



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, SEPTEMBER 16, 2025 @ 3:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Tuesday, September 16, 2025

1. **CALL TO ORDER**

Chair Sara Paul called the Economic Development Authority meeting to order at 3:30 PM.

2. **PLEDGE OF ALLEGIANCE**

Commissioner Patrick Meachem led the Pledge of Allegiance.

3. **ROLL CALL**

Present: Mayor Kevin Schieber, Councilmember Patrick Meacham, Commissioner Sara Paul, Commissioner Dennis Johnson, Commissioner Jessica Thelander

Absent: Commissioner Marshall Saunders

Remote:

Others Present:

Notes:

4. **PUBLIC COMMENT**

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

There was no public comment.

5. AGENDA APPROVAL

a. Approve Agenda

ACTION

RESULT: Passed

MOVER: Dennis Johnson

SECONDER: Jessica Thelander

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

ABSENT: Marshall Saunders

NOTES:

6. CONSENT AGENDA

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

a. Approval of August 19, 2025 EDA Minutes

ACTION

RESULT: Passed

MOVER: Patrick Meacham

SECONDER: Jessica Thelander

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

ABSENT: Marshall Saunders

NOTES:

7. REPORTS

a. Chisago County HRA-EDA Update

VERBAL
UPDATE

Nancy Hoffman, the Executive Director gave a Chisago County HRA-EDA update.

b. North Branch Area Chamber of Commerce Update

VERBAL
UPDATE

No updates from the Chamber of Commerce.

c. North Branch Area Schools Update

VERBAL
UPDATE

Chair Sara Paul gave the North Branch Area Schools Update.

d. EDA Executive Director Update

VERBAL
UPDATE

e. Grocery Market Study

ACTION

Community Development Director Nate Sondrol gave an update on the Grocery Market Study. DBS Group received a proposal to conduct a feasibility analysis for another grocery store in North Branch. DBS group has constructed a dozen grocery stores over the last 4 years, and this is always the first step. Once the study is complete, the info will be shared with the wholesalers for analysis and review. This is where these opportunities can quickly gain traction. DBS currently has this process underway in two locations, south and west suburbs of the twin cities. The cost of the study is \$8,000 plus travel costs and optional additional format analysis. DBS group is inquiring whether the City/EDA would be willing to fund the study. The final report would become the city's data. Attached is the proposal. The EDA discussed this at the August 19, 2025, meeting and recommended that a study should focus on the entire community. Staff obtained a revised project scope to complete study based on the revised scope for the

same dollar amount. The scope allows for different formats (store size/type i.e, supermarket, small format, specialty, value). to be analyzed. Chisago County HRA/EDA discussed this at their August meeting and recommended approval of \$4,000 towards the study. DBS group is requesting feedback on if the City/EDA would be willing to fund for the study.

The motion is to approve the study, not to exceed \$6,000.

RESULT: Passed
MOVER: Kevin Schieber
SECONDER: Jessica Thelander
AYES: Kevin Schieber, Patrick Meacham, Sara Paul, Dennis Johnson, Jessica Thelander
ABSENT: Marshall Saunders
NOTES:

f. Interstate Business Park - Design Standards ACTION

The EDA, Planning Commission, and City Council have been discussing a variety of ways to encourage and promote development within Interstate Business Park. One of the items that has been discussed includes modifications to the design standard requirements. The Planning Commission has been discussing design standards over the past couple of months and recently held a public hearing on September 2, 2025, to consider amending the design standards zone map in the Interstate Business Park. The proposed changes would modify the map from zone 1 (along I-35 and 400th) and zone 2 (interior) to zone 2 (along I-35 and 400th) and zone 3 (interior), and to allow for insulated metal panels in zone 2. The Planning Commission recommended approval of the proposed changes at their meeting.

g. 2026 EDA Budget ACTION

Director Sharon Wright gave the preliminary 2026 EDA budget along with the current debt schedule for the Industrial Park.

RESULT: Passed
MOVER: Patrick Meacham
SECONDER: Jessica Thelander
AYES: Kevin Schieber, Patrick Meacham, Sara Paul, Dennis Johnson, Jessica Thelander
ABSENT: Marshall Saunders
NOTES:

h. Comprehensive Plan Update INFO

Community Development Director Nate Sondrol gave an update regarding the Comprehensive Plan update. 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. There have been 2 public input engagement meetings and the next steps will be to include to begin working on the vision. The results of the survey are in the process of being compiled.

i. EDA Commission Vacancy INFO

Community Development Director Nate Sondrol gave the EDA Commission Vacancy update. There were three prospective Economic Development Authority applicants. A recommendation will be made at an upcoming City Council Meeting.

j. TIF Overview Presentation INFO

Ehlers will be conducting an overview of TIF at the City Council work session on Tuesday, September 16 at 630 pm. The EDA is invited to attend.

8. CLOSED SESSION

The Economic Development Authority Meeting went into closed session at 4:18 PM.

RESULT: Passed
MOVER: Jessica Thelander
SECONDER: Dennis Johnson
AYES: Kevin Schieber, Patrick Meacham, Sara Paul, Dennis Johnson, Jessica Thelander
ABSENT: Marshall Saunders
NOTES:

- a. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 3, Block 1, Essby Business Park 4th Addition, North Branch, Minnesota INFO
- b. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as portions of Outlots C and F, Essby Business Park, Outlot A, portions of Essby Business Park 4th Addition Outlot F, Lot 1, Block 1, and Outlot A, Essby Business Park 3rd Addition and Lot 1, Block 2, North Branch Industrial Park, North Branch, Minnesota INFO

9. NEXT MEETING - October 21, 2025 - 330PM

10. ADJOURNMENT

The Economic Development Authority Meeting was adjourned at 5:06 PM

RESULT: Passed
MOVER: Dennis Johnson
SECONDER: Jessica Thelander
AYES: Kevin Schieber, Patrick Meacham, Sara Paul, Dennis Johnson, Jessica Thelander
ABSENT: Marshall Saunders
NOTES: