



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

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Position Title:	Economic Development Authority Member
Length of Term:	6 years (for members who are not Councilmembers)
Appointed by:	Majority vote of the City Council
Compensation:	Per diem for meetings attended
Meeting schedule:	2nd Monday of the month at 6 pm. If Monday is a holiday, the meeting is moved to Tuesday.

General Definition of Work:

The Economic Development Authority (EDA) is a distinct legal entity created by the City of Osseo to facilitate a well-rounded development program. The EDA is a self-governing body with the ability to buy and sell property, make loans and grants to businesses, apply for grants, and sell bonds, among other tasks. The EDA administers public money in support of Economic Development.

Expectations of the EDA as a Whole:

- Determine the mission and purpose of the organization, within statutory guidelines and enabling legislation
- Approve and monitor the EDA's programs and services
- Participate in strategic and organizational planning
- Ensure strong fiduciary oversight and financial management
- Enhance the EDA's and City of Osseo's public image

Expectations of Individual Members:

- Know the organization's mission, policies, programs, and needs. Follow the organization's bylaws, policies, and board resolutions
- Serve as advocates and ambassadors for the organization and participate in securing the resources and partnerships necessary for the EDA to advance its mission
- Leverage connections, networks, and resources to develop collective action to achieve the EDA's stated mission and objectives
- Prepare for, attend, and conscientiously participate in board meetings
- Read and understand the organization's financial statements, agreements, and other legal documents
- Strictly adhere to conflict of interest policies, Open Meeting Law, and the Minnesota Government Data Practices Act

Membership:

The EDA is comprised of seven members, including Osseo residents or business owners. At least 2 of the 7 members must be Osseo Councilmembers. The EDA is supported by its Executive Director and other City employees and consultants as assigned.

Essential Functions:

- Be familiar with the EDA's Plans, programs, policies, and operations
 - Review applications for financial assistance for consistency with the EDA's Plans and policies
 - Attend EDA meetings and appropriate subcommittee meetings. Review agenda and supporting documents prior to meetings.
 - Keep current on economic development issues and related program areas
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Additional Duties:

- May attend conferences or training sessions to keep up-to-date on trends and issues in Economic Development or to better understand their role on the Board
 - May attend other meetings, such as City Council meetings, as deemed necessary
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Knowledge, Skills and Abilities:

There are no minimum skills and abilities that an applicant must have to be appointed as an EDA member, however, the following list has been identified as those skills and abilities that make a quality Commissioner:

- Attention to detail;
- Patience;
- Ability to think in abstract terms and consider potential outcomes in addition to current conditions;
- Open mindedness and willingness to listen and learn;
- Willingness to contribute and speak in a public forum;
- Ability to compromise and work within a team framework;
- Ability to make decisions based on the best interests of the community, rather than the interests of an individual business, applicant, or other special-interest groups;
- Ability to read and understand detailed financial and legal documents.

Osseo has an interest in providing a diverse membership on the EDA. Members with any combination of the following skills and experiences are desirable:

- Background in real estate, housing, and business ownership
 - Background of community involvement
 - Experience with business ownership
 - Knowledge of real estate acquisition, development, and/or law
 - Willingness and ability to commit to requirements of position.
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Time Demands:

- Attend and actively participate in monthly Commission meetings (typically 1 hour in length, on the 2nd Monday of the month, or Tuesday if Monday is a holiday) unless excused by the Chairperson.
 - Attend and actively participate in ad hoc subcommittee meetings and related work (typically 1-2 hours per meeting & 2-3 meetings per year, depending on the breadth of topics discussed)
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Special Requirements:

Commission members should maintain a means for public contact.

Meeting information is distributed electronically via email and web access. Printed materials can be available for members without internet access.

Working Conditions:

This position primarily conducts business indoors (98%) completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants, and the public. This position requires a lengthy attention span and involves intermittently sitting (96%), walking (2%), and standing (2%).

Last Updated: March 2019