



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**

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, November 18, 2025

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Sara Paul led the Pledge of Allegiance.

3. ROLL CALL

Present: Mayor Kevin Schieber, Commissioner Marshall Saunders, Councilmember Patrick Meacham, Commissioner Sara Paul, Commissioner Jessica Thelander, Commissioner Cassie Kecher

Absent: Commissioner Dennis Johnson

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

ACTION

Amendment to add a budget discussion to 7E in the Reports.

RESULT: Passed

MOVER: Jessica Thelander

SECONDER: Marshall Saunders

AYES: Kevin Schieber, Marshall Saunders, Patrick Meacham, Sara Paul, Jessica Thelander, Cassie Kecher

ABSENT: Dennis Johnson

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 October, 21 2025 Meeting Minutes

ACTION

RESULT: Passed

MOVER: Marshall Saunders

SECONDER: Jessica Thelander

AYES: Kevin Schieber, Marshall Saunders, Patrick Meacham, Sara Paul, Jessica Thelander, Cassie Kecher

ABSENT: Dennis Johnson

NOTES:

7. REPORTS

a. Chisago County HRA-EDA Update

VERBAL
UPDATE

Community Development Director Sondrol provided the update for the Chisago County HRA-EDA noting they have been doing a lot of work on marketing. He noted Nancy Hoffman presented at the Industrial Summit last Friday to over 250 people in attendance. He added that they were planning to attend a housing summit on December 5th. He also informed that the HRA-EDA is working on two new business grants, entrepreneurs and small business building improvement grants, providing access to capital for improving the quality of the building owner lease.

He also informed that the retail trade analysis will be completed around December 2nd, and that a presentation would be conducted to present the results.

b. North Branch Area Chamber of Commerce Update

VERBAL
UPDATE

No update was given.

c. North Branch Area Schools Update

VERBAL
UPDATE

Chair Sara Paul gave the update for the North Branch Area Schools noting the District had Veterans Day celebrations across the District this past week, and we're very privileged to be part of seeing how much

our students respect and value the sacrifices made by our veterans. Our youngest students had a chance to interact with veterans. The veterans were greeted at our Middle School and had breakfast, they had a concert from our elementary students, and one of our teachers wrote a song. The day ended with a full gymnasium of our high school students who were part of a time-honored tradition of honoring our veterans.

On more of a logistics side, the District did a year-long study of our facilities noting that they are a growing community and want to make sure that we are positioned for growth. The District is coming up on at a time to renew the community's investment in the capital projects levy, we'll be looking for voter approval on that in February.

d. EDA Executive Director Update

VERBAL
UPDATE

Community Development Director Sondrol provided the Executive Director Updates. He informed the EDA of the tree lighting ceremony and parade on December 6th noting that Sunrise River School choir will be caroling, the scouts will be doing smores, and Santa will be making an appearance.

He added that LiUNA project has taken off and made great progress. He also noted that the Grocery Feasibility study results would be presented in December. He noted the comp plan discussions are continuing and the website is coming along, hoping to go live in early December. Lastly, he added that business expansion and retention is something the EDA will be focusing on in the upcoming year.

e. Resolution Adopting the Final 2026 EDA Tax Levy for the North Branch
Economic Development Authority

ACTION

Finance Director Wright provided an update on Budget discussions noting to remove \$50,000 of the \$185,000 transferred from the General Fund to the EDA budget to fund some things that are necessary in the general fund. Wright explained the challenges of funding police car replacements and that moving the \$50,000 into the general fund would help with that issue, and this would be a one-time expense. Wright explained that she was looking for feedback, prepping for the December 9th meeting, and she wanted to make sure it didn't surprise anyone and that the EDA is aware of what is being considered.

There was a discussion on adopting the final 2026 EDA tax levy for the North Branch Economic Development Authority, which is at \$309,510, not \$311,890, which is what it stated in the resolution. Motion to adopt the EDA tax levy in 2026 in the amount of \$309,510

RESULT: Passed

MOVER: Jessica Thelander

SECONDER: Marshall Saunders

AYES: Kevin Schieber, Marshall Saunders, Patrick Meacham, Sara Paul, Jessica Thelander, Cassie Kecher

ABSENT: Dennis Johnson

NOTES:

f. Resolution Adopting the Final 2025 HRA Tax Levy for the North Branch
Economic Development Authority

ACTION

Motion to adopt the HRA tax levy in 2026 in the amount of \$315,827

RESULT: Passed

MOVER: Jessica Thelander

SECONDER: Marshall Saunders

AYES: Kevin Schieber, Marshall Saunders, Patrick Meacham, Sara Paul, Jessica Thelander, Cassie Koecher
ABSENT: Dennis Johnson
NOTES:

g. Comprehensive Economic Development Strategy (CEDS) Survey ACTION

Community Development Director Sondrol presented an overview the Comprehensive Economic Development Strategy survey request from the ECRDC to identify priorities.

The EDA discussed and recommended approval of the following: 1) Industrial Park Street and Utility infrastructure expansion; 2) Future I35 interchange; 3) Rail Spur Development; 4) BRE; 5) Housing and Workforce; 6) Marketing

Motion for the projects identified, 1-5, to be included in the survey that we return to the Easy Central Regional Development Commission.

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

8. CLOSED SESSION

Motion to go into Closed Session to talk about real estate transactions at 4:35 pm.

RESULT: Passed
MOVER: Jessica Thelander
SECONDER: Marshall Saunders
AYES: Kevin Schieber, Marshall Saunders, Patrick Meacham, Sara Paul, Jessica Thelander, Cassie Koecher
ABSENT: Dennis Johnson
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 ACTION 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
- c. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of INFO real property identified at 38791 Forest Blvd

Motion to go into open session at 5:18 PM.

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

Motion by Koecher to approve holding a public hearing to consider a purchase agreement for 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: Cassie Koecher
SECONDER: Sara Paul
AYES: Kevin Schieber, Marshall Saunders, Patrick Meacham, Sara Paul, Jessica Thelander, Cassie Koecher
ABSENT: Dennis Johnson

9. NEXT MEETING - December 16, 2025 - 3:30 PM

NOTES:

The next meeting will be moved to December 9th, 2025 at 3:30 PM.

10. ADJOURNMENT

Chair Sara Paul adjourned the meeting at 5:20 PM.

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