



# NORTH BRANCH

## —Minnesota—

Sara Paul  
Chair

Dennis Johnson  
Vice Chair

Jessica Thelander  
Commissioner

Marshall Saunders  
Commissioner

Patrick Meachem  
Councilmember

Kevin Schieber  
Mayor

**ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR AGENDA  
TUESDAY, JULY 15, 2025 @ 3:30 PM  
CITY HALL, 6408 ELM STREET, NORTH  
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. AGENDA APPROVAL
  - a. Approve Agenda ACTION
5. PUBLIC COMMENT
6. CONSENT AGENDA
  - a. Approval of June 17, 2025 EDA Minutes ACTION
7. MINUTES
8. REPORTS
  - a. Chisago County HRA-EDA Update VERBAL UPDATE
  - b. North Branch Area Chamber of Commerce Update VERBAL UPDATE
  - c. EDA Executive Director Update VERBAL UPDATE
  - d. North Branch Area Schools Update VERBAL UPDATE
  - e. Comprehensive Plan Update INFO
  - f. 2026 EDA Budget

9. CLOSED SESSION

- a. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 1 Block 1, Cherokee Place 3rd Addition, North Branch, Minnesota ACTION
- b. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property in the Interstate Business Park ACTION
- c. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property at 37891 Forest Blvd ACTION

10. NEXT MEETING - August 19, 2025 - 3:30 PM

11. ADJOURNMENT

**EDA Mission Statement.**

To be proactive in maintaining and enhancing the economic viability of North Branch through partnerships, innovation, and strategic action.

**EDA Goals:**

- Successfully become one of the first communities in the region mentioned as a choice for business location.
- Attract new industries that bring an enhanced tax base, quality jobs, and new capital into the community.
- Support existing businesses and encourage their continued prosperity and growth.
- Address critical systems that influence site location decisions.



# NORTH BRANCH —Minnesota—

Economic Development Authority  
Meeting Minutes  
Tuesday, Jun 17, 2025 @ 3:30 PM  
City Hall, 6408 Elm Street  
North Branch, MN 55056

1. CALL TO ORDER

The North Branch Economic Development Authority met in REGULAR and Chair Paul called the meeting to order at 3:30 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Sara Paul, Vice Chair Dennis Johnon, Commissioner Jessica Thelander

Others Present: Mayor Schieber, Councilmember Patrick Meacham, City Administrator Matthew Hill, Community Development Director Nate Sondrol

4. AGENDA APPROVAL

a. Approve Agenda:

Result: Passed

Mover: Jessica Thelander

Second: Dennis Johnson

AYES: Sara Paul, Dennis Johnson, Jessica Thelander, Kevin Schieber, and Patrick Meacham

5. CONSENT AGENDA

Result: Passed

Mover:

Second:

AYES: Sara Paul, Dennis Johnson, Jessica Thelander, Kevin Schieber, and Patrick Meacham

6. STAFF REPORTS

- a. Chisago County HRA-EDA Update  
Hoffman provided an update from the Chisago County HRA/EDA.

- b. North Branch Area Chamber of Commerce Update

- c. North Branch Area Schools Update

Paul provided an update from the North Branch Area Schools.

- d. EDA Executive Director Update  
Sondrol provide an update from the EDA.

- e. Comprehensive Plan Update  
Sondrol provided an update on the Comprehensive Plan process.

- f. 2026 EDA Budget

The EDA discussed the 2026 budget and identified increasing the marketing budget and to look into new signage at the Interstate Business Park. The commission also discussed the storefront façade program and discussed caps or limits on the program.

Motion by Thelander to go into closed session. Seconded by Johnson. All voted AYE. 3:55pm

7. CLOSED SESSION

- a. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 1 Block 1, Cherokee Place 3<sup>rd</sup> Addition, North Branch, Minnesota.
- b. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property in the Interstate Business Park
- c. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property at 37891 Forest Blvd.

8. NEXT MEETING – July 15, 2025 – 3:30 PM

9. ADJOURNMENT

Motion by Thelander to adjourn. Seconded by Johnson. Meeting adjourned at 5:20 pm.



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/07/2025**

**Board & Commission:**

**Subject: Chisago County HRA-EDA Update**

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Chisago County HRA-EDA Update

**Voting Requirements:**



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter:**

**Date: 07/07/2025**

**Board & Commission:**

**Subject: North Branch Area Chamber of Commerce Update**

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North Branch Area Chamber of Commerce Update

**Voting Requirements:**



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/07/2025**

**Board & Commission:**

**Subject: EDA Executive Director Update**

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The EDA Executive Director will provide an update at the meeting

**Voting Requirements:**



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/07/2025**

**Board & Commission:**

**Subject: North Branch Area Schools Update**

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North Branch School Update

**Voting Requirements:**



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/07/2025**

**Board & Commission: Economic Development Authority**

**Subject: Comprehensive Plan Update**

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The Council is looking for discussion and input on the Comprehensive Plan from the EDA as specifically as it relates to Economic Development and Housing as well as the rest of the plan.

**Voting Requirements:**

**Voting Options      Simple Majority**

Comprehensive Plan Review tentative dates:

10-Jun-25	City Council
3-Jun-25	Planning Commission
20-May-25	EDA
2-Jun-25	PTOS
17-Jun-25	Open House
24-Jun-25	City Council review of open house
1-Jul-25	Public Safety Committee review
TBD	Public Works Advisory Committee
1-Jul-25	Planning Commission
7-Jul-25	PTOS
8-Jul-25	Chamber Board Meeting
<b>10-Jul-25</b>	<b>Comp Plan Steering Committee</b>
15-Jul-25	EDA
15-Jul-25	Open House
22-Jul-25	City Council review of open house
1-Aug-25	PTOS
2-Aug-25	Planning Commission
12-Aug-25	Chamber Board Meeting
19-Aug-25	EDA
19-Aug-25	Potential Open House #3 if required or all Council/Commi
26-Aug-25	City Council first review of final update materials
2-Sep-25	Planning Commission public hearing on Comp Plan
16-Sep-25	Council work session
14-Oct-25	City Council approval of Comp Plan

TBD - Special work groups for specific needs if required

TBD - Steering Committee review meetings

TBD - NB 1st meeting

TBD - Other outside groups need to be identified by Steering Committee

Completed  
Completed  
Completed  
Completed  
**Completed**

.ssioner meeting

## Comprehensive Plan Review Feedback - 6/17/2025

### Vision:

Small town feel

Keep/add to the vision/values

Strong thriving business community

Inviting business corridor

\*How to lower tax base

\*City leaders should live in North Branch

\* Happy with how North Branch Schools have changed

### Parks:

Please have the restrooms open at Central Park during daylight hours. It is needed

Would like to have the warming house manned during the winter months. No one was e

Would love to see walking trails, adult-children exercise stations, dog park, park

Bike trail down Falcon connected to main trail

Maintain Pollinators area

Maintain Trails

Trail system with the new housing to be connected to the paths to school

### Transportation:

A re-route of Hwy 95 is absolutely necessary. We need to keep semi and camper traf

### Public Safety:

Substation by the waterplant/ecumen for police and fire - Charlie Kloop

Public Safety

### EDA:

Promote Small Businesses

Help promote small business

I have been disappointed with the state of the Tanger Mall for 20 years now, Can we

Encourage new businesses to come in that fit our community

Support and encourage existing small businesses/larger business too.

Remember employees can come from the Cities to work and benefit from going away fro

Let's advertise North Branch Tanger Mall need re-vitalizing with events/food trucks

We need to revitalize big box stores. People used to come from everywhere to Tanger

Promote Small Businesses - not in the camp of big box stores as the focus, needs to

Farmer's Market - wouldn't allow sign, restricted on State Hwy 95 (policy decision

We can have it all on I-35, where is the Walgreen's, Aldi, Home Depot. Need more c

Attract industry

Retail businesses - place to spend \$

Restaurants provide attraction and value to residents

Balanced approach to growth, housing growth needs commercial and industry

Sick of the tire businesses

Housing:

concern with senior housing becoming non-senior long term

How to grow without risk of higher taxes to home owners.

Pro senior living

Pro ADUs for seniors/kids/AB&B

Small homes

Too much storage

Links to housing studying to support new families moving to town.

Like to discuss options for ADUs.

As a North Branch Resident, I feel strongly that there should be a policy/code which

HOAs draw energy away from public involvement

Condensed developments

Housing growth is great, but need a community

d for folks of all ages throughout the day - Ben Hedberg  
ever there, even on the date posted open - Deb and Steve Schmitt  
benches thought Woldridge Park - Sara Wittenbel

ffic away from downtown. It is so dangerout to try to park and to walk and shop.

e please find out how to reinvogoate and fill it up?

om rush hour traffic  
s/signage  
r Mall. We need the revenue from larger businesses, we need to attract people here  
o be blended.  
that doesn't support farmers  
options and variety to broaden the tax base.

ch allows for ADUs in appropriate areas in North Branch

Doing this would bring in more boutiques and other shopping -Sarah Wittenbel

to shop and work. A tech company would draw people in from the City and they can



travel against traffic. Market what we do have better so people know wh



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/07/2025**

**Board & Commission: Economic Development Authority**

**Subject: 2026 EDA Budget**

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Attached is the DRAFT preliminary 2026 EDA budget along with the current debt schedule for Industrial Park.

**Recommended EDA Action**

City staff are looking for discussion and direction from the EDA.

**Voting Requirements:**

**None.**

# EDA Fund

## 2026 Revenue and Expenditure Budget

<b>Description</b>	<b>2024 Actual</b>			<b>2025 YTD</b>	
<b>EDA Revenue</b>	<b>2023 Actual</b>	<b>(Unaudited)</b>	<b>2025 Adopted</b>	<b>Actual</b>	<b>2026 Proposed</b>
Current Ad Valorem Taxes	\$ (164,530)	\$ (560,111)	\$ (561,045)	\$ -	\$ (617,543)
Delinquent Ad Valorem Taxes	(1,741)	-	-	-	-
Application Fees	(1,000)	-	-	-	-
Mkt Value Credit	(812)	(1,185)	-	-	-
Other Revenues	-	-	(4,066)	-	-
Interest Earnings	-	(3,936)	-	-	(200)
Other Rents and Royalties	(3,600)	(3,600)	(3,600)	-	(63,600)
Transfer From Other Fund	-	(185,000)	(185,000)	-	(185,000)
<b>Total Revenue</b>	<b>\$ (171,683)</b>	<b>\$ (753,832)</b>	<b>\$ (753,711)</b>	<b>\$ -</b>	<b>\$ (866,343)</b>

<b>Description</b>	<b>2024 Actual</b>			<b>2025 YTD</b>	
<b>EDA Expenditures</b>	<b>2023 Actual</b>	<b>(Unaudited)</b>	<b>2025 Adopted</b>	<b>Actual</b>	<b>2026 Proposed</b>
Employees Wages & Salaries	\$ 117,208	\$ 51,415	\$ 77,990	\$ -	\$ 95,675
PERA	6,881	3,544	5,850	-	7,175
FICA and Medicare	7,228	3,883	5,966	-	7,319
Employer Paid Health	5,439	2,680	14,038	-	18,325
Worker s Comp Insurance	-	-	750	-	750
Operating Supplies	-	941	200	-	500
Professional Svcs	13,457	53,142	-	-	15,000
Auditing and Acct g Services	1,486	(404)	1,000	-	1,054
Engineering Fees	7,695	9,199	10,000	-	10,000
Attorneys Fees	14,250	18,250	10,000	-	10,000
Travel Expenses	30	75	2,500	-	1,100
Conference & Training	263	20	1,735	-	1,700
Meeting Expense	-	307	-	-	-
Marketing	4,281	1,181	5,200	-	5,200
Legal Notices Publishing	-	-	120	-	120
General Notices	-	-	-	-	-
Insurance	880	1,157	960	-	1,200
CBD Improvement Fund	-	-	75,000	-	75,000
Dues and Subscriptions	985	1,520	895	-	2,300
Recording Fees	56	-	-	-	-
PropTaxes/ Assessments	858	-	29,375	-	-
Transfer Out	-	341,579	364,000	-	345,000
<b>Total Expenditures</b>	<b>\$ 180,998</b>	<b>\$ 488,488</b>	<b>\$ 605,579</b>	<b>\$ -</b>	<b>\$ 597,418</b>

## Professional Services

Acct 50300

<u>What</u>	<u>Cost</u>	<u>Qty</u>	<u>Total</u>
Market Analysis	15,000.00	1	15,000.00
			<u>15,000.00</u>

## Travel Expenses

Acct 50331

<u>What</u>	<u>Cost</u>	<u>Qty</u>	<u>Total</u>
EDAM Conference Hotel (2 nights)	300.00	2	600.00
EDAM Conference Mileage (220 miles @ 2025 Standard Rate)	0.70	220	154.00
General Other Meeting Mileage	0.70	400	280.00
			<u>1,100.00</u>

## Conference & Training

Acct 50332

<u>What</u>	<u>Cost</u>	<u>Qty</u>	<u>Total</u>
EDAM Winter or Summer Conference	400.00	1	400.00
Ehlers Conference	300.00	1	300.00
MNCAR Expo	500.00	1	500.00
			<u>1,700.00</u>

## Marketing

Acct 50343

<u>What</u>	<u>Cost</u>	<u>Qty</u>	<u>Total</u>
NBACC Bronze Sponsor	699.00	1	699.00
NBACC Golf Tourney Hole Sponsorship	350.00	1	350.00
NB Beautification Flower Basket	125.00	1	125.00
Old Highway 61 Coalition	200.00	1	200.00
MNCAR Expo Sponsor (Tote Bag or Expo Booth)	1,200.00	1	1,200.00
General Marketing	2,626.00	1	2,626.00
			<u>5,200.00</u>

## Dues and Subscriptions

Acct 50433

<u>What</u>	<u>Cost</u>	<u>Qty</u>	<u>Total</u>
EDAM	\$ 320.00	1	320.00
MNCAR Membership	\$ 325.00	1	325.00
ECDP	\$ 900.00	1	900.00

NBACC Chamber Luncheons (Annual fee and meeting fee)	\$	740.00	1	740.00
				<u>2,300.00</u>

## DEBT SCHEDULE

Fund 387 - Taxable Refunding Lease Revenue Fund  
2017 EDA

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>PAYMENT</u>	<u>BALANCE</u>
2026	280,000.00	61,016.00	341,016.00	1,490,000.00
2027	290,000.00	50,981.50	340,981.50	1,200,000.00
2028	300,000.00	40,300.00	340,300.00	900,000.00
2029	310,000.00	28,951.50	338,951.50	590,000.00
2030	315,000.00	17,012.75	332,012.75	275,000.00
2031	275,000.00	5,458.75	280,458.75	-

## DEBT SCHEDULE

Fund 476 - Industrial Park/ESSBY Fund

County Lease Purchase

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>PAYMENT</u>	<u>BALANCE</u>
2026	153,256.00		153,256.00	-



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/10/2025**

**Board & Commission: Economic Development Authority**

**Subject: Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 1 Block 1, Cherokee Place 3rd Addition, North Branch, Minnesota**

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**Voting Requirements:**

**Voting Options          Simple Majority**



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/10/2025**

**Board & Commission: Economic Development Authority**

**Subject: Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property in the Interstate Business Park**

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**Voting Requirements:**

**Voting Options      Simple Majority**



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 07/10/2025**

**Board & Commission: Economic Development Authority**

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

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**Voting Requirements:**

**Voting Options      Simple Majority**