



# NORTH BRANCH

## —Minnesota—

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**ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR AGENDA  
THURSDAY, APRIL 30, 2026 @ 4:00 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. REPORTS

a. Consider Approval of Resolution R-325-2026 approving amended engineering and ACTION environmental oversight agreement for building removal at 6247 410th Street

i. Consider Approval of Resolution R-326-2026 approving quitclaim bill of sale ACTION and removal agreement

- ii. Consider Approval of Resolution R-327-2026 approving site demolition and ACTION clearing agreement at 6247 410th Street

7. NEXT MEETING - May 19, 2026 - 330 PM

8. 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.



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

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

**Date: 04/27/2026**

**Board & Commission: Economic Development Authority**

**Subject: Consider Approval of Resolution R-325-2026 approving amended engineering and environmental oversight agreement for building removal at 6247 410th Street**

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### **Background Info**

The EDA approved a purchase agreement with Louisiana Pacific (LP) is proposing a minimum of a 200,000 square foot manufacturing facility on 120 acres located in the northeast portion of the Interstate Business Park on December 9, 2025. The manufacturing at this facility will include LP's Expert finish facility which specializes in pre-finishing engineered wood siding trim with durable, factory applied paint in various colors, reducing the installation time and labor for builders by eliminating field painting and caulking needs

The EDA approved the 1<sup>st</sup> Amendment to the purchase agreement on March 17, 2026, that allowed for the removal of the existing structures on the property to be removed post closing date, establishing a closing date of April 21, 2026, and removal of the fixed wireless tower within 90 days of the termination of the tower lease.

Staff obtained and provided quotes for the removals and engineering/environmental services for the project to the EDA on April 21, 2026. The EDA approved the resolutions for:

1. R-321-2026 - Approval of Demo Service Environmental/Engineering Contract with WSB
2. R-322-2026 - Approval of Quitclaim Bill of Sale and Building Removal Agreement
3. R-323-2026 - Approval of Low Quote for Building Demolition and Site Clearance

Following EDA approval of the resolutions on April 21, 2026, it was found that moving of the buildings would not be able to be completed within the timeframe allowed, resulting in the need for the EDA to fully demo all structures as originally planned for on the site. Quotes were previously obtained for the full removals at the site and the low quote has been confirmed still valid from the low quote from the contractor. The engineering and environmental services quote

has been updated to reflect changes for the additional services. Attached are resolutions that amend and rescind the previous approvals related to the removals.

**Requested Action**

Consider Approval of Resolution R-325-2026 amending the Demolition Service Environmental/Engineering Contract with WSB

**Voting Requirements:**

**Voting Options          Simple Majority**

**NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION R-325-2026  
A RESOLUTION BY THE NORTH BRANCH ECONOMIC DEVELOPMENT  
AUTHORITY APPROVING AMENDED ENVIRONMENTAL AND ENGINEERING  
OVERSIGHT SCOPE OF WORK AGREEMENT FOR 6247 410<sup>TH</sup> ST**

**WHEREAS,** on April 21, 2026, the North Branch Economic Development Authority (“EDA”) approved Resolution R-321-2026, approving an Environmental and Engineering Oversight Agreement for certain work to be completed at 6247 410<sup>th</sup> Street, in the City of North Branch, with WSB, an engineering consultant located at 701 Xenia Avenue S, Suite 300, Minneapolis, MN 55416 (“WSB”); and

**WHEREAS,** since the initial approval, the scope of the work to be completed on the property has changed and requires additional engineering and environmental oversight work, specifically including the competition of an asbestos and regulated material assessment as part of the scheduled demolition work to be completed by another EDA hired contractor; and

**WHEREAS,** WSB has provided an amended quote and scope of work agreement dated April 27, 2026 adding in this additional work and updating its previous April 8, 2026 quote that was approved via EDA Resolution R-321-2026, with the total lump sum fee of \$24,500 (twenty-four thousand five hundred dollars).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Branch Economic Development Authority that:

1. The Board of Commissioners hereby approves the amended WSB environmental and engineering services scope of work proposal, as attached to this Resolution as Exhibit A, and instructs staff to implement the terms of the Agreement.
2. That the Approval of the previous WSB scope of proposal dated April 6, 2026 via EDA Resolution R-321-2026, is hereby null and void, and replaced entirely by the amended scope of work proposal, attached at Exhibit A.

PASSED by the Board of Commissioners of the North Branch Economic Development Authority on this 30<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Chair

ATTEST

\_\_\_\_\_  
Executive Director

**EXHIBIT A**

*[Amended WSB Scope of Work Quote]*



April 27, 2026

Nate Sondrol  
Community Development Director  
City of North Branch  
6408 Elm Street  
North Branch, MN 55056

**Re: Scope of Work and Cost – Demolition Services**  
Farmstead Property - 6247 410<sup>th</sup> Street  
North Branch, Minnesota

Dear Mr. Sondrol:

As requested, outlined below is a scope of work and cost estimate for WSB to provide Demolition Services at the farmstead property located at 6247 410<sup>th</sup> Street in North Branch, Minnesota (Site). WSB understands the Site is occupied by a former farmstead and currently includes a residential dwelling, two pole barns, and four grain bins.

WSB understands the Site is currently owned by the North Branch Economic & Development Authority and that they intend to demolish the existing buildings on the Site to facilitate future redevelopment. The following tasks will be performed as part of this Scope of Work:

### **Task 1: Asbestos and Regulated Material Assessment**

An Asbestos and Regulated Material (ARM) Assessment will be completed to identify asbestos and other regulated materials at the Site buildings that will require special management prior to and/or during demolition activities. The following items will be completed as part of the ARM Assessment:

#### Asbestos Sampling

WSB will perform destructive asbestos sampling at the Site buildings to identify friable and non-friable asbestos-containing materials (ACM) in accordance with Environmental Protection Agency (EPA), Minnesota Pollution Control Agency (MPCA), and Minnesota Department of Health (MDH) rules and regulations. In addition, WSB will identify ACM that could become friable during demolition activities, and according to State and Federal regulations, would require abatement prior to disturbance. The inspection and sampling will be performed by a US EPA-accredited and MDH-certified Asbestos Inspector. It is anticipated that building materials disturbed during sampling will not be replaced/repared following the completion of the inspection.

#### Asbestos Laboratory Analysis

Samples will be submitted to a laboratory accredited for the analysis of asbestos bulk samples under the National Voluntary Laboratory Accreditation Program (NVLAP). Samples of suspect materials will be analyzed on a first positive stop basis. Analysis shall be performed by Polarized Light Microscopy (PLM), EPA Method 600/R-93-116 (Asbestos in Bulk Building Materials). For materials with low (less than 10%) concentrations of asbestos, a point count quantification of asbestos concentrations can be performed. If additional analyses are required, WSB will contact the City for authorization.

#### Limited Lead-Based Paint Sampling

WSB will collect lead-based paint (LBP) chip samples from painted/coated concrete surfaces at the Site buildings that have the potential to be recycled during demolition. At a minimum, paint sampling will be completed to satisfy MPCA requirements for concrete recycling and reuse. If LBP is detected, the surfaces will be identified as requiring special management during recycling. The limited lead sampling is not intended to satisfy Occupational Health and Safety Administration (OSHA) or Housing and Urban Development (HUD) testing requirements.

#### Polychlorinated Biphenyl (PCB) Caulk Sampling

WSB will collect samples of caulking from surfaces of brick, concrete or other masonry units that have the potential to be recycled as part of the demolition process. Sampling will be completed to meet the Minnesota Pollution Control Agency (MPCA) standing beneficial use determination (SBUD) for reuse of uncontaminated recognizable concrete, recycled concrete, and concrete products and brick, when used as a substitute for conventional aggregate.

#### Regulated Materials Inventory

WSB will complete a room-by-room inventory of regulated materials at the Site buildings that may require special handling or disposal prior to demolition. WSB will also note other items present that may require special attention prior to or during demolition including wells, septic systems, sumps, above/underground tanks, hoists, and oil water separators.

#### Final Documentation and Reporting

WSB will summarize the results of the ARM Assessment in one final report. At a minimum, the report will include the following:

- Scope of work
- Sampling methods and procedures
- Figures identifying ACM, LBP and PCB sample locations
- Regulated materials inventory
- Investigation results including locations and quantities of identified ACM, LBP and PCB caulk
- Conclusions and recommendations

#### Task 1 Assumptions

- One ARM Assessment report will be completed for the Site.
- Site access will be arranged by the City, including the interior of the current buildings.
- The Site buildings will be unoccupied, and the assessment will take place during normal business hours.
- Destructive sampling methods will be used, and any damage caused to building materials (including the roof) during sampling will not be repaired/replaced by WSB.
- The limited lead-based paint sampling is not intended to satisfy OSHA or HUD testing requirements.
- It is anticipated that up to 200 asbestos samples, 6 lead-paint samples and 4 PCB caulk samples will be collected and analyzed under a standard 7- to 10-day laboratory turnaround time. Additional samples will be charged at a rate of \$9.50 per asbestos sample, \$17.50 per lead-paint sample and \$95 per PCB caulk sample.
- It is anticipated that up to 2 asbestos samples will be point counted. Additional samples to be point counted will be charged at a rate of \$20.50 per sample.

- The City will provide one review of the ARM Assessment report.

## **Task 2: Building Demolition Oversight and Documentation**

### Demolition and Environmental Abatement Coordination

WSB will coordinate with contractors to ensure demolition activities, including regulated material removal and disposal, are performed in accordance with local, state, and federal guidelines. WSB will also coordinate with contractors to obtain documentation for final reporting purposes and will maintain communication with the City regarding the demolition schedule.

### Demolition Oversight

WSB will provide oversight during demolition activities to assess for unknown environmental conditions. In areas with observed chemical or petroleum use or storage, WSB will screen soils with a photoionization detector (PID) during excavation activities to document the presence/absence of contaminated soil at the Site. If asbestos abatement is required at the Site, WSB will perform onsite air monitoring and sample analysis during the removal.

WSB will conduct a walkthrough prior to demolition to ensure all regulated materials are removed and properly disposed of at a permitted landfill or recycling facility. WSB will also conduct a final walkthrough following demolition to ensure the Site is properly backfilled, graded, seeded, and is free of demolition debris.

### Final Documentation and Reporting

WSB will summarize the results of the demolition oversight services in one final documentation report. At a minimum, the report will include the following:

- Daily field logs, with photographic documentation
- Soil screening results
- Scope of work
- Well and septic abandonment documentation (if applicable)
- Asbestos and other regulated material removal documentation (if applicable)
- Demolition notifications and permits
- Backfilling and seeding documentation

### Task 2 Assumptions

- For the purposes of this scope, we have assumed that WSB will provide oversight during demolition activities at the Site for up to five, 8-hour days.
- WSB will complete a Site walkthrough following the removal of regulated materials and prior to demolition of the structures. Demolition of the structures will not commence until WSB has completed the regulated material removal walkthrough.
- The awarded contractor will provide all required abatement, disposal, and import documentation for WSB's final demolition report.
- Demolition and restoration of the Site will be completed within five workdays.
- No soil correction activities will be completed as part of this task.
- No contaminated soil requiring special management or offsite disposal will be encountered during the building demolition activities. If impacted soil is discovered during the removal of building slabs, additional fees will apply to ensure the soil is managed appropriately.

**Total Cost and Schedule**

The cost to perform the above-described environmental services is a lump sum fee of **\$24,500**. If additional work is required beyond this scope, WSB will provide those services on a time and materials basis following approval from the City and in accordance with the attached 2026 Rate Schedule. Upon authorization, the work will be initiated immediately. The table below presents the estimated cost breakdown for each task presented in this scope.

Task	Fee (Lump Sum)
1 – Asbestos and Regulated Material Assessment	\$9,500
2 – Building Demolition Oversight and Documentation	\$15,000
<b>Total</b>	<b>\$24,500</b>

**Acceptance**

This proposal represents our understanding of the project scope. All work completed through this proposal will be governed by the Professional Services Agreement between the City and WSB dated January 4<sup>th</sup>, 2022. If the scope and fee are acceptable, please sign on the space provided below and return one copy to WSB. We are available to begin work once we receive signed authorization.

WSB appreciates the opportunity of being considered for this project and we look forward to providing our professional services to you. If you have any questions about this proposal, please feel free to contact Ryan Spencer at [rspencer@wsbeng.com](mailto:rspencer@wsbeng.com) or 612-723-3644

Sincerely,

WSB



Ryan Spencer, CHMM  
Director of EIR



Jeffrey Rice, PG, CHMM  
Senior Project Manager

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Enclosures  
WSB 2026 Rate Schedule

**Signature**

I hereby authorize the above scope of work, schedule, and cost.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# 2026 Rate Schedule



	Billing Rate/Hour
ASSOCIATE   SR. ASSOCIATE   PRINCIPAL   SR. PRINCIPAL	\$202 - \$291
SR. PROJECT ENGINEER   SR. PROJECT MANAGER	\$202 - \$263
PROJECT MANAGER	\$178 - \$199
GRADUATE ENGINEER   PROJECT ENGINEER	\$120 - \$198
PROJECT MANAGER ASSISTANT	\$98 - \$161
ENGINEERING TECHNICIAN   ENGINEERING SPECIALIST	\$79 - \$197
LANDSCAPE ARCHITECT   SR. LANDSCAPE ARCHITECT	\$89 - \$189
ENVIRONMENTAL SCIENTIST   SR. ENVIRONMENTAL SCIENTIST	\$80 - \$187
PLANNER   SR. PLANNER	\$92 - \$195
GIS SPECIALIST   SR. GIS SPECIALIST	\$89 - \$195
CONSTRUCTION OBSERVER	\$121 - \$158
SURVEY	
Survey Office Technician	\$141 - \$176
Drone Pilot	\$204
One-Person Crew	\$204
Two-Person Crew	\$275
OFFICE TECHNICIAN	\$70 - \$152

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

**NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION R-326-2026**

**A RESOLUTION BY THE NORTH BRANCH ECONOMIC DEVELOPMENT  
RESCINDING RESOLUTION 322-2026**

**WHEREAS**, on April 21, 2026, the North Branch Economic Development Authority (“EDA”) approved Resolution 322-2026, approving a quitclaim bill of sale and removal agreement concerning certain building structures at 6247 410<sup>th</sup> Street, in the City of North Branch; and

**WHEREAS**, since the approval, certain material conditions have changed and the individual whom the EDA was in discussions with to complete the building removal has decided to no longer move forward with the project and declined to execute the agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Branch Economic Development Authority that:

1. The Board of Commissioners hereby rescinds Resolution 322-2026 in full, and the approval of the Quitclaim Bill of Sale and Building Removal Agreement is hereby null and void and shall have no effect or legal authority moving forward

PASSED by the Board of Commissioners of the North Branch Economic Development Authority on this 30<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Chair

ATTEST

\_\_\_\_\_  
Executive Director



**NORTH BRANCH ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION R-327-2026**

**A RESOLUTION BY THE NORTH BRANCH ECONOMIC DEVELOPMENT  
AUTHORITY APPROVING AMENDED DEMOLITION & SITE CLEARING QUOTE  
AT 6247 410TH STREET**

**WHEREAS,** on April 21, 2026, the North Branch Economic Development Authority (“EDA”) approved Resolution R-323-2026, approving a demolition and site clearing agreement at 6247 410<sup>th</sup> Street, in the City of North Branch, with Gustafson Excavating, Inc, a Minnesota corporation at 6610 410<sup>th</sup> St, PO Box 788, North Branch, MN 55056 (“Contractor”); and

**WHEREAS,** since the initial approval, the scope of the work to be completed on the property has changed, now requiring the full demolition of all buildings on the property at 6237 410<sup>th</sup> Street as the previous building removal agreement with a third party was not finalized or enacted, in addition to potential asbestos and hazardous material abatement work should those materials be discovered; and

**WHEREAS,** Contractor provided an original quote for the full scope of the demolition work that is now required on December 12, 2025, who was selected by EDA staff as the lowest responsible bidder on the work after receiving quotes from four separate contractors for the work; and

**WHEREAS,** Contractor has committed to honoring the price for the project from its December 12, 2025 quote, in the sum of \$41,300 (forty-one thousand three hundred dollars) and has further provided its hourly rates for any abatement work that could be needed, which would be authorized by future change order.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Branch Economic Development Authority that:

1. The Board of Commissioners hereby approves the quote from Gustafson Excavating, Inc, in the sum of \$41,300.00, as attached to this Resolution as Exhibit A, and instructs EDA staff to execute a final agreement and oversee the work.
2. That the Approval of the previous quote with Gustafson Excavating, Inc, via EDA Resolution R-323-2026, is hereby null and void, and replaced entirely by the amended quote, attached at Exhibit A.
3. The Board of Commissioners hereby further authorizes the completion of any necessary environmental/hazardous material abatement work by Gustafson Excavating, Inc, and authorizes EDA staff to approve such work via change order if necessary to fully complete the demolition work, pursuant to the following rate schedule:

Labor Rate - \$85 per hour  
Equipment Rate - \$165 per hour

Markup Percentage – 5%

PASSED by the Board of Commissioners of the North Branch Economic Development Authority on this 30th day of April, 2026.

\_\_\_\_\_  
Chair

ATTEST

\_\_\_\_\_  
Executive Director

**EXHIBIT A**

*[Gustafson Excavating Quote]*

COMMERCIAL PROPOSAL



PROJECT NAME / LOCATION	GENERAL CONTRACTOR / OWNER INFO
Engdahl Farm	City Of North Branch
6143 410th St	
North Branch MN 55056	
	CONTACT: Nate
PLAN DATE:	

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>SITE WORK</b>				
Mobilization	1.00	LS	\$1,000.00	\$1,000.00
Demo House & Foundation	1.00	LS	\$6,800.00	\$6,800.00
Demo (2) Barns	1.00	LS	\$10,000.00	\$10,000.00
Demo (3) Silo's	1.00	LS	\$9,000.00	\$9,000.00
Remove Slabs	1.00	LS	\$7,500.00	\$7,500.00
Fill Basement	1.00	LS	\$3,500.00	\$3,500.00
Pump & Crush Septic Tanks	1.00	LS	\$1,500.00	\$1,500.00
Cap Existing Well	1.00	LS	\$2,000.00	\$2,000.00
<b>TOTAL</b>				<b>\$41,300.00</b>

WE PROPOSE hereby to furnish material and labor-complete in accordance with above specifications based on the submitted plans and specifications at the time of bid, for the sum of:

**Forty One Thousand Three Hundred Dollars and No Cents**

This proposal is based off of the project plans as submitted and dated above. Any plan changes made after that date will require a revised bid and/or change order(s) to account for any deviation from the plans stated above.

This proposal may be withdrawn by Gustafson Excavating if not accepted within 30 days.

Gustafson Excavating is not responsible for staking, dewatering or necessary permits. Any extra quantities exceeding the amounts specified will incur additional cost, and be invoiced accordingly.

Removal of unsuitable soil, including frost, will be billed as an extra cost.

Any alterations or deviation from the above specifications resulting in additional costs will require executed change order, and become an additional cost over and above this proposal. Any future plan changes may result in additional cost, and require executed change order to proceed.

**PROGRESS PAYMENTS REQUIRED**

By signing below, I agree to the scope of work, conditions and terms described above, and authorize completion of the work specified.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name, Title)

\_\_\_\_\_  
(Organization)