



# 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, APRIL 6, 2026 @ 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, April 6, 2026

1. CALL TO ORDER

Chair Charles Klopp called the meeting to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

Chair Charles Klopp led the Pledge of Allegiance.

3. ROLL CALL

**Present:** Commissioner Charles Klopp, Commissioner Bob Bernier, Commissioner Farfum Ladi  
Commissioner Lynn Wilson

**Absent:** Commissioner Wendy Chelberg

**Remote:**

**Others Present:** Mayor Kevin Schieber

**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:** Bob Bernier  
**SECONDER:** Farfum Ladroma  
**AYES:** Charles Klopp, Bob Bernier, Farfum Ladroma, Lynn Wilson  
**ABSENT:** Wendy Chelberg  
**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 March 2, 2026 PTOS Commission meeting minutes ACTION

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

7. REPORTS

a. Park Fund Balances ACTION

Below are the fund balances as of 4/2/26

Fund	Balance
Park Dedication Fund (486) (Outstanding state grant reimbursements - CSAH 30 Trail) (Committments)	\$289,327.56
Park Improvement Fund (\$20,000 - ECRAC Summer Concerts)	\$124,273.44
Community Center Fund	\$184,806.19

b. Project Updates ACTION

Community Development Director Nate Sondrol presented the Project Updates. The Community Garden is scheduled to open on May 16th and 17th. At Harder Park, talking to the Baseball Association, they've completed fencing improvements. Future improvements that have been discussed are about dugouts, bleachers, a storage shed, and adding aglime. Some residents have inquired about Maple Street and the ability for having a pedestrian crossing there. Currently, there's a sidewalk on the north side. The Safe Route to School Plan, different members of our staff will be coming out on May 7th to do observations of walking to school, trying to see if they identify areas and issues. On June 17th, we'll be looking at holding a planning workshop about how we can utilize some existing staffing and how the community can help with getting input on financial improvements.

c. Sherwood Pines 2nd Addition ACTION

Community Development Director Nate Sondrol presented the Sherwood Pines 2nd Addition. MAKE Properties has submitted a preliminary plat application for a plat named Sherwood Pines 2nd Addition. The proposed plat is located on the east side of Flink Ave, near the intersection of 417th Street, and is adjacent to Interstate 35. The property address is 41623 Flink Ave. The proposed plat would create a total of 17 lots and one (1) outlot.

State Statute allows cities the ability to require that a reasonable portion of the buildable land of any proposed subdivision be dedicated to the public to address infrastructure needs created by the development, including parks, recreational facilities, playgrounds, trails, sidewalks, wetlands, and open space. In lieu of land dedication for parks, recreational facilities, playgrounds, trails, wetlands, or open space, cities may require a developer to pay cash or “park dedication fees.” Park dedication fees excuse the developer from a local land dedication for park and recreation purposes, but still allow the city to purchase and acquire new, off-site facilities to serve the recreation needs created by the subdivision.

Sec. 54-465. Conditions for contributions.

It shall be deemed to be in the public interest to require land dedication, cash contribution, or any combination thereof when the city council, after review and recommendation, makes one or more of the following findings of fact:

- (1) All or part of the proposed subdivision has been designated as park, playground, public open space, storm sewer holding areas, or ponds on an adopted city plan;
- (2) Such a contribution is necessary in order to protect adjacent land uses from potential conflicting land uses that could exist on the land subdivided.
- (3) The increased number of residents to reside or be employed within the subdivision will increase the recreational demands upon the city.
- (4) The land proposed to be subdivided contains or borders upon existing unique topographical features, including but not limited to ponds, lakes, streams, timber stands, water holding areas, hills, steep slopes, drainage areas, or bluffs, which should be preserved to prevent foreseeable safety, pollution, or erosion hazards or to provide unique recreational and aesthetic qualities and enjoyment to the city; Such contribution is necessary to comply with or fulfill the goals, policies, and programs of the city.

The Developer is proposing to subdivide the property into 17 lots and 1 outlot, and keeping the existing home site. The nearest park would be Meadows North Park. The majority of the site is relatively flat, has predominantly loamy fine sand soils with one small wetland identified on the property. The land cover consists of northern pin oak, red and white pine, and grassland.

There are no existing trail networks located adjacent to the property.

Based on the North Branch City Code and the current fee schedule, the following options are available for park dedication for the proposed development.

Cash Option 17 Lots @ \$1,800 per lot = \$30,600

Land Option 10% of land = 3 acres

Motion to accept the cash option from the Sherwood Pines 2nd Addition.

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

d. CSAH 14/Hemingway Roundabout Project Update

ACTION

Community Development Director Nate Sondrol presented the CSAH 14/Hemingway Roundabout Project Update. Chisago County is working in conjunction with the City of North Branch on planning for a future roundabout improvement project located at the intersection of County Road 14 and Hemingway Ave.

During the planning and design process, there is an existing bench located in the NE quadrant of the intersection of CSAH 14 and Hemingway Ave that will need to be moved.

Below are some options for the bench.

- Salvage and Install Bench: If so, is there a preference for where it goes? Or keep it generally in the same spot?
- Salvage Bench: County or city forces would need to do this before construction
- Remove Bench: Remove bench entirely and do not replace it.

Consensus was to salvage the bench and determine where to place the bench after the completion of the Roundabout.

e. Comprehensive Plan Update

INFO

City Administrator Matthew Hill gave the Comprehensive Plan Update.

The committee met on February 18 and March 18 and discussed the following items:

- *Urban Service Area Boundary*
- *Types of Housing/Demand*
- *ADU's: Where are they acceptable and identified a Goal for placing regulations*
- *Short Term Housing*
- *Redevelop and Repurpose opportune areas*
- *CBD is emphasized for only holding .18% of the total land in the city*
- *Analyze planned transportation routes and review zoning accordingly*
- *Update acreages, numbers, facts, and data within Comp Plan*
- *Ecological Preservation*
- *Goal: Design Standards. The next meeting is scheduled for Wednesday, April 15, at 6 pm at City Hall.*

- **April 15 2026:** Housing, Transportation, Utilities, Public Safety -
- **May 2026:** Presentation of the Comprehensive Plan review results to the Planning Commission for public hearing and consideration, and Council approval in June.

f. 10 Year Capital Improvement Plan (CIP) 2026-2035

ACTION

Community Development Director Nate Sondrol gave the 10-Year Capital Improvement Plan (CIP) 2026-2035.

The City Council will be beginning the process of updating its 10-year Capital Improvement Plan (CIP) for 2026-2035. The purpose of the CIP is to help identify future capital projects and equipment purchases. It also provides a planning schedule and identifies options for financing the plan. The City Council and staff are looking for the PTOS Commission to review the parks, trails, and recreation portion

of the CIP.

The City Council will be reviewing this in May 2026.

There are several projects that need adjustments to the required funding amounts or that will have been completed. City staff will be working on these adjustments.

8. NEXT MEETING - MAY 4, 2026 - 7PM

9. ADJOURNMENT

Chair Charlie Klopp adjourned the Parks, Trails, and Open Space Commission at 7:43 PM.

**RESULT: Passed**

**MOVER: None**

**SECONDER: None**

**AYES: Charles Klopp, Bob Bernier, Farfum Ladroma, Lynn Wilson**

**ABSENT: Wendy Chelberg**

**NOTES:**