



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, APRIL 22, 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. Lynn Cornwell from Moreton Capital Markets INFO
 - b. Arbor Day 2025 Proclamation ACTION
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 - Special Meeting - April 3, 2025, 6PM ACTION
 - c. Approval of Minutes - Regular Meeting - April 8, 2025 7:00 PM ACTION
 - d. Receive EDA Commissioner Nyle LaGrange's Resignation ACTION
 - e. Approval of Job Description of City Clerk ACTION
 - f. Receive Resignation of Liquor Store Manager Janelle Satt ACTION

- g. Approval of Resolution R-173-2025 approves the Fireworks Permit and Contract with Minnesota Pyrotechnics LLC for display of Fireworks/pyrotechnics Special Effects for Midsummer Days on June 20, 2025. ACTION
- h. Receive City Attorney Report for March, 2025 INFO
- i. Approval of LG220 application for exempt permit for Non-Profit lawful gambling for North Branch American Legion Riders Post 85. ACTION
- j. Approval of hiring four new firefighters in the North Branch Fire Department ACTION
- k. Approval of Resolution R-174-2025 Awarding 2025 Pavement Improvement Project Low Bid to Bituminious Roadways, Inc. ACTION
- l. Approval of Resolution R-176-2025 Approving the Reduction of Letter of Credit for Luchts Crossing 4th Addition ACTION
- m. Approval of Resolution R-179-2025 Releasing Developer Obligations as Stated in the Development Agreement for Luchts Crossing 3rd Addition ACTION
- n. Approval of Resolution No. R-181-2025, Releasing Developer Obligations as Stated in the Development Agreement for Townsedge ACTION
- o. Approval of Resolution No. R-183-2025, Accepting the public improvements and Releasing Developer Obligations as Stated in the Site Agreement for Cliffs North Branch Acres ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Finance Update INFO
- b. Consider approval of Resolution #R-172-2025 accepting resignation and declaring a vacancy on the City Council. 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. Consider Approval of Resolution R-175-2025 to apply for a BDPI Grant ACTION

10. MAYOR/CITY COUNCIL

11. ADJOURNMENT

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



Prepared By: Sharon Wright, Finance Director

Presenter:

Date: 03/03/2025

Board & Commission: City Council

Subject: Lynn Cornwell from Moreton Capital Markets

Presentation from Lynn Cornwell, Moreton Capital Markets on the City of North Branch Investments.

Voting Requirements:

PORTFOLIO ANALYTICS RESULTS FOR THE QUARTER ENDING 3/31/2025

Name of Client	Type of Client	Portfolio Size	Duration	Convexity	Callable	Book Yield	Unrealized Gain/Loss	Interest Income	Cash	Cash
North Branch	City	84,745,607	2.30	0.10	19.56%	4.30%	\$ 1,264,790.00	\$ 2,215,901.00	\$ 15,218,657.52	18%
	City	22,554,828	1.39	0.03	2.18%	3.92%	\$ 20,173.00	\$ 649,019.00	\$ 5,210,828.07	23%
	City	51,594,826	2.03	0.07	2.88%	3.68%	\$ (83,208.00)	\$ 1,122,110.00	\$ 4,747,826.00	9%
	City	55,619,671	2.58	0.12	8.27%	3.63%	\$ 402,913.00	\$ 1,094,885.00	\$ 11,970,671.29	22%
	City	80,686,393	1.96	0.06	23.67%	3.38%	\$ (145,500.00)	\$ 1,537,469.00	\$ 19,433,393.44	24%
	City	93,756,717	1.99	0.07	6.57%	3.34%	\$ 537,055.00	\$ 3,308,940.00	\$ 2,012,717.00	2%
	City	42,448,987	1.68	0.06	18.02%	3.32%	\$ 85,156.00	\$ 906,199.00	\$ 13,707,125.62	32%
	City	82,795,958	2.21	0.10	14.61%	3.27%	\$ (69,941.00)	\$ 2,422,457.00	\$ 3,776,368.45	5%
	City	65,957,503	2.35	0.12	28.04%	2.80%	\$ (612,344.00)	\$ 1,162,184.00	\$ 11,628,181.38	18%
	City	33,198,287	2.04	0.08	7.45%	1.04%	\$ (1,565,063.00)	\$ 489,599.00	\$ 13,668,387.58	41%
AVERAGE		61,335,878	2.05	0.08	13.13%	3.27%	\$ (16,596.90)	\$ 1,490,876.30	\$ 10,137,415.64	19%

Fixed Income Analysis

Prepared for: City of North Branch
Data as of 3/31/2025

04/14/2025

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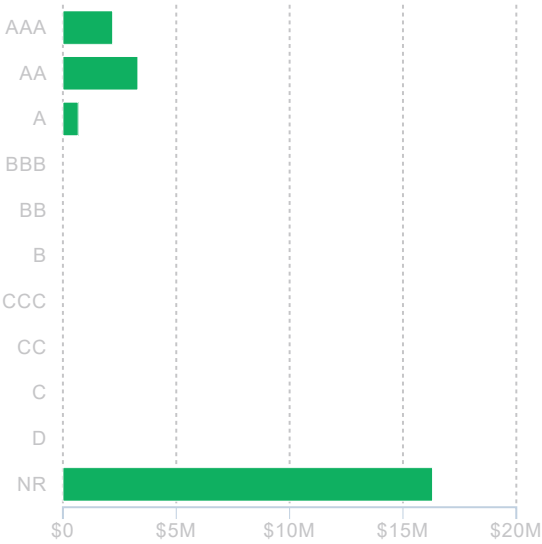
Securities 11

PORTFOLIO SUMMARY

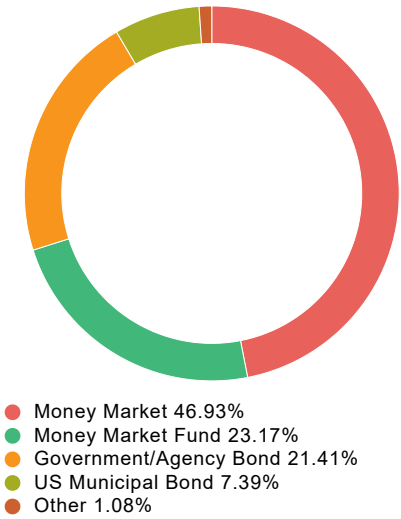
PORTFOLIO STATISTICS

GENERAL	
# of Positions	65
Total Par	22,554,828
Total Market Value	\$22,481,758
Total Accrued Interest	\$101,958
Cash	\$0
Portfolio Value	\$22,583,717
Callable %	2.18%
AVERAGES	
Maturity	09/02/2026 (1.38 Yrs)
Duration	1.385
Coupon	3.795
Price	76.804
Yield to Worst	3.909
Yield to Maturity	4.125
INCOME	
Next 12 Months	\$524,238
Annualized Gross Income	\$649,019
Unrealized Gain/Loss	\$20,173

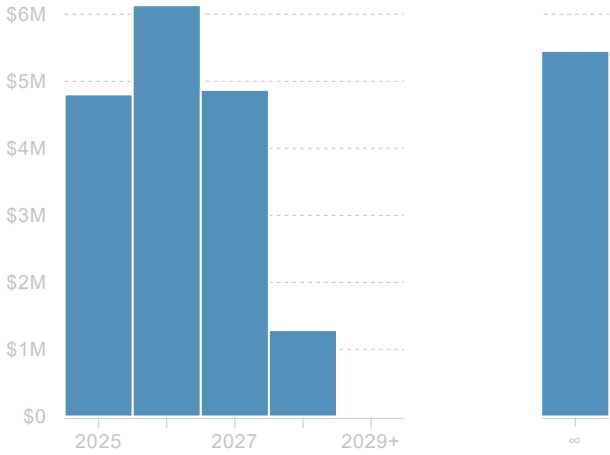
RATING DISTRIBUTION



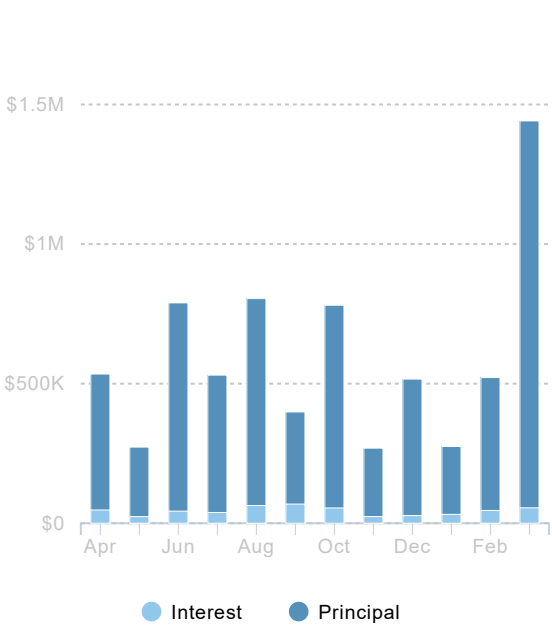
ASSET TYPE DISTRIBUTION



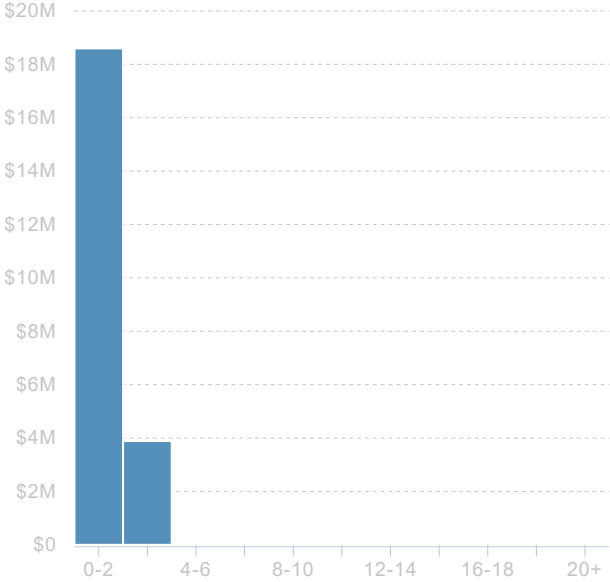
MATURITY DISTRIBUTION



UPCOMING CASH FLOWS



DURATION DISTRIBUTION

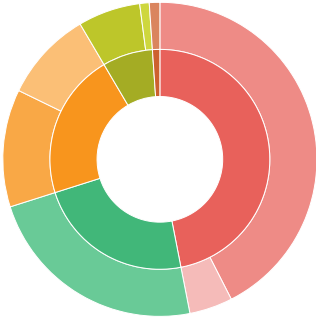


PORTFOLIO STATISTICS

GENERAL		AVERAGES		INCOME	
# of Positions	65	Maturity	09/02/2026 (1.38 Yrs)	Coupon	3.795
Total Par	22,554,828	Years to Worst	08/01/2033 (8.29 Yrs)	Annualized Gross Income	\$649,019
Total Market Value	\$22,481,758	Duration	1.385	CREDIT QUALITY	
Total Accrued Interest	\$101,958	Convexity	0.031	% Non-rated	72.52%
Portfolio Value	\$22,583,717	YIELD		Top Issuer (% and Issuer)	10.85% HXNHRWRL4
		Yield To Worst	3.909	Top Obligor (% and Obligor)	9.30% United States Treasury Notes
		Yield To Maturity	4.125		
		Yield To Call	4.590		
		Acquisition Yield	3.916		

ASSET TYPE DISTRIBUTION

SUMMARY



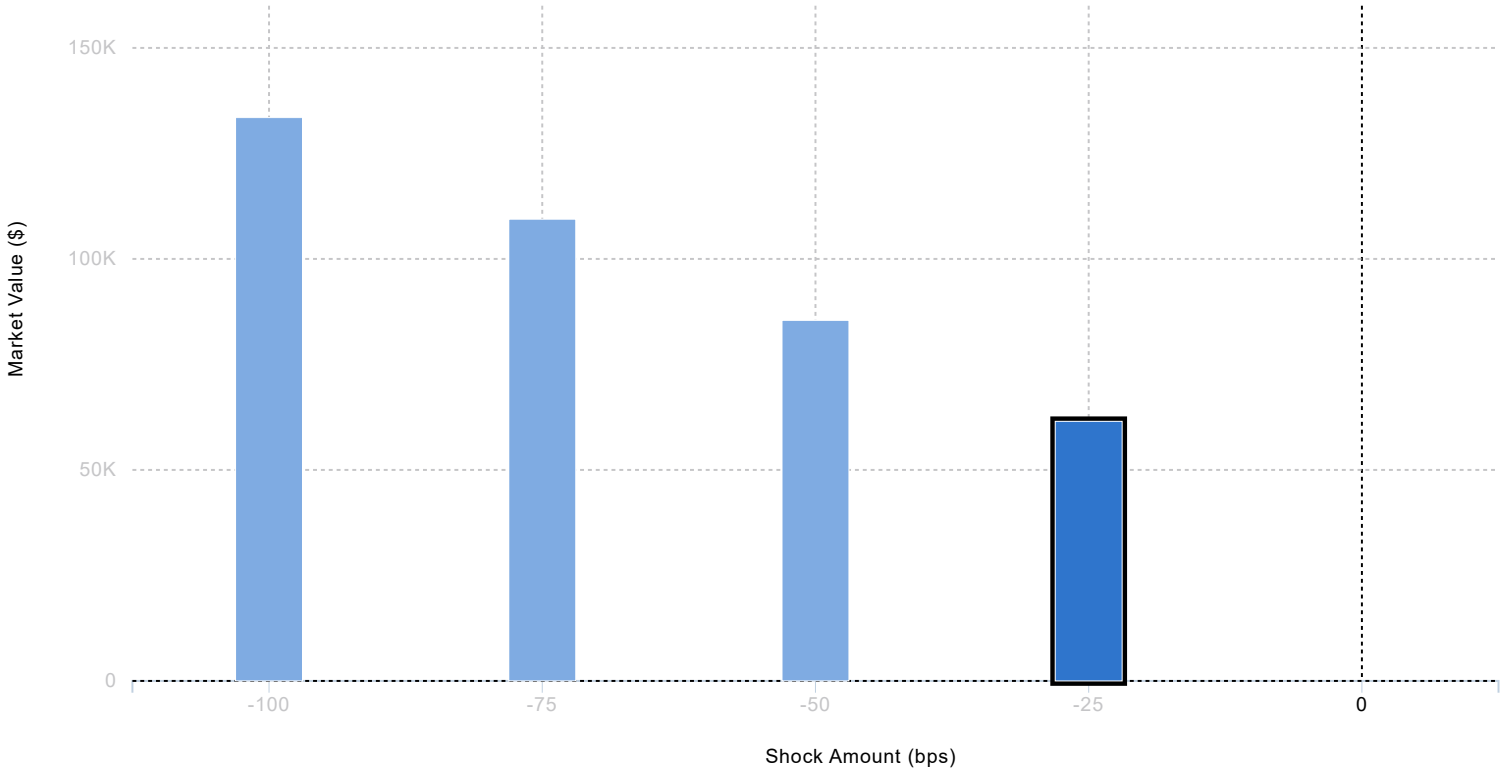
Asset Type	Market Value	Market Value (%)	Portfolio Value (%)	Annualized Income	Positions
▼ Money Market	\$10,551,307	46.93	46.95	\$417,592	40
● Corporation	\$9,551,307	42.48	42.52	\$399,592	39
● Unknown	\$1,000,000	4.44	4.42	\$18,000	1
▼ Money Market Fund	\$5,210,828	23.17	23.07	\$0	6
● Unknown	\$5,210,828	23.17	23.07	\$0	6
▼ Government/Agency Bond	\$4,813,689	21.41	21.51	\$185,422	12
● Bond	\$2,721,563	12.10	12.14	\$97,785	7
● Note	\$2,092,125	9.30	9.36	\$87,637	5
▼ US Municipal Bond	\$1,662,904	7.39	7.38	\$46,004	6
● Unlimited G.O.	\$1,443,898	6.42	6.40	\$41,504	5
● Limited G.O.	\$219,006	0.97	0.97	\$4,500	1
▼ Other	\$243,029	1.08	1.07	\$0	1
● Unknown	\$243,029	1.08	1.07	\$0	1
Totals:	\$22,481,758	100.00	100.00	\$649,019	65

TOP 5 OBLIGORS

SUMMARY

Obligor Name	# Securities	# Positions	Par Value / Par Value %	Market Value / Market Value %	Portfolio Value (%)
United States Treasury Notes	5	5	2,092,000 9.27	\$2,092,125 9.30	9.36
Federal Home Loan Banks	5	5	2,075,000 9.19	\$2,043,842 9.09	9.12
Federal Farm Credit Banks	2	2	674,000 2.98	\$677,721 3.01	3.02
INDEPENDENCE KANS	1	1	400,000 1.77	\$401,196 1.78	1.78
PORTSMOUTH VA	1	1	400,000 1.77	\$366,740 1.63	1.63
Totals:	14	14	5,641,000 25.01	\$5,581,625 24.82	24.92

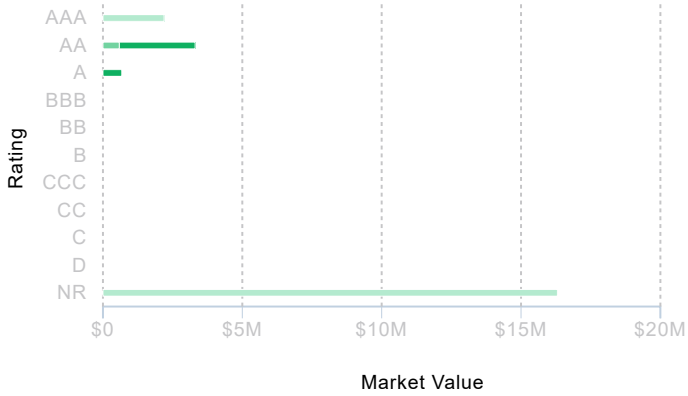
SHOCK ANALYSIS



SUMMARY

Event Type	Before	After (-25 bps)	Change (Actual)	Change (%)
Average Price	99.545	99.928	0.382	0.38
Average Yield	4.121	3.802	-0.318	-7.72
Average OAD	1.376	0.958	-0.417	-30.34
Market Value	\$16,027,901	\$16,089,417	\$61,516	0.38

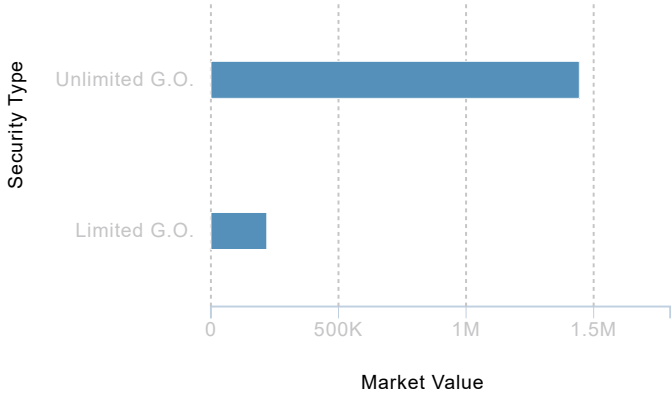
RATING DISTRIBUTION



SUMMARY

Rating	Market Value	Market Value (%)
AAA	\$2,194,083	9.75
AA	\$3,307,309	14.71
A	\$675,200	3.00
BBB	\$0	0.00
BB	\$0	0.00
B	\$0	0.00
CCC	\$0	0.00
CC	\$0	0.00
C	\$0	0.00
D	\$0	0.00
NR	\$16,305,164	72.52
Totals:	\$22,481,758	100.00

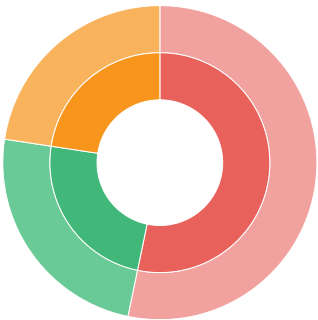
MUNICIPAL SECURITY TYPE DISTRIBUTION



SUMMARY

Security Type	Market Value	Market Value (%)	Portfolio Value (%)
Unlimited G.O.	\$1,443,898	86.82	6.47
Limited G.O.	\$219,006	13.17	0.98
Totals:	\$1,662,904	100.00	7.46

MUNICIPAL PURPOSE CLASS DISTRIBUTION

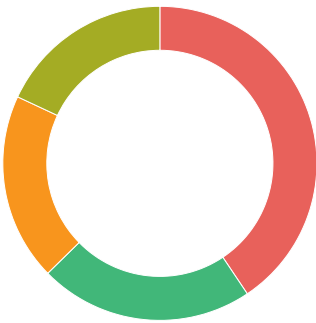


SUMMARY

Municipal Purpose Class	Market Value	Market Value (%)	Portfolio Value (%)
State/Local	\$885,746	53.26	3.97
General ...	\$885,746	53.26	3.97
Water & Sewer	\$401,196	24.12	1.79
Water	\$401,196	24.12	1.79
Education	\$375,962	22.60	1.68
Primary/secondary ...	\$375,962	22.60	1.68
Totals:	\$1,662,904	100.00	7.46

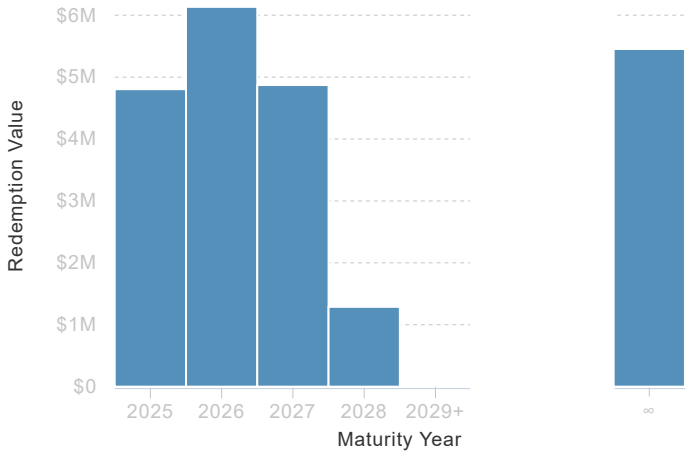
MUNICIPAL STATE OF ISSUE DISTRIBUTION

SUMMARY



State	Market Value	Market Value (%)	Portfolio Value (%)
KS	\$675,200	40.60	3.02
VA	\$366,740	22.05	1.64
TX	\$320,964	19.30	1.44
CA	\$300,000	18.04	1.34
Totals:	\$1,662,904	100.00	7.46

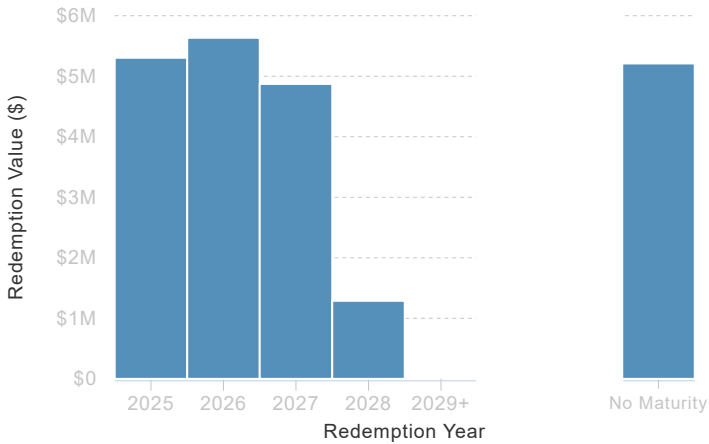
MATURITY DISTRIBUTION



SUMMARY

Maturity Year	Redemption Value	Redemption %
2025	\$4,805,000	21.30
2026	\$6,135,000	27.20
2027	\$4,872,000	21.60
2028	\$1,289,000	5.71
2029+	\$0	0.00
No Maturity	\$5,453,828	24.18
Totals:	\$22,554,828	100.00

CALL ADJUSTED MATURITY DISTRIBUTION



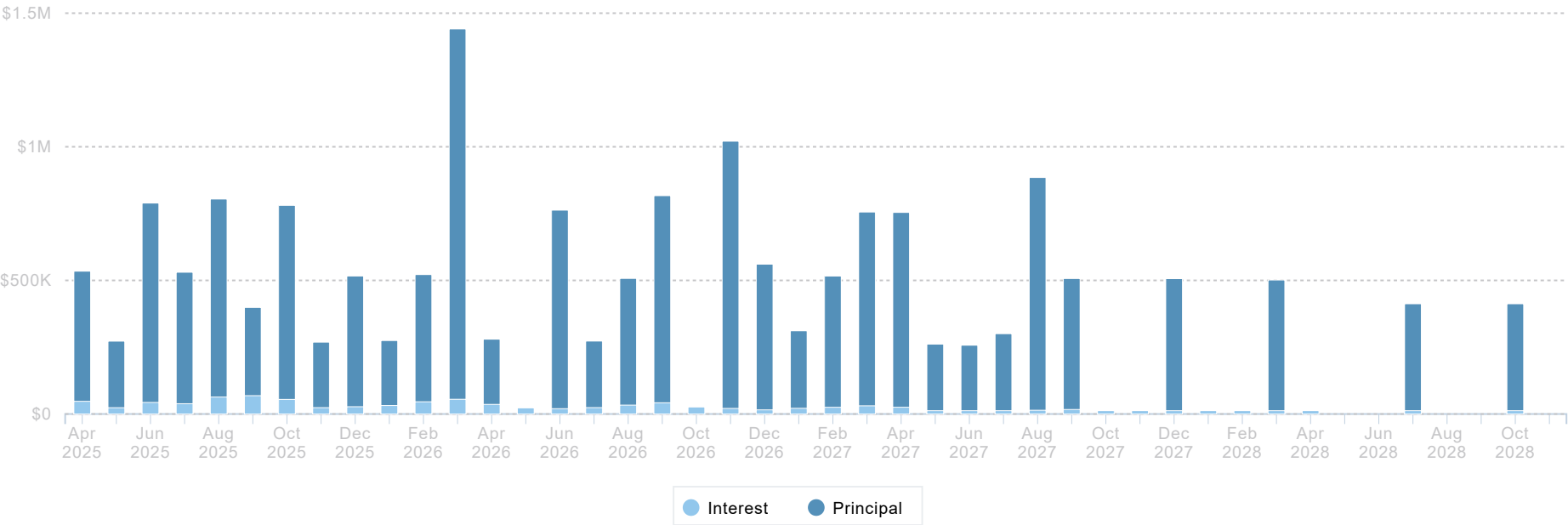
SUMMARY

Redemption Year	Redemption	Redemption %
2025	\$5,305,000	23.77
2026	\$5,635,000	25.25
2027	\$4,872,000	21.83
2028	\$1,289,000	5.77
2029+	\$0	0.00
No Maturity	\$5,210,828	23.35
Totals:	\$22,311,828	100.00

UPCOMING CASH FLOWS

Period: Next 60 Months Payment Type: Both

Apr. 2025 - Mar. 2030



SECURITIES

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
13063DGB8	300	CALIFORNIA ST ...	3.375	04/01/2025	WR NR	100.000		-	\$300,000	-

FIXED INCOME ANALYSIS

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
12547CAY4	244	CIBC Bank USA (...	4.600	04/14/2025	- -	99.984		-	\$243,960	-
83407DBP0	243	SoFi Bank, National ...	5.450	04/30/2025	- -	100.060	3.980 3.980	0.044 0.000	\$243,145 \$6,023	\$145
84287PJH6	249	Southern First Bank ...	4.700	05/14/2025	- -	100.035	4.273 4.273	0.082 0.000	\$249,087 \$0	\$87
254673F68	246	Discover Bank 3.1% CD ...	3.100	06/02/2025	- -	99.789	4.629 4.629	0.133 0.000	\$245,480 \$2,799	\$624
3130AWLY4	500	Federal Home Loan ...	5.125	06/13/2025	Aaa AA+	100.146	4.156 4.156	0.163 0.001	\$500,730 \$8,612	\$557
949764DN1	248	Wells Fargo Bank, ...	5.050	07/18/2025	- -	100.211	4.233 4.233	0.257 0.000	\$248,523 \$926	\$895
63983RCP2	244	Needham Bank 4.6% CD ...	4.600	07/25/2025	- -	100.081	4.264 4.264	0.276 0.002	\$244,197 \$2,429	\$883
664122AF5	241	NorthEast Community ...	0.450	08/20/2025	- -	98.535	4.670 4.670	0.349 0.001	\$237,469 \$74	\$11,483
91282CHV6	500	United States ...	5.000	08/31/2025	Aaa -	100.287	4.202 4.202	0.372 0.003	\$501,435 \$3,057	\$2,359
3130B0Z44	330	Federal Home Loan ...	5.125	09/12/2025	Aaa AA+	100.303	4.355 4.355	0.404 0.003	\$330,999 \$1,503	\$798
319513CF2	239	First Citizens ...	4.500	10/20/2025	- -	100.175	4.153 4.153	0.496 0.005	\$239,418 \$5,244	\$418
95763PTC5	243	Western Alliance Bank ...	5.050	10/27/2025	- -	100.492	4.109 4.109	0.514 0.005	\$244,195 \$5,749	\$1,195

FIXED INCOME ANALYSIS

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
33646CQZ0	244	First Source Bank ...	4.750	10/28/2025	-	100.323	4.124	0.529	\$244,788	\$788
					-		4.124	0.004	\$1,428	
744039CF3	245	Provident Savings ...	4.050	11/24/2025	-	99.875	4.251	0.601	\$244,693	-\$306
					-		4.251	0.006	\$570	
33847GBS0	244	Flagstar Bank ...	4.650	12/29/2025	-	100.352	4.126	0.686	\$244,858	\$858
					-		4.126	0.008	\$3,326	
55316CDD5	245	M1 Bank (Missouri) ...	4.050	12/29/2025	-	99.894	4.199	0.682	\$244,740	-\$259
					-		4.199	0.007	\$4,567	
06051XFE7	243	Bank of America, N.A. ...	4.950	01/05/2026	-	100.616	4.068	0.705	\$244,496	\$1,496
					-		4.068	0.008	\$3,328	
097281CC1	232	Bogota Savings Bank ...	4.450	02/06/2026	-	100.292	4.070	0.792	\$232,677	\$677
					-		4.070	0.009	\$1,866	
90458JCG9	244	Unibank (Washington) ...	4.450	02/06/2026	-	100.244	4.130	0.792	\$244,595	\$595
					-		4.130	0.010	\$1,993	
3133EP4K8	386	Federal Farm Credit ...	4.625	03/05/2026	Aaa	100.482	4.065	0.863	\$387,860	\$4,037
					AA+		4.065	0.013	\$1,934	
HCS21T206	1,000	Neighborhood Bank CD	1.800	03/06/2026	-	100.000	1.800	-	\$1,000,000	-
404730EM1	244	Haddon Savings Bank ...	4.600	04/13/2026	-	100.520	4.062	0.966	\$245,268	\$1,268
					-		4.062	0.014	\$61	
69324MBG9	249	PCSB Bank Brewster ...	4.200	06/11/2026	-	100.128	4.087	1.129	\$249,318	\$318
					-		4.087	0.014	\$85	
740367VB0	245	Preferred Bank 4.2% ...	4.200	06/11/2026	-	100.128	4.087	1.129	\$245,313	\$313
					-		4.087	0.014	\$84	

FIXED INCOME ANALYSIS

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
89388CJX7	249	Transportation ...	4.100	06/15/2026	- -	100.023	4.080 4.080	1.140 0.014	\$249,057 \$0	\$57
32022RWQ6	249	First Financial Bank ...	4.200	07/31/2026	- -	100.154	4.078 4.078	1.258 0.017	\$249,383 \$343	\$383
448474TQ9	225	HUTTO TEX TAXABLE GO ...	2.000	08/01/2026	- AA	97.336	4.128 4.128	1.256 0.022	\$219,006 \$912	\$1,219
06221LAK9	249	Bank of Frankewing ...	4.300	08/10/2026	- -	100.290	4.074 4.074	1.284 0.018	\$249,722 \$146	\$722
815904DN4	285	SEDGWICK CNTY KANS ...	1.270	09/01/2026	- A+	96.142	4.174 4.174	1.343 0.025	\$274,004 \$432	\$1,273
02007G3P6	245	Ally Bank Sandy ...	3.950	09/21/2026	- -	99.811	4.083 4.083	1.382 0.026	\$244,536 \$689	-\$463
68621KCY5	245	Oriental Bank ...	3.700	09/28/2026	- -	99.449	4.091 4.091	1.402 0.027	\$243,650 \$447	\$68
3130APPP4	500	Federal Home Loan ...	2.000	11/23/2026	Aaa	98.190	4.196	1.323	\$490,950	-\$9,050
			05/23/2025@100.000	AA+			4.318	0.021	\$1,416	
3130APPS8	500	Federal Home Loan ...	2.100	11/23/2026	Aaa	96.872	4.129	1.545	\$484,360	-\$15,640
				AA+			4.129	0.032	\$4,112	
3130APY33	245	Federal Home Loan ...	1.900	12/14/2026	Aaa	96.654	3.994	1.606	\$236,802	\$2,082
				AA+			3.994	0.034	\$1,551	
91282CJP7	300	United States ...	4.375	12/15/2026	Aaa	100.703	3.933	1.576	\$302,109	\$1,133
				-			3.933	0.033	\$4,326	
91282CJT9	290	United States ...	4.000	01/15/2027	Aaa	100.106	3.934	1.663	\$290,307	\$1,457
				-			3.934	0.036	\$2,851	

FIXED INCOME ANALYSIS

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
88054RBZ2	244	Tennessee State Bank ...	4.150	02/09/2027	-	100.109	4.082	1.731	\$244,265	\$265
							4.082	0.039	\$1,775	
919853KM2	247	Valley National Bank ...	4.450	02/22/2027	-	100.705	4.053	1.768	\$248,741	\$1,741
							4.053	0.036	\$1,565	
307811KH1	235	Farmers & Merchants ...	3.800	03/22/2027	-	99.439	4.102	1.859	\$233,681	-\$1,318
							4.102	0.037	\$611	
81425PBX8	245	Security First Bank, ...	4.000	03/22/2027	-	99.814	4.098	1.842	\$244,544	-\$455
							4.098	0.043	\$644	
66405SEX4	245	Northeast Bank 4% CD ...	4.000	03/24/2027	-	99.804	4.104	1.847	\$244,519	-\$480
							4.104	0.044	\$563	
91282CKJ9	480	United States ...	4.500	04/15/2027	Aaa	101.152	3.896	1.860	\$485,529	\$2,350
							3.896	0.045	\$10,740	
74160NLV0	249	Prime Alliance Bank ...	4.050	04/19/2027	-	99.936	4.083	1.925	\$248,840	-\$159
							4.083	0.040	\$745	
909557LM0	249	United Bankers Bank ...	4.200	05/28/2027	-	100.223	4.090	2.022	\$249,555	\$555
							4.090	0.044	\$487	
254300AL0	245	The Dime Bank 4.05% ...	4.050	06/09/2027	-	99.910	4.094	2.058	\$244,779	-\$220
							4.094	0.045	\$135	
3133ERMB4	288	Federal Farm Credit ...	4.250	07/23/2027	Aaa AA+	100.646	3.948	2.131	\$289,860	\$1,307
							3.948	0.057	\$2,754	
66702RZC9	100	NORTHSIDE TEX INDPT ...	5.000	08/15/2027	Aaa	101.958	4.110	2.174	\$101,958	-\$135
							4.110	0.060	\$819	
303117DN2	249	Fahey Banking Co. ...	4.200	08/30/2027	-	100.237	4.095	2.255	\$249,590	\$590
							4.095	0.054	\$487	

FIXED INCOME ANALYSIS

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
91282CFH9	522	United States ...	3.125	08/31/2027	Aaa	98.227	3.912	2.257	\$512,744	\$5,052
					-		3.912	0.064	\$1,994	
89235MPB1	245	Toyota Financial ...	3.600	09/09/2027	-	98.809	4.122	2.272	\$242,082	\$668
					-		4.122	0.064	\$869	
02589AFE7	245	American Express ...	3.800	09/20/2027	-	99.297	4.104	2.297	\$243,277	-\$1,722
					-		4.104	0.065	\$688	
29367RNJ1	245	Enterprise Bank ...	4.150	12/10/2027	-	100.096	4.112	2.511	\$245,235	\$235
					-		4.112	0.067	\$111	
15118RT31	249	Celtic Bank of Salt ...	4.050	12/20/2027	-	99.837	4.114	2.533	\$248,594	-\$405
					-		4.114	0.069	\$690	
38150VQ93	244	Goldman Sachs Bank ...	4.300	03/06/2028	-	100.472	4.123	2.688	\$245,151	\$1,151
					-		4.123	0.088	\$1,178	
32002KAY2	245	First County Bank of ...	4.250	03/14/2028	-	100.354	4.121	2.740	\$245,867	\$867
					-		4.121	0.080	\$0	
73723RN33	400	PORTSMOUTH VA TAXABLE ...	1.400	07/15/2028	Aa2	91.685	4.159	3.112	\$366,740	-\$195
					AA+		4.159	0.114	\$1,384	
453488VM7	400	INDEPENDENCE KANS ...	4.290	10/01/2028	-	100.299	4.196	3.183	\$401,196	-\$2,003
					A+		4.196	0.122	\$810	
15987UBD9	243			No Maturity	-	100.012			\$243,029	-
					-			-		
H806CBBB9	2,169,890.34	Associated Money ...		No Maturity	-	1.000	3.920		\$2,169,890	-
					-			-		
HLBC7JMF3	390,949.93	Bremer Checking		No Maturity	-	1.000	0.000		\$390,949	-
					-			-		

FIXED INCOME ANALYSIS

Security ID	Quantity	Description	Coupon	Maturity / Next Call	Moody's / S&P	Price	Yield / YTM	Duration / Convexity	Market Value / Accrued Interest	Gain-Loss
HLYNMBNS5	50,230.08	Wells Fargo Cash and ...		No Maturity	-	1.000	3.910	-	\$50,230	-
HQ9C62E70	60,075.92	Xpress Cash Balance		No Maturity	-	1.000	0.000	-	\$60,075	-
HV9LGAYX1	99,392.20	Associated Checking		No Maturity	-	1.000	0.000	-	\$99,392	-
HXNHRWRL4	2,440,289.60	Bremer Money Market		No Maturity	-	1.000	4.300	-	\$2,440,289	-
Totals:	5,228,172.07								\$22,481,758	\$20,173

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Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/17/2025

Board & Commission: Parks, Trails and Open Space Commission

Subject: Arbor Day 2025 Proclamation

Arbor Day is celebrated on the last Friday in April in the United States. It is marked by the planting of trees and emphasizes caring for them as a way to sustainably protect our planet's natural resources. This year an arbor day event is tentatively scheduled for April 25, 2025. Attached is a draft proclamation for the event.

Earth Day is the annual U.S. celebration of the environment and a time for Americans to assess the work still needed to protect the natural gifts of our planet. Earth Day began on April 22, 1970, and is celebrated annually on April 22nd.

Chisago County Master Gardeners, Chisago Soil Water and Conservation District and the City plan to host an event on April 25, 2025 Clayton Anderson Family Memorial Nature Park. The event consists of demonstrations of buckthorn removal and native plant identification at the park.

Voting Requirements:

Voting Options Simple Majority



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to reducing the erosion of topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Kevin Schieber, Mayor of the City of North Branch, do hereby proclaim April 25, 2025 as **ARBOR DAY**
In the City of North Branch, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 22nd day of April, 2025

Mayor _____



4/25/2025 CELEBRATE ARBOR DAY

Join us to celebrate the earth we've been given!

Our environment affords us many pleasures. We find calmness, peace and even healing in nature. Join Chisago County Master Gardeners and the City of North Branch to learn more about the importance of planting Native Plants as well as Buckthorn removal and management.

Arbor Day encourages us to celebrate and plant trees and we would like you to join us as we celebrate together.

More information email: humb0025@umn.edu



5:00 pm ~ 6:30 pm

Learn About:

- Buckthorn Control
- Native Plants

Bring Your Gloves!
Let's get our hands
dirty together!

**Hands-on
demonstrations on
Buckthorn Control.**
Learn about native
prairies.

We only have ONE
EARTH ~ Let's take
care of it!

**Second Workshop
Day, June 14, 2025
10am - 12 Noon**

LOCATION
Clayton Anderson
Family Memorial
Nature Park
38689 Hemingway Ave
North Branch, MN
55056



Prepared By: Sharon Wright, Finance Director

Presenter:

Date: 02/24/2025

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5749 to 5769 - \$231,800.67

Checks

91265 to 91349- \$217,913.55

Payroll

04/11/2025 - \$113,708.05

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 04/11/2025 - 9:57AM
Batch: 00002.04.2025 - 04112025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	Ace Solid Waste			Check Sequence: 1	ACH Enabled: False
11742817T067	TRASH SERVICE FOR APRIL 2025	102.31	04/11/2025	101-45500-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	107.28	04/11/2025	615-49550-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	308.52	04/11/2025	101-43000-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	245.56	04/11/2025	602-49450-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	58.13	04/11/2025	615-49550-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	65.02	04/11/2025	101-42280-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	140.44	04/11/2025	609-49750-50387	
11742817T067	TRASH SERVICE FOR APRIL 2025	210.45	04/11/2025	101-41940-50387	
	Check Total:	1,237.71			
Vendor: 1646	Ameritas			Check Sequence: 2	ACH Enabled: False
0411 AMER	OTHER RETIREMENT	90.00	04/11/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1031	Aspen Mills			Check Sequence: 3	ACH Enabled: False
349989	JOB SHIRTS/PATCHES/EMBROIDERY	2,117.25	04/11/2025	101-42280-50237	
	Check Total:	2,117.25			
Vendor: 1305	c/o Berkley Risk Administrators Company League Of MN Cities Ins. Trust-WC			Check Sequence: 4	ACH Enabled: False
1005016-8	WORKERS COMP PREMIUM	-3,445.00	04/11/2025	602-49450-50151	
1005016-8	WORKERS COMP PREMIUM	532.00	04/11/2025	609-49750-50151	
1005016-8	WORKERS COMP PREMIUM	5.00	04/11/2025	101-41110-50151	
1005016-8	WORKERS COMP PREMIUM	-2,359.00	04/11/2025	615-49550-50151	
1005016-8	WORKERS COMP PREMIUM	167.00	04/11/2025	101-41500-50151	
1005016-8	WORKERS COMP PREMIUM	-29.00	04/11/2025	101-41910-50151	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1005016-8	WORKERS COMP PREMIUM	32,757.00	04/11/2025	101-43000-50151	
1005016-8	WORKERS COMP PREMIUM	242.00	04/11/2025	609-48000-50151	
1005016-8	WORKERS COMP PREMIUM	-3,445.00	04/11/2025	612-49700-50151	
1005016-8	WORKERS COMP PREMIUM	56.00	04/11/2025	101-41310-50151	
1005016-8	WORKERS COMP PREMIUM	-87.00	04/11/2025	101-42400-50151	
1005016-8	WORKERS COMP PREMIUM	1,254.00	04/11/2025	101-42280-50151	
1005016-8	WORKERS COMP PREMIUM	9,497.00	04/11/2025	101-42110-50151	
1005016-8	WORKERS COMP PREMIUM	-3,605.00	04/11/2025	101-45000-50151	
1005016-8	WORKERS COMP PREMIUM	56.00	04/11/2025	101-41400-50151	
	Check Total:	31,596.00			
Vendor: 2019	Quadient, Inc			Check Sequence: 5	ACH Enabled: False
MAR 2025	MARCH POSTAGE	500.00	04/11/2025	101-41940-50322	
	Check Total:	500.00			
	Total for Check Run:	35,540.96			
	Total of Number of Checks:	5			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 04/17/2025 - 1:26PM
Batch: 00003.04.2025 - 04172025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00033	JESSICA AMANN			Check Sequence: 1	ACH Enabled: False
	Refund Check 008569-000, 6722 ELM ST	11.38	04/15/2025	612-00000-20200	
	Refund Check 008569-000, 6722 ELM ST	26.50	04/15/2025	602-00000-20200	
	Refund Check 008569-000, 6722 ELM ST	1.49	04/15/2025	615-00000-20200	
	Refund Check 008569-000, 6722 ELM ST	36.55	04/15/2025	615-00000-20200	
	Check Total:	75.92			
Vendor: 1662	Amazon Capital Services			Check Sequence: 2	ACH Enabled: False
11TD-PWF4-WKF6	PENS, LITHIUM BATTERIES, USB	60.14	04/17/2025	101-42110-50210	
1DYH-KHKQ-9JQT	BODY CAM CARRIER X2	60.00	04/17/2025	101-42110-50210	
1GH3-7633-394Q	OFFICE SUPPLIES, FIRST AID KIT	213.00	04/17/2025	101-42110-50210	
	Check Total:	333.14			
Vendor: 1025	Anderson and Koch Ford			Check Sequence: 3	ACH Enabled: False
511614	SQUAD 219 LMC CLAIM CA424509	10,507.39	04/17/2025	101-42110-50404	
	Check Total:	10,507.39			
Vendor: UB*00035	ARTHUR REO INC			Check Sequence: 4	ACH Enabled: False
	Refund Check 006967-000, 6596 CEDAR ST	5.98	04/15/2025	612-00000-20200	
	Refund Check 006967-000, 6596 CEDAR ST	19.28	04/15/2025	615-00000-20200	
	Refund Check 006967-000, 6596 CEDAR ST	13.95	04/15/2025	602-00000-20200	
	Refund Check 006967-000, 6596 CEDAR ST	0.78	04/15/2025	615-00000-20200	
	Refund Check 006967-000, 6596 CEDAR ST	1.07	04/15/2025	602-00000-20200	
	Refund Check 006967-000, 6596 CEDAR ST	0.71	04/15/2025	615-00000-20200	
	Check Total:	41.77			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1029	Artisan Beer Company			Check Sequence: 5	ACH Enabled: False
	BEER	0.00	04/17/2025	609-48000-50252	
	THC	0.00	04/17/2025	609-48000-50254	
	THC	0.00	04/17/2025	609-49750-50254	
	BEER	0.00	04/17/2025	609-49750-50252	
	Check Total:	0.00			
Vendor: 1036	AT & T Mobility			Check Sequence: 6	ACH Enabled: False
287294265529X04	MOBILE SERVICES 2/26 TO 3/25	1,362.27	04/17/2025	101-41420-50321	
	Check Total:	1,362.27			
Vendor: 1040	Axon Enterprise, Inc.			Check Sequence: 7	ACH Enabled: False
338268	TRAINING MATERIALS	720.00	04/17/2025	101-42110-50332	
338432	TRAINING MATERIALS	356.80	04/17/2025	101-42110-50332	
	Check Total:	1,076.80			
Vendor: 2207	Beaudry Oil & Service, Inc			Check Sequence: 8	ACH Enabled: False
2926473	DIESEL FUEL	3,328.77	04/17/2025	101-43000-50212	
	Check Total:	3,328.77			
Vendor: 1049	Bellboy Corporation			Check Sequence: 9	ACH Enabled: False
0207269400	LIQUOR	4,123.78	04/17/2025	609-49750-50251	
0207269400	WINE	262.68	04/17/2025	609-49750-50253	
0207271400	LIQUOR	979.24	04/17/2025	609-48000-50251	
0207349600	LIQUOR	2,677.25	04/17/2025	609-48000-50251	
	Check Total:	8,042.95			
Vendor: 1655	Bent Brewstillery			Check Sequence: 10	ACH Enabled: False
INV-014789	THC	140.00	04/17/2025	609-49750-50254	
	Check Total:	140.00			
Vendor: 1052	Bernicks			Check Sequence: 11	ACH Enabled: False
10340305	BEER	5,707.35	04/17/2025	609-49750-50252	
10340305	N/A SALES	83.40	04/17/2025	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10340306	BEER CREDIT	-50.16	04/17/2025	609-49750-50252	
10340313	BEER	1,176.75	04/17/2025	609-48000-50252	
10342817	THC	96.00	04/17/2025	609-49750-50254	
10342818	BEER	4,025.55	04/17/2025	609-49750-50252	
10342818	N/A SALES	157.50	04/17/2025	609-49750-50250	
10342819	N/A SALES	75.54	04/17/2025	609-49750-50250	
10342820	BEER CREDIT	-55.56	04/17/2025	609-49750-50252	
10342825	BEER	948.95	04/17/2025	609-48000-50252	
	Check Total:	12,165.32			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 12	ACH Enabled: False
120796711	LIQUOR	108.00	04/17/2025	609-48000-50251	
120797749	LIQUOR	951.08	04/17/2025	609-48000-50251	
120797867	LIQUOR	1,761.70	04/17/2025	609-49750-50251	
120876662	LIQUOR	1,674.50	04/17/2025	609-49750-50251	
120876663	N/A SALES	341.88	04/17/2025	609-49750-50250	
120876664	WINE	218.60	04/17/2025	609-49750-50253	
	Check Total:	5,055.76			
Vendor: 2247	Jason Cardinal			Check Sequence: 13	ACH Enabled: False
NBRCH25-2	Public Safety Employment Background	1,040.00	04/17/2025	101-42110-50300	
	Check Total:	1,040.00			
Vendor: UB*00034	LLOYD CARLSON			Check Sequence: 14	ACH Enabled: False
	Refund Check 007477-000, 38266 GOLDEN O.	41.80	04/15/2025	615-00000-20200	
	Refund Check 007477-000, 38266 GOLDEN O.	0.31	04/15/2025	602-00000-20200	
	Refund Check 007477-000, 38266 GOLDEN O.	30.29	04/15/2025	602-00000-20200	
	Refund Check 007477-000, 38266 GOLDEN O.	1.68	04/15/2025	615-00000-20200	
	Refund Check 007477-000, 38266 GOLDEN O.	13.02	04/15/2025	612-00000-20200	
	Refund Check 007477-000, 38266 GOLDEN O.	0.20	04/15/2025	615-00000-20200	
	Check Total:	87.30			
Vendor: 1095	Chisago Co. Training Assoc.			Check Sequence: 15	ACH Enabled: False
NBPD2025	2025 DUES	300.00	04/17/2025	101-42110-50332	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	300.00			
Vendor: 1098 04072025	Chisago County Auditor-Treasurer SHARE OF 2025 DITCH MAINTENANCE	274.59	04/17/2025	Check Sequence: 16 612-49700-50439	ACH Enabled: False
	Check Total:	274.59			
Vendor: 1902 331288	CivicPlus LLC SELF PUBLISHING SOFTWARE	1,260.00	04/17/2025	Check Sequence: 17 101-41400-50300	ACH Enabled: False
	Check Total:	1,260.00			
Vendor: 2206 W635278	Core & Main LP WP#1 VALVE REPLACEMENT	6,983.58	04/17/2025	Check Sequence: 18 615-49550-50404	ACH Enabled: False
	Check Total:	6,983.58			
Vendor: 1228 20129532	Gregory M. Crowell WINDSHIELD REPAIR ON 936	70.00	04/17/2025	Check Sequence: 19 101-43000-50404	ACH Enabled: False
	Check Total:	70.00			
Vendor: 1122 02-500939	Crystal Springs Ice N/A SALES	189.44	04/17/2025	Check Sequence: 20 609-49750-50250	ACH Enabled: False
	Check Total:	189.44			
Vendor: 1129 2436591	Dahlheimer Distributing THC	75.00	04/17/2025	Check Sequence: 21 609-48000-50254	ACH Enabled: False
2436592	BEER	3,445.70	04/17/2025	609-48000-50252	
2436790	THC	865.50	04/17/2025	609-49750-50254	
2436812	N/A SALES	31.00	04/17/2025	609-48000-50250	
2436813	LIQUOR	49.50	04/17/2025	609-48000-50251	
2436827	LIQUOR	219.33	04/17/2025	609-49750-50251	
2436828	N/A SALES	89.25	04/17/2025	609-49750-50250	
2436829	BEER	10,803.80	04/17/2025	609-49750-50252	
2442200	THC	154.00	04/17/2025	609-48000-50254	
2442201	BEER	3,562.25	04/17/2025	609-48000-50252	
2442202	LIQUOR	495.00	04/17/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2442203	THC	448.50	04/17/2025	609-49750-50254	
2442204	N/A SALES	228.25	04/17/2025	609-49750-50250	
2442205	BEER	10,320.50	04/17/2025	609-49750-50252	
	Check Total:	30,787.58			
Vendor: 1859	Christopher D. Darst			Check Sequence: 22	ACH Enabled: False
02022024	AMT WITHHELD FROM FINAL CHECK	45.50	04/17/2025	101-00000-21708	
02022024	AMT WITHHELD FROM FINAL CHECK	20.65	04/17/2025	101-00000-21715	
	Check Total:	66.15			
Vendor: 1143	Dr Pepper Snapple Group			Check Sequence: 23	ACH Enabled: False
4849203603	N/A SALES	202.50	04/17/2025	609-49750-50250	
	Check Total:	202.50			
Vendor: 1981	Express Services Inc			Check Sequence: 24	ACH Enabled: False
32138631	TEMP EMPLOYEE 25 HOURS	725.00	04/17/2025	101-41400-50300	
32174959	TEMP EMPLOYEE 23.75 HOURS	688.75	04/17/2025	101-41400-50300	
	Check Total:	1,413.75			
Vendor: 1175	F.I.R.E.			Check Sequence: 25	ACH Enabled: False
7247	OSHA DEPT REFRESHER 1/27/2025	650.00	04/17/2025	101-42280-50332	
	Check Total:	650.00			
Vendor: 1180	Ferguson US Holdings, Inc			Check Sequence: 26	ACH Enabled: False
544963	WATER METER GASKETS	37.86	04/17/2025	615-49550-50210	
	Check Total:	37.86			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 27	ACH Enabled: False
FOR FEB 2025	GENERAL MUNI & REAL ESTATE	461.25	04/17/2025	609-48000-50304	
FOR FEB 2025	GENERAL MUNI & REAL ESTATE	3,548.80	04/17/2025	101-41610-50304	
FOR FEB 2025	GENERAL MUNI & REAL ESTATE	2,057.50	04/17/2025	101-41610-50304	
FOR FEB 2025	GENERAL MUNI & REAL ESTATE	578.75	04/17/2025	101-00000-21128	
FOR FEB 2025	GENERAL MUNI & REAL ESTATE	102.50	04/17/2025	101-42110-50304	
FOR MAR 2025	LABOR & EMP CONSULT	3,162.50	04/17/2025	101-41610-50304	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	9,911.30			
Vendor: 2240 617633	GigFire LLC PARKS WIFI SYSTEM)	179.95	04/17/2025	Check Sequence: 28 101-41420-50243	ACH Enabled: False
	Check Total:	179.95			
Vendor: 1224 FOR MAR 2025	Tammy Gimpl MARCH MONTHLY RATE FOR SERVICE	350.00	04/17/2025	Check Sequence: 29 101-42700-50310	ACH Enabled: False
	Check Total:	350.00			
Vendor: 1216 5030645	Gopher State One-Call, Inc. 188 BILLABLE LOCATES	84.60	04/17/2025	Check Sequence: 30 612-49700-50300	ACH Enabled: False
5030645	188 BILLABLE LOCATES	84.60	04/17/2025	602-49450-50300	
5030645	188 BILLABLE LOCATES	84.60	04/17/2025	615-49550-50300	
	Check Total:	253.80			
Vendor: 1217 10112024	John Goshey AMT WITHHELD FROM FINAL CK	51.22	04/17/2025	Check Sequence: 31 101-00000-21715	ACH Enabled: False
10112024	AMT WITHHELD FROM FINAL CK	17.50	04/17/2025	101-00000-21708	
10112024	AMT WITHHELD FROM FINAL CK	73.75	04/17/2025	101-00000-21706	
	Check Total:	142.47			
Vendor: 1222 2503731	Granite Electronics CIVIL DEFENSE PROGRAMMING	310.11	04/17/2025	Check Sequence: 32 101-42500-50404	ACH Enabled: False
	Check Total:	310.11			
Vendor: 1239 7020318	Hawkins, Inc. WASTEWATER CHEMICALS	1,086.76	04/17/2025	Check Sequence: 33 602-49450-50210	ACH Enabled: False
7035328	WASTEWATER CHEMICALS	1,480.14	04/17/2025	602-49450-50210	
7035741	WATER CHEMICALS	40.00	04/17/2025	615-49550-50210	
	Check Total:	2,606.90			
Vendor: 1998 100001015033	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY NETWORK SWITCHES & FIREWALLS	1,849.78	04/17/2025	Check Sequence: 34 101-41420-50244	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,849.78			
Vendor: 1243	Hildi Inc			Check Sequence: 35	ACH Enabled: False
16845	GASB 75 PREP/REVIEW/ANALYSIS	3,200.00	04/17/2025	101-41500-50301	
	Check Total:	3,200.00			
Vendor: 2244	Matthew Hill			Check Sequence: 36	ACH Enabled: False
04.02-04.03	COUNTY ASSESSMENT REPORT	39.20	04/17/2025	101-41310-50331	
620652	EMPLOYEE APPRECIATION	31.14	04/17/2025	101-49990-50430	
70403	EMPLOYEE APPRECIATION	6.98	04/17/2025	101-49990-50430	
I35 TEST	I35 INVESTMENT TESTIFY	46.20	04/17/2025	101-41310-50331	
	Check Total:	123.52			
Vendor: 1246	Hohensteins, Inc.			Check Sequence: 37	ACH Enabled: False
811135	BEER	320.50	04/17/2025	609-49750-50252	
811136	N/A SALES	36.00	04/17/2025	609-48000-50250	
811136	BEER	315.00	04/17/2025	609-48000-50252	
	Check Total:	671.50			
Vendor: 1252	Hotsy Equipment Of Minnesota			Check Sequence: 38	ACH Enabled: False
24911	SALT NEUTRALIZER	529.00	04/17/2025	101-43000-50210	
	Check Total:	529.00			
Vendor: UB*00031	GRAFFCO INC			Check Sequence: 39	ACH Enabled: False
	Refund Check 006900-000, 6455 OAK ST	35.75	04/15/2025	612-00000-20200	
	Refund Check 006900-000, 6455 OAK ST	83.14	04/15/2025	602-00000-20200	
	Refund Check 006900-000, 6455 OAK ST	0.66	04/15/2025	615-00000-20200	
	Refund Check 006900-000, 6455 OAK ST	114.74	04/15/2025	615-00000-20200	
	Refund Check 006900-000, 6455 OAK ST	1.04	04/15/2025	602-00000-20200	
	Refund Check 006900-000, 6455 OAK ST	4.62	04/15/2025	615-00000-20200	
	Check Total:	239.95			
Vendor: 2142	Insight Brewing Company, LLC			Check Sequence: 40	ACH Enabled: False
22954	BEER	221.55	04/17/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
23142	THC	180.00	04/17/2025	609-49750-50254	
	Check Total:	401.55			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 41	ACH Enabled: False
1882013	APPEAL & EQUALIZATION	3.90	04/17/2025	101-41400-50351	
965388	ADVERTISING	70.00	04/17/2025	609-49750-50340	
	Check Total:	73.90			
Vendor: 1268	IUOE Local #49			Check Sequence: 42	ACH Enabled: False
FOR APR 2025	UNION DUES	455.00	04/17/2025	101-00000-21708	
	Check Total:	455.00			
Vendor: 1279	Johnson Brothers Liquor Co.			Check Sequence: 43	ACH Enabled: False
	WINE CREDIT	-23.66	04/17/2025	609-49750-50253	
	LIQUOR CREDIT	-49.14	04/17/2025	609-49750-50251	
124790	LIQUOR CREDIT	-15.50	04/17/2025	609-49750-50251	
128393	WINE CREDIT	-14.33	04/17/2025	609-49750-50253	
128394	LIQUOR CREDIT	-23.76	04/17/2025	609-49750-50251	
128395	WINE CREDIT	-13.33	04/17/2025	609-49750-50253	
128396	WINE CREDIT	-85.82	04/17/2025	609-49750-50253	
2760947	LIQUOR	386.44	04/17/2025	609-49750-50251	
2760948	WINE	884.34	04/17/2025	609-49750-50253	
2760949	N/A SALES	116.46	04/17/2025	609-49750-50250	
2760950	LIQUOR	1,886.62	04/17/2025	609-49750-50251	
2760951	WINE	91.64	04/17/2025	609-49750-50253	
2760952	WINE	161.82	04/17/2025	609-48000-50253	
2760953	LIQUOR	204.82	04/17/2025	609-48000-50251	
2760954	WINE	379.49	04/17/2025	609-48000-50253	
2760955	LIQUOR	81.82	04/17/2025	609-48000-50251	
2760956	WINE	129.82	04/17/2025	609-48000-50253	
2760957	N/A SALES	49.82	04/17/2025	609-48000-50250	
2761940	LIQUOR	2,597.04	04/17/2025	609-49750-50251	
2765591	LIQUOR	417.99	04/17/2025	609-49750-50251	
2765593	LIQUOR	139.33	04/17/2025	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2765594	LIQUOR	217.82	04/17/2025	609-49750-50251	
2765595	THC	342.60	04/17/2025	609-49750-50254	
2765596	WINE	146.12	04/17/2025	609-49750-50253	
2765597	LIQUOR	129.82	04/17/2025	609-49750-50251	
2765598	LIQUOR	1.82	04/17/2025	609-48000-50251	
2765599	LIQUOR	846.10	04/17/2025	609-48000-50251	
2765600	N/A SALES	38.82	04/17/2025	609-48000-50250	
2765601	WINE	239.86	04/17/2025	609-48000-50253	
2765602	THC	137.04	04/17/2025	609-48000-50254	
2765603	LIQUOR	117.32	04/17/2025	609-48000-50251	
2765604	LIQUOR	736.38	04/17/2025	609-48000-50251	
276941	LIQUOR	1,523.68	04/17/2025	609-48000-50251	
	Check Total:	11,779.29			
Vendor: 2249	KMG TOOLS INC			Check Sequence: 44	ACH Enabled: False
3122516946	SCAN TOOL	1,200.00	04/17/2025	101-42110-50404	
3122516946	SCAN TOOL	1,200.00	04/17/2025	101-43000-50404	
	Check Total:	2,400.00			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 45	ACH Enabled: False
002206	BEER	156.00	04/17/2025	609-49750-50252	
	Check Total:	156.00			
Vendor: 1321	Locators & Supplies, Inc.			Check Sequence: 46	ACH Enabled: False
319942	HARD HATS & PAINT	364.84	04/17/2025	615-49550-50210	
319942	HARD HATS & PAINT	364.85	04/17/2025	602-49450-50210	
	Check Total:	729.69			
Vendor: 1176	M Health Fairview			Check Sequence: 47	ACH Enabled: False
15008232220	VISIT 15008232220 ON 3/13/2025	116.00	04/17/2025	851-42110-50430	
	Check Total:	116.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 48	ACH Enabled: False
800016	BEER	5,492.55	04/17/2025	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
800017	N/A SALES	42.80	04/17/2025	609-49750-50250	
800017	THC	143.52	04/17/2025	609-49750-50254	
800017	BEER	8,116.35	04/17/2025	609-49750-50252	
800240	BEER CREDIT	-32.50	04/17/2025	609-49750-50252	
801057	N/A SALES	21.40	04/17/2025	609-49750-50250	
801057	THC	71.76	04/17/2025	609-49750-50254	
801057	LIQUOR	67.20	04/17/2025	609-49750-50251	
801057	BEER	8,276.20	04/17/2025	609-49750-50252	
801078	THC	71.76	04/17/2025	609-48000-50254	
801078	BEER	1,063.00	04/17/2025	609-48000-50252	
801078	LIQUOR	214.50	04/17/2025	609-48000-50251	
801102	LIQUOR CREDIT	-28.93	04/17/2025	609-49750-50251	
801104	LIQUOR	120.60	04/17/2025	609-49750-50251	
801479	LIQUOR CREDIT	-10.05	04/17/2025	609-48000-50251	
801479	BEER CREDIT	-89.30	04/17/2025	609-48000-50252	
8860626	BEER CREDIT	-98.00	04/17/2025	609-48000-50252	
	Check Total:	23,442.86			
Vendor: 1644	Mega Beer			Check Sequence: 49	ACH Enabled: False
IN-23167	THC	163.70	04/17/2025	609-48000-50254	
IN-23167	BEER	157.50	04/17/2025	609-48000-50252	
IN-23624	THC	78.50	04/17/2025	609-48000-50254	
IN-23624	BEER	409.00	04/17/2025	609-48000-50252	
	Check Total:	808.70			
Vendor: 1386	MN Dept Of Labor /Industry Bld			Check Sequence: 50	ACH Enabled: False
Q1 BP SURCHARGE	Q1 BLDG PERMIT SURCHARGE	2,587.20	04/17/2025	101-00000-21716	
	Check Total:	2,587.20			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 51	ACH Enabled: False
MW13-006	BEER	48.00	04/17/2025	609-49750-50252	
	Check Total:	48.00			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 52	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
8281854122	AUDIO ACC-REMOTE SPEAKER MICRO	958.00	04/17/2025	101-42280-50320	
	Check Total:	958.00			
Vendor: 1413	MPCA - 64893			Check Sequence: 53	ACH Enabled: False
10000203394	ANNUAL PERMIT FOR GENERATORS	914.10	04/17/2025	620-49600-50236	
	Check Total:	914.10			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 54	ACH Enabled: False
661602052025	LIFE INSURANCE	64.00	04/17/2025	101-00000-21714	
	Check Total:	64.00			
Vendor: 2047	NEONLINK LLC			Check Sequence: 55	ACH Enabled: False
3069	WEB PORTAL ACCESS	84.20	04/17/2025	615-49550-50300	
3069	WEB PORTAL ACCESS	84.20	04/17/2025	612-49700-50300	
3069	WEB PORTAL ACCESS	84.20	04/17/2025	602-49450-50300	
	Check Total:	252.60			
Vendor: UB*00036	MATT NORMAN			Check Sequence: 56	ACH Enabled: False
	Refund Check 005024-000, 39479 ASH CT	0.89	04/15/2025	615-00000-20200	
	Refund Check 005024-000, 39479 ASH CT	15.93	04/15/2025	602-00000-20200	
	Refund Check 005024-000, 39479 ASH CT	30.85	04/15/2025	602-00000-20200	
	Refund Check 005024-000, 39479 ASH CT	19.97	04/15/2025	615-00000-20200	
	Refund Check 005024-000, 39479 ASH CT	21.97	04/15/2025	615-00000-20200	
	Refund Check 005024-000, 39479 ASH CT	6.85	04/15/2025	612-00000-20200	
	Check Total:	96.46			
Vendor: 1763	Office of MNIT Services-Accounts Receivable			Check Sequence: 57	ACH Enabled: False
DV25030443	WIDE AREA NETWORK SERVICES	1,150.00	04/17/2025	101-41420-50243	
	Check Total:	1,150.00			
Vendor: 1465	Paustis Wine Company			Check Sequence: 58	ACH Enabled: False
262383	WINE	614.50	04/17/2025	609-49750-50253	
262384	WINE	336.50	04/17/2025	609-49750-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	951.00			
Vendor: 1474	Phillips Wine & Spirits, Inc.			Check Sequence: 59	ACH Enabled: False
	LIQUOR CREDIT	-5.92	04/17/2025	609-49750-50251	
	WINE CREDIT	-32.76	04/17/2025	609-49750-50253	
6935934	LIQUOR	761.02	04/17/2025	609-48000-50251	
694518	LIQUOR	185.82	04/17/2025	609-48000-50251	
6954516	LIQUOR	461.28	04/17/2025	609-49750-50251	
6954517	WINE	270.92	04/17/2025	609-49750-50253	
6954517	LIQUOR	81.82	04/17/2025	609-49750-50251	
6954519	WINE	133.46	04/17/2025	609-48000-50253	
6954520	N/A SALES	1.82	04/17/2025	609-48000-50250	
6958122	LIQUOR	786.88	04/17/2025	609-49750-50251	
6958123	LIQUOR	532.70	04/17/2025	609-49750-50251	
6958123	WINE	141.10	04/17/2025	609-49750-50253	
6958124	WINE	229.10	04/17/2025	609-48000-50253	
6958125	N/A SALES	89.82	04/17/2025	609-48000-50250	
	Check Total:	3,637.06			
Vendor: UB*00037	PINECREEK COUNTRY COLLECTIBLES & ANTIQUE			Check Sequence: 60	ACH Enabled: False
	Refund Check 012499-000, 6344 MAIN ST	1.92	04/15/2025	615-00000-20200	
	Refund Check 012499-000, 6344 MAIN ST	0.62	04/15/2025	602-00000-20200	
	Refund Check 012499-000, 6344 MAIN ST	25.53	04/15/2025	615-00000-20200	
	Refund Check 012499-000, 6344 MAIN ST	1.03	04/15/2025	615-00000-20200	
	Refund Check 012499-000, 6344 MAIN ST	0.40	04/15/2025	615-00000-20200	
	Refund Check 012499-000, 6344 MAIN ST	7.95	04/15/2025	612-00000-20200	
	Refund Check 012499-000, 6344 MAIN ST	18.51	04/15/2025	602-00000-20200	
	Check Total:	55.96			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 61	ACH Enabled: False
138932	BUSINESS CARDS-NEW HR	99.99	04/17/2025	101-41430-50210	
138932	BUSINESS CARDS-NEW PLANNER	99.99	04/17/2025	101-41910-50210	
	Check Total:	199.98			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1494 2025239317	Red Bull Distribution Company N/A SALES	404.32	04/17/2025	Check Sequence: 62 609-49750-50250	ACH Enabled: False
	Check Total:	404.32			
Vendor: 1499 25-30858	Riteway Business Forms	238.90	04/17/2025	Check Sequence: 63 101-41940-50210	ACH Enabled: False
	Check Total:	238.90			
Vendor: 2066 B016783 B016784 B016791	RMB Environmental Laboratories, Inc. WASTEWATER LAB TESTING WASTEWATER LAB TESTING ANNUAL COMPOST TESTING	105.00 142.10 469.20	04/17/2025 04/17/2025 04/17/2025	Check Sequence: 64 615-49550-50315 602-49450-50315 612-49700-50300	ACH Enabled: False
	Check Total:	716.30			
Vendor: UB*00032	SHEFFER GROUP LLC Refund Check 006627-000, 37565 GRANITE C Refund Check 006627-000, 37565 GRANITE C Refund Check 006627-000, 37565 GRANITE C Refund Check 006627-000, 37565 GRANITE C	12.39 93.78 222.06 306.29	04/15/2025 04/15/2025 04/15/2025 04/15/2025	Check Sequence: 65 615-00000-20200 612-00000-20200 602-00000-20200 615-00000-20200	ACH Enabled: False
	Check Total:	634.52			
Vendor: 2070 485308	Short-Elliott-Hendrickson, Inc. GENERATOR EMISSION REPORT	1,250.00	04/17/2025	Check Sequence: 66 620-49600-50300	ACH Enabled: False
	Check Total:	1,250.00			
Vendor: 1527 MN92409	Small Lot MN WINE	495.00	04/17/2025	Check Sequence: 67 609-49750-50253	ACH Enabled: False
	Check Total:	495.00			
Vendor: 1534 2606996 2606996 2607478 2607479	Southern Glazers Wine & Spirits of Minnesota LIQUOR WINE LIQUOR WINE	2,656.61 602.47 1,275.07 437.54	04/17/2025 04/17/2025 04/17/2025 04/17/2025	Check Sequence: 68 609-48000-50251 609-48000-50253 609-49750-50251 609-49750-50253	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2608087	LIQUOR	209.80	04/17/2025	609-49750-50251	
2609753	LIQUOR	448.13	04/17/2025	609-48000-50251	
2609753	WINE	175.04	04/17/2025	609-48000-50253	
2610287	LIQUOR	2,300.11	04/17/2025	609-49750-50251	
2610288	WINE	108.90	04/17/2025	609-49750-50253	
9626434	CREDIT TAKE ERRONEOUSLY	4.87	04/17/2025	609-49750-50251	
9626709	CREDIT TAKE ERRONEOUSLY	0.06	04/17/2025	609-49750-50251	
9630392	CREDIT TAKE ERRONEOUSLY	33.51	04/17/2025	609-49750-50251	
9630704	CREDIT TAKE ERRONEOUSLY	0.13	04/17/2025	609-49750-50251	
	Check Total:	8,252.24			
Vendor: 1542	Staples			Check Sequence: 69	ACH Enabled: False
6028842253	PAPER SHREDDER	299.99	04/17/2025	101-41940-50210	
	Check Total:	299.99			
Vendor: 1191	Stein Services, LLC			Check Sequence: 70	ACH Enabled: False
2502216	ANNUAL FLOW CALIBRATION	2,805.00	04/17/2025	615-49550-50300	
2502216	ANNUAL FLOW CALIBRATION	330.00	04/17/2025	602-49450-50300	
	Check Total:	3,135.00			
Vendor: 1550	Streichers			Check Sequence: 71	ACH Enabled: False
1755633	NEW HIRE UNIFORM ITEMS -KR	2,002.67	04/17/2025	101-42110-50237	
1755925	NEW HIRE UNIFORM ITEM - KR	5.99	04/17/2025	101-42110-50237	
1756148	UNIFORM ITEMS - DS	226.97	04/17/2025	101-42110-50237	
1756153	UNIFORM ITEMS - DS	29.98	04/17/2025	101-42110-50237	
	Check Total:	2,265.61			
Vendor: 1553	Sunrise Hydraulics, Inc.			Check Sequence: 72	ACH Enabled: False
6031	REPAIR SNOW PLOW CYLINDER	735.35	04/17/2025	101-43000-50404	
	Check Total:	735.35			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 73	ACH Enabled: False
553226077	COPIER LEASE	185.00	04/17/2025	101-41420-50219	
553391301	COPIER LEASE	958.08	04/17/2025	101-41420-50219	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,143.08			
Vendor: 1597	Vessco, Inc.			Check Sequence: 74	ACH Enabled: False
97166	PUMP REGULATORS	1,817.78	04/17/2025	602-49450-50404	
	Check Total:	1,817.78			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 75	ACH Enabled: False
3642882	N/A SALES	244.30	04/17/2025	609-49750-50250	
3642943	N/A SALES	188.90	04/17/2025	609-49750-50250	
	Check Total:	433.20			
Vendor: 1611	Watson Company			Check Sequence: 76	ACH Enabled: False
148682	UNIFORMS	100.00	04/17/2025	609-49750-50237	
148682	UNIFORMS	100.00	04/17/2025	609-48000-50237	
148885	N/A SALES	849.06	04/17/2025	609-49750-50250	
	Check Total:	1,049.06			
Vendor: 2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 77	ACH Enabled: False
276168	ENVELOPES FOR UTILITIES	131.82	04/17/2025	615-49550-50210	
278953	ENVELOPES FOR UTILITIES	26.32	04/17/2025	612-49700-50210	
278953	ENVELOPES FOR UTILITIES	26.31	04/17/2025	602-49450-50210	
278953	ENVELOPES FOR UTILITIES	26.32	04/17/2025	615-49550-50210	
	Check Total:	210.77			
Vendor: 1623	Winebow, Inc.			Check Sequence: 78	ACH Enabled: False
46430	WINE CREDIT	-160.00	04/17/2025	609-48000-50253	
MN00164390	WINE	706.00	04/17/2025	609-49750-50253	
	Check Total:	546.00			
Vendor: 1627	WS & D Permit Service			Check Sequence: 79	ACH Enabled: False
BP 13576	REFUND BP 13576	89.00	04/17/2025	101-00000-32210	
	Check Total:	89.00			
Vendor: 1635	Zarnoth Brush Works, Inc.			Check Sequence: 80	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
201595	STREET SWEEPER BROOMS	1,518.00	04/17/2025	612-49700-50404	
	Check Total:	1,518.00			
	Total for Check Run:	182,372.59			
	Total of Number of Checks:	80			

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 4/17/2025 11:53 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5750	1044	Bank Charges, Miscellaneous	02/07/2025	8.32
5751	1941	WEX, Inc.	02/25/2025	112.25
5753	1362	Minnesota Dept of Revenue	02/14/2025	28,871.00
5754	1362	Minnesota Dept of Revenue	02/14/2025	1,036.00
5755	1033	Associated Bank	02/14/2025	27.20
5756	2096	Xpress Solutions Inc	02/07/2025	2,074.77
5757	2146	Bremer Bank	02/24/2025	140.94
5758	1424	N.B. Fire Relief Association	02/14/2025	942.38
5759	1424	N.B. Fire Relief Association	02/26/2025	111.00
5760	1431	Nationwide Retirement Solution	04/11/2025	5.00
5760	1044	Bank Charges, Miscellaneous	11/04/2024	1,592.99
5761	1585	United States Treasury	04/11/2025	34,845.49
5761	1044	Bank Charges, Miscellaneous	12/03/2024	1,721.74
5762	1468	PERA (Payroll W/H)	04/11/2025	32,949.25
5763	1118	Commissioner Of Revenue (W/H)	04/11/2025	8,049.85
5764	1372	Minnesota State Retirement	04/11/2025	2,598.56
5765	2107	US BANK - CREDIT CARDS	03/07/2025	59,287.60
5766	1941	WEX, Inc.	03/28/2025	5,769.92
5767	1941	WEX, Inc.	03/14/2025	5,769.92
5768	1899	BlueCross/Blue Shield Minnesota	04/01/2025	43,769.45
5769	1630	XCEL Energy	03/21/2025	2,117.04
Report Total (21 checks):				231,800.67

North Branch City Council Minutes – Special meeting

Thursday, April 3, 2025, 6:00 PM

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

Members present:

Robert Canada, Jeff Goulet, Mayor Kevin Schieber and City Administrator Matthew Hill

1. CALL TO ORDER

- a. Mayor Schieber called the meeting to order at 5:58 pm and led the Pledge of Allegiance.

2. PLEDGE OF ALLEGIANCE

3. Roll call – Members Canada, Goulet, Mayor Schieber in attendance

4. AGENDA APPROVAL – Member Goulet made a motion to accept agenda as presented, seconded by Member Canada, All Aye, passed unanimously.

5. Mayor and City Council Members interviewed City Council applicants to fill the vacancy. Mr. Phil Carlson was interviewed. Council went into recess at 6:25. Council reopened the meeting at 7:05 to interview Paul Schneidewind. Council went into recess at 7:26. Council reopened the meeting at 7:38 to interview Patrick Meacham. Council went into recess at 8:00. Council reopened the meeting at 8:06 to interview Jim Ibinger.

6. ADJOURNMENT

- a. Motion by Mayor Schieber to adjourn the meeting at 8:28 PM, seconded by Member Canada, all aye.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

North Branch City Council Minutes

TUESDAY, APRIL 8, 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 -
 - a. Presentation from Lakes Center for Youth & Families, Jim Schoppenhorst presenting
 - b. Presentation from East Central Energy Fiber Project update, Dennis Rice presenting
 - c. Presented award for North Branch Wastewater Treatment Facility, Jamie and Paxton present to receive the award.
6. PUBLIC COMMENT –
 - a. Steve Cich - The City of North Branch is open for business, he prefers not to have single vendor service for refuse collection, received friendly customer service at Liquor Store.
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 25, 2025, 7:00 PM

- c. Approval of application for garbage hauler license.
- d. Approval of LG220 application for exempt permit for non-profit lawful gambling for Long Spurs of Sunrise River
- e. Approval of LG220 application for exempt permit for non-profit lawful gambling for Full Contact Booster Club
- f. Approval of Resolution R-167-2025 approving the Vacation of Drainage & Utility Easement within Sunrise Bluff 3rd Addition.
- 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.
- h. Approval of Resolution R-171-2025 approving the agreement between the City of North Branch and the IUOE 49ers 2025-2027.
- i. Approval of Resolution R-170-2025 approving 2025 Street Crack-seal quotes.
- j. Approval to shift Utility Billing Clerk from Public Works Department to Finance Department.

8. PUBLIC HEARINGS

- a. Mayor opens public hearing regarding the Police Department's Drove Program and policy. (7:54pm)
 - i. Chief Dan Meyer states that they received one written message of support, and no other comments.
 - ii. County Commissioner Jim Swenson supports the use and policy. Suggests we have a contest to name the drones.
 - iii. No other public Comments
- b. Mayor Closes Public Hearing

9. STAFF REPORTS

- a. Approval of Resolution R-169-2025 approving the Police Department's unmanned aerial system (UAS) operations policy. Canada made a motion to approve, Seconded by Member Goulet, all aye, passed unanimously.

- b. Request was heard for a letter of support for grant opportunity for ECE in their Fiber project. Member Goulet made a motion to approve and sign the letter of support provided by Administrator Hill, seconded by Member Canada, All Aye, passed unanimously.
- c. Council deliberated upon the appointment of a new City Council member to fill the vacant position with a term ending on December 31,2026. Discussion by members highlighting the needs of the City and what applicants were able to bring to the Council. Motion by Goulet to appoint Jim Ibinger to the position, seconded by Member Schaps, motion failed due to a tie after a roll call vote. Goulet and Schaps - Aye, Canada and Schieber - Nay.

Motion by Mayor Schieber to appoint Patrick Meacham to the position, seconded by Member Canada, Motion failed due to a tie after a roll call vote. Schieber and Canada - Aye, Schaps and Goulet - Nay.

Mayor Schieber appointed Patrick Meacham to serve as the tie-breaker.
- d. Public Works Director Shawn Williams gave updates on the Co Rd 30 project and the Compost site.

10. MAYOR/CITY COUNCIL

11. ADJOURNMENT

- a. Motion by Mayor Schieber to adjourn the meeting at 8:35 PM, seconded by Member Canada, all aye.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By:

Presenter:

Date: 04/14/2025

Board & Commission: City Council

Subject: Receive EDA Commissioner Nyle LaGrange's Resignation

Nyle Lagrange submitted a letter of resignation on April 14, 2025 for his term on the EDA to be effective immediately. In order to appoint his replacement, the council needs to formally accept his resignation and declare the vacancy on the Commission.

Attached is the letter of resignation.

Voting Requirements:

Voting Options Simple Majority

To: Nathan Sondrol

Sara Paul

CC: Kevin Schieber

This memo is notice that effective today, 4/14/25, I am resigning from the North Branch EDA as Commissioner.

I find that, potentially, more interesting challenges than those currently presented and my experience may be better utilized to effectively accomplish and achieve goals on a more timely basis.

I would like to thank you all for the opportunity to participate in the EDA.

Sincerely,

Nyle La Grange



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/15/2025

Board & Commission: City Council

Subject: Approval of Job Description of City Clerk

Background:

Upon the departure of the City Clerk in October of 2024, the Council made the decision to remove the Human Resources parameters from the job description and create a Human Resources Generalist position that has since been filled. With the removal of HR related duties from the role, a new job description is required for the City Clerk. With support from our HR attorney and Human Resources Generalist, we are presenting a job description for the City Council to review and approve.

Requested Council Action:

Motion and Second to approve the City Clerk Job Description as presented.

Voting Requirements:

Voting Options Simple Majority

City of North Branch

City Clerk Job Description

JOB TITLE: City Clerk		DEPARTMENT: Administrative Services	
REPORTS TO: City Administrator		SUPERVISES: None	
		FLSA STATUS: Exempt	
EFFECTIVE DATE:			

POSITION SUMMARY

Under limited supervision, this position performs routine and complex clerical and administrative work. Provides oversight direction and maintenance of official city records, public documents, election administration, and municipal licensing, as prescribed in Minn. Stats. § 412.151. Provides administrative support to the City Administrator.

JOB DUTIES OR ESSENTIAL FUNCTIONS

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

- Performs or assists in the Clerk office duties, addresses errors and complaints.
- Prepares work schedules, determines work procedures, and expedites workflow for the Clerk's office.
- Serves as the custodian of official City records and public documents.
- Drafts resolutions and coordinates information received from departments for Council meetings; indexes resolutions and ordinances; and oversees codification process.
- Responds to and maintains public data requests.
- Develops and coordinates public meeting agendas, bids, legal notices and other advertisements.
- Oversees City's website and social media page; creates content to promote city topics and events; and monitors social media activity.
- Assures proper records retention of resolutions, ordinance, contracts, deeds, etc. and get copies where needed (e.g. contractors, courts, Recorder's Office, etc.)
- Upload data for records retention compliance (Laserfiche)
- Maintains record confidentiality and protection of non-public and/or private data.
- Acts as the City's liaison to the IT support needs of the organization, including communication, phone systems, computers, printers, etc.

- Oversees and administers the issuance of municipal licenses, including liquor, tobacco, transient, refuse hauling, massage, digging, and various regulatory licenses in accordance with applicable city ordinances and other regulations.
- Administers elections in accordance with Federal, State, County and City requirements; serves as Chief Election Official; and performs election day and post-election activities.
- Attends a variety of meetings including City Council, Economic Development Authority, Planning Commission and Parks/Trails/Open Space meetings; takes and distributes meeting minutes and records official actions.
- Assists the City Administrator with general assignments as requested.
- Serves as a Minnesota Notary Public.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

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

Education

- Associate degree in office administration, or Business Administration

Experience

- Three (3) years of clerical experience

DESIRED QUALIFICATIONS

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

Education

- Bachelor's degree in office administration and business administration

Experience

- Four (4) years of municipal and clerical experience

Trainings, Certificates, and Licenses

- City Clerk Certification
- Election Certification

COMPLEXITY

Processes, procedures, or software vary from one assignment to the next, although assignments are related in function and objective.

RESPONSIBILITY

Supervision

This position carries out work with minimal supervision.

High coordination of work with other individuals, e.g., Project Lead or First level supervisory, or managerial roles in charge of an individual function.

Impact

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

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

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

Hazards

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

Surroundings

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

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

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

City Administrator

Date



Prepared By: Carla Golden, Liquor Operations Director

Presenter:

Date: 04/16/2025

Board & Commission: City Council

Subject: Receive Resignation of Liquor Store Manager Janelle Satt

Janelle Satt has been employed by the City of North Branch since May 11th, 2021. On April 4th, Janelle submitted her letter of Resignation, with her last day of employment being April 25, 2025. Janelle will be leaving the City of North Branch in good standing. We are working on a plan for a potential replacement. In the absence of the manager position, we are supplementing it with additional hours for current part-time and management staff temporarily. Liquor Operations Director Carla Golden recommends accepting the resignation of Janelle Satt.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/16/2025

Board & Commission: City Council

Subject: Approval of Resolution R-173-2025 approves the Fireworks Permit and Contract with Minnesota Pyrotechnics LLC for display of Fireworks/pyrotechnics Special Effects for Midsummer Days on June 20, 2025.

Background:

For the past seven years, the North Branch Fire Relief Association has generously sponsored our annual fireworks display, and they plan to continue this tradition in 2025 during the North Branch American Legion's Midsummer Days. The City would contract with Minnesota Pyrotechnics, LLC for the display, who have provided the City with proof of sufficient liability insurance. The Firefighter Relief Association will then reimburse the city for the event costs.

Over the past few years, concerns have been raised regarding the fireworks staging location at the Middle School, with claims of personal physical danger and property damage in 2023. Prior to the 2024 event, the Fire Marshal conducted a site visit and determined that the distance between the staging area and the property was safely outside the required danger zone. During the 2024 event, the Mayor, Fire Chief, and Police Chief were present to ensure safety and reported no issues of debris reaching the complainant's property. In 2025, the Fire Marshal revisited the site and, in a report dated April 7, 2025 (included in the packet along with the May 10, 2024, report), again found no evidence of violations of state statutes or NFPA rules.

Additionally, claims of lawn damage have been investigated by two outside entities at the request of both the complainant and the City. Both investigations concluded that the damage was due to fungus or grubs, not burns.

The City has taken significant steps over the last two years to verify and ensure the safety of residents and their property.

Requested Council Action:

Motion and Second to approve resolution R-173-2025 approving the outdoor fireworks permit application and enter into a contract with Minnesota Pyrotechnics, LLC for Midsummer Days on June 20, 2025.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA
COUNTY OF CHISAGO
CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-173-2025

Resolution Approving the Permit and Contract with Minnesota Pyrotechnics LLC for Display of Fireworks/Pyrotechnics Special Effects for Midsummer Days on June 20, 2025 (June 21, 2025, rain date)

WHEREAS, the City desires to contract with Minnesota Pyrotechnics, LLC. to put on a fireworks display at the North Branch Middle School on June 20, 2025 (June 21, 2025, rain date); and,

WHEREAS, Minnesota Pyrotechnics, LLC. is willing to provide this service; and

WHEREAS, the requirements of a Fireworks Permit application have been met.

That the contract between the City of North Branch and Minnesota Pyrotechnics, LLC., for a fireworks display on June 20, 2025 (June 21, 2025, rain date), subject to donation from the North Branch Firefighter's Relief Association, is hereby approved.

BE IT FURTHER RESOLVED:

That the City of North Branch hereby grants a permit to Minnesota Pyrotechnics, LLC., to put on a fireworks display on June 20, 2025 (June 21, 2025, rain date) at the North Branch Middle School/District Office, contingent upon the following conditions being met:

1. Minnesota Pyrotechnics, LLC must supply the City with a \$1,000,000 insurance certificate naming the City's additional insured and holding the City harmless from any and all incidents that may occur.
2. Minnesota Pyrotechnics, LLC shall provide a list of the names and ages of all assistants participating in the display.
3. The Fire Department will have at least one truck and minimal crew at the launch site.
4. That the display is put on by a pyrotechnic licensed by the State of Minnesota.
5. The display cannot take place if there are high winds (30 mph or more).
6. Minnesota Pyrotechnics, LLC must comply with all state regulations including, but not limited to, shell size.
7. Only security, Minnesota Pyrotechnics, LLC., EMS and North Branch Fire Department representatives will be allowed in the safety radius area.
8. The City must notify Lakes Region EMS of the display to request personnel at the launch site.
9. The City is to provide adequate security to keep people out of the area where the fireworks will be set off.
10. The City will provide an additional police officer from 9 p.m. to 11:00 p.m. in the area.

Adopted by the City Council of North Branch on April 22, 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

**CITY OF NORTH BRANCH
FIREWORKS APPLICATION / PERMIT
OUTDOOR PUBLIC FIREWORKS DISPLAY**

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is **\$50** and must be made payable to City of North Branch. No fee if Municipal City sponsoring.

Name of Applicant (Sponsoring Organization): City of North Branch

Address of Applicant: PO Box 910

Name of Applicant's Authorized Agent: Matthew Hill

Address of Agent: PO Box 910

Telephone Number of Agent: 651-674-8113 Date of Display: 6/19/25 Time of Display: Dark/Dusk

Location of Display: 38705 Grand Ave - North Branch District Office/Middle School

Manner and place of storage of fireworks prior to display: Fireworks will be stored in storage magazines

Type and number of fireworks to be discharged: Maximum of 4"

**MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT
SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.**

Name of Supervising Operator: James Baxter Certificate No.: 1061

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ 100,000
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): Matthew Hill Date: 4/2/2025

Signature of Fire Chief/County Sheriff: _____ Date: _____

Signature of Police Chief/County Sheriff: _____ Date: _____

Signature of City Clerk of Issuing Authority: _____ Date: _____

Sponsor: North Branch Fire Association
Location: North Branch Middle School
38431 Lincoln Trl
North Branch, MN 55056



Date: January 18, 2025

FIREWORKS SHOW CONTRACT

This Contract entered into this 18th day of January 2025, engages the services of Minnesota Pyrotechnics, LLC to produce and perform a fireworks display under the following terms:

1. Minnesota Pyrotechnics, LLC will provide a fireworks display with shells up to **4" max approx. 15-18 min.** all substitutions will be of equal or greater quality, quantity and value.
2. Minnesota Pyrotechnics, LLC reserves the right to make substitutions as reasonably necessary. ALL substitutions will be of equal or greater quality, quantity and value.
3. Minnesota Pyrotechnics, LLC shall provide qualified pyrotechnicians who will deliver, set-up, execute and take down the fireworks display. The pyrotechnicians shall conduct an after-display search of the grounds in an effort to locate and dispose of any unexploded or defective fireworks. The extent of such search shall be reasonably dictated by such elements as prevailing weather conditions, location of display sight, time of completion of display, etc.
4. Minnesota Pyrotechnics, LLC shall provide Liability Insurance (Including spectator and property coverage) in the amount of \$2,000,000.00 naming the Sponsor as an additional insured.
5. The cost of each display will be **\$15,000.00** at the time of signing of this contract, Sponsor will pay a **nonrefundable deposit amount of 50% (\$7,500)**. The remaining balance will be paid by Sponsor prior to the display being fired.
6. The date of the display will be ~~June 19~~¹⁰, 2025 at **Dark**. ~~Rain date June 20th~~²¹, 2025. In the event inclement weather forces the cancellation of the display, Sponsor will pay 10% of the contract total to cover expenses of redisplaying the display. If the display is not rescheduled, Sponsor will pay 20% of the

contract total for transportation, labor and restocking charges. Display will be shot in the rain. The decision to proceed with the display based upon inclement weather shall be made by the Sponsor. Minnesota Pyrotechnics, LLC shall have complete authority to cancel the display if, in the reasonable opinion of Minnesota Pyrotechnics, LLC, the safety, health, and well-being of the pyrotechnicians and/or spectators or property would be jeopardized by proceeding with the display.

7. Sponsor shall procure and furnish a suitable location for the fireworks display in accordance with NFPA 1123, and shall secure all police, fire, local and state permits, and shall arrange for all security bonds as required by law for the location of the display. Sponsor shall furnish all necessary police, fire and other appropriate protection necessary for proper crowd control, automobile parking, and supervision in clearing of debris after the display.
8. Sponsor explicitly acknowledges that an early morning search of the grounds/location the morning after the display is of utmost importance. If any unexploded or defective fireworks are found that were missed during the inspection the preceding evening, the Sponsor shall immediately notify Minnesota Pyrotechnics, LLC, and the local fire department.
9. Minnesota Pyrotechnics, LLC agrees to take all steps reasonably necessary to safeguard Sponsor's property and the property of the spectators. Should any losses occur, the Sponsor must notify Minnesota Pyrotechnics, LLC of the nature of the loss and the date on which the loss occurred. Said notice shall be in writing and shall provide as much detail as reasonably possibly in relation to the nature and extent of the loss.
10. Minnesota Pyrotechnics, LLC shall perform all services required hereunder, except when prevented by strike, lockout, act of God, accident, or other circumstances beyond Minnesota Pyrotechnics, LLC control.
11. This Contract shall be construed by the laws of the State of Minnesota. In the event that any court of competent jurisdiction deems any provision of this agreement unenforceable, the remaining provisions hereof shall remain in full force and effect.
12. The Sponsor shall pay to Minnesota Pyrotechnics, LLC all costs and expenses, including reasonable attorney's fees, incurred by Minnesota Pyrotechnics, LLC in enforcing the terms of this Contract.
13. Sponsor agrees to indemnify and hold harmless Minnesota Pyrotechnics, LLC for any and all costs and liabilities which Minnesota Pyrotechnics, LLC

may incur as a result, or arising out of products not supplied by Minnesota Pyrotechnics, LLC or the actions of individuals other than the pyrotechnicians and other employees of Minnesota Pyrotechnics, LLC.

14. This Contract constitutes the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, either oral or executed in writing by the parties to be bound thereby. The waiver of any provisions of this Contract shall not constitute a waiver of any other provision of this Contract.

15. The party signing this document for the Sponsor warrants and represents that he/she is solely authorized to enter into this agreement on behalf of the Sponsor.

ADDITIONAL PROVISIONS:

Minnesota Pyrotechnics, LLC

BY/DATE: James Baxter

SPONSOR: _____

BY/DATE: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	CONTACT NAME: Kristy Wolfe		
	PHONE (A/C, No, Ext): 308-382-2330	FAX (A/C, No): 308-382-7109	
	E-MAIL ADDRESS: kwolfe@ryderinsurance.com		
INSURED Minnesota Pyrotechnics LLC 33033 Fenway Ave Stacy MN 55079	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : SCOTTSDALE INS CO		41297
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:** 9282911**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC			CPS4067348	5/3/2024	5/3/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB ☐ DED ☐ RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE					EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A				WC STATUTORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.

Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.

Additional Insured: City of North Branch, ISD #138 and Midsummer Days

Location: North Branch Middle School Ballfield

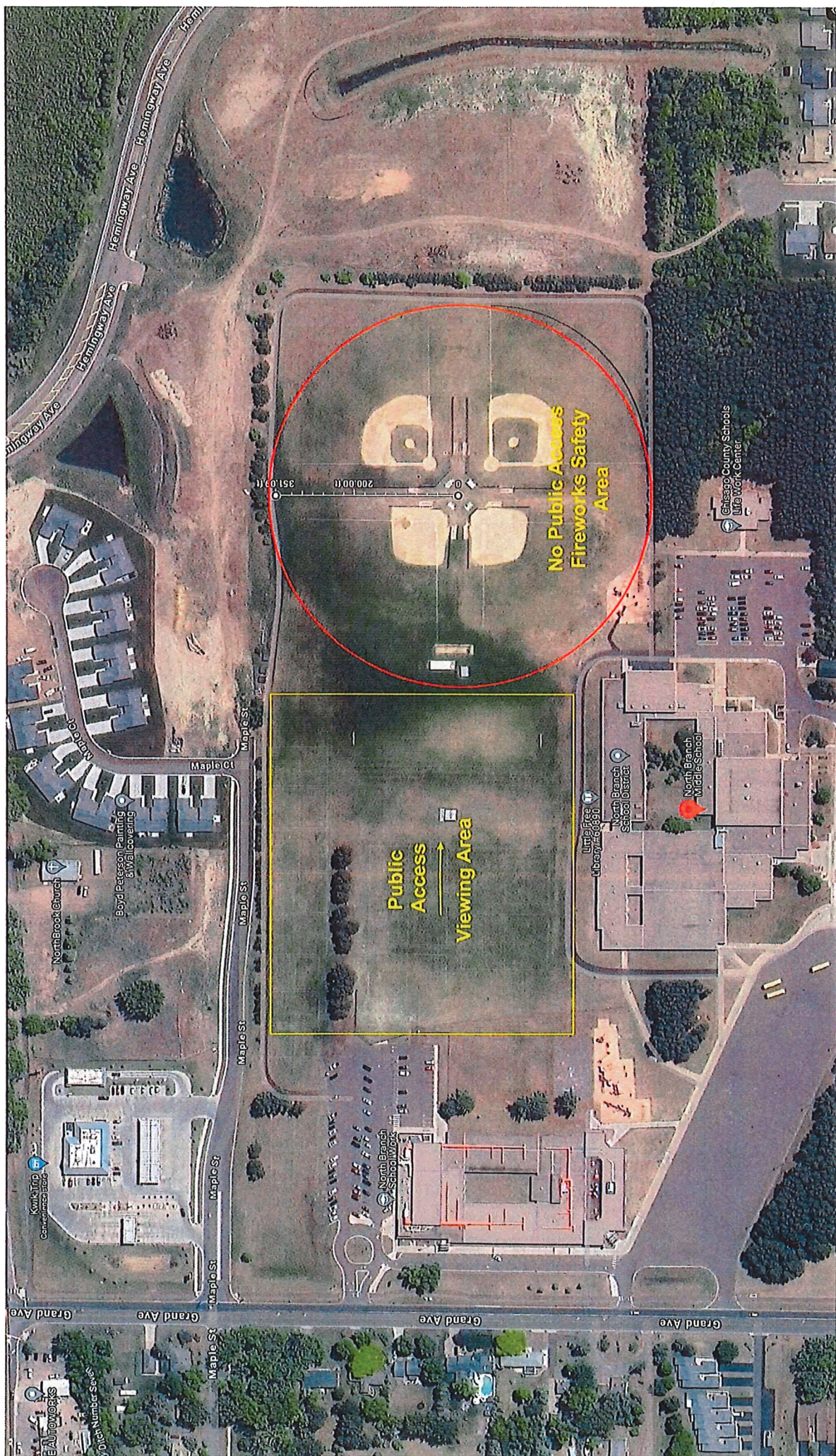
Date: June 19, 2025

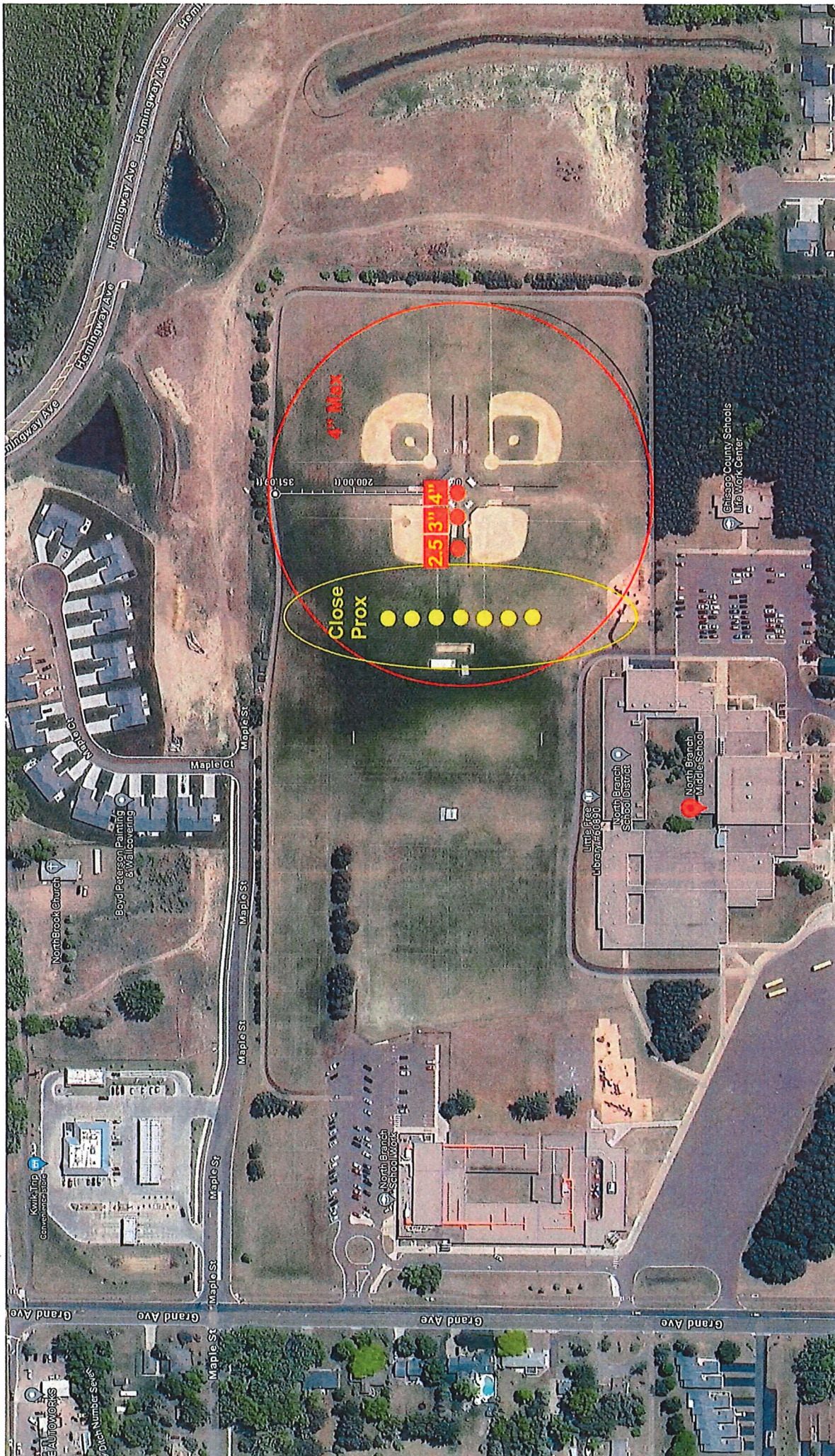
CERTIFICATE HOLDERCity of North Branch, ISD #138 and Midsummer Days
38431 Lincoln Trail
North Branch MN 55056
USA**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Gambling
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Minnesota
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Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145

Phone: 651-201-7200 • Fax: 651-215-0525 • TTY: 651-282-6555

www.dps.state.mn.us

07 April 2025

Investigation and summary report of the City of North Branch Outdoor Public Fireworks Display

All personal identifiers for non-public officials are contained on the following supplemental and given unique identifiers for this report. The following supplemental is not included in this public report.

- Investigation and summary review of the City of North Branch Outdoor Public Fireworks Display supplemental identifier

History:

On January 8, 2024, a letter was written by ID#1 and sent to the Minnesota State Fire Marshal Division (SFM) with concerns over the North Branch 4th of July fireworks display. On January 16, 2024, this deputy (DSFM-BR) responded by typed letter to ID#1 that the complaint would be reviewed for compliance with state law. That review was completed on May 10, 2024 (Exhibit 1) and submitted to Pat Heinen (PH), North Branch Fire Chief. At that time, there was no evidence of any violation to:

- Minn. Stat. 624.22 Subd.1
- Minn. Stat. 299F.011 Subd.4
- Minn. Rule 7511.0900
- NFPA 1123, 2018 Edition

On March 28, 2025, a handwritten letter (Exhibit 2 with redaction) was received by the SFM from ID#2 with concerns over the city fireworks display. Of note within this letter was the addition of claimed property damage which is the basis for this report.

On April 2, 2025, DSFM-BR held a Microsoft Teams meeting with Matthew Hill (MH), North Branch City Administrator and PH to discuss the most recent complaint. Past history was reviewed up to the present and it was confirmed that no fireworks displays had been held since the June 21, 2024 Midsummer Days display. It was also confirmed that North Branch Fire Department (NBFD) did not respond to any grass fires as a result of this display.

MH and PH discussed the conversations held during the May 2024 city council meeting regarding the complaints. PH indicated that the NBFD standby crew was positioned at the northwest corner of the event, corner of Maple Street and Maple Court. Slightly north and east of the NBFD standby was the public official viewing

area. Present at this location was North Branch Mayor Kevin Schieber, NBFD Chief Pat Heinen and North Branch Police Chief Dan Meyer. None reported any debris or issues at the time of the display. The general public viewing area was located west of the display site. The winds at the time of the display were from the east as indicated in Exhibit 3 which is consistent with the regional National Weather Service recorded winds from Fort Snelling. The relative locations of the aforementioned are indicated on Exhibit 4.

At 10:56 on April 2, 2025, DSFM-BR contacted the 2024 pyrotechnic supervising operator, James Baxter (JB), Certificate #FW1061 via telephone. During this conversation, it was confirmed that JB was the supervising operator during this event and had no reportable incidents. It was noted that there was no post-display report on file for this event. Further discussion revealed that JB submitted this report during a known technology issue by the SFM of undetermined cause. This issue has impacted other entities and/or companies during the summer months. Due to this known issue, there is deemed to be no violation of Minn. Stat. 624.22 Subd.6. JB verbally confirmed the locations of the firework mortars as being within the center of the (4) baseball diamonds and would check to see if he had any photographs to verify positions.

Between approximately 10:10 and 10:30 on April 2, 2025, DSFM-BR walked along the public sidewalk on the northside of the fields and took photographs. The overall site consists of a large, open grass covered field. Structures within the display site consist of chain-link backstops, metal bleachers and concrete dugouts, none of which violate NFPA 1123. Outside of the display site yet relevant to the overall area are metal bleachers and shipping containers to the east. Low trees north and west of the walking path ring the field. As shown in Exhibit 5, there is 313' of horizontal distance between the walking path and the homes to the north with 394' of horizontal distance between the walking path and the discharge area, as shown in Exhibit 6. The closest public school building is 464'. All measurements obtained using Google Earth.

Using Google Earth, the following measurements were made for Exhibit 4:

- Discharge area to reported property damage: 685'
- Discharge area to public official view area: 595'
- Discharge area to NBFD standby: 647'

Again using Google Earth, the display site was measured referencing NFPA 1123 Table 5.1.3.1 of 70' per inch of mortar (aerial shell) size. As the largest mortar was 4" in diameter, the display site is required to be a minimum of 560' in diameter or a minimum 280' radius from the discharge area to the edge of the secured site perimeter, shown in Exhibit 7. As demonstrated, the entire display site falls within the (4) baseball diamonds. This also places the reported property damage 405' and the public official viewing area 315' beyond the display site, respectively.

Next, the display site was measured under a hypothetical 1/3 offset scenario where the mortars were aimed directly towards the reported property damage, shown in Exhibit 8. In this hypothetical scenario, the display site does not impact any of the prior mentioned locations. As measured, the reported property damage would be 315' and the public official viewing area 225' beyond the display site, respectively.

Though there is no evidence to support that the mortars were angled in this direction, the measurements show that any spectators or properties would have been outside the display site.

Further discussion with MH revealed that no complaints regarding property damage had been reported to the city until the same time as the SFM received the most recent complaint. MH indicated that ID#2 spoke with a lawn maintenance individual regarding the spots in the grass. No photographs are known to exist of these spots. Additionally, MH stated that lawn maintenance personnel could not determine the cause of the spots, and advised it could be either burns or some form of lawn disease. As the display in question occurred 285 days prior to this investigation, no physical evidence was obtained or sought by DSFM-BR.

Based upon evidence and interview, the following determinations are made:

1. Property damage (lawn) claim levied in Exhibit 2. As there were no photographs taken the day after the event and this investigation occurring 285 days after the event, there is no way to determine the cause of the levied claim.
2. As evidenced in Exhibit 4, the location of the reported damage is 2.45 times the distance from the discharge site as required in state law.
3. As evidenced in Exhibit 4 and interview with MH and PH, no debris or hazardous conditions were observed at the time of the display. This observation is of particular relevance as the observers were closer at 2.13 times the distance from the discharge site and were located further downwind relative to the reported property damage.
4. Under a hypothetical worse-case scenario whereby the mortars were aimed directly at the reported property damage, all noted points of reference were still outside the display site as required in state law.
5. As levied in Exhibit 2, there is no evidence that this display was "shooting at people".
6. As levied in Exhibit 2, there were no private properties with the display site by a substantial margin.
7. As levied in Exhibit 2 and referencing determination #6, there are no State Statutes, Rules, Codes or Standards governing the display of fireworks that requires permission for a display site to exist within the boundaries of private property. Any permissions under law are limited to structures only.
8. As demonstrated in determination #7, there is no evidence to suggest there was any "trespassing" as claimed in Exhibit #2.

This investigation is deemed CLOSED and no further actions will be considered regarding this or any future complaints, subject to a change of established display site location or mortar size increase.

Respectfully submitted,

Robert J. Rexeisen

Bob Rexeisen
Deputy State Fire Marshal
Minnesota State Fire Marshal Division

Exhibit list:

Exhibit 1: May 10, 2024 North Branch Review

Exhibit 2: March 28, 2025 complaint letter

Exhibit 3: Reported weather for North Branch on June 21, 2024

Exhibit 4: Google Earth rendering of relative points of interest

Exhibit 5: Photo view from walking path towards property damage complaint

Exhibit 6: Photo view from walking path towards discharge area

Exhibit 7: Google Earth rendering of display site measurement

Exhibit 8: Google Earth rendering of hypothetical 1/3 offset display site measurement

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



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Emergency
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Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145

Phone: 651-201-7200 • Fax: 651-215-0525 • TTY: 651-282-6555

www.dps.state.mn.us

10 May 2024

Review of North Branch Pyrotechnics Display

Background:

The Minnesota State Fire Marshal Division (SFMD) has been contacted by public and private entities regarding past and future pyrotechnic displays in North Branch, MN. Though private complaints have also been received, for data practices purposes, this report shall be considered to be initiated by and addressed to Pat Heinen, North Branch Fire Chief.

The City of North Branch sponsors a July 4th pyrotechnics display which is located at the middle school athletic fields. For the purposes of this report, the 2023 display and contracted 2024 display are reviewed.

Review Criteria:

The 2023 and 2024 displays are reviewed in accordance with (IAW):

- Minn. Stat. 624.22 Subd.1(b)
- NFPA 1123, 2018 Edition (Minn. Stat. 299F.011 Subd. 4 / Minn. Rule 7511.0090)

Evidence:

- 2023 display permit
- NFPA 1123 Table 5.1.3.1
- 2023 display site plan
- Google Earth measuring tool map
- 2024 display contract

Analysis:

The 2023 North Branch July 4th pyrotechnics display occurred on July 4th, 2023 at approximately 10:00PM at the middle school athletics field per the pyrotechnics permit issued on 12 June 2023 (Attachment 1, signature illegible). This permit stipulates that the largest single aerial shell to be used is 4" is diameter and mentions a safety distance of 280 feet. This distance, 280 feet, is consistent with NFPA 1123 Table 5.1.3.1 (Attachment 2) which requires a minimum of a 280 foot radius from the discharge area to display site perimeter for a 4" aerial shell.

The display site plan completed by Hollywood Pyrotechnics, Inc. (Attachment 3) identifies the discharge area for the 2023 display as being in the center of the (4) baseball diamonds with an identified safety zone (radius) of 350 feet which exceeds the 280 feet as required by code. The Google Earth measuring tool map (Attachment 4) confirms this measurement as being accurate under the assumption that discharge area placement is accurate.

The 2024 display contract (Attachment 5) lists the location as the middle school (Location) with the largest single shell being 4" (Term 1). There is no site plan included with this contract and it is assumed for the purposes of this report at the 2024 display will be conducted the same as the 2023 display due to location and shell size commonality.

Conclusions:

1. There is no evidence to suggest that the 2023 display was conducted in violation of NFPA 1123 or Minn. Stat. 624.22 in its entirety.
2. There is no evidence to suggest that the 2024 display will be conducted in violation of NFPA 1123 or Minn. Stat. 624.22 in its entirety.
3. As there is on evidence of any violations to state law, the City of North Branch shall issue a pyrotechnics permit IAW Minn. Stat. 624.22 Subd.1(b).
4. This report only reviews the placement of the display site and documented aerial shell size. This report does not take into account any atmospheric conditions (wind speed/direction) or any deviations to the display site plan.

Respectfully submitted,

Robert J. Rexeisen

Bob Rexeisen
Deputy State Fire Marshal
Pyrotechnics and Explosives

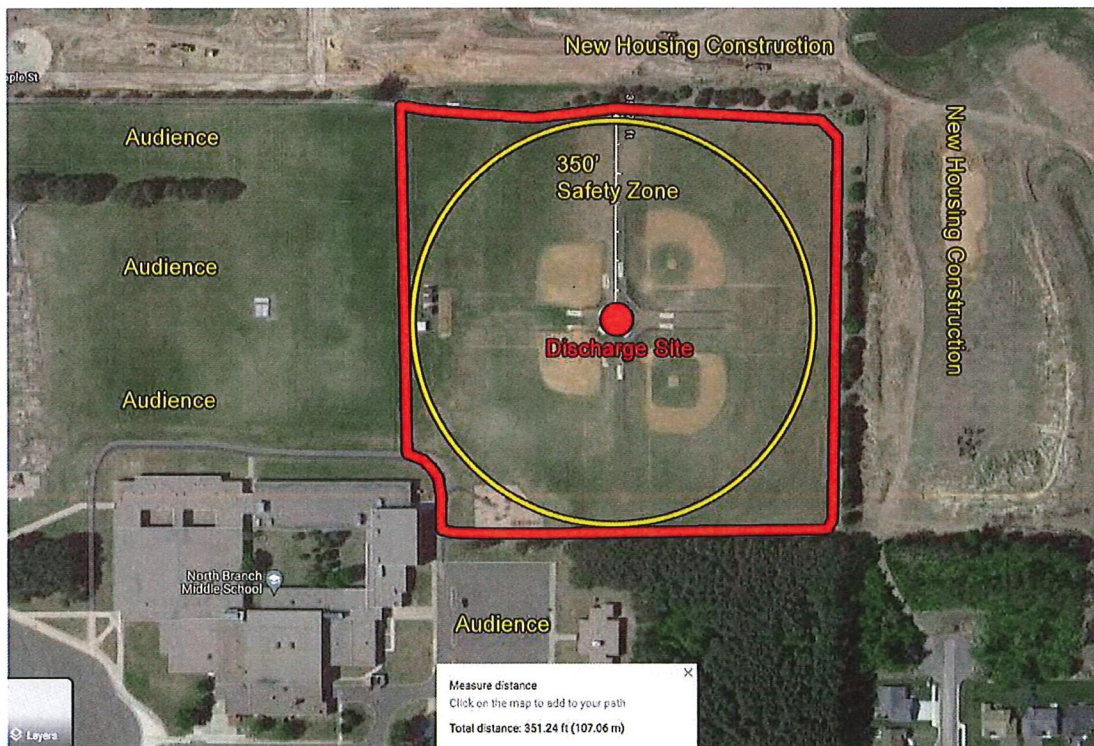
Mortar Size ^a		Minimum Secured Diameter of Site ^b		Vertical Mortars ^c	
in.	mm	ft	m	ft	m
≤1	25	150	46	75	23
1.5	38	210	64	105	32
2	50	280	85	140	43
2.5	63	350	107	175	54
3	76	420	128	210	64
4	102	560	171	280	85
5	127	700	213	350	107
6	152	840	256	420	128
7	178	980	299	490	149
8	203	1120	341	560	171
10	254	1400	427	700	213
12	305	1680	512	840	256



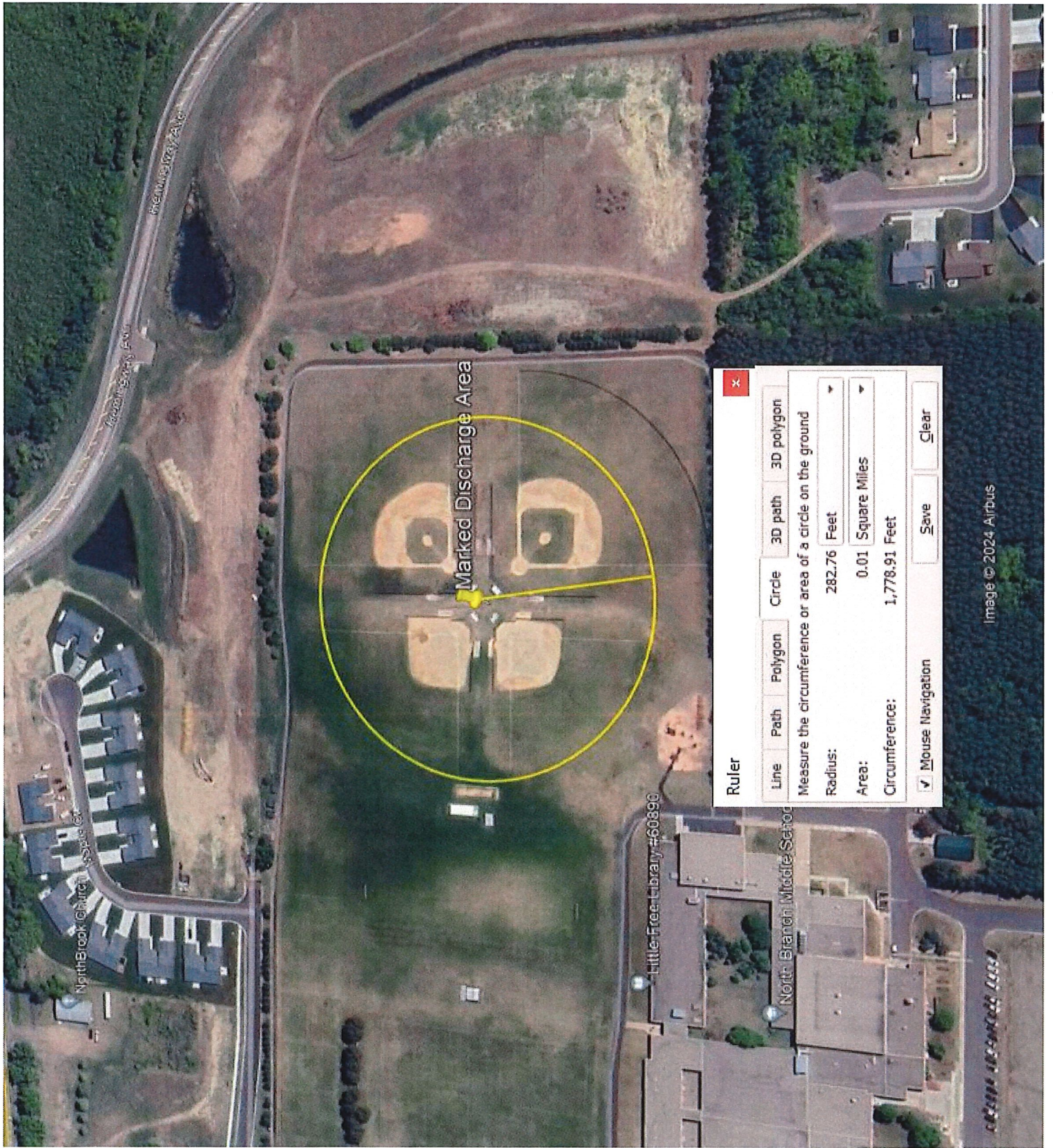
Bennie Netzley
Manager / Display Operator

Hollywood Pyrotechnics, Inc.
1567 Antler Point
Eagan, MN 55122
bennie@hollywoodpyrotechnics.com
763-218-1638 mobile
1-866-PYRD411 (797-6411) toll-free

Site Survey North Branch Fireworks July 4th, 2023



The site is the North Branch Middle School. The site easily accommodates a 350 foot safety distance with substantial areas for audience from multiple sides. The trail around the ball fields would serve as an excellent "natural barrier" to the North, East, and South. The West side will require some safety caution tape or fencing to assure a good safety perimeter for the display fallout zone. The display is electronically fired, and has pyrotechnics crew monitors in each direction watching for intrusion of people, as well as fallout conditions beyond the safety perimeter. Basic fire suppression equipment is on site and provided by Hollywood Pyrotechnics.



Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the circumference or area of a circle on the ground

Radius: 282.76 Feet

Area: 0.01 Square Miles

Circumference: 1,778.91 Feet

☒ Mouse Navigation

Image © 2024 Airbus

State Fire Marshall!

RECEIVED

MAR 28 2025

You ignored all the letters written
to you about fireworks being shot at
my house. They shoot them DIRECTLY at
us because if they shoot them straight up
and down they will hit the school grounds
and they don't want their grass burned!

WELL this year my grass is burned!

Damage right past my patio where we
stand! Too close If we set like normal
people do when they watch we would have
been burned a lot sooner. Is this what you
are waiting for?

The law says NO shooting at people
NO shooting at houses & they did NOT
get permission to use my property.
They are TRESPASSING according to
the lawyer!

This is VERY DANGEROUS!

Sponsor: City of North Branch
Location: 38705 Grand Ave - NB District
Office/Middle School

Date: June 21, 2024



FIREWORKS SHOW CONTRACT

This Contract entered into this 23rd day of April 2024, engages the services of Minnesota Pyrotechnics, LLC to produce and perform a fireworks display under the following terms:

1. Minnesota Pyrotechnics, LLC reserves the right to make substitutions as reasonably necessary. **4" Max Display approx. 15-18 min.** All substitutions will be of equal or greater quality, quantity and value.
2. Minnesota Pyrotechnics, LLC shall provide qualified pyrotechnicians who will deliver, set-up, execute and take down the fireworks display. The pyrotechnicians shall conduct an after-display search of the grounds in an effort to locate and dispose of any unexploded or defective fireworks. The extent of such search shall be reasonably dictated by such elements as prevailing weather conditions, location of display sight, time of completion of display, etc.
3. Minnesota Pyrotechnics, LLC shall provide Liability Insurance (Including spectator and property coverage) in the amount of \$1,000,000.00 naming the Sponsor as an additional insured.
4. The cost of the display will be **\$15,000.00** at the time of signing of this contract, Sponsor will pay a **nonrefundable deposit amount of 50% (\$7500)** The remaining balance will be paid by Sponsor prior to the display being fired.
5. The date of the display will be **June 21st , 2024 at Dark/Dusck.** In the event inclement weather forces the cancellation of the display, Sponsor will pay 10% of the contract total to cover expenses of redisplaying the display. If the display is not rescheduled, Sponsor will pay 20% of the contract total for transportation, labor and restocking charges. Display will be shot in the rain or moved to June 22, 2024. The decision to proceed with the display based upon inclement weather shall be made by the Sponsor. Minnesota Pyrotechnics, LLC shall have complete authority to cancel the display if, in the reasonable opinion of Minnesota Pyrotechnics, LLC, the safety, health,

and well-being of the pyrotechnicians and/or spectators or property would be jeopardized by proceeding with the display.

6. Sponsor shall procure and furnish a suitable location for the fireworks display in accordance with NFPA 1123, and shall secure all police, fire, local and state permits, and shall arrange for all security bonds as required by law for the location of the display. Sponsor shall furnish all necessary police, fire and other appropriate protection necessary for proper crowd control, automobile parking, and supervision in clearing of debris after the display.
7. Sponsor explicitly acknowledges that an early morning search of the grounds/location the morning after the display is of utmost importance. If any unexploded or defective fireworks are found that were missed during the inspection the preceding evening, the Sponsor shall immediately notify Minnesota Pyrotechnics, LLC, and the local fire department.
8. Minnesota Pyrotechnics, LLC agrees to take all steps reasonably necessary to safeguard Sponsor's property and the property of the spectators. Should any losses occur, the Sponsor must notify Minnesota Pyrotechnics, LLC of the nature of the loss and the date on which the loss occurred. Said notice shall be in writing and shall provide as much detail as reasonably possibly in relation to the nature and extent of the loss.
9. Minnesota Pyrotechnics, LLC shall perform all services required hereunder, except when prevented by strike, lockout, act of God, accident, or other circumstances beyond Minnesota Pyrotechnics, LLC control.
10. This Contract shall be construed by the laws of the State of Minnesota. In the event that any court of competent jurisdiction deems any provision of this agreement unenforceable, the remaining provisions hereof shall remain in full force and effect.
11. The Sponsor shall pay to Minnesota Pyrotechnics, LLC all costs and expenses, including reasonable attorney's fees, incurred by Minnesota Pyrotechnics, LLC in enforcing the terms of this Contract.
12. Sponsor agrees to indemnify and hold harmless Minnesota Pyrotechnics, LLC for any and all costs and liabilities which Minnesota Pyrotechnics, LLC may incur as a result, or arising out of products not supplied by Minnesota Pyrotechnics, LLC or the actions of individuals other than the pyrotechnicians and other employees of Minnesota Pyrotechnics, LLC.
13. This Contract constitutes the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements,

understandings, negotiations and discussions, either oral or executed in writing by the parties to be bound thereby. The waiver of any provisions of this Contract shall not constitute a waiver of any other provision of this Contract.

14. The party signing this document for the Sponsor warrants and represents that he/she is solely authorized to enter into this agreement on behalf of the Sponsor.

ADDITIONAL PROVISIONS:

Minnesota Pyrotechnics, LLC
BY/DATE : James Baxter



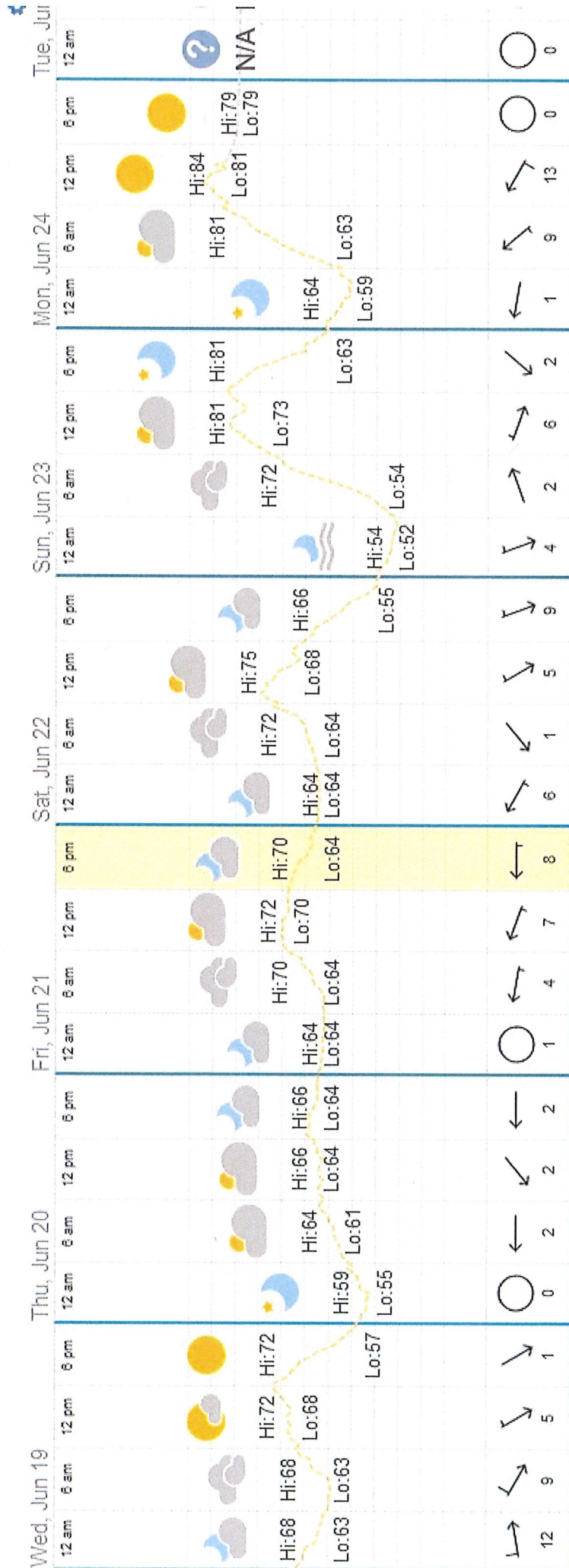
SPONSOR: _____

BY/DATE: _____

Currently: 36 °F. Overcast. (Weather station: L O Simenstad Municipal Airport, USA). [See more current weather >](#)

Select month: June 2024

2024 Weather in City of North Branch — Graph



Friday, June 21, 2024, 6:00 pm — 12:00 am

Humidity: 96%

Barometer: 30.06 "Hg

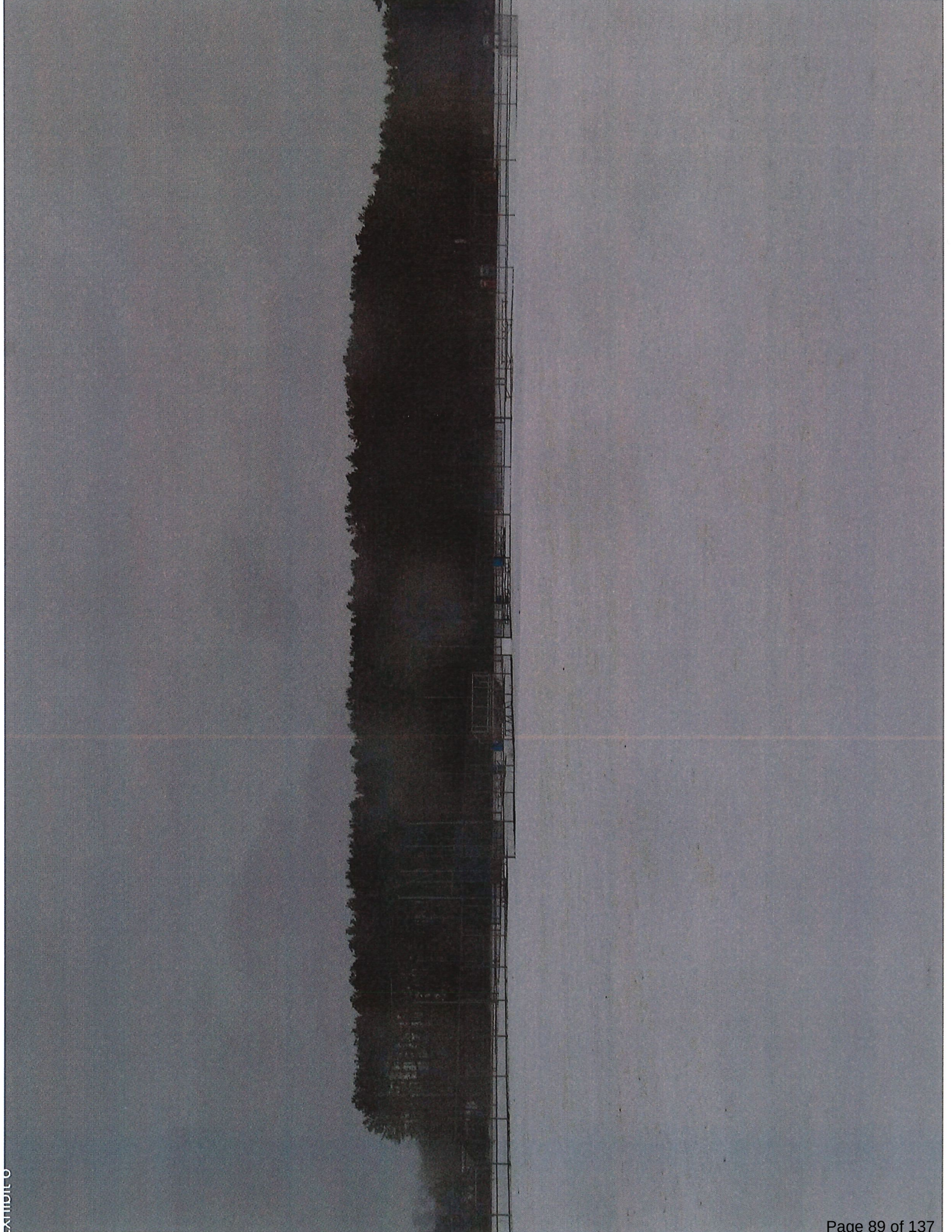
70 / 64 °F
Low clouds.

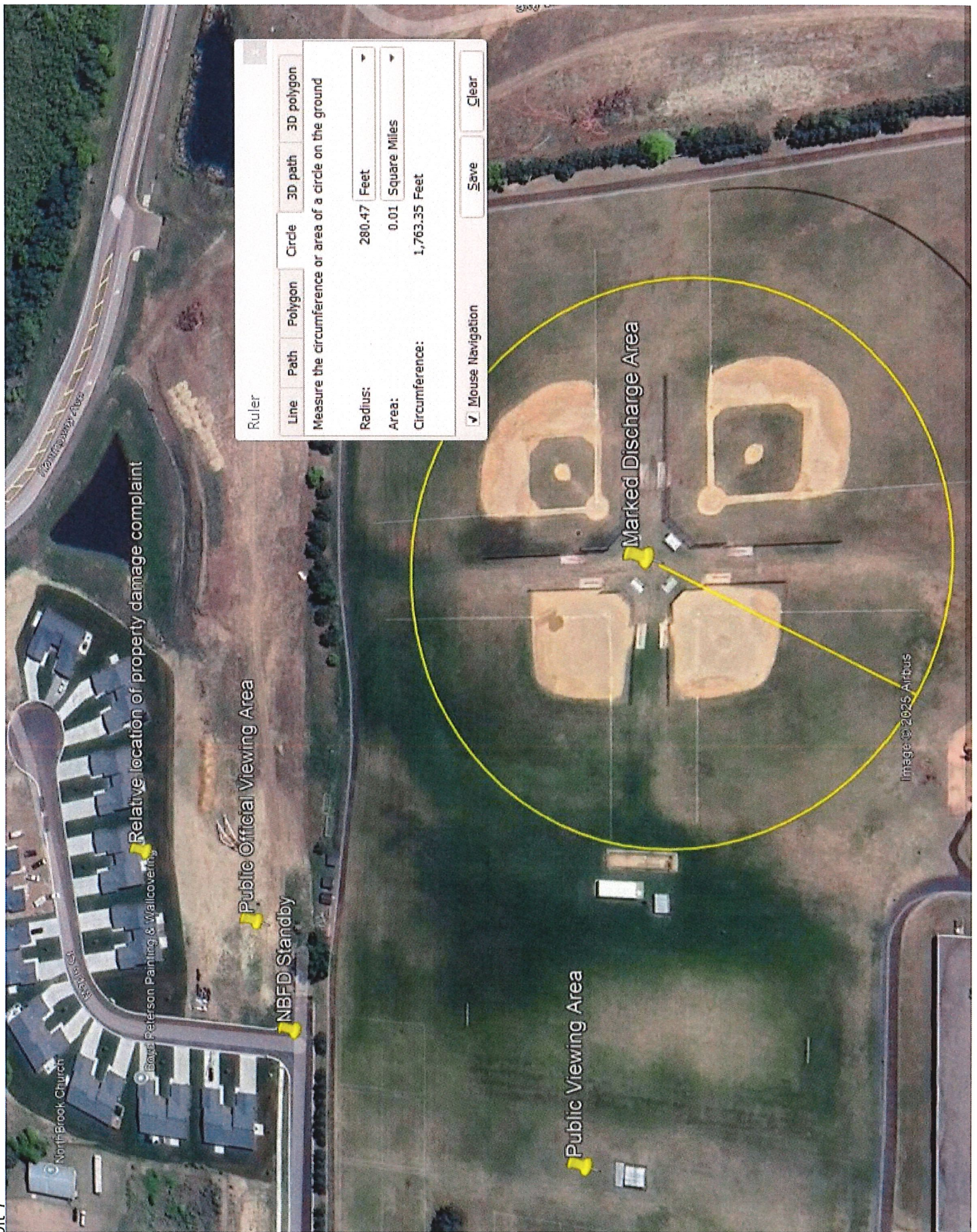


E

Wind: 8.078 mph











Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/16/2025

Board & Commission: City Council

Subject: Receive City Attorney Report for March, 2025

Monthly report from the City Attorney's office. Information for review only, no action required.

Voting Requirements:

Voting Options Simple Majority

MEMORANDUM

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

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: April 3, 2025

Re: Legal Staff Report for April 8, 2025 City Council Meeting

- - - - -

VIA EMAIL ONLY

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

Summary of City Matters

1. Personnel and Labor Matters
Attorneys researched, reviewed, analyzed, and drafted multiple documents and correspondence for IUOE union negotiations. Attorneys reviewed, analyzed, and drafted a job description. Attorneys researched, reviewed, and attended a City Council meeting. Attorneys advised and responded to various other questions and prepared correspondence regarding labor and employment matters.
2. Municipal Matters
Attorneys researched, reviewed, analyzed, and advised on questions related to a data practices request.
3. Land Use and Real Estate Matters
Attorneys researched, reviewed, analyzed and advised on questions related to the 60-day rule. Attorneys researched and drafted a new template development agreement and related documents for City staff use. Attorneys researched, reviewed, analyzed, advised on questions, and drafted an opinion related to a title commitment and plat. Attorneys researched, reviewed and advised on questions related to a purchase agreement and lease agreement and drafted a response letter.
4. Staff Communications
Attorneys also make occasional day-to-day communications with the City Administrator, City Engineer and City staff regarding the above-referenced matters, among others.

CMH/sc



Prepared By:

Presenter:

Date: 04/16/2025

Board & Commission: City Council

Subject: Approval of LG220 application for exempt permit for Non-Profit lawful gambling for North Branch American Legion Riders Post 85.

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: North Branch American Legion Riders Post 85 Previous Gambling Permit Number: X-X-95351-24-001

Minnesota Tax ID Number, if any: 410900319 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 6439 Elm St

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

Name of Chief Executive Officer (CEO): Kirk Laszcwski

CEO Daytime Phone: 651-775-8508 CEO Email: americanlegionriders@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

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): North Branch American Legion Post 85

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

Check one:

☒ City: North Branch Zip: mn County: Chisago

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 19, 2025

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

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

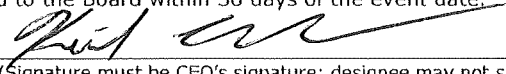
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized 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.

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 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.	☐ 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 City Name: _____ Signature of City Personnel: _____ Title: _____ Date: _____	Print County Name: _____ Signature of County Personnel: _____ 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: 4-3-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Kirk Laszcwski

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

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual*; 3) the online class, *“Conduct of Raffles”*; and 4) the *phone number and email address* of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule <i>7861.0310</i> .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (<i>349.173</i>)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (<i>349.173</i>)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (<i>7861.0260</i>)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (<i>7861.0260</i>)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (<i>7861.0260</i>)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (<i>349.166</i>)
	8. Cash must not be substituted for merchandise prizes that have been won. (<i>7861.0260 Subp. 4C(2)</i>)
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (<i>340A.707</i>)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (<i>349.2127</i>) (<i>7861.0260</i>)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (<i>349.173</i>)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (<i>349.173</i>) (<i>7861.0310</i>)
	13. Raffle tickets are not sold to or won by persons under age 18. (<i>349.181</i>) (<i>7861.0310</i>)
	14. Purchasers are not required to buy anything other than the ticket. (<i>349.173</i>) (<i>7861.0310</i>)
	15. Clear and legible house rules in accordance with MN Rule <i>7861.0310</i> are prominently posted at the point of winner selection.
	16. An exempt permit financial report (<i>LG220A</i>) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (<i>349.166</i>)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule <i>7861.0270</i> are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (<i>7861.0270 Subp. 2A(1)</i>)
	3. House rules include the reasons for potentially cancelling bingo occasions. (<i>7861.0270 Subp. 2A(1)</i>)
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (<i>7861.0270 Subp. 5B(1)</i>)
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (<i>7861.0270 Subp. 5B(7)</i>)
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (<i>7861.0270 Subp. 3A</i>)
	7. No reservation of bingo cards or bingo paper for any person (<i>7861.0270 Subp. 3F</i>)
	8. Bingo records (including bingo program) must be kept for 3½ years. (<i>7861.0270 Subp. 11</i>)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (<i>7861.0310</i>)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (<i>349.12 Subd. 3a</i>) (<i>349.12 Subd. 25</i>) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



Prepared By:

Presenter:

Date: 04/17/2025

Board & Commission: City Council

Subject: Approval of hiring four new firefighters in the North Branch Fire Department

Overview/Background

Council approved the addition of four new firefighters for the city of North Branch to get closure to the operating capacity of 30. After a search, review of applicants, and interviews, leadership within the fire department request the approval of the following people pending physicals, drug/alcohol test, and background check.

Kyle Joos
Daniel Schmidt
Lucas Modine
Michael Singer

Requested action

Fire Chief recommends a motion and a second to approve the hiring of the four applicants as presented.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 04/17/2025

Board & Commission: City Council

Subject: Approval of Resolution R-174-2025 Awarding 2025 Pavement Improvement Project Low Bid to Bituminous Roadways, Inc.

Introduction:

Bids were received online for the above-referenced project on Thursday, April 3, 2025, and were viewed and read aloud. Six bids were received. Please find attached the Bid Tabulation indicating Bituminous Roadways, Inc., Mendota Heights, Minnesota, as the low bidder with a grand total bid amount of \$985,553.00. The Engineer's Estimate for the project was \$1,321,419.00. The remaining funds will be used to overlay additional streets within our overlay plan, as we have done in the past to capitalize on these great prices and get more needed streets maintained.

We recommend that the City Council consider these bids and award a contract for the grand total bid in the amount of \$985,553.00 to Bituminous Roadways, Inc. based on the results of the bids received.

Project Background:

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

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

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

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

Background Information:

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

These streets include:

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

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

The roadways identified on the map are all local streets.

Bid Tabulation Summary:

CONTRACTOR	ADDENDUM NO. 1	ADDENDUM NO. 2	BID SECURITY (5%)	GRAND TOTAL BID
Bituminous Roadways	X	X	X	\$985,553.00

Asphalt Surface Technologies Corp.	X	X	X	\$1,033,385.74
Knife River Corporation - North Central	X	X	X	\$1,061,744.00
North Valley, Inc.	X	X	X	\$1,069,827.19
Valley Paving Inc. (OMG Midwest, Inc.)	X	X	X	\$1,076,336.60
MN Paving & Materials	X	X	X	\$1,256,379.50

Funding/Financing:

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

Requested Action:

Motion and Second to approve Resolution R-174-2025 Awarding the 2025 Pavement Improvement Project Low Bid to Bituminious Roadways, Inc.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-174-2025

Approval of Resolution R-174-2025 Awarding 2025 Pavement Improvement Project Low Bid to Bituminious Roadways, Inc.

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

WHEREAS, WSB the city engineer has estimated the 2025 Pavement Improvement Project cost at \$1,321,419.00 for the local and state aid street overlay, and the fees for WSB engineering to complete the plans and specifications as noted in the attached report for a fee of \$61,382.00 and,

WHEREAS, the city advertised bids in their legal paper the Chisago-Isanti County Star and on Quest CDN for the 2025 Pavement Improvement Project and on April 3, six bids were received and read aloud. The low bid was received from Bituminous Roadways, Inc., Mendota Heights, Minnesota, for the amount of \$985,553.00.

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

THE MAYOR AND CITY ADMINISTRATOR ARE HEREBY AUTHORIZED AND DIRECTED TO ENTER INTO A CONTRACT WITH BITUMINOUS ROADWAYS, INC., MENDOTA HEIGHTS, MINNESOTA, IN THE AMOUNT OF \$985,553.00 IN THE NAME OF THE CITY OF NORTH BRANCH, MINNESOTA FOR THE IMPROVEMENT OUTLINED IN THE ABOVE - REFERENCED PROJECT ACCORDING TO THE PLANS AND SPECIFICATIONS APPROVED ON APRIL 22, 2025.

Mayor
Attest:

Date

City Administrator

April 8, 2025

Honorable Mayor and City Council
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: 2025 Pavement Improvement Project
City of North Branch, MN
WSB Project No. 028009-000

Dear Mayor and Council Members:

Bids were received online for the above-referenced project on Thursday, April 3, 2025, and were viewed and read aloud. Six bids were received. Please find attached the Bid Tabulation indicating Bituminous Roadways, Inc., Mendota Heights, Minnesota, as the low bidder with a grand total bid amount of \$985,553.00. The Engineer's Estimate for the project was \$1,321,419.00.

We recommend that the City Council consider these bids and award a contract for the grand total bid in the amount of \$985,553.00 to Bituminous Roadways, Inc. based on the results of the bids received.

If you have any questions, please contact me at 612.388.9652. Thank you.

Sincerely,
WSB



Justin Messner, PE
Director, Municipal Services

Attachments

cc: Emily Brown, WSB
Bituminous Roadways, Inc.

ar

BID TABULATION SUMMARY

2025 Pavement Improvement Project

City of North Branch, MN

WSB Project No. 028009-000

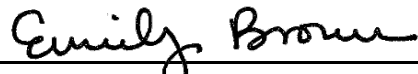
Bid Opening: April 3, 2025, at 11:00 a.m. local time



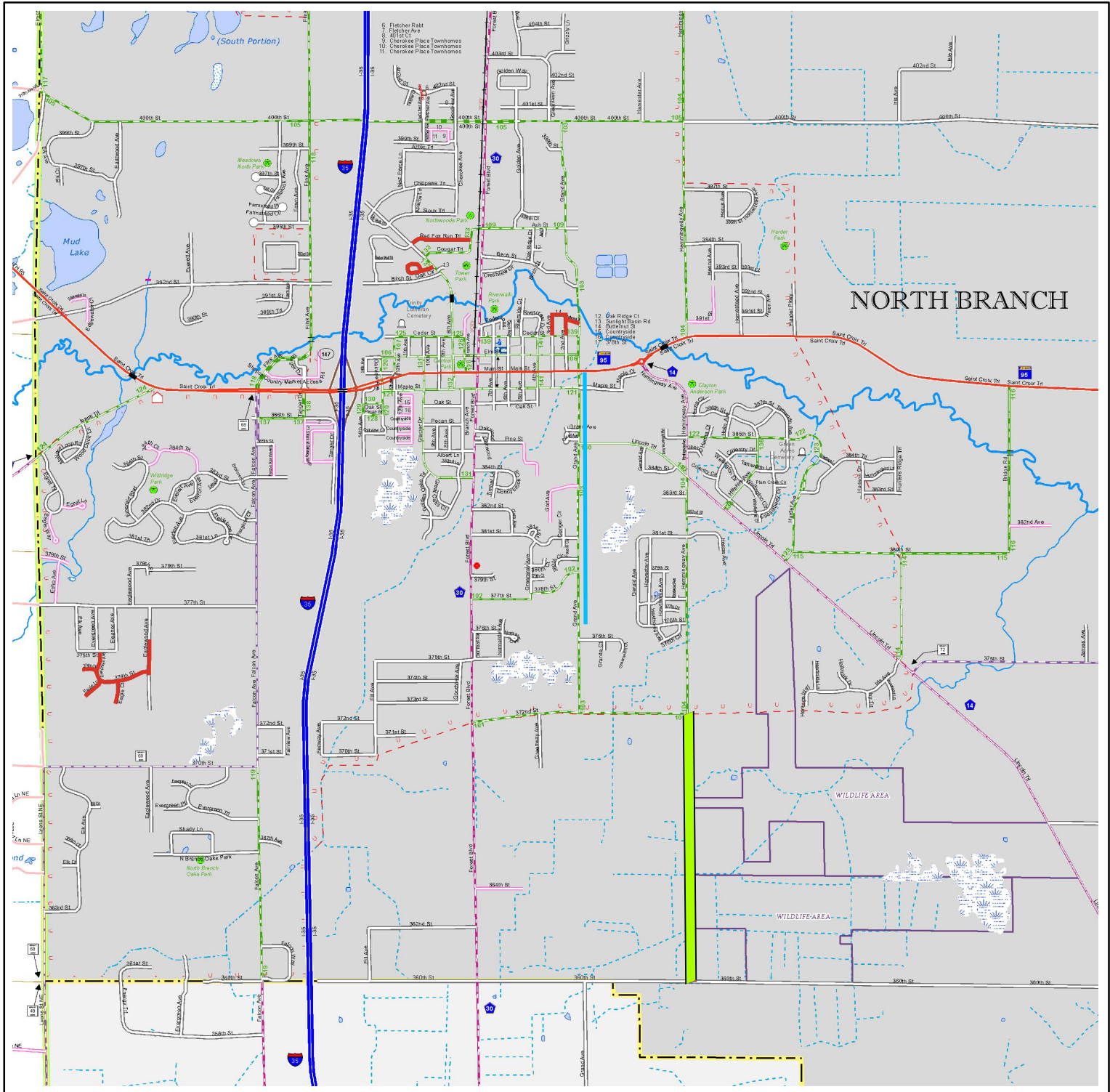
 DENOTES CORRECTED FIGURE

Contractor		Addendum No. 1	Addendum No. 2	Bid Security (5%)	Grand Total Bid
1	Bituminous Roadways	X	X	X	\$985,553.00
2	Asphalt Surface Technologies Corp.	X	X	X	\$1,033,385.74
3	Knife River Corporation - North Central	X	X	X	\$1,061,744.00
4	North Valley, Inc.	X	X	X	\$1,069,827.19
5	Valley Paving, Inc.	X	X	X	\$1,076,336.60
6	OMG Midwest, Inc. dba	X	X	X	\$1,256,379.50
	MN Paving & Materials				
Engineer's Opinion of Cost					\$1,321,419.00

I hereby certify that this is a true and correct tabulation of the bids as received on April 3, 2025.


Emily Brown, PE Project Manager

North Branch Street Local Road Overlay Proposed 2025



DATE: 2025-JAN-08

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

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



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/17/2025

Board & Commission: City Council

Subject: Approval of Resolution R-176-2025 Approving the Reduction of Letter of Credit for Luchts Crossing 4th Addition

Background Information

Graphic Homes, Inc, has requested the a partial release of the letter of credit associated with the Lucht's Crossing 4th Addition located within the City of North Branch. City Staff have reviewed the request and completed site inspections. A portion of the work covered by the letter of credit has been completed to City standards, and staff recommend reducing the letter of credit to relate to the progress on the development.

The City Engineer recommends release of the letter of credit as shown below:

Letter Of Credit Summary

Original LOC Amount \$1,673,531.00
Reduction Request #1 \$1,255,148.25
Remaining LOC Amount \$418,382.75

Requested Action

Recommend Approval of Resolution R-176-2025 authorizing the reduction of financial security for Lucht's Crossing 4th Addition.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-176-2025

**A RESOLUTION AUTHORIZING A FINANCIAL SECURITY REDUCTION FOR
LUCHT'S CROSSING 4TH ADDITION**

WHEREAS, in accordance with the Development Agreement ("Agreement") for Lucht's Crossing 4th Addition ("Development"), dated March 26, 2024, Graphic Homes, Inc., ("Developer"), agreed to install certain public improvements ("Improvements") for said Development, and provide Financial Guarantee ("Security"), in the form of Letter of Credit, covering the installation and construction of those "Improvements;" and,

WHEREAS, the Developer has completed certain Improvements as of April 9, 2025, as required by the Agreement for the Development, and has requested an initial reduction to the Security; and,

WHEREAS, Agreement required an original Security deposit provided to the City totaling \$1,673,531.00, of which the Developer is requesting a reduction of said Security to \$418,382.75 which is 25% of the original Security as required by the Agreement, to reflect the work completed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, a reduction in the Security for the Development from \$1,673,531.00 to \$418,382.75 is hereby authorized.

BE IT FURTHER RESOLVED, the Developer shall furnish to the City a replacement Letter of Credit, or cash deposit, in the amount reduced as stated above, and in accordance with the standard Letter of Credit template as provided by the City.

BE IT FURTHER RESOLVED, no further reductions to the Security for the Development shall be authorized until the Developer is prepared to submit an Offer of Dedication for the completion and warranty of the Improvements and/or the City fully accepts the Improvements as required for the Development.

ADOPTED this 22nd day of April 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

LUCHTS CROSSING 4TH ADDITION
OFFER OF DEDICATION

THE UNDERSIGNED, Graphic Homes Inc. a Minnesota corporation ("Developer") has executed this Offer of Dedication ("Offer") effective as of the 9th day of April, 2025.

RECITALS

A. The Developer and the City of North Branch, a Minnesota municipal corporation ("City") are parties to a Planned Unit Development and Subdivision Agreement dated August 22, 2022 (the "Agreement") according to the terms of which the Developer agreed to construct certain Improvements to the Property owned by the Developer including certain Public Improvements to be dedicated to the City.

B. Pursuant to the Agreement, the Developer has furnished the City with a Letter of Credit in the original amount of \$1,673,531.00, issued by Security State Bank of Marine.

C. The Agreement further provides that the Improvements may be offered to the City in no more than three (3) dedications and that, if the City accepts the dedication of such Improvements, the Letter of Credit may be reduced by an amount equal to 100% of estimated costs of the Improvements to be dedicated as determined by the City Engineer (the "Reduction Amount")

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

OFFER OF DEDICATION

The following provisions are hereby submitted to the City by the Developer in connection with the Agreement regarding the development of the Lucht's Crossing 4th Addition Development within the City limits:

1. **Offer of Dedication.** The Developer hereby offers to dedicate to the City all of the Public Improvements completed by the Developer pursuant to the Agreement.

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

commence until the City's final acceptance of the Public Improvements.

3. Letter of Credit. The City approves a reduction in the Letter of Credit and the Developer may submit a replacement Letter of Credit in the amount of \$418,382.75 to remain on file for the duration of the Warranty Period and for so long thereafter as is necessary to complete the remaining Developer's obligations under the terms of the Agreement, which includes, but is not limited to preparation and approval of as-built drawings of the Development.

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

Respectfully Submitted,

DEVELOPER:

GRAPHIC HOMES, INC.

By:  4-9-25
Steven J. Rindahl
Its: President

April 18, 2025

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

Re: Lucht's Crossing 3rd & 4th Additions
Release of Letter of Credit

Dear Mr. Hill:

Graphic Homes, Inc. has requested to reduce the letter of credit associated with Lucht's Crossing 3rd and 4th Additions located within the City of North Branch. We have reviewed the request, verified receipts of payment from the contractor, completed site inspections, and fully accepted the final site improvements.

The developer has completed all remaining punch list items and WSB recommends final approval and release of the remaining Letters of Credit for Lucht's Crossing 3rd Addition and the reduction of Lucht's Crossing 4th Additions to 25% of the original amount.

Please contact me with any questions.

Sincerely,

WSB



Justin Messner, PE
City Engineer



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/17/2025

Board & Commission: City Council

Subject: Approval of Resolution R-179-2025 Releasing Developer Obligations as Stated in the Development Agreement for Luchts Crossing 3rd Addition

Overview / Background

The North Branch City Council approved the Final Plat for Lucht's Crossing 3rd Addition ("Development") on July 23, 2019, and entered into a Subdivision Agreement ("Agreement") for the Development, also on July 23, 2019. The Developer completed the public improvements ("Improvements") as required by the Agreement, and offered to dedicate the Improvements on December 12, 2023, entering the one (1) year warranty period. The Developer has satisfactorily completed the warranty period and has requested the City return all remaining security and escrow specific to the Development. Additionally, the release of financial security and escrow means the public portion of the project is complete, allowing the City to release the Developer from its terms, conditions and obligations as outlined in the Agreement. Because the Agreement is recorded with Chisago County, the City must approve a resolution and document for recording, releasing the Developer from the Agreement.

Staff Recommendation

City staff recommend accepting of public improvements for Lucht's Crossing 3rd Addition.

Recommended City Council Action

Motion to approve Resolution No. R-179-2025, accepting releasing and returning to the developer the financial securities and remaining escrow balance for Lucht's Crossing 3rd Addition.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-179-2025

WHEREAS, the City of North Branch (“City”) and Graphic Homes, LLC (“Developer”) entered into a Subdivision Agreement (“Agreement”) on July 23, 2019, pursuant to Resolution No. 52-19-CC, for the purpose of the construction of a residential subdivision, known as Lucht’s Crossing 3rd Addition (“Development”); and,

WHEREAS, said Agreement for the Development was submitted to and recorded with Chisago County on August 22, 2019, as Document No. 621631; and,

WHEREAS, the public improvements (“Improvements”) are complete and have been accepted by the City, and remaining financial securities and escrow were authorized for release and return to the Developer, pursuant to Resolution No. R-179-2025, as approved by the City Council on April 22, 2025; and,

WHEREAS, the City has reviewed the Agreement and has determined all terms and conditions described therein have been satisfied by the Developer and that the Improvements related to the Development are deemed complete.

the Mayor and City Clerk are hereby authorized to release the Development and Subdivision Agreement for Lucht’s Crossing 3rd Addition with Graphic Homes, Inc as described in Exhibit A.

ADOPTED this 22nd day of April 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

EXHIBIT A
RELEASE OF
DEVELOPMENT AND SUBDIVISION AGREEMENT
FOR LUCHT'S CROSSING 3RD ADDITION
WITH GRAPHIC HOMES, INC

The City of North Branch hereby states the Developer, Graphic Homes, Inc, has met the conditions of that certain Development and Subdivision Agreement entered into on the 23rd day of July, 2019, between the City of North Branch and Graphic Home, Inc for the construction of a residential subdivision, known as Lucht's Crossing 3rd Addition, which was recorded with Chisago County on August 22, 2019 (Document No. 621631).

The legal description of the property subject to the Development and Subdivision Agreement is as follows:

The City hereby RELEASES the Developer, its successors and assigns, from the terms and conditions of said Development and Subdivision Agreement (Document No. 621631).

CITY OF NORTH BRANCH

Kevin Schieber

Mayor

Matthew Hill

STATE OF MINNESOTA)

) ss.

COUNTY OF CHISAGO)

The foregoing instrument was acknowledged before me this ____ day of _____,

2025 by Kevin Schieber and Matthew Hill, the Mayor and City Administrator respectively, of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

April 18, 2025

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

Re: Lucht's Crossing 3rd & 4th Additions
Release of Letter of Credit

Dear Mr. Hill:

Graphic Homes, Inc. has requested to reduce the letter of credit associated with Lucht's Crossing 3rd and 4th Additions located within the City of North Branch. We have reviewed the request, verified receipts of payment from the contractor, completed site inspections, and fully accepted the final site improvements.

The developer has completed all remaining punch list items and WSB recommends final approval and release of the remaining Letters of Credit for Lucht's Crossing 3rd Addition and the reduction of Lucht's Crossing 4th Additions to 25% of the original amount.

Please contact me with any questions.

Sincerely,

WSB 

Justin Messner, PE
City Engineer



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/17/2025

Board & Commission: City Council

Subject: Approval of Resolution No. R-181-2025, Releasing Developer Obligations as Stated in the Development Agreement for Townsedge

Overview / Background

The North Branch City Council approved the Final Plat for Townsedge Planned Unit Development (“Development”) on May 22, 2019, and entered into a Planned Unit Development and Subdivision Agreement (“Agreement”) for the Development. The Developer has completed the public improvements as required by the Agreement and has requested to dedicate the public improvements and for the city to return all remaining security and escrow specific to the Development. Additionally, the release of financial security and escrow means the public portion of the project is complete, allowing the City to release the Developer from its terms, conditions and obligations as outlined in the Agreement. Because the Agreement is recorded with Chisago County, the City must approve a resolution and document for recording, releasing the Developer from the Agreement.

Staff Recommendation

City staff recommend accepting of public improvements and releasing and returning to the developer the financial securities and remaining escrow balance for Townsedge.

Recommended City Council Action

Motion to approve Resolution No. R-183-2025, accepting of the public improvements and releasing and returning to the developer the financial securities and remaining escrow balance Townsedge.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-181-2025

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS AND AUTHORIZING TO RELEASE THE DEVELOPER OBLIGATIONS AS STATED IN THE DEVELOPMENT AGREEMENT FOR TOWNSEDGE

WHEREAS, the City of North Branch (“City”) and Graphic Homes, LLC (“Developer”) entered into a Subdivision Agreement (“Agreement”) on May 22, 2019, for the purpose of the construction of a residential subdivision, known as Townsedge (“Development”); and,

WHEREAS, said Agreement for the Development was submitted to and recorded with Chisago County on July 23, 2019, as Document No. 620621; and,

WHEREAS, the public improvements (“Improvements”) are complete and have been accepted by the City, and remaining financial securities and escrow were authorized for release and return to the Developer, pursuant to Resolution No. R-181-2025, as approved by the City Council on April 22, 2025; and,

WHEREAS, the City has reviewed the Agreement and has determined all terms and conditions described therein have been satisfied by the Developer and that the Improvements related to the Development are deemed complete.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Mayor and City Clerk are hereby authorized to release the Development and Subdivision Agreement for Townsedge with Graphic Homes, Inc as described in Exhibit A.

ADOPTED this 22nd day of April 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

EXHIBIT A
RELEASE OF
DEVELOPMENT AND SUBDIVISION AGREEMENT
FOR LUCHT'S CROSSING 3RD ADDITION
WITH GRAPHIC HOMES, INC

The City of North Branch hereby states the Developer, Graphic Homes, Inc, has met the conditions of that certain Development and Subdivision Agreement entered into on the 23rd day of July, 2019, between the City of North Branch and Graphic Home, Inc for the construction of a residential subdivision, known as Lucht's Crossing 3rd Addition, which was recorded with Chisago County on August 22, 2019 (Document No. 621631).

The legal description of the property subject to the Development and Subdivision Agreement is as follows:

The City hereby RELEASES the Developer, its successors and assigns, from the terms and conditions of said Development and Subdivision Agreement (Document No. 621631).

CITY OF NORTH BRANCH

Kevin Schieber

Mayor

Matthew Hill

STATE OF MINNESOTA)

) ss.

COUNTY OF CHISAGO)

The foregoing instrument was acknowledged before me this ____ day of _____,

2025 by Kevin Schieber and Matthew Hill, the Mayor and City Administrator respectively, of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 04/17/2025

Board & Commission: City Council

Subject: Approval of Resolution No. R-183-2025, Accepting the public improvements and Releasing Developer Obligations as Stated in the Site Agreement for Cliffs North Branch Acres

Overview / Background

The North Branch City Council approved the Final Plat for Cliffs North Branch Acres Development (“Development”) on February 28 2023, and entered into a Site Improvement Agreement (“Agreement”) for the Development. The Developer has completed the improvements as required by the Agreement and has requested for the city to return all remaining security and escrow specific to the Development. Additionally, the release of financial security and escrow means the project is complete, allowing the City to release the Developer from its terms, conditions and obligations as outlined in the Agreement. Because the Agreement is recorded with Chisago County, the City must approve a resolution and document for recording, releasing the Developer from the Agreement.

Staff Recommendation

City staff recommend accepting of public improvements and releasing and returning to the developer the financial securities and remaining escrow balance for Cliffs North Branch Acres.

Recommended City Council Action

Motion to approve Resolution No. R-183-2025, accepting of the public improvements and releasing and returning to the developer the financial securities and remaining escrow balance Cliffs North Branch Acres.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-183-2025

**A RESOLUTION RELEASING DEVELOPER OBLIGATIONS AS STATED IN THE
SITE AGREEMENT FOR CLIFFS NORTH BRANCH ACRES**

WHEREAS, the City of North Branch (“City”) and Sherco Construction, Inc (“Developer”) entered into a Site Improvement Agreement (“Agreement”) on April 25, 2023, for the purpose of the construction of a residential subdivision, known as Cliffs North Branch Acres (“Development”); and,

WHEREAS, the improvements (“Improvements”) are complete, and remaining financial securities and escrow were authorized for release and return to the Developer, pursuant to Resolution No. R-183-2025, as approved by the City Council on April 22, 2025; and,

WHEREAS, the City has reviewed the Agreement and has determined all terms and conditions described therein have been satisfied by the Developer and that the Improvements related to the Development are deemed complete.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Mayor and City Clerk are hereby authorized to release the Site Improvement Agreement for Cliffs North Branch Acres with Sherco Construction, Inc.

ADOPTED this 22nd day of April 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 04/09/2025

Board & Commission: City Council

Subject: Finance Update

Voting Requirements:

Bank Account Balances

2/28/2025

	EOM Balance	Interest Rate
Bremer - Checking (0753)	719,375.35	0.0%
Bremer - MM (2886)	2,831,024.06	4.3%
Associated - Checking (4089)	95,343.69	0.0%
Associated - MM (3859)	2,097,845.57	3.92%
Xpress Cash Balance	150,117.50	0.00%
Total Checking/Savings	\$ 5,893,706.17	

Investments

US Bank	15,011,691.10	Varies
Neighborhood National CD	1,000,000.00	1.8%
Wells Fargo	1,025,498.37	Varies
Total Investments	\$ 17,037,189.47	

Total Cash & Investments	\$ 22,930,895.64
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City of North Branch

February 2025 Update

Percent of Year

0.17%

General Fund

	2/28/2025 Actual	2/28/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Taxes	\$ -	\$ -	\$ -	\$ 6,152,620	\$ 6,246,315
Licenses & Permits	41,453	26,805	14,648	375,000	347,800
Intergovernmental	134,033	126,491	7,543	1,450,000	1,570,822
Charges for Services	7,469	1,805	5,663	120,000	104,300
Fines & Forfeits	3,732	4,019	(287)	16,500	17,000
Other Revenue	42,893	110,850	(67,957)	211,000	150,400
Other Financing Sources	-	-	-	315,300	315,300
Total Revenues	\$ 229,580	\$ 269,970	\$ (40,390)	\$ 8,640,420	\$ 8,751,937
Expenditures:					
City Council	\$ 47	\$ 6,328	\$ (6,281)	32,382	\$ 32,382
City Administrator	25,799	8,187	17,611	255,000	261,168
City Clerk	6,130	27,462	(21,332)	135,000	132,406
Elections	-	-	-	-	-
Technology	83,260	-	83,260	485,000	481,100
Finance	54,581	21,392	33,189	405,000	404,753
City Attorney	9,860	-	9,860	50,000	50,000
City Engineer	3,384	2,984	400	40,000	40,000
Legislative	-	2,500	(2,500)	30,000	31,500
Planning & Zoning	(6,654)	14,310	(20,964)	153,239	153,239
City Facilities	25,081	29,913	(4,832)	175,000	172,189
Police	379,302	477,113	(97,811)	2,750,000	2,777,895
Fire	84,390	37,293	47,097	615,000	621,584
Building Inspection	59,469	46,363	13,106	352,000	352,169
Civil Defense	359	241	118	4,200	4,200
Animal Control	350	700	(350)	4,500	4,500
Street Lights	5,701	5,532	169	100,000	109,000
Public Works	142,981	156,721	(13,740)	3,100,000	3,176,340
Parks	29,015	50,202	(21,187)	379,000	382,074
Library	13,600	18,780	(5,180)	116,202	116,202
Non-Dept Exps	13,596	31,796	(18,200)	301,100	301,100
Total Expenditures	\$ 930,250	\$ 937,817	\$ (7,567)	\$ 9,482,623	\$ 9,603,801
Net Postion increase/(decrease)	\$ (700,670)	\$ (667,847)	\$ (32,823)	\$ (842,203)	\$ (851,864)

**

Sewer Fund (602)

	2/28/2025 Actual	2/28/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Charges for Services	\$ 22,239	\$ 15,948	\$ 6,291	355,000	\$ 355,000
Utility Charges	263,984	78,005	185,979	1,750,000	1,803,000
Other Revenue	-	-	-	5,000	5,000
Other Financing Sources	-	-	-	-	-
Total Revenues	<u>\$ 286,223</u>	<u>\$ 93,953</u>	<u>\$ 192,270</u>	<u>\$ 2,110,000</u>	<u>\$ 2,163,000</u>
Expenditures:					
Sanitary Sewer	\$ 167,366	\$ 201,546	(34,180)	2,069,793	\$ 2,325,610
Total Expenditures	<u>\$ 167,366</u>	<u>\$ 201,546</u>	<u>\$ (34,180)</u>	<u>\$ 2,069,793</u>	<u>\$ 2,325,610</u>
Net Postion increase/(decrease)	<u>\$ 118,857</u>	<u>\$ (107,593)</u>	<u>\$ 226,450</u>	<u>\$ 40,207</u>	<u>\$ (162,610)</u>

Liquor Store Fund (609)

	2/28/2025 Actual	2/28/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Liquor Store - East	\$ 392,301	\$ 359,098	\$ 33,203	\$ 2,812,213	\$ 3,017,572
Liquor Store - West	169,213	150,647	18,567	1,247,411	1,247,411
Cost of Liquor Sold - East	(272,790)	(250,473)	(22,318)	(2,038,854)	(2,258,504)
Cost of Liquor Sold - West	(114,412)	(105,820)	(8,592)	(904,373)	(848,339)
Other Revenue	900	300	600	10,800	4,200
Total Revenues	<u>\$ 175,213</u>	<u>\$ 153,752</u>	<u>\$ 21,461</u>	<u>\$ 1,127,197</u>	<u>\$ 1,162,340</u>
Operating Expenses:					
Liquor Store - East	\$ 71,842	\$ 81,634	(9,792)	\$ 788,874	\$ 763,666
Liquor Store - West	53,246	69,363	(16,117)	235,446	393,998
Total Operating Expenses	<u>\$ 125,088</u>	<u>\$ 150,997</u>	<u>\$ (25,909)</u>	<u>\$ 1,024,320</u>	<u>\$ 1,157,664</u>
Net Postion increase/(decrease)	<u>\$ 50,125</u>	<u>\$ 2,755</u>	<u>\$ 47,370</u>	<u>\$ 102,877</u>	<u>\$ 4,676</u>
Net Profit Percentage	8.91%	0.54%		2.53%	

Stormwater Fund (612)

	2/28/2025 Actual	2/28/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Utility Charges	\$ 42,934	\$ 181,538	(138,604)	475,500	\$ 475,500
Other Revenue	-	-	-	-	300
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 42,934	\$ 181,538	\$ (138,604)	\$ 475,500	\$ 475,800
Expenditures:					
Storm Sewer	\$ 31,221	\$ 48,189	(16,969)	475,000	\$ 563,413
Total Expenditures	\$ 31,221	\$ 48,189	\$ (16,969)	\$ 475,000	\$ 563,413
Net Postion increase/(decrease)	\$ 11,713	\$ 133,349	\$ (121,636)	\$ 500	\$ (87,613)

Water Fund (615)

	2/28/2025 Actual	2/28/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Charges for Services	\$ 15,300	\$ 23,030	\$ (7,730)	183,600	\$ 135,000
Water Charges	251,162	232,787	18,375	1,850,000	1,969,468
Other Revenue	6,583	50,703	(44,120)	47,500.00	50,000
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 273,045	\$ 306,520	\$ (33,475)	\$ 2,081,100	\$ 2,154,468
Expenditures:					
Water	\$ 193,324	\$ 138,556	54,768	2,010,000	\$ 2,700,682
Total Expenditures	\$ 193,324	\$ 138,556	\$ 54,768	\$ 2,010,000	\$ 2,700,682
Net Postion increase/(decrease)	\$ 79,721	\$ 167,964	\$ (88,243)	\$ 71,100	\$ (546,214)

Generation Fund (620)

	2/28/2025 Actual	2/28/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Charges for Services	\$ -	\$ -	\$ -	-	\$ -
Utility Charges	61,120	60,000	1,120	360,000	360,000
Other Revenue	-	-	-	-	-
Total Revenues	\$ 61,120	\$ 60,000	\$ 1,120	\$ 360,000	\$ 360,000
Expenditures:					
Generation	\$ 59,987	\$ 12,356	47,630	360,000	\$ 361,151
Total Expenditures	\$ 59,987	\$ 12,356	\$ 47,630	\$ 360,000	\$ 361,151
Net Postion increase/(decrease)	\$ 1,133	\$ 47,644	\$ (46,511)	\$ -	\$ (1,151)

Monthly Report for Liquor Store - Council Report

February 2025

Percent of Year: 0.17%

Sales by Month and Year-to-Date

Month	2025 Sales	3 Year Avg Sales	2024 Sales	2023 Sales	2022 Sales	2021 Sales
January	\$ 291,317	\$ 258,152	\$ 249,337	\$ 260,869	\$ 264,251	\$ 294,006
February	271,098	259,711	260,707	258,033	260,393	266,208
March	-	284,347	295,583	287,435	270,023	304,564
April	-	291,390	288,819	294,541	290,810	327,239
May	-	353,492	359,929	360,263	340,284	366,090
June	-	369,694	356,157	396,703	356,222	370,136
July	-	386,768	387,761	384,874	387,670	406,355
August	-	377,153	416,855	374,215	340,390	337,323
September	-	358,098	367,288	364,930	342,075	329,748
October	-	320,305	348,507	320,341	292,066	332,607
November	-	324,683	360,918	315,225	297,905	310,290
December	-	404,453	425,741	392,734	394,885	375,740
Total	\$ 562,415	\$ 3,988,246	\$ 4,117,602	\$ 4,010,162	\$ 3,836,975	4,020,305

YTD Sales compared to 3 Year Avg	\$ 44,551
YTD Sales compared to 2024 Sales	\$ 52,370

YTD Sales compared to 3 Year Avg	108.60%
YTD Sales compared to 2024 Sales	110.27%

Expenses by Month and Year-to-Date

Month	2025 Expenses	3 Year Avg Expenses	2024 Expenses	2023 Expenses	2022 Expenses	2021 Expenses
January	255,206	246,181	175,638	255,794	307,113	293,718
February	257,084	279,673	331,652	272,608	234,760	282,744
March	-	334,265	324,884	326,195	351,716	382,787
April	-	303,311	287,748	309,284	312,900	317,321
May	-	358,198	389,397	327,960	357,236	325,980
June	-	327,872	275,479	306,429	401,707	361,741
July	-	353,050	378,477	364,310	316,364	365,403
August	-	354,394	365,253	364,211	333,718	338,110
September	-	327,614	346,710	330,720	305,413	329,361
October	-	271,933	234,669	306,036	275,092	279,299
November	-	366,419	378,443	378,576	342,238	279,323
December	-	440,927	534,146	487,602	301,033	392,250
Total	\$ 512,290	\$ 3,963,836	\$ 4,022,495	\$ 4,029,724	\$ 3,839,288	3,948,037

YTD Expenses compared to 3 Year Avg	\$ (13,564)
YTD Expenses compared to 2024 Exps	\$ 5,000

YTD Expenses compared to 3 Year Avg	97.42%
YTD Expenses compared to 2024 Exps	100.99%

	2025	3 Year Avg	2024	2023	2022	2021
YTD Net Income (Before Transfers)	\$ 130,125	\$ 115,929	\$ 175,107	\$ 80,438	\$ 92,243	\$ 172,269
Net Income Percentage	23.14%	2.89%	4.25%	2.01%	2.40%	4.28%

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

Monthly Report for Liquor Store - Council Report

February 2025

Percent of Year: 0.17%

	2025 Annual Budget	Actual 2025 YTD	Actual East	Actual West
Sales	\$ 4,259,583	\$ 561,515	\$ 392,301	\$ 169,213
Cost of Sales	3,106,843	387,202	272,790	114,412
Gross Margin	\$ 1,152,740 27.1%	\$ 174,313 31.0%	\$ 119,511 30.5%	\$ 54,802 32.4%

	2025 Annual Budget	Actual 2025 YTD	East Actual	West Actual
Gross Margin by Category - Budget vs Actual				
Liquor	\$ 418,468	\$ 41,678	\$ 28,668	\$ 13,010
Beer	556,299	98,542	69,940	28,602
Wine	123,638	22,165	10,958	11,207
Non-Alcoholic	37,335	7,993	6,345	1,648
THC	-	3,935	3,601	334
Other	-	-	-	-
	<u>\$ 1,135,740</u>	<u>\$ 174,313</u>	<u>\$ 119,511</u>	<u>\$ 54,802</u>

2025 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non- Alcoholic
January	291,017	108,447	134,588	29,854	8,527	9,601
February	270,498	102,744	122,439	29,206	7,886	8,224
March	-					
April	-					
May	-					
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	<u>561,515</u>	<u>211,191</u>	<u>257,027</u>	<u>59,059</u>	<u>16,413</u>	<u>17,824</u>

2025 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non- Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	197,271	70,807	92,673	22,267	5,747	5,776
March	-					
April	-					
May	-					
June	-					
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	<u>387,202</u>	<u>169,513</u>	<u>158,485</u>	<u>36,895</u>	<u>12,478</u>	<u>9,831</u>

Monthly Report for Liquor Store - Council Report

February 2025

Percent of Year: 0.17%

2024 Sales to Cost of Goods Sold Comparison

2024 Sales By Category

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

2024 Cost of Goods Sold By Category

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



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/15/2025

Board & Commission: City Council

Subject: Consider approval of Resolution #R-172-2025 accepting resignation and declaring a vacancy on the City Council.

Background:

Council Member Peter Schaps verbally told City Administrator Matthew Hill that he was resigning from the City Council directly after the Council Meeting on April 8, 2025. Administrator Hill requested that Mr. Schaps send in an official request in writing, for the official record. Mr. Schaps sent Administrator Hill a text on Thursday, April 10, 2025 stating the following:

To: Matthew Hill, North Branch City Administrator

Dear Matthew,

As of the adjournment of the regular meeting of the North Branch City Council held on 4/8/2025 at 7:00 PM, I Peter Schaps have made the decision to step down from my elected seat upon the North Branch City Council.

If you require anything further from me, please contact me at your convenience.

Sincerely,

Peter Schaps

Requested Action:

Motion and Second to approve Resolution R-172-2025 accepting the resignation and declaring a vacancy.

Voting Requirements:

Voting Options

Simple Majority

RESOLUTION NO. R-172-2025

A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.

WHEREAS, the North Branch City Council has received the written resignation of Peter Schaps, effective on April 8, 2025.

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

- 1. The council accepts Peter Schaps’ resignation as described above.

The council declares that a vacancy exists on council effective on April 22, 2025.
Passed by the City Council of North Branch, Minnesota, this 22nd day of April 2025.

Mayor

Date

Attested:

City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 04/15/2025

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 Travis Miles resignation and declared a vacancy on the City Council. They choose to accept applications for the position, held interviews and appointed Patrick Meacham to fill the vacancy.

Council Member Peter Schaps resigned from the City Council on April 8, 2025. The City Council can go about filling the vacancy in a couple different ways.

1. Council can go back to the pool of applicants that were interviewed and make an appointment from the 3 remaining applicants. Phil Carlson, Paul Schneidewind, and Jim Ibinger. According to the City Attorney, there are no explicit requirements in state law or City Code when it comes to accepting applications for filling vacancies, so if the Council determines that the previous applicant pool is sufficient, then that is a fine way to proceed legally.
2. Council can request staff to re-post the position and interview in the future for a new Council Member.

Voting Requirements:

Voting Options Simple Majority