

**MINUTES OF THE ORONOCO ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MONTHLY MEETING**

**Tuesday, March 26<sup>th</sup>, 2024**

**Approved Meeting Minutes**

Pursuant to do call and notice thereof, a regular meeting of the Oronoco EDA was held at City Hall this 26<sup>th</sup> Day of March, 2024 at 6:30 p.m.

The following Commissioners were present: Mayor Ryland Eichhorst, Paul Pendergrass, Jamie Rothe, Adam Beadling and Jan Thronson.

Also Present: EDA Coordinator Rebecca Charles & Kathy Gabel, Private Resident.

Absent: Jeff Schuppe

**I. CALL TO ORDER & ROLL CALL:** Meeting CALLED TO ORDER at 6:36 p.m. by Mayor Ryland Eichhorst.

**II. APPROVAL OF MARCH MEETING AGENDA:** Following a review of the agenda, Mayor Eichhorst requested the addition of items C and D to new business. A “MOTION TO APPROVE THE AGENDA” was made by Mayor Eichhorst. Motion was seconded by J. Thronson with all present members voting “AYE”.

**Motion Passed: 6-0**

**III. APPROVAL OF JANUARY 23<sup>rd</sup>, 2024 EDA MEETING MINUTES:** Following a review of minutes from the last regular meeting, a “MOTION TO APPROVE THE JANUARY 23<sup>RD</sup>, 2024 MEETING MINUTES” was made by J. Thronson. Motion was seconded by J. Rothe, with all present members voting “AYE”.

**Motion Passed 6-0**

**IV. GUESTS & PUBLIC INPUT:** None

**V. NEW BUSINESS**

**A. EDA Vacancies:** There is one open seat left on the EDA board. Several inquiries were made about the vacancy from the Community Engagement meeting, each was sent an application by Director Charles. An application was received from private resident and small business owner, Kathy Gabel, who was also in attendance. Board members provided a brief introduction of everyone present. Kathy moved to the area from southern Iowa to be with her children who already reside in Oronoco. Kathy then provided the board with her background in running a small business for 12 years, and serving on previous Economic Development boards. Following additional discussion, the board thanked Kathy for her time and she was excused from the meeting. She was

told she was welcome to stay, but she did opt. to leave in order to let the board have an open discussion and vote without her there.

The board then deliberated and came to a unanimous decision that her experiences shows she was the right woman for the job.

A “ MOTION TO RECOMMEND KATHY GABEL TO THE CITY COUNCIL FOR THE OPEN COMMISSIONER SPOT ON THE ECONOMIC DEVELOPMENT AUTHORITY BOARD OF COMMISSIONERS”. The motion was seconded by J. Thronson, with all present members voting “AYE”.

**Motion Passed: 6-0**

- B. Community Engagement:** R. Charles provided an overview of the community engagement event which boasted more than 45 people in attendance and provided a lot of information that she is working on organizing into the final report. R. Charles also and shared with the board a print out of all of the written statements that were at the end of each section so that they could see the types of responses that we are receiving and some of the trends that are forming. These were unredacted copies and were collected at the end of the meeting. EDA members will be able to view them at the city office if they would like to review again.
- C. EDA Bylaws Review and Approval:** The board was provided a copy of the bylaws in the board packets. Commissioners took time to thoroughly review the document. During the review, R. Charles was making note of each update and will provide an updated copy to the city as soon as possible. A “MOTION TO RECOMMEND THE DOCUMENT AS AMENDED TO CITY COUNCIL FOR APPROVAL AN IMPLIMENTATION”. Motion was seconded by Mayor Eichhorst. The final document will be provided on the EDA page of the website once able.

**Motion Passed 6-0**

Once the City Council approves of the bylaws, they will not be able to be changed without approval of both the Economic Development Authority and the City Council.

## **VI. OLD BUSINESS**

- A. Contact Info Update:** R. Charles provided each Commissioner with a set of printed instructions on how to log into and use their city email addresses. All board members are expected to have their new emails up and running for the April EDA meeting. Following that date, all city documents and packets will only be sent to those emails. Thos with a city address for Council do NOT need to have two addresses. Statements were made by P. Pendergrass that he will not use the city email address. R. Charles and a number of board members explained the importance of keeping information secure and confidential. R. Charles was directed to utilize the city addresses and will follow city instructions moving forward by using city email addresses for confidential or sensitive information. P. Pendergrass stated again he will not use it.
- B. Work Plan Review for 30, 60 & 90 days.** A copy of the work plan was provided for board members. All items appear to be on schedule and individual business meetings have been taking place.

**VII. EDA COORDINATOR UPDATES:** The January and February reports were included in the board packets. Nothing additional to note at this time.

**VIII. WALK ON ITEMS:** None

**IX. ADJOURN:** A “MOTION TO ADJOURN” was made by Mayor Eichhorst. Motion was second by J. Rothe with all present members voting “AYE”.

**Motion Passed 6-0**

Meeting was adjourned at 7:50 pm.

Next meeting will be held on Tuesday, February 27<sup>th</sup>, 2024 at 6:30 PM.

Meeting Notes Submitted by: \_\_\_\_\_

  
EDA Coordinator, Rebecca Charles