000, 5863 RED FOX RU	6.23	03/13/2025	612-00000-20200	
	Refund Check 000784-000, 5863 RED FOX RU	0.64	03/13/2025	602-00000-20200	
	Refund Check 000784-000, 5863 RED FOX RU	2.85	03/13/2025	615-00000-20200	
	Refund Check 000784-000, 5863 RED FOX RU	70.43	03/13/2025	615-00000-20200	
	Check Total:	153.57			
Vendor: 1114	Coffee Mill Inc			Check Sequence: 13	ACH Enabled: False
271034	COFFEE/FIELD SERVICE	169.00	03/20/2025	101-41940-50210	
271035	PD COFFEE	146.00	03/20/2025	101-42110-50210	
	Check Total:	315.00			
Vendor: 2206	Core & Main LP			Check Sequence: 14	ACH Enabled: False
W475517	WATER MAIN PARTS	236.75	03/20/2025	615-49550-50407	
	Check Total:	236.75			
Vendor: 1120	County News Review			Check Sequence: 15	ACH Enabled: False
2025 RENEW	2025 NEWSPAPER RENEWAL	104.60	03/20/2025	101-41940-50433	
	Check Total:	104.60			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 16	ACH Enabled: False
2414770	THC	207.00	03/20/2025	609-49750-50254	
2414771	N/A SALES	213.25	03/20/2025	609-49750-50250	
2414772	LIQUOR	256.80	03/20/2025	609-49750-50251	
2414773	BEER	10,945.85	03/20/2025	609-49750-50252	
2415044	LIQUOR	108.00	03/20/2025	609-48000-50251	
2415045	N/A SALES	93.25	03/20/2025	609-48000-50250	
2415046	BEER	2,266.10	03/20/2025	609-48000-50252	
2416648	BEER CREDIT	-446.60	03/20/2025	609-49750-50252	
2420003	THC	69.00	03/20/2025	609-48000-50254	
2420004	LIQUOR	54.00	03/20/2025	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2420005	BEER	1,582.45	03/20/2025	609-48000-50252	
2420133	N/A SALES	111.25	03/20/2025	609-49750-50250	
2420134	LIQUOR	105.20	03/20/2025	609-49750-50251	
2420135	THC	349.00	03/20/2025	609-49750-50254	
2420136	BEER	3,016.45	03/20/2025	609-49750-50252	
	Check Total:	18,931.00			
Vendor: 1143 4849203185	Dr Pepper Snapple Group N/A SALES	276.00	03/20/2025	Check Sequence: 17 609-49750-50250	ACH Enabled: False
	Check Total:	276.00			
Vendor: 1160 2351	Emergency Equip. Connections OPTICOM REPAIR	427.26	03/20/2025	Check Sequence: 18 101-42280-50404	ACH Enabled: False
	Check Total:	427.26			
Vendor: 1162 8765	Emergency Services SUBSCRIPT YR 3 OF 5	660.00	03/20/2025	Check Sequence: 19 101-42280-50320	ACH Enabled: False
	Check Total:	660.00			
Vendor: 1180 542379	Ferguson US Holdings, Inc WATER METER COUPLERS & WIRE	2,626.37	03/20/2025	Check Sequence: 20 615-49550-50210	ACH Enabled: False
	Check Total:	2,626.37			
Vendor: 2205 21403	FES, Inc. HOOK/FLAG 15 COATS	684.45	03/20/2025	Check Sequence: 21 101-42280-50210	ACH Enabled: False
	Check Total:	684.45			
Vendor: 1182 745767978	Finance & Commerce 2025 OVERLAY PUBLICATION	274.55	03/20/2025	Check Sequence: 22 101-43000-50351	ACH Enabled: False
	Check Total:	274.55			
Vendor: 1706 FOR FEB 2024	Flaherty & Hood, P.A. LABOR & EMP CONSULT SERVICES	10,605.82	03/20/2025	Check Sequence: 23 101-41610-50304	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	10,605.82			
Vendor: 1204 289981	Gateway Sign Co. STRIPING	1,005.00	03/20/2025	Check Sequence: 24 208-42280-50404	ACH Enabled: False
	Check Total:	1,005.00			
Vendor: 2240 601211	GigFire LLC PARKS WIFI SYSTEM)	179.95	03/20/2025	Check Sequence: 25 101-41420-50243	ACH Enabled: False
	Check Total:	179.95			
Vendor: 1224 FOR FEB 2025	Tammy Gimpl MONTHLY RATE FOR SERVICE	350.00	03/20/2025	Check Sequence: 26 101-42700-50310	ACH Enabled: False
	Check Total:	350.00			
Vendor: 1216 5020645	Gopher State One-Call, Inc. 38 BILLABLE LOCATES	17.10	03/20/2025	Check Sequence: 27 602-49450-50300	ACH Enabled: False
5020645	38 BILLABLE LOCATES	17.10	03/20/2025	612-49700-50300	
5020645	38 BILLABLE LOCATES	17.10	03/20/2025	615-49550-50300	
	Check Total:	51.30			
Vendor: 1222 2502643	Granite Electronics SHIPPING FOR REPAIRS 481CAM6033	20.00	03/20/2025	Check Sequence: 28 101-42280-50320	ACH Enabled: False
2502687	CIVIL DEF SIREN FALCON/382 DR	3,138.00	03/20/2025	101-42500-50404	
	Check Total:	3,158.00			
Vendor: 1239 7009006	Hawkins, Inc. CHLORINE VALVE PVC PARTS	376.00	03/20/2025	Check Sequence: 29 615-49550-50404	ACH Enabled: False
	Check Total:	376.00			
Vendor: 1998 100000937763	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY NETWORK SWITCHES/FIREWALLS	1,849.78	03/20/2025	Check Sequence: 30 101-41420-50244	ACH Enabled: False
	Check Total:	1,849.78			
Vendor: 1246	Hohensteins, Inc.			Check Sequence: 31	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
803312	BEER	280.50	03/20/2025	609-49750-50252	
803314	BEER	315.00	03/20/2025	609-48000-50252	
	Check Total:	595.50			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 32	ACH Enabled: False
1875737	HR GENERALIST AD	86.40	03/20/2025	101-41430-50340	
1878107	CITY CLERK AD	86.40	03/20/2025	101-41400-50340	
1878139	2025 PAVEMENT IMP PROJ	24.38	03/20/2025	101-43000-50340	
962946	ADVERTISING	70.00	03/20/2025	609-49750-50340	
962966	GRAVEL RD BID AD	33.15	03/20/2025	101-43000-50351	
962966	GRAVEL RD BID AD	24.38	03/20/2025	101-43000-50351	
	Check Total:	324.71			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 33	ACH Enabled: False
2741624	N/A SALES	49.82	03/20/2025	609-49750-50250	
2741625	LIQUOR	3,058.31	03/20/2025	609-49750-50251	
2741626	THC	322.75	03/20/2025	609-49750-50254	
2741627	LIQUOR	638.41	03/20/2025	609-49750-50251	
2741628	LIQUOR	1,636.84	03/20/2025	609-49750-50251	
2741629	N/A SALES	149.46	03/20/2025	609-49750-50250	
2741630	WINE	140.61	03/20/2025	609-49750-50253	
2741631	LIQUOR	329.46	03/20/2025	609-49750-50251	
2741632	WINE	2,147.06	03/20/2025	609-49750-50253	
2741633	LIQUOR	2,388.57	03/20/2025	609-48000-50251	
2741634	LIQUOR	1,159.46	03/20/2025	609-48000-50251	
2741635	WINE	191.56	03/20/2025	609-48000-50253	
2741636	WINE	724.38	03/20/2025	609-48000-50253	
2746418	LIQUOR	792.43	03/20/2025	609-49750-50251	
2746419	LIQUOR	2,669.50	03/20/2025	609-49750-50251	
2746421	LIQUOR	727.84	03/20/2025	609-49750-50251	
2746422	WINE	1,311.91	03/20/2025	609-49750-50253	
2746423	N/A SALES	49.82	03/20/2025	609-49750-50250	
2746424	LIQUOR	1,750.36	03/20/2025	609-48000-50251	
2746425	LIQUOR	1,399.84	03/20/2025	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2746426	LIQUOR	344.28	03/20/2025	609-48000-50251	
2746427	WINE	924.13	03/20/2025	609-48000-50253	
	Check Total:	22,906.80			
Vendor: 1292	Knife River			Check Sequence: 34	ACH Enabled: False
R-160-2025	PAY REQUEST 3 2024 LOCAL OVERLAY	17,306.60	03/20/2025	101-43000-50482	
R-160-2025	PAY REQUEST 3 2024 LOCAL OVERLAY	86,815.91	03/20/2025	401-43100-50303	
	Check Total:	104,122.51			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 35	ACH Enabled: False
002171	BEER	140.00	03/20/2025	609-49750-50252	
	Check Total:	140.00			
Vendor: 1304	League Of Minnesota Cities			Check Sequence: 36	ACH Enabled: False
424332	PD ONLINE TRAINING	1,170.00	03/20/2025	101-42110-50332	
	Check Total:	1,170.00			
Vendor: 1176	M Health Fairview			Check Sequence: 37	ACH Enabled: False
15008145598	VISIT 15008145598 ON 2/18/2025	603.04	03/20/2025	101-42110-50314	
	Check Total:	603.04			
Vendor: 1333	Consulting Psychologists, Inc. Martin-Mcallister			Check Sequence: 38	ACH Enabled: False
16729	PUBLIC SAFETY ASSESSMENT	650.00	03/20/2025	101-42110-50314	
	Check Total:	650.00			
Vendor: UB*00023	MAYELYN SIRI JIMENEZ			Check Sequence: 39	ACH Enabled: False
	Refund Check 007030-000, 5442 395TH ST	4.26	03/13/2025	615-00000-20200	
	Refund Check 007030-000, 5442 395TH ST	6.85	03/13/2025	602-00000-20200	
	Refund Check 007030-000, 5442 395TH ST	6.57	03/13/2025	602-00000-20200	
	Refund Check 007030-000, 5442 395TH ST	2.94	03/13/2025	612-00000-20200	
	Refund Check 007030-000, 5442 395TH ST	9.45	03/13/2025	615-00000-20200	
	Refund Check 007030-000, 5442 395TH ST	0.38	03/13/2025	615-00000-20200	
	Check Total:	30.45			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1643	McDonald Distributing			Check Sequence: 40	ACH Enabled: False
795091	BEER	778.90	03/20/2025	609-48000-50252	
795091	LIQUOR	46.30	03/20/2025	609-48000-50251	
795092	LIQUOR CREDIT	-14.93	03/20/2025	609-48000-50251	
795113	BEER CREDIT	-196.00	03/20/2025	609-49750-50252	
795114	LIQUOR	291.80	03/20/2025	609-49750-50251	
795115	BEER	4,589.50	03/20/2025	609-49750-50252	
795115	LIQUOR	33.60	03/20/2025	609-49750-50251	
796165	BEER CREDIT	-58.80	03/20/2025	609-49750-50252	
796206	LIQUOR CREDIT	-9.92	03/20/2025	609-48000-50251	
796207	BEER	3,962.80	03/20/2025	609-48000-50252	
796207	LIQUOR	180.90	03/20/2025	609-48000-50251	
796244	LIQUOR	273.50	03/20/2025	609-49750-50251	
796245	THC	143.52	03/20/2025	609-49750-50254	
796245	BEER	3,274.35	03/20/2025	609-49750-50252	
796245	LIQUOR	67.20	03/20/2025	609-49750-50251	
	Check Total:	13,362.72			
Vendor: 1376	MMUA			Check Sequence: 41	ACH Enabled: False
65834	PW DRUG TESTING ANNUAL FEE	455.00	03/20/2025	101-43000-50300	
65895	GEN SCHOOL DF-S & BS	1,110.00	03/20/2025	101-43000-50332	
	Check Total:	1,565.00			
Vendor: 1402	MN State Fire Dept Assn.			Check Sequence: 42	ACH Enabled: False
2025MSFDA DUES	2025 MSFDA DUES	375.00	03/20/2025	101-42280-50332	
	Check Total:	375.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 43	ACH Enabled: False
SB9-001	BEER	20.00	03/20/2025	609-48000-50252	
SW8-011	BEER	246.00	03/20/2025	609-49750-50252	
SW8-012	BEER	151.00	03/20/2025	609-48000-50252	
	Check Total:	417.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 44	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
11636	IT CHANGES & MAINT PD 12/23/2024	125.00	03/20/2025	101-41420-50300	
11730	IT CHANGES AND MAINTENANCE 1/07/202	125.00	03/20/2025	101-41420-50300	
11765	IT CHANGES AND MAINTENANCE 1/09/202	250.00	03/20/2025	101-41420-50300	
11809	IT CHANGES AND MAINTENANCE 1/10/202	187.50	03/20/2025	101-41420-50300	
11817	IT CHANGES AND MAINT. PD 1/10/2025	125.00	03/20/2025	101-41420-50300	
11818	IT CHANGES AND MAINT. PD 1/11/2025	156.25	03/20/2025	101-41420-50300	
11880	IT CHANGES AND MAINT. PD & CITY 1/16/	875.00	03/20/2025	101-41420-50300	
11881	IT CHANGES AND MAINTENANCE 1/16/202	375.00	03/20/2025	101-41420-50300	
11890	IT CHANGES AND MAINTENANCE 1/16/202	250.00	03/20/2025	101-41420-50300	
11901	IT CHANGES AND MAINTENANCE 1/17/202	250.00	03/20/2025	101-41420-50300	
11951	IT CHANGES AND MAINTENANCE 1/23/202	250.00	03/20/2025	101-41420-50300	
11955	IT CHANGES/MAINT PD & COUNTY 1/23/20	437.50	03/20/2025	101-41420-50300	
	Check Total:	3,406.25			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 45	ACH Enabled: False
1411152699	PD SOFTWARE SUBSCRIPTION	2,460.00	03/20/2025	101-41420-50242	
	Check Total:	2,460.00			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 46	ACH Enabled: False
2025-087	GEN MOTOR FUELS FEB	27.37	03/20/2025	620-49600-50212	
2025-087	FD MOTOR FUELS FEB	374.43	03/20/2025	101-42280-50212	
2025-087	PARKS MOTOR FUELS FEB	123.29	03/20/2025	101-43000-50212	
2025-087	PD MOTOR FUELS FEB	2,523.95	03/20/2025	101-42110-50212	
2025-087	BLDG DEPT MOTOR FUELS FEB	60.18	03/20/2025	101-42400-50212	
2025-087	PW MOTOR FUELS FEB	478.73	03/20/2025	101-43000-50212	
2025-087	WASTEWATER MOTOR FUELS FEB	342.18	03/20/2025	602-49450-50212	
2025-087	WATER MOTOR FUELS FEB	386.96	03/20/2025	615-49550-50212	
	Check Total:	4,317.09			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 47	ACH Enabled: False
661602042025	GROUP LIFE FOR APRIL 2025	64.00	03/20/2025	101-00000-21714	
	Check Total:	64.00			
Vendor: UB*00026	NEW DIRECTION IRA			Check Sequence: 48	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 007297-000, 6696 381ST ST	0.29	03/13/2025	615-00000-20200	
	Refund Check 007297-000, 6696 381ST ST	5.23	03/13/2025	602-00000-20200	
	Refund Check 007297-000, 6696 381ST ST	0.04	03/13/2025	615-00000-20200	
	Refund Check 007297-000, 6696 381ST ST	7.21	03/13/2025	615-00000-20200	
	Refund Check 007297-000, 6696 381ST ST	2.25	03/13/2025	612-00000-20200	
	Refund Check 007297-000, 6696 381ST ST	0.07	03/13/2025	602-00000-20200	
	Check Total:	15.09			
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 49	ACH Enabled: False
318601X1	SQUAD SEAT COVERS	445.50	03/20/2025	101-42110-50404	
321195	PLOW EDGE #214	425.00	03/20/2025	101-45000-50404	
CM318601X1	CREDIT CM318601X1	-190.50	03/20/2025	101-42110-50404	
	Check Total:	680.00			
Vendor: 1763	Office of MNIT Services-Accounts Receivable			Check Sequence: 50	ACH Enabled: False
DV25010439	WIDE AREA NETWORK SERVICES MONTH	1,150.00	03/20/2025	101-41420-50243	
DV25020440	WIDE AREA NETWORK SERVICES MONTH	1,150.00	03/20/2025	101-41420-50243	
	Check Total:	2,300.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 51	ACH Enabled: False
6939458	LIQUOR	1,402.57	03/20/2025	609-49750-50251	
6939459	WINE	91.64	03/20/2025	609-49750-50253	
6939460	N/A SALES	29.87	03/20/2025	609-49750-50250	
6939461	LIQUOR	294.48	03/20/2025	609-48000-50251	
6939462	WINE	91.64	03/20/2025	609-48000-50253	
6939463	N/A SALES	53.97	03/20/2025	609-48000-50250	
6943289	LIQUOR	2,455.44	03/20/2025	609-49750-50251	
6943290	WINE	137.46	03/20/2025	609-49750-50253	
6943291	LIQUOR	1,288.56	03/20/2025	609-48000-50251	
6943292	WINE	366.56	03/20/2025	609-48000-50253	
6943293	N/A SALES	1.82	03/20/2025	609-48000-50250	
	Check Total:	6,214.01			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 52	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	STORE 2 RENT	7,142.42	03/20/2025	609-48000-50412	
	Check Total:	7,142.42			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 53	ACH Enabled: False
W-94061	BEER	107.00	03/20/2025	609-49750-50252	
	Check Total:	107.00			
Vendor: 2019	Quadient, Inc			Check Sequence: 54	ACH Enabled: False
Q1756892	POSTAGE METER Q2 LEASE	184.77	03/20/2025	101-41420-50210	
	Check Total:	184.77			
Vendor: UB*00029	RANGER PLANT CONSTRUCTIONAL CO			Check Sequence: 55	ACH Enabled: False
	Refund Check 007101-000, JOB PO #726	51.22	03/13/2025	615-00000-20200	
	Check Total:	51.22			
Vendor: 1493	RDO Equipment			Check Sequence: 56	ACH Enabled: False
P2806270	BLADE SHARPENING	100.00	03/20/2025	612-49700-50210	
	Check Total:	100.00			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 57	ACH Enabled: False
B016420	WEEKLY WW TESTING	124.60	03/20/2025	602-49450-50315	
B016483	QUARTERLY WW TESTING	236.60	03/20/2025	602-49450-50315	
B016486	WEEKLY WATER TESTING	105.00	03/20/2025	615-49550-50315	
	Check Total:	466.20			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 58	ACH Enabled: False
2596309	LIQUOR	2,036.97	03/20/2025	609-48000-50251	
2596799	LIQUOR	3,965.62	03/20/2025	609-49750-50251	
2599031	LIQUOR	340.32	03/20/2025	609-48000-50251	
2599527	LIQUOR	4,203.91	03/20/2025	609-49750-50251	
2599765	WINE	266.47	03/20/2025	609-48000-50253	
2600163	WINE	178.33	03/20/2025	609-49750-50253	
5123550	WINE	178.89	03/20/2025	609-48000-50253	
9630391	LIQUOR CREDIT	-33.51	03/20/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
9630704	LIQUOR	-0.13	03/20/2025	609-49750-50251	
	Check Total:	11,136.87			
Vendor: 2237	Standard Insurance Company - RC			Check Sequence: 59	ACH Enabled: False
JAN-MAR CORR	JAN-MAR CORR FOR STD	-22.30	03/20/2025	101-00000-21715	
JAN-MAR CORR	JAN-MAR CORR FOR BASIC LIFE/AD&D	341.51	03/20/2025	101-00000-21714	
	Check Total:	319.21			
Vendor: 1550	Streichers			Check Sequence: 60	ACH Enabled: False
1749600	NEW HIRE VEST NAME TAG	11.99	03/20/2025	101-42110-50237	
1750405	NEW HIRE UNIFORM SHIRTS	164.97	03/20/2025	101-42110-50237	
	Check Total:	176.96			
Vendor: UB*00027	TODD THIEMAN			Check Sequence: 61	ACH Enabled: False
	Refund Check 011958-000, 7685 386TH ST	2.52	03/13/2025	602-00000-20200	
	Check Total:	2.52			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 62	ACH Enabled: False
550985790	COPY MACHINE LEASE	185.00	03/20/2025	101-41420-50219	
551225089	COPY MACHINE LEASE	958.08	03/20/2025	101-41420-50219	
	Check Total:	1,143.08			
Vendor: UB*00028	MAY LEE VANG			Check Sequence: 63	ACH Enabled: False
	Refund Check 006958-000, 38275 GOLDEN O.	11.84	03/13/2025	615-00000-20200	
	Refund Check 006958-000, 38275 GOLDEN O.	0.48	03/13/2025	615-00000-20200	
	Refund Check 006958-000, 38275 GOLDEN O.	3.69	03/13/2025	612-00000-20200	
	Refund Check 006958-000, 38275 GOLDEN O.	1.64	03/13/2025	602-00000-20200	
	Refund Check 006958-000, 38275 GOLDEN O.	1.07	03/13/2025	615-00000-20200	
	Refund Check 006958-000, 38275 GOLDEN O.	8.59	03/13/2025	602-00000-20200	
	Check Total:	27.31			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 64	ACH Enabled: False
3630429	N/A SALES	183.60	03/20/2025	609-49750-50250	
3630487	N/A SALES	276.30	03/20/2025	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		459.90			
Vendor: 1601	Vinocopia, Inc.			Check Sequence: 65	ACH Enabled: False
0369565-IN	LIQUOR	338.00	03/20/2025	609-48000-50251	
0369566-IN	LIQUOR	255.00	03/20/2025	609-48000-50251	
0369568-IN	WINE	261.00	03/20/2025	609-49750-50253	
0370010-IN	WINE	138.50	03/20/2025	609-49750-50253	
Check Total:		992.50			
Vendor: 1611	Watson Company			Check Sequence: 66	ACH Enabled: False
148317	N/A SALES	1,301.25	03/20/2025	609-49750-50250	
148421	N/A SALES	1,124.03	03/20/2025	609-49750-50250	
148421	OPERATIONS SUPPLIES	212.76	03/20/2025	609-49750-50210	
Check Total:		2,638.04			
Vendor: UB*00025	MATHEW & NATIA WILCEK			Check Sequence: 67	ACH Enabled: False
	Refund Check 005257-000, 6121 BIRCH ST	7.93	03/13/2025	612-00000-20200	
	Refund Check 005257-000, 6121 BIRCH ST	0.22	03/13/2025	615-00000-20200	
	Refund Check 005257-000, 6121 BIRCH ST	18.46	03/13/2025	602-00000-20200	
	Refund Check 005257-000, 6121 BIRCH ST	1.03	03/13/2025	615-00000-20200	
	Refund Check 005257-000, 6121 BIRCH ST	0.33	03/13/2025	602-00000-20200	
	Refund Check 005257-000, 6121 BIRCH ST	25.47	03/13/2025	615-00000-20200	
Check Total:		53.44			
Vendor: 1623	Winebow, Inc.			Check Sequence: 68	ACH Enabled: False
MN00162993	WINE	492.00	03/20/2025	609-49750-50253	
MN00162994	LIQUOR	230.00	03/20/2025	609-48000-50251	
MN00162994	WINE	227.00	03/20/2025	609-48000-50253	
Check Total:		949.00			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 69	ACH Enabled: False
FOR JAN 2025	R-025975-000-7 PLAN REV SUNRISE BL	175.00	03/20/2025	101-00000-21167	
FOR JAN 2025	R-020200-000-16 PROJ MGMT SCHOOLSIDE	111.00	03/20/2025	101-00000-21144	
FOR JAN 2025	R-028150-000-1 CED RID COMM PLAN REV	580.00	03/20/2025	101-00000-21178	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
FOR JAN 2025	R-017948-000-10 PLAN REVIEW SP HILL	512.00	03/20/2025	101-00000-21132	
FOR JAN 2025	R-026625-000-1 ENGINEERING	2,587.50	03/20/2025	101-41910-50300	
FOR JAN 2025	R-026625-000-1 SHERW PINES	333.00	03/20/2025	101-00000-21177	
FOR JAN 2025	R-025057-000-10 PROJ MGMT 2024 OVERLA	336.00	03/20/2025	458-43000-50303	
FOR JAN 2025	R-026625-000-1 SNEEP ACRES	388.50	03/20/2025	101-00000-21176	
FOR JAN 2025	R-027636-000-2 FOX RUN PLAN REV	1,888.50	03/20/2025	101-00000-21179	
FOR JAN 2025	R-027792-000-1 2025 RETAINER	2,090.00	03/20/2025	101-41700-50303	
FOR JAN 2025	R-021286-000-23 FOX RUN PROJ MGMT	111.00	03/20/2025	101-00000-21140	
FOR JAN 2025	R-019771-000-25 MS4 PLAN REVIEW	2,645.00	03/20/2025	612-49700-50303	
FOR JAN 2025	R-027091-000-4 2024 WW FAC PLAN	1,545.50	03/20/2025	602-49450-50303	
FOR JAN 2025	R-027688-000-1 2025 FLINK AVE TRL	5,449.25	03/20/2025	486-46500-50506	
FOR JAN 2025	R-026625-000-1 CEDAR RIDGE	150.00	03/20/2025	101-00000-21178	
FOR JAN 2025	R-027113-000-4 2025 COMP SAN SEW	15,584.00	03/20/2025	602-49450-50303	
FOR JAN 2025	R-028009-000-1 2025 PAVE IMP PROJ	2,265.00	03/20/2025	458-43000-50303	
Check Total:		36,751.25			
Total for Check Run:		303,757.69			
Total of Number of Checks:		69			

Accounts Payable

Checks by Date - Summary by Check Date

User: TiffaniFolstad
Printed: 3/20/2025 11:53 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5731	1941	WEX, Inc.	02/14/2025	5,885.30
Total for 2/14/2025:				5,885.30
5739	1899	BlueCross/Blue Shield Minnesota	02/18/2025	41,396.04
Total for 2/18/2025:				41,396.04
5732	1941	WEX, Inc.	02/28/2025	5,885.30
Total for 2/28/2025:				5,885.30
5733	1365	Minnesota Energy Resources	03/14/2025	8,638.27
5734	1431	Nationwide Retirement Solution	03/14/2025	5.00
5735	1585	United States Treasury	03/14/2025	34,023.30
5736	1468	PERA (Payroll W/H)	03/14/2025	32,217.79
5737	1118	Commissioner Of Revenue (W/H)	03/14/2025	7,920.05
5738	1372	Minnesota State Retirement	03/14/2025	2,508.85
Total for 3/14/2025:				85,313.26
5740	1899	BlueCross/Blue Shield Minnesota	03/18/2025	41,396.04
Total for 3/18/2025:				41,396.04
Report Total (10 checks):				179,875.94



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/31/2025

Board & Commission: City Council

Subject: Approve meeting minutes - City Council Regular Meeting - March 11, 2025, 7:00 PM

Approval of meeting minutes from the City Council meeting held on March 11, 2025, 7PM.

Voting Requirements:

Voting Options Simple Majority

North Branch City Council Minutes

TUESDAY, MARCH 11, 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 7:00 pm and led the Pledge of Allegiance.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – All Council Members in attendance.

4. AGENDA APPROVAL – Mayor wanted to separate out the acceptance of resignation, which will move to 9.d. Member Canada made motion to accept agenda as amended, seconded by Member Schaps, All Aye, passed unanimously.

5. PRESENTATION & PROCLAMATION

- a. Oath of Office and swearing in of Officer Trey Garrett. Police Chief Dan Meyer introduced and offered the Oath for Officer Garrett. He had a large number of family and friends in attendance.

6. PUBLIC COMMENT – None

7. CONSENT AGENDA – motion by Member Canada, second by Member Goulet, All Aye, passed unanimously.

- a. Claims
- b. Approval of City Council Meeting Minutes of February 25, 2025
- c. Approve Northwood Park Pickleball Court & Site Improvement - Winberg Final Pay Request Amendment
- d. Receive summary of Conclusions of Closed meeting on February 25, 2025

- e. Approve the hiring of Public Works Maintenance 1 workers Ken Friedland and Blake Glem for the Public Works Department.
- f. Receive the resignation of Lane Hischer from the Public Works Maintenance 1 position and approve the hire of Brad Fesler to fill the position.
- g. Approve application for Transient Merchant License Food Truck to Medina's Tacos
- h. Approve the hire of Kendra Rock as Police Officer
- i. Resolution R-160-2025 approving pay request number 3 for the 2024 overlay project

8. PUBLIC HEARINGS

- a. None

9. STAFF REPORTS

- a. Consider Approval Fourth Amendment to Purchase Agreement with Sunrise River Commons, LLC. 45 day extension. Mayor Schieber motioned to table until Friday March 14 at 2:00pm, seconded by member Canada. All aye motion approved unanimously.
- b. Update offered regarding the MNDOT center turn lane and street light project at Highway 95 and 392nd Street provided by Shawn Williams, Public Works Director.
- c. Consider Approval of interfund loan Building Replacement Space of Public Works building Hwy 61 & Maple Street, for storage, not to exceed \$365,000. Goulet motioned to approve seconded by member Schaps. All aye motion approved unanimously.
- d. Council member Travis Miles excused himself from the meeting as the City Council received his resignation from the City Council. Mayor Schieber made a motion to acknowledge and accept the resignation of Council Member Travis Miles, including all assignments arising from his office. Seconded by Member Canada. All aye. Passed unanimously.

- e. Approval of the hiring of Travis Miles as the Human Resources Generalist. The City Administrator gave some background to the process. City Council approved the position of Human Resources Generalist for the City of North Branch. Funding has been approved from the city's budget for 2025. The hiring committee unanimously recommended the city council approve Mr. Miles. Mayor Schieber made a motion to consider approval of the hiring of Travis Miles as the Human Resources Generalist for the City of North Branch seconded by Member Canada. Member Goulet asked the City Attorney to clarify some questions he had regarding potential conflicts of interest. Attorney Nico Garcia Lisle stated that the Supreme Court has said it would not be a disqualifying action, of holding incompatible, or both, offices, because Mr. Miles has not been hired yet. The other consideration is economic interest, similar to disqualifying interest, assuming Mr. Miles' intent was not knowing he would apply for the job at the time he voted to approve the position. Mr. Miles did not know he would be applying for the job and even if he did it would not necessarily be a recognizable legal issue. Member Goulet asked what communication was had, amongst council or legal involvement to make sure no issues were raised. Attorney Nico Garcia stated he was not part of the recruitment or hiring process. Mayor Schieber states the council can bring Mr. Miles in for questioning if that is the insinuation, as intent to profit potentially. Member Goulet states its a great opportunity for Mr. Miles and would be an easy decision if it wasn't for this circumstance. Mayor Schieber states he'd selfishly hate to lose him on the council and that Mr. Miles does a great job and brings different angles to the councils discussions, but as individual he has the right to apply, as long as he wasn't breaking any state statutes and as long as he did not intend to manipulate the process knowing he was going to try to apply for it. Member Goulet states he was surprised by Mr. Miles applying but that it's a great opportunity for him and he is a good candidate, however, he questions the events of the last few months. Mayor Schieber states Mr. Miles

is not a department head but one of the employee leadership and lives two blocks away and cares about the community. Member Goulet states he appreciates the staff and part of the former council member transitioning in might make it awkward for the staff. But based on those that interviewed, and being onboard, makes it an easier transition. Attorney Nico Garcia states to point out, what might have been potentially a conflict of interest, would be that Mr. Miles would be in the room voting on this action and Attorney Nico Garcia clarifies: -"the decision", that Mr. Miles is, #1, is removed from the room and not taking part in the decision. And #2, the financial interest- there is not a recognizable conflict of interest since he voluntarily left the room and abstained from current discussion. Mayor Schieber motioned to approve and member Canada seconds the motion. All aye motion approved unanimously.

- f. Consider of approval of Resolution # R-159-2025 accepting Council Members resignation and approving resolution declaring a vacancy.

Mayor Schieber made a motion to approve the resolution, seconded by member Canada. All aye passed unanimously.

10. MAYOR/CITY COUNCIL

11. ADJOURNMENT

- a. Motion by Mayor Schieber to adjourn the meeting, seconded by Member Canada, all aye.

Kevin Schieber, Mayor

ATTEST:

Mathew Hill, City Administrator

City of North Branch
Special Council Meeting 2:00pm
Minutes
March 14, 2025

Call to Order

Mayor Schieber called the meeting to order at 2:07 pm and led the Council to the Pledge of Allegiance.

Roll Call – Council Member Goulet, Council Member Canada from remote location 5701 Golden Hill Drive, Golden Valley, MN 55416 in the Lobby, and Mayor Schieber.

Staff Reports

- a. The Community Development Director presents information related to the request to approve the fourth amendment to the purchase agreement with Sunrise River Commons, LLC. Member Goulet made a motion to approve the 45-day extension with the additional \$40,000 in escrow funding from the developer, Mayor Schieber seconded the motion. Roll call vote, Goulet – Aye, Canada – Aye, Mayor Schieber – Aye, passed unanimously.
- b. Consensus received from the Council for Administration to move forward with the process of accepting applications for filling the vacant City Council seat until March 28, conduct interviews on Friday, April 4, and make selection at Council Meeting scheduled for Tuesday, April 8, 2025.

Adjournment

Being no further business before the City Council, Schieber moved, seconded by Goulet, to adjourn the meeting at 2:23 pm. Roll call, Goulet – Aye, Canada – Aye, Schieber – Aye, passed unanimously. Meeting is adjourned.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

City of North Branch
Work session Meeting 6:00pm
Minutes
March 18, 2025

1. Call to Order

Acting Mayor Robert Canada called the meeting to order at 6:04 pm

2. Pledge of Allegiance – Acting Mayor Canada led the Pledge of Allegiance.

3. Agenda Approval - Canada moved, seconded by Goulet to approve the agenda. All aye, passed unanimously

4. Roll Call – Acting mayor Canada, Members Goulet and Schaps

5. Work session items

a. Comprehensive Plan Review Process

- i.** Administrator Hill provided a written plan to the Council and talked through the process including Community Engagement, Developing a plan, land use scenarios, review of draft, and plan content and timeline. Consensus among council to proceed as proposed.

b. Personnel Plan

- i.** Administrator Hill provided a written plan to the Council and reviewed the personnel plan with a focus on Audit controls and succession planning. Department heads present provided localized input in their areas. There was general consensus among the Council on the report provided.

Adjournment

Being no further business before the City Council, Member Goulet moved, seconded by Acting Mayor Canada, to adjourn the meeting.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/18/2025

Board & Commission: City Council

Subject: Approve meeting minutes - City Council Regular meeting, October 8, 2024

Due to the transition in staff, the minutes from the Council meeting held on October 8 were not completed in a timely manner. Staff have completed the minutes and have presented them to the City Council for their approval. There is an understanding that there is a council member that wasn't on the dais at the time of this meeting, but staff have reviewed the recording and provided minutes that accurately show the actions taken by the City Council.

Voting Requirements:

Voting Options Simple Majority

North Branch City Council Minutes
TUESDAY, OCTOBER 8, 2024, 7:00 PM
City Hall, 6408 Elm St., North Branch, MN 55056

Members Present:

Robert Canada, Mayor Kevin Schieber, Travi Miles, Peter Schaps, Kelly Neider 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. ROLL CALL - All Council Members in attendance.

4. AGENDA APPROVAL

Mayor requests approval of the Agenda. Motion by Member Miles, second by member Canada. All aye, passed unanimously.

5. PRESENTATION & PROCLAMATION

- a. Police Officer Awards & Recognition
 - i. Life Saving Medal presented to Officer Nelson and Sergeant Janssen.
- b. Proclamation on Creating Viking Way in Support of North Branch Schools
 - i. Mr. Charley Klopp spoke on designating Grand Avenue from Highway 95 South to 376th Street as Viking Way.

6. PUBLIC COMMENT - None

7. CONSENT AGENDA - motion by Member Canada, second by Member Miles. All aye, passed unanimously.

- a. Claims
- b. Approve Minutes
- c. Ordinance 385-24 Amending the 2024 Municipal Fee Schedule
- d. Resolution 94-2024 Approving Conditional Use Permit for Two Principal Buildings at Flashing by Design
- e. Acceptance of Statutory Tort Liability Limits
- f. Ordinance 386-24 Amending the Size of Accessory Structures
- g. Development Agreement for Laborers Training Center Addition
- h. Ordinance 387-24 Amending Chapter 66 of the City Code Regarding Cannabis Business Definitions, Districts, and Parking Standards
- i. Resolution 95-2024 Extending Final Plat Approval for Wildridge 13th Addition
- j. Ordinance 388-24 Amending Section 66-6 to add the Keeping of Domestic Fowl and Honeybees as an Accessory Use
- k. Resolution R-96-2024 Approving the Release of the Letter of Credit for the Boka Haven Development
- l. Resolution R-97-2024 Reducing the Letter of Credit for Schoolside Village 4th Development
- m. Veterans Memorial Grant Fiscal Agent Agreement
- n. Resolution R-99-2024 Approving 2024 Overlay Pay Request #1

- o. Approve 2024 Transient Merchant License - Chick-Fil-A Tri State Food Truck
- p. Resolution R-100-2024 Requesting an Advance From The Municipal State Aid Street Fund For Calendar Year 2024 For The City Of North Branch
- q. Approve a Resolution for Appointing Election Judges for the 2024 General Election

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Matthew A. Hill Employment Agreement as City Administrator. Motion by Mayor Schieber, seconded by Member Canada, all aye, passes unanimously. Start date November 12, 2024.
- b. Approve Nathan Sondrol Community Development Director Offer Letter. Motion by Mayor Schieber, seconded by Member Schaps, all aye, passes unanimously.
- c. City of North Branch Organizational Chart and Job Descriptions.
Recommendation to restructure the Community Development Department and put the focus on City Planning. Reviewed the proposed 2024 City of North Branch Organization Chart; instead of the Parks GIS Specialist reporting to the City Administrator, that position would become the City Planner who would report directly to the Community Development Director. Motion to approve the revised 2024 City of North Branch Organization Chart and Job Descriptions by Member Canada, second by Member Miles, all aye, passes unanimously.
- d. Extension of Interim City Administrator Agreement. If the Council wishes to have the Interim City Administrator stay in the position until the new City Administrator begins, the contract end date will need to be revised. The Interim City Administrator, Linda Wolf, recommended November 14, 2024 as the new end date to provide a couple days overlap. Motion by Member Schap, second by Member Miles, all aye, passes unanimously.
- e. Preliminary Plat for Preserve at Spring Hill 2nd and 3rd Addition. Motion to approve City Council Resolution R-98-2024 by Member Schap, second by Member Canada, all aye, passes unanimously.
- f. Ordinance 389-24 Modifying Chapter 6 Regarding the Keeping of Domestic Fowl and Honeybees on Residential Properties. Recommendation by Member Neider that the City not charge a fee for a family to have chickens in their space. Member Miles stated that a license, with a fee, is required for a dog, thus his recommendation is to require a license and fee which covers the staff time. Additionally, he stated that having a license allows the USDA to contact the City for a list of backyard chickens. Ms. Wolf stated that establishing setback parameters from other residences would help to alleviate noise complaints. Member Canada agreed that established setback distances and licensing is important. No changes are required to the current Ordinance. Motion to approve a licensing model, at no fee, for Ordinance 389-24 by Mayor Schieber, second by Member Canada. The Motion failed so it could be revised. Motion to adopt Ordinance 389-24 as presented and permit staff to put a Summary Publication of the Ordinance in the newspaper, all aye, passed unanimously.

g. Update and discussion Regarding Liquor Store Operations. The Liquor Store is currently operating two locations and the percentage of sales has not kept up with the percentage of expenses to operate the two locations. Thus, they are proposing closing the two smaller sites and opening one location that is roughly the same size as the two combined. The stores are meeting the gross profit, but not meeting the net profitability due to struggling with the combined expenses from operating two stores. The Council offered unanimous consensus to continue the research and return with a plan to move forward.

h. Planning Commission Update. West Side Commons Project, the Planning Commission will do a comprehensive plan amendment from commercial to residential which will be reviewed by the EDA at their next meeting.

i. PTOS Commission Update. Discussed the West Side Commons Housing Plan their recommendation was the acceptance of cash as opposed to land based on the concept plan. The December meeting date is in conflict with the Truth in Taxation Meeting so it was moved to December 5, 2024. Reviewed a request from Access Perch to place temporary signs in the parks to advertise the October 25 Scavenger Hunt. Discussed the Parks Strategic Plan; the City conducted a survey of Wildridge Park seeking desired amenities or improvements. The top priority is walking trails. Walk to School Day is October 9 2024, it will start at St Gregory's Church; it will be led by the Fire Department and Police Department.

j. Monthly Attorney Legal Report

10. MAYOR/CITY COUNCIL

- a. The Central Business District Presentation will be on Tuesday, October 29, 2024 from 7:00-8:00pm, in the auditorium at the high school.
- b. Another meeting date has been set for October 28, 2025 at 6:30pm.

11. ADJOURNMENT

- a. Being no further business before the City Council, Schieber moved, seconded by Canada, to adjourn the meeting at 8:50p.m.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/20/2025

Board & Commission: City Council

Subject: Approve meeting minutes - City Council Regular Meeting, December 10, 2024

Due to the transition in staff, the minutes from the Council meeting held on December 10, 2024, were not completed in a timely manner. Staff have completed the minutes and have presented them to the City Council for their approval. There is an understanding that there is a council member that wasn't on the dais at the time of this meeting, but staff have reviewed the recording and provided minutes that accurately show the actions taken by the City Council.

Voting Requirements:

Voting Options Simple Majority

North Branch City Council Minutes

TUESDAY, DECEMBER 10, 2024 @ 7:00 PM

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

Members present:

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

Members absent: None

1. CALL TO ORDER

- a. Mayor Schieber called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

5. AGENDA APPROVAL

- a. Member Canada moved to approve the agenda. Motion seconded by member Miles. All aye, motion approved unanimously.

6. PRESENTATION & PROCLAMATION

7. PUBLIC COMMENT

Ted Phillips talks of the tax decision that's coming up but lack of public tonight and how the council should approach it. He explains this will be very unpopular for the people here tonight and he hopes the council makes a decision for everybody because it is not about the people who are here tonight, it's about moving this city forward. It's about making sure the department heads have the tools that they need to move forward within this city. And going down, because of 30 people, is not right. He asks the council to think of the others and please make a decision tonight. He hopes they really think about this and make a good name for themselves as far as how they move

this in. Mayor Schieber replies to Mr Phillips that it was a good email and well received. Mr Phillips tells the council to make good decisions tonight.

Erika Beriou steps up to the podium and recites her name and thanks the council for the opportunity to speak. She explains she did pay attention to a lot of the posts online from North Branch and the people of North Branch are actually saying that a 30 percent tax increase is basically a statement asking the people to move out of North Branch. She explains that because of something like money she knows that there are various department heads saying that they can make sacrifices, to keep people in North Branch, being able to afford being here. She says at the risk of people not showing up, because they have kids and jobs don't raise their taxes. She thanks the council.

8. CONSENT AGENDA - Miles moved, seconded by Canada, to approve the minutes. Council member Kelly Neider asks on letter i, if Access Church is still on the docket? Mayor Schieber says they are. Mayor Schieber moves to vote. All aye, motion approved unanimously.
 - a. Claims
 - b. Approve City Council Meeting Minutes November 12, 2024, December 2, 2024 Council Meeting, and December 2, 2024 Truth in Taxation
 - c. Accept Planning Commissioner Jim Ibinger's Resignation
 - d. Resolution No R-120-2024 Accepting the dedication of outlets in the Wildridge developments
 - e. Accept part-time liquor store clerk Logan Miller's resignation
 - f. Approve the hire of Ashley Lewerenz as Police Officer
 - g. 2025 Liquor, Tobacco and Message Licenses addition
 - h. Approve and authorize city staff to submit a SRTS Planning Assistance Grant application
 - i. Resolution designating polling Places for 2025

- j. Approve resolution R-126-2024 Accepting dedication of a public drainage and utility easement
- k. Resolution R-127-2024 Hwy 95 water main project pay request #7-FINAL

9. PUBLIC HEARINGS

10. STAFF REPORTS

a. November Liquor Operations Update

Liquor Operations, Carla Golden, presented November sales and says they have made progress. Mayor Schrieber asks about setting a goal of net profit, lease lowered, setting goals. Finance Director, Sharon Wright, hopes high revenue will continue since the fourth quarter was high. Mayor Schieber asks about an update for a refund on real estate from the property owner. Sharon Wright states the property owner admitted they had miscalculated the property tax and the owner will get back to them in February or March. Member Travis Miles asks Carla Golden about how people are drinking less and Carla explains the non alcoholic and THC sales have gone up. Mayor Schieber asks about terminating programs. Carla states they are terminating Pub & Wine discounts. Mayor Schieber talks about how that might increase a fraction. Council member Kelly Neider asks Finance Director Sharon Wright what a normal year is and what she means by saying "hoping for" and why Sharon Wright is unable to tell the council what her goals are. She mentions if the store should stay open that it may be a problem and mentions shutting it down. Finance Director Sharon Wright states there is a 5 year lease. Member Kelly Neider encourages Finance Director Shelly Wright to make a list of goals to keep the store going and present them to the council and that there's always a way out [of the lease]. Finance Director Sharon Wright states she has talked to their attorney and there is not an escape clause. Council member Schaps asks Finance Director Sharon Wright if the attorney has commented on whether or not they are able to sublet the premises. Sharon says the attorney has not. Member Schaps tells her he needs the answer for that knowing there's an option for that

and establishing a liquor commission to implement efficiencies. Member Canada suggests DMV or something State/Chisago county office by subletting. Member Schaps gives an example of a private entity taking over. Member Miles suggests and asks about bulk beer sales.

b. Resolution R-128-2024 Adopting the final 2025 EDA Tax Levy for the North Branch Economic Development Authority

Finance Director Sharon Wright states the levies are set for both HRA and the EDA at their maximum allowable for the state and that is what these levies are there for to pay that debt down. Mayor Scheiber mentions other things going on to help with the tax base.

Mayor Schieber moved, seconded by Canada. Member Kelly Neider questioned that she does not see the resolution in her paperwork. Mayor Schieber requests a change on the Final 2024 EDA should be changed to the Final 2025 EDA. Member Nieder questions Finance Director Sharon Wright about debt payments and transfer of money to cover debt payments. Finance Director Wright explains and goes into detail about the transfer of the money. Member Neider asks about the Employer Paid Health line of the agenda packet. Finance Director Sharon Wright explains and goes into detail. Member Neider questions about the HR budget before they approve the levy. Finance Director Wright explains the levy is up to be approved now and the budget will be approved, in total, at a later point with the whole city packet.

Mayor Schieber states there was already a first and a second motion. All aye, motion approved unanimously.

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

Finance Director Sharon Wright touches on it and explains.

Mayor Schieber motions to approve, Member Travis Miles seconded. Member Neider states she does not have the tax levy papers. Finance Director Wright explains the tax levy, EDA and HRA are combined.

Mayor Schieber calls for vote. All Aye, motion approved unanimously.

d. Resolution to Adopt the City of North Branch 2025 Budget.

Finance Director Sharon Wright explains the budget and what she did to come to her conclusions. Mayor Schieber asks a question to The Chief of Police about funding for a sergeant's position and a military deployment. The Chief of Police explains the retirement of two sergeants and how it pertains to promotion and the budget and asks about adding more to the budget. Mayor Schieber asks about an officer's military deployment and the policy on how long and how much the city pays for the salary. The Chief of Police explains the policy. Mayor Schieber asks Finance Director Sharon how to save and carry into next year for IT. Finance Director Sharon Wright explains they would continuously look at the different programs and costs and try to come up with some savings. Member Kelly Neider explains that she doesn't feel comfortable with the IT budget. Finance Director Sharon Wright explains these are solid numbers. Administrator Matthew Hill explains the control issue with IT tech and the capital the former member had but will be able to react and take out license or renewal going forward and this is necessary technology. Mayor Schieber and Finance Director Sharon Wright talk more on the IT budget and how the Finance Director came up with her numbers. Member Kelly states what she is proposing [a number for the budget] and she is having difficulties with the packs the Finance Director gives her. Mayor Schieber asks Member Kelly Neider if she wants to go through any questions and what she has highlighted. Member Neider states she wants to talk about revenue and asks Finance Director Sharon Wright where she comes up with her numbers for the debt levy. Finance Director Sharon Wright explains how she comes up with her

numbers. Mayor Schieber goes through how Member Kelly got her information and explains how the projection got to this point. Member Kelly Neider asks more questions to the Finance Director about the revenue. The finance director explains how they receive money with revenue sources and use it for the tax levy. Member Kelly goes through departments and projections and says she's used to working with the numbers that her former administrators gave her. She asks Nate Sondrol about reducing the parks. Nate talks about what he can reduce but the trails needing maintenance and future improvements. Member Kelly Neider asks Shawn Williams about needing carpet for the Library. Shawn said it has been on his list for quite a few years but not a deal breaker but needs to be done soon. Member Kelly questions the HR position and possible way to eliminate the use for the attorney. Finance Director Sharon states they need to find alternatives, and cant just not pay the invoices, without the alternatives and what might be better served by a different vendor and they need to do the research but there is a transition. Mayor Schieber states they do not have an IT person and there is no time to figure out if council can drop and reduce money without potentially causing harm to the IT services. Member Neider asks Finance Director Wright how to dwindle it down compared to other cities. Finance Director Wright explains and goes into detail. Member Canada asks a question about plans for i-phones the city owns Finance Director Sharon Wright explains and goes into detail. Member Neider explains to Finance Director Wright how she does not like how the budget was made and laid out.

Member Schaps makes a motion for setting the 2025 levy in the amount of 9.5%. Member Neider seconds the motion. Mayor Schieber asks how they know what they are supporting with the 9.5%. Member Schaps answers they will allocate the levy in the new year and points out public works and the police department. Council Member Neider asks how the percentage of each department gets paid out and if they are able to tell them a percentage they

can have. Finance Director Sharon Wright explains the legal level. Mayor Scheiber explains he could not vote for the 9.5% and goes through what would be given, and what would not, in between the 9.5% and 12%. Finance Director Sharon Wright and The Chief of Police give him some details. Mayor Schieber asks Shawn about using the care act money. Shawn explains they may be short but will make it work. Member Neider states to Mayor Schieber that she doesn't want to minimize the importance of the fire, police and public works department and these are the most important but are coming out of a poor economy and asks the council to consider going under the 10%. She goes through options. Mayor Schieber and Member Miles talk about different versions of the budget and the past budget.

Mayor Schieber states council has a first and a second for the 9.5% budget and asks the City Administrator to do roll call vote. Shaps - Aye, Neider - Aye, Miles - Nay, Canada - Nay, Mayor Schieber - Nay. Motion fails, 2 ayes-3 nays. Mayor states he would make a motion to approve the levy projection at 12%.

Member Canada seconds the motion. City Administrator Matthew Hill does roll call vote. Schaps - nay, Neider - nay, Miles - Aye, Canada - Aye, Mayor Schieber - Aye. Motion passes 3-2.

e. Resolution to Adopt the 2025 Property Tax Levy R-125-2024

Mayor Schieber motions to approve seconded by Member Canada. City Administrator Matthew Hill does roll call vote. Canada - Aye, Miles - Aye, Schaps - Nay, Neider - Nay, Mayor Schieber - Aye. The resolution passes 3-2.

11. MAYOR/CITY COUNCIL

- a. Mayor discusses the FUNDAMENTALS OF ENTERPRISE FUNDS.
- b. Member Neider thanks the residents of North Branch & the people that supported her.

12. ADJOURNMENT

Being no further business before the City Council, Mayor Schieber moved,
seconded by Miles, to adjourn the meeting at 09:16 p.m.

Kevin Schieber, Mayor

ATTEST:

Mathew Hill, City Administrator



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/05/2025

Board & Commission: Planning Commission

Subject: Resolution R-163-2025 Approving Fisk Acres Minor Subdivision

Overview / Background

Cory Fisk (Applicant) is requesting Minor Subdivision approval at 9626 St. Croix Trail, a 39.62 acre site. The Applicant has applied to split the existing parcel, (PID: 11.00503.20) into three (3) lots. The minor subdivision will permit development of two additional homesites and maintain the existing developed residence. The property is currently zoned Rural Residential and is not within the designated Urban Service Area. There are numerous areas covered by designated wetlands and drainage and utility easements are required to maintain them in the current configuration.

Request(s) to Consider

1. Land Use and Zoning
2. Plat Standards

Analysis of Request(s)

1. Land Use & Zoning

The Subject Property currently has a single land use classification: **Rural Residential**.

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

In the Comprehensive Plan and Zoning Map, the surrounding east, south, and west properties are designated Rural Residential and have single family uses. The southern boundary of the site is State Highway 95. The surrounding northern properties are designated Agricultural and zoned AG2 and have a mixture of undeveloped forests / wetlands and agriculture.

Land Use and Zoning standards are satisfied.

2. Plat Standards

Minimum Lot Standards

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

Lot Standards			
Type	Area (buildable acre)	Width	Depth
Minimum Lot 1 Area	1	110'	300'
Lot 1	6.95	605'	568'
Lot 2	2.62	280'	591'
Lot 3	6.17	376'	1262'

The maximum building height in the Rural Residential zoning district is 35 feet and the maximum lot coverage for impervious surfaces is 50%. Both of these standards can easily be met due to the size of the proposed lots. The Plat illustrates the new lot configurations with the dimensions listed in the table above, all meeting the minimum lot ordinance requirements. The table below shows the required setbacks for the RR zoning district and the existing setbacks for the residence. The Applicant has provided potential building pad sites on lots 2 and 3 which can meet the ordinance setback standards and provide acceptable primary and secondary septic sites.

Type	Front Yard (feet)	Rear Yard (feet)*	Side Yard (feet)*
Minimum Lot Setback	40'	30'	10'
Lot 1 - Home	149'	379'	189'
Lot 2 Bldg Pad	110'	441'	105'
Lot 3 Bldg Pad	93'	1,122'	101'

Lot 1 is currently developed. The proposed lot contains a single-family dwelling, and two

accessory buildings. The ordinance permits four accessory structures for properties zoned RR and between one-acre but less than five-acres of buildable area. Section 66-898 of the North Branch City Code requires that all accessory buildings in the RR Districts meet the following setback requirements; Front Yard – 40 ft, Side Yard - 10 ft, and Rear Yard - 10 ft. One accessory building is a garage measuring 1,213 square feet in area, and the other appears to be a shed directly east of the garage. The shed is not shown on the survey. The Applicant should provide the location of the shed prior to final approval, to verify that it meets the 10-foot side yard setback from the new lot line.

Wetlands

A wetland delineation was carried out by Earth Science Associates, Inc to provide an updated map of all on-site wetland locations. Two large swaths of wetland were identified. The largest wetland covers roughly the northern half of Lot 3. Another wetland covers the northeast corner of Lot 1, the northern 1/3 of Lot 2, and Lot 3. Several smaller wetlands are congregated around the southwestern corner of Lot 3 and the northwestern corner of Lot 1. A Notice of Decision from the Minnesota Board of Soil and Water Resources and Chisago County approved these findings. The proposed plat places drainage and utility easements over the wetland locations.

Grading

The grading plan indicates where the new driveway for lot 2 will be placed. Grading will be required for the driveway work, the area immediately around proposed driveways, residences, and septic fields. Each lot will be individually graded upon development of each unit. The Applicant or the future builder, will be required to provide grading and erosion control plans and obtain all necessary permits, prior to building on either of the new lots which is a condition of approval.

Access

The existing home on Lot 1 has a driveway connecting to St. Croix Trail (State Highway No. 95). An unpaved driveway on the eastern half of the property, within the newly created lot 3, also extends from St. Croix Trail northwards to the rear wetlands that covers half of Lot 3 and also westward.

The applicant is recommending that each lot have a separate driveway to access St. Croix Trail. St. Croix Trail is a major collector and a State Highway. The State may require combining curbcuts, however, at this time the City has not received any feedback from the MNDot regarding this subdivision. A condition of approval requires the applicant to comply with the MNDot requirements.

Other

The applicant is providing right-of-way dedication for a portion of St. Croix Trail.

Planning Commission

The planning commission held a public hearing on March 4, 2025, and unanimously recommended approval of the request.

Requested Action

Motion to approve resolution R-163-2025 approving the preliminary and final plat as proposed

by Cory Fisk for the Fisk Acres development with the conditions and findings of fact as presented.

Attachments

Final Plat - Fisk Acres, *Kroschel Land Surveyors, Inc.* – 3/5/25

Preliminary Plat – Fisk Acres. *Kroschel Land Surveyors, Inc.* – 3/5/25

Grading Plan of Fisk Acres. *Kroschel Land Surveyors, Inc.* – 2/21/25

Wetland Map Revision. *Earth Science Associates, Inc.* – 2/21/25

Minnesota Wetland Conservation Act – Notice of Decision – MN Board of Water and Soil Resources – 2/21/25

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-163-2025

A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR FISK ACRES

WHEREAS, Cory Fisk (“Owner”) requested Minor Subdivision approval for Fisk Acres, collectively referred to hereafter as “Plat,” located at 9626 St. Croix Trail (PID: 11.00503.20) (“Subject Property”) and,

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

WHEREAS, the Owner is proposing to subdivide the Subject Property, creating a total of three (3) residential lots – an increase of two (2) residential lots for new development, on 39.62 gross acres of land (“Development”); and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on March 4, 2025 to consider and receive public comment regarding the proposed Plat; and,

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

WHEREAS, after the public hearing the Commission found the Plat satisfies all Land Use and Zoning standards and City platting requirements, and unanimously recommended approval of the Minor Subdivision for Fisk Acres; and,

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

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

Subject to the following conditions:

1. All fees and financial obligations shall be received by the City prior to releasing the approval documents related to this project for recording.
2. The Applicant shall pay all park dedication requirements.
3. The Applicant or the future owner of the lots shall obtain all necessary approvals, including submittal and approval of a site grading plan, and pay all applicable fees prior to commencing construction on the lots.
4. The Applicant will comply with the MNDot requirements to review any future development on the plat.

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

Passed by the City Council of North Branch, Minnesota this 25th day of March, 2025.

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

LEGEND

- DENOTES RECORDED CHISAGO COUNTY MONUMENT
- DENOTES 1/2" X 14" REBAR SET, MARKED KROSCHEL 44490
- DENOTES MAG NAIL FOUND SPIKE SET IN BLACKTOP
- DENOTES DELINEATED WET LAND BOUNDARY
- DENOTES CONTROLLED ACCESS
- DENOTES DITCH

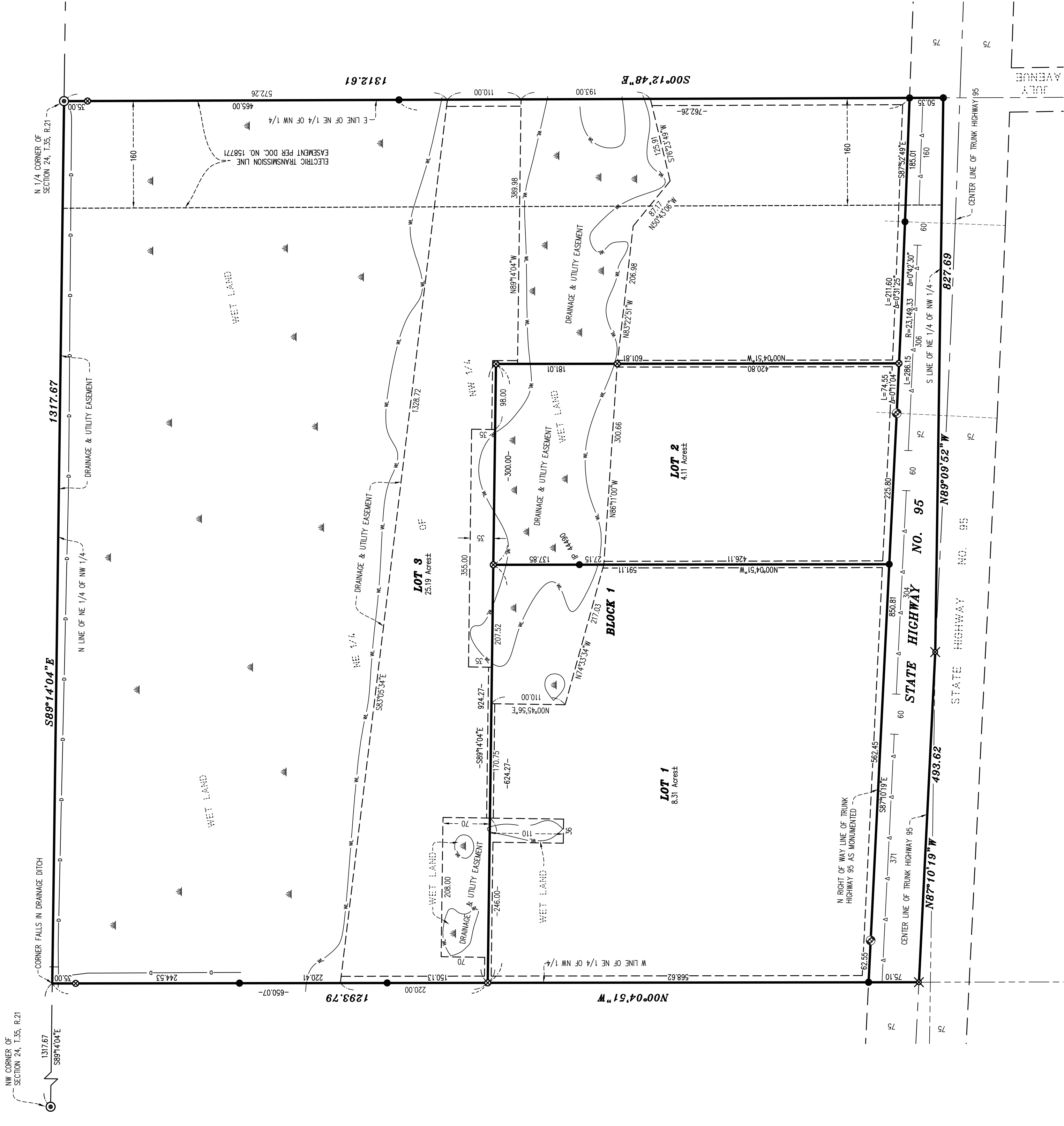
FI SK ACRES

PART OF THE NE 1/4 OF NW 1/4, SECTION 24, TOWNSHIP 35 NORTH, RANGE 21 WEST, CHISAGO COUNTY, MINNESOTA



CITY OF NORTH BRANCH
CHISAGO COUNTY, MN

THE BASIS OF BEARINGS FOR THIS DRAWING IS
THE MNDOT CHISAGO COUNTY COORDINATE
SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT



KNOW ALL MEN BY THESE PRESENTS, That Cory A. Fisk, a divorced and unmarried person, fee owner of the following described property situated in the County of Chicago, State of Minnesota, to wit:

All that part of the Northeast Quarter of the Northwest Quarter of Section 24, Township 35, Range 21, lying North of State Highway No. 95, Chisago County, Minnesota.

has caused the same to be surveyed and platted as FISK ACRES and does hereby dedicate to the public for public use forever STATE HIGHWAY NO. 95 and also dedicate the easements as shown on this plat for drainage & utility purposes only. Also dedicating to the State of Minnesota the right of access onto State Highway No. 95, as designated on this plat.

In witness whereof said Cory A. Fisk, a divorced and unmarried person, has set his hand this _____ day of _____, 20____

Cory A. Fisk
STATE OF MINNESOTA)
COUNTY OF _____)

The foregoing instrument by Cory A. Fisk, a divorced and unmarried person, was acknowledged before me this _____ day of _____, 20____

Notary Public _____ County, Minnesota
My Commission Expires _____

I hereby certify that I have surveyed and platted the land described on this plat as FISK ACRES and that this plat is a correct representation of the same, and that the same has been duly recorded in the Office of the County Recorder for record on this _____ day of _____, 20____, and that the same is a correct and true copy of the original as the same is on file in the Office of the County Recorder for record on this _____ day of _____, 20____, and that all public ways are shown and labeled on the plat.

Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490

STATE OF MINNESOTA)
COUNTY OF _____)

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 20____, by Tyler J. Kroschel, Land Surveyor, Minnesota License No. 44490.

Notary Public _____ County, Minnesota
My Commission Expires _____

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

Mayor _____ Clerk _____

Pursuant to Chicago County Subdivision Ordinance Number 98-2, I hereby certify that this plat has been checked and approved as to compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

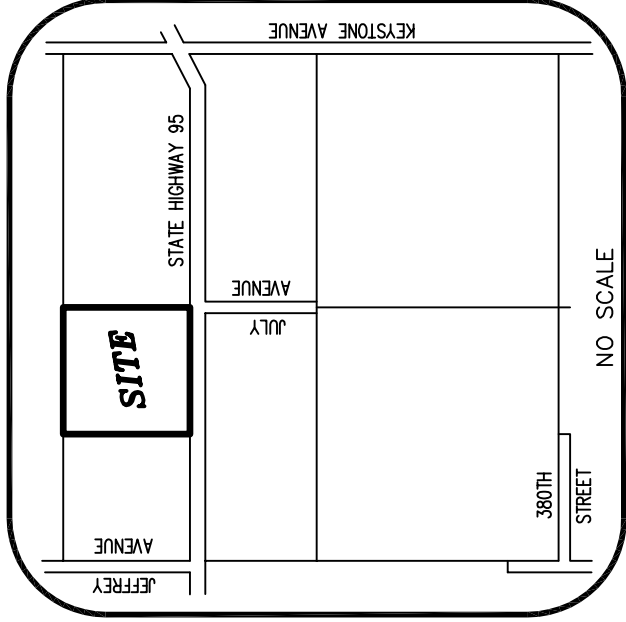
This plat was approved as to form and execution this _____ day of _____, 20____

No delinquent taxes for the land described on this plat and transfer entered this _____ day of _____, 20____

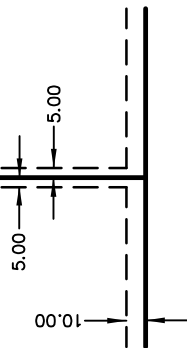
I hereby certify that the taxes for the year 20____ on the property described herein are paid this _____ day of _____, 20____

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

County Recorder _____



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING STREET AND EXTERIOR PLAT LINES AND BEING 5 FEET IN WIDTH AND ADJOINING PLAT LINES, UNLESS OTHERWISE INDICATED, AS SHOWN ON THIS PLAT.

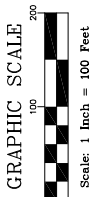
SECTION 24, T.35N., R.21W.
VICINITY MAP



Kroschel Land Surveyors, Inc.

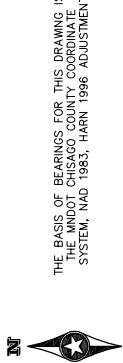
1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-5267 tyler@kroschelsurvey.com

- LEGEND
- RECORDED, CHISAGO COUNTY MONUMENT
 - 72" x 4" REBAR SET, MARKED KROSCHTEL 44490
 - MAG NAIL FOUND
 - MAG SPIKE SET IN BLACKTOP
 - DELINEATED WET LAND BOUNDARY
 - CONTROLLED ACCESS
 - SOIL PIT
 - DITCH



PART OF THE NE 1/4 OF NW 1/4, SECTION 24, TOWNSHIP 35 NORTH, RANGE 21 WEST, CHISAGO COUNTY, MINNESOTA

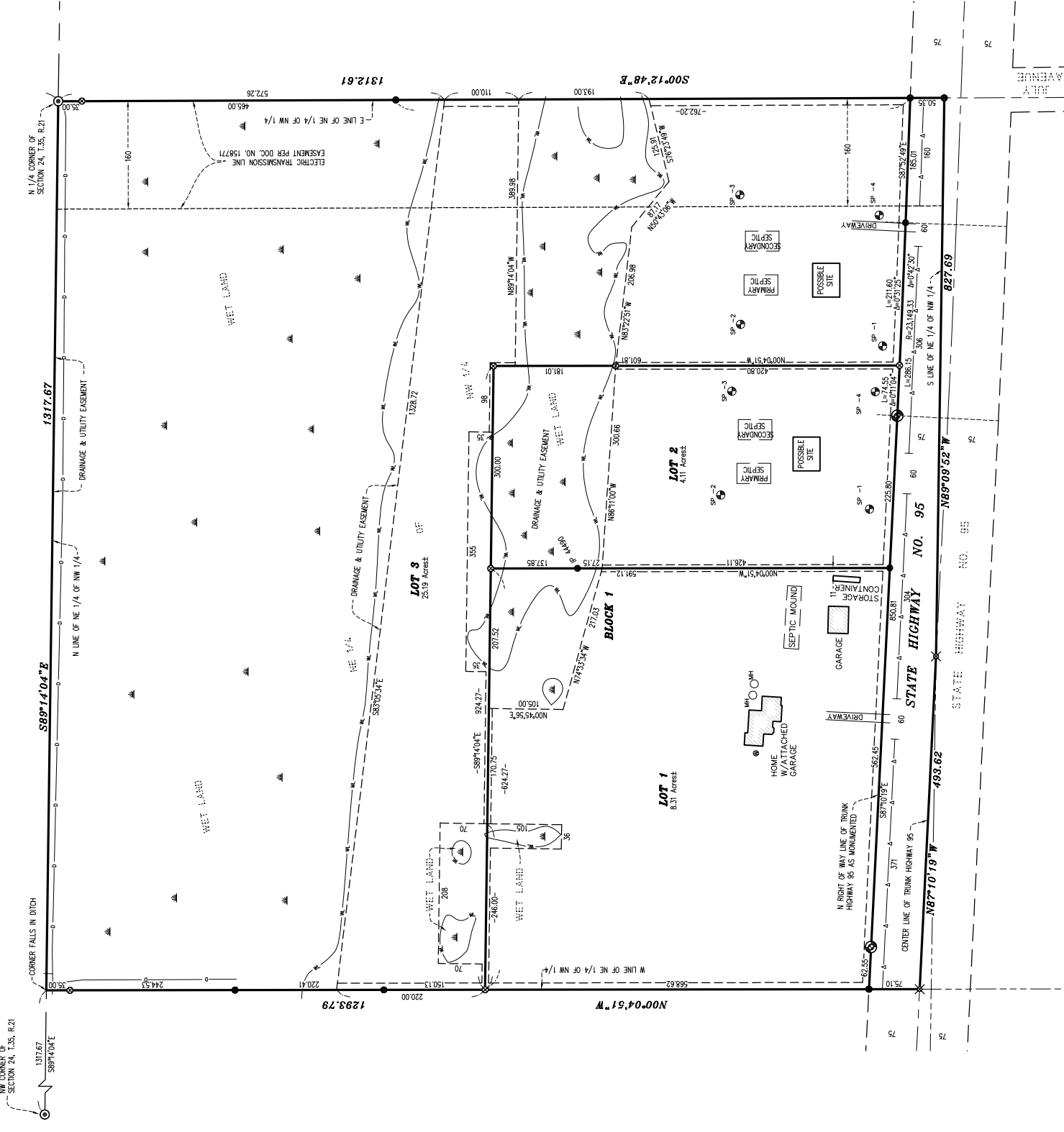
FISK ACRES



CITY OF NORTH BRANCH
CHISAGO COUNTY, MN

THE BASIS OF BEARINGS FOR THIS DRAWING IS
THE MDOT CHISAGO COUNTY COORDINATE
SYSTEM, NAD 1983, T48N 1996 ADJUSTMENT

LOT #	SQ. FT.	BLD. SQ. FT.	WIDTH AT SEEDBOX	DEPTH	FRONTAGE
1	361,953 SqFt	307,745 SqFt	605'	566'	625'
2	178,934 SqFt	113,967 SqFt	280'	591'	300'
3	1,097,186 SqFt	268,896 SqFt	376'	1762'	396'



KNOW ALL MEN BY THESE PRESENTS: That Cory A. Fisk, a divorced and unmarried person, fee owner of the following described property situated in the County of Chicago, State of Minnesota, to wit:

All that part of the Northeast Quarter of the Northwest Quarter of Section 24, Township 35, Range 21, lying North of State Highway No. 95, Chicago County, Minnesota.

has caused the same to be surveyed and platted as FISK ACRES and does hereby dedicate to the public for public use forever STATE HIGHWAY NO. 95 and also dedicate the easements as shown on this plat for drainage & utility purposes only. Also dedicating to the State of Minnesota the right of access onto State Highway No. 95, as designated on this plat.

In witness whereof said Cory A. Fisk, a divorced and unmarried person, has set his hand this ____ day of _____, 20____

Cory A. Fisk

STATE OF MINNESOTA)

COUNTY OF _____)

The foregoing instrument by Cory A. Fisk, a divorced and unmarried person, was acknowledged before me this ____ day of _____, 20____

Notary Public _____ County, Minnesota
My Commission Expires _____

I hereby certify that I have surveyed and platted the land described on this plat as FISK ACRES and that this plat is a correct representation of the same as shown on this plat for drainage & utility purposes only. I also certify that the boundaries and wetlands shown on this plat are correctly set; that as of the date of this certificate all water boundaries and wet lands, as defined in Minnesota Statutes Section 505.01, Subd. 3, are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490

STATE OF MINNESOTA)
COUNTY OF _____)

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 20____ by Tyler J. Kroschel, Land Surveyor, Minnesota License No. 44490.

Notary Public _____ County, Minnesota
My Commission Expires _____

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

Mayor _____ Clerk _____

Pursuant to Chicago County Subdivision Ordinance Number 98-2, I hereby certify that this plat has been checked and approved as to compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

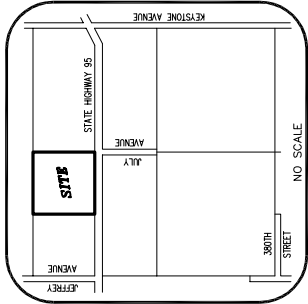
This plat was approved as to form and execution this ____ day of _____, 20____
County Surveyor _____

No delinquent taxes for the land described on this plat and transfer entered this ____ day of _____, 20____
County Auditor _____

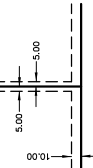
I hereby certify that the taxes for the year 20____ on the property described herein are paid this ____ day of _____, 20____
County Treasurer _____

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

County Recorder



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING STREET AND EXTERIOR PLAT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, AS SHOWN ON THIS PLAT.

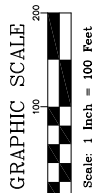
SECTION 24, T.35N., R.21W.
VICINITY MAP



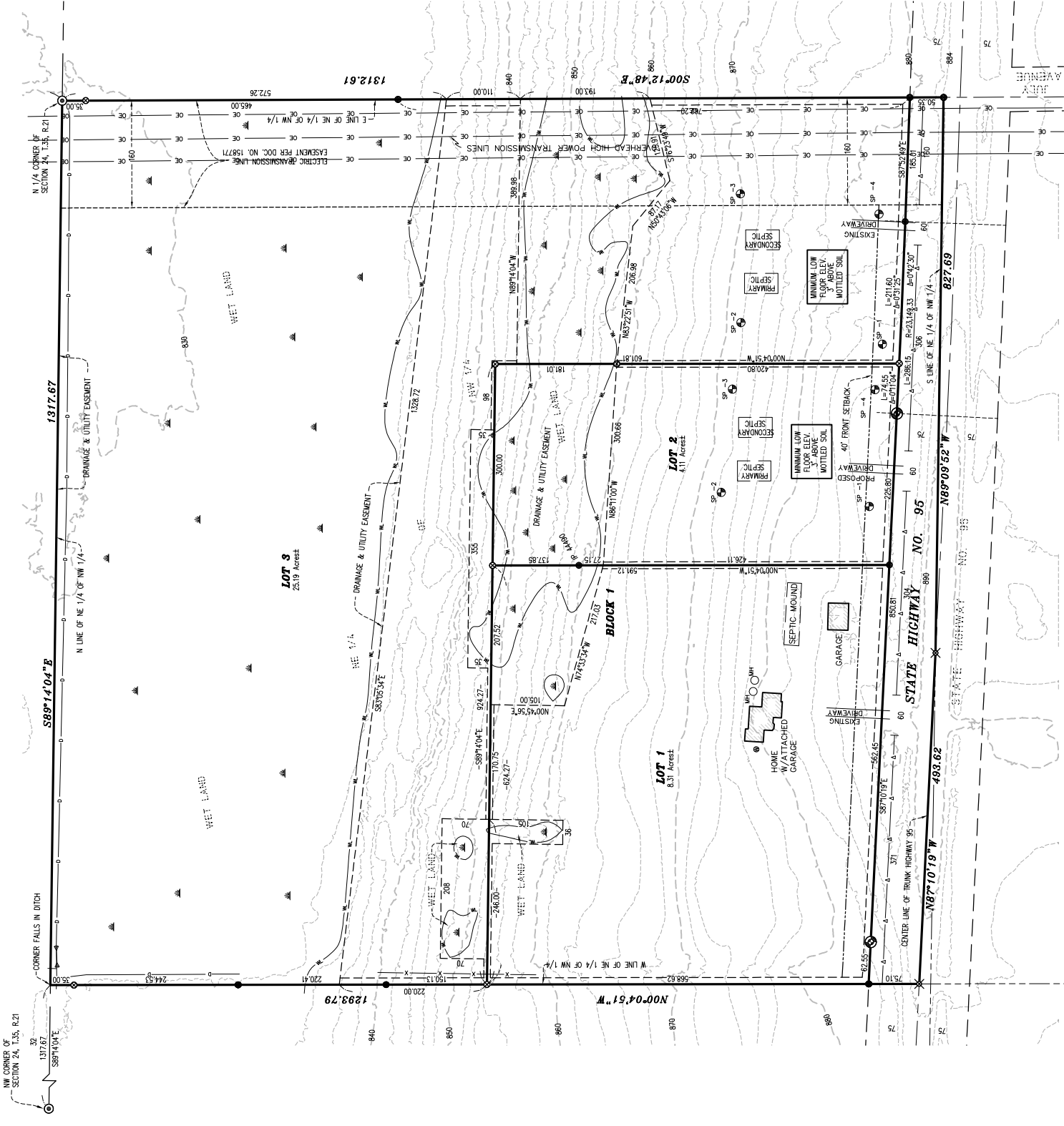
Kroschel Land Surveyors, Inc.
1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 326-629-3267 tyler@kroschellandsurvey.com

GRADING PLAN OF
FISK ACRES

PART OF THE NE 1/4 OF NW 1/4, SECTION 24, TOWNSHIP 35 NORTH, RANGE 21 WEST, CHISAGO COUNTY, MINNESOTA

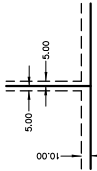


- LEGEND**
- RECORDED CHISAGO COUNTY MONUMENT
 - 4" REBAR SET, MARKED KROSCHER 44490
 - MAG NAIL FOUND
 - MAG SPIKE SET IN BLACKTOP
 - DELINEATED WET LAND BOUNDARY
 - CONTROLLED ACCESS
 - SOIL PIT
 - DITCH

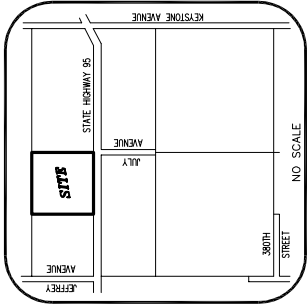


LOT #	SQ. FT.	BLD. SQ. FT.	WIDTH AT SEEBACK	DEPTH	FRONTAGE
1	361,653 SqFt	302,745 SqFt	685'	586'	625'
2	178,534 SqFt	113,967 SqFt	280'	591'	300'
3	1,097,198 SqFt	268,896 SqFt	376'	1262'	396'

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING
STREET AND LOT 2. THE EASEMENT
BEING 5 FEET IN WIDTH AND ADJOINING
SIDE LOT LINES, AS SHOWN ON THIS PLAT.



Notes to Survey:

- Existing contours shown are taken from 2011 Chisago County LIDAR flights (NAVD 1988).
- Rock entrances shall be installed at the start of grading. 1 1/2 inch – 2 inch washed rock shall be used. Drive must be at least 35 feet in length. Replace rock as needed to maintain a 6 inch depth. A geotextile fabric may be used under the rock to prevent the migration of the underlying soil into the rock.
- Soil stockpiles must not be placed near waterbodies or on streets.
- Streets must be cleared of debris at the end of each day or as directed by the City, to remove all accumulated materials. Failure to perform any street sweeping within 6 hours of notice by the City will result in the work being performed by the City and all associated costs billed. The City also requires removal of accumulated materials on streets during winter.
- Permanent seeding recommended. MnDOT 25–131 Low Maintenance Turf Mix, 220 lb/acre. Fertilizer Type 3 @ 350 lbs/acre. Seeding and restoration to be completed within 48 hours of final grading.
- No underground utilities have been marked in connection with this plan. Contact Gopher State One Call Center prior to any excavations.
- Note: The building pads and driveway locations are shown for graphic purposes only. The final grades and floor elevations are subject to soil borings and approval by the owner, builder, and local governing body, at the time of permitting. It is the responsibility of the builder to comply with State Laws and local ordinances regarding construction site erosion and sediment control.

Owner & Developer:
Cory Fisk
9626 St. Croix Trail
North Branch, MN 55056
651–247–9568

Land Surveyor:
Kroschel Land Surveyors, Inc.
1639 Main Street N, Suite 6
Pine City, MN 55063
320–629–3267

Soil Tester:
Ramberg Soil Consulting
55535 Fairfield Avenue
Pine City, MN 55063
320–438–9318

Existing Legal Description:
All that part of the Northeast Quarter of the Northwest Quarter of Section 24, Township 35, Range 21, lying North of State Highway No. 95, Chisago County, Minnesota.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 10th day of February, 2025

By: Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490



Kroschel Land Surveyors, Inc.
1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-3267 tyler@kroschelsurvey.com



BOARD OF WATER
AND SOIL RESOURCES

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: Chisago County Environmental Services	County: Chisago
Applicant Name: Cory Fisk Applicant Representative: Ken Meek	
Project Name: CSAH 30 Improvements LGU Project No. (if any): 2024-02328 PID: 11.503.20	
Date Complete Application Received by LGU: October 30, 2024	
Date of LGU Decision: December 9, 2024	
Date this Notice was Sent: January 7, 2025	

WCA Decision Type – check all that apply.

☒ Wetland Boundary/Type	☐ Sequencing	☐ Replacement Plan	☐ Bank Plan (not credit purchase)
☐ No-Loss (8420.0415)	☐ Exemption (8420.0420)		
Part: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H		Subpart: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:
Wetland Replacement Type: ☐ Project Specific Credits: ☒ Bank Credits:
Bank Account Number(s):

Technical Evaluation Panel Findings and Recommendations (attach if any)

☒ Approve ☐ Approve w/Conditions ☐ Deny ☐ No TEP Recommendation
--

LGU Decision

After a thorough review using remote sensing and on-site assessment, the delineation report appears to be complete and accurate as amended (see the site map dated 12/09/2024). It is my opinion the report has successfully fulfilled the wetland boundary and type determination requirements mandated by the Wetland Conservation Act and Chisago County. According to Wetland Conservation Act rules, this "wetland boundary and type report" remains valid for five calendar years.

Chisago County strongly advises the installation of silt fencing around all delineated wetlands, particularly in areas where construction-related sedimentation is anticipated. Furthermore, surveyors must locate and survey all delineated wetland areas.

Please note that the "Notice of Decision" is not an approval for any wetland impacts. Any impacts must be addressed separately. This letter does not indicate concurrence from the U.S. Army Corps of Engineers for the wetland delineation report, a replacement plan, or exemption requests. I recommend reaching out to the project manager for this area for concurrence or approval at 651-290-5380.

Decision-Maker for this Application: ☒ Staff ☐ Governing Board/Council ☐ Other:

Decision is valid for: ☒ 5 years (default) ☐ Other (specify):

¹ Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

☒ Attachment(s) (specify): **Wetland Replacement Plan and Wetland Delineation Report**

☐ Summary:

¹ Findings must consider any TEP recommendations.

Attached Project Documents

☒ Site Location Map ☐ Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

☒ Yes¹ ☐ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

Appeals may be directed to BWSR

Notice Distribution (include name)

Required on all notices:

☒ SWCD TEP Member: Craig Mell

☒ BWSR TEP Member: Ben Meyer

☒ LGU TEP Member (if different than LGU contact):

☒ DNR Representative: Tim Marion, Area Wildlife Manager, Craig Wills, Area Hydrologist

☐ Watershed District or Watershed Mgmt. Org.:

☒ Applicant: Ben Hobert, Chisago County Public Works ☒ Applicant Representative: Chaldelia Brown

Optional or As Applicable:

☐ Corps of Engineers:

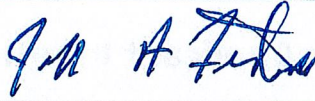
☐ BWSR Wetland Mitigation Coordinator (required for bank plan applications only):

☐ Members of the Public (notice only):

☐ Other:

Signature:

Jeffrey A. Fertig



Date:

January 7, 2025

This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.

PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

Applicant/Landowner Name: Cory Fisk
Mailing Address: 9626 St. Croix Trail
North Branch, MN 55056

Phone: 651.247.9568
E-mail Address: coryfisk@msn.com

Authorized Contact (do not complete if same as above):

Mailing Address:
Phone:
E-mail Address:

Agent Name: Kenneth Meek, PG, CPG
Earth Science Associates, Inc.
Mailing Address: 37445 Grand Avenue
North Branch, 55056
Phone: 612-718-0413
E-mail Address: esa332@gmail.com

PART TWO: Site Location Information

County: Chisago **City/Township:** North Branch
Parcel ID and/or Address: 110050320 / 9626 ST. CROIX TRAIL
Legal Description (Section, Township, Range): Sec. 24, Twp. 35 N., Rng. 21 W.
Lat/Long (decimal degrees): 45.512 N., 92.912 W.
Attach a map showing the location of the site in relation to local streets, roads, highways.
Approximate size of site (acres) or if a linear project, length (feet):
37 acres

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf

PART FIVE: Applicant Signature

☐ Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature: Gregory Date: 7/1/14

I hereby authorize Earth Science Associates, Inc. to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

Project Name and/or Number:

Attachment A

Request for Delineation Review, Wetland Type Determination, or Jurisdictional Determination

By submission of the enclosed wetland delineation report, I am requesting that the U.S. Army Corps of Engineers, St. Paul District (Corps) and/or the Wetland Conservation Act Local Government Unit (LGU) provide me with the following (check all that apply):

X Wetland Type Confirmation

X Delineation Concurrence. Concurrence with a delineation is a written notification from the Corps and a decision from the LGU concurring, not concurring, or commenting on the boundaries of the aquatic resources delineated on the property. Delineation concurrences are generally valid for five years unless site conditions change. Under this request alone, the Corps will not address the jurisdictional status of the aquatic resources on the property, only the boundaries of the resources within the review area (including wetlands, tributaries, lakes, etc.).

☐ **Preliminary Jurisdictional Determination.** A preliminary jurisdictional determination (PJD) is a non-binding written indication from the Corps that waters, including wetlands, identified on a parcel may be waters of the United States. For purposes of computation of impacts and compensatory mitigation requirements, a permit decision made on the basis of a PJD will treat all waters and wetlands in the review area as if they are jurisdictional waters of the U.S. PJDs are advisory in nature and may not be appealed.

☐ **Approved Jurisdictional Determination.** An approved jurisdictional determination (AJD) is an official Corps determination that jurisdictional waters of the United States are either present or absent on the property. AJDs can generally be relied upon by the affected party for five years. An AJD may be appealed through the Corps administrative appeal process.

In order for the Corps and LGU to process your request, the wetland delineation must be prepared in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, any approved Regional Supplements to the 1987 Manual, and the *Guidelines for Submitting Wetland Delineations in Minnesota* (2013).

<http://www.mvp.usace.army.mil/Missions/Regulatory/DelineationJDGuidance.aspx>

Wetland Delineation Report

***Property at
9626 St. Croix Trail
North Branch, MN 55056***

***45.512* N., 92.912*W.
Section 24, T.35 N., R.21 W.
PID # 110050302
Chisago County, Minnesota***

Prepared on Behalf of:

***Cory Fisk
9626 St. Croix Trail
North Branch, MN 55056***

Prepared by:

***Earth Science Associates, Inc.
37445 Grand Avenue
North Branch, Minnesota 55056
612-718-0413 esa332@gmail.com***

ESA Project #118-24

October 2024

EARTH SCIENCE ASSOCIATES, INC.
Environmental Consulting Specialists

1.0 INTRODUCTION

Property at
9626 St. Croix Trail
North Branch, MN 55056

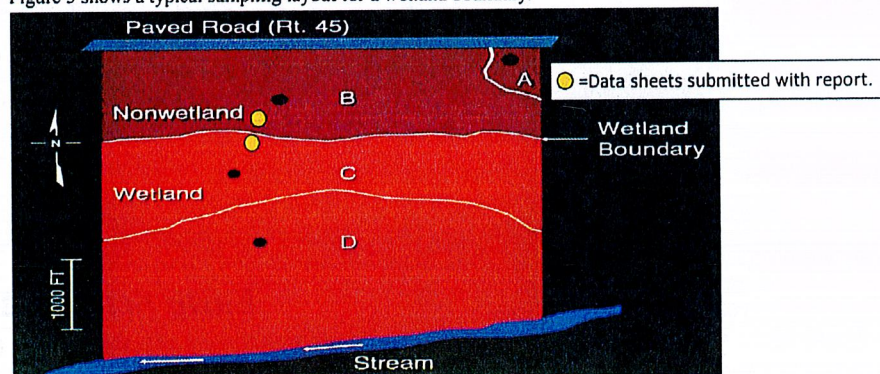
45.512* N., 92.912*W.
Section 24, T.35 N., R.21 W.
PID # 110050302
Chisago County, Minnesota

As authorized by Cory Fisk, Earth Science Associates, Inc. (ESA) has performed a wetland delineation on this 37 acre parcel (See Figure 1, Site Locator Map).

2.0 METHODS

Wetlands are areas which meet certain technical criteria for wetland in accordance with the 1987 Army Corps of Engineers Wetland Delineation Manual, Corps Supplements, and current Guidance Documents. ESA has performed a routine level 1 and 2 delineation on this site. The findings presented here are based on review of existing information followed by field investigation.

Figure 5 shows a typical sampling layout for a wetland boundary.



Three essential characteristics are required for an area to be defined as a wetland: 1) hydrophytic vegetation; 2) hydric soils; and 3) wetland hydrology. All three of these characteristics must be met, with few exceptions, for an area to be classified as a wetland.

Wetland delineation methods utilized for this project include both off-site and on-site procedures. Off-site procedures consist of reviewing existing information, available maps and aerial photos, as required. This is followed with a site visit. Samples of soil and vegetation are examined in order to make an on-site determination of vegetation, soils, and hydrology. The attached wetland determination data forms document the on-site observations.

37445 Grand Avenue
North Branch, MN 55056

612.718.0413
esa332@gmail.com

3.0 RESULTS

3.1 Review of existing information

Existing information regarding the possible presence of wetland on this site was reviewed prior to the site visit and is summarized as follows:

1. The U.S. Geological Survey (USGS) 7.5-minute topographic series maps (Figure 3) provide general indications of landforms, vegetative cover, and waterways. The 7.5-minute maps were created primarily in the 70s to 90s and are indicative of conditions at that time.
 - The USGS map indicates wetland in the north part of the site.
2. The NRCS soils map of the subject property (Figure 4) presents shaded hydric ratings of the soil mapping units. The original Soil Survey of Chisago County, Minnesota was issued in 1995. The current on-line soil survey presents updated soil nomenclature. It's unknown if more current fieldwork has been performed. An NRCS hydric soil ratings report, which details possible wetland inclusions found in the various soil mapping units, is also attached.
 - Soils rated mostly hydric indicate a higher likelihood of wetlands. Soil mapping units 540 – Seelyeville muck and 543 – Markey muck are rated 100% hydric. 161 – Isanti loamy fine sand and 337 – Warman loam are rated 66 to 99% hydric. The remaining mapping units are rated 1 to 32% hydric.
3. The National Wetlands Inventory (NWI) Map (Figure 5) was prepared by the U. S. Fish and Wildlife Service in 1992 and was updated in 2013 by the Minnesota DNR. Wetland areas here are described in accordance with Fish and Wildlife Service Circular 39 (Shaw and Fredine 1971). These maps are based primarily on aerial reconnaissance. A wetland key is attached.
 - The NWI map indicates wetland in the west part of the site mapped PFO1A.
4. Work in PWI (Public Waters Inventory) areas require special permit from the Minnesota DNR (Figure 6). The DNR Water Permit Programs Unit oversees the administration of the original public waters inventory conducted in the late 1970's. Public waters wetlands include all type 3, type 4, and type 5 wetlands (as defined in U.S. Fish and Wildlife Service Circular No. 39, 1971 edition) that are 10 acres or more in size in unincorporated areas or 2.5 acres or more in size in incorporated areas (Minnesota Statutes Section 103G.005, subd. 17b, Wetland Type).
 - There are no PWI wetland areas on or adjacent to the subject property.

3.2 Site Conditions

Antecedent Moisture Conditions: Consultation of the Wetland Delineation Precipitation Data Retrieval from a Gridded Database from the Minnesota Climatology Working Group (http://climate.umn.edu/gridded_data/precip/wetland/wetland.asp). For each month of each year, monthly precipitation totals are estimated for grid nodes at regularly spaced (10 kilometers) intervals (see map at right). The estimates are derived using a stochastic interpolation technique called "Kriging", which makes use of the irregularly spaced data in the vicinity of the node to assign it a value. A precipitation total is then calculated for every grid node, for every month. Once the grids are created, the calculation of long-term summary statistics such as normals and percentiles can be performed on each grid node.

The attached Precipitation Documentation Worksheet summarizes the prior three months of precipitation data and weighs it according to current USDA/ACOE/BWSR standards. Actual monthly precipitation totals for the most recent month(s) (attached) are used on the worksheet in cases where the kriging results are not yet available. The precipitation data indicates the antecedent moisture condition was Wet at the time of the site visit.

Field Conditions: The site was visited on September 24th, 2024. The weather was partly cloudy and calm at 72°F in the late part of the growing season.

3.3 Findings

Upland

The site is located along the south edge of the ancestral St. Croix valley formed during the last ice age. The south part of the site found a corn field generally sloping northward. The central part of the site found woodland dominated by basswood. The loamy soils encountered generally match the NRCS mapping units.

Wetland: Wetland areas are shown in Figure 2, the Wetland Delineation Site Diagram, which is overlain on Chisago County digital photography. Within attached Army Corps of Engineers Wetland Determination Data document vegetation, soils and hydrology encountered in both wetland and upland areas. Photos are included on Figure 7.

Specific wetland areas are described in accordance with:

1. Fish and Wildlife Service Circular 39 (Shaw and Fredine 1971)
2. Classification of Wetlands and Deep Water Habitats of the United States (Cowardin et al. 1979)
3. Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 3rd Edition, 2011)

Wetland A

- Circular 39: Type 2
- Cowardin: PEM1Ad
- Eggers and Reed: Fresh (Wet) Meadow

Wetland A, located within the ancestral St. Croix river valley in the north part of the site, is an abandoned sod field with thick peat soil. Soils encountered are consistent with NRCS mapping. Dominant vegetation consists of reed canary grass (*Phalarus arunducia*, FACW) and giant reed grass (*Phragmites australis*, OBL). A ditch along the toe of the slope where the woods end partially drains this area. The upland/wetland boundary is generally abrupt.

Wetland B and B'

- Circular 39: Type 2
- Cowardin: PEM1A
- Eggers and Reed: Fresh (Wet) Meadow

Wetland B and B' is located midway down the slope where a sandy soil layer emerges. The continuous seepage from the overlying upland soils provide wetland hydrology to this layer. Soils encountered are consistent with NRCS mapping. Dominant vegetation consists of reed canary grass (*Phalarus arunducia*, FACW). The upland/wetland boundaries here are gradual.

Other Aquatic Resources:

Drainage from the site travels eastward into the St Croix river, which flows south into the Mississippi.

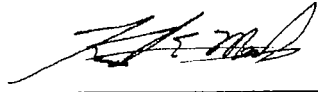
4.0 STANDARD OF CARE

The opinions presented in this report are based on information collected during the course of this study and represent Earth Science Associates' professional opinion and, as such, are not a guarantee. Earth Science Associates' professional judgment is based on generally accepted practices exercised by professionals currently practicing in this area under similar budget and time constraints.

Certain information contained in this report may have been provided by companies, agencies, and/or personal contacts not within Earth Science Associates' employ. Earth Science Associates will make no representation or warranties that such information is accurate or that any independent investigation, beyond the agreed Scope of Services, has been or will be made to verify the accuracy of such information.

Prepared/Reviewed by:

Earth Science Associates, Inc.

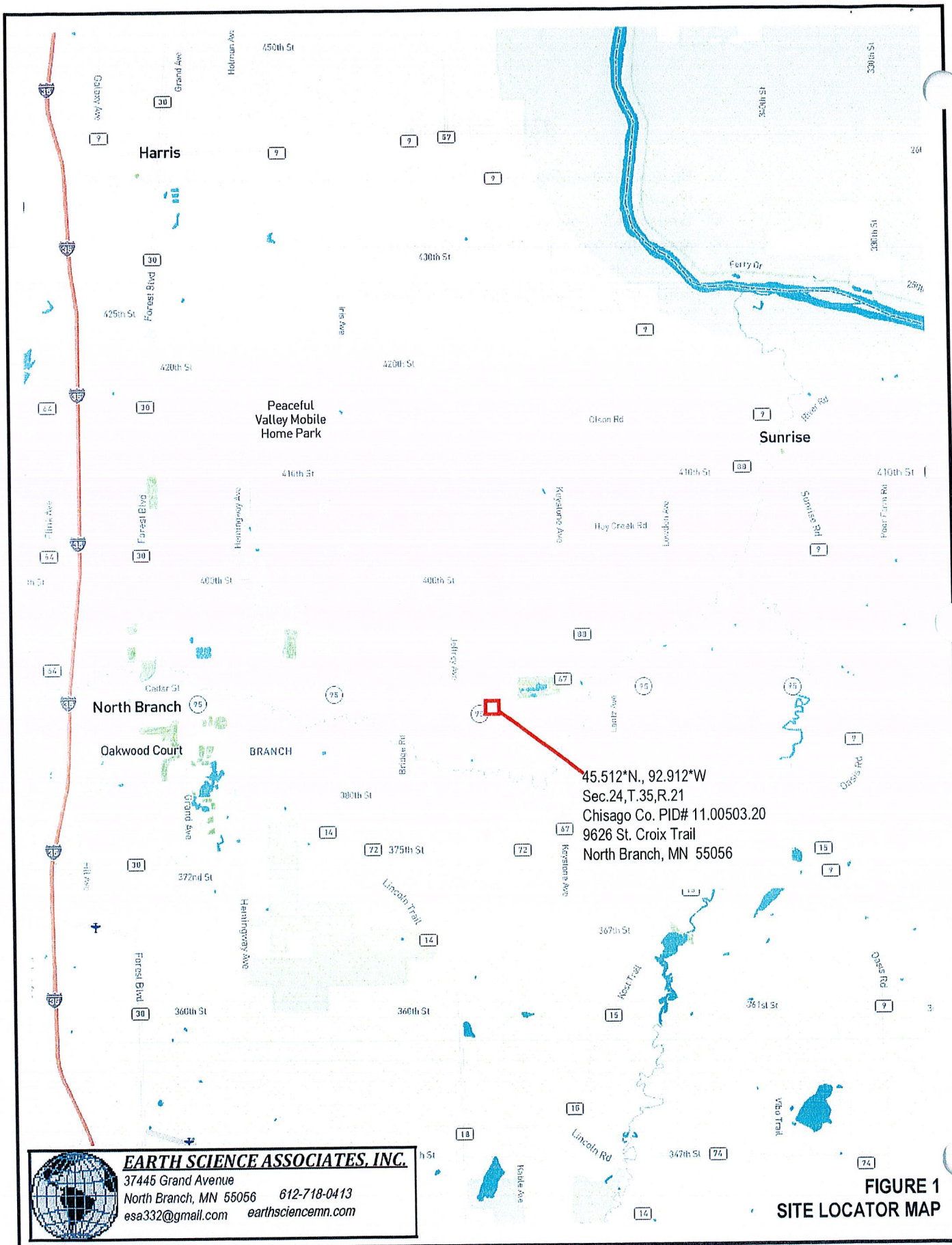


Kenneth E. Meek, PG, CPG
Principal

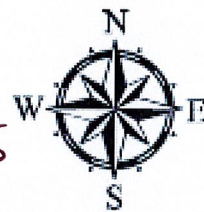
Registered Professional Geologist (MN) #30221
AIPG Certified Professional Geologist (USA) #08600
OSHA 40 hour HAZWOPER Certified 1992
MDH Licensed Monitoring Well Contractor #788, #1685
Professional Wetland Scientist #1199

ATTACHMENTS

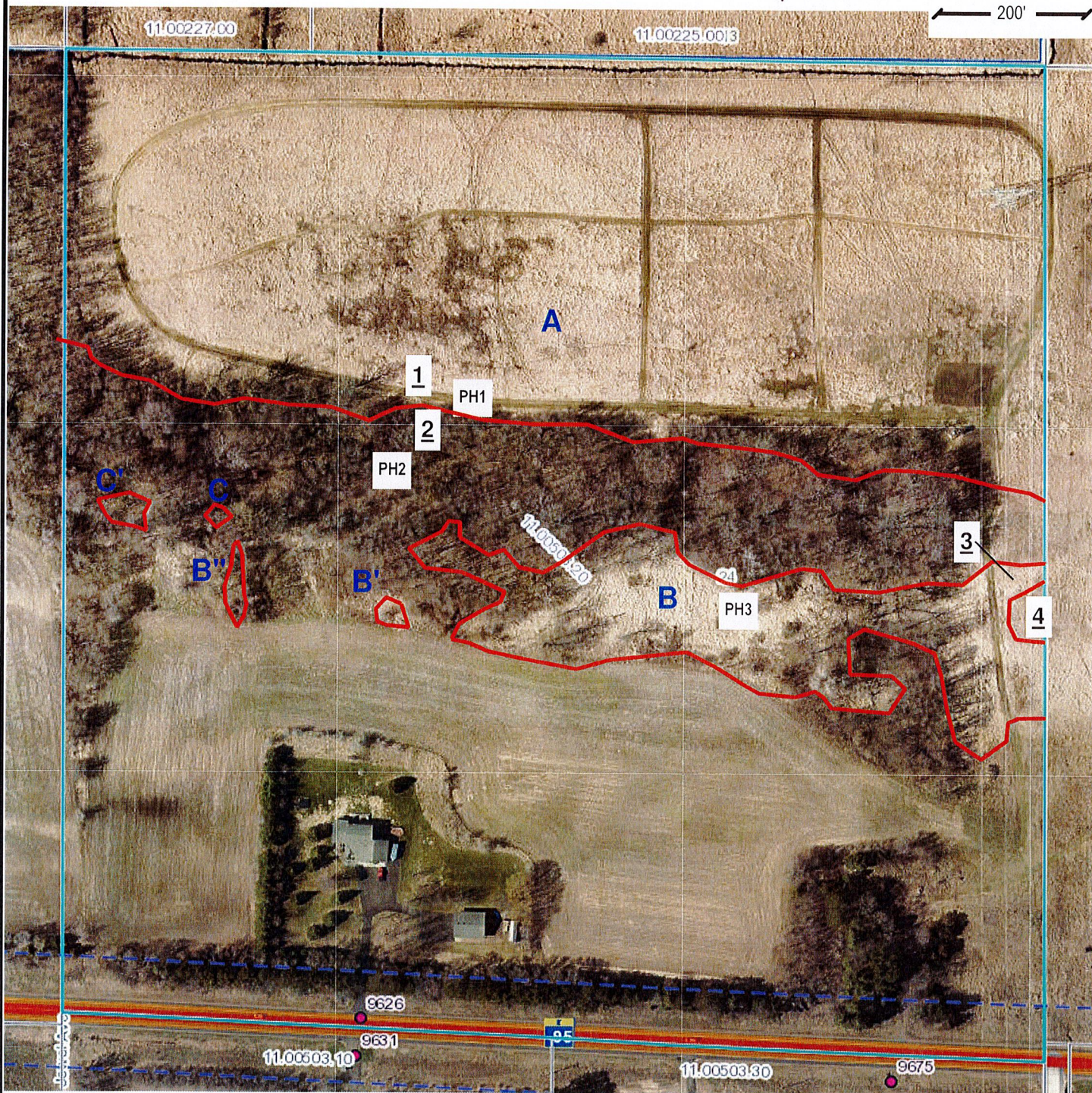
- Figures: Locator Map, Site Diagram, USGS Map, NRCS Soils Map, NWI Map, PWI Map, Photos
- Wetland Key (Cowardin et al. 1979)
- Antecedent Moisture Condition Worksheet
- Hydric Soils Report
- Army Corps Wetland Determination Data Forms



As amended 12/9/25 JAA



200'



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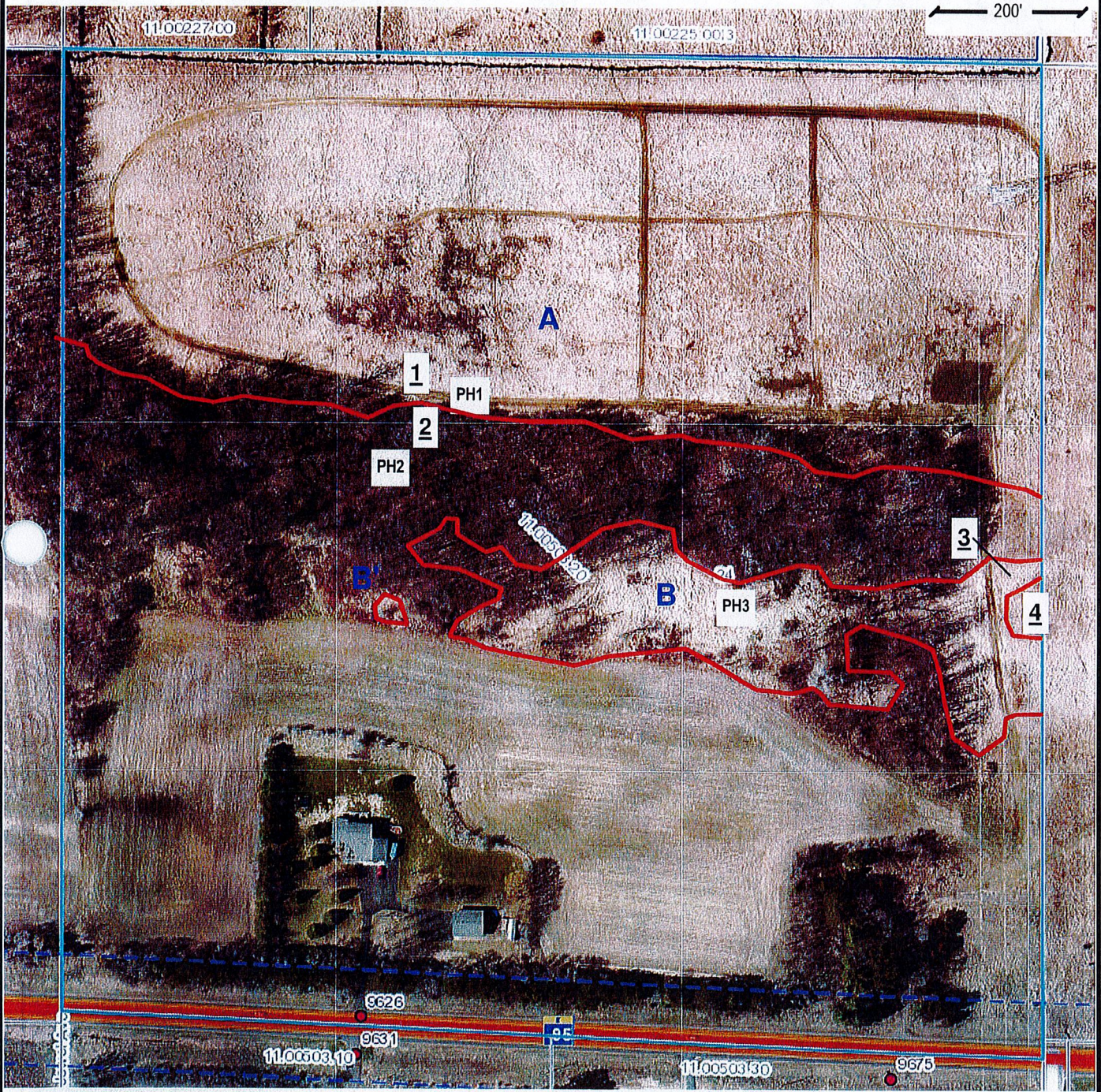
A WETLAND
3 SOIL AND VEGETATION
 PH1 SAMPLE LOCATION
 PHOTOS

**FIGURE 2
 WETLAND DELINEATION
 SITE DIAGRAM**

original



200'

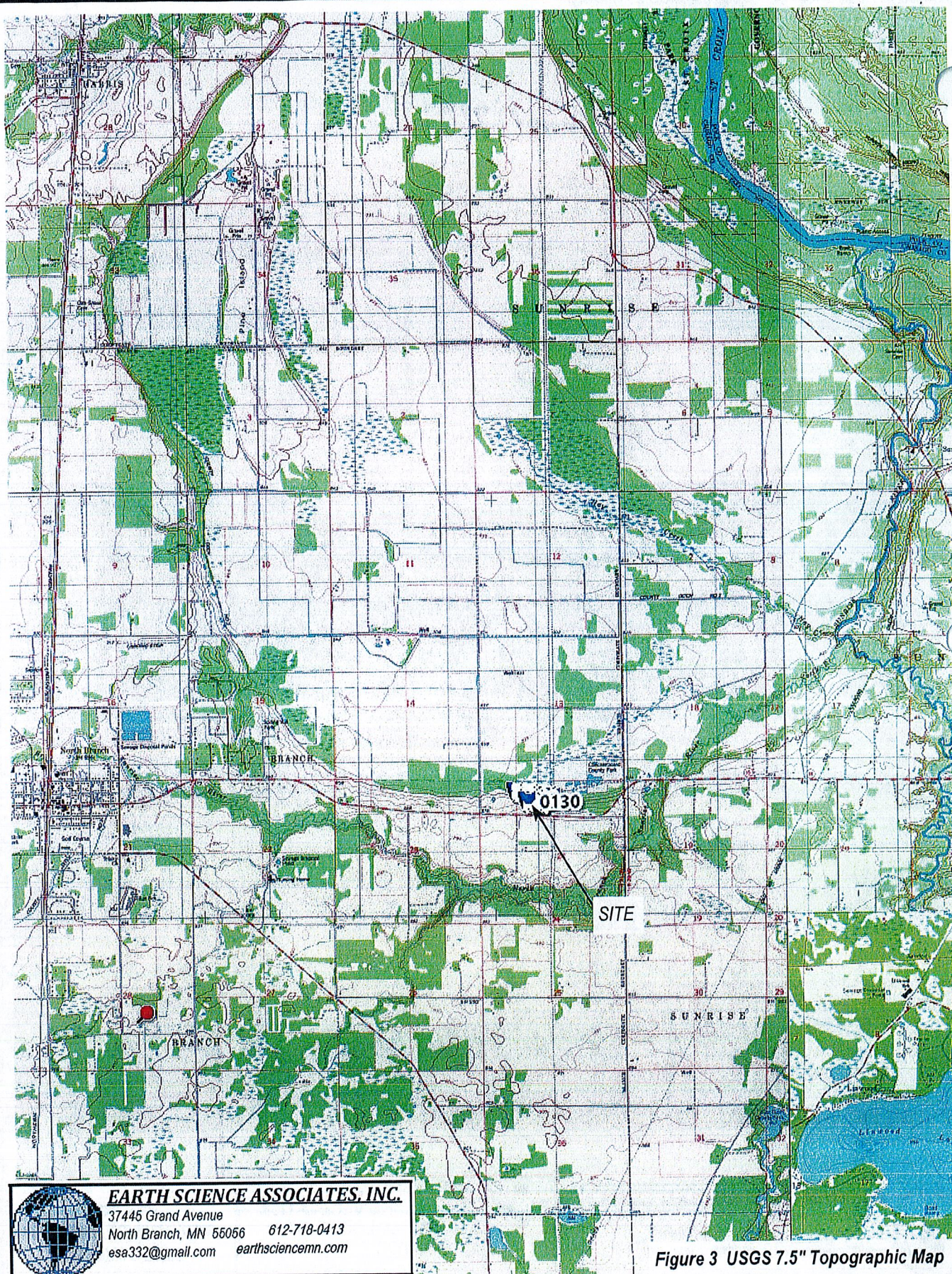


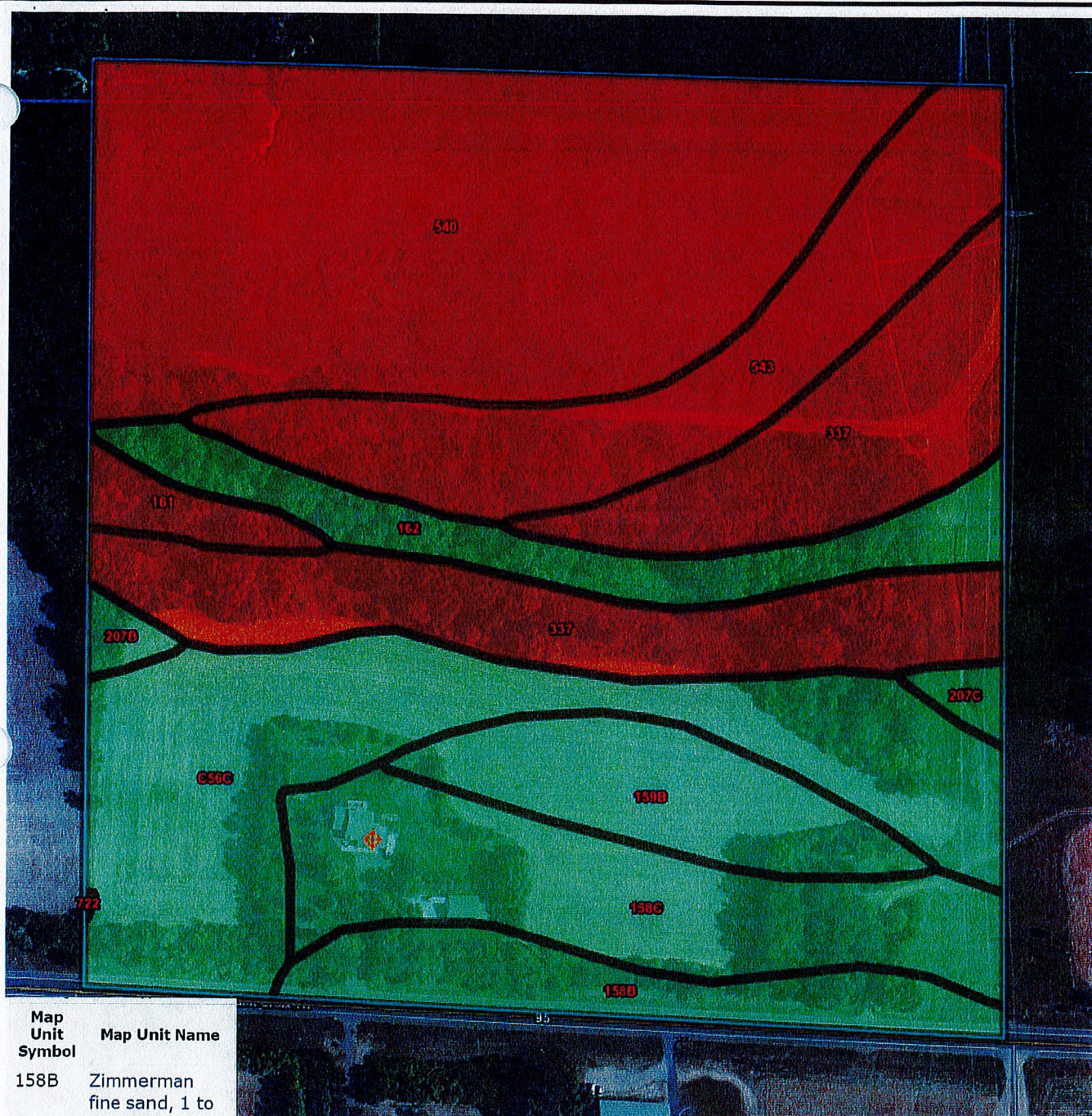
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WETLAND
 SOIL AND VEGETATION
 SAMPLE LOCATION
 PHOTOS

**FIGURE 2
 WETLAND DELINEATION
 SITE DIAGRAM**





Map Unit Symbol **Map Unit Name**

158B Zimmerman fine sand, 1 to 6 percent slopes
158C Zimmerman fine sand, 6 to 12 percent slopes
159B Anoka loamy very fine sand, 1 to 6 percent slopes

161 Isanti loamy fine sand
162 Lino loamy fine sand
207B Nymore loamy sand, 1 to 6 percent slopes
207C Nymore loamy sand, 6 to 12

337 Warman loam
540 Seelyville muck
543 Markey muck
722 Blomford loamy sand, lacustrine substratum
C56C Braham-Cutaway loamy sands, 2 to 12 percent slopes

Soil Rating Polygons

- Hydric (100%)
- Hydric (66 to 99%)
- Hydric (33 to 65%)
- Hydric (1 to 32%)
- Not Hydric (0%)

Figure 4 NRCS Soils Map



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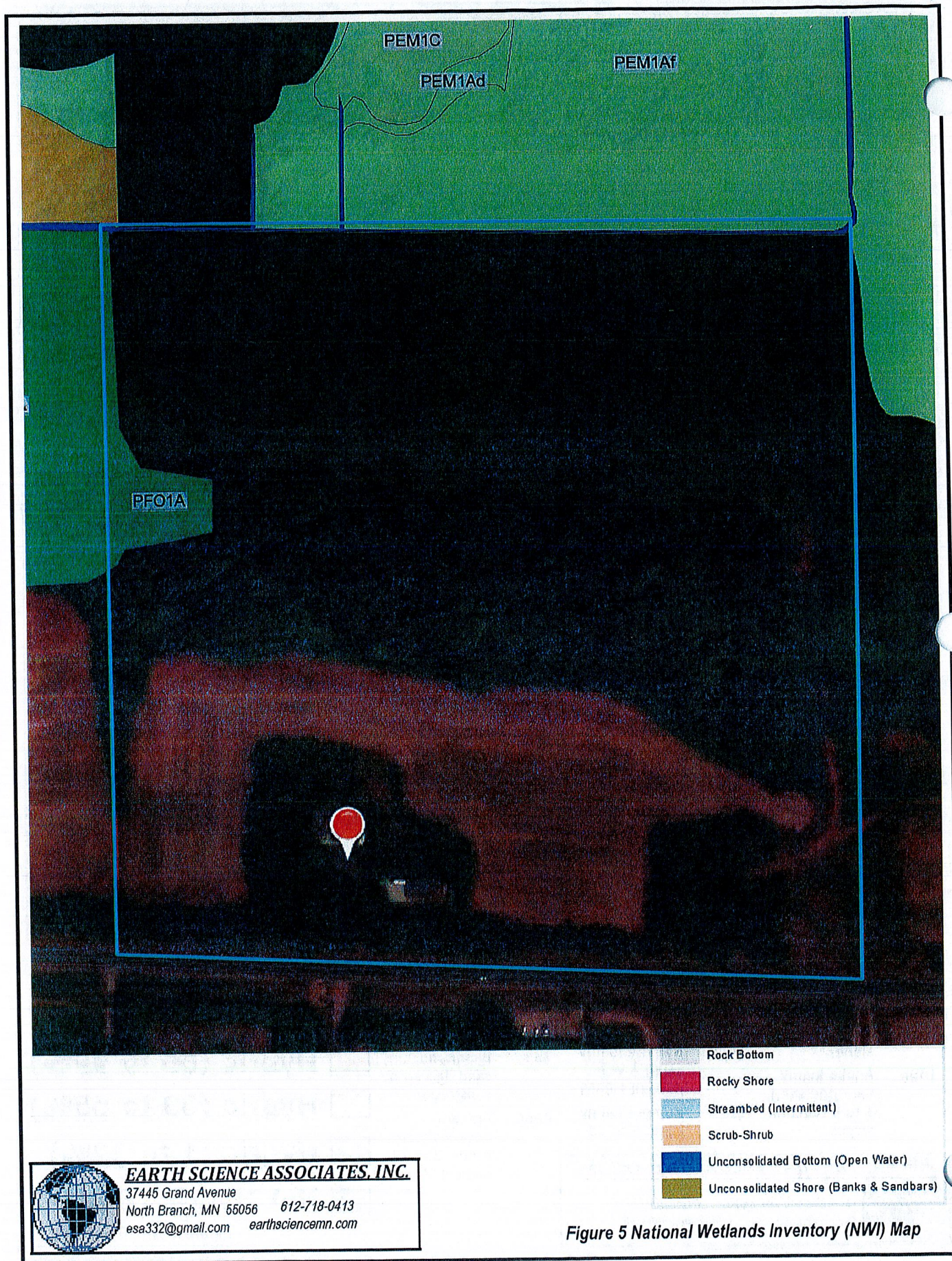
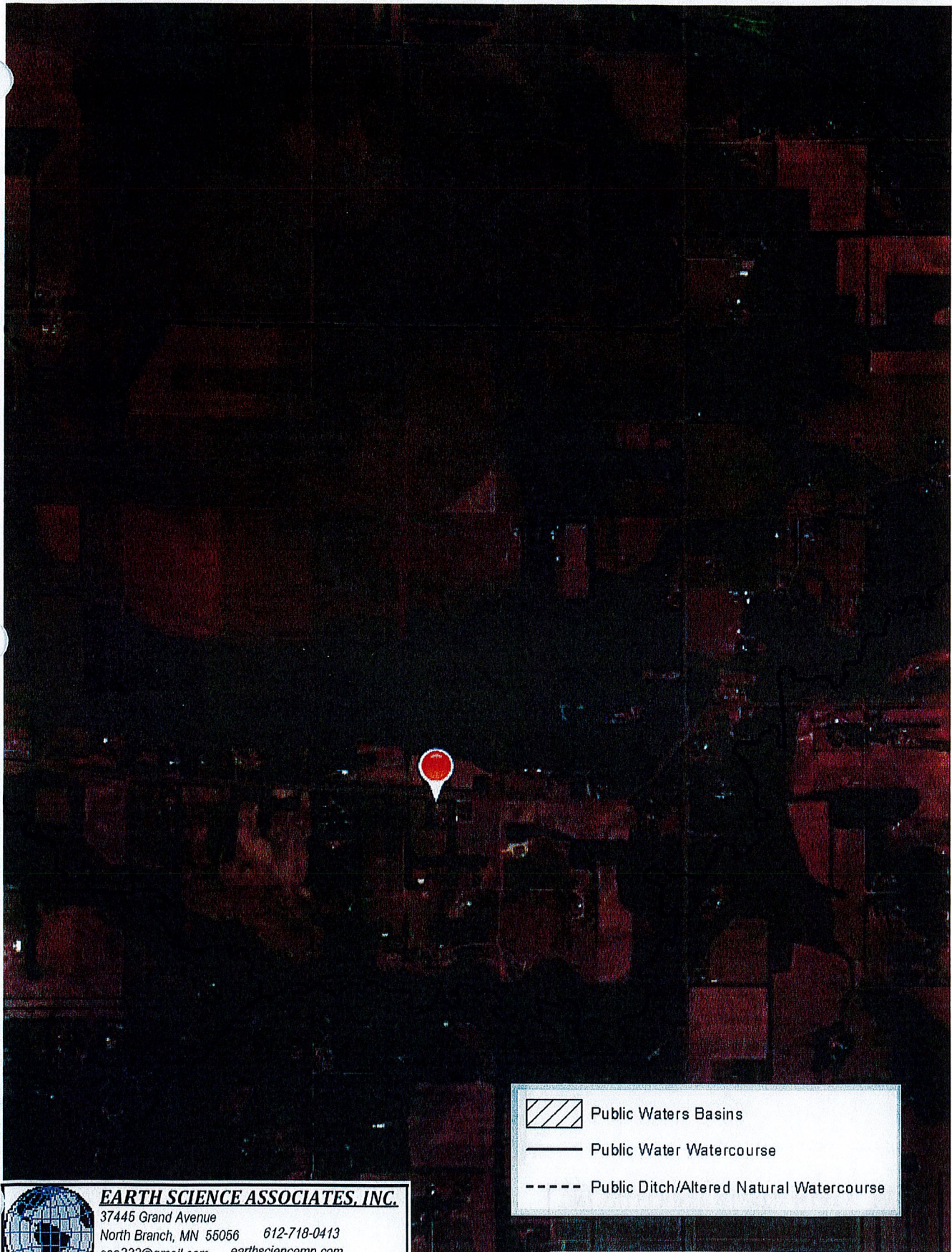


Figure 5 National Wetlands Inventory (NWI) Map



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Figure 6 DNR Public Waters Inventory (PWI) Map

PHOTO 1 WETLAND



PHOTO 2 UPLAND



PHOTO 3 WETLAND



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Figure 7 Photos

WETLAND KEY

(Cowardin, et al. 1979)

SYSTEM

P - PALUSTRINE

CLASS	RB- Rock Bottom	UB- Unconsolidated Bottom	AB- Aquatic Bed	US- Unconsolidated Shore	ML- Moss- Lichen	EM- Emergent	SS- Shrub- Deciduous	FO- Forested	OW- Open Water / Unknown Bottom
Subclass	1 Bedrock 2 Rubble	1 Cobble- Gravel 2 Sand 3 Mud 4 Organic	1 Algal 2 Aquatic Moss 3 Rooted Vascular 4 Floating Vascular 5 Unknown Submer- gent 6 Unknown Surface	1 Cobble- Gravel 2 Sand 3 Mud 4 Organic 5 Vegetated	1 Moss 2 Lichen	1 Persistent 2 Non- persistent	1 Broad-Leaved Deciduous 2 Needle-Leaved Deciduous 3 Broad-Leaved Evergreen 4 Needle-Leaved Evergreen 5 Dead 6 Deciduous 7 Evergreen	1 Broad-Leaved Deciduous 2 Needle-Leaved Deciduous 3 Broad-Leaved Evergreen 4 Needle-Leaved Evergreen 5 Dead 6 Deciduous 7 Evergreen	

MODIFIERS

To more adequately describe wetland and deepwater habitats, one or more of the water regime, water chemistry, soil, or special modifiers may be applied at the class or lower level in the hierarchy. The farmed modifier may also be applied to the ecological system.

	Water Regime	Water Chemistry*	pH Modifiers for all Fresh Water	Soil
Non-Tidal	Tidal	Coastal Salinity	Inland Salinity	
A Temporally Flooded	K Artificially Flooded	1 Hyperhaline	7 Hyperhaline	g Organic n Mineral
B Saturated	L Subtidal	2 Euhaline	8 Euhaline	
C Seasonally Flooded	M Irregularly Exposed	3 Mixohaline	9 Mixohaline	
D Seasonally Flooded/ Well Drained	N Regularly Flooded	(Brackish)	0 Fresh	
E Seasonally Flooded/ Saturated	P Irregularly Flooded	4 Polyhaline		
F Semipermanently Flooded	*S Temporary-Tidal *T Semipermanent-Tidal *V Permanent-Tidal U Unknown	5 Mesohaline 6 Oligohaline 0 Fresh		
G Intermittently Exposed				
H Permanently Flooded				
J Intermittently Flooded				
K Artificially Flooded				
W Intermittently Flooded/Temporary				
Y Saturated/Semipermanent/Seasonal				
Special Modifiers				
b Beaver d Partially Drained/Ditched f Farmed h Diked/Impounded r Artificial Substrate s Spoil x Excavated				

Minnesota State Climatology Office

State Climatology Office - DNR Division of Ecological and Water Resources

[home](#) | [current conditions](#) | [journal](#) | [past data](#) | [summaries](#) | [agriculture](#) | [other sites](#) | [about us](#) 

Precipitation Worksheet Using Gridded Database

Precipitation data for target wetland location:

county: **Chisago** township number: **35N**township name: **Branch** range number: **21W**nearest community: **Kost** section number: **24**

Aerial photograph or site visit date:

Tuesday, September 24, 2024

Score using 1991-2020 normal period

values are in inches A 'R' following a monthly total indicates a provisional value derived from radar-based estimates.	first prior month: August 2024	second prior month: July 2024	third prior month: June 2024
estimated precipitation total for this location:	6.22	3.14	8.27R
there is a 30% chance this location will have less than:	2.72	2.69	3.48
there is a 30% chance this location will have more than:	4.75	4.71	4.92
type of month: dry normal wet	wet	normal	wet
monthly score	3 * 3 = 9	2 * 2 = 4	1 * 3 = 3
multi-month score: 6 to 9 (dry) 10 to 14 (normal) 15 to 18 (wet)	16 (wet)		

Other Resources:

- retrieve daily precipitation data
- view radar-based precipitation estimates
- view weekly precipitation maps
- *Evaluating Antecedent Precipitation Conditions (BWSR)*

Hydric Soil List - All Components

This table lists the map unit components and their hydric status in the survey area. This list can help in planning land uses; however, onsite investigation is recommended to determine the hydric soils on a specific site (National Research Council, 1995; Hurt and others, 2002).

The three essential characteristics of wetlands are hydrophytic vegetation, hydric soils, and wetland hydrology (Cowardin and others, 1979; U.S. Army Corps of Engineers, 1987; National Research Council, 1995; Tiner, 1985). Criteria for all of the characteristics must be met for areas to be identified as wetlands. Undrained hydric soils that have natural vegetation should support a dominant population of ecological wetland plant species. Hydric soils that have been converted to other uses should be capable of being restored to wetlands.

Hydric soils are defined by the National Technical Committee for Hydric Soils (NTCHS) as soils that formed under conditions of saturation, flooding, or ponding long enough during the growing season to develop anaerobic conditions in the upper part (Federal Register, 1994). These soils, under natural conditions, are either saturated or inundated long enough during the growing season to support the growth and reproduction of hydrophytic vegetation.

The NTCHS definition identifies general soil properties that are associated with wetness. In order to determine whether a specific soil is a hydric soil or nonhydric soil, however, more specific information, such as information about the depth and duration of the water table, is needed. Thus, criteria that identify those estimated soil properties unique to hydric soils have been established (Federal Register, 2002). These criteria are used to identify map unit components that normally are associated with wetlands. The criteria used are selected estimated soil properties that are described in "Soil Taxonomy" (Soil Survey Staff, 1999) and "Keys to Soil Taxonomy" (Soil Survey Staff, 2006) and in the "Soil Survey Manual" (Soil Survey Division Staff, 1993).

If soils are wet enough for a long enough period of time to be considered hydric, they should exhibit certain properties that can be easily observed in the field. These visible properties are indicators of hydric soils. The indicators used to make onsite determinations of hydric soils are specified in "Field Indicators of Hydric Soils in the United States" (Hurt and Vasilas, 2006).

Hydric soils are identified by examining and describing the soil to a depth of about 20 inches. This depth may be greater if determination of an appropriate indicator so requires. It is always recommended that soils be excavated and described to the depth necessary for an understanding of the redoximorphic processes. Then, using the completed soil descriptions, soil scientists can compare the soil features required by each indicator and specify which indicators have been matched with the conditions observed in the soil. The soil can be identified as a hydric soil if at least one of the approved indicators is present.

Map units that are dominantly made up of hydric soils may have small areas, or inclusions, of nonhydric soils in the higher positions on the landform, and map units dominantly made up of nonhydric soils may have inclusions of hydric soils in the lower positions on the landform.

The criteria for hydric soils are represented by codes in the table (for example, 2). Definitions for the codes are as follows:



1. All Histels except for Folistels, and Histosols except for Folists.
2. Soils in Aquic suborders, great groups, or subgroups, Albolls suborder, Historthels great group, Histoturbels great group, Pachic subgroups, or Cumulic subgroups that:
 - A. Based on the range of characteristics for the soil series, will at least in part meet one or more Field Indicators of Hydric Soils in the United States, or
 - B. Show evidence that the soil meets the definition of a hydric soil;
3. Soils that are frequently ponded for long or very long duration during the growing season.
 - A. Based on the range of characteristics for the soil series, will at least in part meet one or more Field Indicators of Hydric Soils in the United States, or
 - B. Show evidence that the soil meets the definition of a hydric soil;
4. Map unit components that are frequently flooded for long duration or very long duration during the growing season that:
 - A. Based on the range of characteristics for the soil series, will at least in part meet one or more Field Indicators of Hydric Soils in the United States, or
 - B. Show evidence that the soil meets the definition of a hydric soil;

Hydric Condition: Food Security Act information regarding the ability to grow a commodity crop without removing woody vegetation or manipulating hydrology.

References:

- Federal Register. July 13, 1994. Changes in hydric soils of the United States.
- Federal Register. Doc. 2012-4733 Filed 2-28-12. February, 28, 2012. Hydric soils of the United States.
- Soil Survey Division Staff. 1993. Soil survey manual. Soil Conservation Service. U.S. Department of Agriculture Handbook 18.
- Soil Survey Staff. 1999. Soil taxonomy: A basic system of soil classification for making and interpreting soil surveys. 2nd edition. Natural Resources Conservation Service. U.S. Department of Agriculture Handbook 436.
- Soil Survey Staff. 2010. Keys to soil taxonomy. 11th edition. U.S. Department of Agriculture, Natural Resources Conservation Service.
- Vasilas, L.M., G.W. Hurt, and C.V. Noble, editors. Version 7.0, 2010. Field indicators of hydric soils in the United States.

Report—Hydric Soil List - All Components

Hydric Soil List - All Components—MN025-Chisago County, Minnesota					
Map symbol and map unit name	Component/Local Phase	Comp. pct.	Landform	Hydric status	Hydric criteria met (code)
158B: Zimmerman fine sand, 1 to 6 percent slopes	Zimmerman	80-95	Rises	No	—
	Cantlin	2-11	Rises	No	—
	Isanti-Drained	1-3	Flats, depressions	Yes	2
	Lino	1-3	Swales	No	—
	Soderville	1-3	Flats, rises	No	—
158C: Zimmerman fine sand, 6 to 12 percent slopes	Zimmerman	80-95	Rises	No	—
	Cantlin	2-11	Rises	No	—
	Isanti-Drained	1-5	Flats, depressions	Yes	2
	Lino	1-5	Swales	No	—
	Soderville	1-3	Flats, rises	No	—
159B: Anoka loamy very fine sand, 1 to 6 percent slopes	Anoka	85	Outwash plains	No	—
	Isanti	5	Depressions	Yes	2,3
	Soderville	5	—	No	—
	Lino	5	—	No	—
161: Isanti loamy fine sand	Isanti	90	Depressions on outwash plains	Yes	2,3
	Soderville	4	—	No	—
	Lino	3	—	No	—
	Markey	3	Depressions	Yes	1,3
162: Lino loamy fine sand	Lino	85	Outwash plains	No	—
	Sartell	3	—	No	—
	Soderville	3	—	No	—
	Zimmerman	3	—	No	—
	Nymore	3	—	No	—
	Isanti	3	Depressions	Yes	2,3
207B: Nymore loamy sand, 1 to 6 percent slopes	Nymore	85	Outwash plains	No	—
	Newson	8	Depressions	Yes	2,3
	Lino	7	—	No	—
207C: Nymore loamy sand, 6 to 12 percent slopes	Nymore	85	Outwash plains	No	—
	Newson	15	Depressions	Yes	2,3



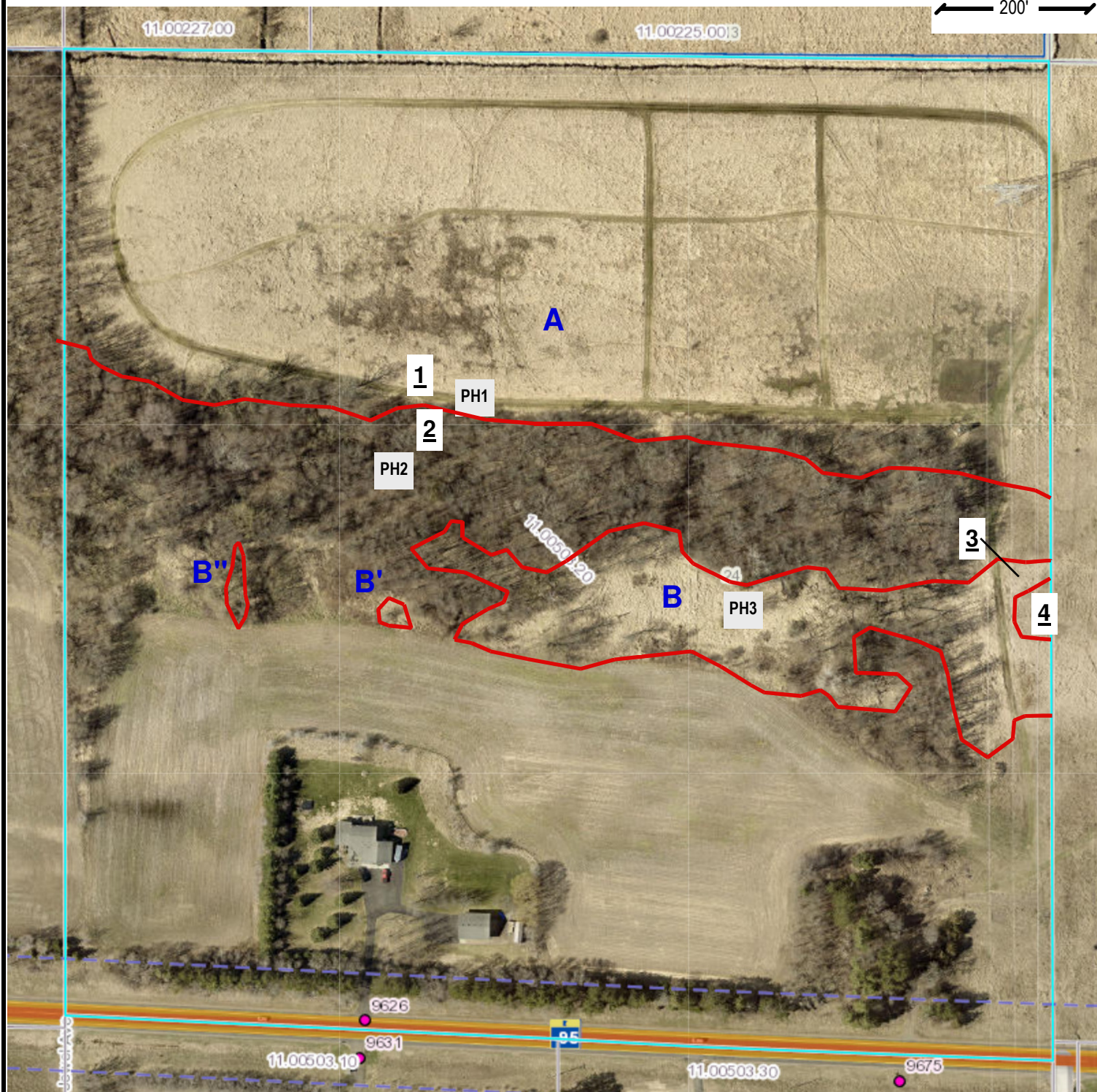
Hydric Soil List - All Components--MN025-Chisago County, Minnesota					
Map symbol and map unit name	Component/Local Phase	Comp. pct.	Landform	Hydric status	Hydric criteria met (code)
337: Warman loam	Warman	90	Depressions on outwash plains	Yes	2,3
	Lino	5	—	No	—
	Markey	5	Depressions	Yes	1,3
540: Seelyeville muck	Seelyeville	90	Swamps	Yes	1,3
	Bluffton	5	Depressions	Yes	2,3
	Newson	5	Depressions	Yes	2,3
543: Markey muck	Markey	90	Swamps	Yes	1,3
	Warman	4	Depressions	Yes	2,3
	Newson	3	Depressions	Yes	2,3
	Isanti	3	Depressions	Yes	2,3
722: Blomford loamy sand, lacustrine substratum	Blomford-Lacustrine substratum	90	Swales on moraines	Yes	2
	Kratka	5	Depressions	Yes	2,3
	Eckvoll	5	—	No	—
C56C: Braham-Cutaway loamy sands, 2 to 12 percent slopes	Braham	45	Moraines	No	—
	Cutaway	40	Moraines	No	—
	Braham-Moderately steep	5	Moraines	No	—
	Blomford	5	Moraines	Yes	2
	Alstad	5	Moraines	No	—

Data Source Information

Soil Survey Area: Chisago County, Minnesota
 Survey Area Data: Version 20, Sep 10, 2023



200'



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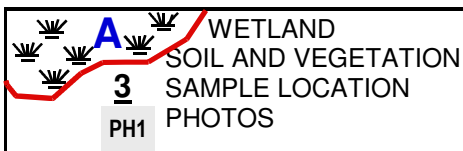


FIGURE 2
WETLAND DELINEATION
SITE DIAGRAM



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/07/2025

Board & Commission:

Subject: Approval of Appointment of Ross Otto to the Planning Commission

Background

Ross Otto has submitted an application to serve on the Planning Commission.

Planning Commission Recommendation

The Planning Commission conducted an interview at their March 4, 2025, meeting and recommended approval to appoint Ross Otto to the Planning Commission.

Requested Action

Approval of appointment of Ross Otto to the Planning Commission.

Voting Requirements:



City of North Branch Application for Advisory Boards/Commissions

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

Name: Ross Otto email: ross_otto@hotmail.com

Address: 5967 Birch St. North Branch, MN 55056

Phone: 651-48-3261 How long have you lived in North Branch? 4.5 Years

Occupation and Employer (name and address): General Contractor, Self Employed (Ross Otto Construction, LLC

Education and Professional Experience: I recieved a degree in Cabinet Making, and have been in the construction industry for 20 years with 15 of those years operating my own compqany.

Civic, Volunteer and Community Activities: I grew up volunteering in the community I grew up in. I would like to start helping my community through this position.

Previous Public Experience (Elected or Appointed): None

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

I have worked with many municipalities relating to codes and zoning. I feel like I can bring those experiences to help better the city of North Branch. I was raised to volunteer in the community, and I feel this would be a great step for me to be able to give to the community with the experiences I have aquired.

What issues do you believe the board or commission should consider: I do not know of any Issues the board may have but I would love to be there to help them work through any hurdles come to the board.

Date: 02/09/2025

Applicant Signature: 

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

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



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/13/2025

Board & Commission: City Council

Subject: Receive Legal Report from City Attorney

Voting Requirements:

Voting Options Simple Majority



MEMORANDUM

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

VIA EMAIL ONLY

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: March 5, 2025

Re: Legal Staff Report for March 11, 2025 City Council Meeting

- - - - -

We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during February 2025. The matters listed below are discussed in a general manner only for sake of brevity and to maintain any attorney-client privileged and/or confidential information/data.

Summary of City Matters

1. Personnel and Labor Matters

Attorneys researched, reviewed, analyzed, and drafted multiple documents and correspondence for IUOE pension matter and union negotiations, and attended negotiations meetings. Attorneys researched, reviewed, analyzed, and drafted multiple documents, advice memoranda, and other correspondence, and attended meetings for personnel issues. Attorneys advised and responded to various other questions and prepared correspondence regarding labor and employment matters, including preparation of a job description.

2. Municipal Matter

Attorneys researched, reviewed, analyzed, and responded to questions related to a municipal cannabis store proposal. Attorneys researched, reviewed, and drafted a road maintenance agreement. Attorneys researched, reviewed, and prepared training session materials and presented at a council meeting.

3. Land Use and Real Estate Matters

Attorneys reviewed and advised on questions related a development agreement and title commitment. Attorneys researched, reviewed and drafted an easement agreement and cost share agreement for a county road project.

4. Staff Communications

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

CMH/sc



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/13/2025

Board & Commission: City Council

Subject: Approval of Application for 1 day Temporary Consumption and Display Permit for Chisago County Board on Aging

The Chisago County Board on Aging is hosting an event on their property requesting a 1 day temporary permit for consumption from the AGE. They have met the requirements including payment and insurance.

Voting Requirements:

Voting Options Simple Majority



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TEMPORARY CONSUMPTION AND DISPLAY PERMIT**

(City or county may not issue more than 10 permits in any one year)

Name of organization	Date organized	Tax exempt number	
Chisago County Board on Aging	11-1969	41-1390811	
Organization Address	City	State	Zip Code
38790 6th Ave	North Branch	MN	55056
Name of person making application	Business phone	Home phone	
Carol Gilquist	651-674-8659	612-616-5653	
Date(s) of event	Type of organization		
April 26th, 2025	☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip
X Carol Gilquist - President	North Branch	MN	55056
Add New Officer			

Location where permit will be used. If an outdoor area, describe.

Chisago County Senior Center
38790 6th Ave.
North Branch, Mn. 55056

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
City of North Branch, Mn.	
Fee Amount	Permit Date
\$50.00	
Date Fee Paid	City or County Email Address
3/10/2025	
Matthew Hill	City or County phone number

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/17/2025

Board & Commission: City Council

Subject: Approve the hiring of Ryan Saltis as City Planner for the Community Development Department.

Background:

The City of North Branch recently completed the hiring process for a City Planner for the Community Development Department that was approved by the City Council in 2024. This position is replacing an existing vacancy at the city. The process included position posting, application scoring, and an interview process.

The City received 5 applications for the position. The interview panel included the City Administrator, Community Development Director, Public Works Director, Building Official, and Building Permit Technician. Applications were scored by placing a value on the most important items needed to perform the position. The top applicant was offered an interview for the position.

Staff Recommendation:

Community Development Director Nate Sondrol, in full agreement with the interview panel, recommends hiring Ryan Saltis. Mr. Saltis scored well on his application, provided similar municipal planning experience, and interviewed well.

Council requested Action:

Motion and second to approve the hiring of Ryan Saltis as City Planner in the Community Development Department

Voting Requirements:

Voting Options Simple Majority

City Planner Job Description

Reports to: Community Development Director **FLSA Status:** Exempt

Union Status: Union, Teamsters Local 320
Essential Supervisors Unit

Work Hours: Primarily, Monday-Friday, but requires frequent work on evenings and some weekends.

Primary Objective

The City Planner researches and analyzes the comprehensive plan, zoning issues, city code, reviews development proposals, and provides information to callers about planning and zoning matters. Performs current and long-range professional park planning duties for the City's parks, trails, and open space system. Oversees the City's Geographic Information Systems development, mapping capabilities, and system maintenance.

Supervisory Authority

None

Essential Functions

Planning Functions

- Assists with processing of planning and zoning applications including the publication and dissemination of public hearing notices.
- Conduct reviews of minor development applications such as plats, site plans, Conditional Use Permits, and variance requests. Maintain records in sufficient detail to support staff recommendations and remedial action, if necessary.
- Assist with preparation of and presentation of detailed reports on development proposals to the Development Review Committee, Planning Commission, and other Community Development related meetings.
- Assist with the design, update and implementation of master plans, capital improvement plans, amendments and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development and zoning regulations and ordinances.
- Assist with property inquiries regarding zoning, flood zones, legal descriptions, and other related issues.

GIS Functions

- Oversee and coordinate the City's geographic information system (GIS) including, but not limited to analyzing geodatabases, tables, and related functions, maintaining, and building on existing GIS data.
- Training of key City staff persons in usage of various GIS related computer software packages.
- Maintain and develop the City's GIS infrastructure including server and web applications.
- Maintains the inventory of all mapped infrastructure including (e.g., roadways, pedestrian facilities, storm sewer, water, and wastewater utilities).
- Support the mapping needs of all City departments.
- Assemble, manipulate, and analyze survey and other forms of data, perform research and field surveys, drafting, and cartographic functions.
- Prepare reference maps, property data, community profile information, and other demographics to support various City departments and projects.
- Computer and data management skills, including utilization of a computer to prepare various reports and documents using spreadsheet, data base and word processing applications.

Parks Functions

- Serve as the staff liaison to the Parks, Trails, and Open Space (PTOS) Commission. Prepare agendas, take minutes, draft research reports, and prepare meeting packets for PTOS Commission meetings.
- Plan and implement proposed new park sites, evaluate potential sites, determine opportunities and limitations, and recommend site development that will best meet the needs, interests, and concerns of the community. Review land development applications and proposals to determine their impact on the City's park system's long-term goals and objectives and develop recommendations on how to best accommodate property disposal, acquisition, and development.
- Work to find various sources of financing for park programming, park improvements, pedestrian facilities, park improvements, trails, and related community initiatives. Seek out and prepare grant applications for park, trail, and recreation activities.
- Design, promote, and implement programs and activities for youth and families such as the summer concert series.
- Prepare and administer grant applications.
- Make presentations before governing bodies and neighborhood and community groups on behalf of the department; provide information, respond to questions, and collect information on community needs, concerns, and interests.
- Manage park reservation/special event permit process.

- Coordinates and manages volunteers for community events and assists Public Works Director with direction of tasks for public works employees to support park programming and park maintenance.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Working knowledge of the principles of planning, zoning, municipal comprehensive plans, state laws, regional development policies related to land use planning and regulation, and urban design.
- Skills to research and conduct studies related to land economics, property uses, and trends.
- Skills to find answers and research data as necessary.
- Skills in using mapping related software and programs.
- Skills in communicating diplomatically and effectively both orally and in writing.
- Ability to work independently, work on a team, and take direction as necessary.
- Ability to interpret and apply general city codes, zoning ordinances, subdivision laws and regulations.
- Ability to understand and apply urban planning principles and practices.
- Ability to work in a fast-paced environment and manage multiple projects at one time.
- Ability to use good judgement in determining violations of the city code.
- General customer service skills including ability to communicate rules and direction to others.
- Ability to work effectively with adults and children.
- Ability to work independently without constant supervision.
- Good leadership and organizational skills.
- Grant writing.
- Ability to establish effective working relationships with fellow employees, supervisors, and the public.
- Basic computer processing skills including MS Office and Excel.
- Must have the ability to actively listen to others for understanding of their needs and situations.
- Ability to speak and write English clearly; additional languages are a bonus.
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives.
- Must be able to effectively interpret the policies and objectives of the department.
- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence.
- Must represent the organization to other agency staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.
- Must be able to utilize work time properly and productively.
- Assists the Community Development Director Comprehensive Plan Amendments and Issues.
- Makes recommendations and presentations to the Planning Commission and the Parks Commission.
- Keeps current in planning field and introduces new concept and ideas to City process and procedures.

MINIMUM QUALIFICATIONS

- Undergraduate degree in Planning, Urban Studies, Landscaped Architecture, or Geography/GIS.
- Two or more years of relevant planning experience.
- Municipal experience is desirable.

DESIRABLE QUALIFICATIONS

- Master's degree in Urban Studies or related field preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to work alone, with others, around others, and have contact with the public. This position will work primarily indoors. There will also be outdoor field work to accomplish on-site project reviews and to support parks planning and programming.

Activities that will occur continuously include sitting, verbal communication, hearing, and performing repetitive motions with hands/wrists/fingers. Activities that will occur frequently include problem solving, conducting written communication, displaying people skills, and standing. Activities that will occur occasionally include walking, lifting, carrying, reaching, and hand/eye/foot coordination. Activities that will occur infrequently include bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting/carrying up to forty (40) pounds.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed are intended to serve as illustrations of several types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT: I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the City.

Employee Signature

Printed Name

Date



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/18/2025

Board & Commission: City Council

Subject: Receive an invitation for Council Members to attend the League of Minnesota Cities Annual Conference June 25-27

The 2025 League of Minnesota Cities Annual Conference will be held in Duluth on June 25-27. If you are interested in participating, please reach out to Matthew by March 31, 2025, if you are sure you will be attending, and he will get you registered, or you can log in into LMC with your email and register. For hotel accommodations, please book your own and provide the receipt to Accounts Payable to be reimbursed.

Voting Requirements:

Voting Options Simple Majority



2025 LMC Annual Conference

Register now for the 2025 LMC Annual Conference in Duluth!

Join LMC and city leaders from across Minnesota on June 25-27 at the Duluth Entertainment Convention Center!



Early bird pricing (March 5 – May 2):

City official – Regular: \$425

City official – First-time attendee: \$275

City official from a city with a population under 2,500: \$275

Representatives from other government agencies: \$425

Company representatives (companies not exhibiting): \$675

Pricing from May 3 – June 13:

City official or representative from government agency: \$475

Company representatives (companies not exhibiting): \$675

Register now!

Hotel Information

[Find rates and contact information for Duluth hotels.](#)



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 03/19/2025

Board & Commission: City Council

Subject: Approve the Hire of Bryce Lind as Police Officer with a start date of June 1, 2025

Overview / Background

As part of the 2025 budget process, the City Council approved the hiring of an additional police officer with a June 1, 2025, employment start date. The City of North Branch commenced a hiring process earlier this year following the resignation of one of our police officers. The job posting closed on February 14, 2025; twelve applications were received and interviews were extended to the top seven applicants. The first round of interviews was conducted on March 4th and the top two applicants were invited to a second interview on March 6th. Upon satisfactory completion of his background investigation, City staff recommends the hiring of Mr. Bryce Lind with a June 1, 2025, employment start date. Mr. Lind is currently employed as a full-time sheriff's deputy with the Benton County Sheriff's Office and as a part-time police officer with the Foley Police Department. By approving his hire now, we will be able to move forward with the background investigation and the required assessments prior to his start date.

Staff Recommendation

City staff recommends the hiring of Bryce Lind as police officer with a June 1, 2025, employment start date.

Kevin Schieber, Mayor
ATTEST:

Matthew Hill, City Administrator

Voting Requirements:

Voting Options Simple Majority



Prepared By: Shawn Williams, Public Works Director

Presenter:

Date: 03/20/2025

Board & Commission: City Council

Subject: Approve Resolution R-161-2025 for 2025 Road Chloride Bid Approval

The City has approximately 32 miles of gravel roads to maintain. To assist with the maintenance of them, chloride is applied as a means to extend the life of the road gravel by keeping the “fines from a gravel test gradation found in the #200 sieve in place”. The fines are known as the binder material in the gravel gradation that keep the gravel surface intact. This has been proven to extend the life of the gravel and reduce overall grading and maintenance costs for gravel roads. The application rate may vary depending on the residual carry over from the previous year. An example is a “fog” or light application (half application rate .15 gal/sq./yd.) may be used on a road with good carry over which will allow for a second application on the same road later during the summer. The original cost per mile is the same, however adjusting the application rate just allows better performance of the product and the surface road conditions to be smoother longer. Chloride not only reduces the amount of dust, a benefit to the abutting property owner if they live on a gravel road. The end result is that chloride prolongs the life of the gravel, reduces road maintenance costs, and lastly improves the safety for the traveling public by reducing dust and improving visibility on these high-traffic roadways.

The chloride will be applied at the rate of .15 to .18/gallons per square yard 18’ wide to the referenced roadways. This is a joint bid for the City and North Branch Township, and Sunrise Township which increases our volume based purchasing to get a better pricing based on economies of scale. The city advertised for bids and received one bid this year and that is from Envirotech Inc.

My recommendation is to approve the low bid from Envirotech Inc. for the amount of \$1.60/gallon. They have been the dominant bidder over years as they specialize in this product.

Envirotech Inc. Randolph, MN

\$1.60/gallon

For reference information the 2024 bid was, only 1 received:

Envirotech Inc. Randolph, MN

\$1.48/gallon

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-161-2025

WHERE AS, bids were advertised in our official newspaper for the application of calcium chloride 38% on various gravel roads within the city limits of North Branch as a form of road maintenance to preserve gravel through stabilization.

WHEREAS, one bid was received, and it was from Envirotech Inc. in the amount of \$1.60/gallon.

THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA, awards the 2025 calcium chloride bid to Envirotech Inc. in the amount of \$1.60/gallon applied on the city's gravel roads as outlined in said published bid.



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/20/2025

Board & Commission: City Council

Subject: Resolution R-164-2025 Accepting the offer of dedication for public improvements and authorizing a financial security reduction Grand Point and Grand Point 2nd Addition

Overview / Background

Alliant Capital, LLC (Developer) has submitted an Offer of Dedication for the Public Improvements as required for the Grand Point and Grand Point 2nd Addition developments. City staff have reviewed the required improvements and have found them satisfactorily complete and are accepting the offer to dedication. By this action, the City shall reduce the financial security to \$50,000 of the total amount obligated for the development and approve the Developer to enter the one (1) year warranty period for the improvements. Upon completion of the warranty period, and if no issues are identified with the public improvement items, the City can take action to accept the improvements, making them an official public asset. At that time, the remaining security would be released.

Staff Recommendation

City staff recommend approval of the resolution accepting the offer of dedication and reducing the letter of credit as stated.

Requested Action

Approve Resolution No. R-164-2025 accepting the offer of dedication for public improvements for the Grand Point and Grand Point 2nd Additions.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-164-2025

A RESOLUTION ACCEPTING AN OFFER OF DEDICATION FOR PUBLIC IMPROVEMENTS & AUTHORIZING A FINANCIAL SECURITY REDUCTION FOR GRAND POINT & GRAND POINT 2ND ADDITION

WHEREAS, in accordance with Planned Unit Development and Subdivision Agreements (“Agreements”) Grand Point and Grand Point 2nd Addition (“Developments”), dated March 29, 2022, and May 3, 2022, respectively, Alliant Capital, LLC (“Developer”), agreed to install certain public improvements (“Improvements”) for said Developments, and provide Financial Guarantee (“Security”), in the form of Letter of Credit, covering the installation and construction of those “Improvements;” and,

WHEREAS, the Developer has completed the Improvements as of March 25, 2025, as required by the Agreements for the Developments, and hereby has made an Offer of Dedication for those Improvements; and,

WHEREAS, as allowed by those Agreements, the Developer has also requested a reduction in security to reflect the work completed; and,

WHEREAS, City Staff has inspected the final Improvements and fully accepts the Improvements as required for the Development.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF

NORTH BRANCH, MINNESOTA, as stated in the attached Exhibit A, the Offer of Dedication for Grand Point and Grand Point 2nd Addition are hereby reduced.

Passed by the City Council of North Branch, Minnesota this 25th day of March, 2025.

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

OFFER OF DEDICATION

GRAND POINT

THE UNDERSIGNED, Alliant Capital, LLC, a Minnesota limited liability company ("Developer") has executed this Offer of Dedication ("Offer") effective as of the 12th day of March, 2025.

RECITALS

A. The Developer and the City of North Branch, a Minnesota municipal corporation ("City") are parties to a Planned Unit Development and Subdivision Agreement dated March 29, 2022 (the "Agreement") according to the terms of which the Developer agreed to construct certain Improvements to the Property owned by the Developer including certain Public Improvements to be dedicated to the City.

B. Pursuant to the Agreement, the Developer has furnished the City with a Letter of Credit in the original amount of \$1,298,387.50, which has since been reduced to \$324,597.00, issued by American National Bank.

C. The Developer has completed all of the Public Improvements and now desires to offer to dedicate such improvements (the "Dedicated Improvements") to the City and, upon the City's acceptance of such offer to keep the Letter of Credit in the reduced amount as allowed by the Agreement for the duration of the warranty period.

OFFER OF DEDICATION

The following provisions are hereby submitted to the City by the Developer in connection with the Agreement regarding the development of the Grand Point Development within the City limits:

1. Offer of Dedication. The Developer hereby offers to dedicate to the City all of the Public Improvements completed by the Developer pursuant to the Agreement as of the date hereof and generally described on Exhibit A attached hereto and incorporated herein.

2. Developer's Acknowledgment. Developer hereby acknowledges that, the Improvements will not be formally dedicated to the City until the City's final acceptance of the Public Improvements required by the Development Agreement as evidenced by a Certificate of Completion issued by the City and therefore the City's acceptance of the Offer of the Dedicated Improvements hereunder is expressly made contingent upon and subject to such formal statutory dedication requirements, the City's final acceptance of the Public Improvements and in all other respects is contingent upon the Developer's continued compliance with the terms and conditions of the Agreement. The Developer further acknowledges that as to all Public Improvements, including the Dedicated Improvements, the Warranty Period defined in the Agreement, shall not commence until the City's final acceptance of the Public Improvements.

3. Letter of Credit. The City approves a reduction in the Letter of Credit and the Developer may submit a replacement Letter of Credit in the amount of \$30,250.00 to remain on file for the duration of the Warranty Period and for so long thereafter as is necessary to complete the remaining Developer's obligations under the terms of the Agreement, which includes, but is not limited to preparation and approval of as-built drawings of the Development.

4. Definitions. Capitalized terms not otherwise defined herein shall have the meanings given them on the Agreement.

Respectfully Submitted,

DEVELOPER:

ALLIANT CAPITAL, LLC

By: 

Its: President

EXHIBIT A

“Security Amount”) and compliance with this Agreement as determined by the Developer and approved by the City. Such Security Amount in a form acceptable to the City, in its sole discretion, shall be provided to the City on or before the actual Commencement Date. The Security shall name the City as the obligee or primary beneficiary of the amount reflected by such instrument. The Security Amount shall be deemed the post construction value of the Public Improvements for purposes of the insurance required under paragraph 5.1.1 below. The determination and breakdown of the estimated costs of the construction of the Public Improvements and compliance with this Agreement is set forth below, however, adjustments up or down will be made as Developer receives and accepts bids for such work in amounts approved by the City:

Street and grading	\$477,257.61
Watermain	\$260,394.00
Sanitary Sewer	\$166,462.00
Storm sewer	\$122,596.50
City engineering	\$10,000.00
City legal	\$1,000.00
City administration and misc. costs	\$1,000.00
Total:	<u>\$ 1,038,710.11</u>
Security Amount	
(Above Total x 125%):	<u>\$ 1,298,387.50</u>

3.1.15 Additional Payments. Without in any way limiting any continuing payment obligations contained in this Agreement, upon execution hereof by the Developer, the Developer shall pay to the City and the City by executing and delivering this Agreement acknowledges receipt from the Developer of the City Costs billed to the Developer as of the date hereof, exclusive of any City Costs incurred by the City but not yet billed to the Developer. Further, upon approval of the Final Plat by the City and as a condition to the City's issuance of the Notice to Proceed, Developer shall pay the City upon execution of this Agreement (a) water trunk charges in the amount of \$94,500.00; (b) sewer trunk charges in the amount of \$44,712.00; and (c) parkland donation fees in the amount of \$48,600.00. City water and sewer access charges will be paid with respect to each lot, at the time a building permit is applied for with respect to such lot.

3.1.16 City Inspectors. Before the issuance of any state or City permits for the construction of the Private Infrastructure Improvements the City shall be entitled to review and the issuance of any such permits are subject to the City's reasonable approval of the Private Improvement Plans. Such review shall be conducted by the City's building inspector, the City Engineer and/or the City Attorney as determined to be appropriate by the City or such other subject matter experts as the City deems necessary or advisable. During the construction of the Public Improvements, the Developer shall be responsible for having a

Project: Grand Point - PHASE 1
Project Location: North Branch, MN
Request Date: 3/12/2025

GRAND POINT PHASE ONE LOC REDUCTION REQUEST

Item No.	Description	Unit	Estimated Total		Estimated Total
			Quantity	Remain	
				Estimated Unit Price	Cost
A. Street & Grading					
1	MOBILIZATION	LS	0	\$7,200.00	\$0.00
2	CLEARING	ACRE	0	\$5,455.00	\$0.00
3	GRUBBING	ACRE	0	\$5,455.00	\$0.00
4	SILT FENCE	LF	0	\$1.85	\$0.00
5	TREE FENCE (ORANGE SILT FENCE)	LF	0	\$2.00	\$0.00
6	BIOLOG/DITCH CHECK	EACH	0	\$60.00	\$0.00
7	GRAVEL CONSTRUCTION ENTRANCE	EACH	0	\$1,200.00	\$0.00
8	ROADWAY SWEEPING	HR	0	\$85.00	\$0.00
9	REMOVE CURB & GUTTER	L F	0	\$3.00	\$0.00
10	REMOVE FENCE	L F	0	\$4.00	\$0.00
11	REMOVE BITUMINOUS PAVEMENT	S Y	0	\$3.00	\$0.00
12	COMMON EXCAVATION	C Y	0	\$2.96	\$0.00
13	SELECT GRANULAR BORROW (CV)	C Y	0	\$17.90	\$0.00
14	TOPSOIL STRIP AND RESPREAD	ACRE	0	\$3,500.00	\$0.00
15	DEWATERING	LS	0	\$35,000.00	\$0.00
16	SUBGRADE PREPARATION	RDST	0	\$200.00	\$0.00
17	AGGREGATE BASE (CV) CLASS 5	C Y	0	\$29.00	\$0.00
18	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	0	\$84.00	\$0.00
19	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	0	\$81.00	\$0.00
20	4" CONCRETE WALK	S F	0	\$5.00	\$0.00
21	BITUMINOUS TRAIL PREP	S F	0	\$0.90	\$0.00
22	3" BITUMINOUS TRAIL OVER 6" CL V	S F	0	\$6.00	\$0.00
23	CONCRETE CURB & GUTTER DES SURMOUNTABLE	L F	0	\$16.50	\$0.00
24	CONCRETE CURB & GUTTER B618	L F	0	\$17.00	\$0.00
25	TRUNCATED DOMES	S F	0	\$65.00	\$0.00
26	INSTALL SIGN	EACH	0	\$300.00	\$0.00
27	RELOCATE SIGN	EACH	0	\$200.00	\$0.00
28	ORNAMENTAL TREE 6' HT CONT	TREE	0	\$550.00	\$0.00
29	CONIFEROUS TREE #10 CONT (CO SPRUCE OR EQUAL)	TREE	0	\$600.00	\$0.00
30	SEEDING (BOULEVARD AREAS)	ACRE	0	\$1,200.00	\$0.00
31	TURF ESTABLISHMENT (SITE)	ACRE	0	\$580.00	\$0.00
32	TEMP SEEDING	ACRE	0	\$500.00	\$0.00
33	4" SOLID LINE PAINT	L F	0	\$2.00	\$0.00
CONSTRUCTION STREET/GRADING/PLANTING TOTAL					\$0.00
B. Sanitary Sewer					
34	CONNECT TO EXISTING SANITARY SEWER	EACH	0	\$1,800.00	\$0.00
35	4" PIPE PLUG	EACH	0	\$5.00	\$0.00
36	8"X4" PVC WYE	EACH	0	\$3.50	\$0.00
37	8" PVC PIPE SEWER SDR 35	L F	0	\$34.00	\$0.00
38	15" PVC PIPE SEWER SDR 35	L F	0	\$50.00	\$0.00
39	4" PVC SEWER SERVICE (SDR 26)	L F	0	\$23.50	\$0.00
40	CASTING ASSEMBLY (SANITARY)	EACH	0	\$500.00	\$0.00
41	CONSTRUCT 48" DIA SAN MANHOLE	L F	0	\$350.00	\$0.00
CONSTRUCTION SANITARY TOTAL					\$0.00

B. Watermain

42	CONNECT TO EXISTING WATER MAIN	EACH	0	\$1,500.00	\$0.00
43	12"X8" REDUCER	EACH	0	\$550.00	\$0.00
44	8"X6" REDUCER	EACH	0	\$450.00	\$0.00
45	12" PIPE PLUG	EACH	0	\$400.00	\$0.00
46	1" CORPORATION STOP	EACH	0	\$300.00	\$0.00
47	12"X8" TEE FITTING	EACH	0	\$650.00	\$0.00
48	8"X8" TEE FITTING	EACH	0	\$650.00	\$0.00
49	8" GATE VALVE & BOX	EACH	0	\$3,000.00	\$0.00
50	12" GATE VALVE & BOX	EACH	0	\$4,250.00	\$0.00
51	1" CURB STOP & BOX	EACH	0	\$400.00	\$0.00
52	1" TYPE K COPPER PIPE	L F	0	\$24.00	\$0.00
53	6" WATERMAIN DUCTILE IRON CL 52	L F	0	\$36.00	\$0.00
54	12" WATERMAIN DUCTILE IRON CL 52	L F	0	\$68.00	\$0.00
55	8" PVC WATERMAIN	L F	0	\$32.00	\$0.00
56	8" PVC WATERMAIN (DIRECTIONAL DRILLED)	L F	0	\$80.00	\$0.00
57	WATERMAIN INSULATION	SF	0	\$2.00	\$0.00
58	8" BENDS	EACH	0	\$350.00	\$0.00
59	HYDRANT & GV ASSEMBLY (W/TEE)	EACH	0	\$7,500.00	\$0.00
CONSTRUCTION WATER TOTAL					\$0.00

C. Storm Sewer

60	15" RC PIPE CULVERT CLASS V	L F	0	\$32.50	\$0.00
61	18" RC PIPE CULVERT CLASS V	L F	0	\$36.50	\$0.00
62	21" RC PIPE CULVERT CLASS III	L F	0	\$38.00	\$0.00
63	24" RC PIPE CULVERT CLASS III	L F	0	\$56.00	\$0.00
64	27" RC PIPE CULVERT CLASS III	L F	0	\$58.50	\$0.00
65	15" PIPE APRON W TRASH GUARD	EACH	0	\$1,800.00	\$0.00
66	21" PIPE APRON W TRASH GUARD	EACH	0	\$2,500.00	\$0.00
67	27" PIPE APRON	EACH	0	\$1,400.00	\$0.00
68	TRASH GUARD FOR 27" PIPE APRON	EACH	0	\$1,400.00	\$0.00
69	CONST DRAINAGE STRUCTURE DES 48-4020	VF	0	\$280.00	\$0.00
70	CONST DRAINAGE STRUCTURE DES 60-4020	VF	0	\$360.00	\$0.00
71	CONST DRAINAGE STRUCTURE DES 72-4020	VF	0	\$640.00	\$0.00
72	CONTROL STRUCTURE	LS	0	\$6,800.00	\$0.00
73	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	0	\$1,450.00	\$0.00
74	CASTING ASSEMBLY	EACH	0	\$675.00	\$0.00
75	RIP RAP CLASS IV	CY	0	\$90.00	\$0.00
76	EROSION CONTROL BLANKET	SY	0	\$2.50	\$0.00
77	INLET PROTECTION	EACH	0	\$210.00	\$0.00
CONSTRUCTION STORM TOTAL					\$0.00

TOTAL REMAIN PHASE 1: \$0.00

Requested Reduction \$102,206.00
Previous reduction \$934,556.75

OFFER OF DEDICATION

GRAND POINT 2ND ADDITION

THE UNDERSIGNED, Alliant Capital, LLC, a Minnesota limited liability company ("Developer") has executed this Offer of Dedication ("Offer") effective as of the 12th day of March, 2025.

RECITALS

A. The Developer and the City of North Branch, a Minnesota municipal corporation ("City") are parties to a Planned Unit Development and Subdivision Agreement dated May 3, 2022 (the "Agreement") according to the terms of which the Developer agreed to construct certain Improvements to the Property owned by the Developer including certain Public Improvements to be dedicated to the City.

B. Pursuant to the Agreement, the Developer has furnished the City with a Letter of Credit in the original amount of \$387,142.00, which has since been reduced to \$96,785.50, issued by American National Bank.

C. The Developer has completed all of the Public Improvements and now desires to offer to dedicate such improvements (the "Dedicated Improvements") to the City and, upon the City's acceptance of such offer to keep the Letter of Credit in the reduced amount as allowed by the Agreement for the duration of the warranty period.

OFFER OF DEDICATION

The following provisions are hereby submitted to the City by the Developer in connection with the Agreement regarding the development of the Grand Point 2nd Addition Development within the City limits:

1. Offer of Dedication. The Developer hereby offers to dedicate to the City all of the Public Improvements completed by the Developer pursuant to the Agreement as of the date hereof and generally described on Exhibit A attached hereto and incorporated herein.

2. Developer's Acknowledgment. Developer hereby acknowledges that, the Improvements will not be formally dedicated to the City until the City's final acceptance of the Public Improvements required by the Development Agreement as evidenced by a Certificate of Completion issued by the City and therefore the City's acceptance of the Offer of the Dedicated Improvements hereunder is expressly made contingent upon and subject to such formal statutory dedication requirements, the City's final acceptance of the Public Improvements and in all other respects is contingent upon the Developer's continued compliance with the terms and conditions of the Agreement. The Developer further acknowledges that as to all Public Improvements, including the Dedicated Improvements, the Warranty Period defined in the Agreement, shall not commence until the City's final acceptance of the Public Improvements.

3. Letter of Credit. The City approves a reduction in the Letter of Credit and the Developer may submit a replacement Letter of Credit in the amount of \$19,750.00 to remain on file for the duration of the Warranty Period and for so long thereafter as is necessary to complete the remaining Developer's obligations under the terms of the Agreement, which includes, but is not limited to preparation and approval of as-built drawings of the Development.

4. Definitions. Capitalized terms not otherwise defined herein shall have the meanings given them on the Agreement.

Respectfully Submitted,

DEVELOPER:

ALLIANT CAPITAL, LLC

By: 

Its: President

EXHIBIT A

Public Improvements, the City Costs described above, the Developer's compliance with this Agreement and for any liquidated damages payable to the City pursuant to Paragraph 4.3.4 of this Agreement, the Developer shall furnish the City with an irrevocable/non-cancelable letter of credit (the "Letter of Credit") issued by a financial institution, substantially in the form of Exhibit C attached hereto, printed on the letterhead of the financial institution issuing the letter of credit, or other financial guarantee (or combination thereof) acceptable to the City in its sole discretion both as to financial institution and terms (the "Security") in an amount equal to one hundred twenty-five percent (125%) of the estimated costs of construction of the Public Improvements and the City Costs (the "Security Amount") and compliance with this Agreement as determined by the Developer and approved by the City. Such Security Amount in a form acceptable to the City, in its sole discretion, shall be provided to the City on or before the actual Commencement Date. The Security shall name the City as the obligee or primary beneficiary of the amount reflected by such instrument. The Security Amount shall be deemed the post construction value of the Public Improvements for purposes of the insurance required under paragraph 5.1.1 below. The determination and breakdown of the estimated costs of the construction of the Public Improvements and compliance with this Agreement is set forth below, however, adjustments up or down will be made as Developer receives and accepts bids for such work in amounts approved by the City:

Street and grading	\$292,053.50
Watermain	\$4,640.00
Sanitary Sewer	\$1,020.00
City engineering	\$10,000.00
City legal	\$1,000.00
City administration and misc. costs	\$1,000.00
Total:	<u>\$ 309,713.50</u>
Security Amount	
(Above Total x 125%):	<u>\$ 387,142.00</u>

3.1.15 Additional Payments. Without in any way limiting any continuing payment obligations contained in this Agreement, upon execution hereof by the Developer, the Developer shall pay to the City and the City by executing and delivering this Agreement acknowledges receipt from the Developer of the City Costs billed to the Developer as of the date hereof, exclusive of any City Costs incurred by the City but not yet billed to the Developer. Further, upon approval of the Final Plat by the City and as a condition to the City's issuance of the Notice to Proceed, Developer shall pay the City upon execution of this Agreement (a) water trunk charges in the amount of \$73,500.00; (b) sewer trunk charges in the amount of \$34,776.00; and (c) parkland donation fees in the amount of \$37,800.00. City water and sewer access charges will be paid with respect to each lot, at the time a building permit is applied for with respect to such lot.

Project: Grand Point - PHASE 2
Project Location: North Branch, MN
Request Date: 3/12/2025

GRAND POINT PHASE TWO LOC REDUCTION REQUEST

Item No.	Description	Unit	Quantity	Estimated Unit Price	Estimated Total Cost
A. Street & Grading					
1	MOBILIZATION	LS	0	\$7,500.00	\$0.00
2	CLEARING	ACRE	0	\$5,455.00	\$0.00
3	GRUBBING	ACRE	0	\$5,455.00	\$0.00
4	SILT FENCE	LF	0	\$1.85	\$0.00
5	TREE FENCE (ORANGE SILT FENCE)		0	\$2.00	\$0.00
6	BIOLOG/DITCH CHECK	EACH	0	\$60.00	\$0.00
7	GRAVEL CONSTRUCTION ENTRANCE	EACH	0	\$1,200.00	\$0.00
8	ROADWAY SWEEPING	HR	0	\$85.00	\$0.00
9	REMOVE CURB & GUTTER	L F	0	\$3.00	\$0.00
10	REMOVE FENCE	L F	0	\$4.00	\$0.00
11	REMOVE BITUMINOUS PAVEMENT	S Y	0	\$3.00	\$0.00
12	COMMON EXCAVATION	C Y	0	\$2.96	\$0.00
13	SELECT GRANULAR BORROW (CV)	C Y	0	\$17.90	\$0.00
14	TOPSOIL STRIP AND RESPREAD	ACRE	0	\$3,500.00	\$0.00
15	DEWATERING	LS	0	\$50,000.00	\$0.00
16	SUBGRADE PREPARATION	RDST	0	\$200.00	\$0.00
17	AGGREGATE BASE (CV) CLASS 5	C Y	0	\$29.00	\$0.00
18	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	0	\$84.00	\$0.00
19	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	0	\$81.00	\$0.00
20	4" CONCRETE WALK	S F	0	\$5.00	\$0.00
21	BITUMINOUS TRAIL PREP	S F	0	\$1.25	\$0.00
22	3" BITUMINOUS TRAIL OVER 6" CL V	S F	0	\$6.00	\$0.00
23	CONCRETE CURB & GUTTER DES SURMOUNTABLE	L F	0	\$16.50	\$0.00
24	CONCRETE CURB & GUTTER B618	L F	0	\$17.00	\$0.00
25	TRUNCATED DOMES	S F	0	\$65.00	\$0.00
26	INSTALL SIGN	EACH	0	\$300.00	\$0.00
27	RELOCATE SIGN	EACH	0	\$200.00	\$0.00
28	ORNAMENTAL TREE 6' HT CONT	TREE	0	\$550.00	\$0.00
29	CONIFEROUS TREE #10 CONT (CO SPRUCE OR EQUAL)	TREE	0	\$600.00	\$0.00
30	SEEDING (BOULEVARD AREAS)	ACRE	0	\$1,200.00	\$0.00
31	TURF ESTABLISHMENT (SITE)	ACRE	0	\$580.00	\$0.00
32	TEMP SEEDING	ACRE	0	\$500.00	\$0.00
33	4" SOLID LINE PAINT	L F	0	\$2.00	\$0.00
CONSTRUCTION STREET/GRADING/PLANTING TOTAL					\$0.00
B. Sanitary Sewer (Adjacent development stub)					
37	8" PVC PIPE SEWER SDR 35	L F	0	\$34.00	\$0.00
CONSTRUCTION SANITARY TOTAL					\$0.00
B. Watermain (Adjacent development stub)					
47	12"X8" CROSS FITTING	EACH	0	\$1,000.00	\$0.00
49	8" GATE VALVE & BOX	EACH	0	\$3,000.00	\$0.00
55	8" PVC WATERMAIN	L F	0	\$32.00	\$0.00
CONSTRUCTION WATER TOTAL					\$0.00
C. Storm Sewer					
CONSTRUCTION STORM TOTAL					\$0.00
TOTAL REMAIN PHASE 2:					\$0.00
Requested Reduction					\$45,880.00
Previous reduction					\$251,833.50

March 12, 2025

Matthew Hill
City Administrator
City of North Branch
PO Box 910 - 6408 Elm Street
North Branch, MN 55056

Re: Grand Point & Grand Point 2nd Addition
Release of Letter of Credit

Dear Mr. Hill:

Alliant Capital LLC has requested the release of the letter of credit associated with the Grand Point and Grand Point 2nd Addition Developments located within the City of North Branch. We have reviewed the request, completed site inspections, and fully accepted the final site improvements. A replacement letter of credit shall be provided by the Alliant Capital LLC in the amount of \$50,000 representing the Warranty Period defined in the Development Agreement(s), shall not commence until execution of the attached resolution "Accepting an Offer of Dedication for Public Improvements", therefore declaring the City's final acceptance of the Public Improvements.

We recommend the release of the letter of credit as shown below:

Letter Of Credit Summary – Grand Point

Original LOC Amount	\$1,298,387.50
Reduction Request #1	\$171,215.25
Reduction Request #2	\$443,241.10
Reduction Request #3	\$359,334.15
LOC Amount to be Released this Request	\$294,347.00
New LOC	\$30,250.00

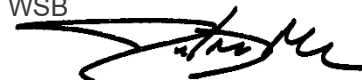
Letter Of Credit Summary – Grand Point 2nd Addition

Original LOC Amount	\$387,142.00
Reduction Request #1	\$61,661.30
Reduction Request #2	\$228,695.20
LOC Amount to be Released this Request	\$77,035.50
New LOC	\$19,750.00

Please contact me with any questions.

Sincerely,

WSB



Justin Messner, PE
City Engineer



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 03/20/2025

Board & Commission: City Council

Subject: Resolution Approving 2025 Road Gravel Quotes

The City of North Branch has 32 miles of gravel roads to maintain. Part of the maintenance is re-graveling these roads. Our goal is to pave the higher-traffic gravel roads when funding becomes available. Over the last 10 years, we have paved 6 miles of our highest-traffic gravel roads, and it has worked well. Until they are paved re-graveling the existing gravel is the required maintenance practice.

The 2025 Road Gravel Request for quotes was published in our legal newspaper in early March for two weeks. Quotes were opened on March 13th at 1:00 p.m. The quotes were opened in front of City Administrator Hill along with Public Works Director Williams.

Two quotes were received, one from Rydberg and Son Inc. out of Pine City Mn. for the amount of \$13.29/ton, and the other was from Bjorkland Companies for the amount of \$15.39/ton, they are based out of Isanti, MN. I recommend the council accept the low quote from Rydberg and Son Inc. Both companies have provided the city with gravel in the past and have met our specifications. This is funded annually by the public works street maintenance fund-road graveling. This will allow us to complete approximately 5 miles of roads, keeping us on track for a 6-year re-graveling plan.

2024 Quotes for reference are below:

- Rydberg & Sons Inc. \$13.47/ton.
- Beach Transport LLC \$19.89/ton.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-165-2025

Resolution R-165-2025 Approving 2025 Road Gravel Quotes

WHEREAS, the City of North Branch has gravel roads to maintain by means of re-graveling and the City has advertised for quotes in our legal paper the Isanti-Chisago Star and,

WHEREAS, the City received one quote from Rydberg and Son Inc. Quotes were opened on March 13th, 2025 in the council chambers by the City Administrator and Public Works Director, and the quote was from Rydberg and Son Inc. for \$13.29/ ton.

WHEREAS, the low quote for the 2025 road gravel project is from Rydberg and Son in the amount of \$13.29/ton.

NOW, THEREFORE, BE IT RESOLVED THAT: the City of North Branch City Council approved the low quote from Rydberg and Sons Inc. for the 2025road gravel project in the amount of 8,000 tons more or less of modified class 5 aggregate for \$13.29/ton delivered.

QUOTE

RYDBERG & SONS, INC.

P.O. BOX 63
PINE CITY, MN 55063
(320)629-2503

PROPOSAL SUBMITTED TO	PHONE	DATE
City of North Branch		3/13/2025
STREET	JOB NAME	
P.O. Box 910		
CITY, STATE AND ZIP CODE	JOB LOCATION	
North Branch, MN 55056		
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

8,000 tons (more or less) of modified Class 5 virgin pit aggregate specification 3138-3 in the MNDOT Standards and Specifications for Construction-2018 with the #4 sieve modified from 50-70% and the #200 sieve modified from 8-11%. Material to be delivered using no more than 8, minimum of 4 belly dump trucks/600 ton each day of hauling to various roads within the City of North Branch. Proposed roads may be subject to change at the discretion of the City. Road gravel project is to be quoted per ton, scale tickets per load in quantity of US Tons hauled to be provided at the end of each hauling day. Trucks may be randomly weighed, the City will get a gravel sample from the gravel pit to be tested prior to start of project, the supplier will also provide 2 gravel sample test gradation to the City.

\$13.29/ton

Not including sales tax, if applicable

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

dollars (\$_____).

Payment to be made as follows:

Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Note: This quote may be withdrawn by us
if not accepted within 30 days.

Acceptance of Quote-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____
Bjorklund bid \$15.39



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/20/2025

Board & Commission: City Council

Subject: Resolution R-166-2025 Support for Circle of Honor Regional Veterans Memorial Grant Application

Background Info

The North Branch City Council approved the North Branch Veteran's Memorial Committee request to construct a veterans memorial in Central Park and entered into an MOU agreement for the construction of the Veterans Memorial.

The North Branch Veterans Memorial Committee has been conducting fundraising efforts for the memorial and is looking to apply for a state of Minnesota capital grant for the project. The capital grant requires a resolution providing support from the local agency (city) for the project and to prioritize the ranking of the project.

The City Council approved authorizing the city entering into an agreement with North Branch Veterans Memorial Committee for the city to act as a fiscal agent for grants at the October 8, 2024, meeting.

Requested Action

Approval of resolution R-166-2025 to provide support for the North Branch Veterans Memorial Committees Circle of Honor Veterans Regional Veterans Memorial capital grant application to the state capital grant fund

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-166-2025

**A RESOLUTION OF SUPPORT FOR THE NORTH BRANCH VETERANS
MEMORIAL COMMITTEE
CAPITAL PROJECT APPLICATION TO MINNESOTA MANAGEMENT BUDGET
(MMB) FOR THE CIRCLE OF HONOR REGIONAL VETERANS MEMORIAL
PROJECT**

WHEREAS, the City of North Branch has entered into an Memorandum of Understanding with the North Branch Veterans Memorial Committee, under the direction and financial management of the North Branch Beautification Association; and

WHEREAS, the City of North Branch has approved a site plan for the Circle of Honor Regional Veterans Memorial project in Central Park, located at 6250 Main Street; and

WHEREAS, the North Branch Veterans Memorial Committee will seek state funding for capital improvements for the Circle of Honor Regional Veterans Memorial Committee; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of North Branch:
That the City supports the following projects for the 2025 legislative session and that the following capital investment projects are prioritized to the Minnesota Management and Budget Office in the order below:

1. City of North Branch 400th Street/Interstate 35 Interchange
2. Circle of Honor Regional Veterans Memorial

CENTRAL PARK - VETERAN'S MEMORIAL

North Branch, Minnesota

WSB Project No. 023090-000
Issue Date..... 10/04/2023

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
L1.0	TITLE SHEET
L2.0	LAYOUT PLAN
L3.0	GRADING PLAN
L4.0	PLANTING PLAN
L5.0	DETAILS



1 PROJECT LOCATION MAP
L1.0 SCALE: NOT TO SCALE

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert A. Sljivka III
DATE: 10/04/2023 LIC. NO. 44337

TITLE SHEET

Veteran's Memorial
City of North Branch

CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
023090-000

SHEET

[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION,
 AND/OR REPORT WAS PREPARED BY ME OR UNDER MY
 DIRECT SUPERVISION AND THAT I AM A DULY
 LICENSED LANDSCAPE ARCHITECT UNDER THE
 LAWS OF THE STATE OF MINNESOTA.

Robert A. Sipka III

DATE: 10/04/2023 LIC. NO: 44337

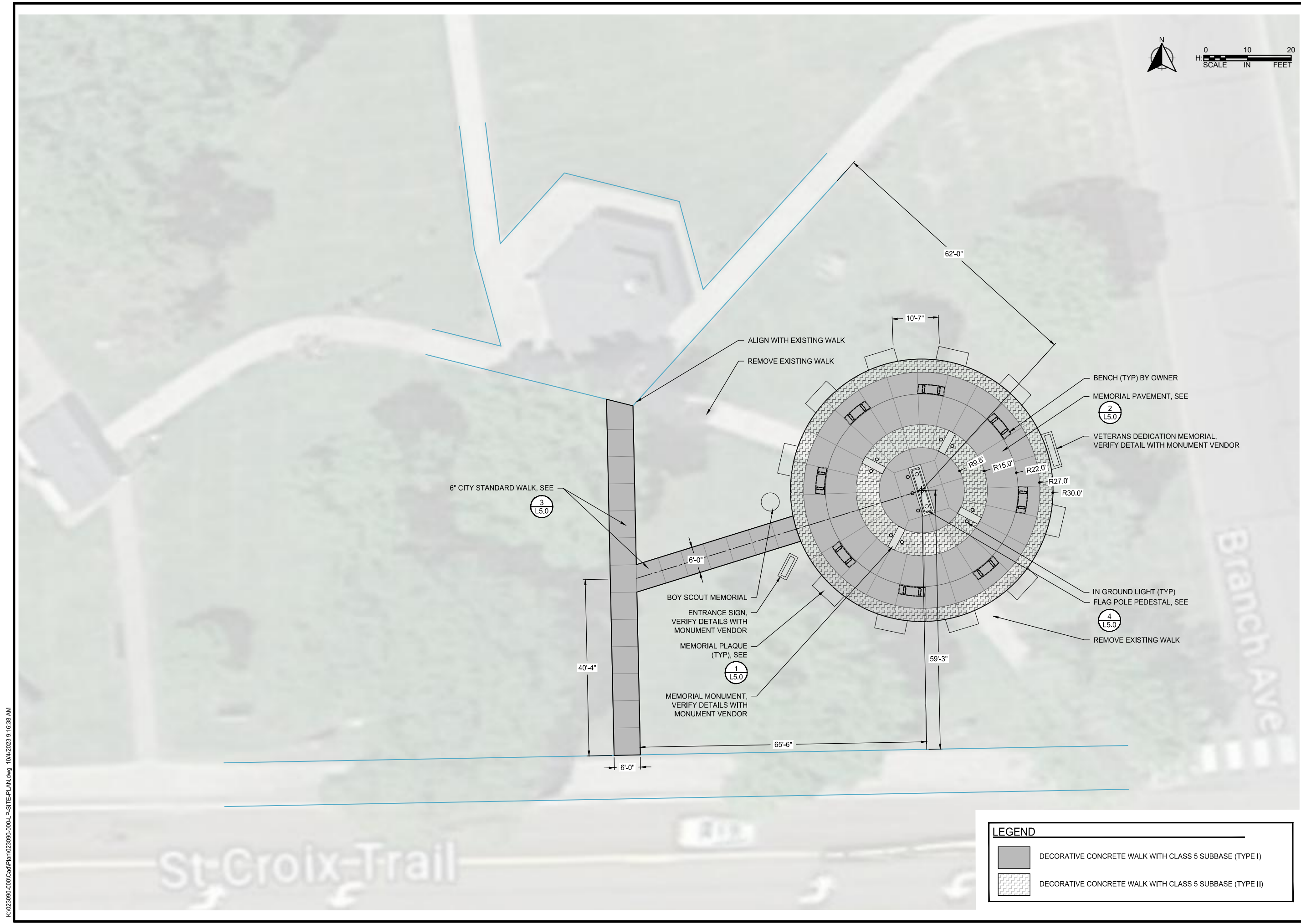
LAYOUT PLAN

Veteran's Memorial
City of North Branch

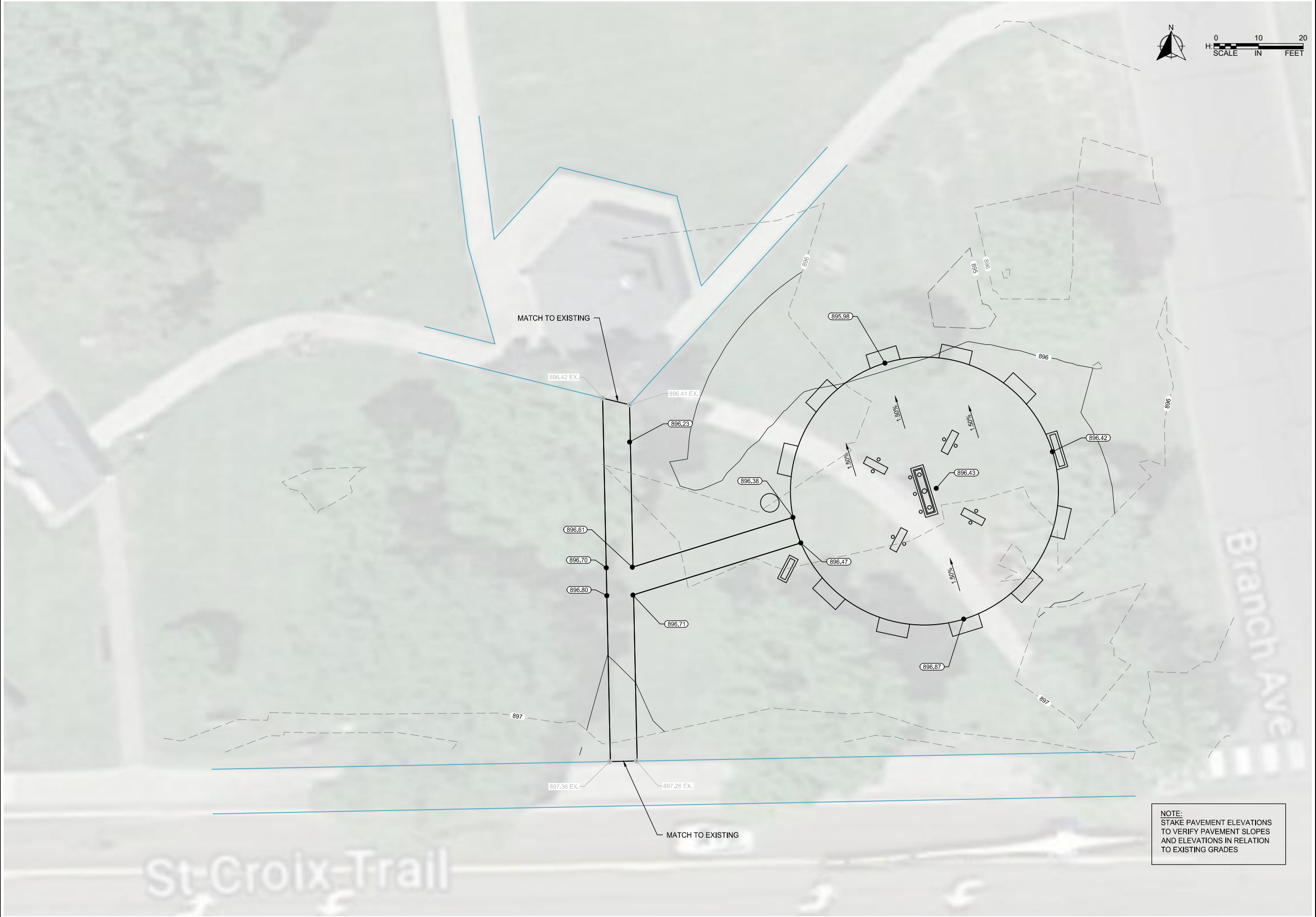
CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
023090-000

SHEET
100



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NOTE:
STAKE PAVEMENT ELEVATIONS
TO VERIFY PAVEMENT SLOPES
AND ELEVATIONS IN RELATION
TO EXISTING GRADES

wsb

SCALE: AS SHOWN
PLAN BY: KP
DESIGN BY: KP
CHECK BY: RS

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert A. Slipka III

DATE: 10/04/2023 LIC. NO. 44337

GRADING PLAN

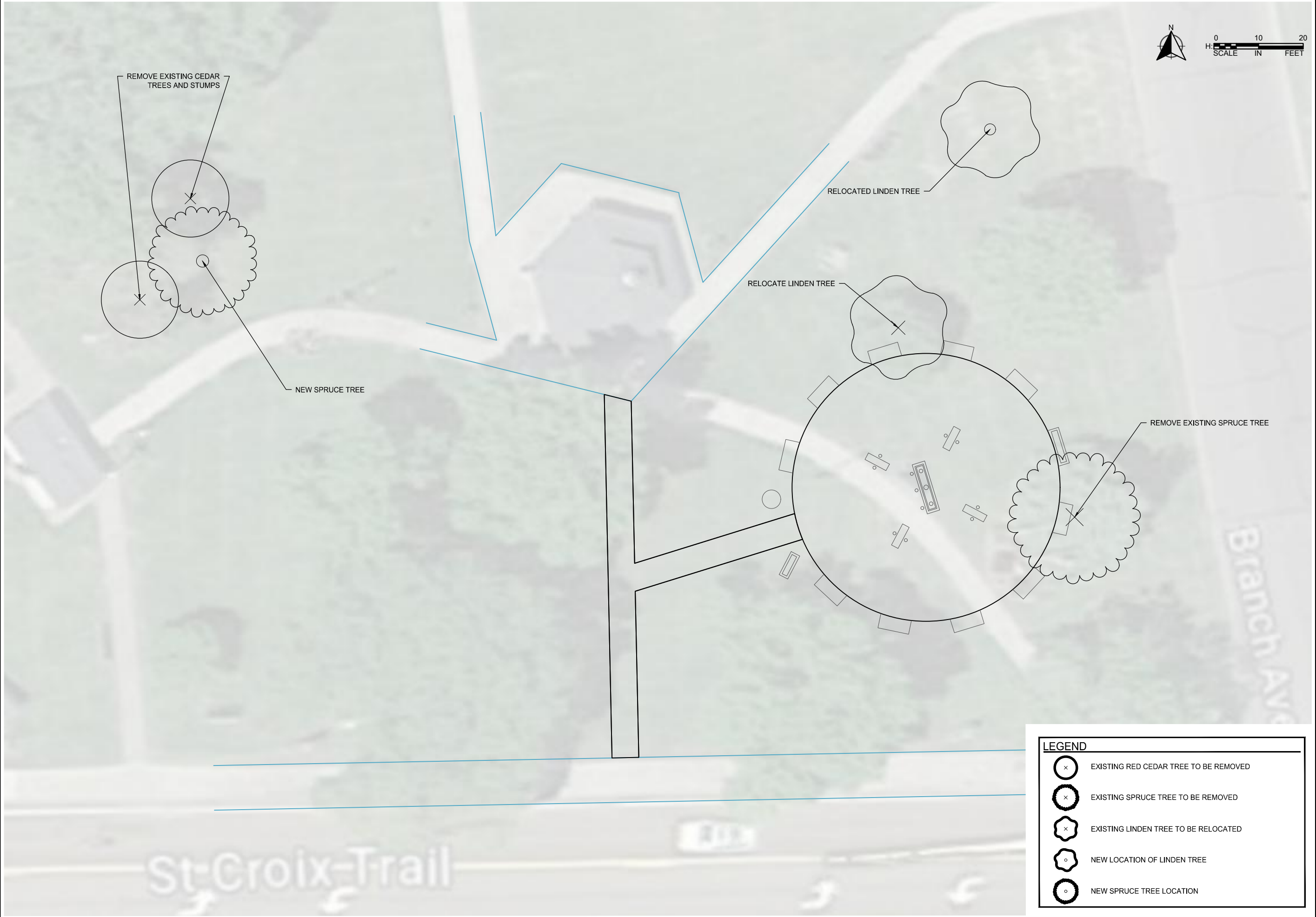
Veteran's Memorial
City of North Branch

CLIENT PROJECT NO.
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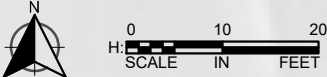
WSB PROJECT NO.
023090-000

SHEET
13.0

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LEGEND	
	EXISTING RED CEDAR TREE TO BE REMOVED
	EXISTING SPRUCE TREE TO BE REMOVED
	EXISTING LINDEN TREE TO BE RELOCATED
	NEW LOCATION OF LINDEN TREE
	NEW SPRUCE TREE LOCATION



wsb

SCALE: AS SHOWN
PLAN BY: KP
K:023090-000

DESIGN BY: KP
CHECK BY: RS

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert A. Slipka III

DATE: 10/04/2023 LIC. NO. 44337

PLANTING PLAN

Veteran's Memorial
City of North Branch

CLIENT PROJECT NO. XXXXXX

WSB PROJECT NO. 023090-000

SHEET L4.0

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert A. Slipka III

DATE: 10/04/2023 LIC. NO.: 44337

DETAILS

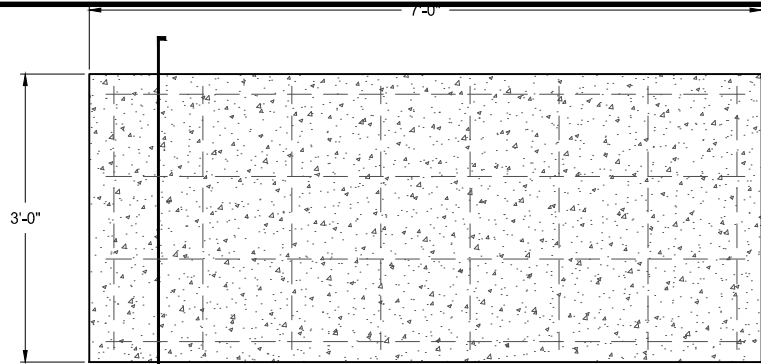
Veteran's Memorial
City of North Branch

CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
023090-000

SHEET

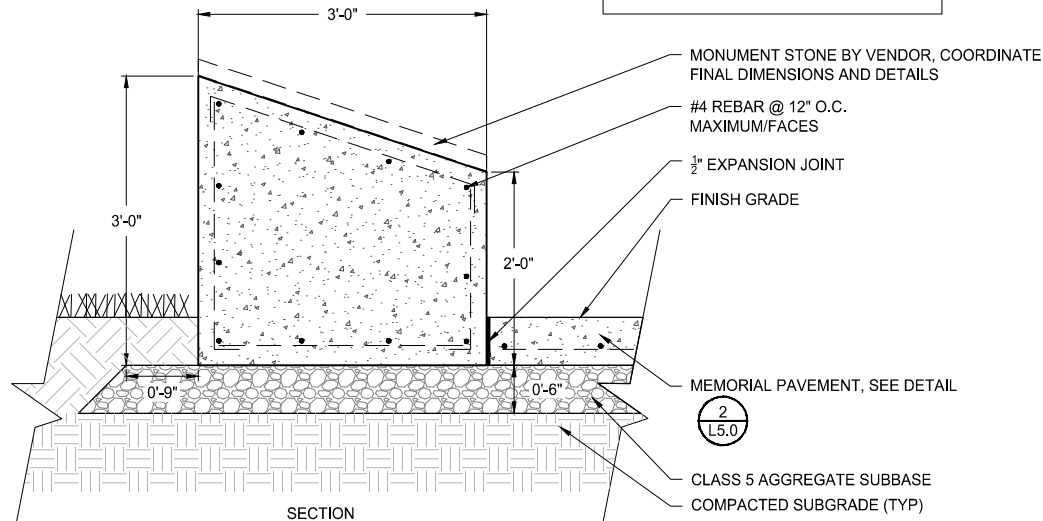
L5.0
Page 121 of 142



PLAN

1
L5.0

NOTE:
VERIFY COLOR AND FINISH WITH OWNER

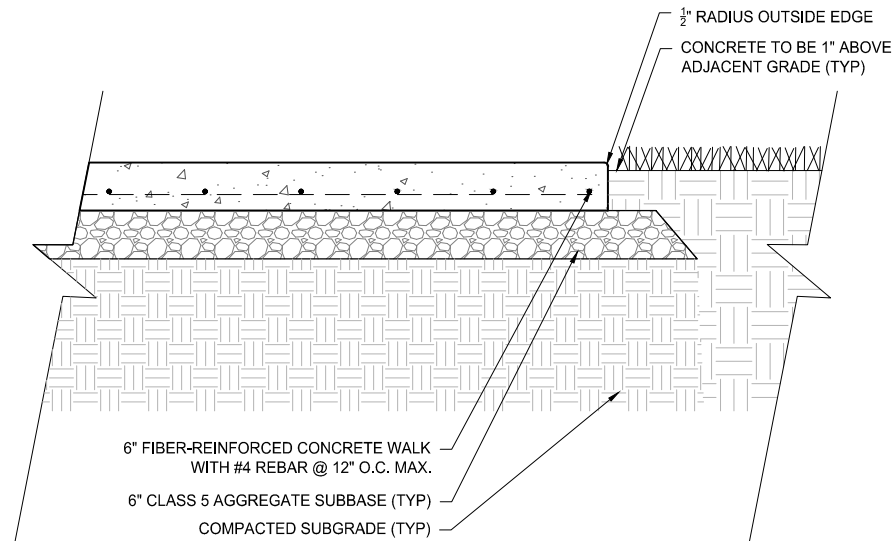


SECTION

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L5.0

1
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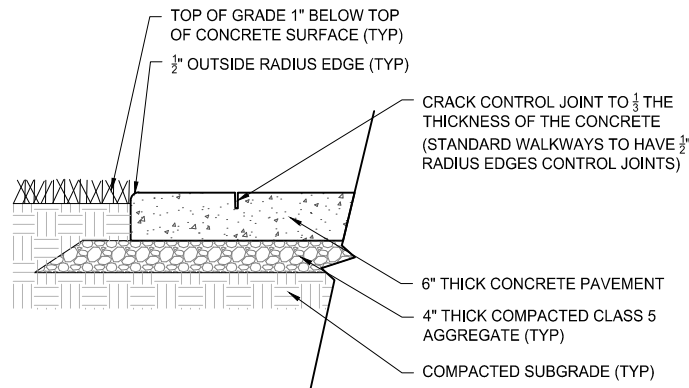
MEMORIAL PLAQUE



NOTE:
VERIFY COLOR AND FINISH WITH OWNER

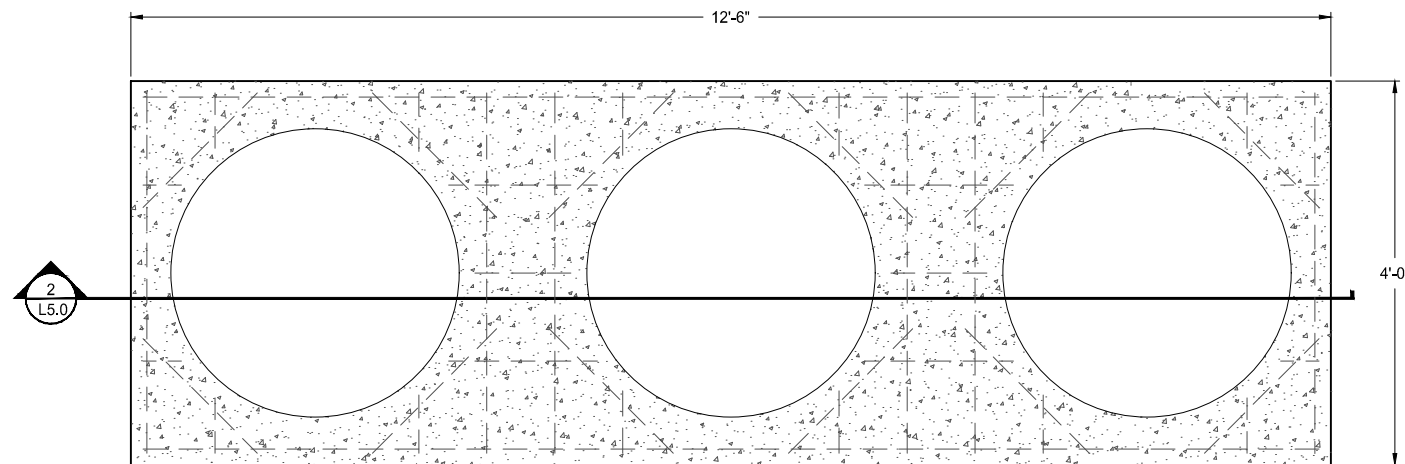
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L5.0

MEMORIAL PAVEMENT



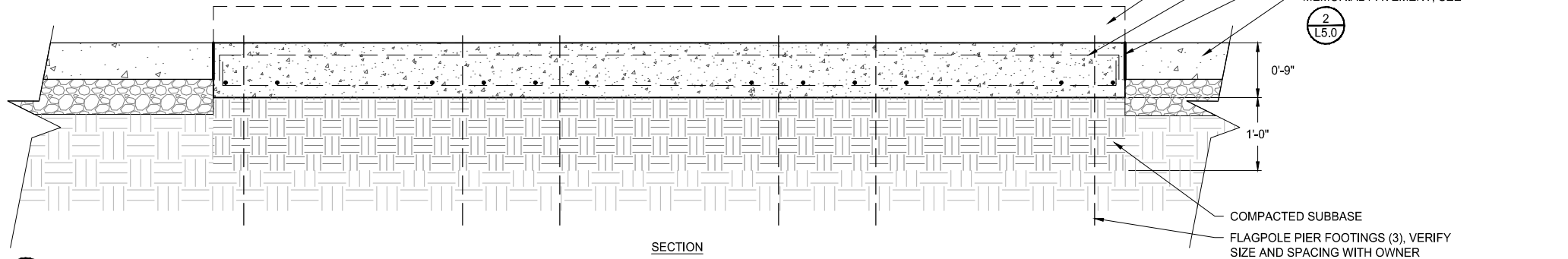
3
L5.0

TYPICAL 6' CONCRETE SIDEWALK



2
L5.0

NOTE:
VERIFY COLOR AND FINISH WITH OWNER



SECTION

2
L5.0

4
L5.0

BASE SUPPORT FOR FLAGPOLES



Prepared By:

Presenter:

Date: 03/20/2025

Board & Commission: City Council

Subject: January 2025 Finance Update

Included in the January 2025 update is the Cash and Investment balances, the January Finance Update, the January Liquor Store Update, and the debt schedule.

At the end of January 2025, the City held \$23,042,737.07 in cash and investments. \$6 million is kept in cash or cash equivalent investments for cash flow needs on a continuous basis. The rest is invested in CDs, Treasuries, Agencies, and Bonds. Ideally, we try to invest no further out than 3 years.

For the Finance Update in January, it is very difficult to determine how this will affect the rest of the year with only one month for projections. In many situations, we have invoices that are billed on an annual basis. On the other hand, the Liquor Stores try to purchase "bargains" in December and not make so many purchases in January. These situations can both skew the projections of the expenses and revenues for the entire year.

The Liquor Store Report has been updated.

The first schedule shows the revenue by month for the last 4 years. Followed by the expenses by month for the last 4 years.

Page 2 of the Liquor Report has the Gross Margins for both Liquor Stores. After that is the Sales by Category by Month with the Cost of Goods Sold following in the same manner. The Gross Margin is the Sales minus the Cost of the items sold. The state average for the Gross Margin percentage is 27%. The City of North Branch Liquor Stores normally average right around that number. The January Gross Margin Percent is on the high side at 34.7%. This is only because of the purchasing "bargains" that were made in December that are reflected in January and the high sales reported in January. Our January Sales were the second highest in recent history, with 2021 only beating out 2025 by less than \$3k.

The final page of the liquor store report is for comparison purposes. These are the 2024 Sales by Category and the 2024 Cost of Goods sold by Category.

Finally, the Debt Schedule is presented. This is currently all debt held by the City of North Branch. The last of the City Debt is set to be paid off in 2037, with a considerable amount being paid in full in the next 5 years.

Thank you.

Voting Requirements:

Bank Account Balances 1/31/2025

	EOM Balance	Interest Rate
Bremer - Checking (0753)	1,037,666.29	0.0%
Bremer - MM (2886)	2,822,190.99	4.3%
Stearns - Checking (4156)	-	0.0%
Stearns - ICS (x156)	-	0.5%
Associated - Checking (4089)	84,168.96	0.0%
Associated - MM (3859)	2,041,699.55	3.92%
Xpress Cash Balance	131,117.51	0.00%
Total Checking/Savings	\$ 6,116,843.30	

Investments

US Bank	14,906,377.66	Varies
Stearns CDs	-	
Neighborhood National CD	1,000,000.00	1.8%
Wells Fargo	1,019,516.11	Varies
Total Investments	\$ 16,925,893.77	

Total Cash & Investments	\$ 23,042,737.07
-------------------------------------	-------------------------

City of North Branch

January 2025 Update

Percent of Year

8.33%

General Fund

	1/31/2025 Actual	1/31/2024 Actual	Current vs Prior Inc/(Dec)	Projected January 2025	2025 Budget
Revenues:					
Taxes	\$ -	\$ -	\$ -	\$ 6,215,083	\$ 6,246,315
Licenses & Permits	30,031	11,091	18,939	360,366	347,800
Intergovernmental	-	122,635	(122,635)	1,539,406	1,570,822
Charges for Services	4,140	338	3,802	82,790	104,300
Fines & Forfeits	1,752	1,514	237	21,023	17,000
Other Revenue	22,006	50,119	(28,114)	264,069	150,400
Other Financing Sources	-	-	-	-	315,300
Total Revenues	\$ 57,928	\$ 185,697	\$ (127,770)	\$ 8,482,737	\$ 8,751,937
Expenditures:					
City Council	\$ 47	\$ 5,978	\$ (5,931)	32,382	\$ 32,382
City Administrator	14,263	3,692	10,571	248,110	261,168
City Clerk	5,622	17,723	(12,101)	132,406	132,406
Elections	184	-	184	-	-
Technology	53,546	-	53,546	471,478	481,100
Finance	28,194	(3,471)	31,664	384,515	404,753
City Attorney	-	-	-	50,000	50,000
City Engineer	-	-	-	40,000	40,000
Legislative	-	-	-	30,000	31,500
Planning & Zoning	-	7,594	(7,594)	153,239	153,239
City Facilities	13,435	14,693	(1,258)	172,189	172,189
Police	202,825	277,464	(74,639)	2,639,000	2,777,895
Fire	10,661	43,464	(32,804)	590,505	621,584
Building Inspection	32,095	21,828	10,267	385,136.28	352,169
Civil Defense	-	-	-	4,000	4,200
Animal Control	-	350	(350)	4,200	4,500
Street Lights	-	-	-	100,000	109,000
Public Works	66,867	28,429	38,438	3,176,340	3,176,340
Parks	16,209	28,116	(11,907)	382,074	382,074
Library	6,041	2,144	3,898	116,202	116,202
Non-Dept Exps	13,208	29,993	(16,785)	301,100	301,100
Total Expenditures	\$ 463,197	\$ 477,997	\$ (14,800)	\$ 9,412,877	\$ 9,603,801
Net Postion increase/(decrease)	\$ (405,269)	\$ (292,300)	\$ (112,970)	\$ (930,140)	\$ (851,864)

Sewer Fund (602)

	1/31/2025	1/31/2024	Current vs Prior	Projected	
	Actual	Actual	Inc/(Dec)	January	2025
				2025	Budget
Revenues:					
Charges for Services	\$ 17,297	\$ 2,471	\$ 14,826	355,000	\$ 355,000
Utility Charges	107,827	-	107,827	1,750,000	1,803,000
Other Revenue	-	-	-	5,000	5,000
Other Financing Sources	-	-	-	-	-
Total Revenues	<u>\$ 125,124</u>	<u>\$ 2,471</u>	<u>\$ 122,653</u>	<u>\$ 2,110,000</u>	<u>\$ 2,163,000</u>
Expenditures:					
Sanitary Sewer	\$ 46,881	\$ 64,416	(17,535)	2,069,793	\$ 2,325,610
Total Expenditures	<u>\$ 46,881</u>	<u>\$ 64,416</u>	<u>\$ (17,535)</u>	<u>\$ 2,069,793</u>	<u>\$ 2,325,610</u>
Net Postion					
increase/(decrease)	<u>\$ 78,243</u>	<u>\$ (61,945)</u>	<u>\$ 140,188</u>	<u>\$ 40,207</u>	<u>\$ (162,610)</u>

Liquor Store Fund (609)

	1/31/2025	1/31/2024	Current vs Prior	Projected	
	Actual	Actual	Inc/(Dec)	January	2025
				2025	Budget
Revenues:					
Liquor Store - East	\$ 202,039	\$ 178,950	\$ 23,089	\$ 2,873,613	\$ 3,017,572
Liquor Store - West	88,978	70,387	18,590	1,247,411	1,247,411
Cost of Liquor Sold - East	(131,316)	(65,934)	(65,381)	(2,113,195)	(2,258,504)
Cost of Liquor Sold - West	(58,615)	(32,553)	(26,062)	(848,339)	(848,339)
Other Revenue	300	-	300	3,600.00	4,200
Total Revenues	<u>\$ 101,386</u>	<u>\$ 150,850</u>	<u>\$ (49,463)</u>	<u>\$ 1,163,090</u>	<u>\$ 1,162,340</u>
Operating Expenses:					
Liquor Store - East	\$ 37,566	\$ 41,159	(3,594)	\$ 714,533	\$ 763,666
Liquor Store - West	27,710	35,991	(8,281)	291,480	393,998
Transfers	-	-	-	-	-
Total Operating Expenses	<u>\$ 65,276</u>	<u>\$ 77,151</u>	<u>\$ (11,875)</u>	<u>\$ 1,006,013</u>	<u>\$ 1,157,664</u>
Net Postion					
increase/(decrease)	<u>\$ 36,111</u>	<u>\$ 73,699</u>	<u>\$ (37,589)</u>	<u>\$ 157,077</u>	<u>\$ 4,676</u>
Net Profit Percentage	12.40%	29.56%		3.81%	

Stormwater Fund (612)

	1/31/2025 Actual	1/31/2024 Actual	Current vs Prior Inc/(Dec)	Projected January 2025	2025 Budget
Revenues:					
Utility Charges	\$ 16,936	\$ -	16,936	475,500	\$ 475,500
Other Revenue	-	-	-	-	300
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 16,936	\$ -	\$ 16,936	\$ 475,500	\$ 475,800
Expenditures:					
Storm Sewer	\$ 23,571	\$ 30,404	(6,832)	475,000	\$ 563,413
Total Expenditures	\$ 23,571	\$ 30,404	\$ (6,832)	\$ 475,000	\$ 563,413
Net Postion increase/(decrease)	\$ (6,635)	\$ (30,404)	\$ 23,769	\$ 500	\$ (87,613)

Water Fund (615)

	1/31/2025 Actual	1/31/2024 Actual	Current vs Prior Inc/(Dec)	Projected January 2025	2025 Budget
Revenues:					
Charges for Services	\$ 11,900	\$ 1,700	\$ 10,200	142,800	\$ 135,000
Water Charges	104,799	40,591	64,208	1,850,000	1,969,468
Other Revenue	1,881	-	1,881	47,500.00	50,000
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 118,580	\$ 42,291	\$ 76,289	\$ 2,040,300	\$ 2,154,468
Expenditures:					
Water	\$ 43,454	\$ 3,355	40,099	2,010,000	\$ 2,700,682
Total Expenditures	\$ 43,454	\$ 3,355	\$ 40,099	\$ 2,010,000	\$ 2,700,682
Net Postion increase/(decrease)	\$ 75,126	\$ 38,936	\$ 36,190	\$ 30,300	\$ (546,214)

Generation Fund (620)

	1/31/2025 Actual	1/31/2024 Actual	Current vs Prior Inc/(Dec)	Projected January 2025	2025 Budget
Revenues:					
Charges for Services	\$ -	\$ -	\$ -	-	\$ -
Utility Charges	30,000	30,000	-	360,000	360,000
Other Revenue	-	-	-	-	-
Total Revenues	\$ 30,000	\$ 30,000	\$ -	\$ 360,000	\$ 360,000
Expenditures:					
Generation	\$ 43,663	\$ 2,916	40,747	360,000	\$ 361,151
Total Expenditures	\$ 43,663	\$ 2,916	\$ 40,747	\$ 360,000	\$ 361,151
Net Postion increase/(decrease)	\$ (13,663)	\$ 27,084	\$ (40,747)	\$ -	\$ (1,151)

Monthly Report for Liquor Store - Council Report

January 2025

Percent of Year: 8.33%

Sales by Month and Year-to-Date

Month	2025 Sales	3 Year Avg Sales	2024 Sales	2023 Sales	2022 Sales	2021 Sales
January	\$ 291,317	\$ 258,152	\$ 249,337	\$ 260,869	\$ 264,251	\$ 294,006
February	-	259,711	260,707	258,033	260,393	266,208
March	-	284,347	295,583	287,435	270,023	304,564
April	-	291,390	288,819	294,541	290,810	327,239
May	-	353,492	359,929	360,263	340,284	366,090
June	-	369,694	356,157	396,703	356,222	370,136
July	-	386,768	387,761	384,874	387,670	406,355
August	-	377,153	416,855	374,215	340,390	337,323
September	-	358,098	367,288	364,930	342,075	329,748
October	-	320,305	348,507	320,341	292,066	332,607
November	-	324,683	360,918	315,225	297,905	310,290
December	-	404,453	425,741	392,734	394,885	375,740
Total	\$ 291,317	\$ 3,988,246	\$ 4,117,602	\$ 4,010,162	\$ 3,836,975	4,020,305

YTD Sales compared to 3 Year Avg	\$ 33,164
YTD Sales compared to 2024 Sales	\$ 41,979

YTD Sales compared to 3 Year Avg	112.85%
YTD Sales compared to 2024 Sales	116.84%

Expenses by Month and Year-to-Date

Month	2025 Expenses	3 Year Avg Expenses	2024 Expenses	2023 Expenses	2022 Expenses	2021 Expenses
January	254,595	246,181	175,638	255,794	307,113	293,718
February	-	279,673	331,652	272,608	234,760	282,744
March	-	334,265	324,884	326,195	351,716	382,787
April	-	303,311	287,748	309,284	312,900	317,321
May	-	358,198	389,397	327,960	357,236	325,980
June	-	327,872	275,479	306,429	401,707	361,741
July	-	353,050	378,477	364,310	316,364	365,403
August	-	354,394	365,253	364,211	333,718	338,110
September	-	327,614	346,710	330,720	305,413	329,361
October	-	271,933	234,669	306,036	275,092	279,299
November	-	366,419	378,443	378,576	342,238	279,323
December	-	440,927	534,146	487,602	301,033	392,250

YTD Expenses compared to 3 Year Avg	\$ 8,413
YTD Expenses compared to 2023 Exps	\$ 78,957

YTD Expenses compared to 3 Year Avg	103.42%
YTD Expenses compared to 2023 Exps	144.95%

	2025	3 Year Avg	2024	2023	2022	2021
YTD Net Income (Before Transfers)	\$ 116,722	\$ 115,929	\$ 175,107	\$ 80,438	\$ 92,243	\$ 172,269
Net Income Percentage	40.07%	2.89%	4.25%	2.01%	2.40%	4.28%

Gross Margin **NOTE:** Gross Margin measures the revenue generated less the cost of the items sold

	2025 Annual Budget	Actual 2025 YTD	Actual East	Actual West
Sales	\$ 4,259,583	\$ 291,017	\$ 202,039	\$ 88,978
Cost of Sales	3,106,843	189,931	131,316	58,615
Gross Margin	\$ 1,152,740	\$ 101,086	\$ 70,723	\$ 30,363
	27.1%	34.7%	35.0%	34.1%

Monthly Report for Liquor Store - Council Report

January 2025

Percent of Year: 8.33%

	2025 Annual Budget	Actual 2025 YTD	East Actual	West Actual
Gross Margin by Category - Budget vs Actual				
Liquor	\$ 418,468	\$ 9,741	\$ 4,772	\$ 4,969
Beer	556,299	68,776	51,677	17,099
Wine	123,638	15,226	8,760	6,467
Non-Alcoholic	37,335	5,546	4,288	1,258
THC	-	1,797	1,227	570
Other	-	-	-	-
	<u>\$ 1,135,740</u>	<u>\$ 101,086</u>	<u>\$ 70,723</u>	<u>\$ 30,363</u>

2025 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non- Alcoholic
January	291,017	108,447	134,588	29,854	8,527	9,601
February	-					
March	-					
April	-					
May	-					
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	<u>291,017</u>	<u>108,447</u>	<u>134,588</u>	<u>29,854</u>	<u>8,527</u>	<u>9,601</u>

2025 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non- Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	-					
March	-					
April	-					
May	-					
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	<u>189,931</u>	<u>98,706</u>	<u>65,812</u>	<u>14,628</u>	<u>6,730</u>	<u>4,055</u>

Monthly Report for Liquor Store - Council Report

January 2025

Percent of Year: 8.33%

2024 Sales to Cost of Goods Sold Comparison

2024 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	249,162	96,471	116,344	27,809	-	8,539
February	260,303	99,256	121,438	30,641	-	8,968
March	295,369	111,612	140,575	33,741	-	9,440
April	287,961	105,719	143,013	28,776	-	10,454
May	359,716	128,807	184,939	32,723	-	13,247
June	356,247	127,840	182,522	32,263	-	13,622
July	387,751	132,338	208,092	31,690	-	15,631
August	416,555	142,184	221,495	36,758	909	15,209
September	367,288	127,223	188,095	34,381	4,368	13,221
October	348,482	128,231	167,580	35,655	5,341	11,675
November	360,318	133,546	163,115	47,104	5,691	10,861
December	421,538	166,694	178,546	56,103	8,411	11,784
Total	4,110,689	1,499,920	2,015,754	427,645	24,720	142,651

2024 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	98,488	54,374	39,284	3,003	-	1,826
February	257,805	102,021	116,719	29,676	-	9,389
March	232,041	99,025	98,637	25,000	-	9,379
April	222,083	77,625	113,174	22,005	-	9,280
May	310,782	105,537	152,552	38,043	-	14,650
June	206,602	69,342	112,660	11,939	-	12,660
July	302,657	87,152	175,558	28,314	-	11,633
August	278,520	93,741	156,504	18,515	-	9,760
September	280,341	100,389	141,435	21,712	6,959	9,845
October	177,997	46,801	103,408	18,209	3,421	6,158
November	298,206	94,454	151,680	38,439	3,429	10,205
December	311,851	92,170	183,084	31,170	(340)	5,767
Total	2,977,372	1,022,631	1,544,694	286,026	13,470	110,552

DEBT SCHEDULE

General Debt Levy (Payoff Schedule)		Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
2013A		323	101,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
2017B*		393	177,800.00	177,625.00	-	-	-	-	-	-	-	-	-	-	-	-
Chisago County Levy		476	225,000.00	153,256.00	-	-	-	-	-	-	-	-	-	-	-	-
2020A*	Levy	322	45,330.40	42,588.30	40,873.35	44,131.25	41,371.05	-	-	-	-	-	-	-	-	-
2020A*		398	118,312.45	119,312.40	119,267.10	119,185.60	119,067.90	-	-	-	-	-	-	-	-	-
2022A*	Levy	399	136,200.00	133,800.00	136,350.00	142,400.00	96,600.00	99,750.00	97,850.00	95,950.00	-	-	-	-	-	-
2017C		323	241,687.50	246,887.50	251,787.50	256,387.50	260,687.50	269,612.50	268,237.50	276,562.50	284,437.50	286,937.50	293,725.00	304,625.00	309,956.25	-
Total Principal & Interest			1,045,330.35	873,469.20	548,277.95	562,104.35	517,726.45	369,362.50	366,087.50	372,512.50	284,437.50	286,937.50	293,725.00	304,625.00	309,956.25	-

>> General debt tax levy supported.

Enterprise Debt (Payoff Schedule)		Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
2017B*		602	53,900.00	57,325.00	50,750.00	-	-	-	-	-	-	-	-	-	-	-
2020A*		612	5,407.25	5,316.75	5,226.25	5,135.75	5,045.25	-	-	-	-	-	-	-	-	-
2022A*		612	69,400.00	68,200.00	67,000.00	65,800.00	69,550.00	68,250.00	66,950.00	65,650.00	-	-	-	-	-	-
2017A		615	671,588.00	669,956.00	667,904.00	172,432.00	175,344.00	171,060.00	172,776.00	173,324.00	173,732.00	-	-	-	-	-
MN PFA		602	574,255.86	577,421.30	575,196.60	577,711.80	579,836.86	581,571.76	577,916.50	579,001.16	579,695.66	-	-	-	-	-
Total Principal & Interest			1,374,551.11	1,378,219.05	1,366,076.85	821,079.55	829,776.11	820,881.76	817,642.50	817,975.16	753,427.66	-	-	-	-	-

>> Utility revenue supported.

General Fund Operations Levy (Payoff Schedule)		Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
KS State Bank		101	65,499.05	65,499.05	65,499.05	65,499.05	65,499.05	65,499.05	-	-	-	-	-	-	-	-
Total Principal & Interest			65,499.05	65,499.05	65,499.05	65,499.05	65,499.05	65,499.05	-	-	-	-	-	-	-	-

>> General Fund tax levy supported. Part of FD operations budget.

EDA Debt Levy (Payoff Schedule)		Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
2017 EDA		387	340,396.50	341,016.00	340,981.50	340,981.50	340,300.00	338,951.50	332,012.75	280,458.75	-	-	-	-	-	-
Total Principal & Interest			340,396.50	341,016.00	340,981.50	340,981.50	340,300.00	338,951.50	332,012.75	280,458.75	-	-	-	-	-	-

>> EDA tax levy supported.

Grand Total Principal & Interest			2,825,777.01	2,658,203.30	2,320,835.35	1,789,664.45	1,753,301.61	1,594,694.81	1,515,742.75	1,470,946.41	1,037,865.16	286,937.50	293,725.00	304,625.00	309,956.25	-
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Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/20/2025

Board & Commission: City Council

Subject: Receive Advisory Meeting Minutes from Personnel, Public Safety, Public Works, Finance, and Liquor Store

Council to receive minutes from the Advisory Committee meetings held in March.

Voting Requirements:

Voting Options Simple Majority

MEETING NOTES

Finance Committee Meeting

Date | time 03/07/2025 | 12:00-1:30 PM | *Meeting called by* Sharon Wright

Attendees:

Peter Schaps, Councilmember | Jeff Goulet, Councilmember |

Matthew Hill, City Administrator | Sharon Wright, Finance Director | Nick Solberg, Accountant |

Welcome and Thank you

Finance Update

- A preliminary January 31, 2025 Finance Update was given for the General Fund and all Enterprise Funds (Sewer, Stormwater, Liquor Stores, Water, and Generation).
- The group reviewed Cash and Investment detail. Peter mentioned he would like to see more balanced investment approach in regards to the balance of CDs versus Treasury Notes.

Staffing Review

- Sharon summarized the staffing plan for 2025 and the five-year projections. This included discussion over which positions were filled in 2025.
- Matthew also mentioned that personnel committee would be working with the department heads to get updated staffing plans.

Interfund Loan for PW Pole Building to replace Old Fire Hall

- Sharon discussed how an Interfund loan would be used to finance the construction of the new PW Pole Building. This would allow us to start construction of this Pole Building before the sale of the Old Fire Hall. The proceeds from the Old Fire Hall sale would fund a portion of the PW Pole Building project.
- The water, sewer, and storm sewer funds may contribute cash to help with the construction of the new PW Pole Building. This pole building would provide storage for equipment and vehicles utilized by these funds.

Goal Setting

- Jeff talked about the following goals for the finance committee
 - Clean up access to all Financial Assets
 - Continue to track investments and monitor our diversification
 - Work on how communicate with the community about the financial matter for the City of North Branch
- Nick talked about the following goals for the finance committee

- Create better communication between finance staff and council throughout the budget process
- Help develop long term strategy for debts and investments of the City

Next Meeting

- The next meeting is set for April 11th.

Adjournment

**Minutes
Personnel Advisory Committee**

March 7, 2025

Attendees: Mayor Kevin Schieber, Council Member Bob Canada, Administrator Hill

1. Matthew reviewed his 120 day personnel plan with the advisory members, the draft will be brought forward to the Council at the City Council Work Session on March 18, 6pm
2. Matthew shared the updates on the hiring of HR Generalist, City Planner, Clerk and PW Maintenance staff.
3. Matthew discussed potential RFPs for essential services such as IT and Attorney
4. There was some open discussion on general HR and Personnel topics.

March 12,2025

5:00PM

Liquor Advisory Committee

Attendees: Carla Golden, Matthew Hill, Council Member Jeff Goulet

February Sales-

Net sales \$270,597.61. Highest February sales ever. Sales increase over 2024, 3.91%. THC sales for February were \$7,928.49. THC for the February accounted for 2% of our overall sales. THC accounted for 3% of store 1 sales, and 2% at store 2. Customer counts for store 1, 2,751. 693 were new customers. Store 2, 1,516 customers, and 381 were new.

I have included all February sales over the last 7 years, to show the changes in sales.

Discounts- Club Memberships

Our last membership will expire in June. The discounts from 2024 for club memberships were \$3535.19. This February membership discounts are down to only \$318.91 for the month.

April 4th instore Tasting

We will be hosting an in store tasting event on April 4th, from 4:30-7:00 at store 1. Anticipating around 8-10 vendors sampling out various liquor, wine, and beer.

Facebook Update-

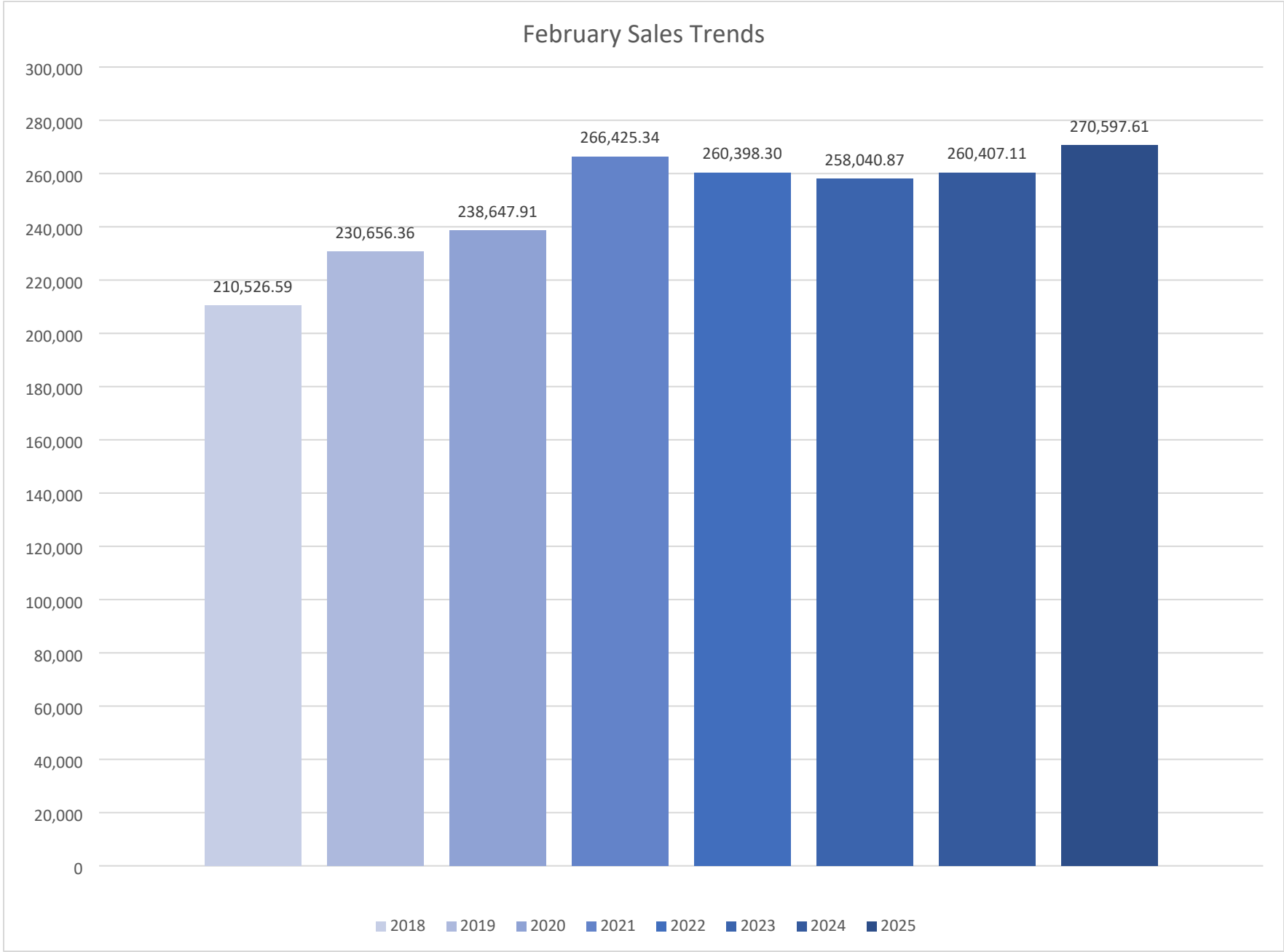
I started boosting a few ads on Facebook. The first ad I boosted was our February sales ad. Boosting date was Feb 18, before the boost we had 35 views and had reached 18. I boosted the post for 7 days, our views went to 4,026, and reach 2,216. (Difference between reach and views is, ***Reach refers to the number of unique people who see your content (posts, stories, ads), while Views represent the total number of times your content is displayed or played, including repeat views by the same person.***

I boosted our upcoming April 4th instore tasting event for 7 days, just to get the information out there. I will boost it again, the week before. The first round we had 5,586 views, and reached 3,471 accounts. This ad we have had the most interaction on with 55 people liking the post, 13 shares, and 3 accounts saved the information.

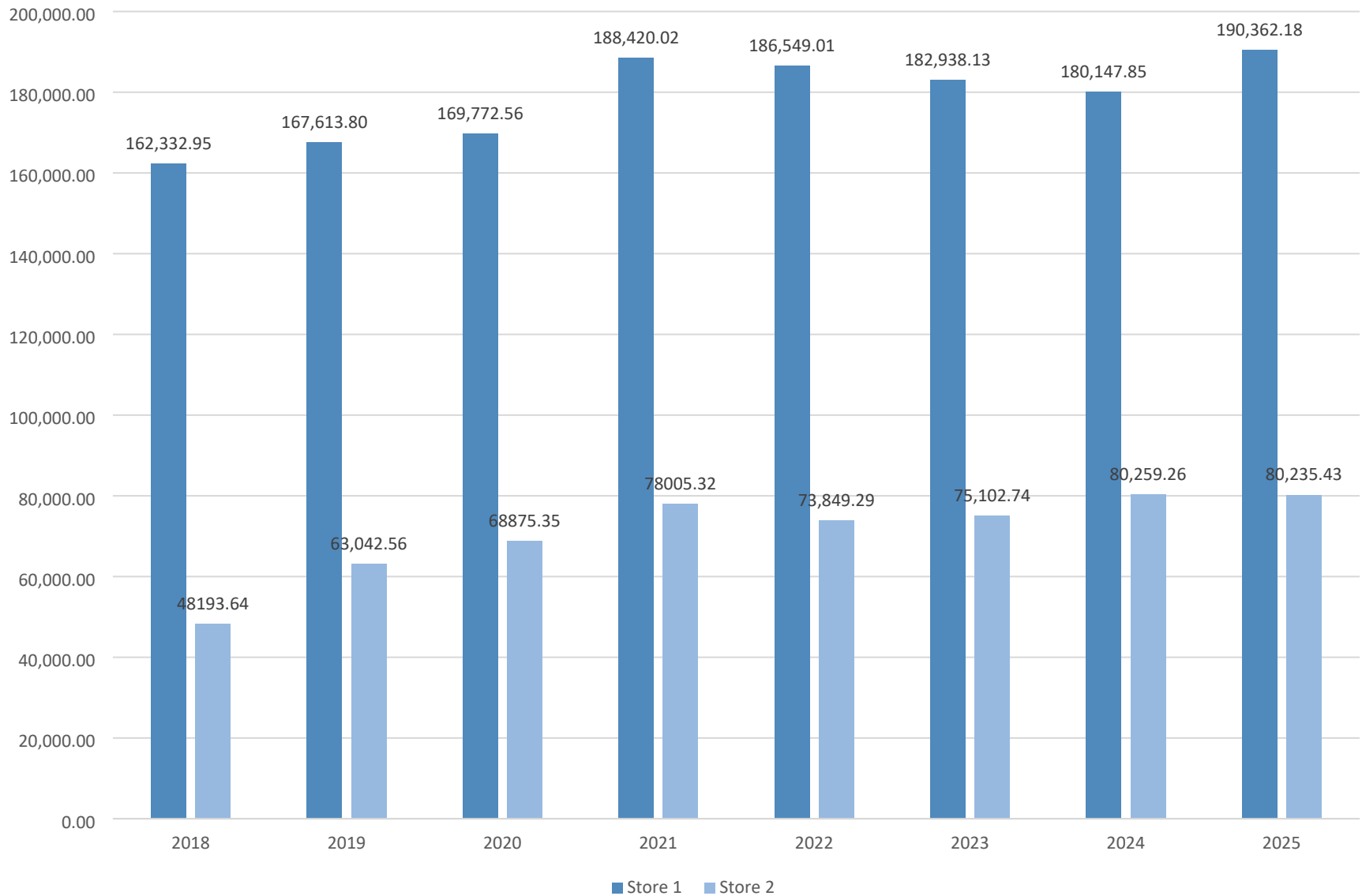
I will continue boosting as I can, with watching the budget on advertising. I have spent \$30.00-\$50.00 for 7 days per boost.

Billboard-

We will be updating hopefully soon. One of the brands we carry will be using the other half, and paying for that section. Just waiting on final approval from Molson-Coors.



February Store Sales Comparison



Public Safety Advisory Committee

3-4-2025

5:00 pm

City Hall Conference Room

Attendees: Members Canada and Miles, PD Chief Meyer, FD Chief Heinen, Administrator Hill

Minutes

Fire Department

- **Burning house next to the fire department:** It has been full of mold and has been a topic for a few years. I met with burn instructor and Shawn; the next step is to work on abatement and permitting. We will need to get approval from CC. FD and PW will take care of everything needed. The FD will pay expenses out of gaming.
- **Fireworks:** It's time to start the permit and contract signing process. CC will need to approve this. I did talk with the Legion about mid-summer days, things should go with a lot less friction this year.
- **Working with community education:** They would like us to do a summer safety camp. We are thinking four or five stations one day. Inviting surrounding city FDs to participate.
- **Meet with all three townships we service:** this all went well. We decided to give each township some smoke and CO alarms (like we do for the city) to hand out to homes in need. I will need to see NB, and Fish Lake town ships again as we did not get them in time.
- **We received our first batch of gear:** one set of pants needs to be resized. Everyone seemed happy with the gear.
- **Radios:** we received the radios: The portables came without the green shock resistant cover. We are working on getting that fixed. We are scheduling the mobile radios that we did get to be programed. (we are still 5 mobiles short) Chief Meyer agreed to let us use more of the safety money to get the balance of radios. Still working on the amount needed after covering what we can inside our own budget. This will also need to be a CC approval.
- **Flow MSP:** We are still working with Flow MSP to build our preplan program. The cost is \$1500 annually will come out of FD budget
- **Pro phoenix:** is the System the PD uses and needs upgrading. This would be very beneficial for FD to get the FD version of this at the same time. We have been working on this (Dan has taken the lead on this and can speak more to it).

Police Department

- **PD Staffing Update:** We had an officer retire in June of 2024 and a resignation in January 2025. Officer Trey Garrett started with us yesterday, March 3rd. We are currently going through an interview process for our current vacant position as well as a new hire that was approved for June.
- **PD Awards Policy:** Officers and staff are nominated by their peers. The Chief presents the nominations to the "award committee" made up of the Chief, two city council members, and the city administrator. The award committee reviews the request and determines if the circumstances fulfill the criteria of the award. In the past, the city council "executive

committee” was brought in to review the award nominations. Looking to see if this committee would be the right venue for the review process.

- **PD Squad Inventory Update:** Our two oldest squads were sold on public surplus (\$4,151 for 2025 and \$3,650 for the 2014). We currently have three squads on order through Anderson and Koch Ford. We lease a 2020 Dodge Durango through Enterprise and the lease terms are expiring. We are looking into the buy-out option as we did with two of our 2016 vehicles as this squad only has 22,500 miles and has several years left in it. The buy-out amount should be close to what we budgeted for with the lease payments.
- **2025 PD Community Outreach Events:** The PD’s Event Committee met in February to discuss our yearly events and community outreach ideas. Below is a summary of the events we will be participating in:
 - Chamber’s Spring and Home Expo – March 8th - CANCELLED
 - North Branch High School Career Fair – May 5th
 - Bike Rodeo? – Early June
 - Midsummer Week – June 18-22
 - Night to Unite – August 5th
 - Fall Harvest Festival – September 27th
 - Halloween Event – October 31st
 - Tree Lighting Ceremony and Parade – December 6th
 - Stuff the Squad – December 13th
 - McDonalds McHero Night – TBD
 - Coffee with a cop/Pop with a cop/cone with a cop – TBD
 - Day with Public Safety – TBD
- **Dangerous Dog/Potentially Dangerous Dog Hearing Officer:** (NB City Ordinance 6-52)
Once an officer declares a dog as a “dangerous dog” or “potentially dangerous dog,” the owner of the dog has a chance to appeal the designation in front of a hearing officer. Per our ordinance:
 - *"Hearing Officer" means a person, who is designated by the City Administrator from a list maintained approved by the City Council of the City from time to time, and is tasked with making a determination in an appeal of a designation of dangerous dog or potentially dangerous dog. The Hearing Officer shall preside over the Appeal Hearing, and based upon evidence presented at said hearing the Hearing Officer shall issue Findings and Determination as to whether a dog is dangerous or potentially dangerous.*

Since late 2012, our hearing officer has been Lakes Area PD Chief Bill Schlumbohm. We are in need of establishing a new list.

- Set Next Meeting Date - April 1, 2025 at 5:15 pm in the City Conference Room. A calendar invite will be sent out.

Adjournment

Minutes
Public Works Advisory Committee
Friday, March 7, 2025
11 a.m. at 6388 Maple Street

Attendees: Council Member Peter Schaps, Council Member Jeff Goulet, Director of Public Works and Utilities Shawn Williams, Admin Specialist Angela Tveit, City Administrator Matthew Hill

1. Generation Plant Tour
2. SCADA demonstration
3. Revenue source options
 - a. Municipal solid waste pick up
 - i. Service are 36 sq. mile area
 - b. Septage Dumping
 - i. Total revenue for 2024 was \$154,787.22. This was based on

2,579,787 gallons dumped at a rate of \$60 per 1,000 gallons.