



NORTH BRANCH

—Minnesota—

Charles Klopp
Chair

Bob Bernier
Commissioner

Farfum Ladroma
Commissioner

Lynn Wilson
Commissioner

Wendy Chelberg
Commissioner

**PARKS, TRAILS AND OPEN SPACE
COMMISSION
REGULAR AGENDA
MONDAY, DECEMBER 1, 2025 @ 7:00 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

Monday, December 1, 2025

1. CALL TO ORDER

Chair Charlie Klopp called the meeting to order at 7 PM.

2. PLEDGE OF ALLEGIANCE

Chair Charlie Klopp led the Pledge of Allegiance.

3. ROLL CALL

Present: Commissioner Charles Klopp, Commissioner Farfum Ladroma, Commissioner Wendy Chelberg, Commissioner Lynn Wilson

Absent: Commissioner Bob Bernier

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.

5. AGENDA APPROVAL

a. Approve Agenda

RESULT: Passed

ACTION

MOVER: Wendy Chelberg
SECONDER: Lynn Wilson
AYES: Charles Klopp, Farfum Ladroma, Wendy Chelberg, Lynn Wilson
ABSENT: Commissioner Bob Bernier
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 November 3, 2025 PTOS Commission Meeting Minutes ACTION

RESULT: Passed
MOVER: Lynn Wilson
SECONDER: Farfum Ladroma
AYES: Charles Klopp, Farfum Ladroma, Wendy Chelberg, Lynn Wilson
ABSENT: Commissioner Bob Bernier
NOTES:

7. REPORTS

a. Park Fund Balances INFO

Community Development Director Sondrol provided an overview of the Park Fund Balances. He noted that the park dedication fund currently has a negative balance as they are waiting for reimbursement from the county road 30 safe route to school project.

b. Project Updates INFO

Community Development Director Nate Sondrol provided an overview of project updates, noting this Saturday is the Tree lighting ceremony with the Public Works/Safety Parade beginning at 5:30 Pm at the Fire Hall and concluding at Central Park. He noted that there will be smores, hot cocoa and the Sunrise School Choir will be performing and JROTC will provide a colorguard presentation. He added the grant was approved for the Concerts in the Park for 2026 and that the Safe Route to School Plan update is process.

c. North Branch Marketplace 3rd Addition ACTION

Community Development Director Sondrol provided an overview of the North Branch Marketplace 3rd Addition noting Sunrise River Commons East, LLC has submitted a preliminary/final plat application. The proposed plat is located on the north side of Trunk Highway 95 near the intersection of Tanger Drive (commonly referred to Marketplace Dr). The proposed plat would split the existing lot into 2 parcels. State Statute allows cities the ability to require that a reasonable portion of the buildable land of any proposed subdivision to be dedicated to the public to address infrastructure needs created by the development, including parks, recreational facilities, playgrounds, trails, sidewalks, wetlands, and open space.

The requested action is for the Commission to make a recommendation to deem the public interest to require land dedication, cash contribution, or any combination thereof for the North Branch Marketplace 3rd Addition.

There was a motion to accept the cash contribution.

RESULT: Passed
MOVER: Lynn Wilson
SECONDER: Wendy Chelberg
AYES: Charles Klopp, Farfum Ladroma, Wendy Chelberg, Lynn Wilson
ABSENT: Bob Bernier
NOTES:

d. Website INFO

City Clerk, Tonya Kostuch, gave a brief update regarding the City of North Branch's new website. The website will be going live on December 9th, at roughly 9 am. At that same time, the City of North Branch staff will be transitioning to new email addresses. northbranchmn.gov. The old email addresses will automatically deliver to the new email addresses.

e. Comprehensive Plan Update INFO

The Comprehensive Plan is still being worked on, more information will be coming soon.

8. NEXT MEETING - January 5, 2026 - 7PM

9. ADJOURNMENT

Chair Charlie Klopp adjourned the meeting at 7:30 PM.