City of North Branch
Schedule At-A-Glance

Title:	City Council Regular Session
Location:	City Council Chambers
Date:	July 28, 2014

Start	End	Time	Topic	Presenter
7:00 PM	7:05 PM	0:05	Call to Order; Pledge of Allegiance & Roll Call	
7:05 PM	7:15 PM	0:10	Consent Agenda	
7:15 PM	7:45 PM	0:30	Public Hearing	Messner
7:45 PM	8:05 PM	0:20	Planning Commission	Roberts
8:05 PM	8:10 PM	0:05	Economic Development Authority	Konrad
8:10 PM	8:10 PM	0:00	Park Commission	
8:10 PM	8:10 PM	0:00	Water & Light Commission	
8:10 PM	8:20 PM	0:10	Engineering/Public Works	Messner
8:20 PM	8:30 PM	0:10	Administration	Konrad
8:30 PM	8:30 PM	0:00	Building	
8:30 PM	8:30 PM	0:00	Finance	
8:30 PM	8:30 PM	0:00	Legal	
8:30 PM	8:40 PM	0:10	Public Comment	
8:40 PM	8:40 PM	0:00	Notices & Communication; Unfinished Business; New Business	
8:40 PM	8:50 PM	0:10	Mayor & Council	
Total		**1:50**		

NORTH BRANCH CITY COUNCIL
AGENDA

MEETING: **REGULAR SESSION**
PLACE: **CITY HALL, 6408 ELM STREET**
DATE: **JULY 28, 2014**
TIME: **7:00 P.M.**

7:00 pm

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT AGENDA **ACTION**

All matters listed under the 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.

- 4A Claims
- 4B Resolution – Donation Acceptance
- 4C Resolution – Budget Transfer
- 4D Ordinance Amendment – Fee Schedule Amendment – Animal Impound Fees
- 4E Authorization to Advertise – Firefighters
- 4F Resolution – LS Cashier Hire
- 4G Minimum Wage – Increase to Liquor Clerk 1 Salary Range
- 4H Agreement With School – Maintenance of Safe Routes to School

5. PUBLIC HEARINGS **NONE**

5A 410th Street Assessment Hearing

- Call To Order
- Project & Assessment Review
- Public Comment
- Adjourn

6. COMMITTEES/COMMISSIONS

6A PLANNING COMMISSION

A1	Resolution – Andersen Corp. Variance	**ACTION**
A2	Resolution – Metal Recycling Conditional Use Permit	**ACTION**
A3	Ordinance & Summary – Solar Energy	**ACTION**
A4	Ordinance Amendment – Conditional Use Permit	**ACTION**
A5	Minutes	**INFO**

6B ECONOMIC DEVELOPMENT AUTHORITY

B1	Superior Silica Sands Project Update	**INFO**

6C PARK COMMISSION **NONE**

6D WATER AND LIGHT COMMISSION **NONE**

7. STAFF REPORTS

7A ENGINEERING/PUBLIC WORKS

A1 410th Street Project

- Resolution – Ordering Improvements **ACTION**
- Resolution – Awarding Bid **ACTION**
- Resolution – Adopting Assessment Roll **ACTION**

7B ADMINISTRATION
- B1 Resolution – Phone System Quotes — **ACTION**
- B2 Heartland Express TAC — **ACTION**

7C BUILDING — **NONE**

7D FINANCE — **NONE**

7E LEGAL — **NONE**

8. NOTICES AND COMMUNICATION
- 8A State Demographer's Population Estimate — **INFO**

9. PUBLIC COMMENT

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.

Statements made during public comment are the opinions of the individual making the comment. The comments made by individuals during public comment do not represent the official position of the City Council, individual Councilmembers or City Staff. The City Council is not responsible for false, inaccurate or misleading comments received during public comment. When inaccurate information is presented, the City will attempt to clarify information and provide accurate information.

10. UNFINISHED BUSINESS — **NONE**

11. NEW BUSINESS — **NONE**

12. MAYOR/COUNCIL
- 12A Upcoming Agendas — **DISCUSSION**
- 12B Non-Bargaining Insurance & Salary Adjustments — **ACTION**

13. ADJOURN

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

Upcoming Meeting Reminders

Work Session – August 7, 2014 Work Session– 6:30 pm

Regular Session – August 11, 2014 – 7 pm

Work Session – August 21, 2014 Work Session– 6:30 pm

Regular Session – August 25, 2014 – 7 pm

CLAIMS REPORT

CITY

OF

NORTH BRANCH

JULY 15, 2014

TO

JULY 28, 2014

$ 502,742.00

Payroll

JULY 18, 2014

$ 68,408.92

Fire Dept Payroll

July 22, 2014

$ 2,902.50

LIQUOR STORE EXPENDITURES

FOR RESALE

$ 94,906.19

4A

CITY OF NORTH BRANCH

*Check Summary Register©

JULY 2014

	Name	Check Date	Check Amt	
10100 CASH				
Paid Chk# 067608	N.B. POLICE DEPT	7/10/2014	$100.00	PEDAL WITH POLICE
Paid Chk# 067609	G & K HOMES, LLC	7/11/2014	$2,500.00	TEMP CO-REIMBURS-#84-7368-382N
Paid Chk# 067610	GRAPHIC HOMES, INC.	7/11/2014	$2,500.00	TEMP CO REIMBURSE-#2013-228-80
Paid Chk# 067611	PAT LAWTON	7/11/2014	$2,500.00	TEMP CO REIMBURSE-#MH2014-2 LO
Paid Chk# 067612	U.S. TREASURY	7/18/2014	$19.91	MEDI W/H- STD
Paid Chk# 067613	AMERITAS INVESTMENT CORP.	7/18/2014	$390.00	DEFERRED COMP
Paid Chk# 067614	CENTRAL PENSION FUND	7/18/2014	$2,216.99	PW PENSION FUND
Paid Chk# 067615	DELTA DENTAL	7/18/2014	$1,236.75	DENTAL EXCEPT
Paid Chk# 067616	HEALTH PARTNERS	7/18/2014	$18,949.43	HEALTH EXCEPT
Paid Chk# 067617	LAW ENFORCEMENT LABOR	7/18/2014	$405.00	PD-UNION DUES
Paid Chk# 067618	LEGALSHIELD	7/18/2014	$41.85	#28258
Paid Chk# 067619	LINCOLN REPUBLIC INSURANCE	7/18/2014	$11.00	GROUP#7747400-M PIPER
Paid Chk# 067620	MINNESOTA ENERGY RESOURC	7/18/2014	$470.66	#4370580-5
Paid Chk# 067621	MN BENEFIT ASSOCIATION	7/18/2014	$49.34	GROUP# 485
Paid Chk# 067622	N.B. POLICE DEPT	7/18/2014	$37.75	PETTY CASH-REIMBURSE
Paid Chk# 067623	N.B. VOLUNTEER FIREFIGHTER	7/18/2014	$555.75	FIRE-GEN OPER
Paid Chk# 067624	OREILLY AUTOMOTIVE INC.	7/18/2014	$149.85	PW-REPAIR/MAINT MACH
Paid Chk# 067625	RICOH USA, INC. - TX	7/18/2014	$105.78	PD-COPY MACH LEASE
Paid Chk# 067626	SUN LIFE ASSURANCE COMPAN	7/18/2014	$894.14	CL#218646 - STD/LTD
Paid Chk# 067627	AMARA WINES	7/18/2014	$231.00	LS WINE
Paid Chk# 067628	BELLBOY CORPORATION	7/18/2014	$2,859.96	NA
Paid Chk# 067629	BERNICK'S	7/18/2014	$10,722.45	NA
Paid Chk# 067630	CRYSTAL SPRINGS ICE	7/18/2014	$890.56	LS NA
Paid Chk# 067631	DAHLHEIMER DISTRIBUTING	7/18/2014	$18,913.31	NA
Paid Chk# 067632	DR PEPPER SNAPPLE GROUP D	7/18/2014	$102.80	NA
Paid Chk# 067633	EXTREME BEVERAGE	7/18/2014	$142.00	LS NA
Paid Chk# 067634	HOHENSTEINS, INC.	7/18/2014	$222.00	BEER
Paid Chk# 067635	J..J TAYLOR DISTRIBUTING	7/18/2014	$10,793.76	LS BEER
Paid Chk# 067636	JOHNSON BROTHERS LIQUOR	7/18/2014	$7,226.23	LIQUOR
Paid Chk# 067637	MCDONALD DISTRIBUTING CO.	7/18/2014	$30,236.40	BEER
Paid Chk# 067638	PHILLIPS WINE & SPIRITS, INC.	7/18/2014	$3,918.77	WINE
Paid Chk# 067639	SOUTHERN WINE & SPIRITS	7/18/2014	$3,693.62	LS LIQUOR
Paid Chk# 067640	VIKING COCA-COLA BOTTLING	7/18/2014	$334.25	LS NA
Paid Chk# 067641	WATSON COMPANY	7/18/2014	$897.38	GEN OPER
Paid Chk# 067642	WILD MOUNTAIN WINERY, INC.	7/18/2014	$217.56	WINE
Paid Chk# 067643	WIRTZ BEVERAGE MINNESOTA	7/18/2014	$3,636.58	LIQUOR
Paid Chk# 067644	N.B. WATER & LIGHT COMMISSI	7/21/2014	$12,603.74	JULY TAX PYMT-DEL WATER& ELEC
Paid Chk# 067645	N.B. WATER & LIGHT COMMISSI	7/21/2014	$629.00	PERA RATE INCREASE
Paid Chk# 067646	ASH STREET, LLC	7/18/2014	$30,373.52	1ST HALF TIF
Paid Chk# 067647	CEPCO MANAGEMENT &	7/18/2014	$500.00	1ST HALF TIF
Paid Chk# 067648	NORLITE, LLC	7/18/2014	$3,632.29	1ST HALF TIF
Paid Chk# 067649	NORTH BRANCH SENIOR LIVING	7/18/2014	$48,574.92	1ST HALF TIF
Paid Chk# 067650	SWANSON, DAVE	7/18/2014	$1,917.41	1ST HALF TIF
Paid Chk# 067651	BRANCH MANUFACTURING CO	7/18/2014	$2,844.27	1ST HALF-TAX ABATEMENT
Paid Chk# 067652	NORTH BRANCH MARKET PLAC	7/18/2014	$54,196.57	1ST HALF-TAX ABATEMENT
Paid Chk# 067653	OLSON POWER & EQUIPMENT	7/18/2014	$2,106.87	1ST HALF TAX ABATEMENT
Paid Chk# 067654	N.B. VOLUNTEER FIREFIGHTER	7/22/2014	$2,158.02	FIRE RELIEF CONT-2ND QTR
Paid Chk# 067655	TIMESAVER OFF SITE	7/22/2014	$111.00	CLERK-PROF SRVS
Paid Chk# 067656	AIRE SERV	7/28/2014	$216.31	LS-REPAIR/MAINT MACH
Paid Chk# 067657	ASPEN MILLS	7/28/2014	$312.29	
Paid Chk# 067658	BOND TRUST SERVICES CORP	7/28/2014	$450.00	GO TAX INC BOND-SER2009D REF#3
Paid Chk# 067659	CHISAGO COUNTY HRA-EDA	7/28/2014	$175,000.00	2014 DEBT PYMT-EXTRA PRINCIPAL
Paid Chk# 067660	CHISAGO COUNTY PRESS	7/28/2014	$75.86	L S ADVERTISE
Paid Chk# 067661	EAST CENTRAL TOWING	7/28/2014	$86.57	PD-ROF SRVS
Paid Chk# 067662	ECM PUBLISHERS, INC.	7/28/2014	$298.36	LS ADVERTISE
Paid Chk# 067663	G & K SERVICES	7/28/2014	$31.30	CH PROF SERVICE

CITY OF NORTH BRANCH

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JULY 2014

	Name	Check Date	Check Amt	
Paid Chk# 067664	ISANTI-CHISAGO COUNTY STAR	7/28/2014	$259.27	LEGAL NOTICE
Paid Chk# 067665	J & K TROPHY HOUSE	7/28/2014	$26.03	PD-GEN OPER
Paid Chk# 067666	KEEPRS, INC.	7/28/2014	$179.89	PD UNIFORMS
Paid Chk# 067667	MINNESOTA CLERICAL CENTER	7/28/2014	$1,044.00	
Paid Chk# 067668	LMEK GRAPHICS & DESIGNS	7/28/2014	$712.20	CH PROF SRVS
Paid Chk# 067669	LUBE TECH, INC.	7/28/2014	$208.26	PW-GEN OPER
Paid Chk# 067670	MAIN STREET HARDWARE	7/28/2014	$28.24	FIRE-REPAIR/MAINT MACH
Paid Chk# 067671	MARLINE A. SKINNER	7/28/2014	$200.00	ANIMAL CONTROL
Paid Chk# 067672	MENARDS	7/28/2014	$235.16	
Paid Chk# 067673	MINNESOTA MUNICIPAL BEVER	7/28/2014	$1,440.00	2014 -2015 DUES
Paid Chk# 067674	NAPA AUTO PARTS	7/28/2014	$274.21	FD REPAIR & MAINT
Paid Chk# 067675	QUILL CORPORATION	7/28/2014	$377.95	CH-GEN OPER
Paid Chk# 067676	RAPID PRESS	7/28/2014	$250.00	LS-ADVERTISE
Paid Chk# 067677	RASMUSSEN SERVICES LLC	7/28/2014	$68.50	5860 RED FOX RUN-MOW/TRIM
Paid Chk# 067678	RICOH USA, INC. - TX	7/28/2014	$395.79	COPY MACH LEASE
Paid Chk# 067679	SOTA	7/28/2014	$270.00	PD-TRAINING-INV#1379097-679870
Paid Chk# 067680	TIMESAVER OFF SITE	7/28/2014	$222.00	CLERK-PROF SRVS
Paid Chk# 067681	WEST - PAYMENT CENTER	7/28/2014	$112.88	PD-DUES/SUBSCRIPTIONS
Paid Chk# 067682	WSB & ASSOCIATES, INC.	7/28/2014	$32,072.25	SRTS II-PJT#01654-700
Paid Chk# 067683	XCEL ENERGY	7/28/2014	$74.24	LIBRARY - UTILITIES
		Total Checks	$502,742.00	

CITY OF NORTH BRANCH

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JULY 2014

		Check Amt	Invoice	Comment
10100 CASH				
Paid Chk# 067608	7/10/2014 **N.B. POLICE DEPT**			
E 851-42110-430	Miscellaneous	$100.00	2014	PEDAL WITH POLICE
	Total N.B. POLICE DEPT	$100.00		
Paid Chk# 067609	7/11/2014 **G & K HOMES, LLC**			
G 101-22000	Temporary CO - Payables	$2,500.00	2014	TEMP CO-REIMBURS-#84-7368-382ND ST
	Total G & K HOMES, LLC	$2,500.00		
Paid Chk# 067610	7/11/2014 **GRAPHIC HOMES, INC.**			
G 101-22000	Temporary CO - Payables	$2,500.00	2014	TEMP CO REIMBURSE-#2013-228-8036 384TH TRAIL
	Total GRAPHIC HOMES, INC.	$2,500.00		
Paid Chk# 067611	7/11/2014 **PAT LAWTON**			
G 101-22000	Temporary CO - Payables	$2,500.00	2014	TEMP CO REIMBURSE-#MH2014-2 LOT7
	Total PAT LAWTON	$2,500.00		
Paid Chk# 067612	7/18/2014 **U.S. TREASURY**			
E 101-42110-122	FICA AND MEDICARE	$19.91	2NDQTR2014	MEDI W/H- STD
	Total U.S. TREASURY	$19.91		
Paid Chk# 067613	7/18/2014 **AMERITAS INVESTMENT CORP.**			
G 101-21705	Other Retirement	$390.00	7-18-2014	DEFERRED COMP
	Total AMERITAS INVESTMENT CORP.	$390.00		
Paid Chk# 067614	7/18/2014 **CENTRAL PENSION FUND**			
G 101-21705	Other Retirement	$2,216.99	JULY 2014	PW PENSION FUND
	Total CENTRAL PENSION FUND	$2,216.99		
Paid Chk# 067615	7/18/2014 **DELTA DENTAL**			
G 101-21719	Dental Exceptions	$86.65	#5610095	DENTAL EXCEPT
G 101-21718	Dental	$1,150.10	AUG 2014	DENTAL INS-ACCT#PF50727001
	Total DELTA DENTAL	$1,236.75		
Paid Chk# 067616	7/18/2014 **HEALTH PARTNERS**			
G 101-21717	Health Exceptions	$699.35	#49309041	HEALTH EXCEPT
G 101-21706	Health	$18,250.08	AUG 2014	HEALTH INS
	Total HEALTH PARTNERS	$18,949.43		
Paid Chk# 067617	7/18/2014 **LAW ENFORCEMENT LABOR SERVICES**			
G 101-21708	Union Dues	$405.00	JULY 2014	PD-UNION DUES
	al LAW ENFORCEMENT LABOR SERVICES	$405.00		
Paid Chk# 067618	7/18/2014 **LEGALSHIELD**			
G 101-21712	Legal Services	$41.85	JULY 2014	#28258
	Total LEGALSHIELD	$41.85		
Paid Chk# 067619	7/18/2014 **LINCOLN REPUBLIC INSURANCE CO**			
G 101-21714	Life Insurance	$11.00	JULY 2014	GROUP#7747400-M PIPER
	Total LINCOLN REPUBLIC INSURANCE CO	$11.00		
Paid Chk# 067620	7/18/2014 **MINNESOTA ENERGY RESOURCES**			
E 101-42280-380	Utility Services	$84.50		#4155820-6
E 101-42110-380	Utility Services	$33.48		#4015021-1
E 101-41940-380	Utility Services	$30.74		#4159022-5
E 101-45000-380	Utility Services	$21.76		#4113095-6

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JULY 2014

		Check Amt	Invoice	Comment
E 101-43000-380	Utility Services	$17.26		#4087574-2
E 101-43000-380	Utility Services	$46.70		#4370580-5
E 602-49450-380	Utility Services	$50.27		#4370513-6
E 602-49450-380	Utility Services	$113.20		#4370512-8
E 602-49450-380	Utility Services	$72.75		#4067741-1
Total	**MINNESOTA ENERGY RESOURCES**	$470.66		
Paid Chk# 067621	7/18/2014	**MN BENEFIT ASSOCIATION**		
G 101-21714	Life Insurance	$49.34	AUG 2014	GROUP# 485
Total	**MN BENEFIT ASSOCIATION**	$49.34		
Paid Chk# 067622	7/18/2014	**N.B. POLICE DEPT**		
E 101-42110-331	Travel Expenses	$5.00		
E 101-42110-236	License And Permits	$12.00		
E 101-42110-236	License And Permits	$20.75	7-18-2014	PETTY CASH-REIMBURSE
Total	**N.B. POLICE DEPT**	$37.75		
Paid Chk# 067623	7/18/2014	**N.B. VOLUNTEER FIREFIGHTERS**		
E 208-42280-210	Operating Supplies	$555.75	#540451	FIRE-GEN OPER
Total	**N.B. VOLUNTEER FIREFIGHTERS**	$555.75		
Paid Chk# 067624	7/18/2014	**OREILLY AUTOMOTIVE, INC.**		
E 602-49450-404	Repairs/Maint Machinery/Equip	$87.28	1540173030	WW-REPAIR/MAINT MACH
E 101-43000-404	Repairs/Maint Machinery/Equip	$15.04	1540174043	PW-REPAIR/MAINT MACH
E 101-43000-404	Repairs/Maint Machinery/Equip	$8.28	1540174047	PW-REPAIR/MAINT MACH
E 101-43000-210	Operating Supplies	$4.79	1540174342	PW-GEN OPER
E 101-42110-404	Repairs/Maint Machinery/Equip	$21.48	1540176172	PD-REPAIR/MAINT MACH
E 101-43000-404	Repairs/Maint Machinery/Equip	$12.98	1540177476	PW-REPAIR/MAINT MACH
Total	**OREILLY AUTOMOTIVE, INC.**	$149.85		
Paid Chk# 067625	7/18/2014	**RICOH USA, INC. - TX**		
E 101-42110-219	Copy Machine Lease	$105.78	#92743320	PD-COPY MACH LEASE
Total	**RICOH USA, INC. - TX**	$105.78		
Paid Chk# 067626	7/18/2014	**SUN LIFE ASSURANCE COMPANY**		
G 101-21715	STD/LTD	$894.14	AUG 2014	CL#218646 - STD/LTD
Total	**SUN LIFE ASSURANCE COMPANY**	$894.14		
Paid Chk# 067627	7/18/2014	**AMARA WINES**		
E 609-49750-253	Wine For Resale	$231.00	#2438	LS WINE
Total	**AMARA WINES**	$231.00		
Paid Chk# 067628	7/18/2014	**BELLBOY CORPORATION**		
E 609-49750-251	Liquor For Resale	$1,225.05	#43737100	LIQUOR
E 609-49750-251	Liquor For Resale	$1,534.45	#43836100	LS LIQUOR
E 609-49750-250	N/A Sales	$100.46	#90440700	NA
Total	**BELLBOY CORPORATION**	$2,859.96		
Paid Chk# 067629	7/18/2014	**BERNICKS**		
E 609-49750-250	N/A Sales	$24.50	#404157	LS NA
E 609-49750-252	Beer For Resale	$1,309.40	#404159	LS BEER - CUST#102020
E 609-49750-250	N/A Sales	$22.70	#404160	NA
E 609-49750-250	N/A Sales	($12.25)	#406353	NA-CREDIT
E 609-49750-250	N/A Sales	$12.25	#406354	NA
E 609-49750-252	Beer For Resale	$4,027.95	#406355	BEER
E 609-49750-250	N/A Sales	$27.75	#407521	NA

CITY OF NORTH BRANCH

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JULY 2014

			Check Amt	Invoice	Comment
E 609-49750-252	Beer For Resale		$2,726.60	#407522	BEER
E 609-49750-252	Beer For Resale		$2,583.55	#408710	BEER
		Total BERNICKS	$10,722.45		
Paid Chk# 067630	7/18/2014	**CRYSTAL SPRINGS ICE**			
E 609-49750-250	N/A Sales		$109.52	#32878	LS NA
E 609-49750-250	N/A Sales		$195.52	#32978	LS NA
E 609-49750-250	N/A Sales		$217.12	#46899	LS NA
E 609-49750-250	N/A Sales		$368.40	#80930	LS NA
		Total CRYSTAL SPRINGS ICE	$890.56		
Paid Chk# 067631	7/18/2014	**DAHLHEIMER DISTRIBUTING**			
E 609-49750-250	N/A Sales		$52.25	#1118587	NA
E 609-49750-250	N/A Sales		$31.00	#1121043	LS NA
E 609-49750-252	Beer For Resale		$7,029.35	#1121044	BEER
E 609-49750-252	Beer For Resale		$3,486.63	#93918	BEER
E 609-49750-252	Beer For Resale		$8,314.08	#94523	LS BEER
		Total DAHLHEIMER DISTRIBUTING	$18,913.31		
Paid Chk# 067632	7/18/2014	**DR PEPPER SNAPPLE GROUP DBA**			
E 609-49750-250	N/A Sales		$102.80	#2449626121	NA
		Total DR PEPPER SNAPPLE GROUP DBA	$102.80		
Paid Chk# 067633	7/18/2014	**EXTREME BEVERAGE**			
E 609-49750-250	N/A Sales		$142.00	#256-900	LS NA
		Total EXTREME BEVERAGE	$142.00		
Paid Chk# 067634	7/18/2014	**HOHENSTEINS, INC.**			
E 609-49750-252	Beer For Resale		$222.00	#710837	BEER
		Total HOHENSTEINS, INC.	$222.00		
Paid Chk# 067635	7/18/2014	**J.J. TAYLOR DISTRIBUTING**			
E 609-49750-252	Beer For Resale		($16.00)	#1420301	BEER-CREDIT
E 609-49750-252	Beer For Resale		($1.54)	#2239226	BEER-CREDIT
E 609-49750-250	N/A Sales		$115.00	#2239230	NA
E 609-49750-252	Beer For Resale		$4,719.40	#2239231	LS BEER
E 609-49750-252	Beer For Resale		$5,976.90	#2239260	BEER
		Total J.J. TAYLOR DISTRIBUTING	$10,793.76		
Paid Chk# 067636	7/18/2014	**JOHNSON BROTHERS LIQUOR CO.**			
E 609-49750-253	Wine For Resale		$978.28	#1889481	WINE
E 609-49750-251	Liquor For Resale		$193.19	#1889482	LIQUOR
E 609-49750-252	Beer For Resale		$62.97	#1889483	BEER
E 609-49750-251	Liquor For Resale		$121.47	#1889484	LIQUOR
E 609-49750-253	Wine For Resale		$134.67	#1889485	WINE
E 609-49750-251	Liquor For Resale		$1,493.62	#1889486	LIQUOR
E 609-49750-253	Wine For Resale		$379.06	#1889487	WINE
E 609-49750-250	N/A Sales		$33.72	#1889488	NA
E 609-49750-253	Wine For Resale		$392.71	#1895771	WINE
E 609-49750-251	Liquor For Resale		$1,491.39	#1895772	LIQUOR
E 609-49750-252	Beer For Resale		$149.00	#1895773	BEER
E 609-49750-253	Wine For Resale		$1,113.89	#1895774	WINE
E 609-49750-251	Liquor For Resale		$99.47	#1895775	LIQUOR
E 609-49750-250	N/A Sales		$37.47	#1895776	NA
E 609-49750-252	Beer For Resale		$104.95	#1895777	BEER
E 609-49750-251	Liquor For Resale		$685.31	#1895778	LIQUOR

CITY OF NORTH BRANCH

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		Check Amt	Invoice	Comment
E 609-49750-251	Liquor For Resale	($199.47)	#623255	LIQUOR-CREDIT
E 609-49750-253	Wine For Resale	($45.47)	#625002	WINE-CREDIT
Total	**JOHNSON BROTHERS LIQUOR CO.**	$7,226.23		
Paid Chk# 067637	7/18/2014 **MCDONALD DISTRIBUTING CO.**			
E 609-49750-252	Beer For Resale	$10,577.80	#108957	BEER
E 609-49750-250	N/A Sales	$69.75	#110566	NA
E 609-49750-252	Beer For Resale	$24.00	#110616	BEER
E 609-49750-250	N/A Sales	$142.55	#110616	NA
E 609-49750-252	Beer For Resale	$3,093.20	#111226	LS BEER
E 609-49750-252	Beer For Resale	$2,280.00	#111706	BEER
E 609-49750-252	Beer For Resale	$9,207.45	#112283	BEER
E 609-49750-252	Beer For Resale	$4,841.65	#112322	BEER
Total	**MCDONALD DISTRIBUTING CO.**	$30,236.40		
Paid Chk# 067638	7/18/2014 **PHILLIPS WINE & SPIRITS, INC.**			
E 609-49750-251	Liquor For Resale	$2,316.06	#2629818	LIQUOR
E 609-49750-253	Wine For Resale	$121.36	#2629819	WINE
E 609-49750-250	N/A Sales	$43.42	#2633723	LS NA
E 609-49750-253	Wine For Resale	$286.65	#2633724	WINE
E 609-49750-251	Liquor For Resale	$1,245.74	#2633725	LS LIQUOR
E 609-49750-253	Wine For Resale	$165.18	#2633726	LS WINE
E 609-49750-251	Liquor For Resale	($168.17)	#3530227	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale	($91.47)	#3530568	LIQUOR-CREDIT
Total	**PHILLIPS WINE & SPIRITS, INC.**	$3,918.77		
Paid Chk# 067639	7/18/2014 **SOUTHERN WINE & SPIRITS**			
E 609-49750-251	Liquor For Resale	$592.51	#1178272	LIQUOR
E 609-49750-253	Wine For Resale	$105.50	#1178273	WINE
E 609-49750-251	Liquor For Resale	$2,816.61	#1180696	LS LIQUOR
E 609-49750-253	Wine For Resale	$179.00	#1180697	LS WINE
Total	**SOUTHERN WINE & SPIRITS**	$3,693.62		
Paid Chk# 067640	7/18/2014 **VIKING COCA-COLA BOTTLING CO.**			
E 609-49750-250	N/A Sales	$180.00	#1410712	NA
E 609-49750-250	N/A Sales	($13.75)	#1410713	NA-CREDIT
E 609-49750-250	N/A Sales	$168.00	#1410773	LS NA
Total	**VIKING COCA-COLA BOTTLING CO.**	$334.25		
Paid Chk# 067641	7/18/2014 **WATSON COMPANY**			
E 609-49750-210	Operating Supplies	$50.43	#840994	GEN OPERAT
E 609-49750-250	N/A Sales	$516.83	#840994	NA
E 609-49750-250	N/A Sales	$248.11	#841262	NA
E 609-49750-210	Operating Supplies	$82.01	#841262	GEN OPER
Total	**WATSON COMPANY**	$897.38		
Paid Chk# 067642	7/18/2014 **WILD MOUNTAIN WINERY, INC.**			
E 609-49750-253	Wine For Resale	$217.56	#1150	WINE
Total	**WILD MOUNTAIN WINERY, INC.**	$217.56		
Paid Chk# 067643	7/18/2014 **WIRTZ BEVERAGE MINNESOTA**			
E 609-49750-251	Liquor For Resale	$2,228.02	#1080199047	LS LIQUOR
E 609-49750-253	Wine For Resale	$65.65	#1080199048	LS WINE
E 609-49750-251	Liquor For Resale	$1,314.17	#1080201842	LIQUOR
E 609-49750-250	N/A Sales	$28.74	#1080201843	LS NA

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			Check Amt	Invoice	Comment
	Total	**WIRTZ BEVERAGE MINNESOTA**	$3,636.58		
Paid Chk# 067644	7/21/2014	**N.B. WATER & LIGHT COMMISSION**			
G 101-20210	Water-Light Comm Payable		$12,603.74	2014	JULY TAX PYMT-DEL WATER& ELEC
	Total	**N.B. WATER & LIGHT COMMISSION**	$12,603.74		
Paid Chk# 067645	7/21/2014	**N.B. WATER & LIGHT COMMISSION**			
G 101-20210	Water-Light Comm Payable		$629.00	2014	PERA RATE INCREASE
	Total	**N.B. WATER & LIGHT COMMISSION**	$629.00		
Paid Chk# 067646	7/18/2014	**ASH STREET, LLC**			
E 279-46500-454	TIF Payments		$30,373.52	2014	1ST HALF TIF
	Total	**ASH STREET, LLC**	$30,373.52		
Paid Chk# 067647	7/18/2014	**CEPCO MANAGEMENT &**			
E 240-46500-454	TIF Payments		$500.00	2014	1ST HALF TIF
	Total	**CEPCO MANAGEMENT &**	$500.00		
Paid Chk# 067648	7/18/2014	**NORLITE, LLC**			
E 287-46500-454	TIF Payments		$3,632.29	2014	1ST HALF TIF
	Total	**NORLITE, LLC**	$3,632.29		
Paid Chk# 067649	7/18/2014	**NORTH BRANCH SENIOR LIVING**			
E 281-46500-454	TIF Payments		$48,574.92	2014	1ST HALF TIF
	Total	**NORTH BRANCH SENIOR LIVING**	$48,574.92		
Paid Chk# 067650	7/18/2014	**SWANSON, DAVE**			
E 286-46500-454	TIF Payments		$1,917.41	2014	1ST HALF TIF
	Total	**SWANSON, DAVE**	$1,917.41		
Paid Chk# 067651	7/18/2014	**BRANCH MANUFACTURING COMPANY**			
E 260-46500-451	Tax Abatement Payments		$2,844.27	2014	1ST HALF-TAX ABATEMENT
	otal	**BRANCH MANUFACTURING COMPANY**	$2,844.27		
Paid Chk# 067652	7/18/2014	**NORTH BRANCH MARKET PLACE, LLC**			
E 260-46500-451	Tax Abatement Payments		$54,196.57	2014	1ST HALF-TAX ABATEMENT
	otal	**NORTH BRANCH MARKET PLACE, LLC**	$54,196.57		
Paid Chk# 067653	7/18/2014	**OLSON POWER & EQUIPMENT**			
E 260-46500-451	Tax Abatement Payments		$2,106.87	2014	1ST HALF TAX ABATEMENT
	Total	**OLSON POWER & EQUIPMENT**	$2,106.87		
Paid Chk# 067654	7/22/2014	**N.B. VOLUNTEER FIREFIGHTERS**			
G 101-20250	Fire Relief Contribution		$2,158.02	2014	FIRE RELIEF CONT-2ND QTR
	Total	**N.B. VOLUNTEER FIREFIGHTERS**	$2,158.02		
Paid Chk# 067655	7/22/2014	**TIMESAVER OFF SITE**			
E 101-41400-300	Professional Srvs		$111.00	#M20626	CLERK-PROF SRVS
	Total	**TIMESAVER OFF SITE**	$111.00		
Paid Chk# 067656	7/28/2014	**AIRE SERV**			
E 609-49750-404	Repairs/Maint Machinery/Equip		$216.31	WO#006322	LS-REPAIR/MAINT MACH
	Total	**AIRE SERV**	$216.31		
Paid Chk# 067657	7/28/2014	**ASPEN MILLS**			
E 101-42110-237	Uniforms		$65.79	#151978	
E 101-42110-237	Uniforms		$246.50	#151979	PD UNIFORMS

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		Check Amt	Invoice	Comment
	Total ASPEN MILLS	$312.29		
Paid Chk# 067658	7/28/2014 **BOND TRUST SERVICES CORP**			
E 323-47000-620	Fiscal Agent s Fees	$450.00	#11005	GO TAX INC BOND-SER2009D REF#35355-PA
	Total BOND TRUST SERVICES CORP	$450.00		
Paid Chk# 067659	7/28/2014 **CHISAGO COUNTY HRA-EDA**			
G 476-16000	Land Held for Resale	$175,000.00	2014	2014 DEBT PYMT-EXTRA PRINCIPAL-LAND HELD FOR RESALE
	Total CHISAGO COUNTY HRA-EDA	$175,000.00		
Paid Chk# 067660	7/28/2014 **CHISAGO COUNTY PRESS**			
E 609-49750-340	Advertising	$75.86	ACT#108443-5	L S ADVERTISE
	Total CHISAGO COUNTY PRESS	$75.86		
Paid Chk# 067661	7/28/2014 **EAST CENTRAL TOWING**			
E 101-42110-300	Professional Srvs	$86.57	#2112	PD-ROF SRVS
	Total EAST CENTRAL TOWING	$86.57		
Paid Chk# 067662	7/28/2014 **ECM PUBLISHERS, INC.**			
E 609-49750-340	Advertising	$298.36	STMT#061436	LS ADVERTISE
	Total ECM PUBLISHERS, INC.	$298.36		
Paid Chk# 067663	7/28/2014 **G & K SERVICES**			
E 101-41940-300	Professional Srvs	$31.30	#1043755484	CH PROF SERVICE
	Total G & K SERVICES	$31.30		
Paid Chk# 067664	7/28/2014 **ISANTI-CHISAGO COUNTY STAR**			
E 609-49750-340	Advertising	$145.00	CL#21135	LS ADVERTIS
E 101-41910-351	Legal Notices Publishing	$11.41	REF#979353	LEGAL NOTICE-CL#25928
E 101-41910-351	Legal Notices Publishing	$9.05	REF#979354	LEGAL NOTICE
E 101-41500-351	Legal Notices Publishing	$46.11	REF#982516	LEGAL NOTICE
E 101-41110-352	General Notices and Pub Info	$47.70	REF#984008	GENERAL NOTICE
	Total ISANTI-CHISAGO COUNTY STAR	$259.27		
Paid Chk# 067665	7/28/2014 **J & K TROPHY HOUSE**			
E 101-42110-210	Operating Supplies	$26.03	#77141	PD-GEN OPER
	Total J & K TROPHY HOUSE	$26.03		
Paid Chk# 067666	7/28/2014 **KEEPRS, INC.**			
E 101-42110-237	Uniforms	$179.89	#249874	PD UNIFORMS
	Total KEEPRS, INC.	$179.89		
Paid Chk# 067667	7/28/2014 **LANDMARK PERSONNEL INC.**			
E 101-41400-300	Professional Srvs	$278.40	#6624	CLERK-PROF SRVS
E 101-42400-300	Professional Srvs	$185.60	#6624	BLDG-PROF SRVS
E 101-42400-300	Professional Srvs	$232.00	#6658	
E 101-41400-300	Professional Srvs	$348.00	#6658	
	Total LANDMARK PERSONNEL INC.	$1,044.00		
Paid Chk# 067668	7/28/2014 **LMEK GRAPHICS & DESIGNS**			
E 201-46500-300	Professional Srvs	$46.50	#070914g	EDA PROF SRVS
E 609-49750-300	Professional Srvs	$335.85	#884001,31	LS PROF SRVS
E 101-41940-300	Professional Srvs	$329.85	#88400716192	CH PROF SRVS
	Total LMEK GRAPHICS & DESIGNS	$712.20		
Paid Chk# 067669	7/28/2014 **LUBE TECH, INC.**			

CITY OF NORTH BRANCH

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		Check Amt	Invoice	Comment
E 101-43000-210	Operating Supplies	$208.26	#2386822	PW-GEN OPER
Total	**LUBE TECH, INC.**	$208.26		
Paid Chk# 067670	7/28/2014 **MAIN STREET HARDWARE**			
E 101-42280-404	Repairs/Maint Machinery/Equip	$28.24	ACT#37004	FIRE-REPAIR/MAINT MACH
Total	**MAIN STREET HARDWARE**	$28.24		
Paid Chk# 067671	7/28/2014 **MARLINE A. SKINNER**			
E 101-42700-310	Consultant Services	$200.00	6/23/2014	ANIMAL CONTROL
Total	**MARLINE A. SKINNER**	$200.00		
Paid Chk# 067672	7/28/2014 **MENARDS**			
E 101-45000-210	Operating Supplies	$74.58	#48423	
E 101-45000-210	Operating Supplies	$160.58	#58353	PARKS-GEN OPER
Total	**MENARDS**	$235.16		
Paid Chk# 067673	7/28/2014 **MINNESOTA MUNICIPAL BEVERAGE**			
E 609-49750-433	Dues and Subscriptions	$1,440.00	2014	2014 -2015 DUES
Total	**MINNESOTA MUNICIPAL BEVERAGE**	$1,440.00		
Paid Chk# 067674	7/28/2014 **NAPA AUTO PARTS**			
E 101-42280-404	Repairs/Maint Machinery/Equip	$274.21	ACT#7908	FD REPAIR & MAINT
Total	**NAPA AUTO PARTS**	$274.21		
Paid Chk# 067675	7/28/2014 **QUILL CORPORATION**			
E 609-49750-210	Operating Supplies	$218.72	#4193397	LS GEN OPER
E 101-41940-210	Operating Supplies	$102.44	#4259163	CH-GEN OPER
E 101-41940-210	Operating Supplies	$56.79	#4337985	CH-GEN OPER
Total	**QUILL CORPORATION**	$377.95		
Paid Chk# 067676	7/28/2014 **RAPID PRESS**			
E 609-49750-340	Advertising	$250.00	#39747	LS-ADVERTISE
Total	**RAPID PRESS**	$250.00		
Paid Chk# 067677	7/28/2014 **RASMUSSEN SERVICES LLC**			
G 101-11500	Accounts Receivable - Billable	$68.50	#1692	5860 RED FOX RUN-MOW/TRIM
Total	**RASMUSSEN SERVICES LLC**	$68.50		
Paid Chk# 067678	7/28/2014 **RICOH USA, INC. - TX**			
E 101-41940-219	Copy Machine Lease	$395.79	#92815069	COPY MACH LEASE
Total	**RICOH USA, INC. - TX**	$395.79		
Paid Chk# 067679	7/28/2014 **SOTA**			
E 101-42110-332	Conference & Training	$270.00	2014	PD-TRAINING-INV#1379097-67987052
Total	**SOTA**	$270.00		
Paid Chk# 067680	7/28/2014 **TIMESAVER OFF SITE**			
E 101-41910-300	Professional Srvs	$111.00		PLANNING-PROF SRVS
E 101-41400-300	Professional Srvs	$111.00	#M20661	CLERK-PROF SRVS
Total	**TIMESAVER OFF SITE**	$222.00		
Paid Chk# 067681	7/28/2014 **WEST - PAYMENT CENTER**			
E 101-42110-433	Dues and Subscriptions	$112.88	#829895630	PD-DUES/SUBSCRIPTIONS
Total	**WEST - PAYMENT CENTER**	$112.88		
Paid Chk# 067682	7/28/2014 **WSB & ASOCIATES, INC.**			
E 401-43100-303	Engineering Fees	$261.00	#11	2013 MAINT PJT-PJT#01654-730

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		Check Amt	Invoice	Comment
E 480-46500-303	Engineering Fees	$87.50	#11	SRTS II-PJT#01654-700
G 101-21107	DEV - Beach Housing 2014	$276.00	#5	BEACH HOUS -PJT#01654-760
G 101-21106	DEV - Superior Silica Sands	$1,711.00	#5	SUP SILICA-PJT#01654-760
E 612-49700-303	Engineering Fees	$379.50	#5	PJT#01654-760-GEN ENGINEERING
E 401-43102-303	Engineering Fees	$15,705.50	#5	410TH ST-PJT#01654-770
E 602-49450-303	Engineering Fees	$180.00	#5	PJT#01654-760-GEN ENGINEERING
E 101-41700-303	Engineering Fees	$1,404.00	#5	PJT#01654-760-GEN ENGINEERING
E 612-49700-303	Engineering Fees	$2,539.25	#5	MS4-PJT#02092-430
E 401-43101-303	Engineering Fees	$7,760.50	#6	TH 95 CONC BLVD-PJT#01654-720
E 201-46500-300	Professional Srvs	$1,768.00	#7	ESSBYAUAR-PJT#01654-750
	Total WSB & ASOCIATES, INC.	$32,072.25		
Paid Chk# 067683	7/28/2014 **XCEL ENERGY**			
E 609-49750-380	Utility Services	$26.72	#51-6102224-2	LS - UTILITIES
E 101-45500-380	Utility Services	$47.52	#51-7498295-5	LIBRARY - UTILITIES
	Total XCEL ENERGY	$74.24		
	10100 CASH	$502,742.00		

Fund Summary

10100 CASH	
101 GENERAL FUND	$55,393.70
201 EDA	$1,814.50
208 FD EQUIP DONATION FUND	$555.75
240 OAKVIEW LAND TRUST	$500.00
260 TAX ABATEMENT FUND	$59,147.71
279 KELLY HOUSING TIF	$30,373.52
281 ECUMEN TIF DISTRICT	$48,574.92
286 SWANSON TIF DISTRICT	$1,917.41
287 TIF DIST 2007-A NORLITE	$3,632.29
323 2009D GO TIF BOND(Housing)	$450.00
401 IMPROVEMENT/MAINT PROJECTS	$23,727.00
476 INDUSTRIAL PARK IV (ESSBY)	$175,000.00
480 SAFE ROUTES TO SCHOOL	$87.50
602 SEWER FUND	$503.50
609 MUNICIPAL LIQUOR FUND	$98,045.45
612 STORM WATER FUND	$2,918.75
851 NON EXPENDABLE DONOR FUND	$100.00
	$502,742.00

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember _____ offered the following Resolution and moved its adoption.

RESOLUTION NO. 051-07-28-14

A RESOLUTION ACCEPTING DONATIONS RECEIVED BY THE CITY OF NORTH BRANCH IN 2014.

WHEREAS, Minnesota Statutes Section 465.03 (gifts to municipalities) provides that donations to the City be accepted by resolution of the City Council: and

WHEREAS, the City of North Branch received donations in the year 2014 from various individuals and organizations as itemized on the attached Exhibit A.

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

That the donations on the attached Exhibit A are accepted in accordance with the terms prescribed by the donors.

The foregoing motion was duly seconded by Councilmember _____ put to vote members voted: AYE: __ NAY: ___

KATHY BLOMQUIST	____	JOYCE BORCHARDT	____
THERESA FURMAN	____	TRENT JENSEN	____
RONALD LINDQUIST	____		

Passed and adopted this 28th day July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

4B

Exhibit A

Date	Name	Purpose	Amount
07/01/14	S M Shodahl	Public Safety Day	200.00
07/10/14	Lakes Region EMS	Public Safety Day	250.00
07/08/14	Lakes State Fed Credit Union	Public Safety Day	100.00
07/14/14	North Branch Dental	Public Safety Day	200.00
03/11/14	NB Fire Relief Assoc		2,500.00
01/17/14	NB Fire Relief Assoc	FD Equip Fund	35,000.00
07/02/14	NB Fire Relief Assoc	4th of July Fireworks	5,104.00
01/27/14	McDonald Distributing	Safe Cab	13.34
02/24/14	American Legion Club	Safe Cab	13.34

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember (NAME) offered the following Resolution and moved its adoption.

RESOLUTION NO. 048-07-28-14

A RESOLUTION APPROVING THE TRANSFER OF FUNDS INTHE AMOUNT OF $265,416

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

The transfers as outlined in the budget for bond debt payments and shown on the attached transfer is hereby approved.

The foregoing motion was duly seconded by Councilmember (NAME) and being put to vote members voted: AYE: (#) NAY: (#) ABSENT: (#)

KATHY BLOMQUIST	(VOTE)	JOYCE BORCHARDT	(VOTE)
THERESA FURMAN	(VOTE)	TRENT JENSEN	(VOTE)
RONALD LINDQUIST	(VOTE)		

Passed and adopted this 28th day of July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

Dated: JULY 28, 2014

2014 Transfers IN & OUT

FUND	DESCRIPTION	TRANFER IN	TRANSFER OUT
602	Wastewater Fund	0	215,416
301	2009C GO Refunding Bond	76,191	0
305	2010A GO Imp & Ref Bond	51,195	
316	2013A Refunding	88,030	0
		215,416	**215,416**
101	General Fund	50,000	
609	Liquor Fund		50,000
		50,000	**50,000**
Total Authorized Transfers		**$ 265,416**	**$ 265,416**

City of North Branch
Staff Report

Prepared By: Chief Dan Meyer

Date: July 15, 2014

Subject: Proposed Amendment to Fee Schedule – Animal Impound and Kennel Fees

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Background Information:
On 7/14/14, the City Council passed a motion to accept the proposed animal control contract with Linda Fransen. Unlike our prior animal control service who took payment directly from dog owners when they came to claim their animal, Fransen requests that animal owners pay the city directly. Fransen will release the animal upon a receipt from the city and will then bill the city for the animal impound, boarding, and any other pertinent expenses. For this reason, I am also requesting the city council to re-establish an animal impound fee and a daily kennel fee that will be charged to animal owners when they come to claim their animals.

With the new contract, I anticipate that our animal control budget will need to be increased by $1400. During the discussion at the July 14th city council meeting, the city council mentioned that they would like to see the established fees help offset this additional cost. I am requesting that the city council amend the 2014 fee schedule to include the following fees:

Animal Impound Fee - $85.00 per animal

Daily Kennel Fee - $25.00 per animal/per day

These fees will help offset the additional cost of the contract and are consistent with what other cities are currently charging.

Deadline: July 28, 2014

Requested Action & Staff Recommendation: To pass an ordinance amendment that adds the above recommended animal impound fee and daily kennel fee to the 2014 Fee Schedule.

CITY OF NORTH BRANCH

STATE OF MINNESOTA

COUNTY OF CHISAGO

ORDINANCE NO. 213-14

AN ORDINANCE AMENDING THE 2014 FEE SCHEDULE RELATING TO ANIMAL IMPOUND FEES.

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ORDAINS

SECTION 1 AMENDMENT

The following additions are made to the 2014 fee schedule:

Animal Impound Fee	$85.00 per animal
Daily Kennel Fee	$25.00 per animal per day

SECTION 2 EFFECTIVE DATE

This Ordinance amendment shall take full effect and be in full force from and after its passage and publication according to law.

Passed and adopted this 28th day of July 2014.

CITY OF NORTH BRANCH

BY:_____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

City of North Branch
Staff Report

Prepared By: Kevin Grote

Date: July 18th, 2014

Subject: Advertise For New Members

Background Information:
The North Branch Fire Department currently has 25 members. Our bylaws cap membership at 35. The fire dept. has recently finished an ISO audit and a part of the audit takes into consideration the number of firefighters that respond to calls. Being a volunteer fire department we cannot count on everyone making every call.

Other Pertinent Information:
Requesting to Advertise and hire up to 3 Firefighters

- ***Advantages***

Added Personnel to respond to fire calls

- ***Disadvantages***

Impact on Budget – Firefighter wages and pension contribution

Financial/Budget Impacts (If Any):

- ***Funding Sources***

Fire Dept. Budget

- ***Long-Term & Short-Term Costs***

Short Term – about $500/year salary per firefighter. Long Term – Pension $3,200/yr of service if member stays on Fire Dept. for at least 10 years (50% vested after 10 years, 100% vested after 20 years).

Deadline:
Would like to Advertise, Interview and Hire in August/September

Requested Action & Staff Recommendation:

Staff requests approval

4E

City of North Branch
Staff Report

Prepared By: **Deb Dahlberg, Manager**

Date: **July 23, 2014**

Subject: **Request for Authorization to Hire Part-time Liquor Clerk**

Background Information:
During the week of April 21, 2014, Liquor Store Manager, Deb Dahlberg and City Administrator, Bridgitte Konrad conducted interviews for a part-time liquor store clerk. Following the interviews we selected the top candidate for a job offer. We placed four other candidates on an eligibility list for a six month period.

Due to changes/decreases in some current staff members' availabilities, we are short-staffed and need to bring another part-time liquor store clerk on board in order to adequately cover all necessary shifts. We have selected a candidate from the eligibility list for a part-time liquor Clerk 1 job offer and background check. The candidate we present to council for hire contingent on passing the background check is Joel Kennedy.

Other Pertinent Information:
Mr. Kennedy will be hired in the Clerk 1 position at $8.00 per hour with a six-month probationary period. Hiring in the Clerk 1 position allows for intensive training in all aspects of job duties of a liquor store clerk with the exception of cashiering/money handling. When Mr. Kennedy successfully completes this training and fully understands the layout of the store, stocking preferences and storage locations to the satisfaction of management, a request will be brought back to council to promote the candidate to the Clerk 2 position.

- ***Advantages:*** Training in new clerk hires at the Clerk 1 level allows for training to concentrate on stocking and cleaning/maintenance policies and procedures without the additional cash handling duties taking precedence. This ensures all new hires are completely and properly trained in keeping the store well-stocked and clean before beginning full Clerk 2 job duties.

- ***Disadvantages:*** None.

Financial/Budget Impacts (If Any): Budgeted position.

- ***Funding Sources:*** Liquor Store Enterprise fund budgeted item.
- ***Long-Term & Short-Term Costs:*** Liquor Store Enterprise fund budgeted item.

Deadline:
No specific deadline, but with the busy summer months in progress and the store currently being short-staffed, getting this new hire trained in as soon as possible is preferred.

Requested Action:
Staff requests approval of the probationary hire of Joel Kennedy as a part-time liquor store clerk in the Clerk 1 capacity.

Staff Recommendation:
Staff recommends council approve the immediate probationary hire of Joel Kennedy so training can be implemented.

Voting Requirements:
Simple majority of those present.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember (NAME) offered the following Resolution and moved its adoption.

RESOLUTION NO. 052-07-28-14

A RESOLUTION AUTHORIZING THE HIRING OF JOEL KENNEDY FOR PART TIME LIQUOR STORE CLERK 1 POSITION.

WHEREAS, pursuant to an advertisement for the position of Liquor Store Clerk, applications were received, screened, and interviews arranged for those selected, and

WHEREAS, the interview team held interviews for the position, and

WHEREAS, an eligibility list was developed, and

WHEREAS, the an opening has occurred and interview team recommends Joel Kennedy for the position.

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

That Joel Kennedy is hereby offered the position of Liquor Store Clerk 1 with a starting wage of $8.00 per hour. Exhibit A is a copy of the job description that outlines the basic duties of Liquor Store Clerk 1 position. Joel Kenney will be placed on 6-month probation.

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember (NAME) and being put to vote members voted: AYE: (#) NAY: (#)

KATHY BLOMQUIST	(VOTE)	THERESA FURMAN	(VOTE)
RONALD LINDQUIST	(VOTE)	JOYCE BORCHARDT	(VOTE)
TRENT JENSEN	(VOTE)		

Passed and adopted this 28th day of July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

EXHIBIT A

CITY OF NORTH BRANCH, MINNESOTA
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: Part-Time Liquor Store – Clerk 1

BAND	GRADE	SUBGRADE	FLSA STATUS:
A	1	1	Non-Exempt

CLASS SUMMARY:
This class is responsible for providing customer service and store support in a City run liquor store to include stocking items, performing janitorial duties, assisting customers with selections and order carry out service.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Provides customer service to liquor store patrons to include assisting with locating an item, answering questions and carrying out purchases to vehicle. (Daily – 25%)
2.	Stocks shelves and coolers with appropriate products. (Daily – 55%)
3.	Performs general janitorial duties in the store such as cleaning bathrooms, sweeping, and other related duties. (Daily – 5%)
4.	Assists with inventory control by making sure product computer counts match actual inventory. (Daily – 15%)
5.	Performs other duties as assigned.

Training and Experience (positions in this class typically require):
High School Diploma, or G.E.D. and some general retail experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must be at least 21 years of age.

Licensing Requirements (positions in this class typically require):
- None required.

Knowledge (position requirements at entry):
Knowledge of:
- Customer service principles;
- Applicable laws, rules, and regulations;
- Basic math.

F

EXHIBIT A

CITY OF NORTH BRANCH, MINNESOTA
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: Part-Time Liquor Store – Clerk 1

Skills (position requirements at entry):
Skill in:

- General stocking principles and safety regulations;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class may require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by North Branch Liquors based on Fox Lawson & Associates LLC (JG) Cashier job description of 7/2004.

Date: 6/2010

F

City of North Branch
Staff Report

Prepared By: Bridgitte Konrad

Date: July 23, 2014

Subject: Minimum Wage Change

Background Information:
During the last session the Minnesota Legislature increased the minimum wage. The minimum wage changes will be phased in over a three year period as follows:

- August 1, 2014 - $8.00 per hour
- August 1, 2015 - $9.00 per hour
- August 1, 2016 - $9.50 per hour

To meet the new minimum wage requirements the salary range for Liquor Store Clerk 1 need to be increased to minimum $8.00 and maximum of $10.56.

Other Pertinent Information:

- ***Advantages***
- ***Disadvantages***

Financial/Budget Impacts (If Any):

- ***Funding Sources***
- ***Long-Term & Short-Term Costs***

Deadline:
July 28, 2014

Requested Action & Staff Recommendation:
I request that the City Council approve the salary range as described above for the Liquor Store Clerk 1 position.

Voting Requirements:
Simple majority vote of Council

4G

City of North Branch
Staff Report

Prepared By: **Nate Sondrol, GIS Planning Specialist**

Date: **July 28, 2014**

Subject: **Safe Routes to School Maintenance Agreement**

Background Information:

The City of North Branch and North Branch Area School District #138 received two (2) Safe Routes to School grants for trail and infrastructure improvements over the past few years. Trails were constructed along Lincoln Trail (CSAH 14) from Grand Ave – Hillshire Ave and along Hemingway Avenue from Lincoln Trail to 382nd Street. An informal agreement has been place between the City and the School for the maintenance of these trails. In review of the Schools insurance policy, the School has requested that a formal agreement be drafted between the two entities. See the attached agreement.

Other Pertinent Information:

- ***Advantages –*** This would provide a formal document outlining trail maintenance responsibilities.
  Disadvantages – None

Financial/Budget Impacts (If Any):

- ***Funding Sources*** - None
- ***Long-Term & Short-Term Costs –*** None

Deadline: July 28, 2014

Requested Action: Staff is requesting the Council make a recommendation on approving the Safe Routes to School Maintenance Agreement with Independent School District #138.

Staff Recommendation:

Staff recommends the Council approve the Safe Routes to School Maintenance Agreement with Independent School District #138.

Attachments:

1) Safe Routes to School Maintenance Agreement

SAFE ROUTES TO SCHOOL
MAINTENANCE AGREEMENT

This Agreement is made by and between the City of North Branch, Minnesota (the "City") and Independent School District No. 138, North Branch, Minnesota (the "School District").

RECITALS:

WHEREAS, the City and the School District jointly applied for and received a grant under the federal Safe Routes to School Act; and

WHEREAS, pursuant to the terms of the grant, the City developed and constructed various trails which are intended to provide students of the School District, and the public at large, a safe route to and from the School District's schools (the "Safe Routes"); and

WHEREAS, some Safe Routes are located on School District property, some Safe Routes are located on City property, and some Safe Routes are located on City property and/or property of Chisago County, Minnesota (the "City-County Safe Routes"); and

WHEREAS, the Safe Routes enhance safety and improve the quality of life for North Branch residents; and

WHEREAS, the Safe Routes will require maintenance from time-to-time in order to keep them in a proper condition for use by the public; and

WHEREAS, in order to ensure that the maintenance of the Safe Routes (including the City-County Safe Routes) is performed in a cost effective manner, the City and the School District now desire to clarify and apportion each party's responsibilities for such maintenance, pursuant to the terms and subject to the conditions described below.

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. ***Maintenance of the Safe Routes.*** The City shall be responsible for all aspects of maintenance of the Safe Routes located on property owned by the City. The School District shall be responsible for all aspects of maintenance of the Safe Routes located on property owned by the School District. For the purpose of this Agreement, "all aspects of maintenance" shall include periodic trail inspections, mowing brush and grass within two feet of the edge of trail surfaces, tree and brush pruning, leaf and debris removal, snow and ice removal to the extent necessary to permit winter use by the public, repairs to signs and benches, and seal coating, crack-sealing, patching, overlays or reconstruction of the trail surfaces.

2. ***Maintenance of the City-County Safe Routes.*** Except as provided in this section, the City shall be responsible for all aspects of maintenance of the City-County Safe Routes described in the attached **Exhibit A.** The School District shall be responsible for snow and ice removal on the City-County Safe Routes to the extent necessary to permit winter use by the public.

3. ***Insurance.*** The City warrants and represents that it has acquired, and will maintain during the term of this Agreement, general liability insurance coverage and other any other insurance coverage necessary to insure against any liabilities, including personal injury, related to or arising from the performance of this Agreement with respect to the City-County Safe Routes. Each such policy shall name the School District as an additional insured party. Within thirty (30) days of the date of execution of this Agreement, the City shall provide a certificate of insurance for each such policy to the School District. The City shall also ensure that each such policy of insurance includes a provision that requires the insurers or any one of them to give the School District thirty (30) days prior written notice of cancellation of any of the aforementioned insurance policies.

4. ***Indemnification.*** The City shall indemnify and hold harmless the School District, including its elected and appointed officials, officers, employees and agents from any and all claims, lawsuits, administrative and regulatory actions, judgments, settlements injunctions, restraining orders, fines penalties, attorneys and expert costs and expenses, as a result of or arising from the execution or performance of this Agreement. To the extent permitted by law, the School District shall indemnify and hold harmless the City, including its elected and appointed officials, officers, employees and agents from any and all claims, lawsuits, administrative and regulatory actions, judgments, settlements injunctions, restraining orders, fines penalties, attorneys and expert costs and expenses, as a result of or arising from the execution or performance of this Agreement.

5. ***Commencement of Agreement; Termination of Agreement.*** This Agreement shall commence on the day after the date that which this Agreement is approved and executed by the School Board of the School District and the City Council and Mayor of the City of North Branch. Thereafter, the Agreement shall continue in effect until such time as it is terminated by either party hereto. This Agreement may be terminated by official action of the governing body of either the City or the School District and by providing ninety (90) days written notice to the other party.

6. ***Notices.*** All notices or other communications shall be deemed served when hand-delivered or mailed with the proper address as indicated below. Until otherwise provided by the parties hereto, all notices or other communications to each of them shall be addressed as follows:

To the School District: Randi Johnson, Director of Finance and Human Resources, Independent School Dist. No. 138, 38705 Grand Avenue, North Branch, MN 55056

To the City: Nate Sondrol, GIS Planning Specialist, City of North Branch, 6408 Elm Street, North Branch, MN 55056

7. ***Entire Agreement; Modifications; Applicable law.*** This Agreement (including the attached Exhibit A) constitutes the complete agreement between the City and the School District and supersedes any prior oral or written agreements between them regarding the maintenance of the Safe Routes and the City-County Safe Routes. No amendment of any terms of the Agreement will be effective unless in writing and executed by both the City and the School District. This Agreement has been made under, and will be interpreted and controlled by, the laws of the State of Minnesota.

IN WITNESS WHEREOF, the undersigned parties hereto have duly executed this Agreement as of the date indicated next to the name of the party who signs below.

INDEPENDENT SCHOOL DISTRICT NO. 138

Dated: _____, 2014

By: _____
Chair

By: _____
Clerk

CITY OF NORTH BRANCH

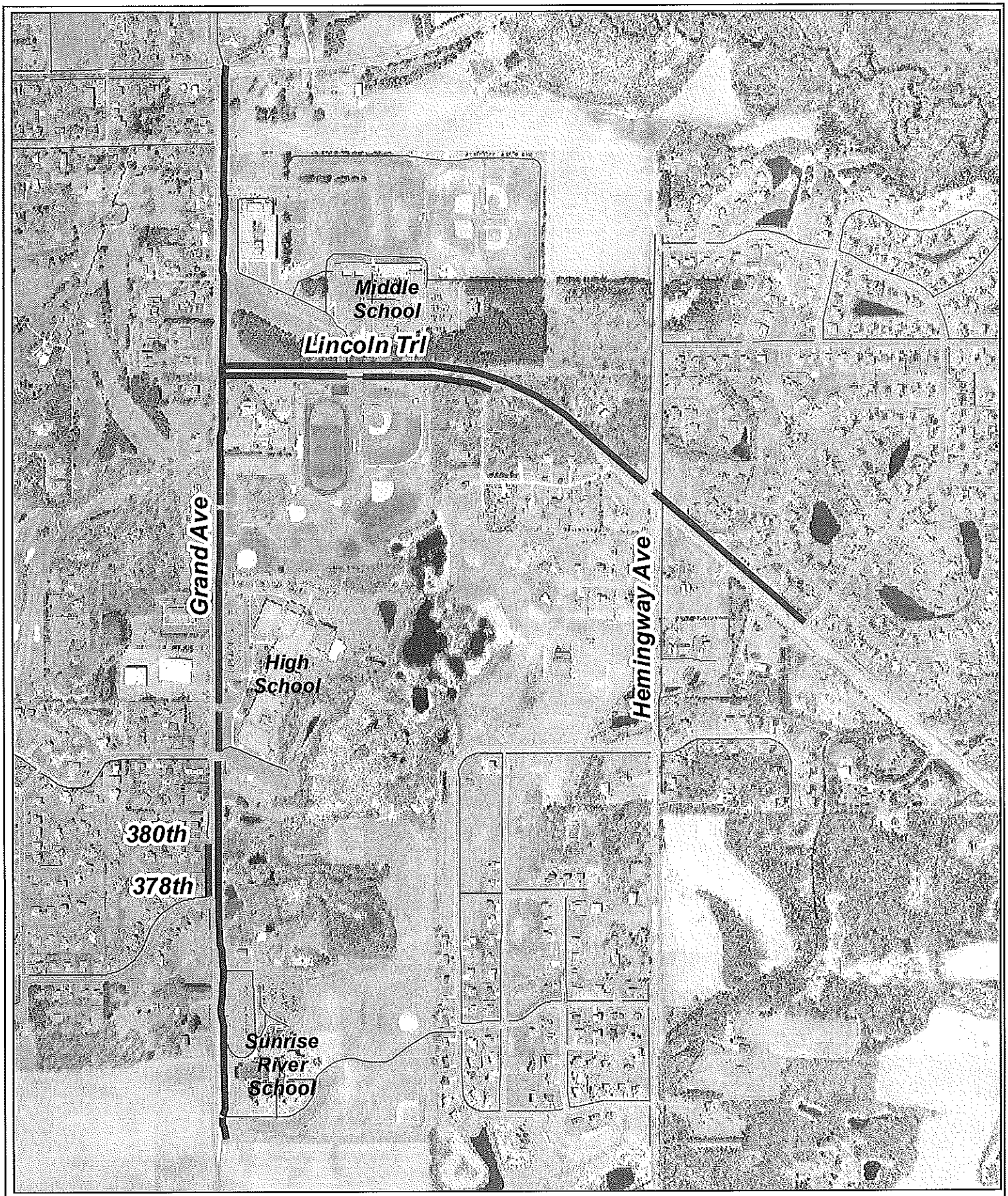
Dated: _____, 2014

By: _____
Ronald Lindquist, Mayor

Attest: _____
Bridgitte Konrad, City Administrator

EXHIBIT A

CITY-COUNTY SAFE ROUTES			
STREET	**FROM STREET**	**TO STREET**	**SIDE**
Grand Ave	Sunrise River School	St Croix Trail	East
Grand Ave	S of 378th Street	N of 380th Circle	West
Lincoln Trail	Grand Avenue	Hillshire Avenue	North
Lincoln Trail	Grand Avenue	Gerald Avenue	South



School Maintained

Trails

Aerial Photo Date: May 2013

Safe Route to School Maintenance Agreement

NORTH BRANCH - CHISAGO COUNTY, MN

Location Map

Scale: 1":150'

Date: 23-JUL-2014

NOTICE OF HEARING ON ASSESSMENTS FOR 410TH STREET IMPROVEMENT PROJECT

NOTICE IS HEREBY GIVEN that the City Council of the City of North Branch, Minnesota, will meet in the Council Chambers of the City of North Branch on the 28th day of July, 2014, at 7:00 pm, or as soon thereafter as possible, to consider objections to the proposed assessments for 410th Street Improvement Project, heretofore ordered by the City Council.

ASSESSMENT ROLL OPEN TO INSPECTION: The proposed assessment roll is on file with the City Clerk and open to public inspection.

AREA PROPOSED TO BE ASSESSED: The area proposed to be assessed consists of every lot, piece, or parcel of land benefited by said improvement, which has been ordered as follows:

- 410th Street from Forest Boulevard (CSAH 30) to approximately 1,000 feet east of Hemingway Avenue.
- Hemmingway Avenue from 410th Street to approximately 500 feet south of 410th Street

TOTAL AMOUNT OF PROPOSED ASSESSMENT: The total amount proposed to be assessed is $155,500.

PROPOSED AMOUNT TO BE ASSESSED TO EACH PARCEL: Attached is the proposed assessment amount for each parcel included in the 410th Street Improvement Project.

WRITTEN OR ORAL OBJECTIONS: Written or oral objections will be considered at the hearing.

RIGHT OF APPEAL: An owner of property to be assessed may appeal the assessment to the district court of Chisago County pursuant to the Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

5A

LIMITATION OF APPEAL: No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

DEPARTMENT OF ASSESSMENTS: Under the provisions of Minnesota Statutes Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments.

MAILED NOTICE: The notice of this hearing mailed to property owners contains additional information.

Justin Messner
City Engineer

Publish: Isanti-Chisago County Star
1. July 9, 2014
2. July 16, 2014

Assessment Roll

WSB Project: 410th Street Improvement Project
Project Location: City of North Branch
WSB Project No.: 1654-77

Date: 3/24/2014
Revised: 7/8/2014
Printed: 7/9/2014

FEE OWNER	PARCEL ID	PROPERTY ADDRESS	ASSESSMENT	TOTAL ASSESSMENT
DENNIS O & SUSAN J	11.00060.20	6520 410TH ST	$6,500.00	$6,500.00
DEWAN DANIEL P & NANCY J	11.00061.00	6554 410TH ST	$6,500.00	$6,500.00
P & J EXPRESS INC	11.00061.10	6636 410TH ST	$6,500.00	$6,500.00
VERIZON WIRELESS (VAW) LLC & ATTN: NETWORK REAL ESTATE	11.00062.00	6710 410TH ST	$6,500.00	$6,500.00
AARSVOLD JASON W & JESSICA J	11.00064.00	6836 410TH ST	$6,500.00	$6,500.00
AFFELDT PAUL C	11.00064.30	6884 410TH ST	$6,500.00	$6,500.00
JOHNSON GARY A & ELLEN L	11.00064.20	6942 410TH ST	$6,500.00	$6,500.00
HEDBERG BENJAMIN CARL	11.00064.10	7006 410TH ST	$6,500.00	$6,500.00
OLSON RICHARD A & HEATHER A	11.00065.00	UNASSIGNED	$6,500.00	$6,500.00
OLSON RICHARD A	11.00065.10	7262 410TH ST	$6,500.00	$6,500.00
OLSON RICHARD A	11.00048.00	UNASSIGNED	$6,500.00	$6,500.00
OLSON RICHARD A	11.00048.05	UNASSIGNED	$6,500.00	$6,500.00
HARLEY INVESTMENT COMPANY	11.00048.10	UNASSIGNED	$6,500.00	$6,500.00
SLIPKA DONNA L	11.00166.00	40797 HEMMINGWAY AVE	$6,500.00	$6,500.00
WALKER JACK H & ROSEMARY A	11.00148.00	40926 HEMMINGWAY AVE	$6,500.00	$6,500.00
COMP LORI J	11.01028.00	40596 GREYSTONE AVE	$1,800.00	$1,800.00
BAUMAN LISA J & SCOTT A	11.01028.01	40928 GREYSTONE AVE	$1,800.00	$1,800.00
JEDNEAK KENNETH H & WENDY JO	11.01028.06	40896 GREYSTONE AVE	$1,800.00	$1,800.00
MONSON CHERIE & MATTHER M	11.01028.07	40852 GREYSTONE AVE	$1,800.00	$1,800.00
SANVICK ARLO E & VICTORIA M	11.01028.08	UNASSIGNED	$1,800.00	$1,800.00
SCHMIDT FREDRIC G (HAPPY ACRES)	11.00150.00	UNASSIGNED	$1,800.00	$5,400.00
STARK JOSEPH H & LISA M	11.01028.23	40821 GUTHRIE AVE	$1,800.00	$1,800.00
GRAMS TIMOTHY & GERI ANN WINN & GERY ANN WINN	11.01028.22	40855 GUTHRIE AVE	$1,800.00	$1,800.00
MERON SHANNON M & JASON S	11.01028.21	40911 GUTHRIE AVE	$1,800.00	$1,800.00
GAWRELUK BETTY J & NICKOLAS	11.01028.20	40941 GUTHRIE AVE	$1,800.00	$1,800.00
BERG MICHELLE M & BRYCE K	11.01028.19	40973 GUTHRIE AVE	$1,800.00	$1,800.00
PINSONNEAULT LORALIE K	11.01028.02	40957 GREYSTONE AVE	$1,800.00	$1,800.00
BARIE BRIAN & JENNIFER	11.01028.03	40933 GREYSTONE AVE	$1,800.00	$1,800.00
MAKI BREANNA	11.01028.04	40919 GREYSTONE AVE	$1,800.00	$1,800.00
BAMBENEK JOHN L & RITA M	11.01028.09	40881 GREYSTONE AVE	$1,800.00	$1,800.00
WIESE TROY A & PATTY L	11.01028.11	40821 GREYSTONE AVE	$1,800.00	$1,800.00
BEYER EDWARD L & JUDITH A	11.01028.18	40838 GUTHRIE AVE	$1,800.00	$1,800.00
TISCHLER KENNETH N & PATRICIA	11.01028.17	40874 GUTHRIE AVE	$1,800.00	$1,800.00
KNUTSON JASON & CATHERINE	11.01028.16	40906 GUTHRIE AVE	$1,800.00	$1,800.00
LAKE AREA BANK	11.01028.15	UNASSIGNED	$1,800.00	$1,800.00
WERMTER KATIE	11.01028.14	40940 GUTHRIE AVE	$1,800.00	$1,800.00
TISCHLER MICHAEL J & SAMANTHA R TISCHLER	11.01028.13	40980 GUTHRIE AVE	$1,800.00	$1,800.00
OUR FAMILY LLP	11.00152.00	6591 410TH ST	$6,500.00	$6,500.00
CITY OF NORTH BRANCH	11.01040.13	6547 410TH ST	$6,500.00	$6,500.00
CARLSON DALE R & JOYCE	11.00154.00	40959 FOREST BLVD	$1,800.00	$1,800.00
			Total	**$155,500.00**

City of North Branch
Staff Report

Prepared By: Ken Roberts, City Planner
PO Box 910, North Branch MN 55056

Date: July 22, 2014

Requests: **Building Height Variance**

Project: Andersen Windows – 39811 Golden Avenue

INTRODUCTION

Andersen Corporation is requesting that the City approve a building height variance for the proposed expansion of their manufacturing facility located at 39811 Golden Avenue. The proposed expansion would include a 15-foot by 50-foot unloading building, a bag house and the installation of 3 storage silos all on the west side of their existing facility. Two of the proposed silos would 70 feet tall and the other would be about 81 feet tall. (Please see the enclosed maps and project plans starting on page six).

The City Code now limits industrial buildings to a maximum height of 75 feet. As such, Andersen Corporation is requesting City-approval of the variance of up to 10 feet to allow for the installation of the taller silo.

BACKGROUND

On March 24, 2014, the City Council approved a 25-foot variance request from Andersen to have 3 silos up to 70 feet tall. The Code at that time limited buildings to 45 feet in height.

On July 21, 2014, the Planning Commission held a public hearing about this proposal and recommended approval of an unlimited height variance for Andersen Corporation for this site.

DISCUSSION

The plans that Andersen Corporation submitted to the City show a new wood bulk unloading building (for the delivery of materials), a baghouse and three new storage silos with this project. The area of this proposed expansion is between their existing building and their driveway on the west side of their existing facility. The City has zoned the site I-2 (General Industrial).

To build the project as shown on the proposed plans, the applicant is requesting that the City approve a height variance to the City Code. The variance request is because two of the proposed storage silos would be 70 feet tall and the other would be about 81 feet tall. The City Code, however, now only allows buildings to be 75 feet tall in the industrial zoning districts in North Branch. (Please see the applicant's variance statement on page 11).

6A1

Under Section 66-65 of the City Code, the City may grant variances when:

There exists a non-economic hardship in the reasonable use of a specific parcel of property. A non-economic hardship shall exist when by some reason of:

(1) Narrowness, shallowness or shape of a specific parcel of property or a lot existing and of record upon the effective date of this division, or

(2) Exceptional topographic or water conditions of a specific parcel of land or lot;

(3) The strict application of the provisions of this division would result in exceptional difficulties in developing the property in a legally permissible manner.

The City Code also states that the City Council also may impose conditions in granting the variance(s) to insure compliance and to protect adjacent properties.

The proposed building height variance request is to allow Andersen Windows to add storage silos to their existing manufacturing site that would be taller than the City Code now allows. As I noted above, the three proposed material silos and new unloading building would be on the west side of the existing facility between the driveway and the building. All the new construction with this project would be south of the existing north wall of the facility. To construct this plan, the applicant is requesting city approval of a variance to have the new silos up to 85 feet tall. The City Code now limits industrial buildings to a maximum height of 75 feet. As such, the proposed project for the three silos needs city approval of a height variance of 10 feet.

The proposed building addition with the proposed height variance for the silos should meet all the required findings of fact (listed below) for a variance as listed in the City Code. Since the existing building is setback well south of the north property line of the site and the proposed project would be on the west side of the building (across from a commercial business district, staff has no concerns with the proposed height of the new silos.

The Planning Commission, during their July 21, 2014 meeting, recommended that the City approve an unlimited height variance for Andersen Corporation for this site. They made this recommendation because they wanted to make sure that Andersen can build whatever they need (in height) for this project. Staff is uncomfortable making a recommendation of approval for a project with no definitive height or size limits without having received a specific request or need stated from the applicant. In this case, staff would recommend that the City approve a 10-foot height variance for Andersen Corporation for this site. This would allow them to build silos or other structures up to 85 feet tall on their site. If this is the preference of the City Council, then staff will need to revise the resolution of approval to reflect this change.

FINDINGS OF FACT:

In considering a request for a variance, Section 66-64 of the City Code requires the Planning Commission and the City Council to make a finding of fact about the request(s) based on the following factors: (I have added comments for your review)

1. **Relationship to the City's comprehensive plan.**

The City has planned the site IP (Industrial Park) in the Comprehensive Plan. The proposed project is consistent with this land use designation.

2. **The geographical area involved.**

The geographical area near the proposed project has a variety of existing land uses included commercial, industrial and residential. The proposed project and the proposed material silos should not cause any negative effects on the geographical area near the project site.

3. **The character of the surrounding area.**

The character of the area surrounding the proposed project includes a variety of existing land uses included commercial, industrial and residential. The proposed project and proposed height of the silos should not cause any negative effects on the character of the surrounding area.

4. **The availability and design capacities of existing or proposed utilities.**

This site is served with municipal utilities. The building addition with the silos would not put a strain or additional burden on the existing City facilities and services.

5. **Whether such a request will tend to or actually depreciate the surrounding area.**

Granting the request to allow the material silos in this location should not depreciate or impair the surrounding area.

6. **Whether the request will place an undue financial burden on the city.**

Granting the height variance request will not place an undue financial burden on the city as the developer/owner will be making all the improvements with private funds.

7. **Whether the request will impair an adequate supply of light and air to adjacent property**.

The proposed building addition and silos would be on the west side of the existing manufacturing facility and would maintain or exceed the existing building setbacks from the north property line. As such, the proposed addition should not impair an adequate supply of light and air to any adjacent property.

8. **Whether the request will unreasonably increase the congestion in the public right-of-way.**

The granting of the variance height request to allow the three material silos on this site should not significantly increase congestion in the public right-of-way.

9. **Whether the request will increase the danger of fire or endanger the public safety**.

Granting the variance request to allow the three taller material silos should not increase the danger of fire or endanger public safety with its proximity to the existing public right-of-ways and public water supply.

10. Whether the request is consistent with the spirit and intent of this division.

Granting the request to allow the proposed material silos of up to 85 feet tall does not appear to be contrary to the spirit and intent of this Ordinance. The City may only grant variances when the layout of the lot or property would permit no other legally permissible use due to the narrowness, shallowness or shape of the specific parcel, or due to exceptional topographic or water conditions. The proposed silos would align the existing building layout and are minimum height needed to meet the needs of the applicant. Requiring the owners to meet the maximum height standard of 75 feet would require them to install additional silos on the property which would create more impervious surface on their site. Having three silos on the site instead 4 or 5 silos will lessen the amount of impervious surface on the site, would not change the character of the area and would not negatively affect any nearby properties.

Applicant's/Owner's Name and Address: Andersen Corporation
Greg Munson – NB Group
8100 34th Avenue South, Suite 210
Bloomington, MN 55425

Other Pertinent Information:

Financial/Budget Impacts (If Any): None known at this time.
- ***Funding Sources***
- ***Long-Term & Short-Term Costs***

Deadlines: The City received the complete application materials for this project on June 13, 2014. As such, the deadline for City action on the requests (to meet the 60-day state law requirement) is August 11, 2014, unless the City or the applicant requests a time extension.

Requested Action:

Staff is requesting that the City Council review the application materials and staff report about the proposed height variance of 10 feet for the addition of three material silos at Andersen Corporation at 39811 Golden Avenue.

RECOMMENDATION

Staff is recommending that the City Council approve the proposed height variance for Andersen Corporation at 39811 Golden Avenue. I have prepared Resolution No. 049-07-28-14 (starting on page 14) for the City Council's consideration and action for this request.

Voting Requirements: A simple majority vote of those present is needed for City approval.

Attachments

1) City Zoning Map – Andersen Windows
2) Proposed Work Area Map
3) Proposed Site Plan – March 2014
4) Proposed Site Plan – June 3, 2014
5) Project Elevation – June 3, 2014
6) Project Variance Statement
7) Planning Commission Resolution (07-14-PLN)
8) City Council Resolution (049-07-28-14)

REFERENCE INFORMATION

PRESENT ZONING: I2 – General Industrial

PRESENT USE: Manufacturing Facility

PROPOSED USE: Manufacturing Facility with material silos

ADJACENT PROPERTY USE:

NORTH: Zoning – RR Rural Residential District
Use – Single-family homes

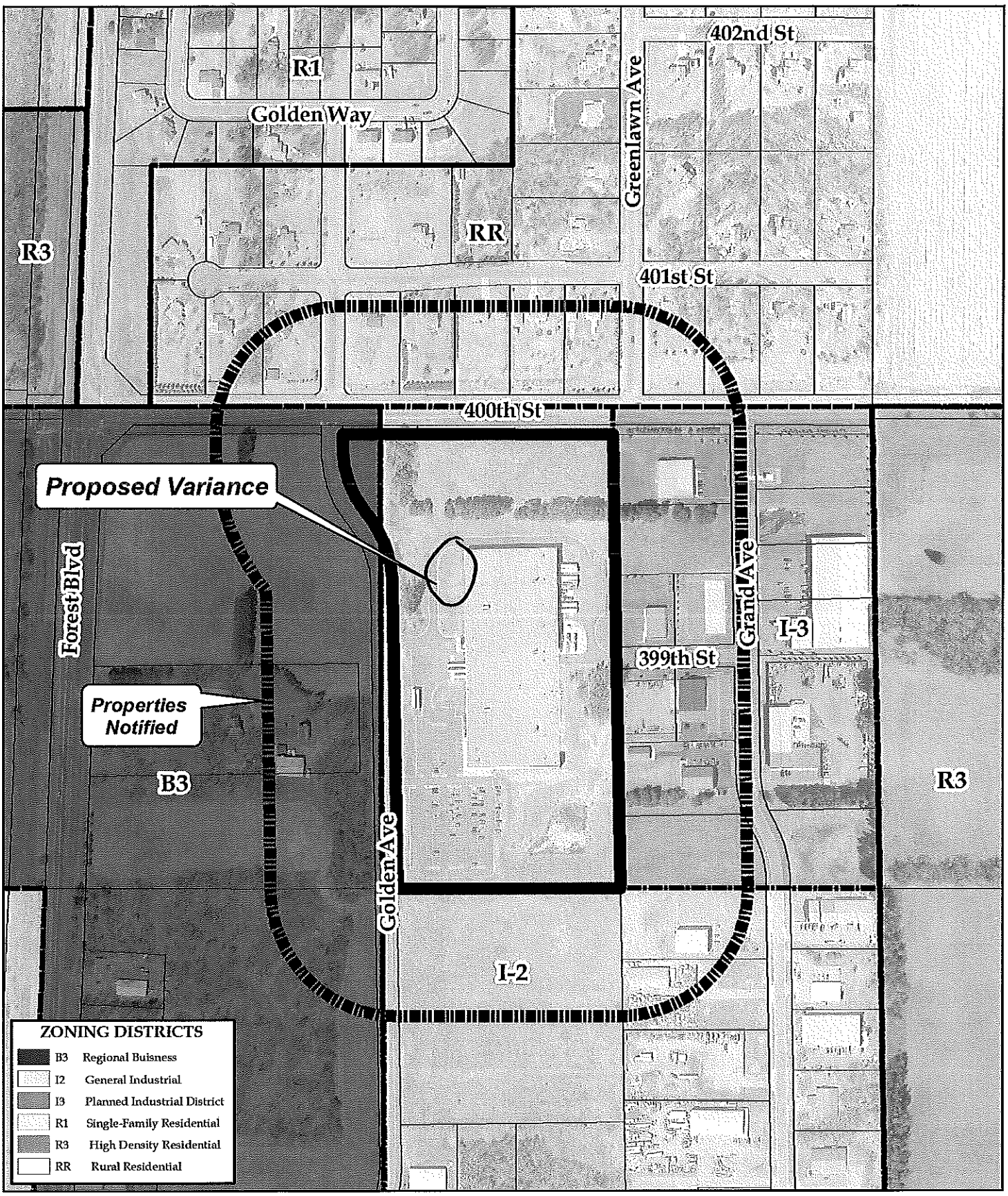
SOUTH: Zoning – I2 General Industrial
Use – Vacant and industrial uses

EAST: Zoning – I3 Planned Industrial District
Use – Existing industrial uses

WEST: Zoning – B3 Regional Business
Use – Vacant properties and a single-family home across Golden Avenue

REVIEW CRITERIA:

Section 66-626 I2 General Industrial (existing zoning)
Section 66-62 – 68 Variances, Appeals, Amendments, and Conditional Use Permits



Proposed Variance

350' APO Notices

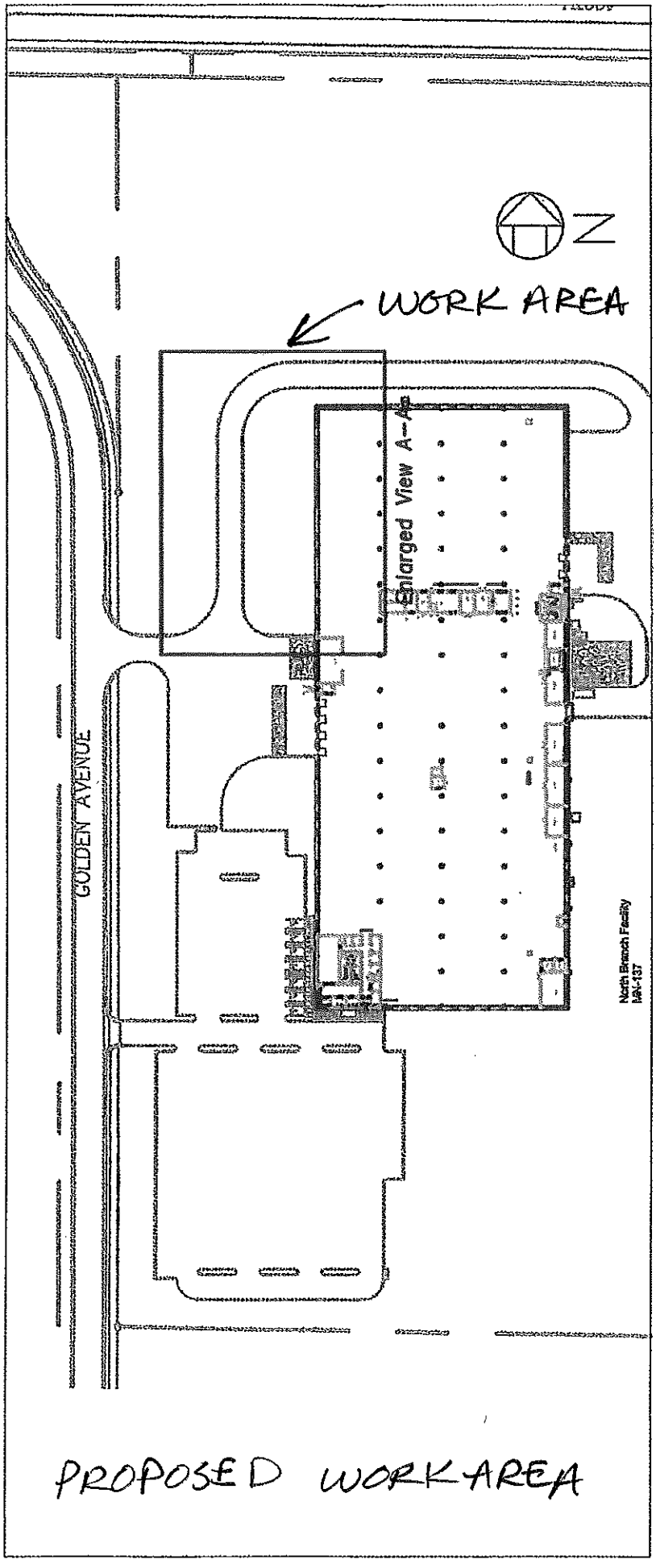
39811 Golden Avenue
Zoning

NORTH BRANCH - CHISAGO COUNTY, MN

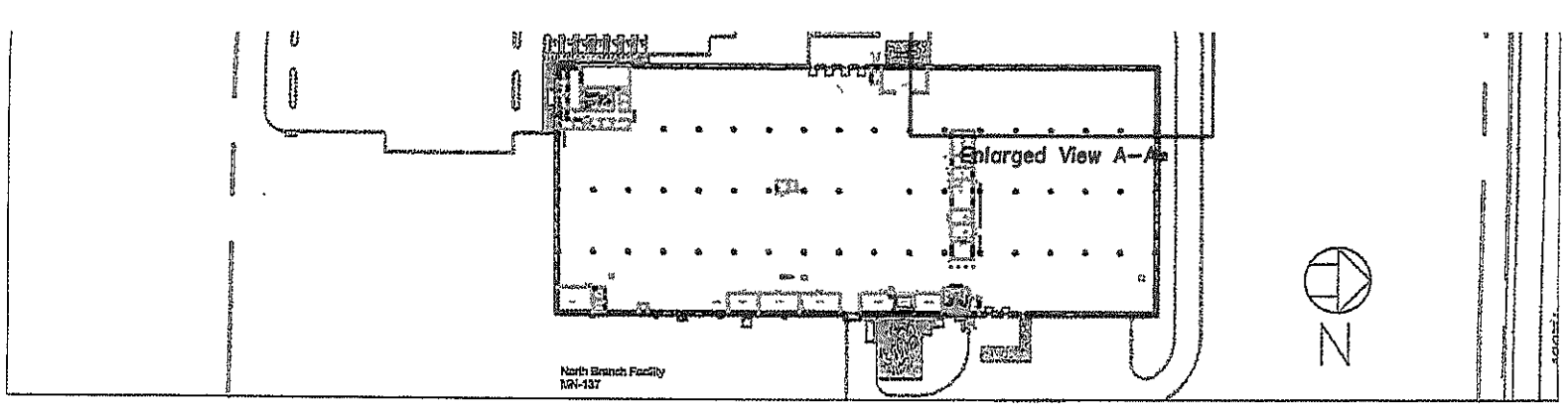
PID: 16.00565.28

SCALE:1":350'

25-FEB-2014



PROPOSED WORK AREA



PROPOSED SITE PLAN

GOLDEN AVENUE

WOOD DELIVERY VIA
WALKING FLOOR TRAILER
1 PER DAY, LIVE UNLOAD
40,000 LBS/LOAD

SECTION VIEW A–B

WOOD BULK UNLOADING BLDG.
(15'X50')WITH LIVE BTM
HOPPER, SCREW CONVEYORS
AND CONVEYING PUMP 20,000
PPH CAPACITY. WALKING FLOOR
TRAILER WILL UNLOAD INTO A 4'
DEEP PIT INSIDE BLDG.

914

914

916

916

VINYL BLEND DELIVERY VIA
SELF UNLOADING TANK TRAILER
2 PER DAY

BAGHOUSE

1 OF 4
VACUUM PUMPS

WOOD FLOUR STORAGE
SILO
80,000 LBS CAPACITY,
10 PCF BULK DENSITY
14'ø X [illegible] TALL INC
BIN VENT ON TOP OF
SILO.CONCRETE MONO
SLAB

CHILLERS &
DRY COOLERS

EB

D

TRANSFORMER

ELEC RM

VINYL BLEND STORAGE SILOS
FORMULA D & EB 144,000 LB
CAPACITY EACH, 30 PCF BULK
DENSITY 12'ø X [illegible] TALL INC.
BIN VENT ON CONCRETE MONO
SLAB

EXISTING BUILDING

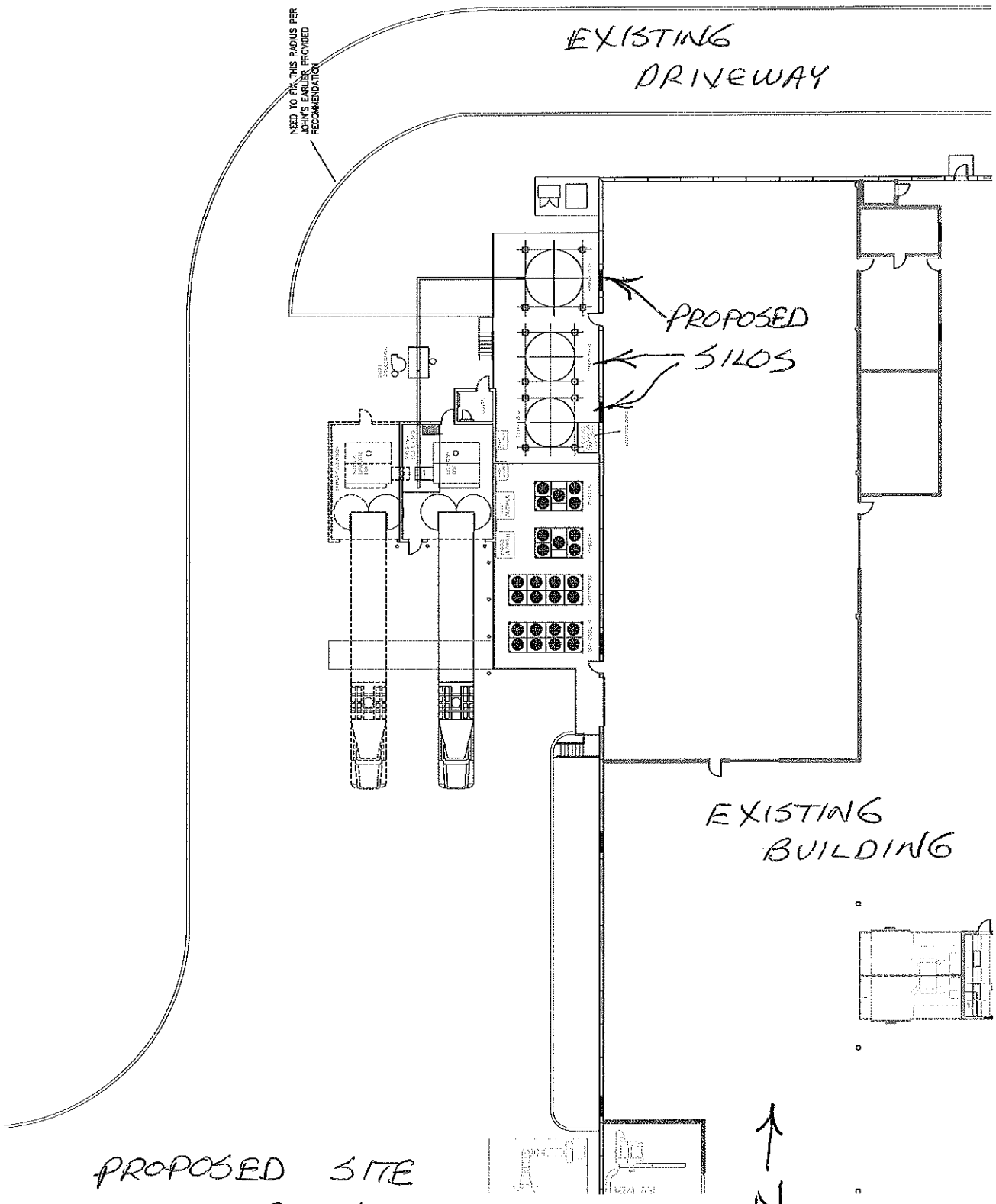
EXISTING DRIVEWAY

917

N

MARCH 2014

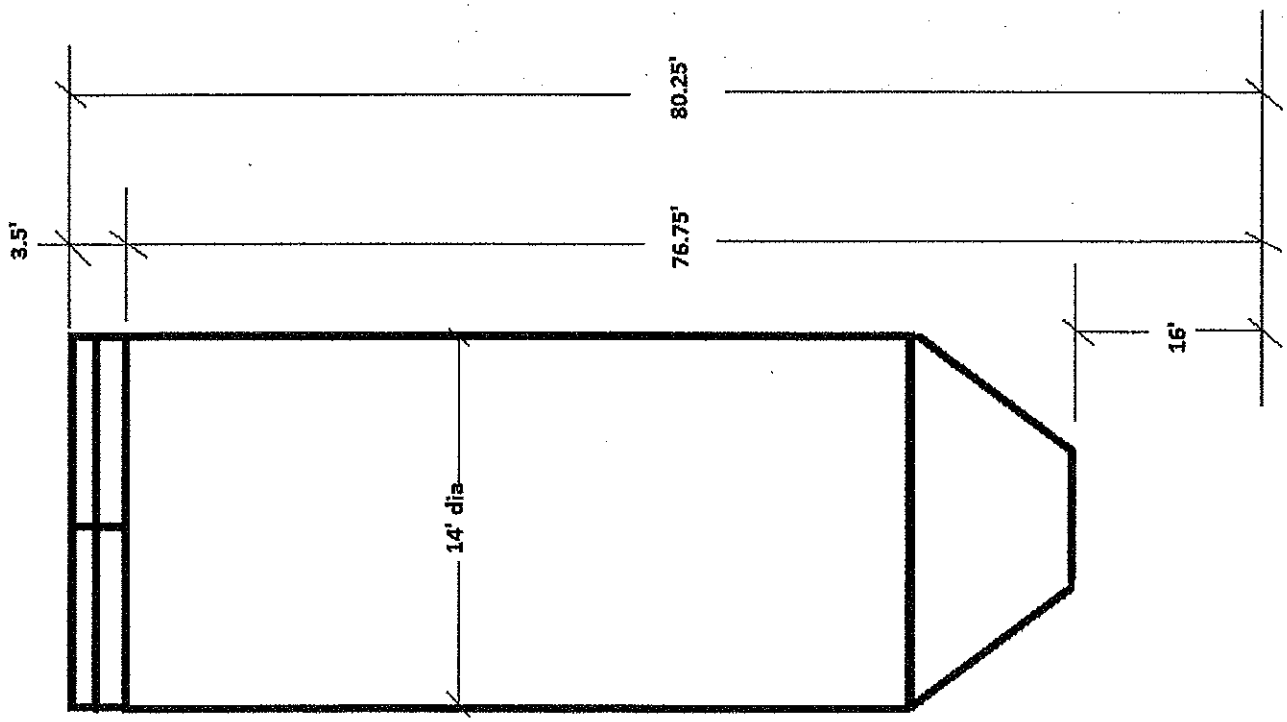
PROPOSED SITE PLAN – ENLARGED VIEW "A – A"



PROPOSED SITE PLAN

6-3-14

6-3-14
PROPOSED
STORAGE
SILO(S) -
ANDERSEN
WINDOWS



6-13-14

Additional Variance Request

Andersen Windows – Wood Silo Height

The City of North Branch had previously granted Andersen Corporation an approval variance height of 70'. Since that variance approval, it was deemed that additional storage capacity for the one (1) wood silo was needed in order for the supporting process to be able to run for a period of 48 hours. With the footprint in which we are working in and the additional cost to ship wider structures, it was determined that it would be more cost effective to raise the height of the silo instead of widening it. With that being said, Andersen Corporation is requesting an additional variance approval of 85' for the one (1) wood silo.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Commissioner Borchardt offered the following Resolution and moved its adoption.

RESOLUTION NO. 07-14-PLN

A RESOLUTION RECOMMENDING THAT THE NORTH BRANCH CITY COUNCIL APPROVE AN UNLIMITED VARIANCE FROM THE MAXIMUM BUILDING HEIGHT STANDARD FOR ANDERSEN CORPORATION AT 39811 GOLDEN AVENUE.

WHEREAS, Andersen Corporation has submitted a request for a variance to exceed the maximum height standard of 75 feet by 10 feet for an addition and expansion of the Andersen Windows manufacturing facility for a property in the I2 General Industrial District; and

WHEREAS, the property for which the variance is requested is located at 39811 Golden Avenue; and

WHEREAS, the Planning Commission held a public hearing on July 21, 2014 to consider the height variance request; and

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of an unlimited height variance for this project.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH PLANNING COMMISSION:

That the Planning Commission recommends to the North Branch City Council that they approve an unlimited height variance for the building height variance requested by Andersen Corporation for the property at 39811 Golden Avenue for the following reasons:

1. The property is unique in shape.
2. The strict application of the provisions of this Division would result in exceptional difficulties in fully developing and using the property in a legally permissible manner.
3. The proposed project and proposed height of the silos should not cause any negative effects on the character of the surrounding area.
4. The building addition and silos would not put a strain or additional burden on the existing City facilities and services.
5. Granting the request to allow the material silos in this location should not depreciate or impair the surrounding area.
6. The proposed addition and silos should not impair an adequate supply of light and air to any adjacent property.

7. The granting of the request to allow the taller silos at the same location of their existing manufacturing facility should not significantly increase congestion in the public right-of-way.
8. Granting the request to allow the silos that would be taller than the code now allows should not increase the danger of fire or endanger public safety with their proximity to the existing public right-of-ways and public water supply.
9. Granting the request to allow the proposed silos up to 85 feet tall does not appear to be contrary to the spirit and intent of this Ordinance.

That the Planning Commission recommends to the City Council that they approve an unlimited height variance for the building height variance request submitted by Andersen Corporation for the expansion their manufacturing facility at 39811 Golden Avenue subject to the following conditions:

1. The owner and contractor meeting all City, County, State and Federal laws, regulations and ordinances and securing all necessary approvals, permits and licenses before starting the construction of the storage silos.
2. The owner or contractor receiving all necessary building permits and completing all required and necessary site work before using and occupying the new building and material silos.
3. This height variance applies to the property at 39811 Golden Avenue.

The foregoing motion was duly seconded by Commissioner Swanson and being put to vote members voted: AYE: 5 NAY: 0 ABSENT: 0

TOM BORCHARDT	AYE	JOHN VON LANGE	AYE
BRIAN BELFIELD	AYE	MARK RAMALEY	AYE
DON SWANSON	AYE		

Passed and adopted this 21st day of July 2014.

CITY OF NORTH BRANCH

_____
JOHN W. VON LANGE
CHAIR

ATTEST:_____

Ken Roberts – City Planner

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember _____ offered the following Resolution and moved its adoption.

RESOLUTION NO. 049-07-28-14

A RESOLUTION APPROVING A BUILIDNG HEIGHT VARIANCE FOR THE EXPANSION OF ANDERSEN WINDOWS MANUFACTURING FACILITY AT 39811 GOLDEN AVENUE.

WHEREAS, Andersen Corporation has submitted a request for a variance to the building height standards in the Code to allow the expansion of their manufacturing facility to have storage silos up to 85 feet tall on a property in the I2 General Industrial Zoning District; and

WHEREAS, the property for which the variance is requested is 39811 Golden Avenue; and

WHEREAS, the legal descriptions of the affected properties are:

1. Lot 2, Block 1, INDUSTRIAL ESTATES 2ND ADDITION, Chisago County, Minnesota.

and

2. That part of the Lot 1, Block 1, INDUSTRIAL ESTATES 2ND ADDITION, according to said plat on file and of record in the office of the County Recorder, Chisago County, Minnesota, which lies Easterly of a line drawn parallel with a distance 30.00 feet Easterly of the following described line:

   Beginning at the intersection of a line drawn parallel with and a distance 105.00 feet West of the East line of said Lot 1, and the South line of Said Lot 1; thence North 00 degrees, 55 minutes, 28 seconds West, assumed bearing along said parallel line, 829.97 feet; thence Northerly and Northwesterly, 201.75 feet, along a tangential curve, concave to the Southwest, having a radius of 300.00 feet and

central angle of 38 degree, 31 minutes, 53 seconds, to the point of reverse curvature; thence Northwesterly and Northerly, 207.76 feet, along a tangential curve, concave to the Northeast, having a radius of 300.00 feet and central angle of 39 degrees, 40 minutes, 45 seconds: thence North 00 degrees, 13 minutes, 25 seconds East, tangent to the last described curve, 63.43 feet, to the North line of Outlot A, in said plat and said line there terminating.

WHEREAS, the Planning Commission held a public hearing on July 21, 2014 to consider the height variance request; and

WHEREAS, the Planning Commission reviewed the staff report and recommended approval of an unlimited height variance for Andersen Corporation.

WHEREAS, the City Council has reviewed the staff report and the proposed project plans (dated June 3, 2014) and have found that the height variance as proposed by Andersen Corporation for the building expansion to have storage silos up to 85 feet tall would meet the findings for variances as outlined in the City Code.

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

That the City Council hereby approves the height variance for the expansion of Andersen Windows manufacturing facility at 39811 Golden Avenue for the following reasons:

1. The property is unique in shape.
2. The strict application of the provisions of this Division would result in exceptional difficulties in fully developing the property in a legally permissible manner.
3. The proposed project and proposed building height should not cause any negative effects on the character of the surrounding area.
4. The building addition would not put a strain or additional burden on the existing City facilities and services.
5. Granting the request to allow the additional building height in this location should not depreciate or impair the surrounding area.
6. The proposed height of the addition should not impair an adequate supply of light and air to any adjacent property.
7. The granting of the request to allow the additional building height at this location should not significantly increase congestion in the public right-of-way.
8. Granting the request to allow the additional 10 feet of building height should not increase the danger of fire or endanger public safety with its proximity to the existing public right-of-ways and public water supply.
9. Granting the request to allow the proposed building height for the silos to be up to 85 feet tall at this site does not appear to be contrary to the spirit and intent of this Ordinance.

The City Council hereby approves the height variance request to have storage silos up to 85 feet tall for the expansion of Andersen Windows manufacturing facility at 39811 Golden Avenue, subject to the following conditions:

1. The owner and contractor meeting all City, County, State and Federal laws, regulations and ordinances and securing all necessary approvals, permits and licenses before starting the construction of the silos.

2. The owner or contractor receiving all necessary building permits and completing all required and necessary site work before occupying the building addition.

3. This variance applies to the property at 39811 Golden Avenue.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and being put to vote members voted: AYE: ____ NAY: ____

KATHY BLOMQUIST ____ JOYCE BORCHARDT ____

THERESA FURMAN ____ TRENT JENSEN ____

RONALD LINDQUIST____

Passed and adopted this 28th day of July, 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____

Bridgitte Konrad, City Administrator

City of North Branch
Staff Report

Prepared By: Ken Roberts, City Planner, 6408 Elm Street, PO Box 910
North Branch City Hall, North Branch, MN 55056

Date: July 22, 2014

Request: **Conditional Use Permit - Outdoor Storage for Recycling Business**

Location: 39870 Grand Avenue

INTRODUCTION

Mr. Ryan Skeie is requesting that the City approve a conditional use permit (CUP) for the property located at 39870 Grand Avenue. He is requesting the CUP so he may operate a metal recycling center with an outdoor storage area on the property. The City Code requires city approval of a CUP for outdoor storage for a property in the I-3 zoning district. (Please see the enclosed statement from the applicant and the maps on pages six through 13).

BACKGROUND

East Central Energy developed the site in 2003. The building is 60x80 feet in size and there are about 18 parking spaces in the parking area on the east side of the building.

On July 21, 2014, the Planning Commission held a public hearing about this request and recommended approval, subject to several conditions of approval.

DISCUSSION

Conditional Use Permit

Mr. Skeie is proposing to open a metal recycling center with an outdoor storage area for the property at 39870 Grand Avenue. He is not now proposing any changes to the existing office/shop building as part of this request. Mr. Skeie told me that they would buy metal from the public and then sort and store the materials on site until they are ready to ship out full containers. He proposing to store some of the collected metal in the building and he would store the ferrous metals outdoors in roll-off boxes (dumpsters). The outdoor storage area is enclosed with an existing screening fence that has access gates on the east and north sides of the site. He also told me that they may want to add more exterior lighting on the site for security purposes.

The City has zoned the site I-3 (Planned Industrial District). To operate the outdoor storage on this site, the applicant is requesting that the City approve a CUP for outdoor storage. The I-3 zoning district requires city approval of a conditional use permit for outdoor storage. Under Section 66-66 of the City Code, the City Council also may impose conditions in granting the conditional use permit to insure compliance and to protect adjacent properties.

6A2

FINDINGS OF FACT:

In considering a request for a conditional use permit, Section 66-64 of the City Code requires the Planning Commission and the City Council to make a finding of fact about the request based on the following factors: (I have added comments for your review)

1. **Relationship to the City's comprehensive plan.**

   The City has planned the site IP (Industrial Park) in the Comprehensive Plan. The proposed use of the site is consistent with this land use designation.

2. **The geographical area involved.**

   The geographical area involved with this request is 39870 Grand Avenue. The area near the property has a variety of existing land uses including industrial (with outdoor storage), commercial and residential.

3. **The character of the surrounding area.**

   The character of the area surrounding the proposed project includes a variety of existing land uses including industrial (with outdoor storage), commercial and residential. The proposed business with outdoor storage should not cause any negative effects on the character of the surrounding area.

4. **The availability and design capacities of existing or proposed utilities.**

   This site is served with municipal utilities. The proposed business with outdoor storage does not require any additional public utilities and would not put a strain or additional burden on the existing City facilities and services.

5. **Whether such a request will tend to or actually depreciate the surrounding area.**

   Granting the request to allow the outdoor storage in this location should not depreciate or impair the surrounding area.

6. **Whether the request will place an undue financial burden on the city.**

   Granting the request for a conditional use permit for outdoor storage will not place an undue financial burden on the city as the developer/owner will be making any and all the improvements with private funds.

7. **Whether the request will impair an adequate supply of light and air to adjacent property**.

   The proposed business with outdoor storage would be on a site that is developed with an existing building with a fenced-in outdoor storage area adjacent to the existing building on the property. The applicant is not now proposing any changes to the building or to the size and shape of the existing parking or outdoor storage areas. As such, the proposed conditional use permit for the outdoor storage should not impair an adequate supply of light and air to any adjacent property.

8. **Whether the request will unreasonably increase the congestion in the public right-of-way.**

The granting of the request for a CUP to allow outdoor storage on this site should not significantly increase congestion in the public right-of-way.

9. **Whether the request will increase the danger of fire or endanger the public safety.**

Granting the request for a CUP to allow outdoor storage on this site should not increase the danger of fire or endanger public safety with its proximity to the existing public right-of-ways.

10. **Whether the request is consistent with the spirit and intent of this division.**

Granting the request for a CUP to allow outdoor storage on this site appears to be consistent the spirit and intent of this Ordinance. The proposed outdoor storage for a metal recycling company on this site is consistent with the industrial zoning and comprehensive plan designations for this property.

The proposed outdoor storage should meet all the findings of fact for a conditional use permit as required by the City Code. Staff is proposing several conditions of approval for this request to help protect the public health, safety and welfare and to help minimize potential nuisances or problems that this business and outdoor storage could create.

Applicant's/Owner's Name and Address: Ryan Skeie
4420 311th Street
Stacy, MN 55079

Other Pertinent Information:

Financial/Budget Impacts (If Any): None known at this time.
- ***Funding Sources***
- ***Long-Term & Short-Term Costs***
-
-

Deadlines: The City received the complete application materials for this project on June 3, 2014. As such, the deadline for City action on the requests (to meet the 60-day state law requirement) is August 1, 2014, unless the City or the applicant requests a time extension.

Requested Action:

Staff is requesting that the City Council review the application materials and staff report and make a decision about the proposed metal recycling business with outdoor storage for the property 39870 Grand Avenue.

RECOMMENDATION

Staff is recommending that the City Council adopt Resolution 050-07-28-14 (on pages 25-27). This resolution approves the proposed metal recycling business with outdoor storage for the property at 39870 Grand Avenue. This approval would be subject to the following conditions:

1. The owner meeting all City, County, State and Federal laws, regulations and ordinances and securing all necessary approvals, permits and licenses before occupying or using this property.

2. The owner or contractor receiving all necessary building permits and completing all required and necessary site work within one year of City approval of this request (by August 1, 2015).

3. The owner or operator paving the driveway from the outdoor storage yard to 399th Street with bituminous or concrete if they are going to use the driveway as part of their business operations.

4. The owner shall only store trucks, trailers, recycling storage containers and business-related materials outside on this property. There shall be no outside storage of tires, inoperable vehicles, debris or other materials that could be a nuisance or hazardous.

5. All outdoor lighting shall be installed so it does not shine on the public right-of-way or cause a nuisance to neighboring properties.

6. The owner combining the two properties for this site and permit into one parcel for tax and identification purposes.

7. There shall be no motor vehicle disassembly, dismantling, crushing or recycling on this site.

8. The owner or operator shall keep all materials or products that are outside at or below the height of the screening fence.

9. This conditional use permit for outdoor storage applies to the property at 39870 Grand Avenue.

10. This conditional use permit is subject to review as deemed necessary by the Planning Commission and/or City Council to insure that the owner or operator is meeting all conditions or if they decide that approved permit requires an amendment.

Voting Requirements: A simple majority vote of those present is needed for City approval.

Attachments

1) Applicant's Statement
2) City Comprehensive Land Use Plan Map
3) City Zoning Map
4) Aerial Photo – 39870 Grand Avenue
5) Google Earth image of 39870 Grand Avenue
6) Google Earth image (enlarged) and site plan of 39870 Grand Avenue
7) Photos of existing building and site
8) Photos of metal storage containers
9) Planning Commission Resolution (08-14-PLN) (CUP)
10) City Council Resolution 050-07-28-14

REFERENCE INFORMATION

PRESENT ZONING: I3 – Planned Industrial

PRESENT USE: Developed with 60x80 building, on-site parking and enclosed outdoor storage area

PROPOSED USE: Metal recycling business with outdoor storage

ADJACENT PROPERTY USE:

NORTH: Zoning – I3 Planned Industrial District
Use – Existing commercial building and a vacant lot

SOUTH: Zoning – I3 Planner Industrial District
Use – Commercial business and parking

EAST: Zoning – I3 Planned Industrial District
Use – Existing industrial buildings

WEST: Zoning – I2 General Industrial District
Use – Existing Andersen Windows manufacturing plant

REVIEW CRITERIA:

Section 66-64 I-3 Planned Industrial (existing zoning)
Section 66-62 – 68 Variances, Appeals, Amendments, and Conditional Use Permits

To:

City Council
City of North Branch
6408 Elm Street
North Branch, MN 55056

6-3-14

I, Ryan Skeie, am requesting a conditional use permit from the City of North Branch to open a metal recycling facility in the industrial park at 39870 Grand Ave North Branch, MN 55056.

Operations:

I would buy ferrous and non-ferrous metals from the public and private businesses. Everything is paid by weight. Non-ferrous materials are paid by the pound while ferrous material is paid by the net ton (2000 lbs). A minimum weight to get paid for the ferrous material would not be set.

Examples:

Aluminum cans	= $0.50/lb	5 lbs	= $2.50
Yellow Brass	= $1.75/lb	5 lbs	= $8.75
Sheet Iron/Frag Feed	= $180.00/NT	2000 lbs	= $180.00
		1000 lbs	= $90.00
		500lbs	= $45.00

Once the material is purchased it is separated, labeled, and stored in a variety of containers depending on what the material is. Most of the non-ferrous metals are stored indoors in cardboard boxes on pallets. The ferrous metals are stored outdoors in 20-50 yard roll off boxes. I'd also have leak proof plastic totes and 3'x5' steel dumpsters for heavier material or material that may be considered hazardous such as lead acid batteries.

After the material is properly packaged the weights of the full boxes are logged and ready for shipment. Most of my sales would be done locally and regionally. Some material could be sold nationally or across the globe although at this time I'm not certain if this yard would be capable of producing enough of a single product to pursue a global market.

The equipment needed to run the yard would be a 4'x5' floor scale, a couple of forklifts, and a skid loader or bobcat. Eventually a dock truck of some sort but for now all of our shipping would be sub-contracted. Shipping is done during regular business hours.

HOURS OF OPERATION:
Monday-Friday 8:00 a.m.- 5:00 p.m.
Saturday 8:00 a.m.- 12:00 a.m.
Last weigh ins are 15 minutes prior to closing.

My goal as member of your community is to provide a responsible, convenient recycling service that meets the demands of our customers while providing excellent customer service. I will provide a clean and safe environment where everyone feels welcome. I will strive to not only meet, but exceed all environmental guidelines set by local, state, and federal regulations.

My proposal of a recycling facility would have a positive impact on the community of North Branch by not only making it easier to recycle, but encouraging the community to recycle. It would reduce the use of landfills, be better for the environment, and stimulate the economy locally.

With a recycling facility in the city of North Branch, the community is more likely to recycle. If people have easier access to a recycling facility and are provided a financial incentive for doing so, it will encourage the people to recycle. The community would be educated on what to or not to recycle. With the use of a reliable, solid recycling program it will reduce the use of landfills or materials being incinerated – both of which are harmful for the environment. In return, it creates a healthier and cleaner environment. In addition, a community that recycles sends the message that they care about their environment and the city they live in.

The opening of a recycling facility would have a positive impact on the economy by the creation of jobs. The recycling process has a lot of steps which includes recycled metals having to be sorted and then processed according to type. The more steps there are locally, the more jobs will be created in the community. This, of course, helps to stimulate the economy.

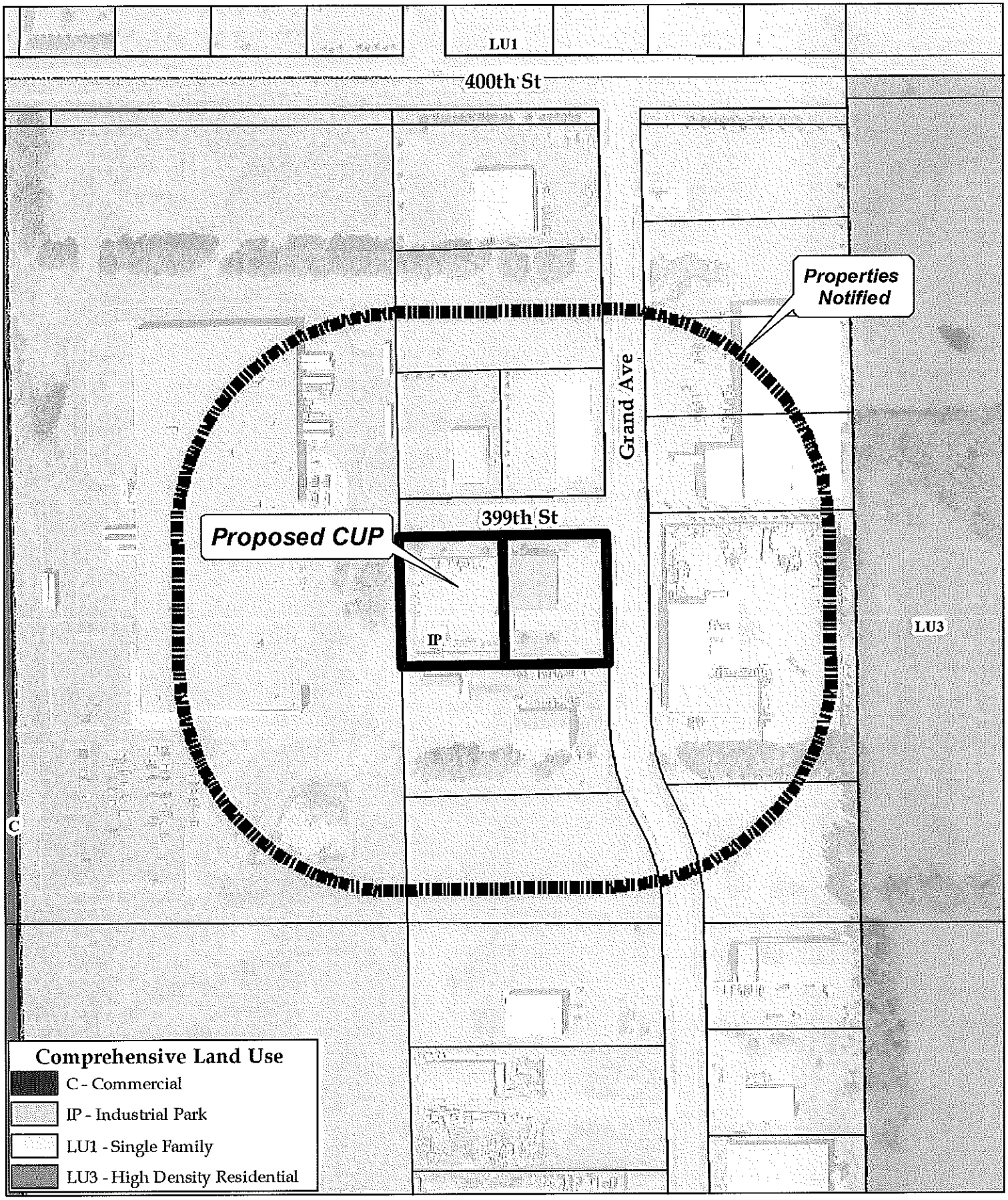
Materials Accepted

- Alternators
- Aluminums
- Brass
- Catalytic converters
- Copper
- Drained sealed units
- Electric motors
- Electronic scrap
- Lead acid batteries
- Lithium ion batteries
- Ni cd batteries
- Non-pcb ballasts
- Sealed units/Compressors
- Soft lead
- Stainless steels
- Starters
- Steel/Iron
- Transformers
- Wires
- Zinc diecast

Material Not Accepted

- Computer monitors
- Florescent light bulbs
- Household batteries
- Magnesium turnings
- Pcb ballasts
- Propane tanks
- Steel turnings with oil
- Televisions

*We do not purchase appliances from unlicensed appliance processors or manufactures.



Proposed CUP

350' APO Notices

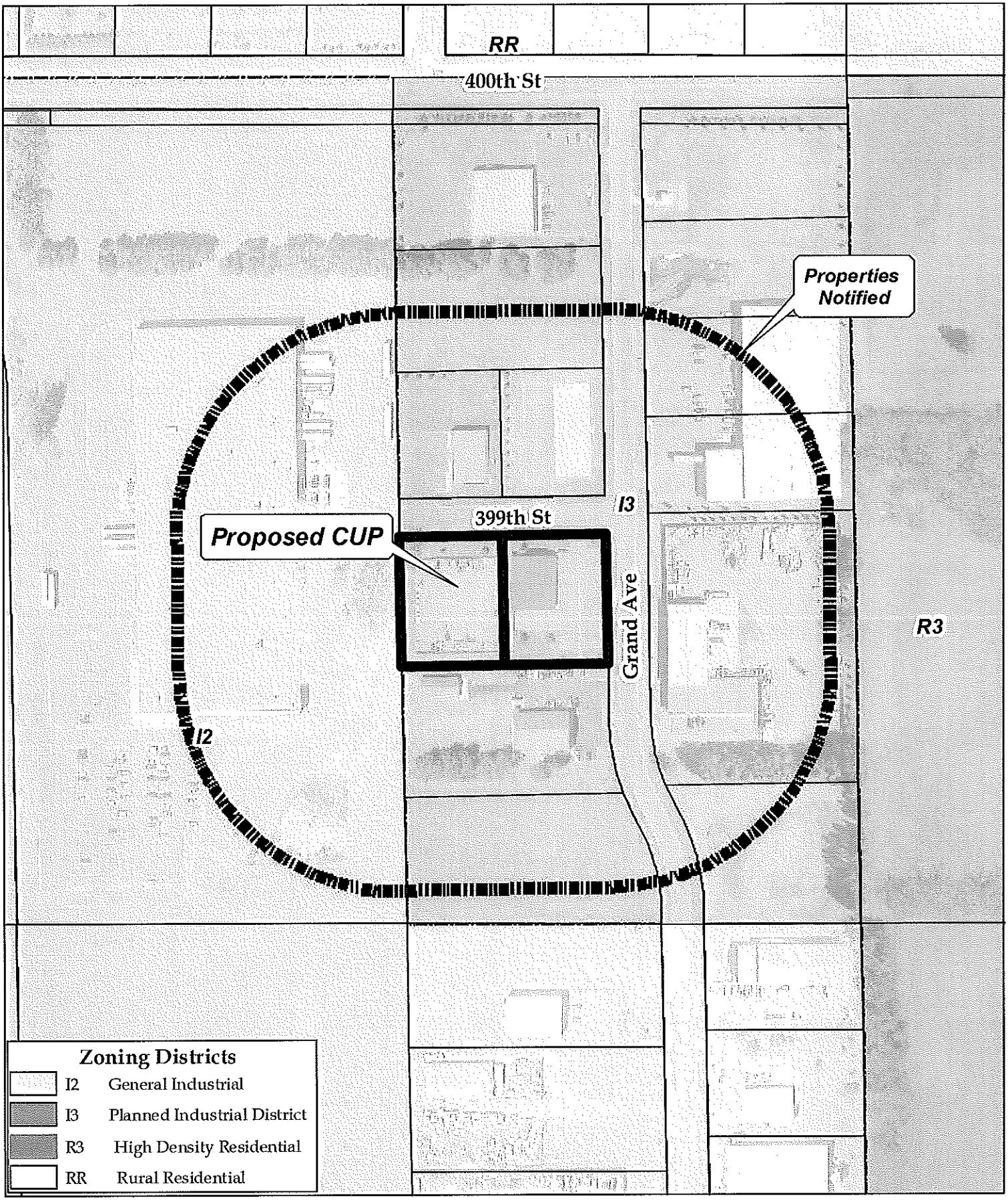
39870 Grand Ave
Comprehensive Land Use Map

NORTH BRANCH - CHISAGO COUNTY, MN

PID: 16.00565.14 & 16.00565.15

SCALE:1":200'

24-JUN-2014



Proposed CUP

350' APO Notices

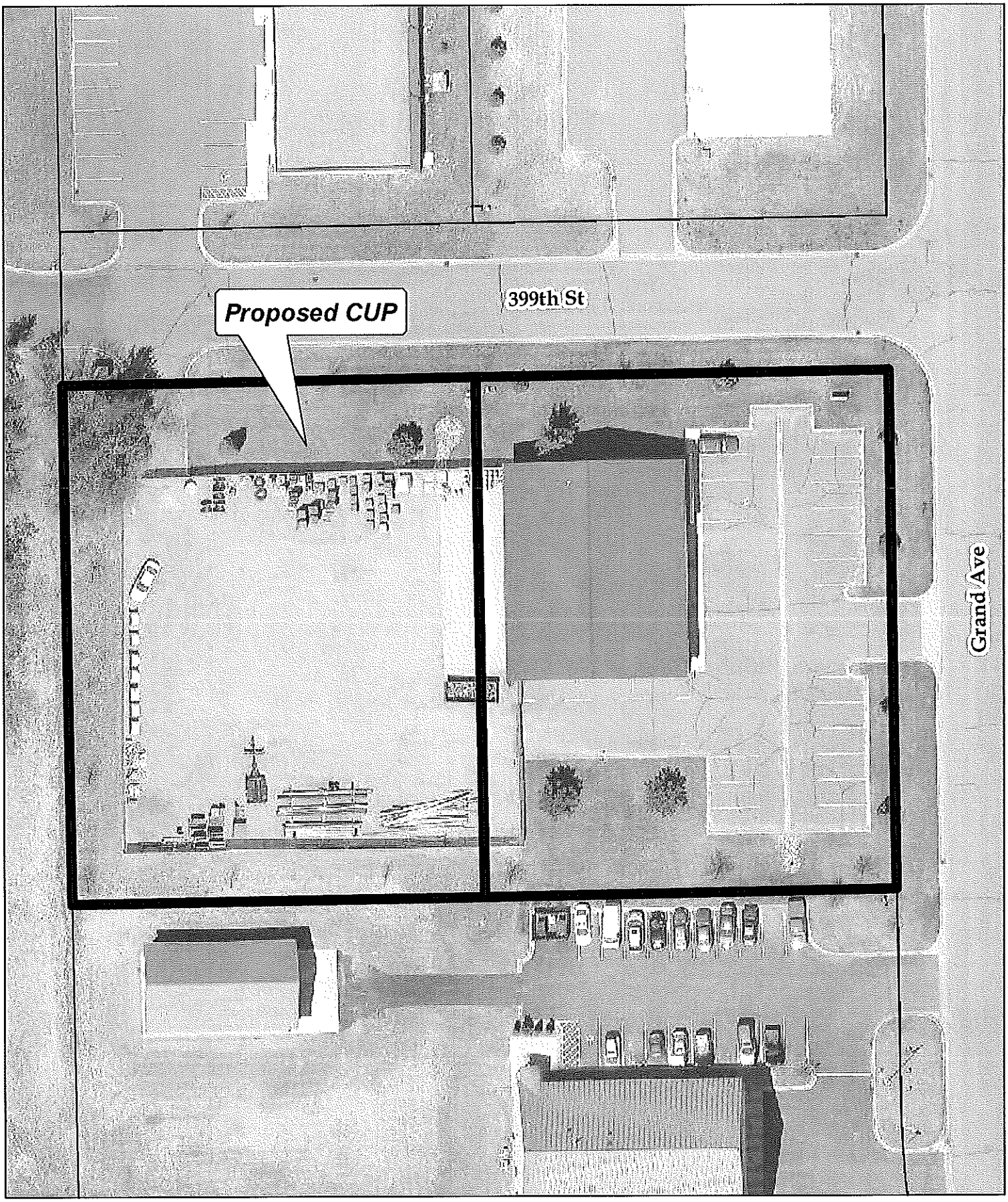
39870 Grand Ave
Zoning Map

NORTH BRANCH - CHISAGO COUNTY, MN

PID: 16.00565.14 & 16.00565.15

SCALE:1":200'

24-JUN-2014



Proposed CUP

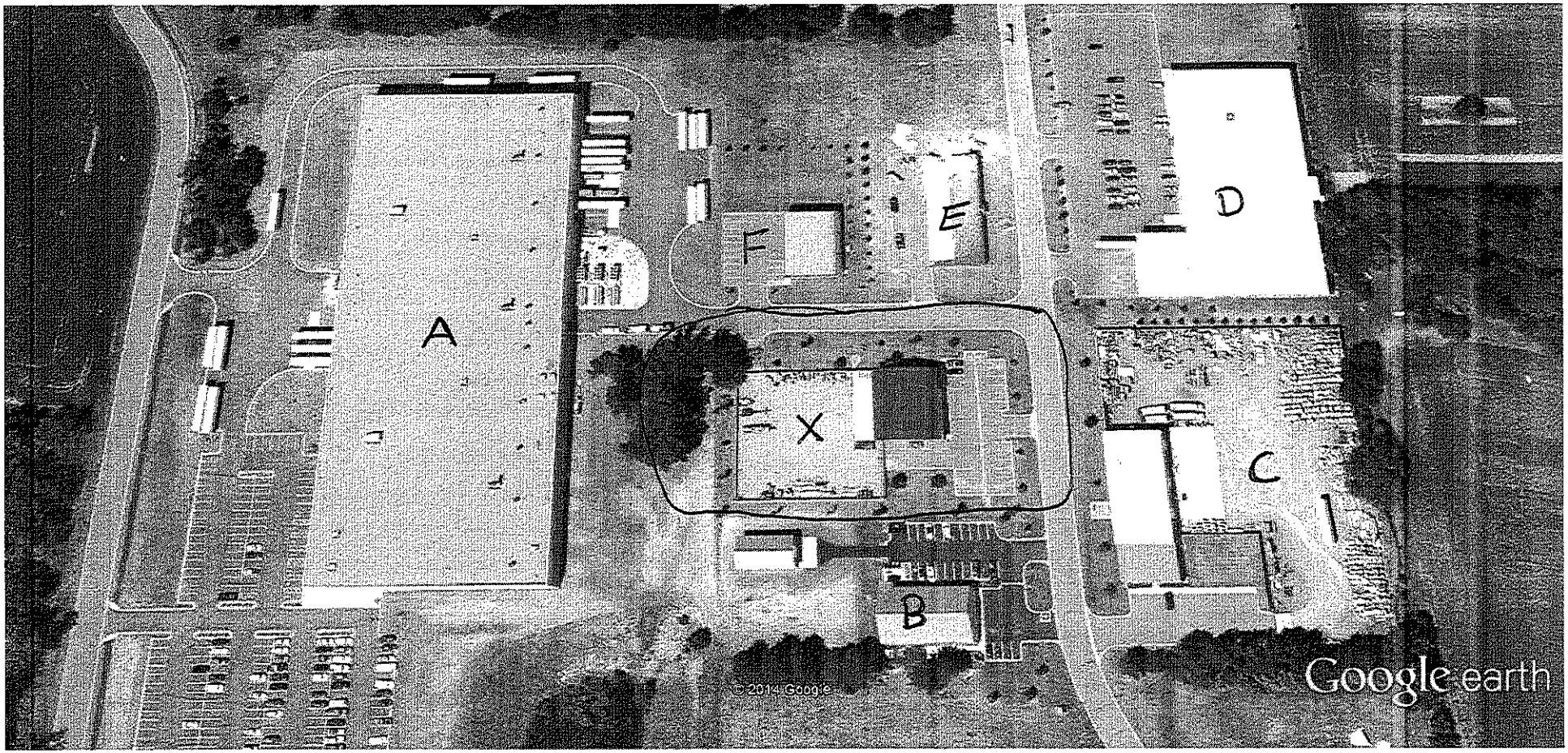
39870 Grand Ave
Aerial Photo Site Map

NORTH BRANCH - CHISAGO COUNTY, MN

PID: 16.00565.14 & 16.00565.15

SCALE:1"=200'

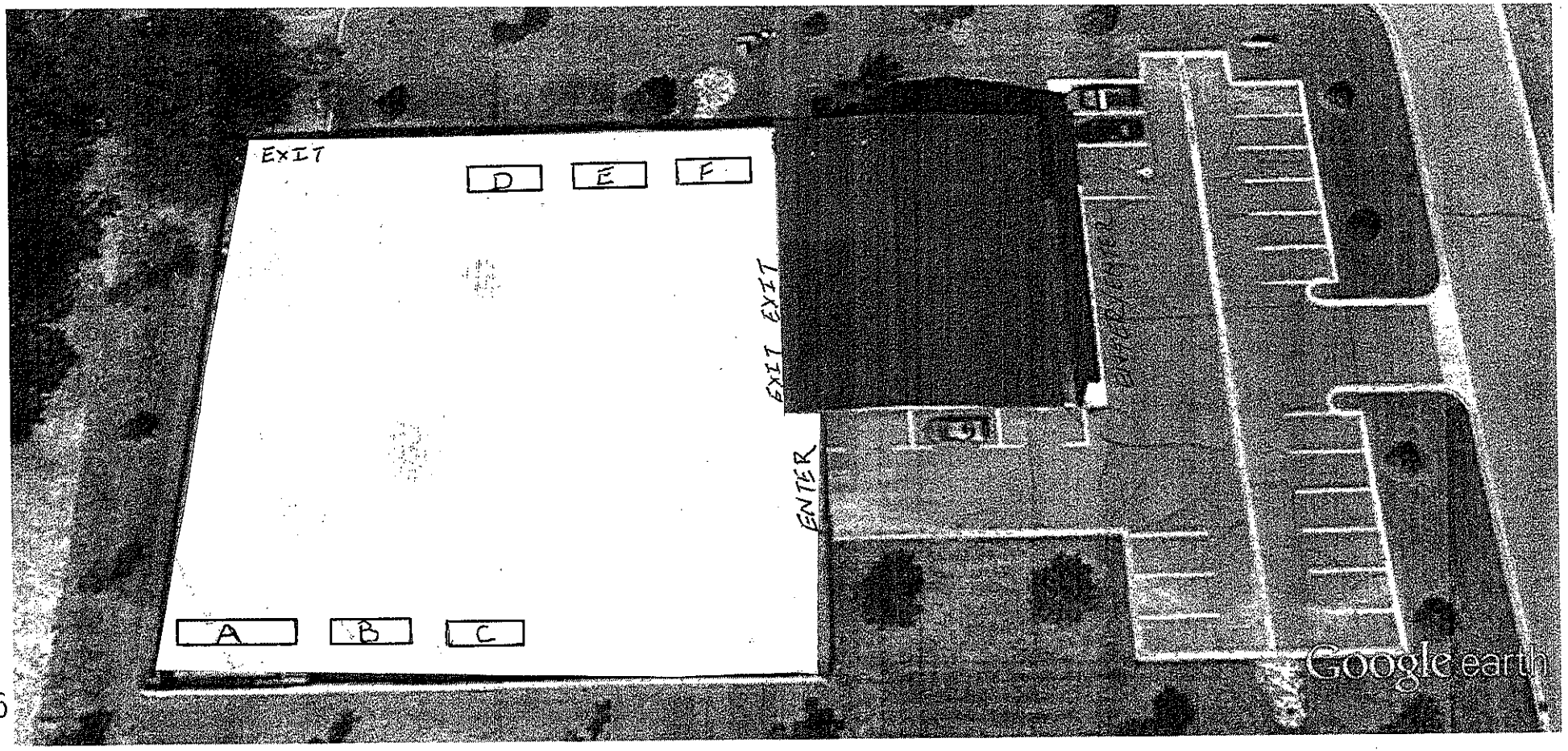
24-JUN-2014



Google earth feet 900
meters 200

Property owners within 350 feet of the subject property:

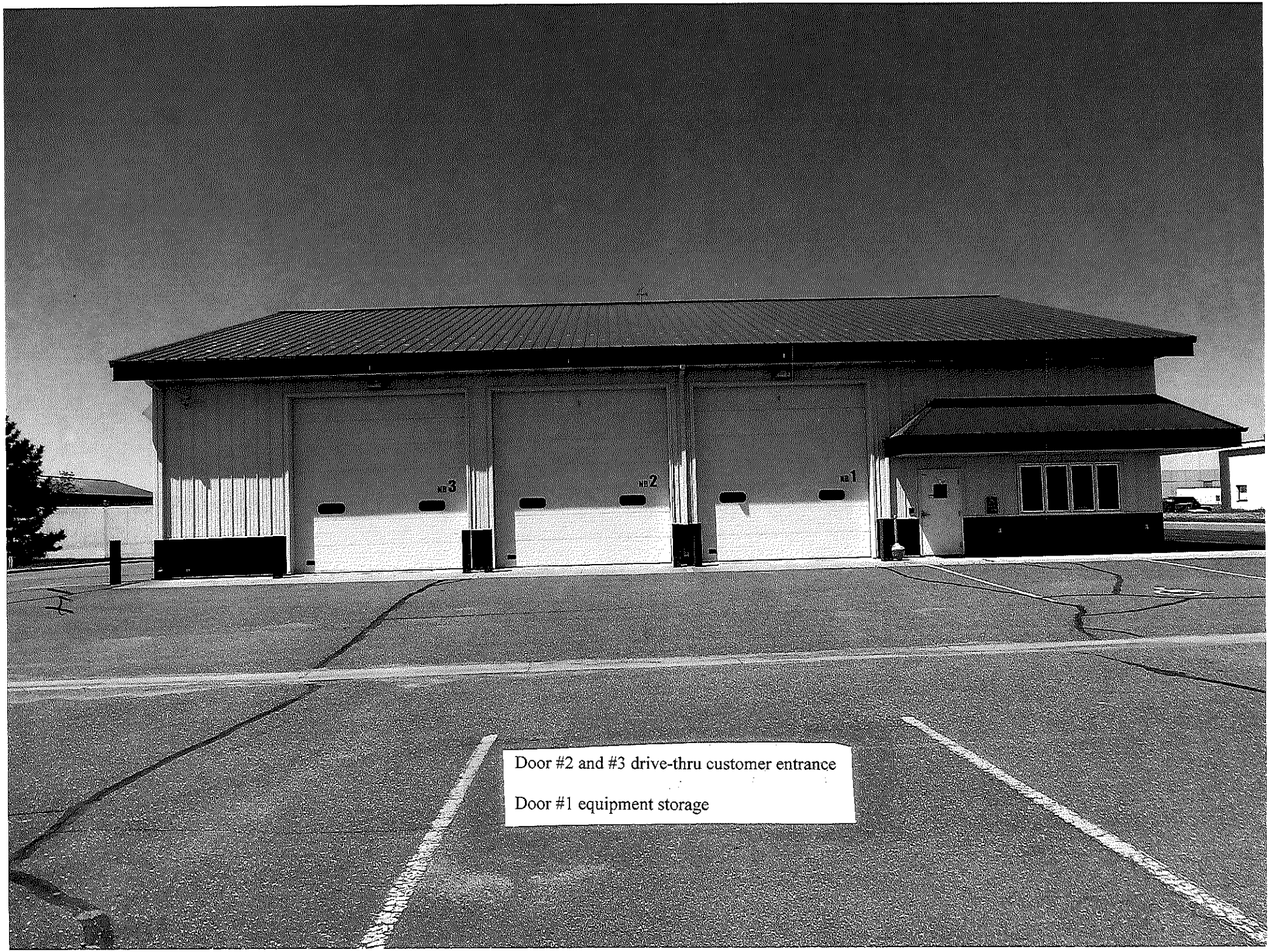
X. Proposed Metal Recycling Facility
A. Anderson Windows 39811 Golden Ave. North Branch, MN 55056
B. Lakes Region EMS 39840 Grand Ave. North Branch, MN 55056
C. Summit Construction 39821 Grand Ave. North Branch, MN 55056
D. The Bindery 39929 Grand Ave. North Branch, MN 55056
E. Vacant lot-no building 399th St and Grand Ave. North Branch, MN 55056
F. Vacant Building- for sale 6678 399th St North Branch, MN 55056

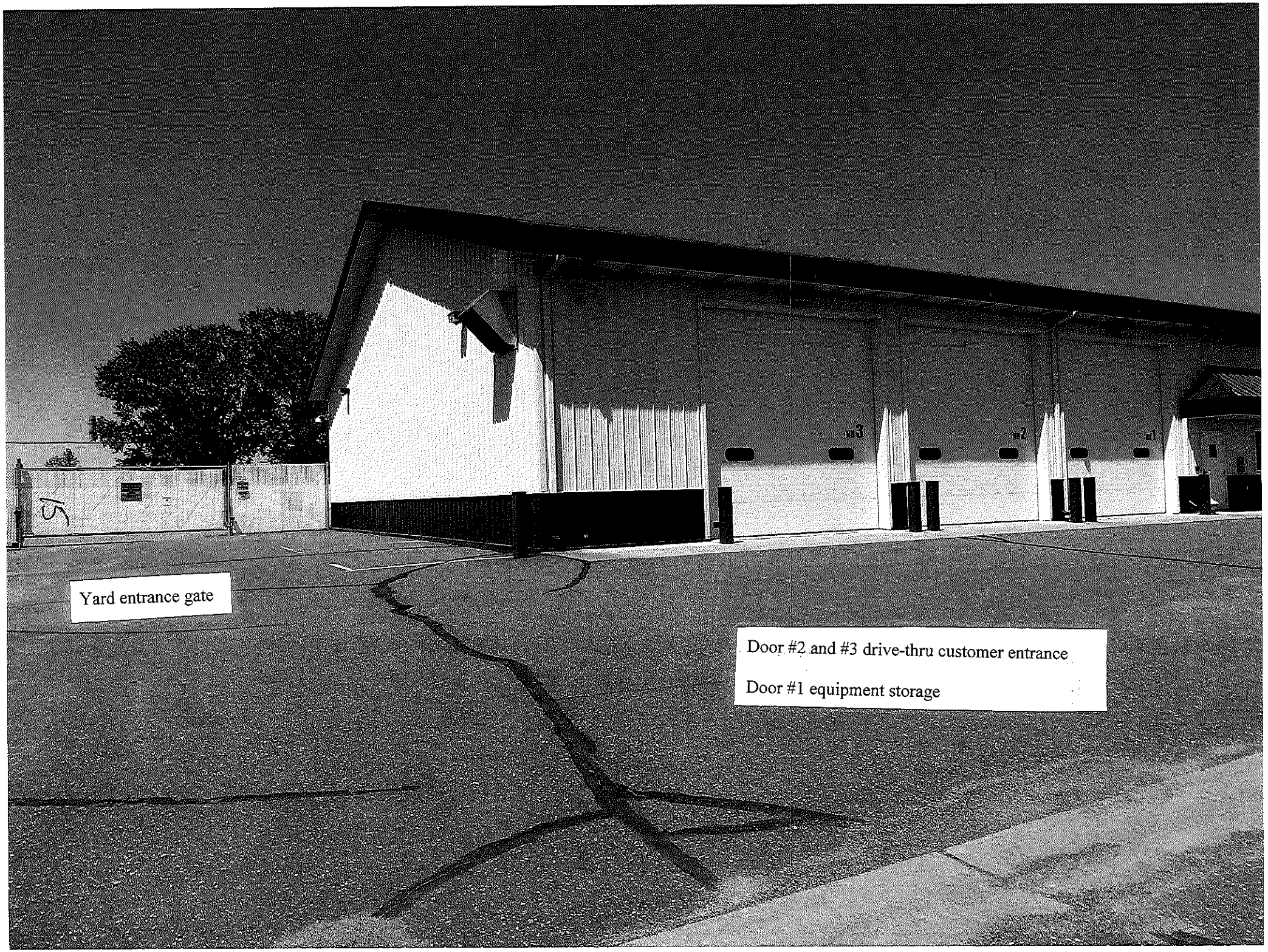


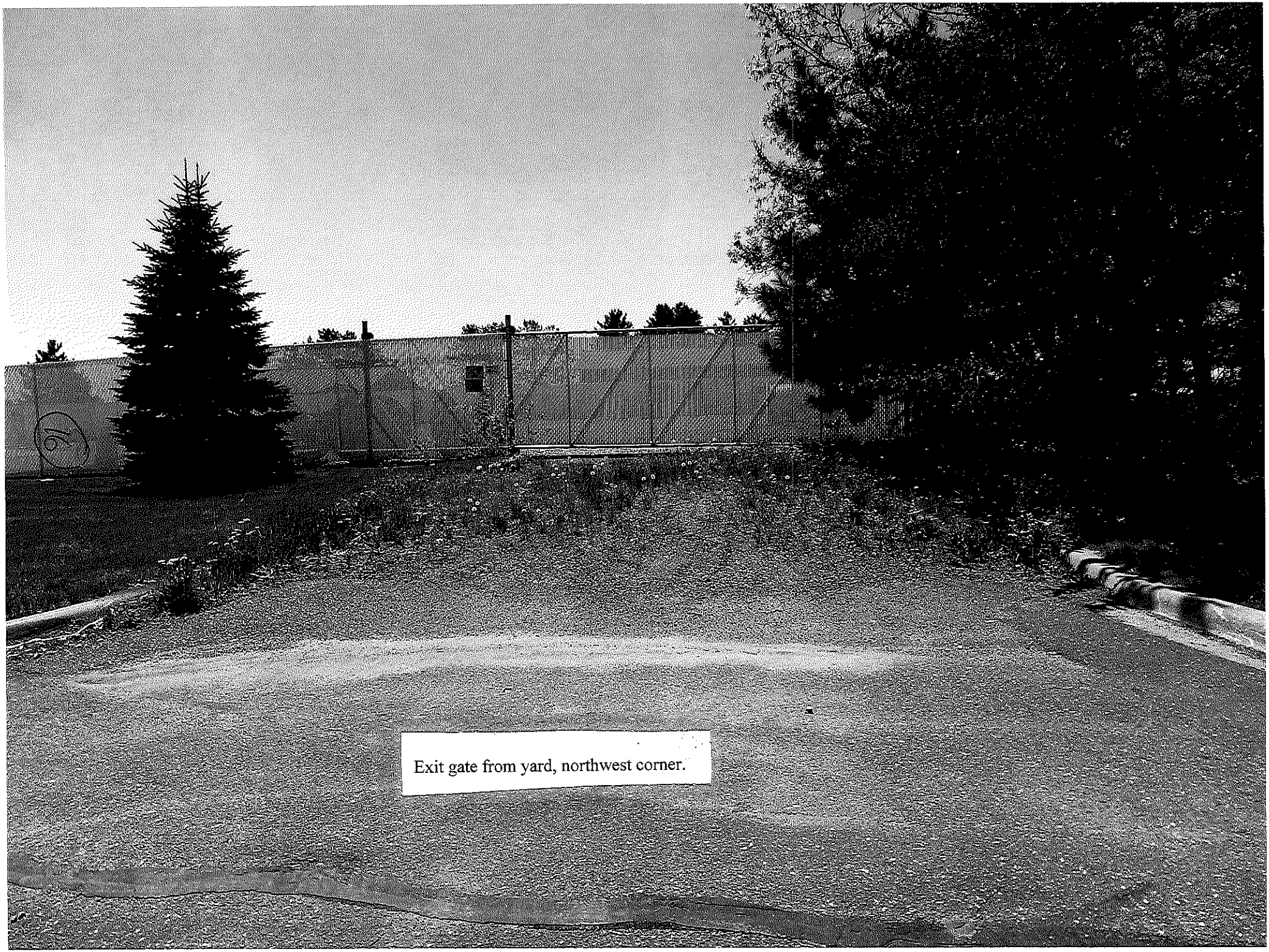
Google earth feet 200
meters 60

Ferrous
A. Sheet Iron 50 yd box
B. Prepared Steel 30yd box
C. #1 Cast Iron 20 yd box

High Volume Non-Ferrous
D. Aluminum Breakage 30 yd box
E. Cast/Old sheet Aluminum 40 yd box
F. Stainless Steel 30 yd box


3
2
1
Door #2 and #3 drive-thru customer entrance
Door #1 equipment storage


#3
#2
#1
Yard entrance gate
Door #2 and #3 drive-thru customer entrance
Door #1 equipment storage



Exit gate from yard, northwest corner.

31
763-780-0404
NOTICE

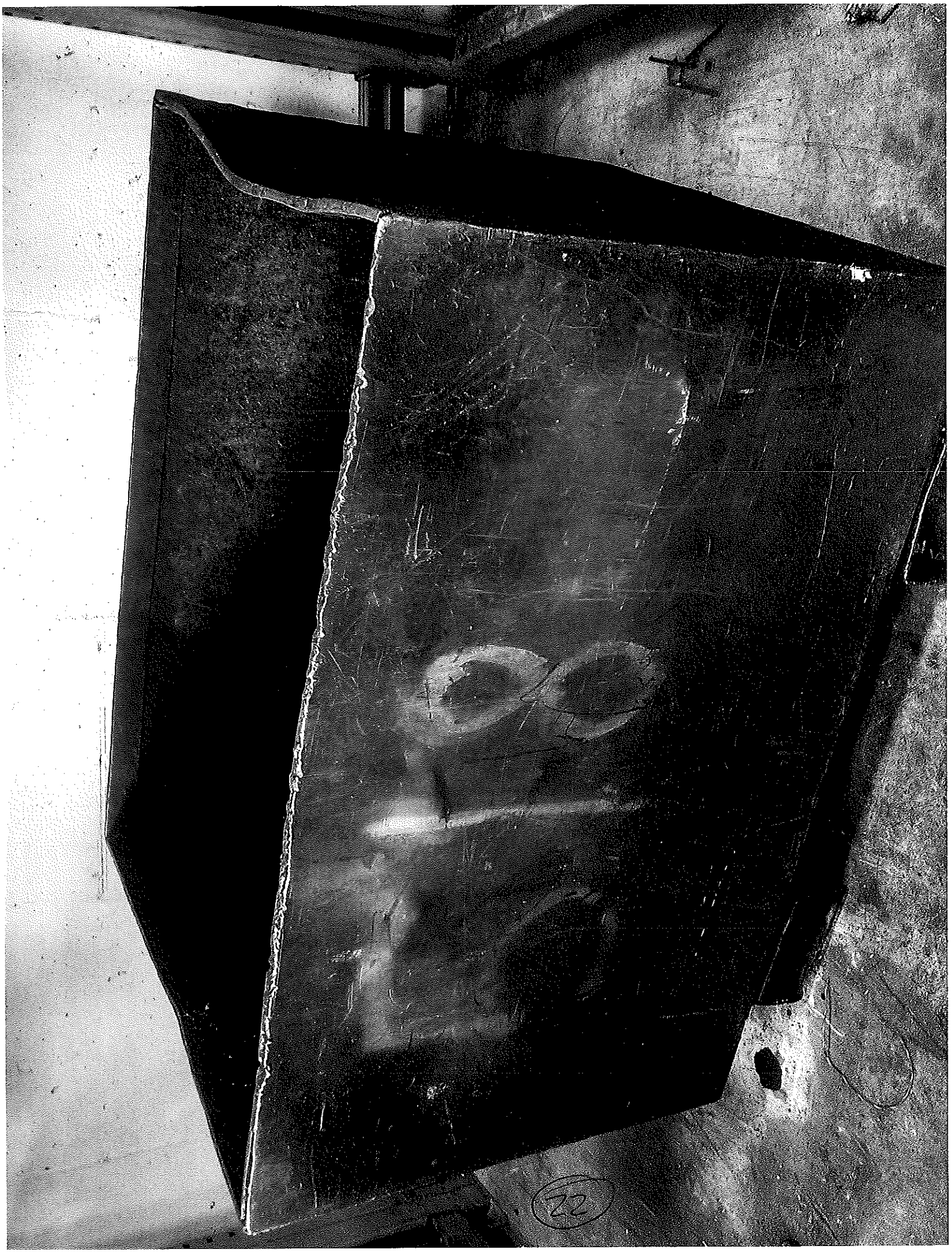
Examples of an outdoor storage container, 30 yard dumpster

21

T-93
12

Examples of indoor non-ferrous storage

Examples of spill/leak-proof containers


22

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Commissioner Swanson offered the following Resolution and moved its adoption.

RESOLUTION NO. 08-14-PLN

A RESOLUTION RECOMMENDING THAT THE NORTH BRANCH CITY COUNCIL APPROVE A CONDITIONAL USE PERMIT FOR OUTDOOR STORAGE FOR A RECYCLING FACILITY AT 39870 GRAND AVENUE.

WHEREAS, Mr. Ryan Skeie has submitted a request for a conditional use permit for outdoor storage for a property in the I-3 Planned Industrial District; and

WHEREAS, the property for which the conditional use permit is requested is 39870 Grand Avenue; and

WHEREAS, the legal description of the properties for this request are Lots 1 and 2, Block 2, Industrial Estates First Addition, North Branch, Chisago County; and

WHEREAS, the Planning Commission held a public hearing on July 21, 2014 to consider the conditional use permit; and

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the conditional use permit for outdoor storage.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH PLANNING COMMISSION:

That the Planning Commission recommends to the North Branch City Council that they approve the conditional use permit for outdoor storage as requested by Mr. Ryan Skeie for the property at 39870 Grand Avenue for the following reasons:

1. The proposed outdoor storage would be consistent with the City's industrial land use designation for this site.
2. The proposed outdoor storage should be compatible with the geographical area and with the character of the surrounding area.
3. The proposed outdoor storage would not put a strain or additional burden on the existing City facilities and services.
4. Granting the request to allow outdoor storage in this location should not depreciate or impair the surrounding area.
5. The proposed outdoor storage will not place an undue financial burden on the City.
6. The proposed outdoor storage should not impair an adequate supply of light and air to any adjacent property.
7. The granting of the request to allow outdoor storage at this location should not significantly increase congestion in the public right-of-way.
8. Granting the request to allow outdoor storage should not increase the danger of fire or endanger public safety with its proximity to the existing public right-of-ways.

9. Granting the request to allow the proposed outdoor storage in this location is consistent with the spirit and intent of this Ordinance.

That the Planning Commission recommends to the City Council that they approve the conditional use permit for outdoor storage submitted by Mr. Ryan Skeie for the property at 39870 Grand Avenue subject to the following conditions:

1. The owner meeting all City, County, State and Federal laws, regulations and ordinances and securing all necessary approvals, permits and licenses before occupying or using this property.
2. The owner or contractor receiving all necessary building permits and completing all required and necessary site work within one year of City approval of this request (by August 1, 2015).
3. The owner or operator paving the driveway from the outdoor storage yard to 399th Street with bituminous or concrete if they are going to use the driveway as part of their business operations.
4. The owner shall only store trucks, trailers, recycling storage containers and business-related materials outside on this property. There shall be no outside storage of tires, inoperable vehicles, debris or other materials that could be a nuisance or hazardous.
5. All outdoor lighting shall be installed so it does not shine on the public right-of-way or cause a nuisance to neighboring properties.
6. The owner combining the two properties for this site and permit into one parcel for tax and identification purposes.
7. There shall be no motor vehicle disassembly, dismantling, crushing or recycling on this site.
8. The owner or operator shall keep all materials or products that are outside at or below the height of the screening fence.
9. This conditional use permit for outdoor storage applies to the property at 39870 Grand Avenue.
10. This conditional use permit is subject to review as deemed necessary by the Planning Commission and/or City Council to insure that the owner or operator is meeting all conditions or if they decide that approved permit requires an amendment.

The foregoing motion was duly seconded by Commissioner Borchardt and being put to vote members voted: AYE: 5 NAY: 0 ABSENT: 0

TOM BORCHARDT	AYE	JOHN W. VON LANGE	AYE
BRIAN BELFIELD	AYE	MARK RAMALEY	AYE
DON SWANSON	AYE		

Passed and adopted this 21st day July 2014.

CITY OF NORTH BRANCH

_____
JOHN W. VON LANGE
CHAIR

ATTEST:_____
Ken Roberts – City Planner

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember _____ offered the following Resolution and moved its adoption.

RESOLUTION NO. 050-07-28-14

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR OUTDOOR STORAGE FOR A RECYCLING FACILITY AT 39870 GRAND AVENUE

WHEREAS, Mr. Ryan Skeie has submitted a request for a conditional use permit for outdoor storage for a property in the I-3 Planned Industrial District; and

WHEREAS, the property for which the conditional use permit is requested is 39870 Grand Avenue; and

WHEREAS, the legal description of the properties for this request are Lots 1 and 2, Block 2, Industrial Estates First Addition, North Branch, Chisago County; and

WHEREAS, the Planning Commission held a public hearing on July 21, 2014 to consider the conditional use permit; and

WHEREAS, the Planning Commission reviewed the staff report and recommended approval of the conditional use permit.

WHEREAS, the City Council has reviewed the staff report and have found that the proposed conditional use permit for outdoor storage would meet the findings for conditional uses as outlined in the City Code.

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

That the City Council hereby approves a conditional use permit for outdoor storage for a recycling facility for the property at 39870 Grand Avenue for the following reasons:

1. The proposed outdoor storage would be consistent with the City's industrial land use designation for this site.
2. The proposed outdoor storage would not put a strain or additional burden on the existing City facilities and services.
3. Granting the request to allow outdoor storage in this location should not depreciate or impair the surrounding area.
4. The proposed outdoor storage will not place an undue financial burden on the City.
5. The proposed outdoor storage should not impair an adequate supply of light and air to any adjacent property.
6. The granting of the request to allow outdoor storage at this location should not significantly increase congestion in the public right-of-way.
7. Granting the request to allow outdoor storage should not increase the danger of fire or endanger public safety with its proximity to the existing public right-of-ways.
8. Granting the request to allow the proposed outdoor storage in this location is consistent with the spirit and intent of this Ordinance.

The City Council hereby approves the conditional use permit for the outdoor storage for Mr. Ryan Skeie for the property at 39870 Grand Avenue, subject to the following conditions:

1. The owner meeting all City, County, State and Federal laws, regulations and ordinances and securing all necessary approvals, permits and licenses before occupying or using this property.
2. The owner or contractor receiving all necessary building permits and completing all required and necessary site work within one year of City approval of this request (by August 1, 2015).
3. The owner or operator paving the driveway from the outdoor storage yard to 399th Street with bituminous or concrete if they are going to use the driveway as part of their business operations.
4. The owner shall only store trucks, trailers, recycling storage containers and business-related materials outside on this property. There shall be no outside storage of tires, inoperable vehicles, debris or other materials that could be a nuisance or hazardous.
5. All outdoor lighting shall be installed so it does not shine on the public right-of-way or cause a nuisance to neighboring properties.
6. The owner combining the two properties for this site and permit into one parcel for tax and identification purposes.
7. There shall be no motor vehicle disassembly, dismantling, crushing or recycling on this site.
8. The owner or operator shall keep all materials or products that are outside at or below the height of the screening fence.
9. This conditional use permit for outdoor storage applies to the property at 39870 Grand Avenue.
10. This conditional use permit is subject to review as deemed necessary by the Planning Commission and/or City Council to insure that the owner or operator is meeting all conditions or if they decide that approved permit requires an amendment.

The motion for the adoption of the foregoing Resolution was duly seconded by Councilmember _____ and being put to vote members voted:

AYE: ___ NAY:____

KATHY BLOMQUIST	____	JOYCE BORCHARDT	____
THERESA FURMAN	____	TRENT JENSEN	____
RONALD LINDQUIST	____		

Passed and adopted this 28th day of July 28, 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

MEMO

To: City of North Branch

From: Ken Roberts, Planner

Date: July 22, 2014

Subject: Code Amendment - Solar Energy Ordinance

Introduction

City staff has prepared language to add to the City Code about solar energy systems. This memo is for the City Council to consider and take action about a solar energy ordinance for North Branch.

Background

On July 21, 2014, the Planning Commission held a public hearing about the draft solar energy ordinance. The Commission recommended approval of the ordinance as prepared by staff.

Discussion

There are two types of solar systems that cities and counties typically regulate. The first is solar energy systems for private use – to supplement one's energy supply at their home or business. (These might be on the ground, on a wall or on the roof of a structure).

The second is commercial solar energy farms. These are the large systems that have collectors covering many acres of a field that generate power that is fed back into the electric grid. (This commercial application or system is what most of the County ordinance examples address). I have attached several pictures from the solar farm at St. John's University in Collegeville (starting on page 10) that show the size and type of solar arrays that the City and County could expect in North Branch and in Chisago County.

To prepare an ordinance for use in North Branch, I reviewed the solar energy ordinances from several Minnesota Counties and from the City of Maplewood. The proposed ordinance outlines four types of solar energy systems, where and how they may be used and performance standards for each type of solar system. The proposed ordinance clarifies that these systems would be allowed in the City as accessory or permitted uses, subject to the standards in the ordinance. For solar farms, staff is proposing that the City allow these as a permitted use in the Agricultural (AG1), Agricultural Preserve (AG2) and Rural Residential (RR) zoning districts.

Requested Action

The City Council should review the proposed ordinance and staff report and take an action about the proposed solar energy ordinance.

6A3

Recommendation

Staff is recommending that the City Council approve the proposed Solar Energy Ordinance (Number 211-14) for North Branch.

Attachments:

1. Solar Energy Ordinance (Number 211-14)
2. St. John's university Solar Farm Pictures (9 photos)

CITY OF NORTH BRANCH

STATE OF MINNESOTA

COUNTY OF CHISAGO

ORDINANCE NO. 211-14

AN ORDINANCE AMENDING THE NORTH BRANCH ZONING ORDINANCE BY ADDING STANDARDS AND DEFINITIONS FOR SOLAR ENERGY SYSTEMS, SOLAR ENERGY FARMS AND FORTHEIR INSTALLATION AND USE IN NORTH BRANCH

THE NORTH BRANCH, MINNESOTA CITY COUNCIL ORDAINS:

SECTION 1. AMEND

The following language is hereby added to the North Branch Zoning Ordinance:

ARTICLE XI. SOLAR ENERGY SYSTEMS

Sec. 66-980. General Provisions.

(a) Purpose and Intent.

North Branch finds that it is in the public interest to encourage the use and development of renewable energy systems (including solar energy systems) that have a positive impact on energy conservation with limited adverse impact on nearby properties. As such, the City supports the use of solar collection systems and the development of solar energy farms. North Branch also finds that the development of solar energy farms should be balanced with the protection of the public health, safety and welfare. The City intends the following standards to ensure that solar energy farms can be constructed within North Branch while also protecting public safety and the natural resources of the City. Consistent with the North Branch Comprehensive Plan, it is the intent of the City with this Section to create standards for the reasonable capture and use, by households, businesses and property owners, of their solar energy resource and encourage the development and use of solar energy.

(b) Severability

The provisions of this Section shall be severable and the invalidity of any paragraph, subparagraph or subdivision thereof shall not make void any other paragraph, subparagraph or subdivision of this section.

(c) Applicability

These regulations are for all solar energy systems and solar energy farms on properties and structures under the jurisdiction of the North Branch Zoning ordinance except that North Branch requires the owner or operator of solar farms that would generate more than 50 megawatts of power to get approval for such a system from the Minnesota Public Utilities Commission (PUC).

(d) Definitions

The following words, terms and phrases, when used in this Article and Section, shall have the meaning provided herein, except where the context clearly indicates otherwise:

Building-Integrated Solar System. An active solar system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include, but are not limited to, photovoltaic or thermal solar systems that are contained within roofing materials, windows, skylights and awnings.

Community Solar Energy System: A solar-electric (photovoltaic) array that provides retail electric power (or a financial proxy for retail power) to multiple community members or businesses residing or located off-site from the location of the solar energy system.

Ground Mounted Panels. Freestanding solar panels mounted to the ground by use of stabilizers or similar apparatus.

Photovoltaic System. An active solar energy system that converts solar energy directly into electricity.

Roof or Building Mounted SES. Solar energy system (panels) that are mounted to the roof or building using brackets, stands or other apparatus.

Roof Pitch. The final exterior slope of a building roof calculated by the rise over the run, typically, but not exclusively, expressed in twelfths such as 3/12, 9/12, 12/12.

Solar Access. A view of the sun, from any point on the collector surface that is not obscured by any vegetation, building, or object located on parcels of land other than the parcel upon which the solar collector is located, between the hours of 9:00 AM and 3:00 PM Standard time on any day of the year.

Solar Collector. A device, structure or a part of a device or structure that the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical or electrical energy.

Solar Energy. Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System (SES). An active solar energy system that collects or stores solar energy and transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, thermal or chemical means.

Solar Farm. A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST), or other conversion technology, for the primary purpose of wholesale sales of generated electricity. A solar farm is the primary land use for the parcel on which it is located.

Solar Hot Water System. A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

(e) Types of Solar Energy Systems.

(1) Rooftop solar energy systems: accessory to the primary land use, designed to supply energy for the primary use.

a. These systems are permitted accessory uses in all districts in which buildings are permitted.

b. No City land use or site permit is required.

c. The owner or contractor shall receive a building or mechanical permit before installing a rooftop solar energy system.

(2) Ground-mount solar energy systems: accessory to the primary land use, designed to supply energy for the primary use.

a. Ground-mount systems are permitted accessory uses in all districts in which buildings are permitted.

b. Ground-mount systems require a City land use or site permit and are subject to the accessory use standards for the district in which it is located, including setback, height and impervious surface coverage limits.

c. The City does not consider the collector surface of a ground-mount system that is not in a DNR designated Shoreland District as impervious surface. Any collector surface of a ground-mount system foundation that is in a DNR designated Shoreland District and compacted soil or other component of the solar installation that rests on the ground is considered impervious surface.

d. The height of a ground-mounted shall not exceed 10 feet.

e. No ground-mounted solar energy system shall cover or encompass more than 10 percent of the total property area or lot size.

(3) Community solar energy systems: Roof or ground-mount solar energy systems, may be either accessory or primary use, designed to supply energy for off-site uses on the distribution grid, but not for export to the wholesale market or connection to the electric transmission grid. These systems shall be subject to the following conditions:

a. Rooftop community solar energy systems are permitted in all districts in which buildings are permitted.

b. Ground-mount community solar energy systems are an accessory use in all districts.

c. Prohibitions: The City prohibits community solar energy systems within:

a) Shoreland Districts as designated by the Department of Natural resources (DNR) and the North Branch Zoning Ordinance

b) Six Hundred (600) feet of areas designated or protected from development by Federal, State or County agencies as wildlife habitat or wildlife management areas

c) Wetlands to the extent required by the Minnesota Wetland Conservation Act, North Branch Wetland regulations and the North Branch Shoreland Standards

d) All Floodplain Districts.

d. An interconnection agreement must be completed with the electric utility in whose service territory the system is located.

e. All structures must meet the setback, height and coverage limitations for the district in which the system is located.

f. Ground-mount systems must meet all required standards for structures in the district in which the system is located.

g. Site Plan Required: The owner or operator shall submit to the City a detailed site plan for both existing and proposed conditions. These plans shall show the location of all areas where solar arrays would be placed, the existing and proposed structures, property lines, access points, fencing, landscaping, surface water drainage patterns, floodplains, wetlands, the ordinary high water mark for all water bodies, any other protected resources, topography, electric equipment and all other characteristics requested by the City.

h. Power and communication lines. Power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground. The City Administrator or their designee may grant exemptions to this requirement in instances where shallow bedrock, water courses or other elements of the natural landscape interfere with the ability to bury lines.

i. Decommissioning Plan: The City requires the owner or operator to submit a decommissioning plan for ground-mounted systems to ensure that the owner or operator properly removes the equipment and facilities upon the end of project life or after their useful life. The owner or operator shall decommission the solar panels in the event they are not in use for twelve (12) consecutive months. The plan shall include provisions for the removal of all structures and foundations, the removal of all electrical transmission components, the restoration of soil and vegetation and a soundly-based plan ensuring financial resources will be available to fully decommission the site. The disposal of structures and/or foundations shall meet all City requirements and the requirements of the Chisago County Solid Waste Ordinance. The City also may require the owner or operator to post a bond, letter of credit or establish and escrow account to ensure property decommissioning.

(4) Solar farms: ground-mount solar energy arrays that are the primary use on the lot or of a property, designed for providing energy to off-site uses or export to the wholesale market. These types of systems that are not permitted or regulated the State of Minnesota Public Utilities Commission (PUC) shall be subject to the following conditions:

a. Solar farms are a permitted use in the Agricultural (AG1), Agricultural Preserve (AG2) and the Rural Residential (RR) zoning districts. (See Sections 66-385(7), 66-416(7) and 66-448(6) of the Zoning Ordinance)

b. Shall be on properties of at least five acres in size

c. Stormwater management and erosion and sediment control shall meet the requirements of the City and best management practices.

d. Prohibitions: The City prohibits community solar farms within:

a) Shoreland Districts as designated by the Department of Natural Resources (DNR) and the North Branch Zoning Ordinance

b) Six Hundred (600) feet of areas designated or protected from development by Federal, State or County agencies as wildlife habitat or wildlife management areas

c) Wetlands to the extent required by the Minnesota Wetland Conservation Act, North Branch Wetland regulations and the North Branch Shoreland Standards.

d) All Floodplain Districts.

e. Foundations. The manufacturer's engineer or another qualified engineer shall certify that the foundation and design of the solar panels meets the accepted professional standards, given local soil and climate conditions.

f. Other standards and codes. All solar farms shall meet all applicable local, state and federal regulatory standards, including the State of Minnesota Building Code, as amended; and the National Electric Code, as amended.

g. Power and communication lines. Power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground. The County Administrator or their designee may grant exemptions to this requirement in instances where shallow bedrock, water courses or other elements of the natural landscape interfere with the ability to bury lines.

h. Interconnection. The owner or operator of the solar farm must complete an interconnection agreement with the electric utility in whose service territory the system is located.

i. Site Plan Required. The owner or operator of the solar farm must submit to the City a detailed site plan for both existing and proposed conditions. These plans shall show the location of all areas where solar arrays would be placed, the existing and proposed structures, property lines, access points to the site, fencing, landscaping, surface water drainage patterns, floodplains, wetlands, the ordinary high water mark for all water bodies, any other protected resources, topography, electric equipment and all other characteristics requested by the City.

j. The City allows the installation of small operations, security and equipment buildings on the site of solar farms as permitted accessory uses to the solar farm.

k. The owner or operator shall contain all unenclosed electrical conductors located above ground within structures that control access or they must be protected from entry by a six-foot-tall fence. All electrical connections to the utility system must meet or exceed the National Electrical Safety Code.

l. Solar farms that have panels that would cover more than 20 acres of land must meet the review and design standards of the Public Utilities Commission (PUC) for Solar Farms.

m. Decommissioning Plan: The City requires the owner or operator to submit a decommissioning plan for ground-mounted systems to ensure that the owner or operator properly removes the equipment and facilities upon the end of project life or after their useful life. The owner or operator shall decommission the solar panels in the event they are not in use for twelve (12) consecutive months. The plan shall include provisions for the removal of all structures and foundations, the removal of all electrical transmission components, the restoration of soil and vegetation and a soundly-based plan ensuring financial resources will be available to fully decommission the site. The disposal of structures and/or foundations shall meet all City requirements and the requirements of the Chisago County Solid Waste Ordinance. The City also may require the owner or operator to post a bond, letter of credit or establish and escrow account to ensure property decommissioning.

(f) Additional standards.

In addition to the standards allowed above, all solar energy systems shall meet the following standards.

1. The owners or operators of electric solar energy systems that are connected to the electric distribution or transmission system, either directly or through the existing service of the primary use on the site, shall obtain an interconnection agreement with the electric utility in whose service territory the system is located. Off-grid systems are exempt from this requirement.
2. Electric solar system components that are connected to a building electric system must have an Underwriters Laboratory (UL) listing.
3. All solar energy systems shall meet the standards of the Minnesota and National Electric Code.
4. All rooftop solar systems shall meet the standards of the Minnesota Building Code.
5. All solar energy systems using a reflector to enhance solar production shall minimize glare from the reflector that affects adjacent or nearby properties. Steps to minimize glare nuisance may include selective placement of the system, screening on the north side of the solar array, reducing use of the reflector system or other remedies that limit glare.
6. Building- or roof- mounted solar systems shall not exceed the maximum allowed height in any zoning district. For purposes of height measurement, solar systems other than building-integrated systems shall be considered to be mechanical devices and are restricted consistent with other building-mounted mechanical devices for the zoning district in which the system is being installed, except that solar energy systems shall not be required to be screened.
7. Commercial rooftop systems shall be placed on the roof to limit visibility from the public right-of-way or to blend into the roof design, provided that minimizing visibility still allows the property owner to reasonably capture solar energy.
8. Setbacks. All equipment and structures shall meet the setback and coverage limitations for the zoning district in which the system is located.

SECTION 2 AMENDED

The following language is hereby amendments to the North Branch Zoning Ordinance:

Division 7. AG-1 Agricultural District is amended by adding (8):

Sec. 66-385. Permitted Uses.

(8) Solar Farms as a principal use, in accordance with the provisions of Article XI (Solar Energy Systems) of the Zoning Ordinance.

Division 8. AG-2 Agricultural District is amended by adding (8):

Sec. 66-416. Permitted Uses.

(8) Solar Farms as a principal use, in accordance with the provisions of Article XI (Solar Energy Systems) of the Zoning Ordinance.

Division 9. RR Rural Residential District is amended by adding (7):

Sec. 66-448. Permitted Uses.

(7) Solar Farms as a principal use, in accordance with the provisions of Article XI (Solar Energy Systems) of the Zoning Ordinance.

SECTION 3. EFFECTIVE DATE:

This ordinance shall take full effect and be in full force from and after passage and publication according to law.

Passed and adopted by the North Branch Minnesota City Council on July 28, 2014.

CITY OF NORTH BRANCH

BY:_____

Ronald Lindquist, Mayor

ATTEST:_____

Bridgitte Konrad, City Administrator

CITY OF NORTH BRANCH

STATE OF MINNESOTA

COUNTY OF CHISAGO

ORDINANCE NO. 211-14S

A SUMMARY ORDINANCE AMENDING THE NORTH BRANCH CITY CODE BY ADDING STANDARDS AND DEFINITIONS FOR SOLAR ENERGY SYSTEMS, SOLAR ENERGY FARMS AND FORTHEIR INSTALLATION AND USE IN NORTH BRANCH

The North Branch, Minnesota City Council Ordains:

SECTION 1. AMEND:

The North Branch City Code is amended by Ordinance No. 211-14. This ordinance adds language to the City code about solar energy systems. The complete ordinance includes a purpose, definitions, types of solar energy systems and additional standards. The ordinance also includes the amendments to permitted uses in the AG-1, AG-2 and RR zoning districts in North Branch.

SECTION 2. EFFECTIVE DATE:

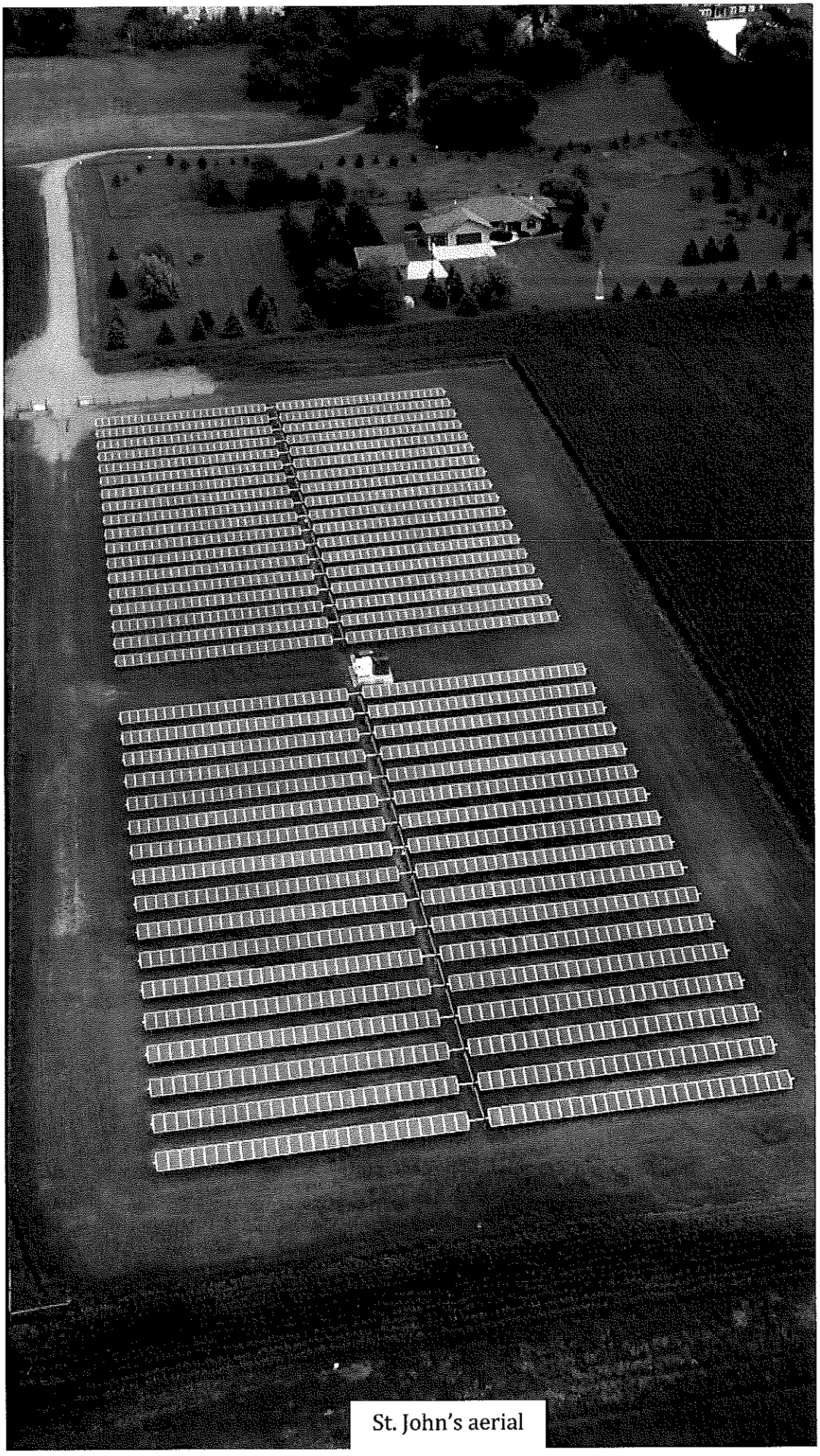
This ordinance shall take full effect and be in full force from and after passage and publication according to law.

Passed and adopted by the North Branch Minnesota City Council on July 28, 2014.

CITY OF NORTH BRANCH

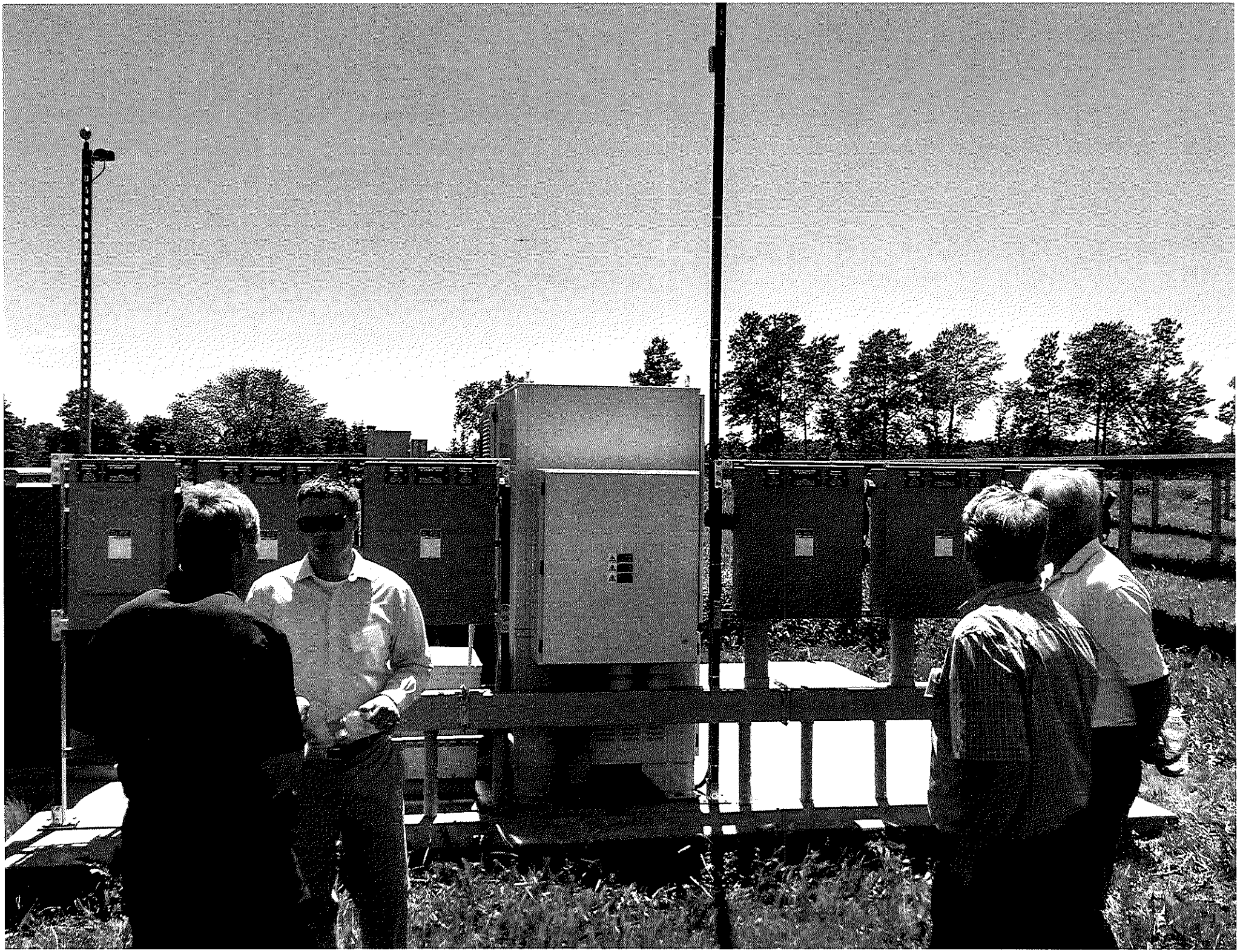
BY:_____
Ronald Lindquist, Mayor

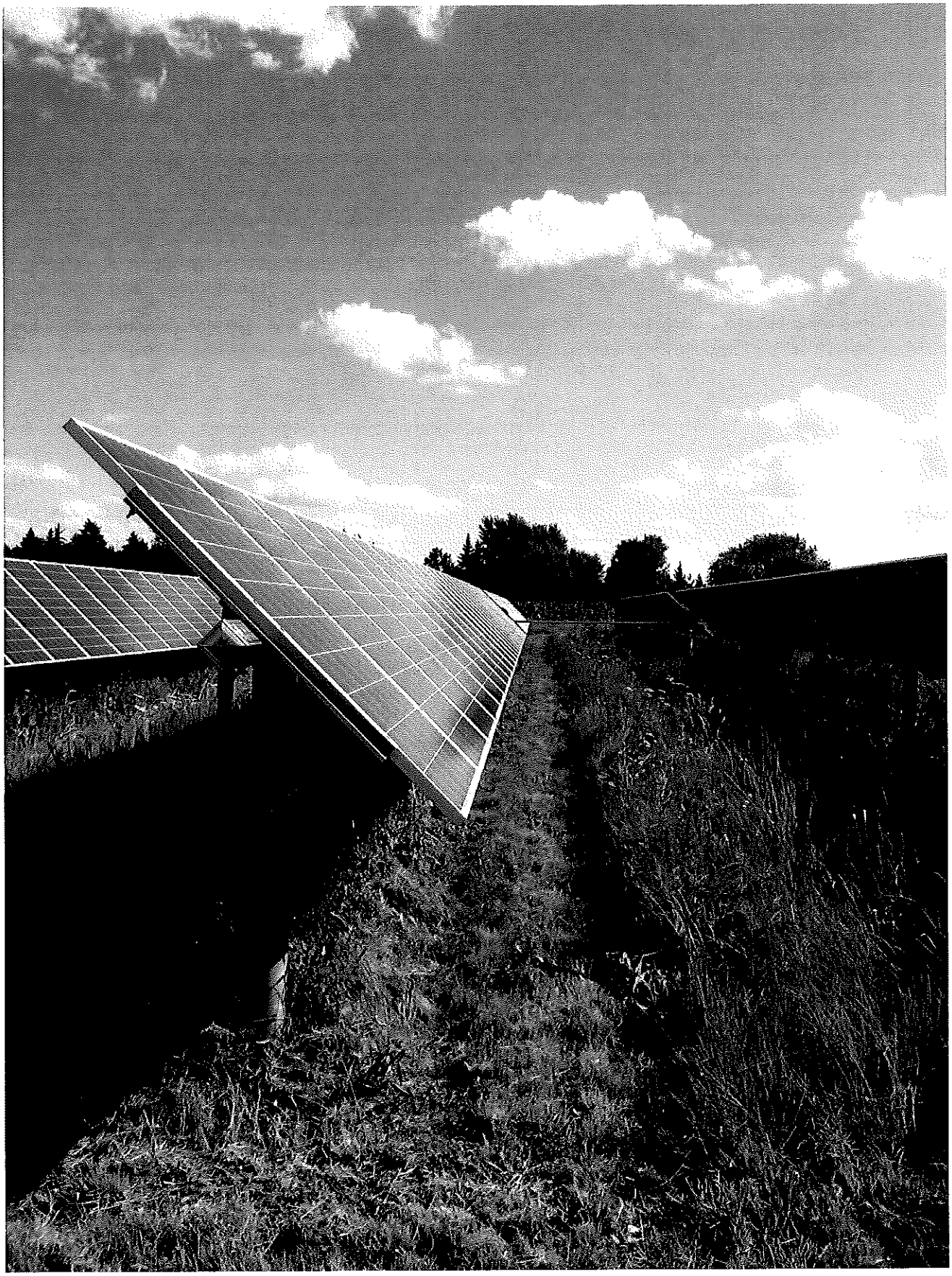
ATTEST:_____
Bridgitte Konrad, City Administrator



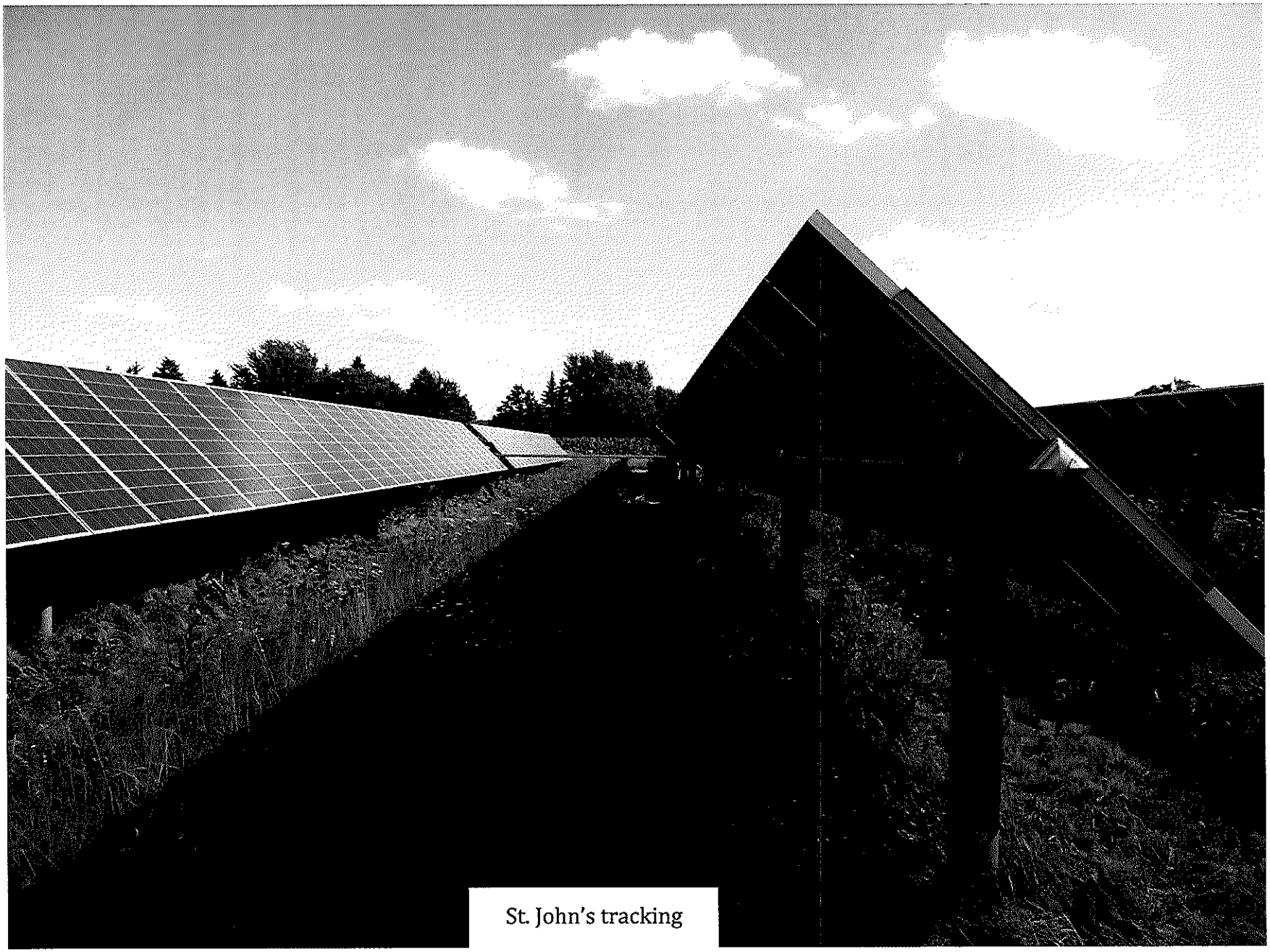
St. John's aerial

4ac site





St. John's tracking



St. John's tracking

19' apart

City of North Branch
Staff Report

Prepared By: Ken Roberts, City Planner

Date: July 22, 2014

Subject: Conditional Use Permit Ordinance Amendment

BACKGROUND:

On June 10, 2014, the Planning Commission recommended approval of the proposed interim use permit ordinance.

On July 14, 2014, the City Council approved the interim use permit ordinance.

On July 21, 2014, the Planning Commission held a public hearing about a draft ordinance amendment for Section 66.68 of the City Code. The proposed ordinance amendment would give the owner or operator of a conditional use permit (CUP) two years to start using he CUP instead of one year as now outlined in the City Code. The Planning Commission recommend approval of proposed code amendment about time limits and the administration of conditional use permits.

DISCUSSION:

The Planning Commission, as part of their discussions about the interim use permits, also reviewed the City Code language about conditional use permits. They expressed concerns about Section 66-68 that states that a variance, appeal or conditional use permit that is not used or started within one year of approval shall become null and void (unless a petition for extension of time has been granted by the City Council). The Planning Commission, in an effort to be more business friendly; wants the City to change the City Code to give owners or operators up to three years to start their conditional use permit after City Council approval.

During their meeting on July 8, the Planning Commission asked staff if the City could set an ending date or action as part of the approval of a conditional use permit. The City Attorney advised staff that the City could not legally make such an ending requirement. The Commission also asked if the City could amend the Code to include a standard that if the owner or operator stops using an approved CUP for one year or more that the CUP would end or become null and void. The City Attorney suggested that the City not include such language in the CUP ordinance but rather make a standard condition of approval for each CUP that if the owner or operator stops using the CUP then the permit would end.

Applicant's/Owner's Name and Address: City Of North Branch
6408 Elm Street
North Branch, MN 55056

6A4

Other Pertinent Information:

- ***Advantages***
  The biggest advantage of changing the City Code to allow the owners or operators of conditional use permits three years to start the approved use is the two years of additional start-up time it would provide them.

- ***Disadvantages***
  If the City Council approves the change to the City Code to allow three years for the start of a conditional use permit, it will require careful documentation and record keeping by City staff. The potential additional time lag before an approved use starts also could create confusion for property owners and prospective property owners near the site of a CUP. This is because the City may have approved a CUP but if the owner or operator waits up to three years to start the approved use, there could be new property owners adjacent to or near the site that do not know about the approved new use. The City will want to ensure that all involved parties know the conditions and time limit(s) associated with each conditional use so there is little or no confusion about each permit that City approves.

Financial/Budget Impacts (If Any): Such a project uses limited staff time to complete.

- ***Funding Sources***
- ***Long-Term & Short-Term Costs***

Deadlines: None

Requested Action:

City staff is requesting that the City Council review the proposed amendment for conditional use permits and take action about the proposed code changes.

Staff Recommendation:

Staff is recommending that the City Council approve Ordinance 212-14 (the ordinance amending the City Code about conditional use permits) for North Branch.

Voting Requirements: A simple majority vote of those present is needed for City approval.

Attachment:

1) Ordinance 212-14 (Proposed Ordinance Amendment for CUP's)

CITY OF NORTH BRANCH

STATE OF MINNESOTA

COUNTY OF CHISAGO

ORDINANCE NO. 212-14

AN ORDINANCE AMENDING SECTION 66-68 OFTHE NORTH BRANCH CITY CODE ABOUT THE TIME LIMITS FOR CONDITIONAL USE PERMITS

The North Branch, Minnesota City Council Ordains:

SECTION 1. AMEND:

The North Branch City Code is amended by changing the following:

SECTION 66.68 Lapse of variance, appeal or conditional use permit.

Whenever, within one year after granting a variance, appeal ~~or conditional use permit~~, the work as permitted by the variance, appeal ~~or conditional use permit~~ shall not have been completed, then such variance, appeal ~~or conditional use permit~~ shall become null and void unless a petition for a one-year extension of time in which to complete the work has been granted by the city council. For conditional use permits, if the owner or operator has not started the use or work within two years of city approval, then the conditional use permit shall become null and void unless the owner or operator requests and the City Council approves a one-year time extension to the start the approved use or work. Such extension shall be requested in writing and filed with the City Administrator. ~~planning director~~ at least 60 ~~30~~ days before the expiration of the original variance, appeal or conditional use permit. There shall be no charge for the filing of such petition. The request for extension shall state facts showing a good faith attempt to complete the work permitted in the variance, appeal or conditional use permit. Such petition shall be presented to the planning commission for a recommendation to and a decision by the City Council. Such a one-year time extension shall be allowed only once on a singular action.

Section 2. EFFECTIVE DATE:

This ordinance shall take full effect and be in full force from and after passage and publication according to law.

Passed and adopted by the North Branch Minnesota City Council on _____, 2014.

CITY OF NORTH BRANCH

BY:_____
Ronald Lindquist, Mayor

ATTEST:_____
Bridgitte Konrad, City Administrator

**MINUTES OF THE PROCEEDINGS
OF THE PLANNING COMMISSION OF THE CITY OF
NORTH BRANCH IN THE COUNTY OF CHISAGO
AND IN THE STATE OF MINNESOTA**

SPECIAL SESSION

June 10, 2014

CALL TO ORDER: The North Branch Planning Commission met in special session and was called to order at 7:00 p.m.

ROLL CALL: Commissioners present were John Von Lange, Mark Ramaley, Tom Borchardt, Don Swanson, and Brian Bellfield. Also present Mayor Lindquist and City Planner Ken Roberts.

APPROVAL OF MINUTES: **NONE**

ADDITIONS TO AGENDA:
Roberts will add an item to the work session.

STAFF REPORTS:

PUBLIC HEARINGS:

6.1 Interim Use Permit

Planner Roberts outlined the proposed interim use permit ordinance changes. Staff did not receive any public comments.

Motion by Borchardt, seconded by Ramaley to accept this version for discussion.

Borchardt asked whether it is 120 days or 180 days that the Commission agreed to. Chair Von Lange suggested the agreement was 120 days.

Borchardt asked to have the hours of operation and number of employees allow for administrative adjustment. Consent to agree to that change.

Motion by Swanson, seconded by Bellfield, to recommend approval with the changes. All voted AYE. Ramaley abstained as he was not present for the previous discussions.

The Planning Commission recessed the special meeting and began its work session.

1. Proposed Preliminary Plat off of 392nd Street and Flink Avenue

Planner Roberts asked the Commissioners to provide feedback and comments on the plat and requested variances. Mr. Beech appeared before the Planning Commission to answer questions about the proposed plat.

2. Pending Projects/Work Priorities

Planner Roberts reviewed the project lists with the Commission. Commission and staff discussed wind energy, solar and whether to try and amend ordinances to regulate them. Borchardt would like to move forward with solar energy item to allow time for public hearings. Consent of the Planning Commission was to do so. If the farm produces a certain amount of energy they can get approval without going through local authority. Ramaley asked about A&C Automotive. Roberts indicated that concept came in in December but they had not actually applied. Now they have applied for City approval.

Ramaley noted that the library is not wheelchair accessible. Commission clarified that the library itself is accessible but there are issues getting to it for those in wheelchairs.

Motion by Borchardt, seconded by Swanson to adjourn the work session and return to

Motion by Borchardt, seconded by Bellfield to adjourn the regular meeting.

ADJOURNED: at 7:53 p.m. by Chair Von Lange.

APPROVED _____ ATTEST _____

Respectfully submitted,

Planner Roberts

TOSS/jrl

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

REGULAR SESSION

June 16, 2014

CALL TO ORDER: The North Branch Planning Commission met in regular session and was called to order at 7:00 p.m.

ROLL CALL: Commissioners present were John Von Lange, Mark Ramaley, Tom Borchardt, Don Swanson and Brian Belfield. Also present Mayor Lindquist and City Planner Ken Roberts.

APPROVAL OF MINUTES:

Motion by Bellfield, seconded by Ramaley to approve the Minutes of May 13, 2014. All voted AYE. Motion carried.

Motion by Swanson, seconded by Bellfield, to approve the Minutes of May 19, 2014. All voted AYE. Motion carried.

ADDITIONS TO AGENDA: **NONE**

STAFF REPORTS:

5.1 City Council Update

Roberts no planning matters.

5.2 Activity Report **NONE**

PUBLIC HEARINGS:

6.1 Conditional Use Permit for 6339 Main Street

Planner Roberts outlined the request to display up to six used motor vehicles for selling.

Glenn Boyce, 5908 Chippewa Trail, said he thinks it would be important to not have a lot of rusted, dented, or otherwise non-quality looking automobiles. Mr. Boyce said it would seem to him it might be hard to control the number of vehicles on the lot. Mr. Boyce said he is wondering what will happen with the building and said maybe a retail or service business might be a little better for that location. Von Lange clarified that this would only be a

display lot and any sales would occur a couple of blocks away at his primary business location.

Von Lange closed the public hearing.

Borchardt indicated this is listed as an accessory use. Planner Roberts explained the reason for using accessory use. Borchardt indicated that this is not an accessory use to anything because nothing else is being done at this location. Borchardt suggested this may have been a time to use the Interim Use Permit. Borchardt would like the lot cleaned up before it is used for the display of vehicles.

Motion by Borchardt, seconded by Ramaley, as amended to require the lot clean up before it is used. All voted AYE. Motion carried.

6.2 Larry Beach Plat for 392nd Street

Planner Roberts outlined the proposed preliminary plat and necessary variances.

Susan Anderson, Everett Avenue asked what type of housing this would be. Larry Beach said that the homes will not be subsidized or anything. The homes will be what the market will bear right now.

The resident at 4865 392nd Street said he is wondering about the number of septics and whether they will be required to be mound systems. Von Lange indicated that the type of system is governed by soils on site. The resident said he sees no park area in this development and that concerns him. Planner Roberts indicated that the Parks Commission reviewed this plat and agreed to take cash dedication from this project because when the property further to the east develops that land is better suited for a park.

Von Lange closed the public hearing.

Borchardt asked if the road will be completed all at once. Mr. Beach indicated that it would be.

Von Lange asked why blue spruce was changed to black hills spruce. Planner Roberts indicated he has been told that black hills spruce are better suited for this environment.

Motion by Borchardt, seconded by Ramaley, to recommend approval of the preliminary plat and variances. All voted AYE. Motion carried.

OLD BUSINESS: **NONE**

NEW BUSINESS: **NONE**

Motion by Ramaley, seconded by Swanson to adjourn.

ADJOURNED: at 7:44 p.m. by Chair Von Lange.

APPROVED _____ ATTEST _____

Respectfully submitted,

Planner Roberts

TOSS/jrl

City of North Branch Memo

Prepared By: Bridgitte Konrad

Date: July 23, 2014

Subject: Superior Silica Sands Project Update

I received an email from Superior Silica this morning. They have been working on determining what permits will be necessary from MPCA. In their discussions it appears that they would not have the necessary permits from MPCA until February at the earliest. They want to have all necessary permits from MPCA in hand before beginning to negotiate a purchase and development agreement with the City. They have asked that all work on the project be paused until they have that permit finalized.

The timeline that was distributed last week is no longer valid. I have asked our consultants to suspend work on the agreements, plat and the transportation study requested by Chisago County.

6B1

City of North Branch
Staff Report

Prepared By: Diane Hankee and Justin Messner, City Engineers

Date: July 22, 2014

Subject: 410th Street Improvement Project Contract

Background Information:

On February 10, 2014, Council authorized staff to prepare the plans and specs for the 410th Street Improvement Project which includes bituminous paving and drainage improvements along 410th Street from Forest Boulevard (CSAH 30) to approximately 1000 feet east of Hemmingway Avenue and Hemmingway Avenue from 410th Street to approximately 500 feet south. The plans were prepared, approved by MnDOT, and the bidding process completed. Bids were opened on July 18, 2014 and a summary can be found on the enclosed resolution with the low bidder being Knife River Corporation in the amount of $563,934.60. This cost includes both Alternates 1 and 2 (8-foot paved parking shoulder adjacent to Roger Johnson Park and 4-foot paved shoulder from Roger Johnson Park to Guthrie Avenue) which total an amount of $26,675.00.

Other Pertinent Information:

- ***Advantages***
  The proposed bituminous improvements to 410th Street would improve safety, reduce dust, and minimize long-term maintenance currently incurred by the existing gravel road.

- ***Disadvantages***

Financial/Budget Impacts (If Any):

- ***Funding Sources***
- Funding sources for the project are the City's Municipal State Aid account and/or assessments to the benefitting property owners. The estimated total assessments for this project are $155,500.

7A1

- ***Long-Term & Short-Term Costs***
  Reimbursed by MnDOT.

Deadline:

Substantial completion of construction by October 1, 2014 and final completion by June 1, 2015.

Requested Action:

Considered enclosed resolutions

Attachments:

1. Resolution Ordering Improvements
2. Resolution Awarding Bid to Contractor
3. Resolution Adopting and Confirming Assessments

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember (NAME) offered the following Resolution and moved its adoption.

RESOLUTION 053-07-28-14

A RESOLUTION ORDERING IMPROVEMENTSFOR THE 410TH STREET IMPROVEMENT PROJECT.

WHEREAS, a resolution of the City Council adopted on the 28th day of July 2014, fixed a date for Council hearing on the proposed surface and drainage improvements along 410th Street between Forest Boulevard (CSAH 30) and approximately 1000 feet east of Hemmingway Avenue and Hemmingway Avenue from 410th Street to approximately 500 feet south of 410th Street.

WHEREAS, ten days' mailed notice and two weeks' published notice in advance of said hearing was given and the hearing was held thereon on the 28th day of July 2014, at which time all persons desiring to be heard were given an opportunity to be heard thereon,

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

That the Mayor and Administrator hereby approve such improvements as are hereby ordered in the Council Resolution.

The foregoing motion was duly seconded by Councilmember (NAME) and being put to vote members voted: AYE: (#) NAY: (#)

KATHY BLOMQUIST	(VOTE)	JOYCE BORCHARDT	(VOTE)
THERESA FURMAN	(VOTE)	TRENT JENSEN	(VOTE)
RONALD LINDQUIST	(VOTE)		

Passed and adopted this 28th day of July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember (NAME) offered the following Resolution and moved its adoption.

RESOLUTION 054-07-28-14

A RESOLUTION ACCEPTING THE BID SUBMITTED BY KNIFE RIVER CORPORATION FOR THE 410TH STREET IMPROVEMENT PROJECT AND AWARDING CONTRACT THEREOF.

WHEREAS, pursuant to a request for bids for the 410th Street Improvement Project Contract, bids were received, opened, and reviewed; and

WHEREAS, the bids were received complying with the advertisement:

CONTRACTOR	BASE BID	ALT. 1	ALT. 2	GRAND TOTAL BID
Knife River Corporation	$537,259.60	$10,620.00	$16,055.00	$563,934.60
Hardrives, Inc.	$598,012.40	$17,326.10	$26,245.00	$641,583.50

WHEREAS, it is recommended to award Base Bid plus Alternates 1 and 2 for a total of **$563,934.60**; and

WHEREAS, the lowest responsible bid was submitted by Knife River Corporation: and

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

That the Mayor and Administrator are hereby authorized and directed to enter into the contract with Knife River Corporation in the name of the City of North Branch for the 410th Street Improvement Project Contract.

The foregoing motion was duly seconded by Councilmember (NAME) and being put to vote members voted: AYE: (#) NAY: (#)

KATHY BLOMQUIST	(VOTE)	JOYCE BORCHARDT	(VOTE)
THERESA FURMAN	(VOTE)	TRENT JENSEN	(VOTE)
RONALD LINDQUIST	(VOTE)		

Passed and adopted this 28th day of July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember (NAME) offered the following Resolution and moved its adoption.

RESOLUTION 055-07-28-14

A RESOLUTION ADOPTING AND CONFIRMING ASSESSMENTS FOR THE 410TH STREET IMPROVEMENT PROJECT.

WHEREAS pursuant to proper notice duly given as required by law, the City Council of the City of North Branch, Minnesota, has met and heard and passed upon all objections to the proposed assessments for the surface and drainage improvements along 410th Street from Forest Boulevard (CSAH 30) to approximately 1000 feet east of Hemmingway Avenue and Hemmingway Avenue from 410th Street to approximately 500 feet south of 410th Street.

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

1. The proposed assessments, copies of which are attached hereto and made a part hereof, are hereby accepted and shall constitute the special assessments against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvements in the amount of the assessment levied against it.

2. The assessment for all of the improvements described above shall be payable in equal annual installments over a period of 15 years payable on or before the first Monday in January 2015 shall bear interest at a rate of 5.0% per annum from the date of the adoption of the resolution. To the first installment shall be added interest upon the entire assessment from July 28, 2014 to December 31, 2014. To each subsequent installment, when due, shall be added interest for one year on all unpaid assessments.

3. Any deferred assessment shall bear interest at the rate of 4.5 percent (4.5%) per annum from July 28, 2014.

4. The owner of any property so assessed may at any time prior to November 15, 2014 pay the whole of the assessment against any parcel with interest accrued to the date of payment to the North Branch City Clerk except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution and the owner may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid with interest accruing to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. No partial prepayments will be accepted by the City Clerk.

5. The City Clerk shall submit a certified duplicate of this assessment to the County Auditor to be extended on the proper tax list of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

The foregoing motion was duly seconded by Councilmember (NAME) and being put to vote members voted: AYE: (#) NAY: (#)

KATHY BLOMQUIST	(VOTE)	JOYCE BORCHARDT	(VOTE)
THERESA FURMAN	(VOTE)	TRENT JENSEN	(VOTE)
RONALD LINDQUIST	(VOTE)		

Passed and adopted this 28th day of July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

Assessment Roll

WSB Project: 410th Street Improvement Project
Project Location: City of North Branch
WSB Project No.: 1654-77

Date: 3/24/2014
Revised: 7/8/2014
Printed: 7/9/2014

FEE OWNER	PARCEL ID	PROPERTY ADDRESS	ASSESSMENT	TOTAL ASSESSMENT
DENNIS O & SUSAN J	11.00060.20	6520 410TH ST	$6,500.00	$6,500.00
DEWAN DANIEL P & NANCY J	11.00061.00	6554 410TH ST	$6,500.00	$6,500.00
P & J EXPRESS INC	11.00061.10	6636 410TH ST	$6,500.00	$6,500.00
VERIZON WIRELESS (VAW) LLC & ATTN: NETWORK REAL ESTATE	11.00062.00	6710 410TH ST	$6,500.00	$6,500.00
AARSVOLD JASON W & JESSICA J	11.00064.00	6836 410TH ST	$6,500.00	$6,500.00
AFFELDT PAUL C	11.00064.30	6884 410TH ST	$6,500.00	$6,500.00
JOHNSON GARY A & ELLEN L	11.00064.20	6942 410TH ST	$6,500.00	$6,500.00
HEDBERG BENJAMIN CARL	11.00064.10	7006 410TH ST	$6,500.00	$6,500.00
OLSON RICHARD A & HEATHER A	11.00065.00	UNASSIGNED	$6,500.00	$6,500.00
OLSON RICHARD A	11.00065.10	7262 410TH ST	$6,500.00	$6,500.00
OLSON RICHARD A	11.00048.00	UNASSIGNED	$6,500.00	$6,500.00
OLSON RICHARD A	11.00048.05	UNASSIGNED	$6,500.00	$6,500.00
HARLEY INVESTMENT COMPANY	11.00048.10	UNASSIGNED	$6,500.00	$6,500.00
SLIPKA DONNA L	11.00166.00	40797 HEMMINGWAY AVE	$6,500.00	$6,500.00
WALKER JACK H & ROSEMARY A	11.00148.00	40926 HEMMINGWAY AVE	$6,500.00	$6,500.00
COMP LORI J	11.01028.00	40596 GREYSTONE AVE	$1,800.00	$1,800.00
BAUMAN LISA J & SCOTT A	11.01028.01	40928 GREYSTONE AVE	$1,800.00	$1,800.00
JEDNEAK KENNETH H & WENDY JO	11.01028.06	40896 GREYSTONE AVE	$1,800.00	$1,800.00
MONSON CHERIE & MATTHER M	11.01028.07	40852 GREYSTONE AVE	$1,800.00	$1,800.00
SANVICK ARLO E & VICTORIA M	11.01028.08	UNASSIGNED	$1,800.00	$1,800.00
SCHMIDT FREDRIC G (HAPPY ACRES)	11.00150.00	UNASSIGNED	$1,800.00	$5,400.00
STARK JOSEPH H & LISA M	11.01028.23	40821 GUTHRIE AVE	$1,800.00	$1,800.00
GRAMS TIMOTHY & GERI ANN WINN & GERY ANN WINN	11.01028.22	40855 GUTHRIE AVE	$1,800.00	$1,800.00
MERON SHANNON M & JASON S	11.01028.21	40911 GUTHRIE AVE	$1,800.00	$1,800.00
GAWRELUK BETTY J & NICKOLAS	11.01028.20	40941 GUTHRIE AVE	$1,800.00	$1,800.00
BERG MICHELLE M & BRYCE K	11.01028.19	40973 GUTHRIE AVE	$1,800.00	$1,800.00
PINSONNEAULT LORALIE K	11.01028.02	40957 GREYSTONE AVE	$1,800.00	$1,800.00
BARIE BRIAN & JENNIFER	11.01028.03	40933 GREYSTONE AVE	$1,800.00	$1,800.00
MAKI BREANNA	11.01028.04	40919 GREYSTONE AVE	$1,800.00	$1,800.00
BAMBENEK JOHN L & RITA M	11.01028.09	40881 GREYSTONE AVE	$1,800.00	$1,800.00
WIESE TROY A & PATTY L	11.01028.11	40821 GREYSTONE AVE	$1,800.00	$1,800.00
BEYER EDWARD L & JUDITH A	11.01028.18	40838 GUTHRIE AVE	$1,800.00	$1,800.00
TISCHLER KENNETH N & PATRICIA	11.01028.17	40874 GUTHRIE AVE	$1,800.00	$1,800.00
KNUTSON JASON & CATHERINE	11.01028.16	40906 GUTHRIE AVE	$1,800.00	$1,800.00
LAKE AREA BANK	11.01028.15	UNASSIGNED	$1,800.00	$1,800.00
WERMTER KATIE	11.01028.14	40940 GUTHRIE AVE	$1,800.00	$1,800.00
TISCHLER MICHAEL J & SAMANTHA R TISCHLER	11.01028.13	40980 GUTHRIE AVE	$1,800.00	$1,800.00
OUR FAMILY LLP	11.00152.00	6591 410TH ST	$6,500.00	$6,500.00
CITY OF NORTH BRANCH	11.01040.13	6547 410TH ST	$6,500.00	$6,500.00
CARLSON DALE R & JOYCE	11.00154.00	40959 FOREST BLVD	$1,800.00	$1,800.00
			Total	**$155,500.00**

City of North Branch
Staff Report

Prepared By: Bridgitte Konrad

Date: July 23, 2014

Subject: Phone System Replacement

Background Information:
Our phone system has gone down three times in the last month and a half. The processor is failing and the system needs to be replaced. This was an item identified in the CIP for 2015 but because of the processor failing we need to accelerate that purchase. I have worked with six companies and received quotes as are outlined on the attached sheet. I requested both a cash price and a lease option. While Genesis has provided the lowest cost they have very limited experience in phone service. Their main business is providing internet service.

Other Pertinent Information:
- ***Advantages***
- ***Disadvantages***

Financial/Budget Impacts (If Any):
As this is an upbudgeted expense I recommend that we proceed with the lease option.
- ***Funding Sources***
  - This will need to be budgeted annually.
- ***Long-Term & Short-Term Costs***

Deadline:
ASAP

Requested Action & Staff Recommendation:
Based on price and experience in providing telephone systems I recommend that we award the contract for installation of a new telephone system to Vatacom.

Voting Requirements:
Simple majority vote of Council

Attachments:
1. Resolution with Quote Recap

7B1

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

Councilmember (NAME) offered the following Resolution and moved its adoption.

RESOLUTION NO. 056-07-28-14

A RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH VATACOM FOR THE CITY HALL TELEPHONE SYSTEM.

WHEREAS, pricing was obtained for purchasing or leasing of the telephone system for City Hall; and

WHEREAS, the pricing as is outlined on Exhibit A was received; and

WHEREAS, staff recommends the 60-month lease presented by Vatacom.

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

That the City Administrator is authorized to enter into a 60-month lease with Vatacom for the telephone system.

The foregoing motion was duly seconded by Councilmember (NAME) put to vote members voted: AYE: (#) NAY: (#)

KATHY BLOMQUIST	(VOTE)	JOYCE BORCHARDT	(VOTE)
THERESA FURMAN	(VOTE)	TRENT JENSEN	(VOTE)
RONALD LINDQUIST	(VOTE)		

Passed and adopted this 28th day July 2014.

CITY OF NORTH BRANCH

BY: _____
Ronald Lindquist, Mayor

ATTEST: _____
Bridgitte Konrad, City Administrator

Exhibit A
Telephone System Quotes

	Vatacom	**Windstream**	**Loeffler**	**Marco**	**Nacr**	**Genesis**
Model	Zultys	Allworx	Otion1 – NEC Option 2 - Shoretel	Mitel	Avaya	Enterprise
Cash	$23,176	$28,748	Option 1 $23,362 Option 2 $24,169	None Provided	$30,267	$5,949
60 Month Lease	$463/mo	$576/mo	Option 1 $603/mo Option 2 $566/mo	$678/mo	$497/mo	None Provided
Other	36 Month $737 48 Month $567		Wiring Required $3,250			

City of North Branch Memo

Prepared By: Bridgitte Konrad

Date: July 23, 2014

Subject: Heartland Express Transportation Advisory Committee (TAC)

This week I attended a meeting on the creation of a TAC for Heartland Express. They are required to have a TAC for edibility for their state funding. Attached is information provided at the meeting on what the TAC will do and a history of Heartland Express. They are asking for a representative from the City to serve on this committee. For the first year they will meet monthly and then after that they will meet quarterly. The meetings will be during the work day. I would like direction from Council on if you want to have staff or Council representation on this Committee.

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Chisago-Isanti County Heartland Express TAC

July 17, 2014

What is the Chisago-Isanti County Heartland Express TAC

1. It is a Transit Advisory Committee

The TAC purpose

- 1. To bring information to the table on;
  - A. unmet needs
  - B. feed back on what is working
  - C. feed back on what is not working
  - D. route design and/or schedule changes
  - E. general info from your clients, coworkers, and anyone you have contact with relating to transit needs.
  - F. One of the planning steps required by Dept. of Transit for any future expansion of routes or capital purchases

What happens to this info

- 1. The TAC members will discuss the info brought to the table.
- 2. The TAC members will put together recommendations to be taken to the Joint Powers Board to be acted upon.

History of Heartland

- Heartland Express started its Public Transit service on October 26th, 1985 in Chisago County. Previous to this it was a program designed to serve senior and disabled people.
- In November of 1994 Heartland Express became Chisago-Isanti County Heartland Express under a Joint Powers agreement between Chisago and Isanti Counties.

- In the first year Heartland gave 2,100 passenger trips with one bus.
- Currently Heartland has 12 buses in its fleet that seat 16 to 20 passengers each and can accommidate 2 or 4 wheel chairs.
- Current ridership projections for 2014 is 66,000 passenger trips.
- There are currently 9 routes with several running from 6am to 6pm.

- Yearly mileage has been averaging just under 500,000 with driving hours at 21,000.
- Heartland also operates a volunteer driver program.
- This program is used primaraly for out of county MA type medical rides and VA rides for medical appointments.
- 2014 projections for this service is 3200 round trip rides.

- Heartland has 7 full time drivers, 10 part time drivers, 3 dispatcher/office staff, 1 full time mechanic, 1 operations coordinator, and 1 director.
- Heartland has around 10 volunteer drivers on call as needed.

- Office hours are 6:00am to 5:00pm Monday thru Friday. We have the 3 dispatchers scheduled to have at least 2 available to answer phones most of the day.
- Our mechanic is responsible not only for Heartlands 12 buses but also Timber Trails 8 buses and several of the Isanti County vehicles.

- 90% of the maintenance and repair work is done in house.
- Work not done in house is;
  - Wheel alignments
  - Heavy suspension work
  - Tire mounting and balancing
  - Major body work

Joint Powers Board

- The JP Board is made up of;
  - 2 Chisago County Commissioners
  - 2 Isanti County Commissioners
  - Chisago County Administrator
  - Isanti County Administrator
  - Chisago County Human Services Director
  - Isanti County Family Services Director
  - MnDOT Department of Transit District 3 Project Manager
  - Region 7E RDC

- The JP meets once every 3 months unless additional meetings are needed.
- Some items need to move on to the county boards for final appoval.

Funding sources

- Operating grant thru MnDOT using state and federal funds. 74.3%
- Local share 25.7%
  - Fare box revenues
  - Contracts and agreements for passenger rides
  - Donations
  - Revenues from mechanic services

2014 Budget

- Heartlands Public Transit budget for 2014 is $1,249,946.00
- Operating grant amount $929,050.00
- Local share amount $320,896.00

DATE: June 1, 2014

TO: Bridgitte Konrad, Admin
City of North Branch

FROM: **Susan Brower**
Minnesota State Demographer

SUBJECT: 2013 Population and Household Estimates

Your April 1, 2013 population estimate is 10,184.

Your April 1, 2013 household estimate is 3,642.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimates@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details

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NORTH BRANCH CITY COUNCIL
AGENDA

MEETING: **REGULAR SESSION**
PLACE: **CITY HALL, 6408 ELM STREET**
DATE: **AUGUST 11, 2014**
TIME: **7:00 P.M.**

7:00 pm

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT AGENDA **ACTION**
All matters listed under the 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.
4A Claims

5. PUBLIC HEARINGS **NONE**

6. COMMITTEES/COMMISSIONS
6A PLANNING COMMISSION **NONE**

6B ECONOMIC DEVELOPMENT AUTHORITY

6C PARK COMMISSION **NONE**

6D WATER AND LIGHT COMMISSION

7. STAFF REPORTS
7A ENGINEERING/PUBLIC WORKS

7B ADMINISTRATION

7C BUILDING
C1 Activity Report **INFO**

7D FINANCE
D1 Financial Report **INFO**

7E LEGAL **NONE**

8. NOTICES AND COMMUNICATION **NONE**

9. PUBLIC COMMENT
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.

Statements made during public comment are the opinions of the individual making the comment. The comments made by individuals during public comment do not represent the official position of the City Council, individual Councilmembers or City Staff. The City Council

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is not responsible for false, inaccurate or misleading comments received during public comment. When inaccurate information is presented, the City will attempt to clarify information and provide accurate information.

10.	UNFINISHED BUSINESS	**NONE**
11.	NEW BUSINESS	**NONE**
12.	MAYOR/COUNCIL	
	12A Upcoming Agendas	**DISCUSSION**
13.	ADJOURN	

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

Upcoming Meeting Reminders
Work Session – August 21, 2014 – 6:30 pm
Regular Session – August 25, 2014 – 7 pm
Work Session – September 4, 2014 Work Session– 6:30 pm
Regular Session – September 8, 2014 – 7 pm

City of North Branch
Agenda

Title:	City Council Work Session
Location:	City Council Chambers
Date:	August 7, 2014

Start	End	Time	Topic	Presenter
6:15 PM	6:16 PM	0:01	Plege of Allegiance	
6:16 PM	6:31 PM	0:15	Senior Center Funding Request	Senior Center
6:31 PM	8:16 PM	1:45	2015 Budget- Dept Reviews	Meyers/Hill/Konrad
Total		**2:01**		

City of North Branch
Agenda

Title:	City Council Work Session
Location:	City Council Chambers
Date:	August 21, 2014

Start	End	Time	Topic	Presenter
6:15 PM	6:16 PM	0:01	Plege of Allegiance	
6:16 PM	8:16 PM	2:00	2015 Budget	Hill
Total		**2:01**		

City of North Branch
Staff Report

Prepared By: Bridgitte Konrad

Date: July 17, 2014

Subject: Salary & Benefit Changes – Non-Bargaining Employees

Background Information:
In March the union contracts with IUOE and LELS were settled. To date the contracts for the two Teamsters groups are not settled. No wage and benefit increases have been made for non-bargaining employees to date. The Personnel Committee has discussed this and is recommending Council consider the following wage and benefit changes for non-bargaining employees:

Wage Increases

- Effective 1/1/14 all non-bargaining employees will receive a 1% general wage increase with no step movement.
- Effective 1/1/15 all non-bargaining employees will receive 0% general wage increase with step movement.

H ental Insurance

will provide a Standard 2000/100 plan ($2,000 deductible plan with an
4/1/14 the City will pay monthly premium contributions towards
tal insurance plans for employees eligible for insurance benefits as

– up to $430/month
+ 1 Child - up to $460/month
Spouse – up to $800/month
ıy – up to $1200/month
1/1/15 premium increases/decreases will be shared 50%
yee/50% employer
changes will be made to the HSA contributions in 2014 or 2015

ired our receptionist through Landmark Personnel in 2013. Since brining her on she has not received any increase to her hourly wage. The Personnel Committee recommends increasing the hourly contract rate an amount consistent with the average

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increase granted for step increases October 2013 (3%) and general wage increases for 2014 (1%) effective immediately.

Other Pertinent Information:

- ***Advantages***
- ***Disadvantages***

Financial/Budget Impacts (If Any):

This is a budgeted expense in the 2014 budget and will be planned for in the 2015 budget.

- ***Funding Sources***
- ***Long-Term & Short-Term Costs***

Deadline:

Requested Action & Staff Recommendation:

The Personnel Committee recommends approval of the salary and insurance changes for non-bargaining employees as outlined above and recommends a $0.40 per hour increase to the hourly wage for clerical staff hired through Landmark Personnel.

Voting Requirements:

Simple majority vote.

Attachments:

None