

**City of Oronoco**  
**City Council**  
**Special Meeting @ 5:30 pm**  
**December 20, 2022**

<https://us02web.zoom.us/j/86464286439>

**1. CALL TO ORDER**

Mayor Eichhorst called the Special Council meeting of December 20, 2022, to order at 5:30 pm.

**2. ROLL CALL**

Present: Mayor Eichhorst; Councilors Phillips, Bergner, Richards in person; Krause via zoom  
Staff present: City Administrator Bjorklund Schultz  
Guests: Ron Ziegler, Community & Economic Development Associates (CEDA)  
Chris Giesen, Community & Economic Development Associates (CEDA)

**3. APPROVAL OF AGENDA (as is or as amended)**

Motion by Eichhorst, second by Bergner, to approve the agenda as presented.

Voice vote followed. Motion carried 5-0.

**4. EDA PRESENTATION – Chris Giesen & Ron Zeigler  
CEDA (Community and Economic Development Associates)**

City Administrator Bjorklund Schultz introduced the topic by reviewing the items that were included in the council packet, specifically:

1. Contract for Professional Services (signed by CEDA 1/24/22; by City 2/07/22)
2. December 20, 2022, Memo
3. Meeting #2 Memo
4. Sample Enabling Resolution
5. Sample Projects with Other Cities
  - i. Harmony
  - ii. Chatfield
  - iii. Stewartville
6. 2023 Rate Schedule for Economic/Community Development Staffing (FYI)

Bjorklund Schultz noted that CEDA has graciously agreed to honor the terms of the attached contract. The contract total is not to exceed \$2,670.00 based on 30 hours of service at the rate of \$89.00 per hour. To date, CEDA has billed \$890.00 against the total, leaving a balance of \$1,780.00, or 20 hours remaining at the rate of \$89.00 per hour, less tonight's involvement, which recaps the first meeting and begins to forge ahead.

The meeting was then turned over to Mr. Ziegler and Mr. Giesen. After giving a brief overview of themselves, the two turned their attention to Oronoco, recapping past activity to date and where the city is in the early process that was placed on hold, and noting:

- Oronoco is on track now to have its Economic Development Authority (EDA) board ready to meet on its own late March/early April.
- Oronoco is a blank slate for the EDA Board and other groups (Council and Planning & Zoning Commission) to play a significant role in laying the foundation for what businesses and housing growth looks like for the city.

- Oronoco is making two large statements that the City is “open for business” by virtue of (a) the new water/wastewater improvements and (b) establishing an EDA.
- Council will need to adopt an Enabling Resolution to create the EDA.
- Council will need to select a governing EDA Board of three, five or seven members, with the first board having staggering terms; subsequent appointments are for terms of six years each.
- Statutorily, the EDA Board is appointed by the Mayor with affirmation by the Council.
- The EDA is a political subdivision of the State but bound to permissions and limitations as set forth by the Council in the enabling resolution.

Bjorklund Schultz polled the Council as to a preference for the EDA Board construct. All five voiced a preference for a seven-member board, of which two members then (statutorily) are council members. Council members also voiced an interest in seating board members with experience/expertise in real estate, banking, schools, marketing, manufacturing, and retail.

Next steps for the City Administrator, who will serve as Executive Director of the EDA, include:

1. Drafting the Enabling Resolution for Council consideration and adoption
2. Developing the application for interested individuals
3. Soliciting applications from interested individuals
4. Developing Scoring metric for the applications to assist Mayor and council in seating members
5. Arranging interviews of candidates
6. Reviewing 2023 funding for the EDA
7. Recommending a proposed CEDA contract to Council for consideration

Subsequent steps by the EDA Board, once seated, will include:

1. Organizational meeting to elect officers of the Board
2. Drafting Bylaws for the EDA
3. Developing a workplan and prioritizing projects

**5. ADJOURNMENT**

Motion by Eichhorst, second by Bergner, to adjourn the December 20, 2023 Special Council meeting at 6:30 p.m. Voice vote followed; motion carried.

  
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Ryland Eichhorst, Mayor

Attest:

  
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Sunny Bjorklund Schultz, City Administrator