



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, APRIL 8, 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

- a. Lakes Center for Youth & Families presentation - Jim Schoppenhorst (LC Board Member & a past chair) and Renee Wagner (LC Board Chair), INFO
- b. East Central Energy Fiber Project Update - Dennis Rice, Broadband Manager INFO
- c. City of North Branch Wastewater Treatment Facility Award INFO

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. Approval of minutes - Regular Meeting - March 25, 2025, 7:00 PM ACTION
- c. Approval of Application for Garbage Haulers License ACTION
- d. Approval of LG220 application for exempt permit for non-profit lawful gambling for Long Spurs of Sunrise River ACTION

- e. Approval of LG220 application for exempt permit for non-profit lawful gambling for Full Contact Booster Club ACTION
- f. Approval of Resolution R-167-2025 Approving the Vacation of Drainage & Utility Easement within Sunrise Bluff 3rd Addition. ACTION
- g. Approval of Resolution R-168-2025 approving conditional use permit to allow for multiple principal buildings at the wastewater treatment facility at 6793 Ash Street ACTION
- h. Approval of Resolution R-171-2025 approving the agreement between the City of North Branch and the IUOE 49ers 2025-2027 ACTION
- i. Resolution R-170-2025 Approving 2025 Street Crack Sealing Quotes ACTION
- j. Approval to shift Utility Billing Clerk from Public Works Department to Finance Department ACTION

8. PUBLIC HEARINGS

- a. Public Hearing Regarding the Police Department's Drone Program and Draft Policy INFO

9. STAFF REPORTS

- a. Approval of Resolution R-169-2025 Approving the Police Department's Unmanned Aerial System (UAS) Operations Policy ACTION
- b. Consider a letter of support for East Central Energy (ECE) application to the Minnesota Broadband Equity, Access, and Deployment (BEAD) grant. ACTION
- c. Consider the appointment of a City Council member to fill the vacant position with a term ending on December 31, 2026 ACTION
- d. County Road 30 Project and Compost Site Updates 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.



lakes center
FOR YOUTH & FAMILIES



2024

ANNUAL REPORT

COUNSELING

INTERVENTION

ENRICHMENT



**"THE YEAR AHEAD
IS BRIGHT!"**

Lakes Center for Youth and Families, located in Forest Lake, Minnesota, has a rich history of serving its community's youth, adults, and families with a comprehensive range of programs and services. Established in 1976, the center was founded in response to the vision of Forest Lake Police Chief, Jim Trudeau, and other leaders, who recognized the need for a proactive intervention program to divert young people and first-time offenders away from the traditional court system. At Lakes Center for Youth and Families, we are committed to empowering youth and supporting families through programs that promote personal growth, resilience, and well-being.

FROM OUR CHAIR

WELCOME

ON BEHALF of Lakes Center for Youth and Families Board of Directors, welcome to our 2024 Annual Report.

Reflecting on this past year, we recognize the importance of the exceptional work our organization performs in the community, the valuable skills provided for area youth in our schools, and the dedicated support we have from our donors who believe in our mission and contribute to our success. Lakes Center is committed to providing Counseling, Intervention, and Enrichment programs which aligns directly with our new mission: **Serve. Connect. Engage.**

Throughout the year we have overcome obstacles through our continuous efforts to demonstrate agility and mindfulness with innovative approaches, community collaboration, and organizational adaptability. We continue to enhance our programs by increasing availability in schools, building impactful partnerships, and focusing on the greatest needs of youth and families in our communities.

This report provides comprehensive insights into our financial performance, strategic initiatives, and impact stories that highlight the tangible and meaningful difference we are making in the lives of those we serve. We support our communities and empower individuals, which is reflected on each page of this year's report.

The year ahead is bright. We have our new mission, we have a strong and committed board, we live in and care about our communities, and we strive to demonstrate through our success the increasing need for continued support and partnerships from individuals, businesses, and local government that make up our valued communities.

Thank you for all the support and the belief in our mission. We, the Lakes Center for Youth and Families, are deeply grateful for the dedication and commitment of all of our donors; we could not do our work without you.

Renee Ann Wagner

Lakes Center for Youth & Families - Board Chair
Retired Xcel Energy Executive



92% OF LAKES CENTER CLIENTS RANGE IN AGES FROM 3-20.

SERVING OUR COMMUNITIES | East Bethel | Forest Lake | Ham Lake | Hugo | Lino Lakes | Linwood | Marine | May | Scandia



LAKES CENTER FOR YOUTH & FAMILIES

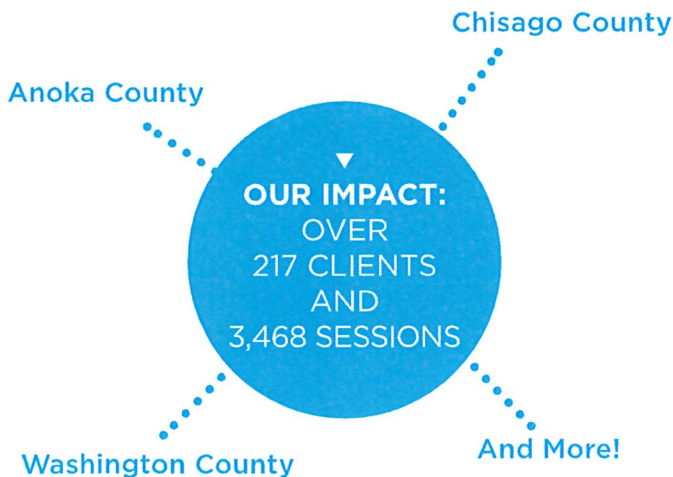
COUNSELING

PROGRAM

We use a collaborative client-centered approach that's designed to meet each client where they are at. Our office provides an inviting comfortable environment, and our therapists use creative strategies and evidence-based approaches to best serve our clients. We provide therapy to people of all ages, striving to equip people with the skills to heal traumas, manage symptoms, reduce stress, and improve their overall quality of life.

Our services include individualized treatment for mental, emotional, physical, and behavioral concerns; addressing symptoms of depression, anxiety, mood disorders, personality disorders, trauma/PTSD, grief and loss, addiction, attachment difficulties, family conflict, and parenting.

INDIVIDUAL THERAPY FAMILY THERAPY GROUP THERAPY COUPLES THERAPY SCHOOL-BASED MENTAL HEALTH EMDR



“I started Therapy! I was nervous, but I actually think I am getting something out of it.”

—Youth Counseling Client

SLIDING SCALE FEE IMPACT:

CLIENTS SERVED: 33
TOTAL SESSIONS: 303
TOTAL DOLLARS: \$31,652.93

| Stacy | Wyoming | Chisago City | Lindstrom | Taylors Falls | Shafer | Rush City | Harris | Center City | North Branch | Columbus + More!

LAKES CENTER FOR YOUTH & FAMILIES

INTERVENTION

PROGRAM



Our Intervention Program works in partnership with parents, schools, and the justice system to develop healthy, positive decision-making skills and interrupt harmful behavior patterns.

Our staff helps youth who are involved in higher-risk behavior understand that they are responsible for the outcomes of their decisions and empower them to make better choices. By using programs designed to reduce problem behaviors,

our intervention programs help individuals gain vital development skills that lead to healthier relationships, better decision making, and a deeper connectedness with family and community.

We believe the advice, guidance, and involvement of parents and guardians is essential for a youth's success in life. Through parent/guardian involvement in this program, positive values are reinforced and integrated into daily life.

▼
OUR IMPACT:
OVER
185 CLIENTS
AND
258 SESSIONS

PLUS

[OVER 400 STUDENTS AT LINWOOD ELEMENTARY
WHERE WE PROVIDED A VARIETY OF INDIVIDUAL,
SMALL GROUP, AND CLASSROOM PROGRAMS.]

PROGRAMS: GENERAL ASSESSMENT | TEEN INTERVENE | 12 & UNDER | CHEMICAL AWARENESS CLASS
NICOTINE CLASS | CHOICE & CONSEQUENCE CLASS | INDEPTH | TRUANCY PARENTING CLASS | IN-SCHOOL PREVENTION



LAKES CENTER FOR YOUTH & FAMILIES

ENRICHMENT

PROGRAM

Preparing youth for their future through out-of-school time programs will be the foundation for your child's success through Lake Center's Enrichment programs. Our team hosts multiple types of programs throughout the year.

Programs we offer include **YOUTH FIRST**, developed for kids grades 4-6 in Chisago County, offered through the 2023-2024 school year. Other Enrichment activities were assisting STEP students with socializing, decision-making, and problem-solving skills through group activities, assembling furniture for our office, and crafts. .

At our **FOREST LAKE AREA SAFETY CAMP**, children entering 3-5th grade have the opportunity to experience and learn about a variety of safety issues. From first aid, EMS, bike safety with the FLPD, and special presenters, this is a fun and exciting way for children to practice safety.

YOUTH FIRST
PARTICIPANTS CLAIM

66%

IMPROVED DECISION-MAKING, REFUSAL,
OR CONFLICT RESOLUTION SKILLS AFTER
PARTICIPATING IN YOUTH FIRST



"I have been a really good friend because she
(Lakes Center Staff) taught me that."

—Youth Enrichment Client

OUR IMPACT:
OVER
120 CLIENTS AND
596 SESSIONS

SCHOOLCHILDREN

FINANCIAL SUMMARY

CALCULATE



lakes center
FOR YOUTH & FAMILIES

Lakes Center for Youth & Families is committed to strong fiscal health and transparency. The financial summary below is unaudited at the time of publishing this report. The financial audit conducted by Harrington Langer & Associates will be available online at www.lc4yf.org when it is completed.

BALANCE SHEET

YEAR ENDING DECEMBER 31, 2024

Assets

Current Assets	\$531,446.94
Fixed Assets	\$3789.14
Total Assets	\$535,236.08

Liabilities & Equity

Current Liabilities	\$29,404.94
Equity	\$505,831.14
Total Liabilities & SE	\$535,236.08

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDING DECEMBER 31, 2024

Total Expenses by Function

Counseling	\$582,025.74
Enrichment	\$80,315.70
Intervention	\$231,036.50
Total Program Services	\$893,377.94

General and Administrative	\$64,376.26
Fundraising and Development	\$81,443.89
Total General and Administrative, Fundraising and Development	\$145,820.15

Total Expenses	\$1,039,198.09
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The mission of
Lakes Center for
Youth & Families
is to

Serve. Connect. Engage.

BOARD OF DIRECTORS (as of December 31, 2024)**EXECUTIVE COMMITTEE**

Chair - **Renee Wagner**, Retired Xcel Energy Executive
 Chair-elect - **Neil Bauer**, Wyoming Public Safety Director, Police Chief
 Treasurer - **Jim Gillach**, Chisago Lakes Middle School, Associate
 Secretary - **Keriann Hallberg**, Community Member
 Immediate Past Chair - **Rick Peterson**, Forest Lake Police Department, Chief of Police

BOARD MEMBERS

Erica Bjerketvedt, North Branch Area Public Schools, Director of Early Learning & Community Education
Laurie Chelgren, Wyoming Elementary, Principal
Wardell Haywood, Realtor and Ambassador of Diversity, Equity, and Inclusion at Keller Williams, Premier Realty & Firefighter, City of Lindstrom
Kellie Larson, LC4YF Gambling Manager Elect
Katie Malchow, Chisago County Outreach and Initiative Coordinator
Steve Massey, Superintendent, Forest Lake Area Schools

2024 LAKES CENTER GENDER DATA

48% MALE
50% FEMALE
1% TRANSGENDER
1% NON-BINARY

INCOME STATEMENT

YEAR ENDING DECEMBER 31, 2024

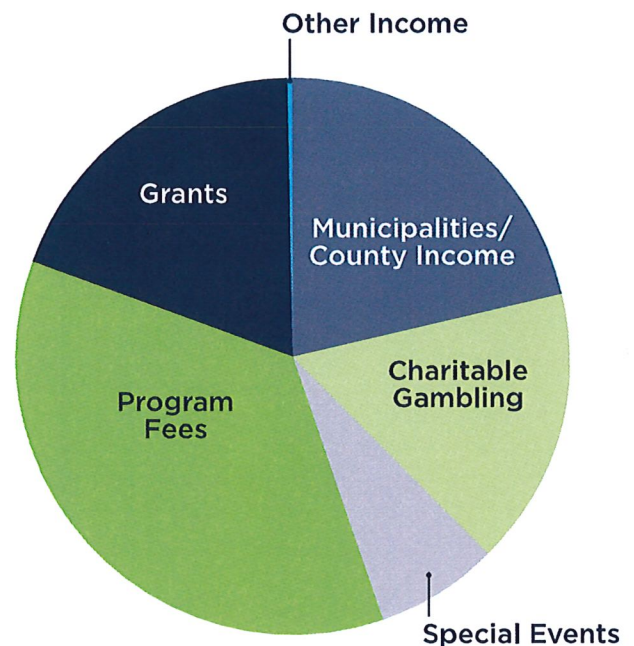
Income

Grants	\$218,356.47
Charitable Gambling	\$155,000.00
Special Events	\$74,098.10
Program Fees	\$356,967.89
Municipalities/County Income	\$192,715.80
Donations	\$28,082.96
Other Income	\$9.01

Total Income **\$1,025,230.23**

Total Expenses **\$1,039,198.09**

Net Loss **\$(13,967.86)**



Gretchen Mattson, Principal, Forest Lake Area Schools
 Kelly (Trudeau) Novak, Founder/President, Perspective Communications
 Jennifer Richert, Dean of Community, Lakes International Language Academy
 Jim Schoppenhorst, Retired Business Executive
 Angelique Sloan, Gambling Manager for LC4YF
 Dan Starry, Washington County Sheriff
 Brandon Thyen, Chisago County Sheriff
 LeeAnn Weigt, Vice-President, Olson's Sewer Service, Inc. and Olson's Excavating Service

HONORARY MEMBERS

Mike Aschenbrenner, Chief of Police, Retired
 Joe Kryschyshen, Retired Probation Officer, Washington County
 Kathy Lillis, Self-Employed Realtor, LC4YF Gambling Specialist
 Fran Miron, Washington County Commissioner

2024 KEY EMPLOYEES (as of 12/31/2024)

Jamie Prettner
 Rebecca Bowers
 Kassandra Gustafson
 Abbey Hinze
 Christa Lachell
 Kellie Larson
 Linda M. Madsen
 Carrie Niles
 Linda Pasicznyk
 Sara Stromberg
 Ashley Taylor
 Jenny Valkos

THANK YOU.

Lakes Center for Youth & Families is grateful to our donors and generous support of our communities.

\$10,000+

Individual

Oscar & Val Carlson
Jim & Nancy Schoppenhorst

Business | Organizations | Civic Groups

Anoka County Children & Family Council
Chisago County
Chisago Lakes Grill
City of Forest Lake
City of Hugo
Hallberg Family Foundation
MN Department of Public Safety's Office of Justice Programs
Running Aces Casino, Hotel, & Racetrack
Washington County

Grants | Contracts | Partnerships

Hardenbergh Foundation
Otto Bremer Trust
St. Croix Valley Foundation

\$5,000-\$9,999

Individual

Doug and Stephanie Stolt

Business | Organizations | Civic Groups

Morgan Stanley
Olson's Sewer Service, Inc. and Olson's Excavating Service
Xcel Energy Foundation

Grants | Contracts | Partnerships

City of Scandia
Hunter Houle Memorial Foundation
Initiative Foundation
Lidstad Family Fund

\$1,000-\$4,999

Individual

Kevin and Jeanie Callahan
Gerald Helget
Jerry and Connie Hendrickson
Richard and Colleen Peterson
Janet Reiter
Carol Trudeau
Jeff and Renee Wagner

Business | Organizations | Civic Groups

Chelsea Erickson - LaBelle Real Estate Group (G8 Real Estate)
Empire Insurance Group, Inc.
Fidelity
Forest Lake Masonic Lodge #344
HealthUp
Lions Club of Forest Lake
M Health Fairview Lakes Medical Center
Minnesota Masonic Charities
Wealth Management Midwest, LLC
Wyoming United Methodist Church

Grants | Contracts | Partnerships

City of Chisago
City of Lindstrom
City of Wyoming
General Mills
May Township
Midco Foundation
Walmart (Forest Lake)

\$500-\$999

Individual

Michael and Mary Aschenbrener
Forest Lake Basketball - 6th Grade Boys Maroon
Nancy Hawkinson
Tim Klinkhammer and Linda Madsen
Mary Larsen
Marc & Kari Newell
Jody Prettnner
Steven and Patricia Saunders
Lucille Schwartz - Dave Schwartz Memorial
Sara Stromberg
Sarah Thompson
Dale and LeeAnn Weigt

Business | Organizations | Civic Groups

A1A Auto Service Inc
Allegra Marketing Print Mail
Bell Bank
Fearless Tattoo Removal
First State Bank of Wyoming
G & D Peterson Foundation
Key's Cafe
Lakes Gas
Maija Photography
MidWestOne Bank
Plastic Products Co., Inc.

Grants | Contracts | Partnerships

Linwood Township

LC4YF appreciates everyone's financial support and in-kind contributions. For a full list of LC4YF Donations and Supporters, please see our website. Every effort has been made to ensure the accuracy of this list. If we have made an error, please contact us at 651-464-3685.



lakes center PO BOX 970 | FOREST LAKE, MN 55025
FOR YOUTH & FAMILIES (651) 464-3685 | LC4YF.ORG

SCAN HERE
TO DONATE





Participation and Demographic Summary Enrichment, Intervention and Counseling 2024

2024 Counseling Data

Client Count	Session Count
217	3,468

Age	
0-5	2
6-10	52
11-15	86
16-18	22
19-29	16
30-39	14
40-49	17
50-59	4
60-69	3
70+	1

Race and Ethnicity	
American Indian or Alaskan Native	0
Asian / Pacific Islander	2
Black or African American	7
Multiracial	10
White or Caucasian	180
North African / Middle Eastern	0
Hispanic or Latino	9
Unknown / Opted to Not Disclose	9

Gender	
Male	82
Female	131
Transgender	2
Non-Binary	2
Opted to Not Disclose	0

City	
Anoka	1
Big Lake	1
Burnsville	1
Cedar	1
Center City	1
Chisago City	2
Circle Pines	1
Columbus	1
Coon Rapids	2
East Bethel	4
Forest Lake	78
Ham Lake	2
Hugo	1
Isle	1
Lindstrom	6
Lino Lakes	4
Linwood	1
Maplewood	1
Marine on St. Croix	1
Minneapolis	1
Mora	1
Mounds View	2
North Branch	7
North Oaks	1
Rush City	4
Scandia	11

Shafer	2
Shoreview	1
Stacy	29
Wyoming	48

County	
Anoka	48
Chisago	71
Dakota	1
Hennepin	1
Kanabec	1
Mille Lacs	1
Ramsey	5
Sherburne	1
Washington	88

2024 Counseling Sliding Scale Data

Client Count	Session Count
33	303

Total Dollar Amount	\$ 31,652.93
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Age	
0-5	0
6-10	8
11-15	12
16-18	1
19-29	6
30-39	3
40+	3

Race and Ethnicity	
American Indian or Alaskan Native	0
Asian / Pacific Islander	0
Black or African American	1
Multiracial	3
White or Caucasian	27
North African / Middle Eastern	0
Hispanic or Latino	0
Unknown / Opted to Not Disclose	2

Gender

Male	10
Female	23
Transgender	0
Non-Binary	0
Opted to Not Disclose	0

City	
Big Lake	1
Center City	1
Forest Lake	13
Lindstrom	1
Maplewood	1
Minneapolis	1
Mora	1
North Branch	3
Shoreview	1
Stacy	6
Wyoming	4

County	
Anoka	4
Chisago	12
Hennepin	1
Kanabec	1
Ramsey	2
Sherburne	1
Washington	12



2024 Intervention Data

Client Count	Session Count
189	258

Referral Source	
Chisago County	88
Washington County	51
Forest Lake Police Department	36
Family	1
North Branch High School	13

Age	
10-12	9
13-15	100
16-18	78
18+	2

Race and Ethnicity	
American Indian or Alaskan Native	3
Asian / Pacific Islander	3
Black or African American	2
Multiracial	9
White or Caucasian	129
North African / Middle Eastern	0
Hispanic or Latino	12
Unknown / Opted to Not Disclose	31

Gender	
Male	122
Female	63
Transgender	1
Cisgender	1
Opted to Not Disclose	2

City	
Bethel	1
Carver	1
Center City	4
Chisago City	12
Columbus	3
Coon Rapids	1
East Bethel	3
Forest Lake	48
Harris	4
Hugo	6
Isanti	1
Lindstrom	19
Lino Lakes	1
North Branch	32
North St. Paul	1
Rush City	7
Scandia	3
Shafer	4
St. Michael	1
St. Paul	4
Stacy	10
Taylor's Falls	3
West St. Paul	1
White Bear Lake	3

Wyoming	16
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County	
Anoka County	16
Chisago County	107
Isanti County	3
Ramsey County	7
Washington County	56

2024 Intervention Sliding Scale Data

Client Count	Session Count
9	11

Total Dollar Amount	\$ 586.25
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Age	
11-14	5
15-18	4

Race and Ethnicity

American Indian or Alaskan Native	1
Asian / Pacific Islander	0
Black or African American	1
Multiracial	2
White or Caucasian	4
North African / Middle Eastern	0
Hispanic or Latino	1
Unknown / Opted to Not Disclose	0

Gender	
Male	6
Female	3
Transgender	0
Non-Binary	0
Opted to Not Disclose	0

City	
East Bethel	1
Forest Lake	5
Rush City	1
Shafer	1
Scandia	1

County	
Anoka	1
Chisago	2
Washington	6

2024 Enrichment/Prevention Data @ Linwood Elementary

Client Count
403

Age
9 and under 270
10-12 133

Race and Ethnicity
American Indian or Alaskan Native 0
Asian / Pacific Islander 17
Black or African American 7
Multiracial 8
White or Caucasian 354
Hispanic or Latino 17
Unknown / Opted to Not Disclose 0

Gender
Male 202
Female 201
Transgender 0
Non-Binary 0



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/01/2025

Board & Commission: City Council

Subject: East Central Energy Fiber Project Update - Dennis Rice, Broadband Manager

Dennis Rice of East Central Energy will be presenting information to the North Branch Community regarding the advancement of Fiber Data services.

Voting Requirements:

Voting Options Simple Majority



East Central Energy
HOME GROWN, MEMBER OWNED,
COMMUNITY FOCUSED

Rural electric co-ops are the fastest growing segment of broadband providers. East Central Energy powers some of the **most under-served counties** in Minnesota and Wisconsin. With the right funding, our electric grid can be leveraged to provide residential broadband and improve the overall quality of life for **over 123,000 residents**.

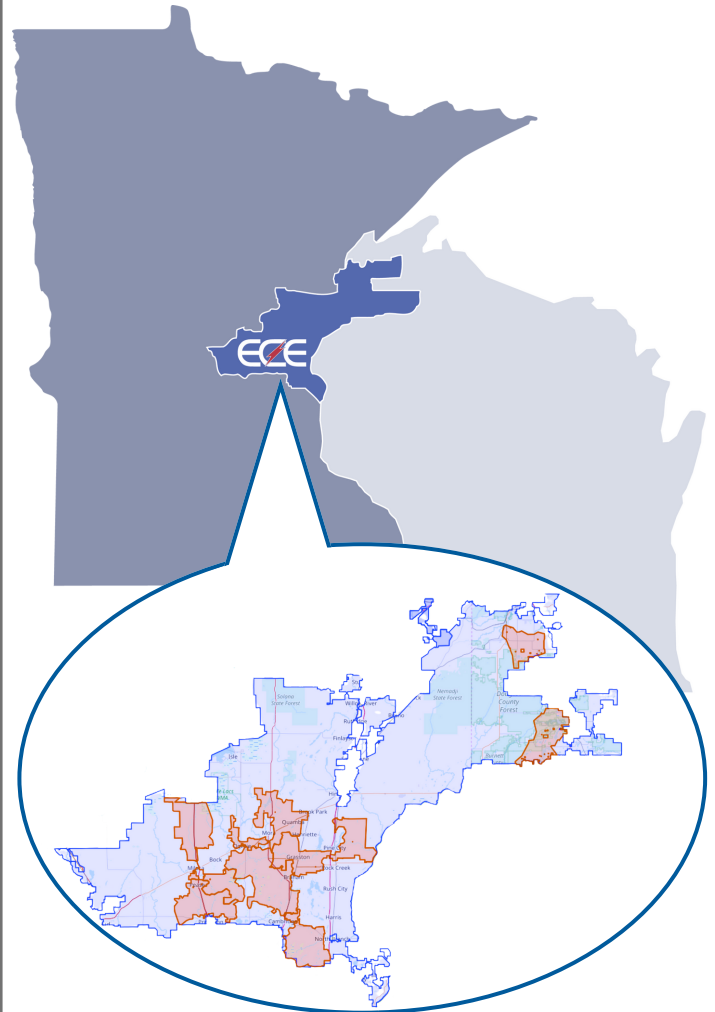
67,000 MEMBERS SERVED
8,536 MILES OF LINE
14 COUNTIES
195+ EMPLOYEES

ECE is **uniquely positioned** to deliver broadband service to rural parts of both Minnesota and Wisconsin. We already have a deep relationship with our **member-owners**, plus we maintain a longer-term view of infrastructure investments.

What makes East Central Energy the broadband provider of choice?

- ✓ We have **88+ years** of history in reliable service to our members
- ✓ As ECE did in the '30s, we intend to **serve all areas...** not just densely populated
- ✓ Our full fiber-to-the-home is the **gold standard** for internet service
- ✓ We have **strong relationships** with the communities we serve
- ✓ Our existing infrastructure = potential for **smart grid** technology

Headquartered in Braham, MN, East Central Energy is the **only electric cooperative** to serve both Minnesota and Wisconsin residents.



ECE Fiber service provides a positive long-term **economic impact** for families, schools, healthcare, and businesses.

To learn more, contact:

Dennis Rice

Broadband Manager



dennis.rice@ecemn.com



763-691-2085



Residential Packages

Simple & Secure

- Built-in protection from viruses and online threats
- Easy-to-use ECE Fiber mobile app--the remote control for your Wi-Fi
- 100 Mbps

\$64.95

Connected Home

- Built-in protection from viruses and online threats
- ECE Fiber mobile app--the remote control for your Wi-Fi
- Parental controls to manage screen time & encourage healthy online habits
- Prioritize devices on your network
- SmartFam Connect included
- 250 Mbps

\$79.95

Total Tech

- Integrated threat protection to protect your smart devices
- Full network control with the ECE Fiber mobile app
- SmartFam Connect included
- Device and application prioritization
- Customized content filtering & blocking
- Manage network connections
- Set up and customize guest networks
- 1 Gbps

\$119.95

Digital Trendsetter

- Integrated threat protection to protect your smart devices
- Full network control with the ECE Fiber mobile app
- SmartFam Connect included
- Device and application prioritization
- Customized content filtering & blocking
- Manage network connections
- Set up and customize guest networks
- State of the art Wi-Fi 6 for inside & outside your home
- Outdoor Wi-Fi Extender included
- IPv6 Capabilities
- 2 Gbps

\$189.95

All packages include:

- Support you can count on, 24/7
- Equipment provided & professionally installed
- Unlimited data usage
- Symmetrical upload & download speeds

Visit ecefiber.com to learn more.

Business Packages

Hometown Connect

Great for small to mid-sized businesses needing a reliable connection for smooth daily operations.

\$99.95

NextGen Accelerator

Tailored for mid-to-large businesses to support high-volume operations and ensure seamless performance across teams.

\$159.95

Industry Icon

Designed for larger businesses that require robust connectivity to support growth, enhance productivity, and ensure uninterrupted operations.

\$249.95

Additional business packages available at ecefiber.com.



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 04/03/2025

Board & Commission: City Council

Subject: City of North Branch Wastewater Treatment Facility Award

Mayor and Council,

I would like to acknowledge the exceptional work of our wastewater staff, Lead Wastewater Operator Paxton Lind and Wastewater Operator Jamie Monette. Their effective and efficient operation of the City's wastewater plant has been recognized by the MPCA with an award for exceptional compliance during 2024.

This marks our 25th certificate of commendation, which is a testament to their continued dedication.

Voting Requirements:

Voting Options Simple Majority

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to

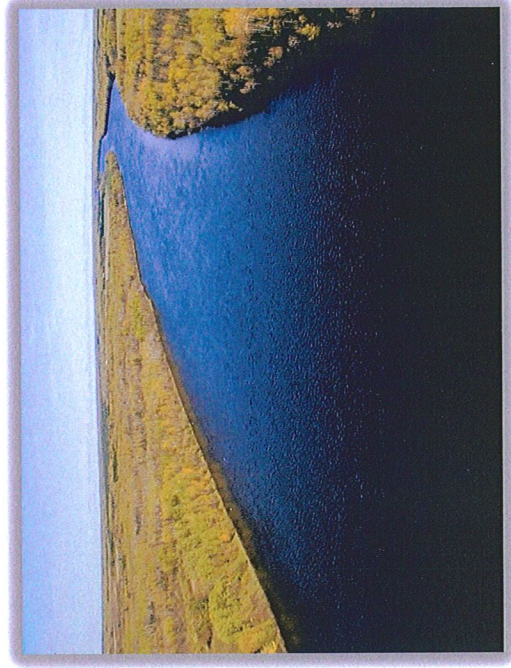
North Branch Wastewater Treatment Facility and its staff

in recognition of exceptional compliance with its Minnesota Pollution Control Agency
NPDES/SDS wastewater permit during the 2024 review period.

Your dedication to protecting Minnesota's waters is duly
recognized and appreciated by the state of Minnesota.

Katrina Kessler

Katrina Kessler, MPCA Commissioner





Prepared By:

Presenter:

Date: 02/24/2025

Board & Commission: City Council

Subject: Claims

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5741 to 5748 - \$132,880.59

Checks

91188 to 91264 - \$358,181.70

Credit Card Transactions

1/06/2025 to 02/05/2025 - \$54,533.91

Payroll

Mar 28, 2025 - \$103,844.03

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 03/28/2025 - 10:26AM
Batch: 00004.03.2025 - 03282025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646 0328 AMER	Ameritas DEFERRED COMP PAYROLL	90.00	03/28/2025	Check Sequence: 1 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: 2233 For APR 2025	Standard Insurance Company VISION	192.72	03/28/2025	Check Sequence: 2 101-00000-21706	ACH Enabled: False
	Check Total:	192.72			
Vendor: 1965 111-7504509-548	Chad VanDyke OFFICE SUPPLIES	74.09	03/28/2025	Check Sequence: 3 101-42280-50210	ACH Enabled: False
	Check Total:	74.09			
Vendor: 1608 693246	Wanless, Ryan MENARDS REIMBURSEMENT	35.70	03/28/2025	Check Sequence: 4 101-42280-50404	ACH Enabled: False
	Check Total:	35.70			
	Total for Check Run:	392.51			
	Total of Number of Checks:	4			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 04/03/2025 - 2:33PM
Batch: 00001.04.2025 - 04032025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1010	Alex Air Apparatus 2 LLC			Check Sequence: 1	ACH Enabled: False
51917	QUICK CONNECTS AND FILL CAPS	81.27	04/03/2025	101-42280-50404	
	Check Total:	81.27			
Vendor: 1015	Amador Locksmith&Door Svc, Inc			Check Sequence: 2	ACH Enabled: False
1015	BUILDING REPAIRS	299.00	04/03/2025	609-49750-50401	
	Check Total:	299.00			
Vendor: 1662	Amazon Capital Services			Check Sequence: 3	ACH Enabled: False
1F17-P73H-RJ69	OPERATING SUPPLIES	81.24	04/03/2025	101-42110-50210	
1WP9-TJDM-MYHD	6 LOCK BOXES	220.74	04/03/2025	101-42110-50210	
	Check Total:	301.98			
Vendor: 1025	Anderson and Koch Ford			Check Sequence: 4	ACH Enabled: False
511559	LMC CLAIM/CASE #25003051	980.00	04/03/2025	101-42110-50404	
	Check Total:	980.00			
Vendor: 1029	Artisan Beer Company			Check Sequence: 5	ACH Enabled: False
3754490	BEER	110.80	04/03/2025	609-48000-50252	
3754491	THC	364.00	04/03/2025	609-48000-50254	
3755837	BEER	198.55	04/03/2025	609-49750-50252	
3755838	BEER	83.00	04/03/2025	609-48000-50252	
414380	BEER CREDIT	-59.42	04/03/2025	609-48000-50252	
	Check Total:	696.93			
Vendor: 1036	AT & T Mobility			Check Sequence: 6	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
287294264933X04	MOBILE SERVICES	2,381.06	04/03/2025	101-41420-50321	
	Check Total:	2,381.06			
Vendor: 1049	Bellboy Corporation			Check Sequence: 7	ACH Enabled: False
0207092000	LIQUOR	1,603.10	04/03/2025	609-49750-50251	
0207092300	LIQUOR	1,356.65	04/03/2025	609-48000-50251	
0207196900	LIQUOR	883.55	04/03/2025	609-48000-50251	
0207197200	LIQUOR	1,566.56	04/03/2025	609-49750-50251	
	Check Total:	5,409.86			
Vendor: 1052	Bernicks			Check Sequence: 8	ACH Enabled: False
10334830	THC	170.00	04/03/2025	609-49750-50254	
10334831	N/A SALES	147.50	04/03/2025	609-49750-50250	
10334831	BEER	2,318.45	04/03/2025	609-49750-50252	
10334833	LIQUOR CREDIT	-240.00	04/03/2025	609-49750-50251	
10334845	BEER	1,532.50	04/03/2025	609-48000-50252	
10337437	THC	84.00	04/03/2025	609-49750-50254	
10337438	LIQUOR	60.00	04/03/2025	609-49750-50251	
10337438	BEER	4,355.05	04/03/2025	609-49750-50252	
10337438	N/A SALES	92.80	04/03/2025	609-49750-50250	
10337439	N/A SALES	88.32	04/03/2025	609-49750-50250	
10337440	BEER CREDIT	-12.00	04/03/2025	609-49750-50252	
10337443	BEER	1,172.55	04/03/2025	609-48000-50252	
	Check Total:	9,769.17			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 9	ACH Enabled: False
120570817	BEER	85.50	04/03/2025	609-48000-50252	
120572391	LIQUOR	569.45	04/03/2025	609-48000-50251	
120572508	LIQUOR	279.26	04/03/2025	609-49750-50251	
120683868	LIQUOR	142.50	04/03/2025	609-48000-50251	
120683894	BEER	555.00	04/03/2025	609-49750-50252	
120684298	LIQUOR	559.17	04/03/2025	609-48000-50251	
120684519	LIQUOR	3,614.08	04/03/2025	609-49750-50251	
413349366	LIQUOR CREDIT	-382.25	04/03/2025	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
413402384	BEER CREDIT	-13.87	04/03/2025	609-49750-50252	
	Check Total:	5,408.84			
Vendor: 1076	Business Essentials			Check Sequence: 10	ACH Enabled: False
652030-1	LIBRARY HAND TOWELS	272.52	04/03/2025	101-45500-50210	
	Check Total:	272.52			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 11	ACH Enabled: False
3114842	THC	152.00	04/03/2025	609-49750-50254	
3114842	BEER	770.80	04/03/2025	609-49750-50252	
3114842	LIQUOR	88.50	04/03/2025	609-49750-50251	
3114842	N/A SALES	34.00	04/03/2025	609-49750-50250	
3114846	BEER	94.48	04/03/2025	609-48000-50252	
3114846	THC	340.00	04/03/2025	609-48000-50254	
	Check Total:	1,479.78			
Vendor: 2247	Jason Cardinal			Check Sequence: 12	ACH Enabled: False
	Public Safety Employment Backgrounds	1,007.50	04/03/2025	101-42110-50300	
	Check Total:	1,007.50			
Vendor: 1092	Central Pension Fund			Check Sequence: 13	ACH Enabled: False
FOR MAR 2025	PAYROLL WITHHOLDING MAR 2025	4,423.13	04/03/2025	101-00000-21705	
	Check Total:	4,423.13			
Vendor: 1098	Chisago County Auditor-Treasurer			Check Sequence: 14	ACH Enabled: False
11.00034.00	PROPERTY TAXES	0.01	04/03/2025	612-49700-50455	
11.00142.30	PROPERTY TAXES	3,272.00	04/03/2025	101-49990-50455	
11.00243.00	PROPERTY TAXES	1.56	04/03/2025	612-49700-50455	
11.00254.00	PROPERTY TAXES	1.79	04/03/2025	612-49700-50455	
11.00261.00	PROPERTY TAXES	0.05	04/03/2025	612-49700-50455	
11.00262.00	PROPERTY TAXES	1.87	04/03/2025	612-49700-50455	
11.00271.00	PROPERTY TAXES	1.05	04/03/2025	612-49700-50455	
11.00359.26	PROPERTY TAXES	1,372.00	04/03/2025	476-46500-50455	
11.00359.30	PROPERTY TAXES	1,118.00	04/03/2025	476-46500-50455	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
11.00900.69	PROPERTY TAXES	10.13	04/03/2025	612-49700-50455	
11.00900.71	PROPERTY TAXES	0.51	04/03/2025	612-49700-50455	
11.00900.84	PROPERTY TAXES	2.87	04/03/2025	612-49700-50455	
11.00900.92	PROPERTY TAXES	11.76	04/03/2025	612-49700-50455	
11.00900.93	PROPERTY TAXES	10.81	04/03/2025	612-49700-50455	
11.00900.98	PROPERTY TAXES	54.35	04/03/2025	612-49700-50455	
11.01035.48	PROPERTY TAXES	13.49	04/03/2025	612-49700-50455	
11.01040.13	PROPERTY TAXES	1.52	04/03/2025	612-49700-50455	
11.01072.02	PROPERTY TAXES	4,468.00	04/03/2025	476-46500-50455	
11.01072.05	PROPERTY TAXES	2,490.00	04/03/2025	476-46500-50455	
11.01072.06	PROPERTY TAXES	2,194.00	04/03/2025	476-46500-50455	
11.01072.07	PROPERTY TAXES	2,494.00	04/03/2025	476-46500-50455	
11.01072.13	PROPERTY TAXES	3,668.00	04/03/2025	476-46500-50455	
11.01072.19	PROPERTY TAXES	1,386.00	04/03/2025	476-46500-50455	
11.01072.24	PROPERTY TAXES	140.00	04/03/2025	476-46500-50455	
11.01072.25	PROPERTY TAXES	492.00	04/03/2025	476-46500-50455	
11.01072.26	PROPERTY TAXES	1,744.00	04/03/2025	476-46500-50455	
11.01072.28	PROPERTY TAXES	2,612.00	04/03/2025	476-46500-50455	
11.01072.29	PROPERTY TAXES	2,354.00	04/03/2025	476-46500-50455	
11.01072.30	PROPERTY TAXES	2,342.00	04/03/2025	476-46500-50455	
11.01072.31	PROPERTY TAXES	1,446.00	04/03/2025	476-46500-50455	
11.01072.32	PROPERTY TAXES	1,462.00	04/03/2025	476-46500-50455	
11.01072.33	PROPERTY TAXES	2,120.00	04/03/2025	476-46500-50455	
16.00003.10	PROPERTY TAXES	6.00	04/03/2025	101-49990-50455	
16.00167.00	PROPERTY TAXES	208.50	04/03/2025	612-49700-50455	
Check Total:		37,500.27			
Vendor: 2206	Core & Main LP			Check Sequence: 15	ACH Enabled: False
15074	WASTEWATER DO SENSOR BRACKET	800.19	04/03/2025	602-49450-50404	
W635257	WATER PLANT #1 FILTER GASKETS	180.85	04/03/2025	615-49550-50404	
Check Total:		981.04			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 16	ACH Enabled: False
02-500751	N/A SALES	57.36	04/03/2025	609-48000-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
02-500753	N/A SALES	116.47	04/03/2025	609-49750-50250	
	Check Total:	173.83			
Vendor: 1125	Custom Pole Buildings, LLC			Check Sequence: 17	ACH Enabled: False
2508317	DOWN PMT NEW PW POLE BLDG	18,000.00	04/03/2025	101-49990-50525	
2508317	DOWN PMT NEW PW POLE BLDG	4,500.00	04/03/2025	602-49450-50525	
2508317	DOWN PMT NEW PW POLE BLDG	4,500.00	04/03/2025	612-49700-50525	
2508317	DOWN PMT NEW PW POLE BLDG	3,000.00	04/03/2025	615-49550-50525	
	Check Total:	30,000.00			
Vendor: 1129	Dahlheimer Distributing			Check Sequence: 18	ACH Enabled: False
2425274	BEER	4,327.55	04/03/2025	609-48000-50252	
2425488	N/A SALES	318.70	04/03/2025	609-49750-50250	
2425490	THC	240.00	04/03/2025	609-49750-50254	
2425491	BEER	17,938.55	04/03/2025	609-49750-50252	
2425492	LIQUOR	10,787.00	04/03/2025	609-49750-50251	
2425533	THC	85.50	04/03/2025	609-48000-50254	
2425534	N/A SALES	59.25	04/03/2025	609-48000-50250	
2425535	LIQUOR	151.00	04/03/2025	609-48000-50251	
2427483	LIQUOR CREDIT	-1,890.00	04/03/2025	609-49750-50251	
2427484	LIQUOR	1,890.00	04/03/2025	609-48000-50251	
2431352	N/A SALES	30.60	04/03/2025	609-49750-50250	
2431353	THC	80.93	04/03/2025	609-49750-50254	
2431354	LIQUOR	495.00	04/03/2025	609-49750-50251	
2431355	BEER	9,351.05	04/03/2025	609-49750-50252	
2431392	THC	151.50	04/03/2025	609-48000-50254	
2431393	BEER	2,811.35	04/03/2025	609-48000-50252	
969-00226	VENDOR KEG DEPOSIT	-60.00	04/03/2025	609-00000-11560	
	Check Total:	46,767.98			
Vendor: 2248	Dean's Heating and Air Conditioning, Inc.			Check Sequence: 19	ACH Enabled: False
13819	WATER PLANT 2 FURNACE REPAIR	1,110.00	04/03/2025	615-49550-50401	
	Check Total:	1,110.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1149 2025-13	East Central Regional Library ANNUAL CONTRACT STAFF HOURS	11,616.80	04/03/2025	Check Sequence: 20 101-45500-50300	ACH Enabled: False
	Check Total:	11,616.80			
Vendor: 2246 2502010019	ECredit Lending, INC CREDIT SEARCH FEE	10.00	04/03/2025	Check Sequence: 21 101-42110-50300	ACH Enabled: False
	Check Total:	10.00			
Vendor: 1981 23084805 32112344	Express Services Inc TEMP EMPLOYEE M.H. TEMP EMPLOYEE J.L.	145.00 725.00	04/03/2025 04/03/2025	Check Sequence: 22 101-41400-50300 101-41400-50300	ACH Enabled: False
	Check Total:	870.00			
Vendor: 1180 544196	Ferguson US Holdings, Inc 200 WATER METERS NEW/REPLACE	34,200.00	04/03/2025	Check Sequence: 23 615-49550-50210	ACH Enabled: False
	Check Total:	34,200.00			
Vendor: 2205 21434	FES, Inc. 1 WILDLAND LEATHER BOOT	275.00	04/03/2025	Check Sequence: 24 101-42280-50201	ACH Enabled: False
	Check Total:	275.00			
Vendor: 1222 2503147	Granite Electronics 2 WAY RADIO MIU TRUCK #415	143.02	04/03/2025	Check Sequence: 25 101-43000-50210	ACH Enabled: False
	Check Total:	143.02			
Vendor: 1239 7016466 7020317	Hawkins, Inc. WASTEWATER SULFUR & CHLORINE WATER PLANT CHLORINE	1,293.23 2,064.75	04/03/2025 04/03/2025	Check Sequence: 26 602-49450-50210 615-49550-50210	ACH Enabled: False
	Check Total:	3,357.98			
Vendor: 2244 04022025	Matthew Hill MILEAGE REIMBURSE 2X RT TO CAPITOL	112.00	04/03/2025	Check Sequence: 27 101-41800-50331	ACH Enabled: False
	Check Total:	112.00			
Vendor: 1256	I.D. Checking Guide			Check Sequence: 28	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
842304	OPERATING SUPPLIES	36.45	04/03/2025	609-49750-50210	
	Check Total:	36.45			
Vendor: 2142	Insight Brewing Company, LLC			Check Sequence: 29	ACH Enabled: False
22481	BEER	87.75	04/03/2025	609-49750-50252	
22481	THC	120.00	04/03/2025	609-49750-50254	
	Check Total:	207.75			
Vendor: 1263	Intoximeters, Inc.			Check Sequence: 30	ACH Enabled: False
783531	BREATHALYZER MOUTHPIECES	92.00	04/03/2025	101-42110-50210	
	Check Total:	92.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 31	ACH Enabled: False
1880783	PUB NOTICES: PUB HEARING 4/8/2025	6.34	04/03/2025	101-41400-50351	
964241	CLERK AD/COUNCIL VACANCY	172.80	04/03/2025	101-41400-50340	
964249	PUB NOTICES: CEDRID, BIGFORK, GS2, LB	39.49	04/03/2025	101-41910-50351	
964767	CLERK AD/COUNCIL VACANCY	172.80	04/03/2025	101-41400-50340	
	Check Total:	391.43			
Vendor: 1269	IUOE Local 49 Fringe Benefit			Check Sequence: 32	ACH Enabled: False
FOR APR 2025	49ERS HEALTH	20,345.00	04/03/2025	101-00000-21706	
	Check Total:	20,345.00			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 33	ACH Enabled: False
124739	WINE CREDIT	-17.08	04/03/2025	609-48000-50253	
129748	WINE CREDIT	-89.82	04/03/2025	609-49750-50253	
2750928	LIQUOR	1,430.75	04/03/2025	609-49750-50251	
2750929	WINE	554.92	04/03/2025	609-49750-50253	
2750930	LIQUOR	3,503.32	04/03/2025	609-49750-50251	
2750931	WINE	273.10	04/03/2025	609-49750-50253	
2750932	WINE	1.82	04/03/2025	609-48000-50253	
2750933	WINE	332.17	04/03/2025	609-49750-50253	
2750934	LIQUOR	1,061.02	04/03/2025	609-49750-50251	
2750935	LIQUOR	875.12	04/03/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2750936	LIQUOR	919.39	04/03/2025	609-48000-50251	
2750937	LIQUOR	2,831.88	04/03/2025	609-48000-50251	
2750938	WINE	327.27	04/03/2025	609-48000-50253	
2750940	LIQUOR	435.64	04/03/2025	609-48000-50251	
2750941	LIQUOR	582.20	04/03/2025	609-48000-50251	
2755782	LIQUOR	2,872.70	04/03/2025	609-49750-50251	
2755784	LIQUOR	165.46	04/03/2025	609-49750-50251	
2755785	WINE	401.10	04/03/2025	609-49750-50253	
2755786	LIQUOR	1,999.62	04/03/2025	609-48000-50251	
2755787	WINE	257.46	04/03/2025	609-48000-50253	
2756965	LIQUOR	339.50	04/03/2025	609-49750-50251	
2850939	WINE	673.10	04/03/2025	609-48000-50253	
	Check Total:	19,730.64			
Vendor: 1891	Kirvida Fire, Inc.			Check Sequence: 34	ACH Enabled: False
13168	2025 ANNUAL PUMP TEST	375.00	04/03/2025	101-42280-50404	
13169	2025 ANNUAL PUMP TEST	375.00	04/03/2025	101-42280-50404	
13170	2025 ANNUAL PUMP TEST	375.00	04/03/2025	101-42280-50404	
13171	2025 ANNUAL PUMP TEST	375.00	04/03/2025	101-42280-50404	
13181	HYDRAULIC LEAK REPAIR LADDER 4304	2,492.97	04/03/2025	101-42280-50404	
	Check Total:	3,992.97			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 35	ACH Enabled: False
002184	BEER	91.00	04/03/2025	609-49750-50252	
	Check Total:	91.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 36	ACH Enabled: False
FOR APR 2025	PD UNION DUES	876.00	04/03/2025	101-00000-21708	
	Check Total:	876.00			
Vendor: 1308	LegalShield			Check Sequence: 37	ACH Enabled: False
FOR APR 2025	PAYROLL WITHHOLDING	46.85	04/03/2025	101-00000-21712	
	Check Total:	46.85			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1176	M Health Fairview			Check Sequence: 38	ACH Enabled: False
15008207945	Visit # 15008207945 on 3/3/2025	269.04	04/03/2025	101-43000-50406	
15008208296	Visit# 15008208296 on 3/4/2025	296.04	04/03/2025	101-43000-50406	
15008220334	Visit # 15008220334 on 3/4/2025	269.04	04/03/2025	101-43000-50406	
15008237623	Visit #15008237623 on 3/10/2025	116.00	04/03/2025	101-41430-50314	
	Check Total:	950.12			
Vendor: 1643	McDonald Distributing			Check Sequence: 39	ACH Enabled: False
797332	BEER	1,333.95	04/03/2025	609-48000-50252	
797332	THC	71.76	04/03/2025	609-48000-50254	
797332	LIQUOR	180.90	04/03/2025	609-48000-50251	
797359	LIQUOR	199.20	04/03/2025	609-49750-50251	
797360	LIQUOR	33.60	04/03/2025	609-49750-50251	
797360	N/A SALES	57.25	04/03/2025	609-49750-50250	
797360	BEER	5,528.00	04/03/2025	609-49750-50252	
797361	BEER CREDIT	-68.73	04/03/2025	609-49750-50252	
798967	LIQUOR	675.20	04/03/2025	609-48000-50251	
798967	BEER	2,826.80	04/03/2025	609-48000-50252	
799063	LIQUOR	1,291.00	04/03/2025	609-49750-50251	
799064	THC	145.76	04/03/2025	609-49750-50254	
799064	LIQUOR	67.20	04/03/2025	609-49750-50251	
799064	N/A SALES	64.20	04/03/2025	609-49750-50250	
799064	BEER	6,922.65	04/03/2025	609-49750-50252	
799102	BEER CREDIT	-14.00	04/03/2025	609-48000-50252	
	Check Total:	19,314.74			
Vendor: 1644	Mega Beer			Check Sequence: 40	ACH Enabled: False
IN-22509	THC	74.50	04/03/2025	609-48000-50254	
IN-22509	BEER	238.50	04/03/2025	609-48000-50252	
	Check Total:	313.00			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 41	ACH Enabled: False
2752414	COPY MACHINE USE Q1	122.32	04/03/2025	101-41420-50219	
2752414	COPY MACHINE LEASE Q2	1,448.25	04/03/2025	101-41420-50219	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2754475	COPY MACHINE BASE RATE APRIL 2025	259.00	04/03/2025	101-41420-50219	
	Check Total:	1,829.57			
Vendor: 1353	Midcontinent			Check Sequence: 42	ACH Enabled: False
16640100114636	CITYWIDE INTERNET FOR APRIL	920.39	04/03/2025	101-41420-50243	
	Check Total:	920.39			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 43	ACH Enabled: False
1121887	MONTHLY ELEVATOR ISNPECTION - APRII	135.00	04/03/2025	101-41940-50300	
	Check Total:	135.00			
Vendor: 1385	MN Dept Of Health-E			Check Sequence: 44	ACH Enabled: False
Q1 CONN FEE	STATE WATER CONN FEE Q1	6,152.76	04/03/2025	615-49550-50315	
	Check Total:	6,152.76			
Vendor: 1404	MN Teamsters #320			Check Sequence: 45	ACH Enabled: False
FOR APRIL 2025	UNION DUES	1,860.00	04/03/2025	101-00000-21708	
	Check Total:	1,860.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 46	ACH Enabled: False
SB11-005	BEER	93.00	04/03/2025	609-48000-50252	
SB11-006	BEER	39.00	04/03/2025	609-49750-50252	
	Check Total:	132.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 47	ACH Enabled: False
11684	ON SITE SERVICE 01/02/2025	2,967.00	04/03/2025	101-41420-50300	
11717	PD TECH SUPPORT	312.50	04/03/2025	101-41420-50300	
11854	TICKET #473841 - MICROSOFT OFFICE	250.00	04/03/2025	101-41420-50300	
12031	NETWORK REVIEW/SPECIAL UTILITIES	1,217.00	04/03/2025	101-41420-50300	
12038	OFFICE LICENSE DISCUSSION	125.00	04/03/2025	101-41420-50300	
12155	PW TECH SUPPORT/MICROSOFT DISCUSS	125.00	04/03/2025	101-41420-50300	
12164	SET UP USERS IN OFFICE 365	250.00	04/03/2025	101-41420-50300	
12423	TICKET #132162 - SCAN TO FOLDER	62.50	04/03/2025	101-41420-50300	
12446	REVISE MTG, PW MTG, ENCRYPTION	187.50	04/03/2025	101-41420-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
12474	4 PW COMPUTERS	8,532.24	04/03/2025	101-41420-50207	
12621	TICKET #441641 AT FIRE HALL	62.50	04/03/2025	101-41420-50300	
12630	PD TECH SUPPORT	343.75	04/03/2025	101-41420-50300	
12646	BCA FOLLOW UP & DOCUMENTATION	125.00	04/03/2025	101-41420-50300	
12675	DELL GPS ISSUES	125.00	04/03/2025	101-41420-50300	
12739	3 LAPTOPS FOR NEW HIRES	5,376.00	04/03/2025	101-41420-50207	
12766	ON SITE SERVICE 3/10/2025	3,710.00	04/03/2025	101-41420-50300	
12774	TICKET #795404 - SUSPENDED USER	62.50	04/03/2025	101-41420-50300	
12785	SERVICE 3/11/2025 FOR PD & CITY	343.75	04/03/2025	101-41420-50300	
12796	SERVICE 3/11/2025 FOR PD	125.00	04/03/2025	101-41420-50300	
12801	SET UP LAPTOPS FOR NEW HIRES	250.00	04/03/2025	101-41420-50300	
12818	FINISH LAPTOP SET UP FOR NEW HIRES	125.00	04/03/2025	101-41420-50300	
12863	PD TECH SUPPORT	125.00	04/03/2025	101-41420-50300	
12871	ON SITE SERVICE 3/18/2025	1,772.50	04/03/2025	101-41420-50300	
12882	PW & PD TECH SUPPORT	150.00	04/03/2025	101-41420-50300	
12901	NEW USER REMOTE SUPPORT 3/20/2025	187.50	04/03/2025	101-41420-50300	
	Check Total:	26,912.24			
Vendor: 1414	MPCA - 6th Floor			Check Sequence: 48	ACH Enabled: False
PJL RENEW	WASTEWATER CERTIFICATION RENEWAL	23.00	04/03/2025	602-49450-50332	
	Check Total:	23.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 49	ACH Enabled: False
6946890	WINE	85.82	04/03/2025	609-48000-50253	
6946891	LIQUOR	558.57	04/03/2025	609-49750-50251	
6946892	WINE	924.80	04/03/2025	609-49750-50253	
6946893	N/A SALES	313.55	04/03/2025	609-49750-50250	
6946894	LIQUOR	60.32	04/03/2025	609-48000-50251	
6946895	WINE	351.20	04/03/2025	609-48000-50253	
6946896	N/A SALES	208.62	04/03/2025	609-48000-50250	
6950685	LIQUOR	2,467.45	04/03/2025	609-49750-50251	
6950686	WINE	775.84	04/03/2025	609-49750-50253	
6950687	LIQUOR	2,455.07	04/03/2025	609-48000-50251	
6950688	WINE	613.02	04/03/2025	609-48000-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	8,814.26			
Vendor: 1478	PLC Towing & Recovery			Check Sequence: 50	ACH Enabled: False
25-41151	TOW CASE 25003051	85.00	04/03/2025	101-42110-50300	
25-41240	TOW CASE 25003051/LMC CLAIM	430.00	04/03/2025	101-42110-50300	
	Check Total:	515.00			
Vendor: 2027	Pole Painting Plus, Inc.			Check Sequence: 51	ACH Enabled: False
2448	HYDRANT PAINTING (76 HYDRANTS)	9,880.00	04/03/2025	615-49550-50300	
	Check Total:	9,880.00			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 52	ACH Enabled: False
138009	OPERATING SUPPLIES (FORMS)	189.00	04/03/2025	101-42280-50210	
138544	WOODGRAIN NAMEPLATE EHALT	17.99	04/03/2025	101-41910-50210	
	Check Total:	206.99			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 53	ACH Enabled: False
W-94627	BEER	342.00	04/03/2025	609-49750-50252	
W-94947	BEER	174.00	04/03/2025	609-48000-50252	
	Check Total:	516.00			
Vendor: 2068	Quality Locksmith, Inc.			Check Sequence: 54	ACH Enabled: False
QLS29993	KEYS FOR NEW PW STAFF	108.09	04/03/2025	602-49450-50210	
QLS29993	KEYS FOR NEW PW STAFF	108.08	04/03/2025	615-49550-50210	
QLS29993	KEYS FOR NEW PW STAFF	108.08	04/03/2025	101-43000-50210	
	Check Total:	324.25			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 55	ACH Enabled: False
B016555	WASTEWATER LAB TEST	124.60	04/03/2025	602-49450-50315	
B016619	WATER PLANT SAMPLES	105.00	04/03/2025	615-49550-50315	
B016621	WASTEWATER LAB SAMPLES	124.60	04/03/2025	602-49450-50315	
B016686	WASTEWATER LAB SAMPLES	158.20	04/03/2025	602-49450-50315	
	Check Total:	512.40			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1523	Shred-It			Check Sequence: 56	ACH Enabled: False
8010167574	ONSITE PURGE SERVICE	695.07	04/03/2025	101-41940-50300	
	Check Total:	695.07			
Vendor: 1534	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 57	ACH Enabled: False
2601584	LIQUOR	2,658.12	04/03/2025	609-49750-50251	
2601584	WINE	213.12	04/03/2025	609-48000-50253	
2602056	LIQUOR	6,976.16	04/03/2025	609-49750-50251	
2602057	WINE	448.07	04/03/2025	609-49750-50253	
2604346	LIQUOR	1,933.13	04/03/2025	609-48000-50251	
2604863	LIQUOR	3,610.53	04/03/2025	609-49750-50251	
2604864	WINE	354.66	04/03/2025	609-49750-50253	
	Check Total:	16,193.79			
Vendor: 2237	Standard Insurance Company - RC			Check Sequence: 58	ACH Enabled: False
FOR APR 2025	LIFE ER PAYROLL BENEFIT	230.00	04/03/2025	101-00000-21714	
FOR APR 2025	VOL LTD PAYROLL DED.	1,154.83	04/03/2025	101-00000-21715	
FOR APR 2025	STD ER PAYROLL BENEFIT	743.90	04/03/2025	101-00000-21715	
FOR APR 2025	VOL LIFE PAYROLL DED.	498.46	04/03/2025	101-00000-21714	
	Check Total:	2,627.19			
Vendor: 1542	Staples			Check Sequence: 59	ACH Enabled: False
6026897729	OPERATING SUPPLIES	93.64	04/03/2025	609-49750-50210	
6026897730	OPERATING SUPPLIES	5.25	04/03/2025	609-49750-50210	
6026897731	OPERATING SUPPLIES	9.59	04/03/2025	609-49750-50210	
6026897732	OPERATING SUPPLIES	41.79	04/03/2025	609-49750-50210	
6026897733	OPERATING SUPPLIES	77.37	04/03/2025	609-48000-50210	
6026897734	OPERATING SUPPLIES	29.95	04/03/2025	609-49750-50210	
6027327268	OPERATING SUPPLIES	16.95	04/03/2025	609-49750-50210	
6027327269	OPERATING SUPPLIES	19.16	04/03/2025	609-49750-50210	
6027327269	OPERATING SUPPLIES	19.16	04/03/2025	609-48000-50210	
6027988451	OPERATING SUPPLIES CREDIT	-29.95	04/03/2025	609-49750-50210	
	Check Total:	282.91			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1550	Streichers			Check Sequence: 60	ACH Enabled: False
1753288	NEW HIRE UNIFORM ITEMS	224.97	04/03/2025	101-42110-50237	
1753796	NEW HIRE UNIFORM ITEMS	1,848.90	04/03/2025	101-42110-50201	
	Check Total:	2,073.87			
Vendor: 2093	Thein Well Company, Inc.			Check Sequence: 61	ACH Enabled: False
9379	ANN INSP OF PUMPS AND WELLS	775.00	04/03/2025	615-49550-50300	
	Check Total:	775.00			
Vendor: 2239	Thomas Scientific Holdings, LLC			Check Sequence: 62	ACH Enabled: False
179500	OPERATING SUPPLIES	294.20	04/03/2025	101-42110-50210	
	Check Total:	294.20			
Vendor: 1827	Urban Growler Brewing Company, LLC			Check Sequence: 63	ACH Enabled: False
E-39202	BEER	110.50	04/03/2025	609-49750-50252	
E-39202	THC	140.00	04/03/2025	609-49750-50254	
	Check Total:	250.50			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 64	ACH Enabled: False
3642814	N/A SALES	227.40	04/03/2025	609-49750-50250	
	Check Total:	227.40			
Vendor: 1601	Vinocopia, Inc.			Check Sequence: 65	ACH Enabled: False
0370370-IN	LIQUOR	171.00	04/03/2025	609-48000-50251	
	Check Total:	171.00			
Vendor: 1611	Watson Company			Check Sequence: 66	ACH Enabled: False
148625	N/A SALES	1,224.26	04/03/2025	609-49750-50250	
	Check Total:	1,224.26			
Vendor: 2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 67	ACH Enabled: False
276978	ENVELOPES	204.70	04/03/2025	101-41940-50210	
	Check Total:	204.70			
Vendor: 2119	Winberg Companies, LLC			Check Sequence: 68	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
PAY REQ 4	AMEND FINAL PAY NORTHWOOD PARK	4,626.37	04/03/2025	486-46500-50506	
	Check Total:	4,626.37			
Vendor: 1621	Windstream			Check Sequence: 69	ACH Enabled: False
11734875-4.2025	LANDLINES & FAXES APRIL 2025	281.04	04/03/2025	101-41420-50321	
	Check Total:	281.04			
Vendor: 1622	Wine Merchants			Check Sequence: 70	ACH Enabled: False
7512206	WINE	906.74	04/03/2025	609-48000-50253	
	Check Total:	906.74			
Vendor: 1623	Winebow, Inc.			Check Sequence: 71	ACH Enabled: False
MN00163707	WINE	616.00	04/03/2025	609-49750-50253	
MN00163708	WINE	454.00	04/03/2025	609-48000-50253	
	Check Total:	1,070.00			
Vendor: 1867	Workstrategies			Check Sequence: 72	ACH Enabled: False
848436224	POST OFFER EMP TESTING	185.00	04/03/2025	101-42110-50314	
	Check Total:	185.00			
Vendor: 1637	Ziegler Cat			Check Sequence: 73	ACH Enabled: False
1795669	LOADER FENDER	949.38	04/03/2025	101-43000-50404	
	Check Total:	949.38			
	Total for Check Run:	357,789.19			
	Total of Number of Checks:	73			

Accounts Payable

Checks by Date - Summary by Check Date

User: TiffaniFolstad
Printed: 4/3/2025 3:48 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5743	2107	US BANK - CREDIT CARDS	02/06/2025	54,533.91
Total for 2/6/2025:				54,533.91
5741	2236	Delta Dental	03/05/2025	2,759.70
Total for 3/5/2025:				2,759.70
5744	1118	Commissioner Of Revenue (W/H)	03/28/2025	7,519.75
5745	1585	United States Treasury	03/28/2025	32,115.25
5746	1431	Nationwide Retirement Solution	03/28/2025	5.00
5747	1372	Minnesota State Retirement	03/28/2025	2,490.91
5748	1468	PERA (Payroll W/H)	03/28/2025	30,902.73
Total for 3/28/2025:				73,033.64
5742	2236	Delta Dental	04/05/2025	2,553.34
Total for 4/5/2025:				2,553.34
Report Total (8 checks):				132,880.59

Accounts Payable

Manual Check Proof List

User: SharonWright
 Printed: 03/20/2025 - 4:25PM
 Batch: 00043.01.2025 - US Bank PCard



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 2107	US BANK - CREDIT CARDS						
				5743	02/06/2025		
	25.98	02/07/2025	MAIN STREET HARDWARE/LANE HISCHER			101-45000-50210	
	64.40	02/07/2025	AMAZON MARK* ZP9SL4BM1/CHAD VAND			101-42280-50201	
	69.97	02/07/2025	O'REILLY 1540/RICHARD FAIRBANKS			101-43000-50210	
	27.91	02/07/2025	AMAZON MKTPL*ZD5NA8FR0/ROBERT MC			208-42280-50201	
	425.00	02/07/2025	LEAGUE OF MINNESOTA CITI/SHARON WR			101-41310-50332	
	91.91	02/07/2025	WM SUPERCENTER #2352/CARLA GOLDEN			609-48000-50210	
	783.11	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			609-49750-50380	
	643.68	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			609-48000-50380	
	44.99	02/07/2025	WIRELESS ZONE #WZ-462/BRADY STERBEI			101-43000-50210	
	163.82	02/07/2025	OLSON POWER & EQUIPMENT/RICHARD F.			101-43000-50404	
	26.60	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45500-50300	
	9.73	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-42280-50300	
	45.39	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			602-49450-50237	
	26.24	02/07/2025	NAPA AUTO 0023892/SHANE WILLIAMS			602-49450-50404	
	417.00	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-42280-50380	
	33.25	02/07/2025	ANDERSON AND KOCH FORD IN/RICHARD			101-42110-50404	
	4,879.49	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-42800-50262	
	14.37	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45000-50237	
	47.92	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			609-49750-50300	
	821.26	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-42800-50233	
	8.71	02/07/2025	32 MARKET/MICHAEL NELSON			101-42110-50331	
	7,861.12	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			615-49550-50380	
	8,184.06	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			602-49450-50380	
	564.82	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-43000-50380	
	741.55	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-41940-50380	
	134.63	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-42110-50380	
	84.98	02/07/2025	WIRELESS ZONE #WZ-462/BRADY STERBEI			101-43000-50237	
	358.76	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-42500-50380	
	1,214.12	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-45500-50380	
	581.21	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			101-45000-50380	

Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
	163.82	02/07/2025	OLSON POWER & EQUIPMENT/RICHARD F.			602-49450-50404	
	39.99	02/07/2025	WIRELESS ZONE #WZ-462/BRADY STERBE			615-49550-50237	
	2,524.19	02/07/2025	EAST CENTRAL ENERGY/ACCOUNTS PAYA			620-49600-50380	
	99.58	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-43000-50237	
	9.99	02/07/2025	MAIN STREET HARDWARE/DOUGLAS GOO			101-45000-50401	
	24.99	02/07/2025	MAIN STREET HARDWARE/DOUGLAS GOO			101-45000-50401	
	356.40	02/07/2025	BOYER FORD TRUCKS/RICHARD FAIRBAN			101-43000-50404	
	31.50	02/07/2025	BOYER FORD TRUCKS/RICHARD FAIRBAN			101-43000-50210	
	7.87	02/07/2025	32 MARKET/MICHAEL NELSON			101-42110-50331	
	64.37	02/07/2025	AMAZON MARK* Z574B6GI2/CHAD VANDY			101-42280-50401	
	52.81	02/07/2025	AMAZON RETA* ZD8L61CD1/CHAD VANDY			101-42280-50201	
	21.46	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			101-43000-50404	
	600.00	02/07/2025	INT'L CODE COUNCIL/RICHARD MEYER			101-42400-50332	
	5.39	02/07/2025	32 MARKET/MICHAEL NELSON			101-42110-50331	
	150.00	02/07/2025	MOCIC/DANIEL T MEYER			101-42110-50433	
	70.19	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			101-43000-50404	
	14.99	02/07/2025	AMAZON PRIME*ZD6NQ2YW0/SHAWN WIL			101-43000-50210	
	85.00	02/07/2025	SP SHEEPDOG MICS.COM/KYLE LUND			101-42110-50237	
	390.00	02/07/2025	LAKESHORE RECYCLING SYST/SHAWN WI			101-45000-50415	
	2,000.00	02/07/2025	MISSION CRITICAL CONCE/DANIEL T MEY			101-42110-50332	
	211.00	02/07/2025	PY *PRISM DESIGN & EMBROI/DUANE SOU			101-42110-50237	
	6.90	02/07/2025	USPS PO 2668905056/JOHN MCFARLING			615-49550-50210	
	34.01	02/07/2025	ANDERSON AND KOCH FORD IN/SHAWN W			101-43000-50210	
	507.04	02/07/2025	WWW.EOTECHINC.COM/DANIEL T MEYER			101-42110-50237	
	31.94	02/07/2025	MENARDS CAMBRIDGE MN/ANGELA TVEI			602-49450-50210	
	118.33	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-43000-50237	
	29.54	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			602-49450-50237	
	12.56	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45000-50237	
	107.47	02/07/2025	MENARDS CAMBRIDGE MN/ANGELA TVEI			101-42280-50401	
	79.02	02/07/2025	MENARDS FOREST LAKE MN/ROBERT MOI			208-42280-50201	
	43.70	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			609-48000-50300	
	11.80	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			615-49550-50300	
	171.15	02/07/2025	AMZN MKTP US*Z58995P50/SHAWN WILLI/			609-48000-50210	
	23.98	02/07/2025	MAIN STREET HARDWARE/GENE FISK			101-43000-50210	
	17.38	02/07/2025	MENARDS CAMBRIDGE MN/ANGELA TVEI			101-43000-50210	
	83.99	02/07/2025	G T DISTRIBUTORS INC/KYLE LUND			101-42110-50237	
	14.99	02/07/2025	MAIN STREET HARDWARE/BRADY STERBE			101-45000-50401	
	7.98	02/07/2025	MAIN STREET HARDWARE/GENE FISK			101-45500-50210	
	684.60	02/07/2025	AMZN MKTP US*Z58995P50/SHAWN WILLI/			609-49750-50210	
	424.09	02/07/2025	WWW.EOTECHINC.COM/DANIEL T MEYER			101-42110-50237	
	59.90	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			602-49450-50404	
	330.00	02/07/2025	ECONOMIC DEVELOPMENT ASS/NATHAN S			201-46500-50433	

Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
	90.00	02/07/2025	PY *TRI COUNTY LAW ENFORC/DANIEL T M			101-42110-50433	
	13.30	02/07/2025	AMZN MKTP US*Z514D1MY0/SHAWN WILL			101-41940-50210	
	16.99	02/07/2025	AMAZON MKTPL*ZG2LN2GB2/SHAWN WIL			101-43000-50210	
	13.68	02/07/2025	MAIN STREET HARDWARE/DONOVAN FAIR			101-43000-50404	
	1,099.00	02/07/2025	STORMTRAININGGROUP.COM/DANIEL T M			101-42110-50332	
	45.60	02/07/2025	AMAZON MKTPL*ZG4IS6XH2/SHAWN WIL			615-49550-50210	
	56.93	02/07/2025	MAIN STREET HARDWARE/KYLE GOSHEY			615-49550-50210	
	5.99	02/07/2025	MAIN STREET HARDWARE/JOHN MCFARLI			101-43000-50210	
	590.16	02/07/2025	NUSS TRUCK & EQUIPMENT/RICHARD FAI			101-43000-50404	
	7.99	02/07/2025	AMAZON MKTPL*ZG4IS6XH2/SHAWN WIL			101-41940-50210	
	229.51	02/07/2025	BROWNELLS INC/DAVID JANSSEN			101-42110-50332	
	5.98	02/07/2025	MENARDS CAMBRIDGE MN/ANGELA TVEI			615-49550-50210	
	35.99	02/07/2025	MENARDS CAMBRIDGE MN/ANGELA TVEI			620-49600-50210	
	64.90	02/07/2025	CULLIGAN PINE CITY/SHAWN WILLIAMS			101-43000-50210	
	-6.43	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			615-49550-50210	
	53.92	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-41940-50300	
	98.48	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-43000-50237	
	47.38	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			602-49450-50237	
	32.98	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			615-49550-50210	
	24.68	02/07/2025	KWIK TRIP #931/RICKY BREITKREUTZ			615-49550-50210	
	3,499.00	02/07/2025	CRYSTAL FLOOR SCRUBBER/CHAD VANDY			101-42280-50401	
	27.97	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			615-49550-50210	
	585.20	02/07/2025	ANDERSON AND KOCH FORD IN/BRADY S			602-49450-50404	
	47.92	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			609-49750-50300	
	14.37	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45000-50237	
	15.98	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			101-41940-50401	
	70.00	02/07/2025	FSP*MN GOVT FINANCE OFFIC/SHARON W			101-41500-50433	
	188.20	02/07/2025	LAMPERT LUMBER/RICKY BREITKREUTZ			615-49550-50210	
	350.00	02/07/2025	PSN*MINNESOTA RWA MN/JAMIE MONETT			602-49450-50332	
	55.00	02/07/2025	MN POLLUTION CONTROL AGEN/PAXTON			602-49450-50332	
	1.18	02/07/2025	MN POLLUTION CONTROL SERV/PAXTON I			602-49450-50332	
	124.99	02/07/2025	MENARDS FOREST LAKE MN/SHAWN WIL			101-45000-50401	
	62.36	02/07/2025	HOLIDAY STATIONS 0388/DANIEL T MEYER			101-42110-50212	
	48.76	02/07/2025	MENARDS FOREST LAKE MN/SHAWN WIL			615-49550-50210	
	11.58	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			101-41940-50401	
	12.58	02/07/2025	MN POLLUTION CONTROL SERV/PAXTON I			602-49450-50332	
	75.00	02/07/2025	BCA TRAINING EDUCATION/DANIEL T MEY			101-42110-50332	
	585.00	02/07/2025	MN POLLUTION CONTROL AGEN/PAXTON			602-49450-50332	
	68.10	02/07/2025	WINNICK SUPPLY/BRADY STERBENTZ			101-41940-50401	
	191.81	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			101-43000-50404	
	46.95	02/07/2025	AMAZON MKTPL*ZG1G58E91/SHAWN WIL			101-43000-50210	
	24.97	02/07/2025	MAIN STREET HARDWARE/KYLE GOSHEY			101-45000-50401	

Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
	9.99	02/07/2025	MAIN STREET HARDWARE/KYLE GOSHEY			101-45000-50210	
	58.28	02/07/2025	WINNICK SUPPLY/BRADY STERBENTZ			615-49550-50210	
	127.17	02/07/2025	MENARDS FOREST LAKE MN/BRADY STER			101-45000-50401	
	269.95	02/07/2025	FLEET FARM 3400/KYLE GOSHEY			615-49550-50237	
	236.39	02/07/2025	THOMSON WEST*TCD/DANIEL T MEYER			101-42110-50433	
	0.99	02/07/2025	APPLE.COM/BILL/RICHARD FAIRBANKS			101-41420-50210	
	9.99	02/07/2025	MAIN STREET HARDWARE/KYLE GOSHEY			101-45000-50401	
	216.80	02/07/2025	BOYER FORD TRUCKS/SHAWN WILLIAMS			101-43000-50404	
	23.99	02/07/2025	O'REILLY 1540/RICKY BREITKREUTZ			101-45000-50210	
	370.99	02/07/2025	MAIN STREET HARDWARE/THOMAS GUST.			101-42280-50404	
	9.99	02/07/2025	MAIN STREET HARDWARE/KYLE GOSHEY			101-45000-50401	
	7.99	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			609-49750-50401	
	10.99	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKI			609-49750-50401	
	229.67	02/07/2025	KALBRO INC/SHAWN WILLIAMS			101-42280-50404	
	12.50	02/07/2025	TACTACAM/SHAWN WILLIAMS			602-49450-50210	
	43.70	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			609-48000-50300	
	118.33	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-43000-50237	
	35.96	02/07/2025	NAPA AUTO 0023892/DOUGLAS GOODWINI			602-49450-50404	
	689.94	02/07/2025	AMZN MKTP US*ZG2M07UZ1/SHAWN WILI			101-43000-50210	
	12.50	02/07/2025	TACTACAM/SHAWN WILLIAMS			612-49700-50210	
	12.56	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45000-50237	
	29.54	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			602-49450-50237	
	13.61	02/07/2025	AMZN MKTP US*ZC8FK7O81/SHAWN WILL			101-43000-50210	
	-200.40	02/07/2025	BOYER FORD TRUCKS/RICHARD FAIRBAN			101-43000-50210	
	38.21	02/07/2025	AMAZON.COM*Z717K3XR2/SHAWN WILLI/			620-49600-50210	
	6.49	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			101-43000-50404	
	-1,099.00	02/07/2025	STORMTRAININGGROUP.COM/DANIEL T M			101-42110-50332	
	22.26	02/07/2025	AMAZON.COM*ZC8UU7DU0/SHAWN WILLI			602-49450-50210	
	8.99	02/07/2025	MAIN STREET HARDWARE/RICHARD FAIRI			101-45000-50210	
	118.53	02/07/2025	ANDERSON AND KOCH FORD IN/RICHARD			101-43000-50210	
	465.20	02/07/2025	ANDERSON AND KOCH FORD IN/RICHARD			101-43000-50210	
	36.56	02/07/2025	MAIN STREET HARDWARE/RICHARD FAIRI			101-43000-50210	
	1,188.00	02/07/2025	GOOGLE GSUITE_CI.NORTH-BR/SHARON V			101-41420-50242	
	270.51	02/07/2025	MENARDS CAMBRIDGE MN/SHAWN WILLI			615-49550-50210	
	104.00	02/07/2025	BOYER FORD TRUCKS/SHAWN WILLIAMS			101-43000-50404	
	13.74	02/07/2025	MAIN STREET HARDWARE/RICHARD FAIRI			101-43000-50404	
	88.04	02/07/2025	VSP*INDELCO PLASTICS CORP/JOHN MCF/			615-49550-50210	
	26.94	02/07/2025	NAPA AUTO 0023892/CHAD VANDYKE			101-42280-50401	
	20.00	02/07/2025	SQ *SQUARE PAID SERVICES/CARLA GOLD			101-41420-50242	
	19.46	02/07/2025	MENARDS CAMBRIDGE MN/SHAWN WILLI			101-43000-50210	
	177.57	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			101-43000-50404	
	120.00	02/07/2025	ANDERSON AND KOCH FORD IN/RICHARD			101-43000-50210	

Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
	20.00	02/07/2025	SQ *SQUARE PAID SERVICES/CARLA GOLD			101-41420-50242	
	11.98	02/07/2025	NAPA AUTO 0023892/SHAWN WILLIAMS			602-49450-50210	
	278.83	02/07/2025	GRAYBAR ELECTRIC/GENE FISK			615-49550-50404	
	2.99	02/07/2025	APPLE.COM/BILL/SHAWN WILLIAMS			101-41420-50210	
	80.00	02/07/2025	SQ *SQUARE PAID SERVICES/CARLA GOLD			101-41420-50242	
	123.50	02/07/2025	CK HOLIDAY # 06403/DANIEL T MEYER			101-42110-50404	
	89.11	02/07/2025	VERIZON*CONNECT/SHAWN WILLIAMS			101-41420-50321	
	350.00	02/07/2025	EHLERS SEMINAR/NATHAN SONDROL			201-46500-50332	
	369.00	02/07/2025	AMAZON MKTPL*WE5C209U3/SHAWN WIL			101-41940-50401	
	84.23	02/07/2025	TST*MERCHANTS CAFE/ROBERT MORELL			208-42280-50237	
	289.98	02/07/2025	AMAZON MKTPL*ZC36K1YM1/SHAWN WIL			101-43000-50401	
	6.89	02/07/2025	AMZN MKTP US*Z750I3EB0/SHAWN WILLI			602-49450-50210	
	1.18	02/07/2025	MN POLLUTION CONTROL SERV/JAMIE MC			602-49450-50332	
	97.84	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-43000-50237	
	47.92	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			609-49750-50300	
	9.73	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-42280-50300	
	55.00	02/07/2025	MN POLLUTION CONTROL AGEN/JAMIE M			602-49450-50332	
	12.56	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45000-50237	
	45.39	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			602-49450-50237	
	80.46	02/07/2025	LAMPERT LUMBER/DOUGLAS GOODWIND			101-43000-50210	
	26.60	02/07/2025	CINTAS CORP/SHAWN WILLIAMS			101-45500-50300	
	252.71	02/07/2025	NUSS TRUCK & EQUIPMENT/RICHARD FAI			101-43000-50404	
	64.38	02/07/2025	NB NAPA/BRADY STERBENTZ			101-43000-50404	
	600.00	02/07/2025	BCA TRAINING EDUCATION/DANIEL T MEY			101-42110-50332	
	24.95	02/07/2025	MAIN STREET HARDWARE/DOUGLAS GOO			602-49450-50404	
	7.96	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKJ			620-49600-50401	
	10.99	02/07/2025	MAIN STREET HARDWARE/RICKY BREITKJ			620-49600-50401	
	600.00	02/07/2025	BCA TRAINING EDUCATION/DANIEL T MEY			101-42110-50332	
	75.52	02/07/2025	MAIN STREET HARDWARE/DOUGLAS GOO			602-49450-50404	
	43.90	02/07/2025	AMAZON MKTPL*Z70G64AD1/MICHAEL NI			101-42110-50237	
	39.55	02/07/2025	GETSLING.COM/DANIEL T MEYER			101-42110-50433	
Total for Check	54,533.91						
Total for 2107	54,533.91						
Total Checks:	54,533.91						

North Branch City Council Minutes

TUESDAY, MARCH 25, 2025, 7:00 PM

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

Members present:

Robert Canada, Jeff Goulet, Mayor Kevin Schieber, 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 – Member Canada made a motion to accept agenda as presented, seconded by Member Goulet, All Aye, passed unanimously.

5. PRESENTATION & PROCLAMATION - None

6. PUBLIC COMMENT – None

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

- a. Claims
- b. Approve meeting minutes - City Council Regular Meeting - March 11, 2025, 7:00 PM
- c. Approve meeting minutes - City Council Special Meeting, March 14, 2024, 2:00pm
- d. Approve meeting minutes - City Council Work Session, March 18, 2025
- e. Approve meeting minutes - City Council Regular meeting, October 8, 2024
- f. Approve meeting minutes - City Council Regular Meeting, December 10, 2024
- g. Approve Resolution R-163-2025 Approving Fisk Acres Minor Subdivision
- h. Approve Appointment of Ross Otto to the Planning Commission

- i. Receive Legal Report from City Attorney
- j. Approve Application for 1 day Temporary Consumption and Display Permit for Chisago County Board on Aging
- k. Approve the hiring of Ryan Saltis as City Planner for the Community Development Department.
- l. Receive an invitation for Council Members to attend the League of Minnesota Cities Annual Conference June 25-27
- m. Approve the Hire of Bryce Lind as Police Officer with a start date of June 1, 2025
- n. Approve Resolution R-161-2025 for 2025 Road Chloride Bid Approval
- o. Approve 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
- p. Approve Resolution Approving 2025 Road Gravel Quotes
- q. Approve Resolution R-166-2025 Support for Circle of Honor Regional Veterans Memorial Grant Application

8. PUBLIC HEARINGS

- a. None

9. STAFF REPORTS

- a. January 2025 Financial Update - Finance Director Sharon Wright gave a presentation of the January 2025 financials to the City Council, including the Cash and Investment balances, the January Finance Update by fund, the January Liquor Store Update, and the debt schedule. Sharon noted the Liquor Store 2 rent refund that is coming due. Mayor Schieber mentioned that it is too early in the fiscal year to identify trends or projections. Member Goulet asked if it would be appropriate to give staff some directions on the levy expectations and offered that he would like to see low to middle single digit increases for 2026. Mayor Schieber agreed. Member Canada said that increases are

inevitable in public safety based on approved personnel additions. Mayor brought up research into additional revenue streams.

- b. Council received the minutes from the various Advisory Committee Meetings.

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:

Matthew Hill, City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/27/2025

Board & Commission: City Council

Subject: Approval of Application for Garbage Haulers License

BACKGROUND:

The City of North Branch has received a completed application for a Garbage Haulers License from LePage & Sons, Inc. The application includes full payment and insurance information as required.

REQUESTED COUNCIL ACTION:

Motion and second to approve the Garbage Haulers License as presented.

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

CITY OF NORTH BRANCH APPLICATION FOR GARBAGE HAULERS LICENSE

The annual fee for a Garbage Hauler License is \$156. Please review the following information. If all information is correct please sign and submit with your payment for the license. If any information is incorrect please make necessary changes. Certificate of Insurance must be submitted with application.

Company Name: LePage & Sons, Inc.
Mailing Address: 23602 University Ave NW Bethel, MN 55005
Company Location Address: 23602 University Ave NW Bethel, MN 55005
Contact Person: Alicia Ridgeway
Phone Number: 763-450-7832
Number of Vehicles Operating in the City: 4
Licensing Period: January 1 to December 31, 2025
Type of Application: New () Renewal (X)

I hereby request the issuance of a Garbage Haulers License for the period indicated above and agree obey all pertinent Minnesota Law. I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of North Branch, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and the qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar with and abide by the requirements of the City, which is detailed in the pertinent section of the North Branch City Code, which is available on the City website at www.ci.north-branch.mn.us or upon request from the City Clerk and to be familiar with and abide by the laws of the City of North Branch and the State of Minnesota relating to this licensure.

3/25/25
Date

[Signature]
Signature of Applicant

FOR OFFICE USE ONLY

Receipt # and Date: 3/27/2025 ck# 41262
 Liability Insurance Cert. Received: (X) Yes () No
 Form SP-CI Received: (X) Yes () No

Work Comp Cert. Received: (X) Yes () No
 Tenessen Warning Received: (X) Yes () No



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/27/2025

Board & Commission: City Council

Subject: Approval of LG220 application for exempt permit for non-profit lawful gambling for Long Spurs of Sunrise River

BACKGROUND:

The Long Spurs of Sunrise River have a complete application for lawful gambling permit for an event on 9/17/2025 at the American Legion on Elm Street, North Branch. The application is complete.

REQUESTED COUNCIL ACTION:

Motion and Second to approve the LG220 application for exempt permit for the Long Spurs of Sunrise River

Voting Requirements:

Voting Options Simple Majority

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Long Spurs of Sunrise River

Previous Gambling Permit Number: X- X05849

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: P.O. Box 146

City: North Branch State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO): Brent Walesheck

CEO Daytime Phone: 651.295.7175 CEO Email: Brentdfsstp@yahoo.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): carlsonmikayla7@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): American Legion

Physical Address (do not use P.O. box): 6439 Elm St

Check one:

☒ City: North Branch Zip: 55056 County: Chisago

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 9/17/2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☒ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4/23
Page 2 of 3

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Lance Morgan Date: 3/13/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Brent Walscheck Lance Morgan

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Prepared By:

Presenter:

Date: 04/01/2025

Board & Commission: City Council

Subject: Approval of LG220 application for exempt permit for non-profit lawful gambling for Full Contact Booster Club

BACKGROUND:

The Full Count Booster Club have a complete application for lawful gambling permit for an event on 5/17/2025 at Tailgaters Sports Bar and Restaurant, North Branch. The application is complete.

REQUESTED COUNCIL ACTION:

Motion and Second to approve the LG220 application for exempt permit for the Full Count Booster Club.

Voting Requirements:

Voting Options Simple Majority

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Full Count Booster Club

Previous Gambling Permit Number: X-_____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 861

City: North Branch State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO): Jodi Orf

CEO Daytime Phone: 651-492-9535 CEO Email: fullcountboosterclub@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): meyer92207@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐

A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒

IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Tailgaters Sports Bar and Restaurant

Physical Address (do not use P.O. box): 6355 Ems Street Suite C, North Branch, MN 55056

Check one:

☒

City: North Branch

Zip: 55056

County: Chisago

☐

Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Saturday, May 17th 2025

Check each type of gambling activity that your organization will conduct:

☒

Bingo

☐

Paddlewheels

☐

Pull-Tabs

☐

Tipboards

☒

Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

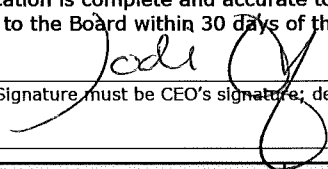
4/23
Page 2 of 3

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period.	☐ The application is acknowledged with no waiting period.
☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).	☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
☐ The application is denied.	☐ The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 3-31-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Jodi Orf

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/02/2025

Board & Commission: City Council

Subject: Approval of Resolution R-167-2025 Approving the Vacation of Drainage & Utility Easement within Sunrise Bluff 3rd Addition.

Overview / Background

Larry Beach Construction Inc (Developer) received Final Plat approval for Sunrise Bluff 3rd Addition (Plat) on January 14, 2025, per Resolution No. R-136-2025. Sunrise Bluff 3rd is a 32 lot rural residential development and included 4 outlots (Development). The plat is located South of 392 St between Everett Ave to the West and Fawn Ave to the east and north of Trunk Highway 95.

There is existing drainage/utility easement located within the area being platted as Outlot D that is being that is being utilized for a ponding, drainage and utilities. The plat is showing an easement that encompassed the entire area as part of a larger easement

Vacating the Easement will allow the Developer to satisfy the conditions of approval and complete the Final Plat for signing and recording of the plat and all documents with Chisago County, and proceed to construction.

Planning Commission Recommendation

The Planning Commission held a public hearing on April 1, 2025, and no comments were received. The Planning Commission recommended approval of Resolution R-167-2025.

Staff Recommendation

City staff recommend approval of the resolution.

Requested Action

Motion to approve Resolution R-167-2025, vacating Drainage and Utility Easements as dedicated and described in Exhibit “A” and depicted in the attached Exhibit “B”

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-167-2025

**RESOLUTION THE VACATION OF A CERTAIN DRAINAGE AND UTILITY
EASEMENTS
AS PREVIOUSLY DEDICATED WITH OUTLOT A OF
MEADOWS NORTH TOWNHOMES**

WHEREAS, Larry Beach Construction, Inc (“Owner”) received Final Plat approval for Sunrise Bluff 3rd Addition (“Plat”), conditioned upon the vacation of Drainage and Utility Easements (“Easements”), located wholly within Outlot D of the Development, as legally described in Exhibit A and depicted in Exhibit B; and,

WHEREAS, said Plat was approved on January 14, 2025, per Resolution No. R-136-2025, which included the dedication of Drainage and Utility Easements; and,

WHEREAS, the Owner applied for the vacation of said Easements as stated herein, and the City Engineer and Public Works Director have reviewed said request and have determined said Easements no longer serves any public purpose and may be vacated; and,

WHEREAS, pursuant to Minnesota Statute §412.851 (“State Statute”) the Planning Commission held a Public Hearing (“Hearing”) on April 1, 2025 to consider and receive public comment regarding the proposed Easements to be vacated; and,

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

WHEREAS, no verbal or written comments were received; and,

WHEREAS, following the Hearing, the City Council found the Easements, as legally described and depicted herein, no longer necessary and have no interest to the public.

WHEREAS, the City Council of the City of North Branch, on April 8, 2025, considered the easement vacation and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, all ponding, Drainage and Utility Easements, as legally described in Exhibit A and depicted in Exhibit B, are hereby declared vacated.

BE IT FURTHER RESOLVED, the City Clerk shall prepare a Notice of Completion of Vacation, which shall be signed by the Mayor and City Clerk, and recorded with this resolution in the land

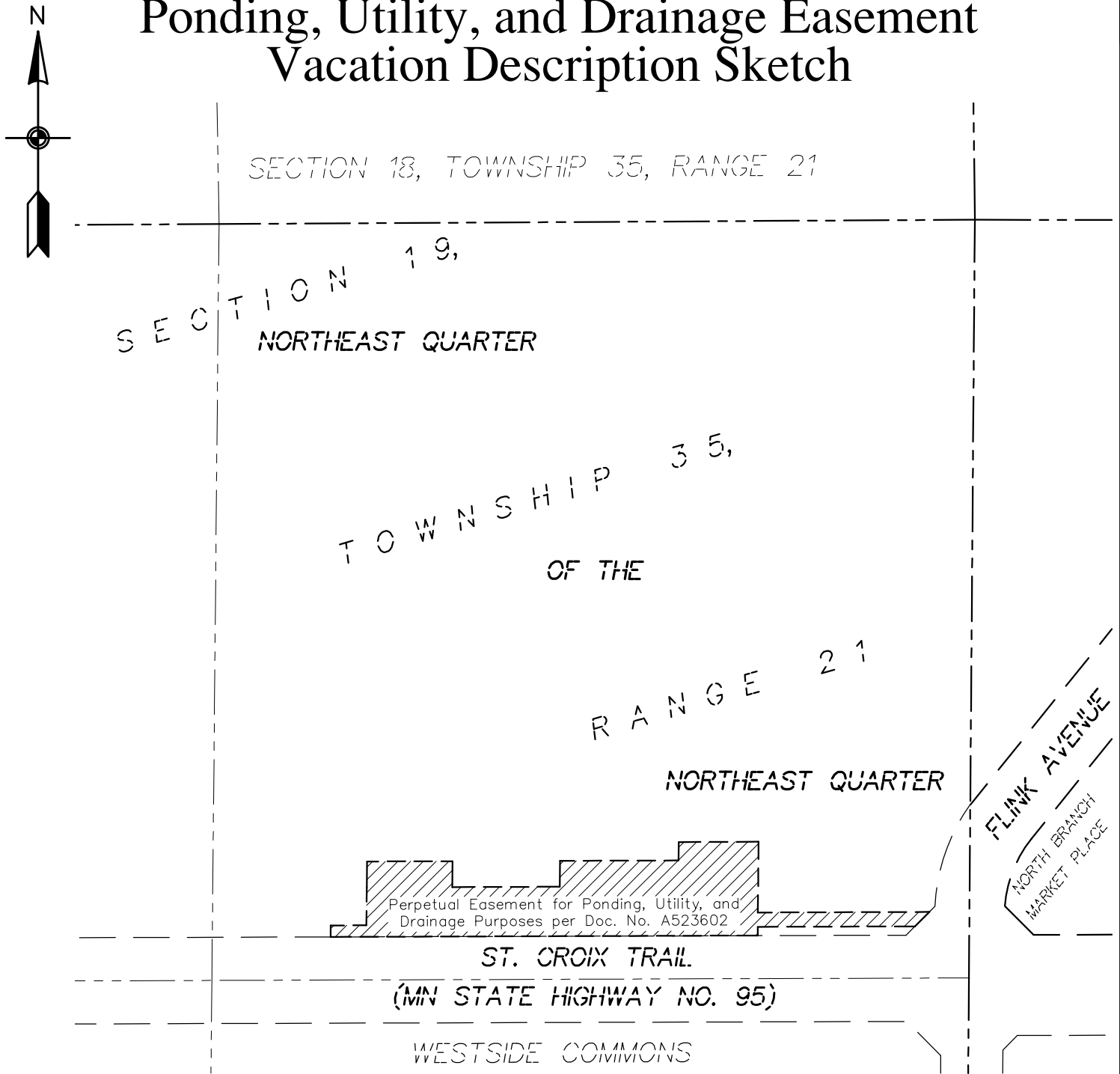
records office of Chisago County.

EXHIBIT A
DRAINAGE & UTILITY EASEMENT VACATION
LEGAL DESCRIPTION

Existing Legal Description

All of the ponding, utility, and drainage easements described in Document A-523602 embraced within the Northeast Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, Chisago County, Minnesota.

Ponding, Utility, and Drainage Easement Vacation Description Sketch



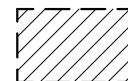
EASEMENT VACATION DESCRIPTION:

All of the ponding, utility, and drainage easements described in Document No. A-523602 embraced within the Northeast Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, Chisago County, Minnesota.

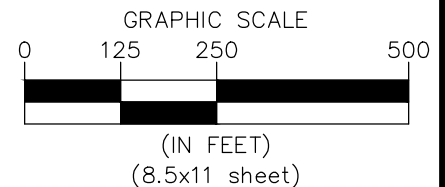


**CARLSON
McCAIN**

ENGINEERING
SURVEYING
ENVIRONMENTAL



Denotes Easement
Vacation Area



3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449

TEL 763.489.7900 \ FAX 763.489.7959 \ CARLSONMCCAIN.COM

2700 esmt vacation doc no.a523602

SUNRISE BLUFFS 3RD ADDITION

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

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

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

AND

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

AND

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

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

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

LARRY BEACH CONSTRUCTION, INC.

Larry Beach as President

STATE OF _____
COUNTY OF _____

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

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

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

Dated this _____ day of _____, 20____.

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

STATE OF _____
COUNTY OF _____

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

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

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

By: _____, Mayor

By: _____, Clerk

COUNTY SURVEYOR

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

By: _____, Chisago County Surveyor

COUNTY AUDITOR

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

By: _____, Chisago County Auditor

COUNTY TREASURER

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

By: _____, Chisago County Treasurer

COUNTY RECORDER

Document Number: _____

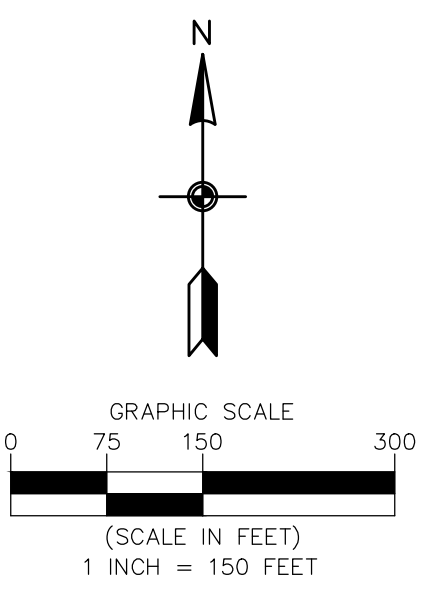
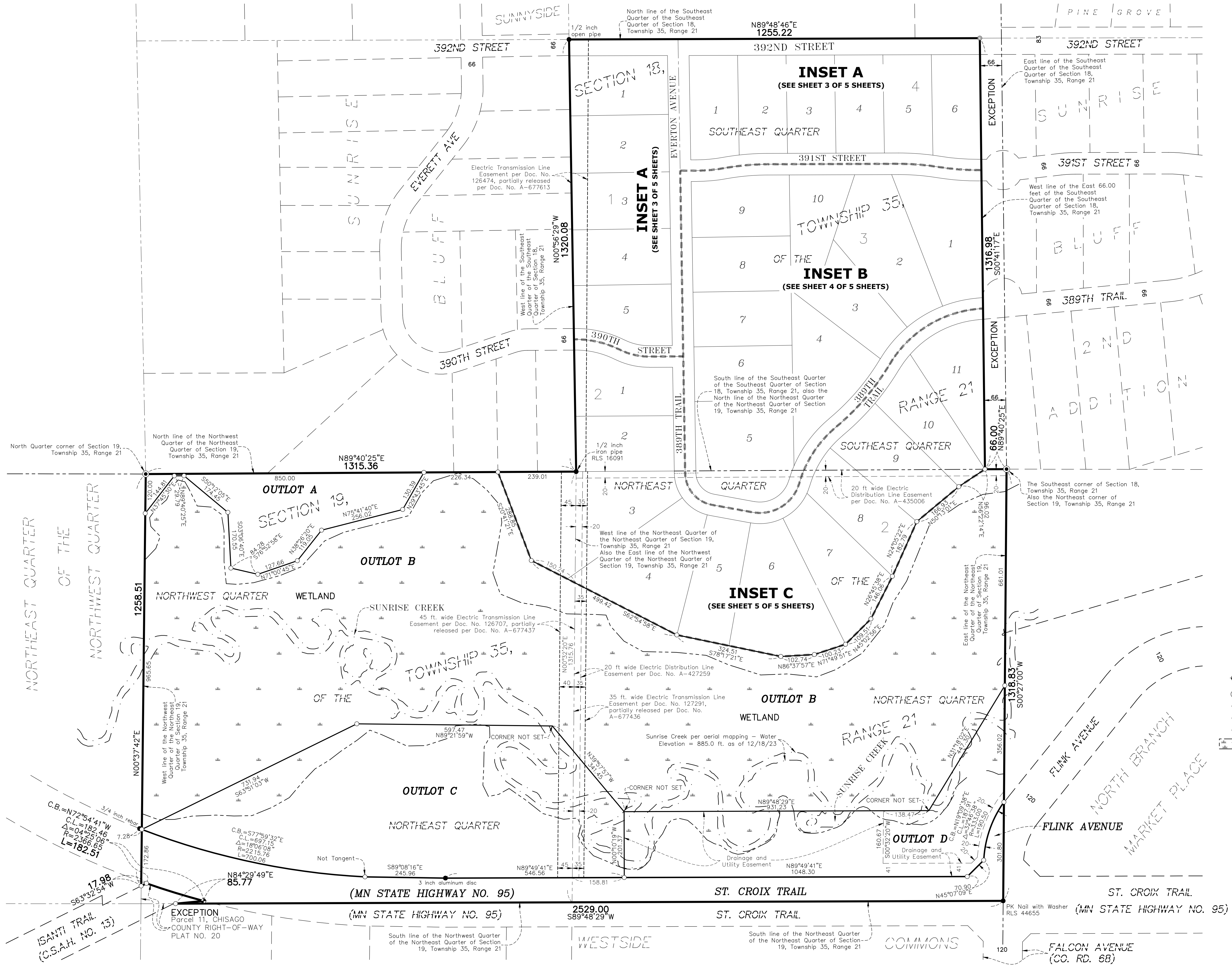
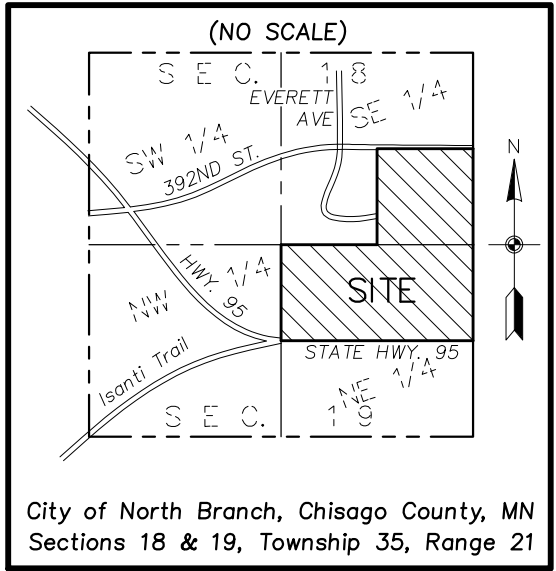
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock ____M., and was duly recorded in Chisago County Records.

By: _____, Chisago County Recorder

SUNRISE BLUFFS 3RD ADDITION

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

VICINITY MAP



LEGEND

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

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

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

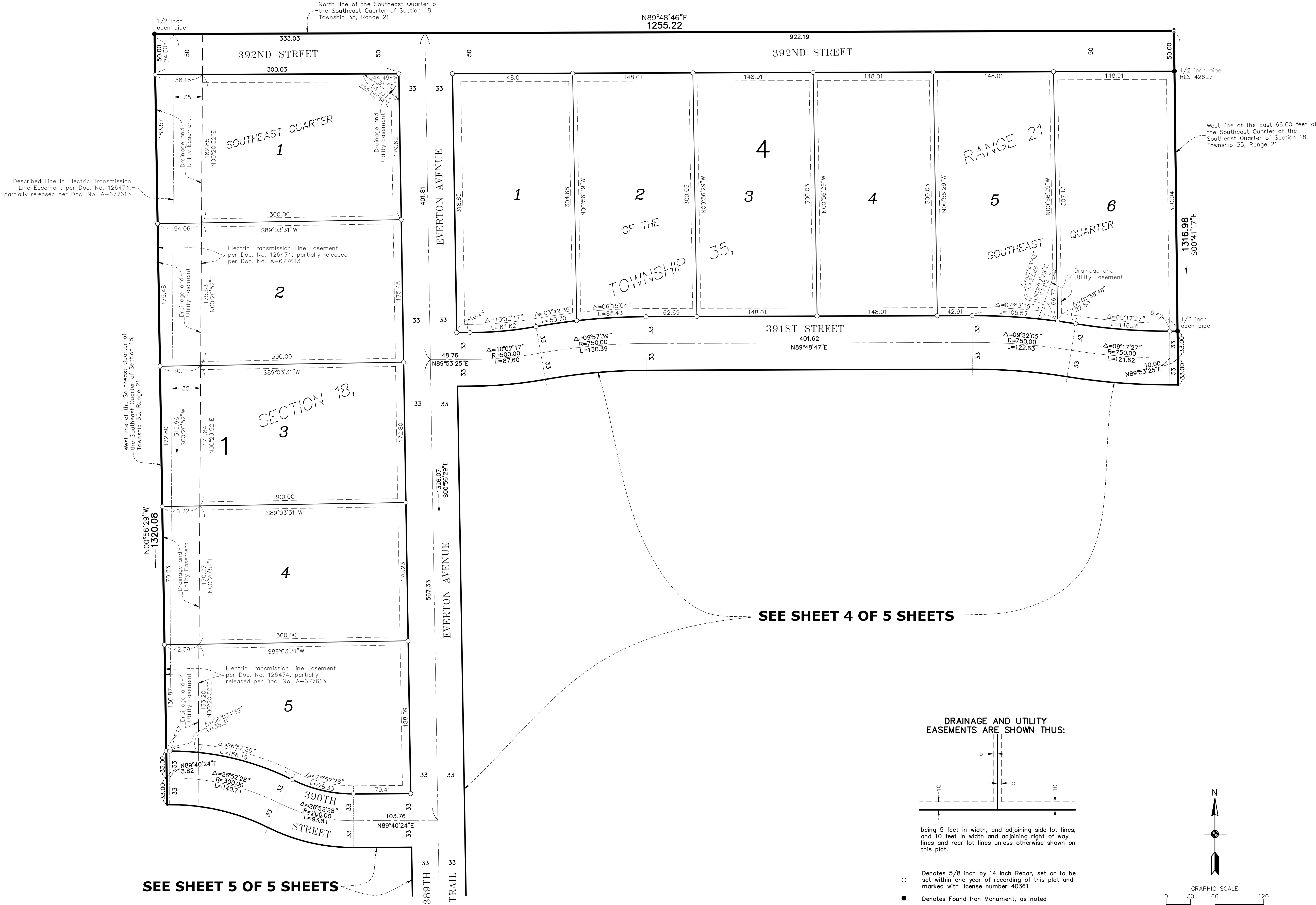
Minnesota Department of Transportation Geodetic
GSID Station No. 85681 (MnDOT Name attorners
Elevation = 902.87 ft. (NAVD88)



INSET A

SUNRISE BLUFFS 3RD ADDITION

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



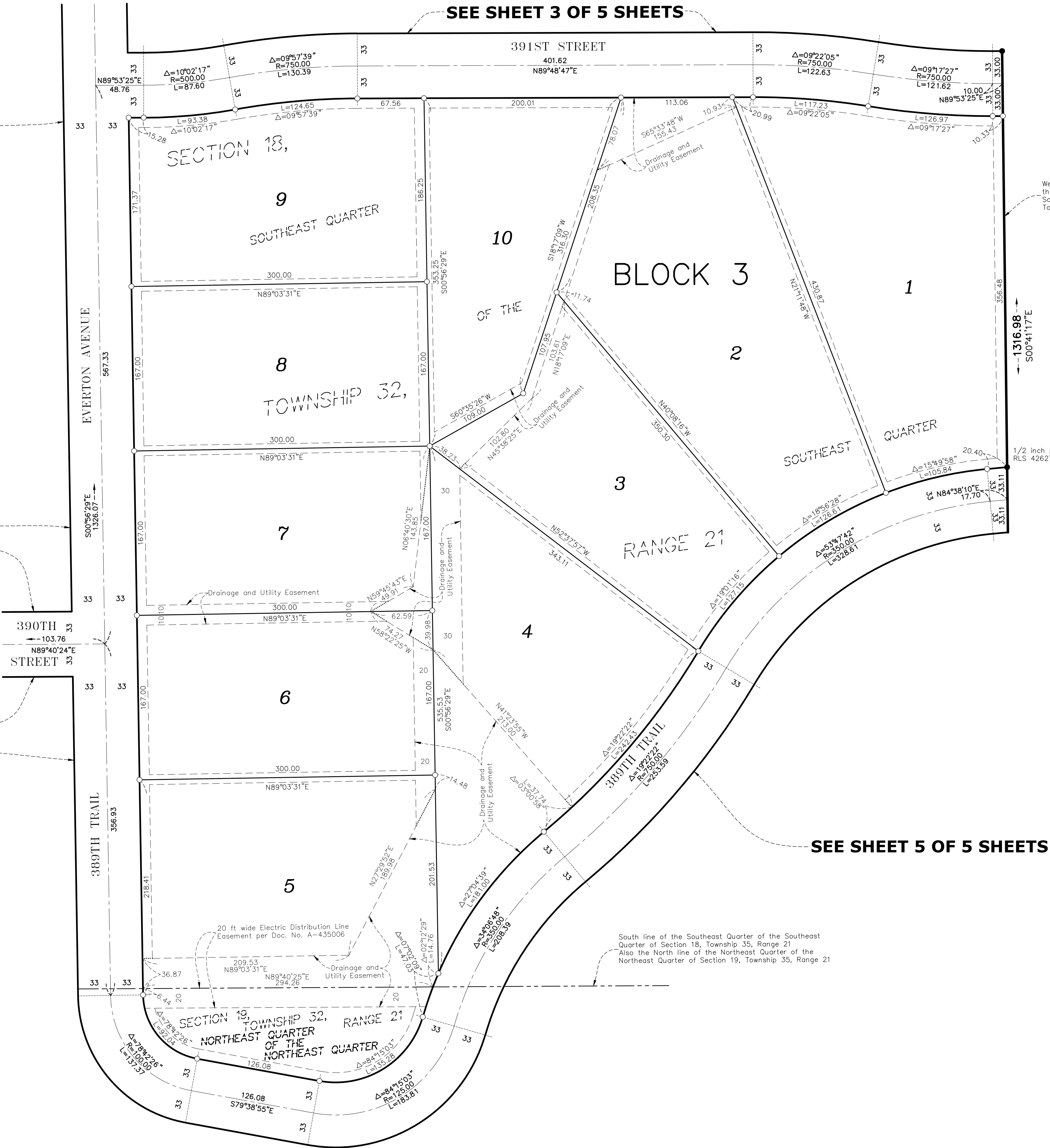
INSET B

SUNRISE BLUFFS 3RD ADDITION

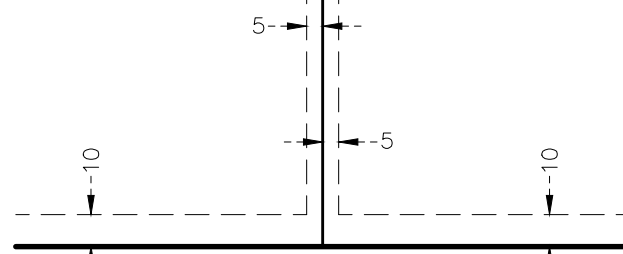
CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21

SEE SHEET 3 OF 5 SHEETS

SEE SHEET 5 OF 5 SHEETS

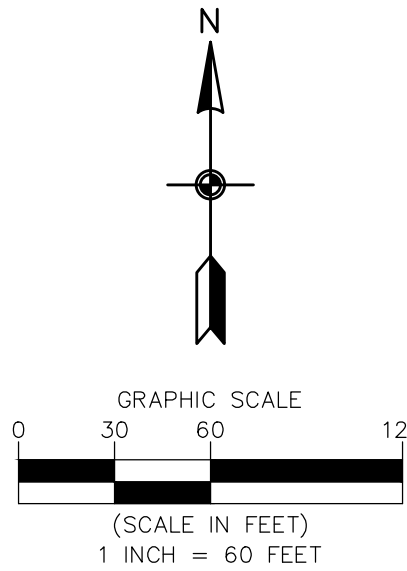


DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



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

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



SUNRISE BLUFFS 3RD ADDITION

SEE SHEET 3 OF 5 SHEETS

SEE SHEET 4 OF 5 SHEETS

10

OF THE
TOWNSHIP 32,

SOUTHEAST

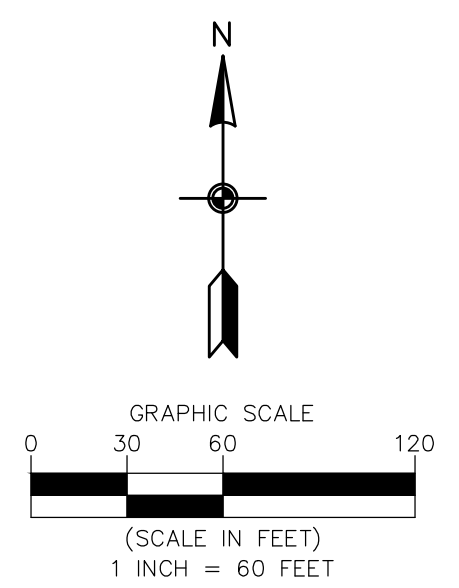
QUARTER

RAIN

BLOCK 2

RANGE 21

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



**CARLSON
McCAIN**
ENGINEERING \ SURVEYING \ ENVIRONMENTAL



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/02/2025

Board & Commission: City Council

Subject: Approval of Resolution R-168-2025 approving conditional use permit to allow for multiple principal buildings at the wastewater treatment facility at 6793 Ash Street

Overview / Background

The City of North Branch, has applied for a conditional use permit for having multiple principal buildings on one lot. The city is proposing to have a second building at the wastewater treatment plant located at 6793 Ash St (PID: 16.00045.40) to allow for the additional storage of equipment and materials at the facility. The use is part of the overall operation of the plant. The Subject Property is 40 acres, located at east end of Ash Street on the south side of the street, in the North Branch Industrial Park. The Subject Property is zoned and guided Industrial.

There are multiple existing buildings on the site with similar uses.

Issue(s) to Consider

1. Development Review
2. Conditional Use Permit

Analysis of Issue(s)

1. Development Review

General Plan

The city is proposing an additional new warehouse (6,120 sq ft). The conditional use permit allows for the additional warehouse to be added onto the lot. Wastewater Treatment Facilities and Warehouse are permitted uses within the General Industrial district. The site meets all setback requirements for building, parking, and drive aisle location.

Traffic

The traffic generated by the proposed use within the capacity of the surrounding streets. The proposed site does not require any change or alterations to meet traffic requirements.

Design Elements (Façade Materials)

The proposed building is post frame steel building with for two complementary color tones meeting the design standards.

Landscape & Tree Preservation Plan

There are no trees planned for removal on the site.

Signage

No additional signage is planned for the site.

2. Conditional Use Permit

A Conditional Use Permit is needed to have multiple principal buildings on the same lot. This process is primarily needed to ensure that development does not hinder future subdivisions of property as needed.

The proposed site design would not impede orderly development and subdivision of the property at a future date. The two sites have the opportunity to function independently if needed, while also being compatible in the existing design.

Planning Commission Action

The Planning Commission held a public hearing on April 1, 2025, and received no public comment. The Planning Commission adopted the findings and recommended approval of Resolution R-168-2025.

Staff Recommendation

City staff recommends approval of Resolution R-168-205 approving a Conditional Use Permit for multiple principal buildings with the following findings of fact and conditions as stated.

Conditional Use Permit

Findings of Fact

1. The proposed CUP is consistent with the City's 2040 Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. Subject to conditions, the proposed use conforms with all performance standards contained in the City's Zoning Ordinance.
3. The two principal structures are compatible in nature and would have limited impact on the future subdivision of the property.
4. The proposed use will be served by private utilities and will not overextend the city's infrastructure.
5. Traffic generation by the proposed use is within the capabilities of the streets serving the property.
6. The use will not impose additional unreasonable costs on the public.

Conditions of Approval

1. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued.
2. The Applicant shall record the Conditional Use Permit with the Chisago County Recorder.
3. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Standards of the Conditional Use Permit

1. The two buildings shall be operated by the same entity and correspond in use. At such a time that there are two separate users, the property shall be subdivided.
2. No uses or improvements shall be permitted on the property that would limit the future subdivision of the parcel.
3. No transfers of ownership of properties, or portions of properties, issued a conditional use permit shall be authorized unless the property has been subdivided under the ordinances of the city.

Requested City Council Action

Motion to recommend approval of Resolution R-168-2025 approving a Conditional Use Permit for 6793 Ash Street for two principal buildings on one property subject to conditions and findings of fact.

Attachments

-

1. Building Image
2. Location Map

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-168-2025

**RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR MULTIPLE
PRINCIPAL BUILDINGS AT 6793 ASH ST**

WHEREAS, the City of North Branch has requested a conditional use permit for two principal buildings on the property known as 6793 Ash St; and,

WHEREAS, the Subject Property is guided as Industrial, per the Comprehensive Plan (“Land Use”), and zoned as I-Industrial (“Zoning”); and,

WHEREAS, multiple principal buildings on one parcel is a conditional use in the I-Industrial district as stated in Section 66-932 of the City Code; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on April 1, 2025, to consider and receive public comment regarding the proposed conditional use permit; 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, all persons desiring to be heard concerning the conditional use permit were given the opportunity to speak thereon; and,

WHEREAS, following the Hearing, the Commission found the conditional use permit satisfies zoning standards and unanimously recommended approval of the requested conditional use permit with conditions as stated herein; and,

WHEREAS, the City Council of the City of North Branch, on April 8, 2025, considered the requested conditional use permit and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Conditional Use Permit for multiple principal buildings at 6793 Ash St is hereby approved based on the following findings of fact:

1. The proposed CUP is consistent with the City’s 2040 Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. Subject to conditions, the proposed use conforms with all performance standards contained in the City’s Zoning Ordinance.

3. The principal structures are compatible in nature and would have limited impact on the future subdivision of the property.
4. The proposed use will not overextend the City's infrastructure.
5. Traffic generation by the proposed use is within the capabilities of streets serving the property.
6. The use will not impose additional unreasonable costs on the public.







Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/02/2025

Board & Commission: City Council

Subject: Approval of Resolution R-171-2025 approving the agreement between the City of North Branch and the IUOE 49ers 2025-2027

BACKGROUND:

The City received and approved a resolution in February for the agreement with the IUOE 49ers which was signed and sent to their business agent.

It was reviewed by the IUOE and it was observed that the positions listed in ARTICLE 2 - RECOGNITION don't match with what is listed in Appendix A, the agreed upon positions and wages. This was an oversight by both parties, and easily corrected.

There was an observation that the insurance information in ARTICLE 20 - INSURANCE was not properly listed. The notes of the negotiations show that the insurance coverage from the employer was to stay the same, but it reverted back to the 2022 numbers. The corrective action for this is to keep the 2024 level of coverage for 2025, and we will meet and confer to discuss maximum contributions for 2026 and 2027.

There was also a minor numbering change on the effective date, 20.3.

Both the City and the IUOE acknowledge that these oversights are attributed to the fact that within the negotiation timeframe, there was a changeover of the City Administrator, IUOE Business Agent, Council Liaison, and City Labor Attorney.

COUNCIL ACTION REQUESTED:

Motion and second to approve Resolution R-171-2025 approving the agreement between the City of North Branch and the IUOE 49ers for 2025-2027.

Voting Requirements:

Voting Options Simple Majority

**CITY OF NORTH BRANCH
RESOLUTION NO. R-171-2025**

**APPROVING LABOR AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND
INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL NO. 49**

WHEREAS, International Union of Operating Engineers, Local No. 49 (“Union”) is the exclusive representative for certain City of North Branch (“City”) employees;

WHEREAS, the current labor agreement between the City and Union expired on December 31, 2024;

WHEREAS, the City and Union met and negotiated over the terms of the new labor agreement between the parties;

WHEREAS, the parties reached a tentative agreement of the terms of the new labor agreement; and

WHEREAS, the Public Employment Relations Act requires that the City execute a labor agreement and implement it in the form of a resolution.

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

1. The Labor Agreement between City and Union for January 1, 2025 through December 31, 2027 is approved.
2. The Mayor and City Administrator shall execute the agreement.
3. The City shall implement the agreement.

Adopted by the City Council of North Branch on April 8, 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

PREVIOUSLY APPROVED

ARTICLE 2 -- RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative under Minnesota Statutes, 179A.03, Subd. 8 for all public works employees of the City of North Branch who are serve in the following classifications: Public Works Foreman, Public Works Maintenance, Lead Wastewater Operator, Wastewater Operator, Lead Water Operator and Water Operator.

2.2 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

REVISED LANGUAGE

ARTICLE 2 -- RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative under Minnesota Statutes, 179A.03, Subd. 8 for all public works employees of the City of North Branch who are serving in the following classifications: Public Works Manager, Public Works Maintenance Laborer, Lead Wastewater Operator, Wastewater Operator, Lead Water Operator, Water Operator, Lead Mechanic, and Mechanic.

2.2 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

PREVIOUSLY APPROVED

ARTICLE 20 -- INSURANCE

20.1 The Employees are eligible for coverage from the Operating Engineers Local No. 49 Health and Welfare Fund ("Health and Welfare Fund"). The terms of the Trust agreement establishing the Health and Welfare Fund is hereby incorporated as a part hereof. The Employer agrees to make monthly contributions to the Health and Welfare Fund and will execute a separate participation agreement regarding those contributions. The cost of the insurance shall be paid 90% by the Employer, and 10% by the Employee, subject to a monthly maximum contribution by the Employer of \$1,260.00 for 2025; \$1,323.00 for 2026 and \$1,390.00 for 2027. Amounts in excess of this maximum contributions shall be paid by the Employee.

REVISED LANGUAGE

ARTICLE 20 -- INSURANCE

20.1 The Employees are eligible for coverage from the Operating Engineers Local No. 49 Health and Welfare Fund ("Health and Welfare Fund"). The terms of the Trust agreement establishing the Health and Welfare Fund is hereby incorporated as a part hereof. The Employer agrees to make monthly contributions to the Health and Welfare Fund and will execute a separate participation agreement regarding those contributions. The cost of the insurance shall be paid 90% by the Employer, and 10% by the Employee, subject to a monthly maximum contribution by the Employer of \$1,390.00 for 2025. In the respective years of 2026 and 2027, the parties mutually desire to participate in a Meet and Confer conference to discuss the monthly maximum contributions by the employer. Amounts in excess of this maximum contributions shall be paid by the Employee.

PREVIOUSLY APPROVED

20.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for life insurance in the amount of Twenty-Five Thousand Dollars (\$25,000.00) for each full-time employee.

20.2 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

REVISED LANGUAGE

20.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for life insurance in the amount of Twenty-Five Thousand Dollars (\$25,000.00) for each full-time employee.

20.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 04/03/2025

Board & Commission: City Council

Subject: Resolution R-170-2025 Approving 2025 Street Crack Sealing Quotes

Background Information:

Asphalt crack sealing is an extremely important part of the City's pavement preservation maintenance plan for the 85 miles of paved roads we currently have. Crack sealing extends road life significantly by sealing the cracks, removing the depression and improving the ride quality, with the end goal of reducing potholes from forming. The 2025 budget includes \$80K for this project. This year again, we are doing a "joint quote" with the North Branch School district, North Branch Township, and Sunrise Township. This allows us to benefit from the economies of scale.

I have received two quotes for this work. The 2025 quotes include all cracks to be cleaned with compressed air, heat lanced to eliminate moisture, filled with rubberized crack filler per MN/DOT specification #3723, or BCI flex patch. Cracks are then covered with paper to prevent tracking, and the contractors are to include all necessary traffic control. The two contractors I have received quotes from are Seal Tech Inc., located in Cambridge, MN and MP Asphalt Maintenance Inc., located in Buffalo, MN.

Their prices are:

-MP Asphalt Maintenance	\$1.68/lb
- Seal Tech's Inc. price per pound:	\$1.62/lb

With that being said, it is my recommendation to accept the quote from Seal Tech, as they are the low quote per pound.

For purposes, the 2024 prices were:

- Seal Tech's price per pound:	\$1.74/lb
- Fahrner Asphalt Sealers price per pound:	\$2.74/lb

Other Pertinent Information:

Crack sealing is essential for pavement preservation.

Financial/Budget Impacts:

Funded in the 2025 Public Works Budget for street maintenance.

Deadline:

This meeting is so scheduling can begin.

Staff Recommendation:

Accept the quote from Seal Tech Inc. for \$1.62/lb.

Requested City Council Action:

Accept the quote from Seal Tech Inc. for \$1.62/lb.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-170-2025

Resolution R-170-2025 Approving 2025 Street Crack Sealing Quotes

WHEREAS, crack sealing is a part of the city's pavement preservation program,

WHEREAS, the city has obtained two quotes as outlined in the report for this work to be done on various city streets,

WHEREAS, the low quote is from Seal Tech Inc. at \$1.62/lb applied as per the specification outlined in said quote.

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

Approve the quote from Seal Tech Inc at \$1.62/lb for 2025 crack sealing.

PROPOSAL



<https://mpasphalt.net>

3315 Aetna Ave NE
Buffalo, MN 55313
763-402-3526

Proposal Submitted To

Angela Tveit
City of North Branch

6408 Elm Street
55056
(651) 674-8493
angelat@ci.north-branch.mn.
us

Work to be Performed At

North Branch clean and seal
2025

6408 Elm Street
North Branch, MN 55056

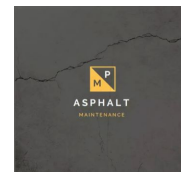
Company Contact

Phil Ralston
philip@mpasphalt.net

3/5/2025

ESTIMATE DATE: 3/5/2025

Angela Tveit
City of North Branch



North Branch clean and seal 2025
6408 Elm Street
North Branch, MN 55056

<https://mpasphalt.net>

Crack sealing (\$75,600)

Crack sealing Clean and seal Non routing based on 45,000 LBS at \$1.68 a pound

Crack sealing Singular cracks that are 1/4 inch - 1.5" and not in alligatored areas will be routed. chip sealed roads will not be routed. with a mechanical routing machine 3/4 by 3/4 and thoroughly cleaned of all foreign matter with backpack or push power blower . The cracks will be properly sealed using the state-of-the-art, oil-jacketed crack sealing system with a rubberized hot pour material. In the oil-jacketed system the material is hydraulically agitated, then pressure fed through an oil-jacketed pump and injected under pressure directly into the crack at the optimum temperature to prevent decomposition of the material and to maximize adhesion. Not all cracks will be filled Cracks wider than 1.5" will not be filled Cracks less than an 1/8" will not be filled. Any Cracks shorter than 4ft long will not be filled. spider cracks will not be filled. Crack that have been previous filled will not be routed. Cracks previous sealed and broke open with vegetation growing from them will be sealed over. its not MP asphalt maintenance responsibility to remove vegetation from previously seal cracks.

Total Bid: \$75,600

Effective October 1st of every year if a Seal coat job is completed on or after October 1st there will be no warranty CONTRACT DOCUMENTS: Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.

PAYMENT TERMS: NET BALANCE DUE 15 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 10% per week until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay MP Asphalt Maintenance LLC all the sums earned to date. All major credit cards are accepted Residential Driveways Payment terms: Driveways will be paid upon completion of the job if not a \$25 dollar charge will be added to the total cost per day.

DEPOSIT: If the contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.

PERMITS AND FEES: Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.

WORK ACCESSIBILITY: The price quoted herein is contingent upon the work area being free of

any obstructions (vehicles, dumpsters, etc) at the scheduled project start date and time. MP Asphalt Maintenance reserves the right to adjust the agreed upon project price if the job conditions prevent MP Asphalt Maintenance work crews from starting on time and proceeding without interruption.

CLEANING EXPENSES: The owner understands that the work called for in this agreement is a messy process. The parties agree that MP Asphalt Maintenance is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than MP Asphalt Maintenance employees. Sprinkler systems must be off 24 hrs. before and after. Bluing of sealer may accrue and is normal. it does not affect craftsmanship, warranty, or longevity.

INDEMNITY:MP Asphalt Maintenance agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that MP Asphalt Maintenance cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold MP Asphalt Maintenance and its agents harmless from all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means or should be construed to mean that MP Asphalt Maintenance or others shall be indemnified for their own negligence.

CHOICE OF LAW & VENUE: To the fullest extent permitted by law, each provision of this contract shall be interpreted in such a manner as to be effective and valid under Minnesota law without regard to its conflict of laws principles. To the fullest extent permitted by law.

ATTORNEY FEES & COSTS: In the event MP Asphalt Maintenance places any amounts owed under this proposal for collection with either a collection firm or attorney, MP Asphalt Maintenance shall be entitled to reasonable collection fees, attorney's fees and costs.

TAXES: All taxes are included in the proposal price unless otherwise specified.

ESCALATION CLAUSE: This contract has been based on material costs at current market rates. Due to uncertain market conditions that are beyond our control and in the event of future material price increases, the party responsible agrees to pay for the escalations of material without a charge order. This paragraph applies only to materials.

TIMING: Due to fluctuation in the cost of raw materials, if the current date is 15 days past the proposal date, the customer should clarify that pricing is still valid.

MATERIAL & WORKMANSHIP: All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, [MP Asphalt Maintenance warrants workmanship and materials for a period of 6 months from the date of completion. All driveways and overlays may experience cracking throughout the 1st winter and do not result in a warranty claim.](#) All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured

NON-DISCLOSURE: Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Confide MP Asphalt Maintenance Information.

This Proposal shall not be shared, distributed or disseminated to any other contractor and Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and shall be MP Asphalt Maintenance titled to injunctive relief in addition to any other remedy available in law or equity.

ALTERATIONS TO THIS PROPOSAL: Alterations or notations to or to this Proposal will not be valid unless accepted in writing by an authorized representative of MP Asphalt Maintenance

SEVERABILITY OF TERMS: Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force.

Sincerely,
MP Asphalt Maintenance

Phil Ralston

Acceptance: As an authorized agent for the above, I accept this proposal for \$_____.

Signature:_____ Date:_____.



SealTech, Inc.

743 Pioneer Trail SE
Cambridge, MN 55008

Estimate

Date	Estimate #
3/10/2025	1608

Name / Address

City of North Branch and
North Branch Township
PO Box 910
North Branch, MN 55056-0910

Item	Description	Total
Clean and Fill	CITY OF NORTH BRANCH - 2025 Crack Repair VARIOUS CITY ROADS NEW AND PREVIOUSLY FILLED CRACKS Cracks will be blown out and heat lanced for sterilization of cracks for proper bonding Cracks will be filled with MN DOT 3723 Cracks will be covered with a paper barrier to prevent tracking of sealant \$1.62/Lb	0.00
We look forward to doing business with you! Please contact us at your earliest convenience.		Total \$0.00

SealTech is locally owned and operated since 2008.
We are the only company you need to install and maintain your asphalt.

Signature _____

Date _____

*The above prices are valid for 15 days from the date of estimate.
Signed estimate must be received before scheduling. We will notify you as to the approximate start date.*

Payment Terms: Due upon receipt of invoice.

Phone #	651-341-5975	E-mail	sealtech@sealtechinc.com	Web Site	www.sealtechinc.com
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Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/04/2025

Board & Commission: City Council

Subject: Approval to shift Utility Billing Clerk from Public Works Department to Finance Department

BACKGROUND:

The City Council received the personnel plan at the March work session, which included the change in the reporting of the Utility Billing Clerk from being in the Public Works Department to the Finance Department. This change will help the City in its financial reporting and segregation of duties to fulfill the Audit requirements.

Duties within the Finance Department will be reviewed by the Finance Director and Administrator and workflow changes will be documented.

COUNCIL ACTION REQUESTED:

Motion and second to approve the change of the Utility Billing Clerk from Public Utilities to the Finance Department.

Voting Requirements:

Voting Options Simple Majority



Position Title: Utility Billing Clerk

Department: ~~Public Works~~ Finance

Accountable to: ~~Public Works~~ Finance Director

FLSA Status: Non-Exempt, Union Position

Position Summary

The position performs office support for the water and light billing department and works in tandem with the public works department for all customer service support and account questions related to water billing. The utility billing clerk is the main point of contact for customers in the office, on the phone or on-line. Excellent communication skills are required as this position is high volume, high energy and multitasking is needed on a daily basis.

Essential Duties of the position

1. Work effectively as an employee of the City of North Branch and maintain good behavior, with no drama and a positive attitude. This position answers multiple phone calls throughout the day, as well as starting and stopping customer services as needed..
2. Develop the necessary skills and knowledge to perform the duties of the position.
3. Accept and adapt positively to changes in the work environment.
4. Promote teamwork through communication and cooperation. Excellent communication is key in this environment, via email or text messages, prompt responses are necessary as we support the team out in the field, as we are the main point of contact.
5. Understand that overtime may be necessary and required with little to no notice. Also, the ability to be flexible with work hours as they may vary depending on workload.

Core duties

1. Bill utility accounts on a monthly basis and set up new customer accounts.

2. Review payment schedules for customers.
3. Set up work orders, making calendar appointments for the public works team.
4. Responsible for answering customers various questions such as, low water pressure, brown water, high bill, low bill, etc.
5. Establish payment plans for customers with prior approval from the public works director.
6. Responsible for setting up new customer accounts, understanding the differences between residential and commercial accounts, water meter multipliers, base rate charges, and how the rates are applied.
7. Provide exceptional customer service with regard to any billing or issues the customer may have.
8. Update the utility website, check the drop box for payments, post payments to the account daily, prepare bank deposits, load hand held meter readers.
9. Evaluate customer accounts after billing reports are generated for high/low use, reverse flows.
10. Ability to work with software vendors for troubleshooting after being trained in.
11. Will be cross- trained to provide support when other departments are in need.
12. Perform any and all other duties as assigned.
13. Ability to answer city provided cell phone at all times during the day.
14. Enters a variety of financial information into spreadsheets/databases and similar transactions.
15. Completes, tracks and maintains a variety of customer accounts, logs and files as directed.
16. Notifies utility customers when NSF checks are received, monitors collection and reverses payments in the system.
17. Processes utility refunds and or bill credits to customer accounts.

Physical requirements

Positions in this class typically require reaching, standing, walking, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions and moving boxes of files as needed. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally. Overtime may be necessary and required with little to no notice.

Education and experience

High school diploma or GED

Customer service experience preferred but not required

Two years experience with data entry. Ability to type 40 WPM

Experience with Microsoft Office and/or Google Enterprise Plus software.

Desired Qualifications

Previous experience in customer service, utility billing, preferably municipal billing experience using meter reading software programs.



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 03/19/2025

Board & Commission: City Council

Subject: Public Hearing Regarding the Police Department's Drone Program and Draft Policy

Public Hearing steps

- 1) Staff Presents Topic
- 2) Close regular meeting
- 3) Open Public Hearing - state time
- 4) Citizen comments
- 5) Close Public Hearing - state time
- 6) Re-open Regular Meeting

At the February 25th, 2025 City Council Meeting, I introduced our desire to establish an unmanned aerial vehicle (drone) program and presented the City Council with a draft policy. There was some discussion regarding the draft policy and changes were made to section 144.6 to provide more clarity on which legal council should be consulted if officers have questions or concerns regarding drone use.

Notice of the public hearing was posted on the police department's Facebook page, the City's website, and in the Isanti-Chisago County Star. I also encouraged residents to reach out to me directly via mail or email to provide any comments, concerns, feedback, and suggestions regarding the draft policy. I only received one email from a North Branch resident who wanted to express their full support of establishing a drone program.

Voting Requirements:

N/A

NORTH BRANCH POLICE DEPARTMENT

GENERAL ORDER: 144.0

EFFECTIVE: April 8, 2025

SUBJECT: **UNMANNED AERIAL SYSTEM (UAS) OPERATIONS
POLICY - MN STAT 626.19**

144.1 **PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS.

144.2 **DEFINITIONS**

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether pre programmed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means.

144.3 **POLICY**

A UAS may be utilized to enhance the agency's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

144.4 **PRIVACY**

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to

avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

144.5

PROGRAM COORDINATOR

The CLEO will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for office operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and office-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of UAS shall require written authorization of the CLEO or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.

- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the CLEO.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- Preparing and submitting the required annual report to the Commissioner of Public Safety.
- Reviewing the program and UAS use for compliance with Minn. Stat. 626.19

144.6

USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order, or when exigent circumstances exists. In all other instances, legal counsel shall be consulted. Officers shall consult with the Chisago County Attorney's Office for any legal questions or concerns that arise when using drones as part of a criminal investigation. All other legal questions and concerns regarding the use of drones shall be addressed through the North Branch City Attorney.

UAS operations should only be conducted consistent with FAA regulations.

Members shall not use a UAS without a search warrant, except:

- During or in the aftermath of an emergency situation or disaster that involves the risk of death or bodily harm to a person.
- Over a public event where there is a heightened risk to the safety of participants or bystanders.
- To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
- To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
- To conduct a threat assessment in anticipation of a specific event.
- To collect information from a public area if there is reasonable suspicion of criminal activity.
- To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
- Over a public area for law enforcement or public relations purposes.
- For purposes unrelated to law enforcement at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.

DOCUMENTATION REQUIRED

Each use of a UAS should be properly documented by providing the following:

- A unique case number
- A factual basis for the use of a UAS
- The applicable exception, unless a warrant was obtained

144.7

PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.
- The UAS shall not be weaponized.
- Unless authorized by a warrant, a UAS shall not be deployed with facial recognition or biometric- matching technology.
- Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAS shall not be used to collect data on public protests or demonstrations.

144.8

RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 04/01/2025

Board & Commission: City Council

Subject: Approval of Resolution R-169-2025 Approving the Police Department's Unmanned Aerial System (UAS) Operations Policy

At the February 25th, 2025 City Council Meeting, we discussed the establishment of an unmanned aerial vehicle (drone) program and presented the City Council with a draft policy. The public had the opportunity to provide feedback and a public hearing took place earlier this evening. I only received one email from a North Branch resident who wanted to express their full support of establishing a drone program.

We reached out to some vendors and the cost to purchase 2 drones and all of the required software/equipment would be around \$6,350. If the City Council approves the draft policy and is favorable to moving ahead with the program, the North Branch Fire Relief Association recently met and approved to cover the entire cost.

Requested Action & Staff Recommendation:

I respectfully request the City Council to approve the Unmanned Aerial System (UAS) Policy.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-169-2025

A RESOLUTION APPROVING THE POLICE DEPARTMENT'S UNMANNED AERIAL SYSTEM (UAS) POLICY

WHEREAS, the North Branch Police Department recognizes the potential benefits of utilizing Unmanned Aircraft Systems (UAS), commonly known as drones, for various law enforcement purposes, including but not limited to, search and rescue, crime scene investigation, and traffic incident management;

WHEREAS, the department is committed to ensuring the responsible and ethical use of UAS technology, while upholding the rights and privacy of citizens;

WHEREAS, the department has developed a comprehensive UAS policy that addresses key operational, safety, and privacy concerns;

THEREFORE, BE IT RESOLVED, that the North Branch City Council hereby approves the attached UAS policy, effective April 8, 2025;

AND BE IT FURTHER RESOLVED, that the policy shall be reviewed and updated periodically, but no less than annually, to ensure its continued relevance and effectiveness;

AND BE IT FURTHER RESOLVED, that all personnel authorized to operate UAS shall receive adequate training and certification, in accordance with the policy and applicable Federal Aviation Administration (FAA) regulations;

Passed by the City Council of North Branch, Minnesota this 8th day of April, 2025.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/03/2025

Board & Commission: City Council

Subject: Consider a letter of support for East Central Energy (ECE) application to the Minnesota Broadband Equity, Access, and Deployment (BEAD) grant.

Message/request from ECE -

East Central Energy (ECE) is excited to begin the application process for the Minnesota Broadband Equity, Access, and Deployment (BEAD) grant in an effort to reach unserved or underserved locations in the North Branch area. Part of this grant process includes collecting letters of support to demonstrate ECE's commitment to community engagement. Your support would help strengthen our application and improve our ability to bring reliable, affordable internet to the homes and businesses in your area.

We kindly ask that all letters of support **be returned to ECE by Tuesday, April 15**, to ensure we can meet the deadline. If you have any questions, please feel free to reach out.

We sincerely thank you for your support!

Matt Heggernes
Business Accounts Specialist | East Central Energy

Voting Requirements:

Voting Options Simple Majority

4/8/2025

Minnesota Office of Broadband Development
180 E 5th St Suite 1200
St. Paul, MN 55101

RE: ECE Letter of Support

Please accept this letter of support from the City of North Branch for East Central Energy's pursuit of Minnesota BEAD grant funding to support the deployment of broadband throughout its service territory. This project will provide access to high-speed internet for our community members that currently do not have adequate internet access, or no internet access at all.

The proposed project to expand broadband infrastructure in North Branch is crucial for several reasons:

Economic Development:

Improved internet access will attract new businesses and create opportunities for existing ones, boosting our local economy.

Educational Advancement:

Students and educators will have the tools they need to succeed in the digital age, closing the achievement gap and preparing our youth for the future.

Healthcare Access:

Reliable internet will enable telehealth services, connecting residents with medical professionals and improving access to healthcare, especially for those in rural areas.

Community Engagement:

Broadband access will allow residents to participate fully in the digital world, connect with family and friends, and access vital information and resources.

I urge you to give this application your full consideration and support. The residents of North Branch deserve access to reliable, high-speed internet, and this project is a vital step towards achieving that goal.

On behalf of the City of North Branch, I would like to express my support for ECE's broadband pursuit.

Respectfully,

Kevin Schieber, Mayor
City of North Branch



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 03/27/2025

Board & Commission: City Council

Subject: Consider the appointment of a City Council member to fill the vacant position with a term ending on December 31, 2026

BACKGROUND:

The City Council accepted the resignation of Mr. Travis Miles from his City Council seat, and declared a vacancy on the Council via Resolution on March 11, 2025. The council's consensus was to accept applications for the position until March 28, and interview candidates on April 4, with the City Council appointing a candidate to fill the seat at the Regular Council meeting on April 8, 2025.

City Council members, at the time of this meeting, will have interviewed the candidates. City Council is now able to discuss and make a decision on filling the vacant seat on the Council.

REQUESTED ACTION:

Motion and Second to appoint someone to fill the vacant Council seat through the end of the term on December 31, 2026.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 04/03/2025

Board & Commission: City Council

Subject: County Road 30 Project and Compost Site Updates

Shawn will provide a verbal update regarding the project's key points. For your awareness, the pre-construction meeting between the county and city took place at City Hall on April 2nd.

The project is scheduled to commence on April 14th, with a full closure beginning on April 21st. Access will be maintained for residents and businesses throughout the project duration. Letters have been sent to all adjacent properties and businesses that will be affected, and I have included a copy for your reference. Weekly project updates will be available on the county website, and our website will provide a direct link for easy access. Additionally, our fire department, police, EMS, and school district will receive weekly email updates.

The project's substantial completion date is set for August 2025, with the final contract completion expected by November 14, 2025. Key components of this project include:

- * Reconstruction of County Road 30 from County Road 17 to Highway 95, including new asphalt and additional turn lanes at key intersections.
- * Installation of a roundabout at 377th Street, equipped with a rapid flashing beacon to ensure safe pedestrian crossings.
- * Construction of a pedestrian-walking asphalt trail on the east side of County Road 30, connecting 377th Street to Maple Street, along with a concrete walkway from County Road 30 on Maple Street east to 7th Avenue, thereby completing a missing segment.

I'd also like to note that the city's summer events, such as Mid-Summer Days, MS-150, Ragnar Relays, and the annual Walk to School Day, will not be impacted by these construction activities.

Regarding the city compost site, it will reopen to residents only starting July 26th, operating from 9:00 a.m. to 12:00 p.m. This date also coincides with the city's clean-up day and compost-free loading event, exclusively for residents. A driver's license will need to be shown to verify residency. The clean-up day will be held at the North Branch Township Hall located at 29113 Notre Dame St. Ne. providing a location for City of North Branch residents to dispose of unwanted tires, electronics, appliances, and mattresses. Please note that there is a fee for dropping off these items. Details, including a fee schedule (the vendor has confirmed that the

2024 rates listed are also applicable for 2025), can be found on our website and Facebook pages and are included for your convenience.

From April 26th onwards, the compost site hours will be Saturdays from 9:00 a.m. to 12:00 p.m., Sundays from 1:00 p.m. to 4:00 p.m., and Wednesdays from 4:00 p.m. to 8:00 p.m. Please be aware that these hours are provisional and may be subject to change based on usage and feedback. Due to some savings from the shortened skating rink season this year, I am exploring the possibility of staffing the site with a part-time employee. I will provide further updates on this matter at our next meeting. This adjustment will be budget-neutral.

Voting Requirements:

Voting Options **Simple Majority**

OFFICES OF:

ADMINISTRATION
ENGINEERING
COUNTY SURVEYOR
FLEET MAINTENANCE
ROAD MAINTENANCE
TRAFFIC OPERATIONS

MAILING ADDRESS:

313 NORTH MAIN STREET
CENTER CITY, MN 55012

PHYSICAL ADDRESS:

31325 OASIS ROAD
CENTER CITY, MN 55012

PHONE: (651) 213-8700

April 2, 2025

RE: County Road 30 (Old US Hwy 61/Forest Blvd) Improvement Project

Dear Property Owner:

The County Road 30 Improvement Project is ready to begin. Last fall, Chisago County received its final project approvals, bid the project, and awarded it to Knife River Corporation. **Road construction activities are anticipated to begin the week of April 14 with the road closing to through traffic on Monday, April 21.**

Some of the roadway improvements include:

- Reconstruction of CR 30 from just south of 372nd St to Maple St. This most notably includes turn lanes, curb and gutter, and storm sewer.
- A new roundabout at 377th St.
- A new trail along the east side of CR 30 from 379th St to Maple St.
- Pavement resurfacing (2" mill and overlay) from CR 17 to just south of 372nd St and from Maple St. to Hwy 95.

These improvements necessitate closing CR 30 to through traffic and Interstate 35 will be utilized as the detour route. We anticipate the project being fully open to traffic by the end of September. The roadway will remain open to residents living along or visiting destinations along the corridor, although how you normally get to these destinations may be different. Included with this letter is a graphic depicting the local access between 372nd St and Hwy 95. To facilitate deeper excavations and/or utility construction, there will be portions of CR 30 that will be fully closed at times. These instances will be communicated in our project updates and through digital message boards placed along CR 30 in advance of the closures. These locations and approximate dates are below:

- Start of project through May: Full closure from the northernmost Golf Course access to Pine St for existing concrete pavement removal and subgrade reconstruction.
- Date TBD in June (likely after the MS 150 bike event on June 8) for approximately 2 weeks: Full closure from 382nd St to 384th St for box culvert reconstruction just north of 382nd St.
- Date TBD in July: Full closure from just south of 377th St to 379th St for roundabout construction.

As you travel through the construction site to your destination, please watch for and pay attention to all road work signage, flagging, and traffic control throughout the project limits. It will be an active and ever-changing construction site, so please drive slowly and safely around the workers and machines. For the residents living along CR 30, there may be times when access to your driveway will be limited, but we will work closely with you and the Contractor to provide proper notification through these instances.

For the residents living along CR 30, mail service is not anticipated to be disrupted; however, a temporary mailbox bank (multiple mailboxes at one location) will likely be used. The location of these mailbox banks will be determined by the Post Office and the Contractor. You will be notified of the location of the mailbox bank. As part of the project, the County will replace non-compliant mailbox supports along the county road with department approved swing-away mailbox supports.

We will place construction updates on the Chisago County website. Please visit www.chisagocountymn.gov, create an account, and sign up for updates regarding this and other Chisago County projects. This project can be found under "Road Construction" in the Quick Links at the bottom left of the home page.

If you have any concerns throughout the project, please reach out to any member of the construction staff:

Mat Campbell
Chisago County Inspector
651-755-7247

Ben Hobert
Chisago County Project Engineer
651-213-8723

City of North Branch Public Works
651-674-8493

Pete Dejongh
Knife River Foreman
320-470-8473

Scott Heidebrink
Knife River Superintendent
320-249-7495

Tom Dobrick
Knife River Project Manager
320-406-4987

We look forward to construction this summer and making CR 30 a safer corridor for all road users. If you have any questions or concerns regarding the project, please do not hesitate to contact me at 651.213.8723 or by email at Ben.Hobert@chisagocountymn.gov. You may also reach the City's Project Manager, Nathan Sondrol, at 651.277.5226 or by email at nathans@ci.north-branch.mn.us.

Sincerely,



Ben Hobert, P.E.
Assistant County Engineer
Chisago County Public Works

cc: Joe Triplett, Chisago County Engineer **
Jim Swenson, Chisago County Commissioner – District 1 **
Nathan Sondrol, North Branch Community Development Director **
Matthew Hill, North Branch City Administrator **

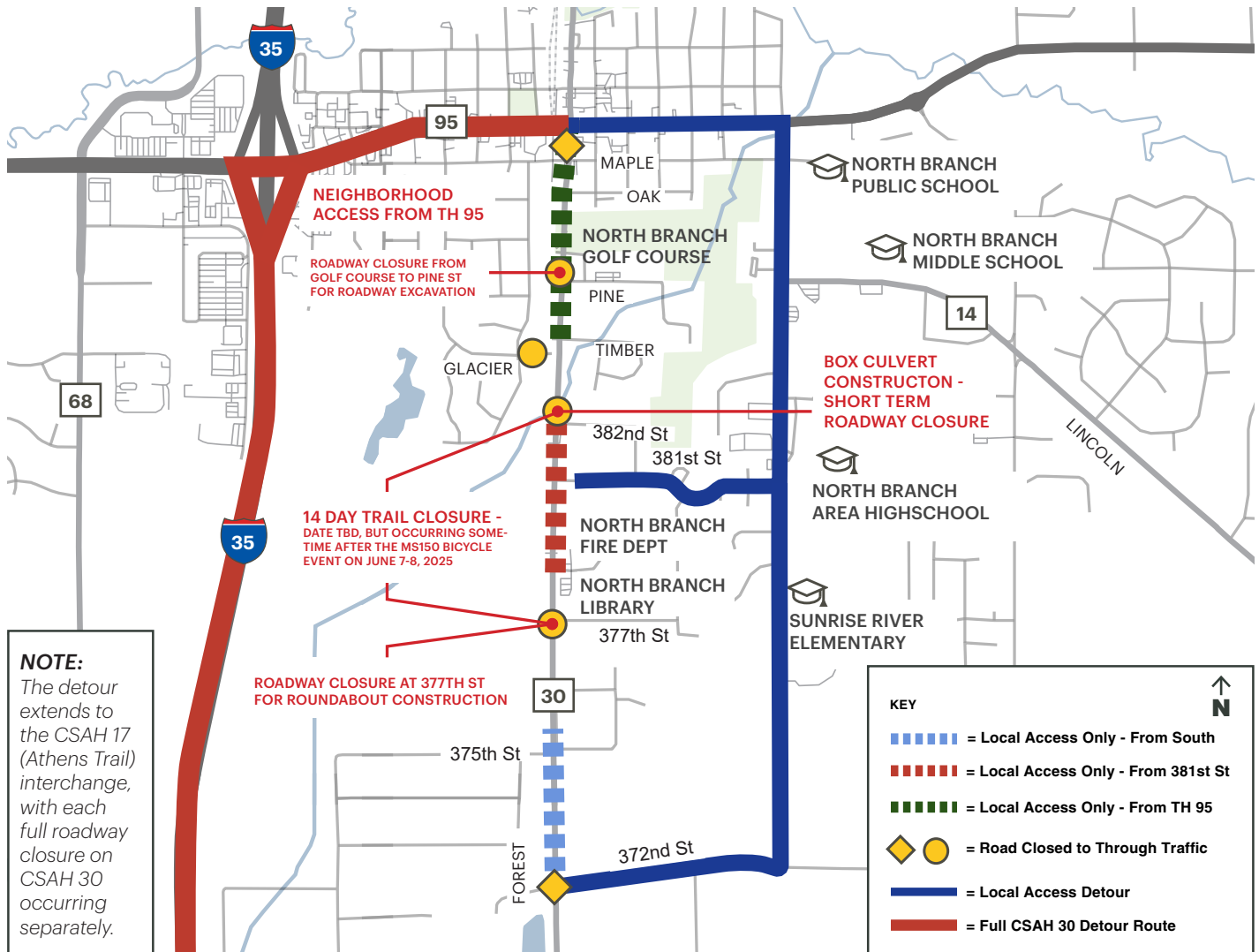
** Denotes electronic copy only

County Road 30

(Forest Blvd)



Corridor Improvement Project-Detour Map



FOR MORE INFORMATION



Visit our website and sign-up for project updates:

<https://www.chisagocountymn.gov/867/Road-Construction>

https://www.ci.north-branch.mn.us/residents/parks/safe_routes_to_school.php

2024 Chisago County Residential Recycling Receipt

CHISAGO CO., 39649 Grand Ave., North Branch, MN 651-213-8920 #5, www.chisagocountymn.gov. Recycler and/or Chisago Co. reserves the right to refuse/limit quantities & determine commercial/business class recyclables. Program terms/conditions subject to change.



QUANTITY	ITEM	☐ AAA	☐ Ever-green	☐ RFW	☐ Recy	☐ SRC	☐ Steel Chick	RESIDENT TOTAL	COUNTY ALSO PAYS:
APPLIANCES:									
	without refrigerator								
	with refrigerator								
	with ammonia								
TIRES:									
	auto (w/rim)								
	light truck (w/rim)								
	semi								
	tractor								
MATTRESSES:									
	mattress (king)								
	box spring								
ELECTRONICS:									
	monitor								
	TV - flat screen								
	TV - CRT								
	TV - extremely large								
	OTHER:								
GRAND TOTAL:									

***MUST FILL OUT COMPLETELY TO GET ABOVE PRICING:**
I declare under penalty of law these items were generated within Chisago Co., and were used for residential or farming purposes, and are not business items:

Signature

Name (print)

Date

Address

City/Zip

Phone

- Program and prices for Residential & Farmstead recycling only: Tire, Appliance, Mattress & Electronics
- No commercial or business items accepted
- County Solid Waste Fund pays part of cost to make recycling more affordable
- Proof of county residency required, must completely fill out form to qualify
- Large Quantity (over 20-Tires, 6-CRTs, 5-Appliances, 6-Mattresses) require additional form and preapproval