

**EDA
Minutes
November 19, 2025**

The Owatonna Economic Development Authority met in regular session at 4:00 pm in the Charles S. Crandall Center – Chambers at City Hall with President Voss presiding.

Commissioners present: Dan Boeke, Dave Burbank, Andrew Cowell, Patrick McDermott, Corey Mensink, Brian Savage, and Doug Voss. Also present were Troy Klecker, Sean Williams, Brad Meier, Lisa Cochran, Glenda Smith, and Kristen Kopp.

Approval of Minutes. Commissioner Savage moved approval of the minutes of the October 22, 2025 meeting with second by Commissioner Mensink. All Commissioners voting Aye, the motion passed.

Treasurer's Report. Community Development Director Troy Klecker presented the revenue and expense reports for October.

Loan Report. OABDC Director Sean Williams presented the Loan Report for October. He said that all loans are current.

OACCT /OPED Report. OACCT President Brad Meier presented the report. He said things are going well with Workforce efforts. OPED just attended a Real Estate Journal event in Golden Valley. OPED hosted the Riverland Community College leadership to discuss offerings at the Owatonna Campus. It's a mix of credited courses and training courses. They have also been working on the labor and delivery for Owatonna and Allina has stepped up. Boeke thanked Meier for his advocacy on the birthing center.

OABDC Report. OABDC Director Sean Williams presented the OABDC Report. They are in the process of negotiating a grant with the Owatonna Foundation for the Rose Street Center. They had a kickoff meeting for the Angel Network. It was well attended and they got good feedback. They are activating a formal incubator program and wrapped up the latest Small Business Academy. One of the renters in the manufacturing space is looking to expand, which is exciting. They are converting their drop-in office to a flexible space.

EDA Projects. Community Development Director Troy Klecker presented the EDA Projects for October. He said 117 Bridge Street West still has a letter of intent. They will likely ask for an extension while they do their due diligence. Renneberg Hardwoods is getting really close to being done as is Sputtering Components. Council has talked about options for Foremost. They did not receive their TIF reimbursement for this year. The options are cancelling the TIF, continuing with TIF reimbursements because they are trying to get it rented or sold, or hold tight for now and keep the TIF so long as it's empty and wait for them to propose something different. We can modify it in any way we want to. That is what Council decided, so we will hang on to those TIF dollars. It will probably not get reimbursed while it is empty. Once they have a new tenant or buyer, we will see what their request is. They are pretty aggressive in trying to get a tenant—leased or sold. More than likely it would be a restaurant, but that would need some modifications. We have a purchase agreement for 1301 Oak Avenue South and are set to close

on that on Monday. The thought is that the EDA would pay for half and the City pay for the other half of this purchase. It probably makes sense to pay for the land up front.

Old Business:

Review Contracts with OACCT: Lodging Tax Agreement. Klecker said that he had handed these out at the last meeting, and said that the MainStreet is also part of this. He said they have an agreement with the OABDC for loan administration. He would like to get all of them approved at the same time for a three-year period. We don't have to act on any of them today. We can vote at the December meeting, but that would push them to the January 6 City Council meeting, which isn't a big deal. The board could act on them today if they are comfortable. In the packets are the suggested changes for the Tourism Agreement. We've had these agreements for over 20 years. They are renewed every two or three years. They are well worthwhile because they help us do economic development as a team and they are all in the EDA budget. There are no changes in amounts. The City captures a percentage of lodging tax and the rest goes to the Chamber to do tourism activity. There is also the MainStreet contract, which is \$50,000 since we went to a full-time MainStreet Director. The Economic Development agreement with the Chamber has been ongoing and what makes OPED work. That is \$30,000. The loan administration agreement with the OABDC is included. This is an attempt to get them all on the same schedule for a three-year period. The changes to the Tourism Contract are in the packet. Meier said that they took tracking out of the contract because they didn't know if it added to the contract. They will still share what is most important like occupancy. They suggested the termination agreement be 120 days instead of 60. Smith said the biggest redline section is with the Committees. She said that they split the Marketing and Lodging into two committees last years. She simplified the descriptions in the agreement. Boeke asked if she would still be reporting things like occupancy. Smith said yes, they will continue to see the metrics that she has been sharing. Klecker said that all reporting will continue the same, but if there is more reporting you'd want to see, we can put it in the contract. Boeke asked if the Chamber could talk about what they are spending the lodging tax dollars on. Meier said that typically those financial reports go to Troy, but they can include those items in the contract. Cowell proposed keeping the tracking in the contract. That is important for the EDA to make sure they are focusing on the right activities. He said he doesn't get a lot out of the social media analytics. Mensink said that he likes the analytics. Meier said they can leave them all in there. A motion was made by Cowell and seconded by McDermott to approve the Lodging Tax Agreement with the metrics and tracking left in. All Commissioners voting Aye, the motion carried.

OABDC Loan Agreement. A motion was made by Mensink and seconded by Savage to approve the OABDC Loan Agreement. All Commissioners voting Aye, the motion carried. A motion to withdraw this motion until the December EDA meeting was made by Cowell and seconded by Mensink, noting that this item was not on the Agenda for this meeting. All Commissioners voting Aye, the motion to withdraw the approval of the OABDC Loan Agreement until the December EDA meeting carried.

Economic Development Agreement. A motion was made by Cowell and seconded by Burbank to table the Economic Development Agreement until the December EDA meeting. All Commissioners voting Aye, the motion carried.

Klecker said that the Economic Development Agreement, MainStreet Agreement, and the OABDC Loan Agreement will all be on the December EDA Agenda.

New Business: Forgivable Loan: 120 Cedar Avenue North – Ameriprise Financial / Dean Velske - \$5,000 Exterior (Windows). Sean Williams said that this is for the back of the building. Lisa said that it is replacing windows. A motion was made by Boeke and seconded by Cowell to approve the forgivable loan for up to \$5,000 for exterior improvements at 120 Cedar Avenue North. All Commissioners voting Aye, the motion passed.

Klecker said that we are within \$18,000 of the forgivable loan funds being depleted.

Klecker said that Pat McDermott's term is coming to an end and he will not be renewing. He thanked McDermott for his service on the EDA board.

Schedule Next Meeting. The next EDA meeting is scheduled for **December 17, 2025** at 4:00 pm in Charles S. Crandall Center – Chambers at City Hall.

Adjournment. There being no further business, a motion was made by Commissioner Burbank and seconded by Cowell to adjourn the meeting at 4:50 pm. All Commissioners voting Aye, the motion passed.