



NORTH BRANCH —Minnesota—

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JUNE 24, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

Kevin Schieber
Mayor

Robert Canada
Councilmember

Jim Ibinger
Councilmember

Jeff Goulet
Councilmember

Patrick Meacham
Councilmember

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Tuesday, June 24, 2025

1. CALL TO ORDER

The North Branch City Council met in REGULAR and Mayor Kevin Schieber called the meeting to order at 7PM.

2. PLEDGE OF ALLEGIANCE

Mayor Schieber led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Councilmember Jeff Goulet, Councilmember Jim Ibinger, Councilmember Patrick Meacham, Councilmember Robert Canada

Absent:

Remote:

Others Present:

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

Mayor Kevin Schieber asked to move 7g in the agenda to 9d.

RESULT: Passed
MOVER: Patrick Meacham
SECONDER: Robert Canada
AYES: Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada
ABSENT:
NOTES:

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.

There was no public comment.

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.

RESULT: Passed
MOVER: Jim Ibinger
SECONDER: Robert Canada
AYES: Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada
ABSENT:
NOTES:

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

Moved to 9D.

Liquor store manager will need to be changed to Exempt, not non exempt.

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

RESULT: Passed

MOVER: Jeff Goulet

SECONDER: Robert Canada

AYES: Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada

ABSENT:

NOTES:

- b. Software Discussion INFO

Sharon Wright discussed BS & A software. This software will streamline our workflow. Further discussion will happen in July meetings.

- c. Administrator update VERBAL
UPDATE

City Administrator, Matthew Hill, gave updates regarding transitioning to the new website and also let the Council know that the City is working on maintaining a consistent message using social media. The City is looking to renew/replace the industrial park signage along I-35. Matthew Hill asked the Council if they had any ideas they could reach out to him.

City staff have been in consultation with the City Attorney's office related to claims regarding the City's planning and zoning authority. The City has lawfully adopted planning and zoning controls pursuant to the Minnesota Municipal Planning Act, which will continue to govern all required procedures and protocols undertaken by the City as is required by state law.

- d. Approval of Job Descriptions for Liquor Operation Department including Store Clerk, Lead Store Clerk, Assistant Store Manager, Store Manager, and Liquor Operations Director. ACTION

Liquor Store Manager to be changed to Exempt, not non-exempt.

RESULT: Passed

MOVER: Jeff Goulet

SECONDER: Robert Canada

AYES: Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada

ABSENT:

NOTES:

10. MAYOR/CITY COUNCIL

- a. Parameters of public comment INFO

In March 2023, changes were made regarding public comment, moving from 3 minutes to 5 minutes, which the City Council has been very lenient with. There were also changes to public comment rules. Consensus to bring a proposal of change to by-laws

11. CLOSED SESSION

Mayor Kevin Schieber called the Meeting to a Closed session at 8:17pm

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Robert Canada
AYES: Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada
ABSENT:
NOTES:

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

Mayor Kevin Schieber, Member Robert Canada, Member Jim Ibinger, Member Jeff Goulet, Member Patrick Meacham, City Administrator Matthew Hill, City Clerk Tonya Kostuch, and Community Development Director Nate Sondrol were in attendance.

Mayor Schieber announced that we are back in open session at 8:44pm

12. ADJOURNMENT

The meeting adjourned at 8:44pm.

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Robert Canada
AYES: Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada
ABSENT:
NOTES:

APPROVED: Kevin Schieber ATTEST: Tonya Kostuch

