

MINUTES OF THE ORONOCO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MONTHLY MEETING

Tuesday, November 28th, 2023

Unapproved Meeting Minutes

Pursuant to do call and notice thereof, a regular meeting of the Oronoco EDA was held at City Hall this 28th Day of November, 2023 at 6:30 p.m.

The following Commissioners were present: Mayor Ryland Eichhorst, Jan Thronson, Jeff Schuppe and Adam Beadling

Also Present: EDA Coordinator Rebecca Charles

Absent: Jamie Roth

- I. **CALL TO ORDER & ROLL CALL:** Meeting CALLED TO ORDER at 6:29 p.m. by Mayor Ryland Eichhorst.

- II. **APPROVAL OF NOVEMBER 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 WITH ADDITIONS OF SECTION C. TO DISCUSS ROCHESTER AREA ECONOMIC DEVELOPMENT INC AND SECTION D. TO DISCUSS SYSTIQUE BOUTIQUE” was made by R. Eichhorst. Motion was seconded by J. Thronson with all present members voting “AYE”.
Motion Passed: 4-0

- III. **APPROVAL OF OCTOBER 24th EDA MEETING MINUTES:** Following a review of minutes from the last regular meeting, a “MOTION TO APPROVE OCTOBER 2023 MEETING MINUTES” was made by J. Thronson. Motion was seconded by A. Beadling, with all present members voting “AYE”.
Motion Passed 4-0

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

- V. **NEW BUSINESS**
 - A. Community Engagement Planning: R. Charles provided an updates on the planning process that included working along with Ranae and the county GIS systems to obtain a full list of property owners and residents within Oronoco city limits. A total of 606 addresses were identified after removing duplicates and publicly owned properties. This number was needed for development of the final budget for the community survey.

R. Charles contacted the Zumbrota News Record and the Rochester Post Bulletin for advertising rates. Once a date is finalized an advertisement will be scheduled.

R. Charles has drafted an application for the Compeer Financial Rural Feasibility Study. The final request was for a \$5,000 match for the total project cost of \$10,888.55. R.

Charles assured the board that no city funds would be spent on the project as the city's portion will be paid through my contract and through in kind donations such as paper, printing and the final report. The grant funding will be used for the advertising and survey/ mailing costs.

Following discussion on best dates and days of the week to hold the community engagement event, a "MOTION TO COMMENCE THE ADVERTING IN THE MONTH OF JANUARY AND SCHEDULE THE ENGAGEMENT EVENT FOR THE EVENING OF MONDAY, FEBRUARY 26TH AT 6:30 PM" was made by R. Eichhorst. Motion was seconded by A. Beadling, with all present members voting "AYE".

Motion Passed 4-0

R. Charles will update and submit the grant application to Compeer Financial. Upon receipt of award, she will schedule advertising. Surveys will be prepared in the meantime and will include a personalized cover letter, mailing labels, survey questions & design.

R. Eichhorst noted that the city's Planning & Zoning was also interested in engaging the community to help with updating the zoning codes. R. Charles will reach out to board chair, Wendy Phillips to set up a time to talk and collaborate.

- B. December Meeting Date: Due to the current meeting date being scheduled the day after Christmas, the board discussed potentially moving or canceling the December meeting. Due to a lack of actionable items right now, while Rebecca is working on the community engagement and familiarizing herself with the community, the board decided to cancel the December meeting and will meet again fresh in January of 2024. R. Charles will still be in office in December.
- C. Rochester Area Economic Development Inc. (RAEDI): R. Eichhorst wanted to make sure that other board members were aware of the group RAEDI and their abilities to promote the area in economic development. He would like the board to consider budgeting for a potential membership in 2024. The membership fee is \$3,500 annually for communities under 5,000. J. Schuppe inquired what the benefits are of being a member. R. Charles will see if her colleague can provide some feedback during his presentation in January as he works with Chatfield, who is already a member.
- D. Systique Boutique: R. Eichhorst was recently approached by the owner. Their location is on Lake Shady Ave and their lease is up in 2024 and will not be up for renewal. He informed her of the vacant building across from the Post Office and that there will also be other spaces for retail where they are building Two Sisters. They are seeking a new space and if any board member hears of anything or has suggestions, please reach out to the mayor and he will relay the information.

VI. OLD BUSINESS

- A. EDA Vacancies Update: Before this meeting, commissioner Marcia Krieger resigned her position from the EDA, leaving the board with six of seven members. At the end of the year commissioner Jan Thronson's first term will be up and he is interested in continuing as a member for another term. Following some discussion, R. Eichhorst made a "MOTION TO RE-APPOINT COMMISSIONER JAN THRONSON

TO A SECOND TERM OF SIX YEARS ON THE ORONOCO EDONOMIC DEVELOPMENT AUTHORITY”. Motion was seconded by A. Beadling. J. Thronson abstained from this vote, with all remaining members voting “AYE”.

R. Eichhorst updated the board that Councilman, Paul Pendegras will be joining the EDA as the council appointment. This will leave one open seat on the EDA. The city will need to advertise and for these seats and interviews will need to be conducted.

VII. EDA COORDINATOR UPDATES: R. Charles updated the board that she has been assisting the city with some additional tasks to help get caught up with City Council meeting minutes and attended the November Council Meeting to take and complete the minutes. Community engagement will take priority, but getting out into the community may be delayed.

VIII. WALK ON ITEMS: None

IX. ADJOURN: A “MOTION TO ADJOURN” was made by R. Eichhorst. Motion was second by A. Beadling with all present members voting “AYE”.

Motion Passed 4-0

Meeting was adjourned at 7:38 pm.

Next meeting will be held on Tuesday, January 23rd, 2023 at 6:30 PM.

Meeting Notes Submitted by:



EDA Coordinator, Rebecca Charles