



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, NOVEMBER 18, 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. 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.

5. AGENDA APPROVAL

a. Approve Agenda

ACTION

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 October, 21 2025 Meeting Minutes

ACTION

7. REPORTS

a. Chisago County HRA-EDA Update

VERBAL
UPDATE

b. North Branch Area Chamber of Commerce Update

VERBAL
UPDATE

c. North Branch Area Schools Update

VERBAL
UPDATE

- | | | |
|----|---|------------------|
| d. | EDA Executive Director Update | VERBAL
UPDATE |
| e. | Resolution Adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority | ACTION |
| f. | Resolution Adopting the Final 2025 HRA Tax Levy for the North Branch Economic Development Authority | ACTION |
| g. | Comprehensive Economic Development Strategy (CEDS) Survey | ACTION |
8. CLOSED SESSION
- | | | |
|----|---|--------|
| 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, 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 | ACTION |
| c. | Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified at 38791 Forest Blvd | INFO |
9. NEXT MEETING - December 16, 2025 - 3:30 PM
10. 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—

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**ECONOMIC DEVELOPMENT AUTHORITY
REGULAR AGENDA
TUESDAY, OCTOBER 21, 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, October 21, 2025

1. CALL TO ORDER

Vice Chair Dennis Johnson called the Economic Development Authority to order at 3:30 pm.

2. PLEDGE OF ALLEGIANCE

Vice Chair Dennis Johnson led the Pledge of Allegiance.

3. OATH OF OFFICE

a. OATH OF OFFICE - CASSIE KEOCHER ACTION

Community Development Director Nate Sondrol swore in new Economic Development Authority Commissioner Cassie Keocher. Welcome Cassie!!

4. ROLL CALL

Present: Commissioner Marshall Saunders, Councilmember Patrick Meacham, Commissioner Dennis Johnson, Commissioner Jessica Thelander, Commissioner Cassie Keocher

Absent: Mayor Kevin Schieber, Commissioner Sara Paul

Remote:

Others Present:

Notes:

5. 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.

6. AGENDA APPROVAL

a. Approve Agenda

ACTION

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

7. CONSENT AGENDA

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

a. Approval of September 16, 2025 EDA Meeting Minutes

ACTION

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

8. REPORTS

a. Chisago County HRA-EDA Update

VERBAL
UPDATE

Chisago County HRA-EDA Executive Director Nancy Hoffman gave the Chisago County HRA-EDA updates.

The Chisago County HRA-EDA has a Grow with Google in their office on October 30th from 2-4 pm. The HRA also has Marketing Mornings, which they welcome you to come to their office. Nancy said that they had a wonderful Manufacturer's Day event for exploring careers in manufacturing over at Split Rocks, and the kids did tours. There were over 250 kids in attendance this year.

Nancy's attended a couple of trainings on opportunity zones, to expand the opportunity zones times. She explained that North Branch is the only location in our County for an opportunity zone, and it's everything north of 95 in North Grant. We haven't had anybody that I'm aware of who uses that program. A couple of things that Nancy took away from those trainings are if they're not sure if they're going to allow the existing opportunity zones, continuous opportunity zones, or if they're going to re look at them. The State of Minnesota would make approvals for all of those, which should be done in July. So she's anticipating some applications coming out for that, probably this early winter. Nancy did sit in another training session that had wonderful examples of how businesses and housing, especially multifamily housing, use those programs, so more to come. Nancy just got off a call with Shields Plaza,

the multifamily crossover here. They received a tax credit project, and we're contributing a \$200,000 grant to the project to show support for that project.

- b. North Branch Area Chamber of Commerce Update VERBAL
UPDATE

Community Development Director Nate Sondrol gave a brief update regarding the North Branch Chamber of Commerce noting that they are working obtaining member feedback and future planning.

- c. North Branch Area Schools Update VERBAL
UPDATE

No update at this time.

- d. EDA Executive Director Update VERBAL
UPDATE

Community Development Director Nate Sondrol gave a Development Update, noting close to 1300 units of residential units that are either active or planned for and provided additional detail on individual projects.

He also noted that the Mayor made a proclamation acknowledging and thanking all the manufacturing businesses within the Community noting that there's over 20 manufacturing companies within North Branch. He informed that manufacturing is the largest employer sector for the City and has a significant impact on our economy. He added that staff is in the process of redoing the website, and were requesting any feedback or input on the content for the site.

- e. TIF Overview Presentation INFO

Community Development Director Nate Sondrol provided a brief overview of TIF Overview Presentation. Vice Chair Dennis Johnson asked Sondrol if we had anybody currently in TIF. Sondrol explained that we have 6 or 7 Districts right now.

Sondrol noted that TIF is somewhat complex, so it's always good to have a refresher for everybody on the utilization of TIF and noted that north half of the city is located within an opportunity zone. He noted rental housing studies have been done by the County and locally. He added that there has been a lot of interest inquiring about apartments within the community and noted construction costs have risen to where the need of TIF assistance is typically necessary to allow for a project to be able to be completed. As developers contact us, we're looking for direction from the council and EDA on whether they support the utilization of TIF for projects or not.

- f. Interstate Business Park — Alta Survey ACTION

Community Development Director Nate Sondrol brought to the EDA a request to authorize some expenditures for completing the Alta Survey for the interstate business park. The Interstate Business Park received a certified shovel-ready site designation through the State of Minnesota in 2015. Sites certified as Shovel-Ready save time and money by having the planning, zoning, surveys, title work,

environmental studies, soils analysis, and public infrastructure engineering completed prior to the site being offered for sale. It has been identified that an Alta survey has not been completed for the entire area located within the shovel-ready certification boundary. Staff have contacted the city engineer and received an estimated cost of \$24,000 to include the Alta survey with topographic data, and plan to have a formal quote for the meeting. Sondrol noted that the EDA has generated revenue through the farm site lease and those funds could be a potential funds source option. He noted that survey work could be completed relatively quickly through LIDAR gps data collection. There are a couple of larger industrial projects that would significantly benefit from having that completed. And so, pretty much any site that's looking through that process would require that all these things be completed in place.

Commissioner Meacham said that in the notes, the cost was around \$24,000 from WSB. Director Sondrol noted that was the original estimate and in further discussions with the engineer it would be closer to \$15,000

The motion is for \$15,000 to complete the Alta survey for the remaining portion of the original Alta survey.

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

9. CLOSED SESSION

Vice Chair Dennis Johnson led the EDA into closed session at 4:03PM.

- 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, North Branch, Minnesota
- 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

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

Vice Chair Dennis Johnson led the EDA back into open session at 4:43pm The Commission voted to approve the commission agreement. All voted AYE. Motion carried..

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

10. NEXT MEETING - November 18, 2025 - 3:30PM

11. ADJOURNMENT

The meeting adjourned at 4:43 PM.

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



Prepared By: Nathan Sondrol, Community Development Director

Presenter:

Date: 11/11/2025

Board & Commission:

Subject: Chisago County HRA-EDA Update

Chisago County HRA-EDA Update

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter:

Date: 11/11/2025

Board & Commission:

Subject: North Branch Area Chamber of Commerce Update

North Branch Area Chamber of Commerce Update

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/11/2025

Board & Commission:

Subject: North Branch Area Schools Update

North Branch School Update

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/11/2025

Board & Commission:

Subject: EDA Executive Director Update

The EDA Executive Director will provide an update at the meeting

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Presenter: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Date: 11/11/2025

Board & Commission: Economic Development Authority

Subject: Resolution Adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority

Background Info

The Economic Development Authority (EDA) reviewed the proposed Fiscal Year 2026 budget and related EDA and HRA tax levies at its September 16, 2025, meeting. EDA members directed approval of the budget and related tax levies, as presented by City staff at that meeting. The budget and tax levies are presented for approval - without changes - as directed by unanimous consent of the EDA at that meeting.

On September 16, 2025, the EDA approved establishing both preliminary tax levies at the maximum allowed by Minnesota Statute. The statutory maximum EDA levy is 0.01813% of the City's Taxable Market Value (TMV) as set by Chisago County; the maximum HRA levy is 0.0185% of the TMV. Based on County TMV estimates, those percentages yield revenue of \$305,652 (EDA) and \$311,890 (HRA).

Staff Recommendation

City staff recommend approval of the budget and two (2) resolutions as presented.

Recommended Economic Development Authority Action

Motion to approve the 2026 Economic Development Authority budget.

Motion to approve the resolutions authorizing the final EDA and HRA tax levies for taxes payable in 2026, as directed by the Economic Development Authority.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ECONOMIC DEVELOPMENT AUTHORITY RESOLUTION NO. R-247-2025

RESOLUTION ADOPTING THE FINAL 2026 EDA TAX LEVY FOR THE NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, THE ECONOMIC DEVELOPMENT AUTHORITY (“EDA”) OF THE CITY OF NORTH BRANCH, MINNESOTA (“City”) is a public body corporate and a political subdivision organized under Minnesota Statutes, Section §469.090 to §469.1082; and,

WHEREAS, the EDA is required by Minnesota Statute §275.065 to adopt and certify a final tax levy to Chisago County (“County”) on or before December 30 of each year; and,

WHEREAS, pursuant to State Statute §469.107, the maximum EDA tax levy is set at .01813% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2026 of \$305,652; and,

WHEREAS, the North Branch Economic Development Authority (“EDA”), has determined the tax levy necessary to meet EDA objectives in 2026 to be in the amount of \$305,652; and,

WHEREAS, the purpose of said funds shall be used by the EDA for repayment of debt of the Taxable Refunding Lease Revenue Bonds, Series 2017 and other operating costs as allowed by law, including, but not limited to: business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby authorizes a final 2026 EDA tax levy in the amount of \$305,652.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.



Prepared By: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Presenter: Nathan Sondrol, Community Development Director, Sharon Wright, Finance Director

Date: 11/11/2025

Board & Commission: Economic Development Authority

Subject: Resolution Adopting the Final 2025 HRA Tax Levy for the North Branch Economic Development Authority

See staff report for 2025 EDA Budget and EDA Tax Levy.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ECONOMIC DEVELOPMENT AUTHORITY RESOLUTION NO. R-254-2025

RESOLUTION ADOPTING THE FINAL 2026 HRA TAX LEVY FOR THE NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, THE ECONOMIC DEVELOPMENT AUTHORITY (“EDA”) OF THE CITY OF NORTH BRANCH, MINNESOTA (“City”) is a public body corporate and a political subdivision organized under Minnesota Statutes, Section §469.090 to §469.1082; and,

WHEREAS, the EDA is required by Minnesota Statute §275.065 to adopt and certify a final tax levy to Chisago County (“County”) on or before December 30 of each year; and,

WHEREAS, pursuant to State Statute §469.107, the maximum HRA tax levy is set at .01850% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2026 of \$311,890; and,

WHEREAS, the North Branch Economic Development Authority (“EDA”), has determined the tax levy necessary to meet HRA objectives in 2026 to be in the amount of \$311,890; and,

WHEREAS, the purpose of said funds shall be used by the EDA for repayment of debt of the Taxable Refunding Lease Revenue Bonds, Series 2017 and other operating costs as allowed by law, including, but not limited to: business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby authorizes a final 2026 HRA tax levy in the amount of \$311,890.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.



NORTH BRANCH
City of North Branch
Staff Report

Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/12/2025

Board & Commission: Economic Development Authority

Subject: Comprehensive Economic Development Strategy (CEDs) Survey

Background/Info

The East Central Regional Development Commission is currently updating the regional Comprehensive Economic Development Strategy (CEDs). The Economic Development Administration (EDA) requires this update each year to continue its status as an approved Economic Development District (EDD).

The purpose is to identify economic development projects in the region that may be eligible for federal funding from the EDA. Projects demonstrating a broader regional impact tend to compete better for federal EDA funds. The EDA's participation is extremely important to the community's future and the future of this region.

Below is a list of previous projects identified.

Project 1: Expand and improve water and sewer infrastructure in the Interstate Business Park.

Project 2: Develop affordable housing for workforce.

Project 3: Interchange at I35 and 400th

Project 4: Construction of a rail spur in Interstate Business Park

Project 5: Training for today's and future workforce.

The CEDs (Comprehensive Economic Development Strategy) report was used to help North Branch previously receive \$400,000 for the Flink project.

Requested Action

Staff is looking for input/recommendations on projects to identify for the 2026 CEDs Survey

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/11/2025

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 3, Block 1, Essby Business Park, North Branch, Minnesota

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/11/2025

Board & Commission:

Subject: 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

Voting Requirements: