



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jim Ibinger
Councilmember

Jeff Goulet
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JUNE 24, 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. Oath of office and Swearing in of Officer Bryce Lind INFO
6. PUBLIC COMMENT

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

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

 - a. Claims ACTION
 - b. City Council - Regular Meeting - June 10th, 2025 - 7:00 PM ACTION
 - c. Approval of Social Media policy ACTION
 - d. Approval of Resolution R-199-2025 to approve the Fox Run 2nd Addition Final Plat ACTION
 - e. Approval of Resolution R-202-2025 Approving the Fox Run 2nd Addition Planned Unit Development and Subdivision Agreement ACTION

- f. Approval of a Special Event Permit Application for Fashion Show in Central Park ACTION
- g. Approval of Job Descriptions for Liquor Operations Department including Store Clerk, Lead Store Clerk, Assistant Store Manager, Store Manager, and Liquor Operations Director. ACTION
- h. Approval of Job Description for Accountant ACTION
- i. Approval of City Clerk Job Description. ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Consider approval of Resolution R-201-2025 in support of the future I-35/400th Street interchange and Hwy 95 truck bypass. ACTION
- b. Software Discussion INFO
- c. Administrator update VERBAL UPDATE

10. MAYOR/CITY COUNCIL

- a. Parameters of public comment INFO

11. CLOSED SESSION

- a. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property at 37891 Forest Blvd INFO

12. ADJOURNMENT

[MEET_FOOT]



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 06/17/2025

Board & Commission: City Council

Subject: Oath of office and Swearing in of Officer Bryce Lind

Chief Meyer will read the oath of office and swear in Officer Bryce Lind.

Voting Requirements:

N/A



Prepared By: Sharon Wright, Finance Director

Presenter:

Date: 05/30/2025

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5821 & 5838 to 5845 - \$217,511.09

Checks

91635 to 91710 - \$315,878.80

Payroll

06/20/2025 - \$127,130.00

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 06/18/2025 - 1:45PM
Batch: 00004.06.2025 - 06182025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1002 2452	Chisago Lakes Bus Service 4.0 School Services BUS TOUR 5/19	350.00	06/17/2025	Check Sequence: 1 403-46500-50300	ACH Enabled: False
	Check Total:	350.00			
Vendor: 1817 1770	911 Tech, Inc. COPFTO Annual Subscription	1,323.00	06/17/2025	Check Sequence: 2 101-42110-50433	ACH Enabled: False
	Check Total:	1,323.00			
Vendor: 2059 507979 507979 507979 507979 507979 507979 507979 507979	Abdo LLP 2024 AUDIT 2024 AUDIT 2024 AUDIT 2024 AUDIT 2024 AUDIT 2024 AUDIT 2024 AUDIT 2024 AUDIT	243.30 446.07 64.88 162.21 4,866.18 2,433.09 486.62 1,297.65	06/17/2025 06/17/2025 06/17/2025 06/17/2025 06/17/2025 06/17/2025 06/17/2025 06/17/2025	Check Sequence: 3 620-49600-50301 612-49700-50301 609-48000-50301 201-46500-50301 101-41500-50301 615-49550-50301 609-49750-50301 602-49450-50301	ACH Enabled: False
	Check Total:	10,000.00			
Vendor: 2140 16400563 16400565	ALERT 360 OPCO, INC. MONITORING JUL 2025 MONITORING JUL 2025	56.16 70.45	06/17/2025 06/17/2025	Check Sequence: 4 609-49750-50300 609-48000-50300	ACH Enabled: False
	Check Total:	126.61			
Vendor: 1662 1HQ9-6DDY-W9DC	AMAZON CAPITAL SERVICES OFFICE SUPPLIES	129.02	06/17/2025	Check Sequence: 5 101-42110-50210	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1R6M-QLFD-1MKV	OFFICE SUPPLIES	138.05	06/17/2025	101-42110-50210	
1X3T-TTLF-G676	EAR PROTECTION	107.97	06/17/2025	101-42110-50332	
	Check Total:	375.04			
Vendor: 1646	Ameritas			Check Sequence: 6	ACH Enabled: False
0620 AMER	6/20 PAYROLL WITHHOLDINGS	90.00	06/17/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1031	Aspen Mills			Check Sequence: 7	ACH Enabled: False
355625	UNIFORM- RS-INV	157.90	06/17/2025	101-42110-50237	
	Check Total:	157.90			
Vendor: 2144	AT&T			Check Sequence: 8	ACH Enabled: False
5449523019	BILL @ HAND ACCT	31.08	06/17/2025	101-41420-50321	
	Check Total:	31.08			
Vendor: 2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 9	ACH Enabled: False
2975786	DIESEL FUEL	1,212.80	06/17/2025	101-43000-50212	
2975786	DIESEL FUEL	1,212.79	06/17/2025	101-45000-50212	
	Check Total:	2,425.59			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 10	ACH Enabled: False
0207934800	LIQUOR	589.84	06/17/2025	609-48000-50251	
0207936400	LIQUOR	759.09	06/17/2025	609-49750-50251	
0208011900	LIQUOR	469.35	06/17/2025	609-49750-50251	
0208012200	LIQUOR	1,101.85	06/17/2025	609-48000-50251	
0208041000	LIQUOR CREDIT	-32.00	06/17/2025	609-49750-50251	
0208048200	THC CTREDIT	-17.17	06/17/2025	609-49750-50254	
0300033600	THC	91.65	06/17/2025	609-48000-50254	
	Check Total:	2,962.61			
Vendor: 1052	BERNICKS			Check Sequence: 11	ACH Enabled: False
10364569	THC	70.00	06/17/2025	609-48000-50254	
10364570	N/A SALES	69.40	06/17/2025	609-48000-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10364570	BEER	1,519.35	06/17/2025	609-48000-50252	
10364571	BEER CREDIT	-12.84	06/17/2025	609-48000-50252	
10364572	THC	90.00	06/17/2025	609-49750-50254	
10364573	BEER	3,018.65	06/17/2025	609-49750-50252	
10364573	N/A SALES	206.60	06/17/2025	609-49750-50250	
10364574	N/A SALES	69.12	06/17/2025	609-49750-50250	
10367354	THC	170.00	06/17/2025	609-48000-50254	
10367355	BEER	1,796.05	06/17/2025	609-48000-50252	
10367356	BEER	5,770.30	06/17/2025	609-49750-50252	
10367356	LIQUOR	42.00	06/17/2025	609-49750-50251	
10367356	N/A SALES	86.60	06/17/2025	609-49750-50250	
10367357	BEER CREDIT	-11.16	06/17/2025	609-49750-50252	
	Check Total:	12,884.07			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 12	ACH Enabled: False
121771891	BEER	292.50	06/17/2025	609-48000-50252	
121777101	LIQUOR	97.65	06/17/2025	609-48000-50251	
121777221	LIQUOR	1,705.95	06/17/2025	609-49750-50251	
121885341	BEER	63.00	06/17/2025	609-48000-50252	
121890697	LIQUOR	355.05	06/17/2025	609-48000-50251	
121890920	LIQUOR	1,084.25	06/17/2025	609-49750-50251	
121890921	N/A SALES	194.67	06/17/2025	609-49750-50250	
413611153	LIQUOR CREDIT	-271.55	06/17/2025	609-49750-50251	
	Check Total:	3,521.52			
Vendor: 1076	Business Essentials			Check Sequence: 13	ACH Enabled: False
OE-654815-1	TRASH & PET WASTE BAGS	593.99	06/17/2025	101-45000-50210	
	Check Total:	593.99			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 14	ACH Enabled: False
3146340	LIQUOR	450.00	06/17/2025	609-49750-50251	
3146340	N/A	77.05	06/17/2025	609-49750-50250	
3146340	BEER	904.90	06/17/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,431.95			
Vendor: 1905	Cemstone Products Co., Inc.			Check Sequence: 15	ACH Enabled: False
3050129	RIVERWALK PROJECT CREDIT	-1,017.00	06/17/2025	486-46500-50506	
7766374	POTHOLE PATCHING	281.88	06/17/2025	101-43000-50224	
7769797	RIVERWALK PROJECT	3,080.00	06/17/2025	486-46500-50506	
	Check Total:	2,344.88			
Vendor: 1980	City of Harris			Check Sequence: 16	ACH Enabled: False
06052025	LIVE BURN INSTRUCTION	300.00	06/17/2025	101-42280-50332	
	Check Total:	300.00			
Vendor: 1121	Crawfords Equipment, Inc.			Check Sequence: 17	ACH Enabled: False
01-106028	GAS CAP FOR MOWER	36.12	06/17/2025	101-45000-50404	
	Check Total:	36.12			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 18	ACH Enabled: False
01-500470	N/A SALES	177.36	06/17/2025	609-49750-50250	
01-500546	N/A SALES	92.64	06/17/2025	609-48000-50250	
01-500548	N/A SALES	161.44	06/17/2025	609-49750-50250	
	Check Total:	431.44			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 19	ACH Enabled: False
2488393	THC	716.00	06/17/2025	609-49750-50254	
2488394	N/A SALES	122.00	06/17/2025	609-49750-50250	
2488646	LIQUOR	52.60	06/17/2025	609-49750-50251	
2488901	LIQUOR	52.00	06/17/2025	609-48000-50251	
2488902	THC	154.50	06/17/2025	609-48000-50254	
2488903	BEER	3,153.30	06/17/2025	609-48000-50252	
2488904	BEER	10,463.02	06/17/2025	609-49750-50252	
2494419	THC	174.00	06/17/2025	609-49750-50254	
2494451	THC	85.00	06/17/2025	609-48000-50254	
2494452	N/A SALES	122.75	06/17/2025	609-48000-50250	
2494454	BEER	5,006.65	06/17/2025	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2494455	N/A SALES	200.68	06/17/2025	609-49750-50250	
2494457	BEER	14,702.60	06/17/2025	609-49750-50252	
	Check Total:	35,005.10			
Vendor: 1133	Dell Marketing, L.P.			Check Sequence: 20	ACH Enabled: False
10818714252	2 POWER SUPPLIES-PD	605.78	06/17/2025	101-41420-50207	
10818714252	2 DOCKS-PD	1,546.28	06/17/2025	101-41420-50207	
	Check Total:	2,152.06			
Vendor: 1981	EXPRESS SERVICES INC			Check Sequence: 21	ACH Enabled: False
32410438	TEMP EMPLOYEE FINAL	580.00	06/17/2025	101-41400-50300	
	Check Total:	580.00			
Vendor: 2205	FES, Inc.			Check Sequence: 22	ACH Enabled: False
21525	GARMENT REPAIR	672.27	06/17/2025	101-42280-50201	
21531	BOOTS	299.99	06/17/2025	101-42280-50201	
	Check Total:	972.26			
Vendor: 1182	Finance & Commerce			Check Sequence: 23	ACH Enabled: False
745790570	FLINK AVE TRL MNDOT GRANT	264.86	06/17/2025	486-46500-50303	
	Check Total:	264.86			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 24	ACH Enabled: False
23233 MAY2025	LABOR & EMPLOYMENT	5,216.30	06/17/2025	101-41610-50304	
23274 MAY2025	GEN MUNI & REAL ESTATE ATTY FEES	1,178.75	06/17/2025	609-48000-50304	
23274 MAY2025	GEN MUNI & REAL ESTATE ATTY FEES	820.00	06/17/2025	101-00000-21178	
23274 MAY2025	GEN MUNI & REAL ESTATE ATTY FEES	922.50	06/17/2025	101-41610-50304	
23274 MAY2025	GEN MUNI & REAL ESTATE ATTY FEES	102.50	06/17/2025	101-41500-50300	
23274 MAY2025	GEN MUNI & REAL ESTATE ATTY FEES	860.00	06/17/2025	201-46500-50304	
	Check Total:	9,100.05			
Vendor: 1204	Gateway Sign Co.			Check Sequence: 25	ACH Enabled: False
290140	NEW SQUAD 325 DECALS	905.00	06/17/2025	701-70100-50550	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	905.00			
Vendor: 2240	GigFire LLC			Check Sequence: 26	ACH Enabled: False
651034	PARKS WIFI - JULY 2025	179.95	06/17/2025	101-41420-50243	
	Check Total:	179.95			
Vendor: 1224	TAMMY GIMPL			Check Sequence: 27	ACH Enabled: False
FOR MAY 2025	MONTHLY RATE FOR SERVICE	350.00	06/17/2025	101-42700-50310	
	Check Total:	350.00			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 28	ACH Enabled: False
5050646	499 BILLABLE LOCATES	224.55	06/17/2025	615-49550-50300	
5050646	499 BILLABLE LOCATES	224.55	06/17/2025	602-49450-50300	
5050646	499 BILLABLE LOCATES	224.55	06/17/2025	612-49700-50300	
	Check Total:	673.65			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 29	ACH Enabled: False
7099103	TANK DEPOSIT CHARGES	100.00	06/17/2025	602-49450-50210	
	Check Total:	100.00			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 30	ACH Enabled: False
100001164767	NETWORK SWITCHES/FIREWALLS	1,849.78	06/17/2025	101-41420-50244	
	Check Total:	1,849.78			
Vendor: 1246	HOHENSTEINS, INC.			Check Sequence: 31	ACH Enabled: False
826460	BEER	132.00	06/17/2025	609-49750-50252	
	Check Total:	132.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 32	ACH Enabled: False
1891826	PLANNING COMM AD 5/22	8.29	06/17/2025	101-41910-50351	
1891827	PLANNING COMM AD 06/03	8.29	06/17/2025	101-41910-50351	
1894755	CITY COMP PLAN AD	244.80	06/17/2025	101-49990-50300	
1894756	CONCERTS IN THE PARK AD	384.60	06/17/2025	403-46500-50300	
1896129	COMP PLAN AD	244.80	06/17/2025	101-49990-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1896130	CONCERTS IN THE PARK AD	384.60	06/17/2025	403-46500-50300	
1896161	FLINK AVE TRL BIDS	41.93	06/17/2025	486-46500-50303	
971750	ADVERTISING	70.00	06/17/2025	609-49750-50340	
	Check Total:	1,387.31			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 33	ACH Enabled: False
132013	LIQUOR CREDIT	-15.50	06/17/2025	609-49750-50251	
132887	LIQUOR CREDIT	-67.55	06/17/2025	609-48000-50251	
132946	LIQUOR CREDIT	-125.45	06/17/2025	609-49750-50251	
133209	WINE CREDIT	-63.82	06/17/2025	609-49750-50253	
133210	LIQUOR CREDIT	-25.04	06/17/2025	609-49750-50251	
133373	WINE	-57.82	06/17/2025	609-49750-50253	
134916	LIQUOR CREDIT	-4.40	06/17/2025	609-49750-50251	
134917	LIQUOR CREDIT	-110.84	06/17/2025	609-49750-50251	
2805361	LIQUOR	1,496.04	06/17/2025	609-49750-50251	
2805362	LIQUOR	499.09	06/17/2025	609-49750-50251	
2805363	THC	532.28	06/17/2025	609-49750-50254	
2805364	LIQUOR	4,707.98	06/17/2025	609-49750-50251	
2805365	WINE	93.78	06/17/2025	609-49750-50253	
2805366	LIQUOR	221.52	06/17/2025	609-49750-50251	
2805367	WINE	419.04	06/17/2025	609-49750-50253	
2805368	WINE	113.84	06/17/2025	609-48000-50253	
2805369	LIQUOR	752.76	06/17/2025	609-48000-50251	
2805371	LIQUOR	1,712.10	06/17/2025	609-48000-50251	
2805372	WINE	46.89	06/17/2025	609-48000-50253	
2805373	WINE	429.20	06/17/2025	609-48000-50253	
2810031	LIQUOR	1,363.36	06/17/2025	609-49750-50251	
2810032	LIQUOR	163.84	06/17/2025	609-49750-50251	
2810033	WINE	452.24	06/17/2025	609-49750-50253	
2810034	N/A SALES	188.36	06/17/2025	609-49750-50250	
2810035	LIQUOR	1,560.63	06/17/2025	609-49750-50251	
2810036	WINE	837.69	06/17/2025	609-49750-50253	
2810037	LIQUOR	336.70	06/17/2025	609-48000-50251	
2810038	THC	68.52	06/17/2025	609-48000-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2810039	LIQUOR	109.84	06/17/2025	609-48000-50251	
2810040	LIQUOR	2,043.64	06/17/2025	609-48000-50251	
	Check Total:	17,678.92			
Vendor: 2264	Tonya Kostuch			Check Sequence: 34	ACH Enabled: False
06042025	NOTARY APP REIMBURSEMENT	120.00	06/17/2025	101-41400-50300	
	Check Total:	120.00			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 35	ACH Enabled: False
857815 MAY2025	Legislative Representation MAY 2025	2,500.00	06/17/2025	101-41800-50300	
	Check Total:	2,500.00			
Vendor: 1304	League Of Minnesota Cities			Check Sequence: 36	ACH Enabled: False
429282	IBINGER ANNUAL CONFERENCE	275.00	06/17/2025	101-41110-50332	
430666	CLERKS FOUNDATIONS	55.00	06/17/2025	101-41400-50332	
	Check Total:	330.00			
Vendor: 1176	M Health Fairview			Check Sequence: 37	ACH Enabled: False
15008417821	VISIT 15008417821 ON 6/3/2025	269.04	06/17/2025	101-43000-50406	
	Check Total:	269.04			
Vendor: 2261	MAERTENS-BRENNY CONSTRUCTION COMPANY			Check Sequence: 38	ACH Enabled: False
3236	TUCKPOINTING BLDG REPAIR	15,000.00	06/17/2025	101-42280-50401	
	Check Total:	15,000.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 39	ACH Enabled: False
810050	LIQUOR	1,055.70	06/17/2025	609-49750-50251	
810052	THC	233.52	06/17/2025	609-49750-50254	
810052	BEER	8,566.95	06/17/2025	609-49750-50252	
810052	N/A SALES	89.40	06/17/2025	609-49750-50250	
810052	LIQUOR	33.60	06/17/2025	609-49750-50251	
810080	LIQUOR	860.10	06/17/2025	609-48000-50251	
810080	BEER	2,217.70	06/17/2025	609-48000-50252	
810080	N/A SALES	21.40	06/17/2025	609-48000-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
811016	LIQUOR	92.60	06/17/2025	609-49750-50251	
811017	BEER	7,500.05	06/17/2025	609-49750-50252	
811017	N/A SALES	85.60	06/17/2025	609-49750-50250	
811046	THC	71.76	06/17/2025	609-48000-50254	
811046	LIQUOR	60.30	06/17/2025	609-48000-50251	
811046	BEER	6,458.55	06/17/2025	609-48000-50252	
811046	N/A SALES	21.40	06/17/2025	609-48000-50250	
811049	BEER CREDIT	-151.60	06/17/2025	609-49750-50252	
8860657	BEER CREDIT	-152.85	06/17/2025	609-49750-50252	
8860657	LIQUOR CREDIT	-33.60	06/17/2025	609-49750-50251	
8860658	BEER CREDIT	-1,301.95	06/17/2025	609-48000-50252	
	Check Total:	25,728.63			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 40	ACH Enabled: False
2811972	36" x 500' Paper Rolls	271.00	06/17/2025	101-41420-50210	
	Check Total:	271.00			
Vendor: 1367	MN HWY Safety & Research Ctr			Check Sequence: 41	ACH Enabled: False
337900-11935	EVOC/PIT Refresher	525.00	06/17/2025	101-42110-50332	
	Check Total:	525.00			
Vendor: 1903	Momentum ECM, LLC			Check Sequence: 42	ACH Enabled: False
20250287	LASERFICHE SUBSCRIPTION	1,430.00	06/17/2025	101-41420-50242	
	Check Total:	1,430.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 43	ACH Enabled: False
SB24-001	BEER	35.00	06/17/2025	609-48000-50252	
SB26-013	BEER	111.00	06/17/2025	609-48000-50252	
SB26-014	BEER	36.00	06/17/2025	609-49750-50252	
	Check Total:	182.00			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 44	ACH Enabled: False
8282047978	CHARGERS & AUDIO ACCESSORIES	3,813.60	06/17/2025	101-42280-50201	
8282049770	CHARGER	1,227.74	06/17/2025	101-42280-50201	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
8282062892	APX6500 ENHANCED	10,226.16	06/17/2025	101-42280-50201	
8282065697	APX6500 ENHANCED X-3	17,286.48	06/17/2025	101-42280-50201	
	Check Total:	32,553.98			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 45	ACH Enabled: False
2025-161	MAY 2025 MOTOR FUEL	944.20	06/17/2025	101-42280-50212	
2025-161	MAY 2025 MOTOR FUEL	196.95	06/17/2025	101-42400-50212	
2025-161	MAY 2025 MOTOR FUEL	2,966.16	06/17/2025	101-42110-50212	
2025-161	MAY 2025 MOTOR FUEL	286.24	06/17/2025	615-49550-50212	
2025-161	MAY 2025 MOTOR FUEL	124.53	06/17/2025	620-49600-50212	
2025-161	MAY 2025 MOTOR FUEL	92.22	06/17/2025	602-49450-50212	
2025-161	MAY 2025 MOTOR FUEL	693.74	06/17/2025	101-43000-50212	
	Check Total:	5,304.04			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 46	ACH Enabled: False
FOR JUL 2025	LIFE INSURANCE	64.00	06/17/2025	101-00000-21714	
	Check Total:	64.00			
Vendor: 1446	Northland Business Systems Inc			Check Sequence: 47	ACH Enabled: False
110938	Northland/LIC-NDS-IMPORTER	3,197.31	06/17/2025	101-41420-50242	
	Check Total:	3,197.31			
Vendor: 1449	Nuss Truck & Equipment			Check Sequence: 48	ACH Enabled: False
SWO048555-1	Truck #M4 REPAIRS	7,735.20	06/17/2025	101-43000-50404	
	Check Total:	7,735.20			
Vendor: 1763	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE			Check Sequence: 49	ACH Enabled: False
25050446	WIDE AREA NETWORK MAY 2025	1,150.00	06/17/2025	101-41420-50243	
	Check Total:	1,150.00			
Vendor: 2263	Palmdale Fab, LLC			Check Sequence: 50	ACH Enabled: False
529202512	CUSTOMIZATION 2019 FORD	4,950.00	06/17/2025	101-42280-50240	
	Check Total:	4,950.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 51	ACH Enabled: False
6989242	LIQUOR	2,724.62	06/17/2025	609-49750-50251	
6989243	WINE	34.84	06/17/2025	609-49750-50253	
6989243	LIQUOR	907.77	06/17/2025	609-49750-50251	
6989244	LIQUOR	2,000.46	06/17/2025	609-48000-50251	
6989245	WINE	436.24	06/17/2025	609-48000-50253	
6989245	LIQUOR	266.45	06/17/2025	609-48000-50251	
6993066	LIQUOR	214.37	06/17/2025	609-49750-50251	
6993067	WINE	158.03	06/17/2025	609-49750-50253	
6993067	LIQUOR	101.52	06/17/2025	609-49750-50251	
6993068	LIQUOR	469.36	06/17/2025	609-48000-50251	
	Check Total:	7,313.66			
Vendor: 1484	Premium Waters Inc.			Check Sequence: 52	ACH Enabled: False
855617-05-25	OPERATING SUPPLIES	0.85	06/17/2025	609-48000-50210	
	Check Total:	0.85			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 53	ACH Enabled: False
W-99348	BEER	29.08	06/17/2025	609-48000-50252	
W-99350	BEER	293.00	06/17/2025	609-49750-50252	
	Check Total:	322.08			
Vendor: 2019	QUADIENT, INC			Check Sequence: 54	ACH Enabled: False
30280874	POSTAGE	700.00	06/17/2025	101-41940-50322	
Q1881654	POSTAGE METER LEASE	184.77	06/17/2025	101-41420-50210	
	Check Total:	884.77			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 55	ACH Enabled: False
B017597	WEEKLY WASTEWATER TESTING	142.10	06/17/2025	602-49450-50315	
B017732	WEEKLY WATER TESTING	105.00	06/17/2025	615-49550-50315	
B017733	WEEKLY WASTEWATER TESTING	250.60	06/17/2025	602-49450-50315	
	Check Total:	497.70			
Vendor: 2257	Row Sewer Service			Check Sequence: 56	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
14	PARK TOILET RENTAL	1,950.00	06/17/2025	101-45000-50415	
	Check Total:	1,950.00			
Vendor: 2116	Amy Schweigert			Check Sequence: 57	ACH Enabled: False
1156	NBPD Therapy	360.00	06/17/2025	101-42110-50300	
	Check Total:	360.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 58	ACH Enabled: False
2631909	LIQUOR	2,910.84	06/17/2025	609-48000-50251	
2632403	LIQUOR	2,587.41	06/17/2025	609-49750-50251	
2632404	WINE	658.32	06/17/2025	609-49750-50253	
2634619	WINE	242.07	06/17/2025	609-48000-50253	
2634619	LIQUOR	1,173.65	06/17/2025	609-48000-50251	
2635089	LIQUOR	1,690.57	06/17/2025	609-49750-50251	
2635090	WINE	392.36	06/17/2025	609-49750-50253	
	Check Total:	9,655.22			
Vendor: 1191	STEIN SERVICES, LLC			Check Sequence: 59	ACH Enabled: False
5192508	FLOW METER CALIBRATION	330.00	06/17/2025	615-49550-50300	
	Check Total:	330.00			
Vendor: 1879	Stericycle, Inc.			Check Sequence: 60	ACH Enabled: False
8011078114	ON SITE PURGE SERVICE	684.61	06/17/2025	101-41940-50300	
	Check Total:	684.61			
Vendor: 1548	Stop Stick, Ltd			Check Sequence: 61	ACH Enabled: False
0038556	STOP STICK-NEW SQUAD	1,318.00	06/17/2025	701-70100-50550	
	Check Total:	1,318.00			
Vendor: 1682	Storm Combatives Training and Consult			Check Sequence: 62	ACH Enabled: False
78643974-0005	TRAINING	699.00	06/17/2025	101-42110-50332	
	Check Total:	699.00			
Vendor: 1550	STREICHERS			Check Sequence: 63	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1764750	NEW HIRE UNIFORM	134.40	06/17/2025	101-42110-50237	
1766091	NON CAP EQUIPMENT	5,480.00	06/17/2025	101-42110-50201	
	Check Total:	5,614.40			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 64	ACH Enabled: False
3690418	N/A SALES	285.35	06/17/2025	609-49750-50250	
3690483	N/A SALES	189.50	06/17/2025	609-49750-50250	
	Check Total:	474.85			
Vendor: 1611	WATSON COMPANY			Check Sequence: 65	ACH Enabled: False
150131	N/A SALES	1,305.42	06/17/2025	609-49750-50250	
150131	OPERATIONS SUPPLIES	94.49	06/17/2025	609-48000-50210	
150131	OPERATIONS SUPPLIES	265.62	06/17/2025	609-49750-50210	
	Check Total:	1,665.53			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 66	ACH Enabled: False
APRIL 2025	R-028150-000-4 PLAN REVIEW	2,316.00	06/17/2025	101-00000-21178	
APRIL 2025	R-017678-000-29 PROJ MGMT	140.00	06/17/2025	101-00000-21101	
APRIL 2025	R-027113-000-7 WW COMP PLAN	1,377.50	06/17/2025	602-49450-50303	
APRIL 2025	R-025975-000-9 PLAN REVIEW	70.00	06/17/2025	101-00000-21167	
APRIL 2025	R-027636-000-5 PLAN REVIEW	1,525.00	06/17/2025	101-00000-21179	
APRIL 2025	R-0278146-000-3 PLAN REVIEW	1,762.00	06/17/2025	101-00000-21181	
APRIL 2025	R-024317-000-14 PLAN REVIEW	790.00	06/17/2025	101-00000-21165	
APRIL 2025	R-027688-000-4 2025 FLINK AVE TRL	22,938.50	06/17/2025	486-46500-50506	
APRIL 2025	R-028099-000-3 TRANSPORT STUDY	7,341.50	06/17/2025	101-00000-21165	
APRIL 2025	R-027889-000-3 AGOL MIG DAFITI	3,287.50	06/17/2025	101-45000-50300	
APRIL 2025	R-026625-000-4 MAIN ST APTS	900.00	06/17/2025	101-00000-21181	
APRIL 2025	R-019771-000-28 MS4 SERVICES	1,455.50	06/17/2025	612-49700-50303	
APRIL 2025	R-028009-000-4 2025 PAVE IMP PLAN	1,395.50	06/17/2025	458-43000-50303	
APRIL 2025	R-028163-000-3 PLAN REVIEW	167.50	06/17/2025	101-00000-21180	
APRIL 2025	R-027091-000-7 WASTEWATER	9,678.00	06/17/2025	602-49450-50300	
APRIL 2025	R-027792-000-4 MONTHLY RETAINER	2,521.50	06/17/2025	101-41700-50303	
APRIL 2025	R-017948-000-11 PLAN REVIEW	1,633.50	06/17/2025	101-00000-21132	
APRIL 2025	R-026625-000-4 CEDAR RIDGE	750.00	06/17/2025	101-00000-21178	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
APRIL 2025	R-026625-000-4 CITY PLANNING	600.00	06/17/2025	101-41910-50300	
	Check Total:	60,649.50			
	Total for Check Run:	304,447.11			
	Total of Number of Checks:	66			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 06/09/2025 - 9:52AM
Batch: 00002.06.2025 - 06062025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2262	Blake Hansmann			Check Sequence: 1	ACH Enabled: False
0606PR	06/06/2025 PAYROLL	292.14	06/09/2025	101-00000-10100	
	Check Total:	292.14			
Vendor: 2258	NORTHWOODS HUMANE SOCIETY			Check Sequence: 2	ACH Enabled: False
LS FUNDRAIS	APRIL 2025 FUNDRAISER	447.53	06/09/2025	609-00000-20810	
	Check Total:	447.53			
	Total for Check Run:	739.67			
	Total of Number of Checks:	2			

Accounts Payable

To Be Paid Proof List

User: TiffaniFolstad
 Printed: 06/13/2025 - 12:45PM
 Batch: 00005.06.2025 - 06132025



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Central Pension Fund 1092									
FOR MAY 2025	5/31/2025	5,000.06	0.00	06/13/2025				No	0
101-00000-21705 Other Retirement				CENTRAL PENSION FUND					
FOR MAY 2025 Total:		5,000.06							
Central Pension Fund Tota		5,000.06							
Coffee Mill Inc 1114									
*** 270541	3/11/2025	99.00	0.00	06/13/2025				No	0
101-41940-50210 Operating Supplies				FILTER CHANGE					
*** 270541	3/11/2025	99.00	0.00	06/13/2025				No	0
101-42110-50210 Operating Supplies				FILTER CHANGE					
270541 Total:		198.00							
Coffee Mill Inc Total:		198.00							
IUOE Local #49 1268									
FOR JUNE 2025	6/6/2025	490.00	0.00	06/13/2025				No	0
101-00000-21708 Union Dues				UNION DUES JUNE 2025					
FOR JUNE 2025 Total:		490.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	IUOE Local #49 Total:	490.00							
LegalShield 1308									
FOR JUNE	6/5/2025	46.85	0.00	06/13/2025				No	0
101-00000-21712 Legal Services				PAYROLL LIABILITY					
	FOR JUNE Total:	46.85							
	LegalShield Total:	46.85							
MACQUEEN EQUIPMENT INC. 1327									
W16731	6/5/2025	3,009.67	0.00	06/13/2025				No	0
602-49450-50407 Collection System Repair				VAC TRUCK REMOTE REPLACE					
	W16731 Total:	3,009.67							
	MACQUEEN EQUIPMEN	3,009.67							
Minnesota State Band 2130									
06.17 Concert	6/11/2025	500.00	0.00	06/13/2025				No	0
403-46500-50300 Professional Srvs				SUMMER CONCERT 6.17.2025					
	06.17 Concert Total:	500.00							
	Minnesota State Band Tota	500.00							
MN Pollution Control Agency 1415									
2025 PERMIT	6/10/2025	1,240.00	0.00	06/13/2025				No	0
602-49450-50236 License And Permits				WASTEWATER PERMIT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	2025 PERMIT Total:	1,240.00							
	MN Pollution Control Age	1,240.00							
STANDARD INSURANCE COMPANY									
2233									
FOR JULY 2025	6/5/2025	207.44	0.00	06/13/2025				No	0
101-00000-21706 Health				VISION FOR JULY 2025					
	FOR JULY 2025 Total:	207.44							
	STANDARD INSURANC	207.44							
	Report Total:	10,692.02							

Accounts Payable

Checks by Date - Summary by Check Date

User: TiffaniFolstad
Printed: 6/18/2025 2:15 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5821	2236	Delta Dental	06/05/2025	2,827.82
Total for 6/5/2025:				2,827.82
Report Total (1 checks):				2,827.82

Accounts Payable

Checks by Date - Summary by Check Date

User: TiffaniFolstad
Printed: 6/18/2025 2:16 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5839	2107	US BANK - CREDIT CARDS	05/07/2025	59,669.40
Total for 5/7/2025:				59,669.40
5838	1823	KS State Bank	05/20/2025	65,499.05
Total for 5/20/2025:				65,499.05
5840	1585	United States Treasury	06/06/2025	39,043.06
5841	1468	PERA (Payroll W/H)	06/06/2025	37,455.32
5842	1118	Commissioner Of Revenue (W/H)	06/06/2025	9,054.60
5843	1431	Nationwide Retirement Solution	06/06/2025	5.00
5844	1372	Minnesota State Retirement	06/06/2025	2,853.37
Total for 6/6/2025:				88,411.35
5845	1365	Minnesota Energy Resources	06/11/2025	1,103.47
Total for 6/11/2025:				1,103.47
Report Total (8 checks):				214,683.27

City of North Branch City Council Meeting Minutes
City Hall, 6408 Elm Street
North Branch, MN 55056
June 10, 2025

1. Call to Order
Mayor Schieber called the meeting to order at 7:00 pm.
2. Pledge of Allegiance
Mayor Schieber led the Pledge of Allegiance
3. Roll Call
Council Members Canada, Goulet, Ibinger, Meacham and Mayor Schieber
4. Agenda Approval
 - Mayor Schieber requested to move 9.c. from Staff Reports to 10.b. In Mayor/City Council. Member Canada made the motion to accept the agenda as amended, seconded by Member Ibinger, All Aye, passed unanimously.
5. Presentation & Proclamation
 - Presentation from Justin Nilson from Abdo explaining the 2024 Financial Audit for the City of North Branch. Motion by Member Ibinger, seconded by Member Canada, All Aye, passed unanimously.
6. Public Comment
 - None
7. Consent Agenda - motion by Member Canada, seconded by Member Ibinger, All Aye, passed unanimously.
 - a. Claims
 - b. Minutes - Special Meeting, May 20, 2025, 6:00 PM
 - c. Minutes - Joint session with City Council and Planning Commission, May 27, 2025, 6:00 PM
 - d. Minutes - Regular Meeting - May 27, 2025, 7:00 PM
 - e. Approval of LG214 & LG215 gambling permits for American Legion Post 85 to conduct lawful gambling at Muddy Cow located at 5896 Old Main Street, North Branch, MN.
 - f. Approval of 30 day Transient Merchant License Group Sale for Southwestern Advantage
 - g. Receive May 2025 legal report from City Attorney
 - h. Approval of Resolution R-196-2025 approving the Preserve at Spring Hill 2nd Addition Development Agreement

i. Accept the Resignation of City Staff Accountant, Nicholas Solberg, and Authorize Job Posting and Hiring Process

8. Public Hearings

- None

9. Staff Reports

- Nate Sondrol, the City of North Branch Community Development Director, presented Ordinance Amendment 394-25 to amend City Code Section 66-6 to allow Single Family Homes in the R3 Zoning District. Discussion followed. Motion by Mayor Schieber, seconded by Member Canada, All Aye, passed unanimously.
- Nate Sondrol, the City of North Branch Community Development Director, presented a Resolution R-198-2025 to approve the Cedar Ridge Preliminary Plat. Discussion followed. Motion by Member Canada, seconded by Member Goulet, All Aye, passed unanimously.

10. Mayor/City Council

- Minimum Lot Sizes and Setback Requirement for Residential Lots were discussed. A decision was made to discuss this topic further in July or August in a joint session and in the Comprehensive Plan Review process.
- Summary of Conclusions of Evaluation of Performance of City Administrator. This is the summary of conclusion of Matthew Hill - North Branch City Administrator.

Summary of Conclusion
Performance Evaluation
Matthew Hill- North Branch City Administrator

The City Council held closed sessions on May 13 and May 27, 2025, to conduct an initial 6-month evaluation and set goals of Matthew Hill, City Administrator, an individual subject to the City's authority. Under Minnesota Statutes, section 13D.05, subdivision 3 (a), the city is required to summarize the conclusions, if any, regarding the evaluation at the next open meeting. The summary of conclusions is as follows, dated June 5, 2025.

1. City Administrator Hill was evaluated by the full city council on numerous aspects of his performance and has met expectations at this point in time.
2. City Administrator Hill is enhancing organizational communication by building more proactive relationships between City Council and Department Heads, with the utilization of council liaison committees in key areas of city resource Management.

3. The City Council and Mayor have identified an area of improvement as strengthening city communication with the community and creating ways to provide additional community engagement.

4. These expectations and goals for the remainder of 2025 have been shared and mutually accepted between the city council and city administrator Matthew Hill. The council will schedule the next review of Administer Hill's job performance by the one-year anniversary of Mr Hill's employment with the city of North Branch.

11. Adjournment

- a. Motion by Mayor Schieber to adjourn the meeting at 8:48 PM, seconded by Member Canada, All Aye, passed unanimously.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 06/17/2025

Board & Commission: City Council

Subject: Approval of Social Media policy

Background:

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of North Branch's social media sites by its representatives.

The City of North Branch wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

The City Department Heads have reviewed the policy and offered their feedback. The City Attorney's office has also reviewed the policy.

Requested Council Action:

Motion and Second to approve the Social Media Policy as presented.

Voting Requirements:

Voting Options Simple Majority



Social Media Policy

June 24, 2025

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of North Branch's social media sites by its representatives.

The City has limited control of social media accounts with third parties (i.e., Facebook, Instagram, X (formerly Twitter), etc.). At the same time, there is a general expectation by the public that this City has a social media presence by which to share information about current city projects and city business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the city's social media accounts to be a medium for transactions of city business. The one exception is in the case of an emergency, natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s).

The City of North Branch wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

Policy

The City of North Branch will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy.

City of North Branch social media accounts are considered a City asset and administrator access to these accounts will be securely administered in accordance with the City's Computer Use Policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media websites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of North Branch, including a link to the City's official website. The City of North Branch does not create or maintain social media accounts for its elected officials.

Scope

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of North Branch. The City's social media accounts, as of the date of the adoption of this Policy, include the following:

1. City of North Branch Police Department Facebook account
2. City of North Branch Fire Department Facebook account
3. City of North Branch Liquor Store Facebook account
4. City of North Branch Facebook account

This policy does not prevent the City from establishing new City of North Branch social media accounts on different platforms. This policy applies universally to all such official City of North Branch accounts on all social media platforms.

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the City Administrator.

Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- ☐ Social networking sites and apps such as Facebook, LinkedIn, X (formerly Twitter), and Nextdoor
- ☐ Blogs
- ☐ Social news sites such as Reddit and BuzzFeed
- ☐ Video and photo sharing sites and apps such as YouTube, Instagram, SnapChat, and Flickr
- ☐ Wikis, or shared encyclopedias, such as Wikipedia
- ☐ An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors or councilmembers.

“Social media manager” means any city employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

Rules of Use

City social media managers are responsible for managing City social media accounts or websites. Each department will appoint a social media manager responsible for posting their department’s information on the City’s social media accounts. When using social media websites as a representative of the City, employees and agents will act in a professional manner by adhering to all City personnel policies, using appropriate language, and making sure information is accurate and readable.

City of North Branch social media pages and their associated content should focus on areas of significant City interest and be organized in a manner that avoids ambiguities and/or conflicting information across the City’s various communication mediums, including the City website and other City social media pages.

Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of North Branch site and will be linked with the official City website (www.ci.north-branch.mn.us). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

The City’s social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City’s social media page.

Administration of all City social media websites will comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No City social media account may be used by the City or any social media manager to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact the City Clerk.

Outside of situations of disaster, no City social media account will be used for transactions of city business. In the event a user initiates a request, application, or question through social media that affects city business or requires another city policy or process to be followed, follow up with that user will be done by phone, email, or other channels.

If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

City of North Branch's social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- ☐ Obscene or pornographic content
- ☐ Direct threats to persons or property
- ☐ Material asserted to violate the intellectual property of another person
- ☐ Private, personal information about a person published without his/her consent
- ☐ Information that compromises a public safety security system
- ☐ Statutorily private, confidential, or nonpublic data
- ☐ Commercial promotions, solicitations, and or spam
- ☐ Material that advocates illegal activity
- ☐ Hyperlinks to material that falls into one of the foregoing categories

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the portion in writing. The City will acknowledge the claim and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

Comments expressed on the City's social media pages do not reflect the opinions or positions of the City of North Branch, its employees, or elected officials. The City's following of a particular social media user does not equate to endorsement or support.

Data Ownership and Retention

All communications or messages within social media accounts covered by this policy composed, sent, or received on city or personal equipment are the property of the City and will be subject

to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read.

PUBLIC NOTICE

The purpose of the City of North Branch's social media presence is to provide members of the community with information in more places and more ways than were traditionally available. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or "friending" persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- ☐ Obscene or pornographic content
- ☐ Direct threats to persons or property
- ☐ Material asserted to violate the intellectual property of another person
- ☐ Private, personal information about a person published without his/her consent
- ☐ Information that endangers the public by compromising a public safety security system
- ☐ Statutorily private, confidential, or nonpublic data
- ☐ Commercial promotions, solicitations, and or spam
- ☐ Material that advocates illegal activityHyperlinks to material that falls into at least one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact the City Clerk in writing to explain how the comment does not fall into one of these categories.

Should you wish to challenge the legality of any portion of this notice or the City's social media policy, you may contact the City Clerk in writing and explain the basis for the challenge in detail.

If you have any other questions about the City of North Branch's social media page, contact the City Administrator at 651-277-5229.

By accessing, using, or posting to the City of North Branch's social media page, you acknowledge you have been advised of the foregoing.

Thanks for stopping by!



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/05/2025

Board & Commission: City Council

Subject: Approval of Resolution R-199-2025 to approve the Fox Run 2nd Addition Final Plat

Approval of Resolution R-189-2025 approving the Final Plat for Fox Run 2nd Addition

Overview / Background

Graphic Homes Inc (Developer) submitted an application, requesting Final Plat approval for Phase 2 of its Fox Run development, a 42 lot residential development (Development). The Final Plat for Phase 1 included 34 lots and was approved by the City Council on July 11, 2023, per Resolution No. 42-23-CC. Phase 2 includes 42 lots The Preliminary Plat and Planned Unit Development (PUD) standards were approved by the City Council on March 26, 2024, per Resolution No. R-36-23-CC.

Issue(s) to Consider

1. Land Use and Zoning
2. Plat Standards

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is currently guided **Low Density Residential**, per the 2018 Comprehensive Plan. The Development follows Planned Unit Development (PUD) established by Resolution No. R-36-23-CC on March 26, 2024.

Land Use and Zoning standards are satisfied.

2. Plat Standards

The Plat proposes to create 42 lots and 4 outlots on 21.67 acres. New right of way for Greenway Avenue and 376th Street right of way is to be dedicated with this Plat; Outlot A, B and C are planned for stormwater retention ponding are to be dedicated to the City as open space to meet the requirements of the Planned Unit Development. This is the second phase of the Fox Run development.

The proposed Plat is consistent with the approved Preliminary Plat and PUD standards. The Developer is providing additional sidewalk and pedestrian connection points to enhance access and address pedestrian safety throughout the development.

Land Use and Zoning standards are consistent with the approved PUD standards for this development.

Staff Recommendation

City staff recommend approval of the Final Plat for Fox Run 2nd Addition.

Requested Action

Motion to approve Resolution R-199-2025 Final Plat for Fox Run 2nd Addition

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-199-2025

A RESOLUTION APPROVING THE FINAL PLAT FOR FOX RUN 2ND ADDITION

WHEREAS, Graphic Homes Inc, (“Applicant”), owner of the 21.67 acre parcel of land, legally described as Outlot E of Fox Run, located west side of Grand Avenue near the intersection of 376th Street (PID: 11.01053.73) (“Subject Property”), has requested Final Plat approval for Fox Run 2nd Addition (“Plat”); and,

WHEREAS, the Fox Run development is a 86 lot residential development (“Development”), planned to be constructed in two (3) phases; and,

WHEREAS, the Phase 1 of the Development was approved on July 11, 2023, per Resolution No. 42-23-CC, and included 34 lots and (6) outlots, and the dedication of right of way and 376th Street, Granby Street and Greenway Avenue; and,

WHEREAS, this Plat is the second phase of the Development and proposes to create 42 lots, and two (3) outlots, and the dedication of right of way and construction of 376th Street and Greenway Ave and dedication of Outlot A, B and C; and,

WHEREAS, the Subject Property is guided Low Density Residential, per the 2018 Comprehensive Plan (“Land Use”), and conforms with the approved Planned Unit Development (“PUD”) standards for the Development; and,

WHEREAS, on March 26, 2024, the City Council approved the Preliminary Plat and PUD standards for the Development, per Resolution No. 36-23-CC.

WHEREAS, on June 24, 2025, the City Council approved the Final Plat for the Development, per Resolution No. R-199-2025.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Final Plat for Fox Run 2nd Addition is hereby approved with the following conditions:

1. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and the City Attorney’s review of the title work and plat opinion.
2. Owner shall pay to the City all applicable fees and expenses incurred by the City as

related to the Development.

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

BE IT FURTHER RESOLVED, the City of North Branch and Graphic Homes, Inc shall execute a Developer's Agreement for the Development, identifying the terms and conditions of the development and fees, escrows and financial security obligations of the Applicant. The Agreement shall be filed with Chisago County for recording. This resolution authorizes staff to make minor changes including the final amounts for financial security and development fees based on updated bids or estimates supplied by the developer.

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

Passed by the City Council of North Branch, Minnesota this 24th day of June, 2025.

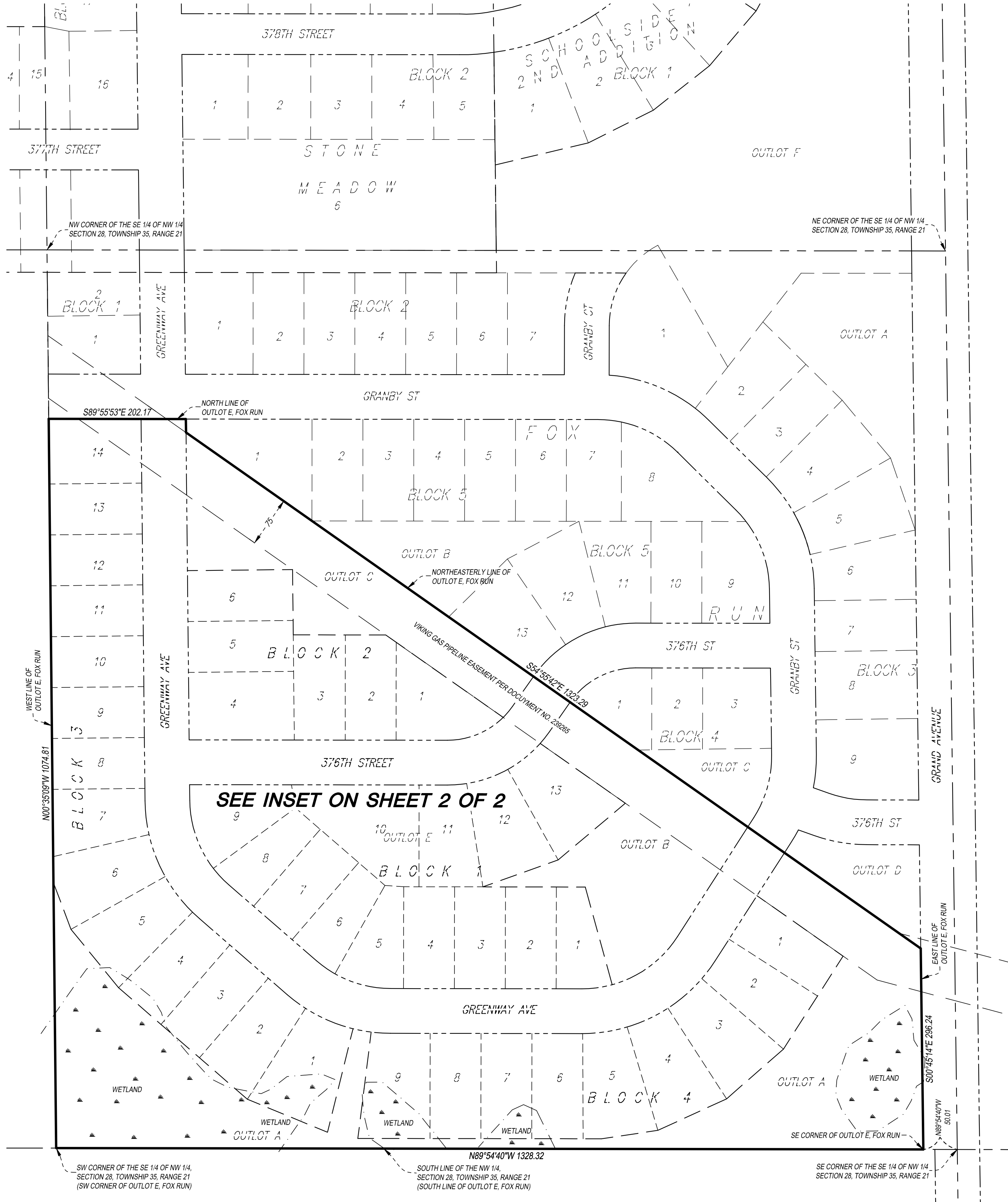
Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

FOX RUN 2ND ADDITION

SEC. 28, TWP. 35, RNG. 21
CITY OF NORTH BRANCH
CHISAGO COUNTY



BEARING NOTE
FOR THE PURPOSES OF THIS PLAT THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 35, RANGE 21, CHISAGO COUNTY, MINNESOTA, IS ASSUMED TO BEAR NORTH 89 DEGREES 54 MINUTES 40 SECONDS WEST (CHISAGO COUNTY COORDINATE SYSTEM).

KNOW ALL MEN BY THESE PRESENTS: That Graphic Homes Inc., a Minnesota Company, owner and proprietor of the following described property situated in the County of Chisago, State of Minnesota, to wit:
Outlot E, FOX RUN, according to the recorded plat thereof, Chisago County, Minnesota.
Subject to easements, restrictions, or reservations of record, if any.
Has caused the same to be surveyed and platted as FOX RUN 2ND ADDITION and does hereby donate and dedicate to the public for public use forever the public ways, and also the easements as shown on this plat for drainage and utility purposes only.

In witness whereof Graphic Homes Inc., a Minnesota Company, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

Steve Rindahl, President

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Steve Rindahl, President of Graphic Homes Inc., a Minnesota Company.

SIGNATURE _____ PRINTED NAME _____

Notary Public, _____ County, Minnesota
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than as shown.

Kyle J. Roddy
MN Licensed Surveyor No. 42627

STATE OF MINNESOTA
COUNTY OF _____
The foregoing Surveyor's Certificate by Kyle J. Roddy, Minnesota License No. 42627, was acknowledged before me this ____ day of _____, 20__.

SIGNATURE _____ PRINTED NAME _____

Notary Public, _____ County, Minnesota
My commission expires _____

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

Signed _____ Mayor Signed _____ City Clerk

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

Chisago County Surveyor

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

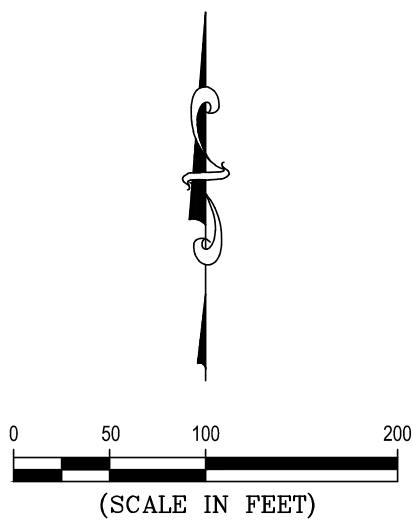
Chisago County Auditor

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

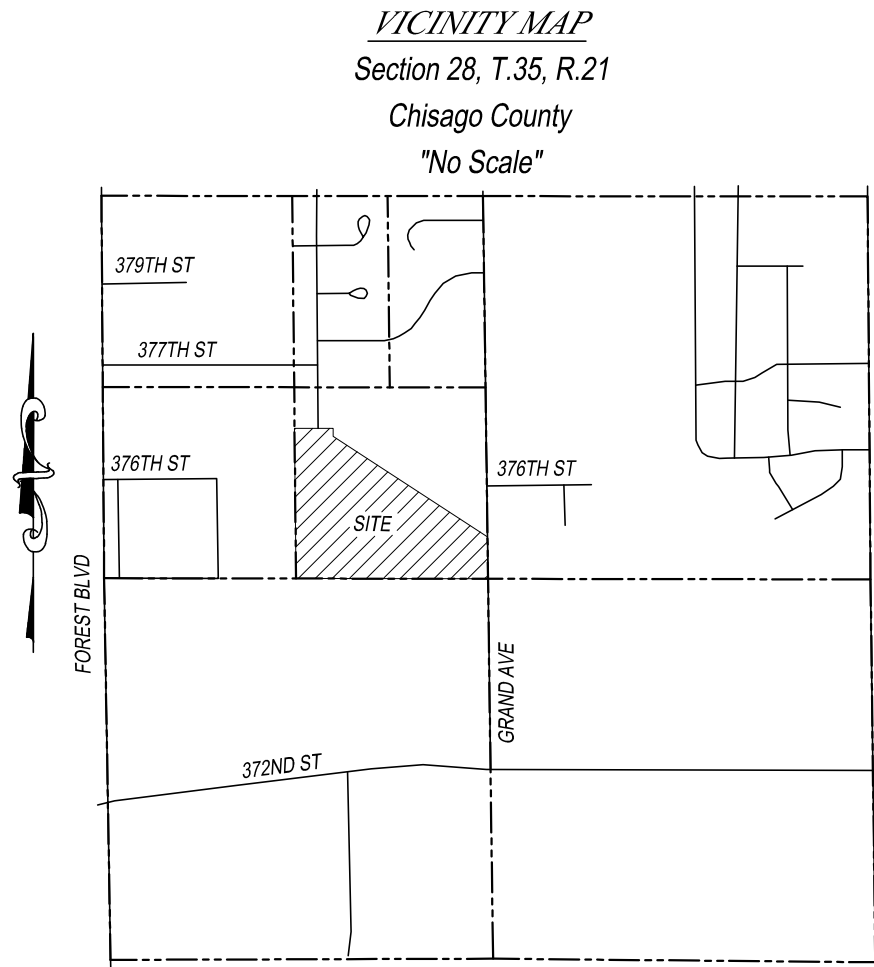
Chisago County Treasurer

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

Chisago County Recorder

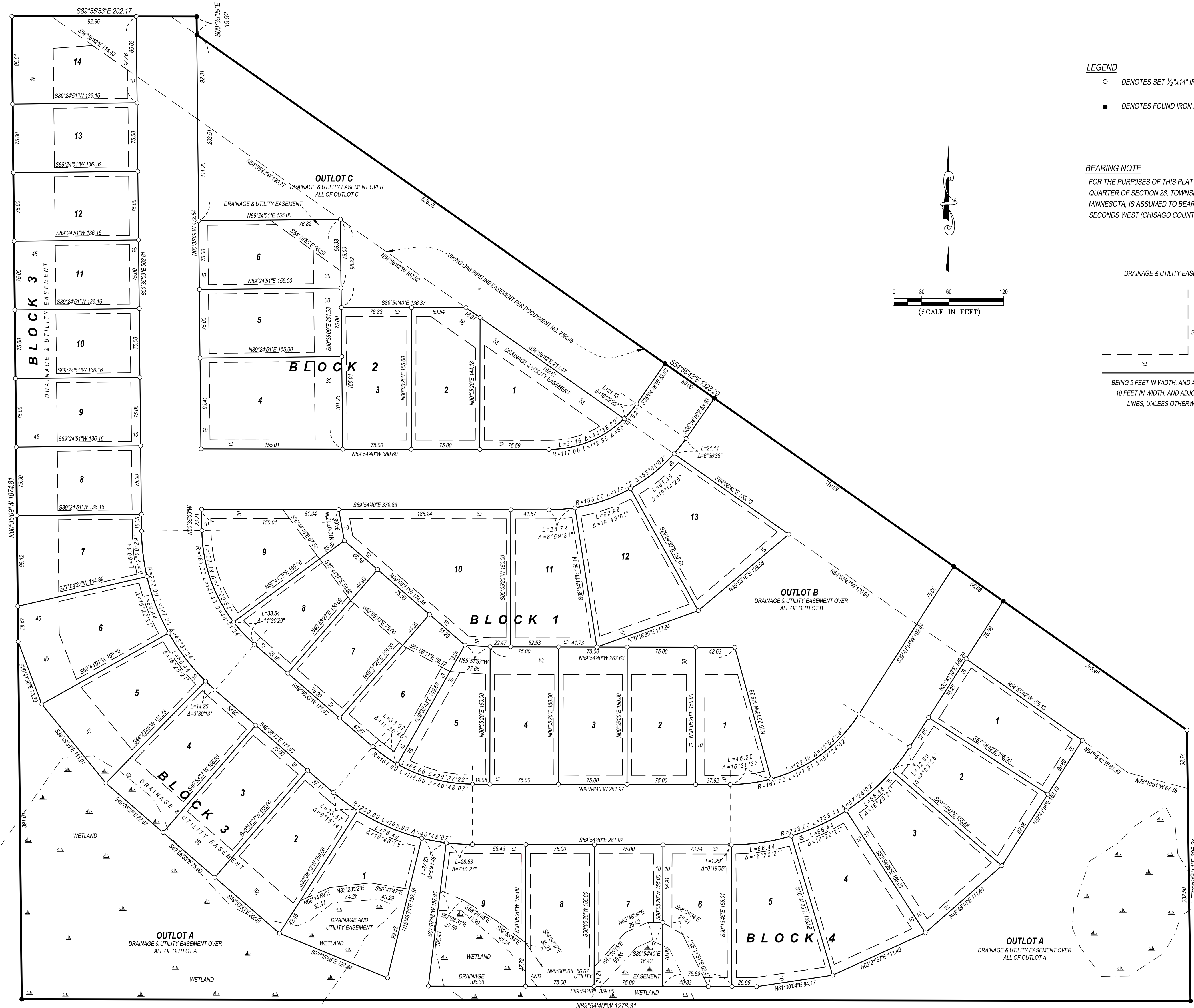


- LEGEND**
- DENOTES SET 1/2"x14" IRON PIPE WITH CAP MARKED RLS 42627
 - DENOTES FOUND IRON MONUMENT



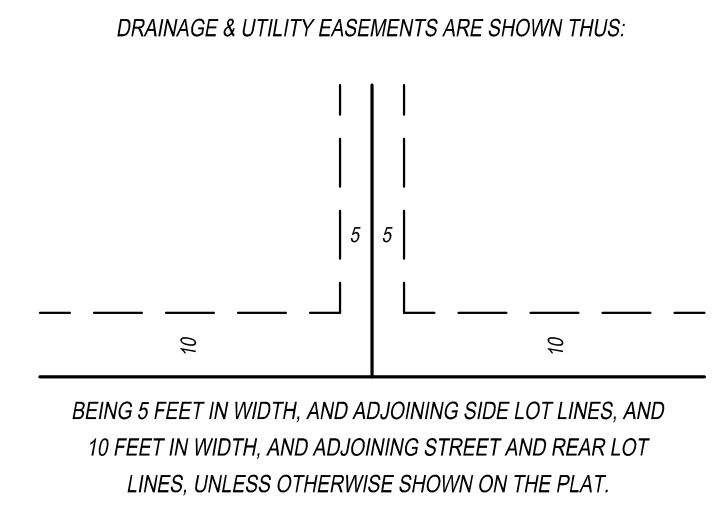
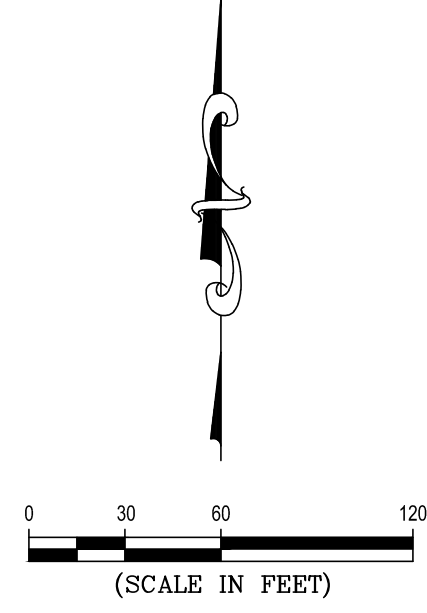
FOX RUN 2ND ADDITION

SEC. 28, TWP. 35, RNG. 21
CITY OF NORTH BRANCH
CHISAGO COUNTY



- LEGEND**
- DENOTES SET 1/2"x1/4" IRON PIPE WITH CAP MARKED RLS 42627
 - DENOTES FOUND IRON MONUMENT

BEARING NOTE
FOR THE PURPOSES OF THIS PLAT THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 35, RANGE 21, CHISAGO COUNTY, MINNESOTA, IS ASSUMED TO BEAR NORTH 89 DEGREES 54 MINUTES 40 SECONDS WEST (CHISAGO COUNTY COORDINATE SYSTEM).





Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/19/2025

Board & Commission: City Council

**Subject: Approval of Resolution R-202-2025 Approving the Fox Run 2nd Addition
Planned Unit Development and Subdivision Agreement**

Overview / Background

Graphic Homes Inc (Developer) received previous City Council approvals for the Final Plat for Fox Run 2nd Addition (Development) on June 24, 2025.

One of the conditions of the Final Plat approval is contingent on the City and developer entering into a development agreement for the Preserve at Spring Hill 2nd Addition. The development agreement is attached.

Staff Recommendation

City staff recommend approval of the agreement.

Requested Action

Motion to approve Resolution R-202-2025 approving the Preserve at Fox Run 2nd Addition Planned Unit Development and Subdivision Agreement

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-202-2025

**A RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT AND
SUBDIVISION AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND
GRAPHIC HOMES, INC, FOR THE FOX RUN 2ND ADDITION**

WHEREAS, Graphic Homes Inc. received Final Plat approval on June 24, 2025, for Fox Run 2nd Addition, and the approval of the final plat is contingent on the City and developer entering into a development agreement, and;

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

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

That the City Council approves the Planned Unit Development and Subdivision Agreement with Graphic Homes Inc, substantially in the form attached hereto as Exhibit A.

That, provided further, the City Council authorizes staff to make non-substantive changes, if necessary, without further City Council approval.

Ex. A – Fox Run 2nd Addition Planned Unit Development and Subdivision Agreement

Passed by the City Council of North Branch, Minnesota this 24th day of June 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

2025 EXHIBIT B

FOX RUN 2ND ADDITION

DEVELOPMENT INFORMATION		
Property - Acres		<i>Acres for 2 Outlots</i>
Property - Square Feet		<i>SF for 2 Outlots</i>
Units	42.0	<i>Used for SAC/WAC</i>
Lots	42.0	<i>Lots/Blocks + Outlots</i>

SECTION 1: DEVELOPMENT FEES	COST	PER	DUE	NOTES
Water Trunk	3,500.00	Per Unit	147,000.00	
Sanitary Sewer Trunk	1,656.00	Per Unit	69,552.00	
Storm Sewer Trunk	-	Per Acre	-	
Park Dedication	1,800.00	Per Unit	75,600.00	<i>Park Dedication Fee</i>
Subdivision GIS Data Entry Fee	-	Per Acre	-	
Lot Origination Fee	-	Per Lot	-	
Subtotal Platting Fees			292,152.00	
			-	
Total Platting Fees			292,152.00	

SECTION 2: ADMINISTRATIVE AND DEVELOPMENT RELATED COSTS	DUE	NOTES
Administrative	-	<i>Construction Improvements (3%)</i>
<i>[Development Related Costs]</i>	-	
Subtotal Administrative and Development Related Costs	-	
<i>[List Credits, if Applicable]</i>	-	
<i>[List Credits, if Applicable]</i>	-	
Total Administrative and Development Related Costs	-	

SECTION 3: IMPROVEMENT COSTS	SECURITY	DUE	NOTES
Development Escrow			
Engineering - Onsite Field Inspection	-	45,360.00	<i>City Engineer - Contract</i>
Engineering - Project Management	-	4,200.00	<i>City Engineer - Contract</i>
Environmental	-	-	<i>Wetland Engineer - Contract</i>
Legal	-	-	<i>City Attorney - Contract</i>
Planning	-	-	<i>Planning Staff</i>
Non-Public Improvements			
Landscaping	-	-	
Construction - Site (Grading)	229,269.78	-	<i>Grading + Erosion Control+Removals</i>
Construction - Storm Ponding	-	-	
Wetland Mitigation			
Wetland Mitigation	-	-	
Public Improvements Dedicated to the City			
Landscaping	-	-	
Construction - Streets	447,579.75	-	<i>Streets+Mobilization (per Eng Est)</i>
Construction - Utility Improvements (Storm Sewer)	149,217.00	-	<i>Storm Sewer (per Eng Est)</i>
Construction - Utility Improvements (Water Main)	142,382.00	-	<i>Water (per Eng Est)</i>
Construction - Utility Improvements (Sanitary Sewer)	153,849.14	-	<i>Sanitary Sewer (per Eng Est)</i>
Subtotal Improvement Costs	1,122,297.67	49,560.00	
<i>[List Credits, if Applicable]</i>			<i>Grading Escrow</i>
Total Improvement Costs	1,122,297.67	49,560.00	

SECTION 4: LOC / ESCROW / FEES REQUIRED	SECURITY	DUE	NOTES
Cash & Escrow			
Section 1: Platting Fees	-	292,152.00	<i>Cash</i>
Section 2: Administrative Fees	-	-	<i>Cash</i>
Section 2: Development Related Costs	-	-	<i>Development Related Items</i>
Section 3: Cash Escrow	-	54,516.00	<i>Cash (110%)</i>
Security			
Section 3: Letter of Credit - Improvements (125%)	1,402,872.09	-	<i>Public / Non-Public Improvements (125%)</i>
Section 3: Letter of Credit - Wetland Mitigation	-	-	<i>Public / Non-Public Improvements (125%)</i>
Total Letter of Credit and Cash Required	1,402,872.09	346,668.00	



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/19/2025

Board & Commission: City Council

Subject: Approval of a Special Event Permit Application for Fashion Show in Central Park

Alexis Sway with Princess of America, Teen Miss Northern States, is requesting approval of a special event permit application to allow for the use of Central Park on June 27, 2025, from 11 am -3:30 pm. The event would consist of a fashion show following her pageant platform "Nourish the Mind. Love the Body", which is based on eating disorder/body dysmorphia/skin insecurity awareness.

City staff would recommend approval based on addressing any comments/concerns from department review.

Requested Action

Approval of a special event permit application to allow for the use of Central Park on June 27, 2025, from 11 am -3:30 pm.

Voting Requirements:

Voting Options Simple Majority



CONTACT INFORMATION

Group/Organization :	Princess Of America • Teen Miss Northern States		
Contact Person:	Alexis Sway		
Address:	37749 Harvester Avenue North Branch MN		
Phone:	[REDACTED]	Email:	[REDACTED]

EVENT INFORMATION

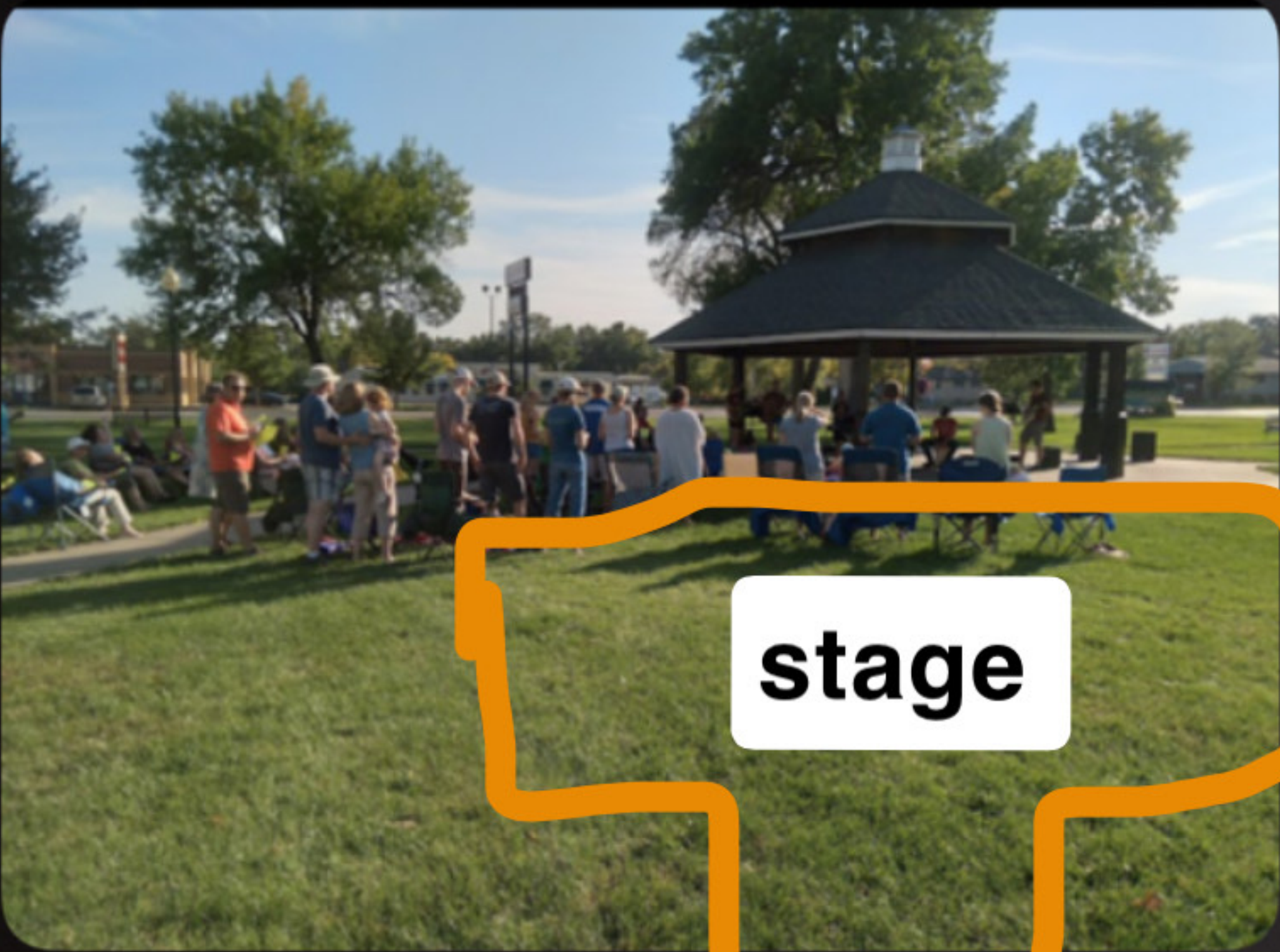
Type of Event:	Small Fashion Show New or Renewal/Change in Application		
Event Name/Title:	Alexis's Confidently You Fashion Show 2025		
Description of Event:	My pageant platform "Nourish The Mind. Love The Body" is based on Eating Disorder/Body Dysmorphia/Skin Insecurity awareness. My goal is to raise confidence in others as they grace down the runway wearing whatever clothes they are comfortable in!		
Proposed Location:	Central Park	Estimated Attendance:	MAX: 50-60
Event Date and Time	Date	Time	
Set Up	JUNE 27	11:00am-12:30pm	
Actual Event		1:00pm-2:15/2:30pm	
Clean Up		2:40pm-3:30pm	

EVENT FEATURES

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

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

Will event Use, Close or Block any of the following: City Streets or Right-of-Way City Sidewalks or Trails Public Parking Lots or Spaces	no, just any parking space
Will event need barricades? <i>If yes, number needed.</i>	no
Will event need water or electric? <i>If yes, please describe.</i>	no
Will portable restrooms be needed? <i>If yes, how many.</i>	no
Will extra trash receptacles be needed? <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch points.</i>	no
Describe trash removal and cleanup during and after the event.	Me and the rest of my crew helping me set up this event will go around afterwards and clean up any trash left behind
Will event need traffic control? <i>If yes, contact North Branch Police Department, 651-674-8848</i>	no
Describe crowd control procedure to ensure the safety of participants and spectators:	
Will "No Parking Signs" be needed? <i>If yes, how many?</i>	no
Will event need security? <i>If yes, list security company and contact info:</i>	no
Will event need EMS? <i>If yes, contact Lakes Region EMS, 651-277-4911</i>	no
Describe plans to provide first aid if needed:	There shouldn't be any big injuries that would happen. I'll have bandaids, wipes, etc.
Describe the Emergency Action Plan if severe weather should arrive:	If this happens mid show, everyone can proceed to their cars, and continue once it stops. If it doesn't stop, reschedule to finish the show
List any other pertinent information: (Animals, etc.)	



stage

table





Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 06/20/2025

Board & Commission: City Council

Subject: Approval of Job Descriptions for Liquor Operations Department including Store Clerk, Lead Store Clerk, Assistant Store Manager, Store Manager, and Liquor Operations Director.

Background

The City Staff has been requested to review our current job descriptions. Human Resources started working with the Liquor Store Operations Director for a review of that department's job's description. These job descriptions have been updated to outline the roles of each position within the Liquor Operations Department.

Staff Recommendation and Requested Council Action

Motion and Second to accept the job descriptions as presented.

Voting Requirements:

Voting Options Simple Majority



Liquor Operations Director Job Description

Department:
Liquor Operations

Reports To:
City Administrator

Supervisees:
Store Manager, Store
Assistant Manager, Lead
Clerk, and Clerk

Employment Status:
Full Time

FLSA Status:
Exempt

Union Representation:
Teamsters Supervisors

Date Approved:
Pending

Position Summary: Responsible for providing management and leadership to the entire liquor operations department, while ensuring strict control and maintenance of the sale of beverage alcohol, assuring that all laws and regulations are strictly enforced. Position will promote and maintain good public relations and customer satisfaction.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The City may change these duties at any time.

Major areas of accountability

1. Develop and maintain an operating plan and budget that projects capital expenditures, revenues, expenses and profits. Monitor sales and expenditures against the current budget; perform sales and expenditures analysis, taking corrective action when necessary.
2. Conduct periodic audits of receipts, disbursements and other financial records.
3. Establish policy and procedures for the accounting of sales and maintain strict compliance of all applicable laws and regulations regarding the sale of alcoholic beverages, THC and tobacco products.

4. Supervise the purchase of all products at the best possible price while controlling inventory levels and maintaining an acceptable cost of goods percentage.
5. Coordinate the purchases of all products, office supplies, uniforms and other operational supplies.
6. Implement and supervise internal controls to minimize loss of store assets and inventory.
7. Review, update and maintain all records, reports and users within the Point-of-Sale System.
8. Ensure that all product pricing is set and established for merchandise to assure attainment of profit margins while remaining competitively priced within the market.
9. Responsible for oversight, posting and documentation of the Liquor Departments perpetual inventory process.
10. Responsible for approving and processing of all contractual invoices.
11. Communicate with store managers daily.
12. Communicate with other staff on an as needed basis. Develop and implement retail objectives, policies and procedures, including customer service objectives, operating plans, marketing strategies, purchase plans and store improvements. Maintain good public relations with citizens, local businesses, civic groups, suppliers and other liquor managers.
13. Create and then maintain current policy and procedure manual. Submit all new policies to Liquor Advisory Committee/City Council for approval prior to implementation.
14. Supervise the price survey of surrounding area liquor operations.
15. Continue to increase and maintain knowledge and management skills by attending seminars, wine conventions and tastings to stay current with marketing evaluations and techniques.
16. Oversee the recruitment and hiring of all full-time and part-time liquor personnel; assess employee performance; evaluate effectiveness of employee orientation and training programs.
17. Supervise the continual education of all liquor personnel by conducting employee meetings and safety meetings as per schedule.
18. Perform other duties as apparent or assigned

Personnel

1. Participate in conducting interviews for Store Manager, Assistant Manager and part-time clerks and make recommendations for hire to City Administrator.
2. Coordinate all new hire paperwork with Human Resources.

3. Conduct or coordinate initial on-boarding and start-up training for all new staff at both locations.
4. Assist in providing employee orientation through discussion on product knowledge, by setting an example on how to sell products to the customer, and by providing training and guidance on all policies and procedures.
5. Assist in training staff in proper customer relations skills, sales techniques using product knowledge and maintaining a high quality of service to the public.
6. Supervise all Liquor Department staff including prioritization and assignment of job duties as necessary, ensuring employees adhere to City and store policies and procedures, and directing the maintenance of a healthy and safe working environment.
7. Conduct all staff evaluations, allowing all other staff to provide feedback in this process.
8. Communicate with the Store Manager and Assistant Manager on an ongoing basis. Stay up-to-date on all personnel issues and address immediately and directly as necessary.
9. Prepare schedules for all locations monthly, monitor and approve any requests for changes, and assist in ensuring enough staff is available to cover all shifts every day.
10. Review, approve and submit for processing of all liquor department payroll records on a bi-weekly basis.
11. Perform other duties as apparent or assigned

Job Qualifications:

Knowledge, Skills and Abilities:

- Must be available to work on a schedule that includes a variety of days, evenings, weekends and holidays.
- Excellent product and industry knowledge.
- Strong customer service orientation and problem-solving skills.
- Strong computer experience including knowledge in word processing and spreadsheet software.

Education and Experience:

- Must be at least 21 years of age.
- Minimum of two years practical experience and knowledge in the alcohol beverage industry.
- High school graduate or GED equivalent.
- Bachelor's degree in retail marketing or business administration preferred.
- Excellent liquor, beer, and wine product knowledge.
- Minimum of three years' experience in Municipal Liquor store operations or

- Six years or more experience in a retailing setting of which at least four years show increasingly responsible management and supervisory experience; or an equivalent combination of education or experience will be considered.
- Must possess a valid driver's license and good driving record for past 3 years

Physical Requirements and Work Environment:

Positions in this class typically require prolonged sitting , speaking or hearing and using hands to find, handle or feel and occasionally requires standing, walking, climbing, reaching, with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; Work has standard vision requirements; This work requires the occasional exertion of up to 25 pounds of force; Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; Work requires preparing and analyzing written or computer data and observing general surroundings. The environment is mostly in a controlled retail space environment. Some work in walk-in coolers. Position also requires travel between store locations and City Hall. Reasonable accommodation may be requested.

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

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

Employee Signature	Printed Name	Date
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Liquor Store Manager Job Description

Department:
Liquor Operations

Reports To:
Liquor Operations Director

Supervisees:
None

Employment Status:
Full Time

FLSA Status:
Non-Exempt

Union Representation:
Teamsters City Employees

Date Approved:
Pending

Position Summary: Responsible for the strict control and maintenance of the sale of alcoholic beverages and low dose THC products, assuring that all laws and regulations are strictly enforced. Position will promote and maintain good public relations and customer satisfaction. Assist Store Manager and liquor operations director with employee oversight, training and staff development at all locations as necessary or requested.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The City may change these duties at any time.

Major areas of accountability

1. Maintain and encourage good public relations with customers and vendors.
2. Establish a positive customer service environment at the location directly overseen. Maintain cleanliness, customer convenience and proper traffic flow. Ensure customer requests and complaints are handled in a prompt, friendly and courteous manner. Provide circumstance, follow up and outcome with the Director if necessary.
3. Attend all required staff meetings, employee meetings and other management or industry related meetings and seminars as directed.

4. Provides direction and feedback to all full-time and part-time non-exempt staff to ensure efficient, polite and complete services to the public are continually met or exceeded.
5. Recruits, manages and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and managing performance.
6. Assist in all employee appraisals for part-time and full-time non-exempt staff.
7. Able to communicate in a clear and concise manner; able to write clearly; tailors message to a variety of communication settings and styles.
8. Oversees store merchandising and inventory, forecast and procure product orders in accordance with store analysis and needs.
9. Responsible for completion of perpetual inventory counts at store location, reviewing any discrepancies with the Liquor Operations Director and following up with the Liquor Operations
10. Review maintenance issues at your location, seek feasible repairs or communicate issues with Liquor Operations Director and Public Works Director.
11. Performs all record keeping, bookkeeping, reporting, banking, and accounting procedures necessary for efficient operation of the store; performs cash register, and stocking duties.
12. Assist with setting up sale items in Point-of-Sale System.
13. Assist with Social Media Marketing.
14. Assist with Monthly Sales recommendations. Submit to Liquor Operations Director.
15. Perform other duties as apparent or assigned.

Store Operations

1. Must have necessary knowledge of point-of-sale system.
2. Responsible for proper store opening and closing procedures.
3. Coordinate preparation of daily sales receipts.
4. Assist Lead Clerk or Assistant Manager with resolving issues related to daily receipt balancing.
5. Verify deposits and bring deposits to the bank.
6. Assist the Liquor Operations Director in controlling expenses while maintaining acceptable profit margins.
7. Responsible for designated category product ordering for all locations. Shopping wholesaler's prices to ensure receipt of merchandise is at the best possible

- price/best buy within the means and specific needs of each individual location while maintaining an acceptable cost of goods percentage.
8. Check in deliveries whenever possible to ensure the product was received as ordered and invoiced.
 9. Train all staff members in proper receiving processes Share expected receiving information as may be necessary
 10. Enter invoices into Point-of-sale system.
 11. Code invoices and enter in accounting software.
 12. Monitor any cost changes noted in the receiving and invoice entering process for products that may require price changes and adjust pricing as necessary.
 13. Participate as requested in conducting product price surveys of surrounding area liquor operations.
 14. Participate in training for age verification and beverage alcohol sales provided annually by employer.
 15. Participate in training for proper lifting, blood borne pathogens, hazardous materials, etc. provided annually by employer.
 16. Perform other duties as apparent or assigned.

Personnel

1. Participate as requested in conducting interviews for part-time liquor clerks and Assistant Manager as applicable.
2. Coordinate all new hire paperwork whenever necessary in the Liquor Operations Director's absence, with Human Resources.
3. Provide employee coaching and product training through discussion on product knowledge and by setting an example on how to sell products to the customer.
4. Providing information, training and guidance on all City and store policies and procedures as necessary.
5. Assist as appropriate in coaching of staff for proper customer relations skills, sales techniques, and maintaining a high quality of service to the public.
6. Supervise staff include prioritization and assignment of job duties, ensuring employees adhere to City and store policies and procedures, and directing the maintenance of a healthy and safe working environment.
7. Communicate with employees daily, especially at shift-change.
8. Communicate with the Liquor Operations Director on an ongoing basis. Keep the Liquor Operations Director up to date on all personnel issues.
9. Communicate with other location store managers as necessary.

Job Qualifications:

Knowledge, Skills and Abilities:

- Must be available to work a schedule which includes a variety of days, evenings, weekends and holidays.
- Excellent customer service experience.
- Excellent product and industry knowledge.
- Selling alcohol, THC, and tobacco is a serious responsibility. Must possess the ability to make firm decisions as it applies to the sale of regulated products.
- Knowledge and experience with Microsoft Office software and point-of-sale software.
- Possess logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Education and Experience:

- Must be at least 21 years of age.
- Minimum of two years practical experience and knowledge in the alcohol beverage industry.
- High school graduate or GED equivalent.
- Excellent liquor, beer, and wine product knowledge.
- Minimum of three to five years' retail experience with at least two of those years in the liquor industry preferred.
 - An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job will also be considered.
- Excellent customer service skills.
- Must possess a valid driver's license and good driving record for past 3 years
- Management or assistant management experience in retail establishment; liquor store retail experience preferred.

Physical Requirements and Work Environment:

Positions in this class typically require sitting, standing, climbing, kneeling, twisting, stooping, balancing, feeling, manual dexterity, talking, hearing and seeing. Ability to lift up to 50 pounds on a regular basis. The environment is mostly in a controlled retail space environment. Some work in walk-in coolers. Reasonable accommodation may be requested.

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

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

Employee Signature

Printed Name

Date



Liquor Store Assistant Manager Job Description

Department:
Liquor Operations

Reports To:
Liquor Operations Director

Supervisees:
None

Employment Status:
Full Time

FLSA Status:
Non-Exempt

Union Representation:
Teamsters City Employees

Date Approved:
Pending

Position Summary: Responsible for the strict control and maintenance of the sale of alcoholic beverages and low dose THC products, assuring that all laws and regulations are strictly enforced. Position will promote and maintain good public relations and customer satisfaction. Assist Store Manager and liquor operations director with employee oversight, training and staff development at all locations as necessary or requested.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The City may change these duties at any time.

1. Maintain and encourage good public relations with customers and vendors.
2. Responsible for store opening and closing procedures.
3. Establish a positive customer service environment at your location. Ensure customer requests and complaints are handled in a prompt, friendly and courteous manner. Provide circumstance, follow up and outcome to the Liquor Operations/Store Manager.
4. Attend all required staff meetings, employee meetings and other management or industry related meetings and seminars as directed.
5. Participate in interviews for part-time employees as directed by the Liquor Operations Director. Assist in employee orientation and training of new employees for store locations.

6. Communicate with Liquor Operations/Store Manager and staff daily through verbal, written, and electronic mediums.
7. Responsible for assisting the Liquor Operations/Store Manager with product placements, and display objectives within your store.
8. Maintain cleanliness, customer convenience and proper traffic flow.
9. Promotes an efficient, effective and accurate product workflow by checking in shipments, organizing stockrooms, completing perpetual inventory counts and tracking inventory.
10. Document and report all maintenance issues to the Liquor Operations/Store Manager.
11. Performs all record keeping, bookkeeping, reporting, banking, and accounting procedures necessary for efficient operation of the store; performs cash register, and stocking duties.
12. Print beer inventory sheets for vendors.
13. Enter invoices into Point-of-sale system.
14. Code invoices and enter in accounting software.
15. Responsible for designated category product ordering, or as assigned in the absence of Liquor Operations Director or Store Manager.
16. Provides leadership assistance by passing on work directions from Liquor Operations Director or Store Manager to part-time employees; securing cash, receipts, and facilities; opening and closing the store.
17. Enforces policies, procedures and laws related to selling liquor (i.e. selling liquor to individuals that are 21 years of age and older and refusing to sell to intoxicated consumers, etc.).
18. Perform other duties as apparent or assigned.

Job Qualifications:

Knowledge, Skills and Abilities:

- Must be available to work a schedule that includes weekend and holidays.
- Excellent customer service experience.
- Excellent product and industry knowledge.
- Selling alcohol, THC, and tobacco is a serious responsibility. Must possess the ability to make firm decisions as it applies to the sale of regulated products.
- Knowledge and experience with Microsoft Office software and point-of-sale software.
- Possess logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Education and Experience:

- Must be at least 21 years of age.
- Minimum of two years practical experience and knowledge in the alcohol beverage industry.
- Formal education beyond high school is preferred.
- Excellent liquor, beer, and wine product knowledge.
- Excellent customer service skills.
- Must be available to work a schedule which includes a variety of days, evenings, weekends and holidays.
- Must possess a valid driver's license.
- Previous key holder, lead or assistant management experience in retail establishment; liquor store retail experience preferred.

Physical Requirements and Work Environment:

Positions in this class typically require sitting, standing, climbing, kneeling, twisting, stooping, balancing, feeling, manual dexterity, talking, hearing and seeing. Ability to lift up to 50 pounds on a regular basis. The environment is mostly in a controlled retail space environment. Some work in walk-in coolers. Reasonable accommodation may be requested.

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

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

Employee Signature

Printed Name

Date



Liquor Store Lead Clerk Job Description

Department:
Liquor Operations

Reports To:
Liquor Store Director

Supervisees:
None

Employment Status:
Part Time

FLSA Status:
Non-Exempt

Union Representation:
Teamsters City Employees

Date Approved:
Pending

Position Summary: Responsible for the strict control and maintenance of the sale of alcoholic beverages and low dose THC products, assuring that all laws and regulations are strictly enforced. Position will promote and maintain good public relations and customer satisfaction.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The City may change these duties at any time.

1. Responsible for prompt, efficient and courteous customer service. This includes but is not limited to greeting customers when they enter the store, offering various goods, services and assistance, thanking them for their patronage and providing carryout service or additional follow-up as necessary.
2. Assure customer satisfaction by ensuring that customer requests and complaints are handled in a friendly, competent manner.
3. Must have a complete, thorough knowledge of a computerized cash register and point of sale system.
4. Responsible for accurate cash handling, proper payment procedures and proper register procedures within the point-of-sale system.
5. Work at any store location as required

6. Responsible for proper store opening and closing procedures; assuring that all cash and daily receipts are secured in a safe. Responsible for making sure all clerk duties have been completed.
7. Preparing daily sales receipts for deposit as needed. Request assistance from supervisor to resolve any issues encountered related to daily receipt balancing.
8. Enter daily sales information into the drive for Finance.
9. Print labels for both stores as needed.
10. Prepare change orders as needed.
11. Filing of office paperwork as needed.
12. Designing and making in-store advertising flyers.
13. Help monitor inventory of office supplies at both locations.
14. Inventory control to include but not limited to receiving deliveries and participating in periodic cycle counts as requested.
15. Maintain cleanliness, customer convenience and proper traffic flow, assuring proper display placement and shelf sets.
16. Must be able to perform stocking responsibilities which include the repetitive lifting and moving of cases of wine, beer and liquor weighing up to 50 pounds on a repetitive basis.
17. Must participate in business related events, tastings and fundraising promotions as directed.
18. Complete routine cleaning responsibilities on the property and within the store.
19. Professionally representative of the City of North Branch, while working in the liquor stores or at off-site events.
20. Attend all required staff meetings, employee meetings as directed.
21. Attend all the required annual training.
22. Assist in training of all new part-time staff. Lead by setting an example on how to sell products to customers.
23. Other duties as apparent or assigned.

Job Qualifications:

Knowledge, Skills and Abilities:

- Must be available to work a schedule that includes weekend and holidays.
- Excellent customer service experience.
- Selling alcohol, THC, and tobacco is a serious responsibility. Must possess the ability to make firm decisions as it applies to the sale of regulated products.
- Excellent customer service skills.
- Excellent product knowledge preferred.

Education and Experience:

- High school diploma or equivalent.
- Must have the ability to operate a computerized point-of-sale system.
- Requires sound judgement in the handling of product and money.
- Must possess the ability to interact with customers in a professional manner while following policies set forth by North Branch Liquors.
- Possession of a valid driver's license or state identification.

Physical Requirements and Work Environment:

Positions in this class typically require sitting, standing, climbing, kneeling, twisting, stooping, balancing, feeling, manual dexterity, talking, hearing and seeing. Ability to lift up to 50 pounds on a regular basis. The environment is mostly in a controlled retail space environment. Reasonable accommodation may be requested.

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

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

Employee Signature	Printed Name	Date
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Liquor Store Clerk Job Description

Department:
Liquor Operations

Reports To:
Liquor Operations Director

Supervisees:
None

Employment Status:
Part Time

FLSA Status:
Non-Exempt

Union Representation:
Teamsters City Employees

Date Approved:
Pending

Position Summary: Responsible for the strict control and maintenance of the sale of alcoholic beverages and low dose THC products, assuring that all laws and regulations are strictly enforced. Position will promote and maintain good public relations and customer satisfaction.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The City may change these duties at any time.

1. Responsible for prompt, efficient and courteous customer service. This includes but is not limited to greeting customers when they enter the store, offering various goods, services and assistance, thanking them for their patronage and providing carryout service or additional follow-up as necessary.
2. Assure customer satisfaction by ensuring that customer requests and complaints are handled in a friendly, competent manner.
3. Responsible for accurate cash handling, proper payment procedures and proper register procedures within the point-of-sale system.
4. Responsible for proper store opening and closing procedures; assuring that all cash and daily receipts are secured in safe. Responsible for making sure all clerk duties have been completed.
5. Responsible that all doors are secure and the alarm is set.
6. Maintain cleanliness, customer convenience and proper traffic flow, assuring proper display placement and shelf sets.

7. Must be able to perform stocking responsibilities which include the repetitive lifting and moving of cases of wine, beer and liquor weighing up to 50 pounds on a repetitive basis.
8. Must participate in business related events, tastings and fundraising promotions as directed.
9. Complete routine cleaning responsibilities on the property and within the store.
10. As a representative of the City of North Branch, must portray a professional image that reflects the high standards of all City of North Branch Employees, whether it is in the store or working at various events.
11. Attend all required staff meetings, employee meetings as directed.
12. Attend all the required annual training.
13. Other duties as apparent or assigned.

Job Qualifications:

Knowledge, Skills and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be given to individuals with disabilities to perform the essential functions.
- Must be available to work a schedule that includes weekend and holidays.
- Selling alcohol, THC, and tobacco is a serious responsibility. Must possess the ability to make firm decisions as it applies to the sale of regulated products.
- Excellent customer service experience.
- Selling alcohol and tobacco is a serious responsibility. Must possess the ability to make firm decisions as it applies to the sale of regulated products.

Education and Experience:

- High school diploma or equivalent.
- Must have the ability to operate a computerized point-of-sale system.
- Requires sound judgement in the handling of product and money.
- Possession of a valid driver's license or state identification.

Physical Requirements and Work Environment:

Positions in this class typically require sitting, standing, climbing, kneeling, twisting, stooping, balancing, feeling, manual dexterity, talking, hearing and seeing. Ability to lift up to 50 pounds on a regular basis. The environment is mostly in a controlled retail space environment. Some work in walk-in coolers required. Reasonable accommodation may be requested.

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

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

Employee Signature

Printed Name

Date



Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 06/20/2025

Board & Commission: City Council

Subject: Approval of Job Description for Accountant

Background

Human Resources worked with the outgoing Accountant and the Finance Director to review and update the Accountant Position Description.

Staff Recommendation and Requested Council Action

Motion and Second to accept the job description as presented.

Voting Requirements:

Voting Options Simple Majority



City Accountant Job Description

Department:
Finance

Reports To:
Finance Director

Supervisees:
None

Employment Status:
Full-Time 40 hr/week

FLSA Status:
Non-Exempt

Union Representation:
Teamsters City Employee

Date Approved:
Pending

Position Summary: The accountant is responsible for identifying, classifying, recording, summarizing and reporting financial information. This may include establishing and maintaining accounting records, participating in budget control, and assisting in the preparation of financial statements.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The City may change these duties at any time.

1. Performs reconciliation of payroll liability accounts including journal entries as necessary
2. Analyzes Capital Asset accounts and spreadsheets; perform necessary journal entries; record capital asset acquisitions, disposals and depreciation
3. Reconciles all general ledger accounts by analyzing and investigating various types of errors and interpreting the account balances and using the data received from all financial systems to produce accurate and complete information
4. Reconciles fines, permits, developer chargebacks, and clearing accounts
5. Reconciles general ledger, tax collections, fee and other City accounts
6. Identifies control weaknesses and procedural issues and initiates resolutions
7. Recording of bank deposits and manual checks
8. Recording ACH deposits for utilities
9. Setting up accounts payable to vendors and W-9s
10. Recording Xpress Bill Pay and liquor store credit card cash drawer

11. Deliver bank deposits and maintain change for payments
12. Review payroll and upload to bank
13. Preparing liquor store financial report monthly, quarterly and annual
14. Recommends policy and procedure changes to optimize workflow, internal controls, technical functionality, and cost efficiency
15. Year-end duties including update federal and Minnesota tax table, stormwater billing, utility rate study, preparing liquor store annual finance summary
16. Assist with audit
17. Other duties as assigned by the finance director.

Job Qualifications:

Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be given to individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Knowledge of all Generally Accepted Accounting Principles (GAAP)
- Knowledge of all Governmental Accounting Standards Board (GASB) pronouncements
- Knowledge of municipal finance administration and the State and Federal laws and policies governing municipal accounting activities and reporting functions
- Ability to locate and identify discrepancies utilizing spreadsheets and other written communications
- Ability to work with confidential information; maintaining confidentiality
- Ability to derive facts quickly, methodically, and accurately
- Ability to develop constructive and cooperative working relationships with others, internal and external, demonstrating a strong customer orientation and dedication
- Assists with the annual financial audit and prepares year-end audit work papers
- Ability to extrapolate data for Accounting/Finance purposes
- Ability to understand and interpret financial information
- Ability to produce written documentation in an organized manner
- Ability to analyze and identify inaccuracies in financial reports
- Knowledge of local government, services provided by, and administration of those services
- Ability to communicate effectively, both in oral and written form utilizing correct grammar, punctuation, and spelling
- Ability to develop or change work processes to meet changing needs
- Preference given for Springbrook experience or similar financial software

Education and Experience:

- Bachelor's degree in finance, Accounting or a related field is required
- Two (2) years of progressively responsible accounting experience at a professional level is required; preference given for municipal finance experience
- Certified Public Accountant or Certified Public Finance Officer preferred.
- Experience in governmental relationships with community groups, agencies, private business and other levels of government is preferred
- An equivalent combination of education and experience may be considered

Physical Requirements and Work Environment:

This position requires prolonged periods of sitting and keyboarding. The environment is mostly in a controlled office environment, and with some travel to and from banks, post office, etc. as required for position. Reasonable accommodation may be requested.

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

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

Employee Signature

Printed Name

Date



Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 06/20/2025

Board & Commission: City Council

Subject: Approval of City Clerk Job Description.

Background

Currently, the City Clerk job description is labeled as Fair Labor Standards Act (FLSA) exempt. This status for the City Clerk was based on using Administrative duties testing in accordance with the FLSA. After recent discussions between the City and the Teamster's Business Agent, it was agreed the City Clerk would be reclassified to FLSA Non-exempt.

Staff Recommendation and Requested Council Action

Motion and Second to accept the updated job description as presented.

Voting Requirements:

Voting Options Simple Majority



City Clerk Job Description

Department:
Administrative Services

Reports To:
City Administrator

Supervisees:
None

Employment Status:
Full-Time 40 hr/week

FLSA Status:
Non-Exempt

Union Representation:
Teamsters City Employee

Date Approved:
Pending

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. Provides administrative support to the City Administrator.

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

1. Performs or assists in the Clerk office duties; adjusts errors and complaints.
2. Prepares work schedules, determines work procedures, and expedites workflow.
3. Serves as the custodian of official City records and public documents.
4. Drafts resolutions and coordinates information received from departments for Council meetings; indexes resolutions and ordinances; and oversees codification process.
5. Responds to and maintains data requests.
6. Develops and coordinates public meeting agendas, bids, legal notices and other advertisements.
7. Oversees City's social media page; creates content to promote city topics and events; and monitors social media activity.

8. Assure proper records retention of resolutions, ordinance, contracts, deeds, etc. and get copies where needed (e.g. contractors, courts, Recorder's Office, etc.)
9. Upload data for records retention compliance (Laserfiche)
10. Maintaining record confidentiality and protection of non-public and/or private data.
11. Acts as the City's liaison to the IT support needs of the organization, including communication, phone systems, computers, printers, etc.
12. 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.
13. Administers elections in accordance with Federal, State, County and City requirements; serves as Chief Election Official; and performs election day and post-election activities.
14. 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.
15. Assisting the City Administrator with general assignments as requested.
16. Performs other duties as assigned

Job Qualifications:

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 in order to exceptionally perform all of 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

Nonstrenuous – Occasionally climbs a few steps, balance, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, sit, stand, walk, 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.

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

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

_____	_____	_____
Employee Signature	Printed Name	Date



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 06/16/2025

Board & Commission: City Council

Subject: Consider approval of Resolution R-201-2025 in support of the future I-35/400th Street interchange and Hwy 95 truck bypass.

Background:

The City of North Branch has been researching and identifying funding structures for the engineering, design and ultimately building the much-needed interchange/bypass. The City's plan is to establish another interchange north of the existing interchange to divert the heavy traffic away from North Branch's downtown area and into the industrial park.

The existing intersection located at Co Rd 30 and Hwy 95, according to a 2017 traffic study, handles approximately 12,000 vehicles daily—exceeding North Branch's population at the time, which was just 10,000. Today, our population has grown to 12,000, with an additional 1,200 homes projected to be built over the next eight years. The intersection is the sole access point for eastbound and westbound industrial vehicles, including semi-trucks and tractors, entering the industrial park. Its narrow design frequently causes regular traffic to have to back up in order to make room for the turning vehicles and causes near-misses with buildings and pedestrians located at the corners of the intersection.

The situation is further complicated by the fact that 50% of the anticipated growth over the next eight years will occur between this intersection and our public safety services, greatly hindering emergency response times in the area. Despite our relatively small population, the city has already invested funds locally, acquiring three of the four segments of the interchange and the approaches on both sides.

With the ongoing funding requests at the State and Federal level, the Administration requests that the Council approve a resolution of support for the project, aligning the city and potential partners in making the project fiscally achievable.

Council action requested:

Motion and second to approve resolution R-201-2025 in support of the I-35/400th Street

interchange and Hwy 95 truck bypass.

Voting Requirements:

Voting Options Simple Majority

CITY OF NORTH BRANCH, MINNESOTA

RESOLUTION NO. R-201-2025

A Resolution of support for the I-35/400th Street Interchange and highway 95 bypass in the City of North Branch, Minnesota

WHEREAS, Highway 95 provides the only access to I-35 and the ability to cross the freeway for miles; and,

WHEREAS, highway 95 is heavily traveled and experiences extreme congestion, especially on weekends as it serves as a main connection to many weekend vacation destinations; and,

WHEREAS, Public Safety responders have an extremely difficult time accessing I-35 during times of peak congestion, significantly impacting response times; and,

WHEREAS, There are high volumes of truck traffic that pass through the Highway 95 and County road 30 intersection, further complicating and adding to the public safety issues; and,

WHEREAS, The City of North Branch is working on adding a second interchange along I-35 and 400th Street that will provide vital access to I-35 north of Highway 95 access in the City and will improve emergency response times and will increase safety in the area.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA, THAT THE CITY OF NORTH BRANCH SUPPORTS AND APPROVES OF THE APPLICATION FOR FUNDING OF THE I-35/400TH STREET INTERCHANGE AND HIGHWAY 95 BYPASS DESIGN, ENGINEERING, AND CONSTRUCTION WITHIN THE CITY OF NORTH BRANCH.

Adopted by the City Council of North Branch, Minnesota this ____ day of _____, 2025.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 06/17/2025

Board & Commission: City Council

Subject: Software Discussion

Staff has identified a need for additional tracking for our Permits and projects, along with the ongoing problems with our current Financial Software program, Springbrook. We reviewed the issues and presented some options to the Finance Advisory Committee that supported the following:

- Potential fix of the audit finding – cash reconciliation issue that has been ongoing
- Probably fix for the audit finding – Financial Statement preparation (cost in 2026 \$8k)
- Add support for Building Inspector through permit tracking and eliminate I-Worq program (\$6k)
- Add support for Planning and Zoning project management, including escrow fund management, which was brought up during 2024 Audit report
- Additional Audit savings through better reporting mechanisms
- Bremer Bank mentioned BS&A as a preferred software to work with for automated bank reconciliation processing
- Jean McGann of Abdo has two that she prefers to work with and BS&A is one of these. BS&A has excellent customer service reviews.

Finance is continuing to gather more information and will share it with the Finance Committee; and, ultimately, the Council will hear a proposal in July that will provide solutions to the Audit findings, clean up our cash reconciliation issue, and incorporate additional reporting options for the Finance Department that will create additional efficiencies.

Voting Requirements:



Prepared By: Kevin Schieber, Mayor

Presenter: Kevin Schieber, Mayor

Date: 06/20/2025

Board & Commission: City Council

Subject: Parameters of public comment

Background:

For several years, it has been the practice of the North Branch City Council to not allow public comment at the same meeting where there was an action item (to be voted on by council). One of the primary reasons this practice has been followed, is due to the potential presentation of information by residents or other community members, in which there is no time for city staff or council members to verify or confirm new information when presented solely at the same meeting in which the city council will be taking action.

Proposed action:

The council should renew discussion regarding allowing public comment on meeting agenda items in which the council is expected to take action in that same meeting. For reference, the city allows public comment during various public hearings in which the council or a commission also takes action within the same meeting, so it is a logical consideration for regular public comment time at council meetings too. A broader discussion on the various ways residents and other community members can interact with city staff and city council, aside from public meetings, is encouraged as well.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/20/2025

Board & Commission: Economic Development Authority

Subject: Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property at 37891 Forest Blvd

Voting Requirements:

Voting Options Simple Majority