

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
May 2, 2011**

1. ROLL CALL

President Kevin Rebman called the regular meeting of the Osseo Economic Development Authority to order at 7:02 p.m., Monday, May 2, 2011.

Members present: Allan Hartkopf, Will Lienemann, Terry McNeil, Duane Poppe, Kevin Rebman, and Bruce Wiley.

Member absent: Dan Sadler.

Staff present: Executive Director Jeffrey Dahl, City Attorney Loren Magsam, and Deputy Clerk LeAnn Larson.

Others present: Rebecca Kurtz, Al Lindquist, John Raskind, and Ron Barger.

2. APPROVAL OF AGENDA

A motion was made by Wiley, seconded by Lienemann, to approve the Agenda as presented. The motion carried 6-0.

3. APPROVAL OF MINUTES – April 4, 2011

A motion was made by Lienemann, seconded by Hartkopf, to approve the minutes of April 4, 2011, as presented. The motion carried 6-0.

4. MATTERS FROM THE FLOOR – None.

5. SPECIAL BUSINESS – Jill Johnson, Executive Director of North Hennepin Area Chamber of Commerce

(Jill Johnson was not able to be at the meeting.)

6. ACCOUNTS PAYABLE

A motion was made by Lienemann, seconded by McNeil, to approve the Accounts Payable (Listing 050211EDA, run 04/28/11, 8:31 AM, for \$1,820.54). The motion carried 6-0.

7. OLD BUSINESS

A. ADOPT TIF PLEDGE AGREEMENT FOR 2011A BOND REFINANCE (Resolution)

Rebecca Kurtz, Ehlers & Associates, stated at the April 11 Council meeting, the City Council adopted a Resolution Providing for the Issuance and Sale of General Obligation Tax Increment Refunding Bonds, Series 2011A, and Pledging for the Security Thereof Tax Increments, Levying a Tax for the Payment Thereof and Authorizing Execution of a Tax Increment Pledge Agreement. These bonds were refund the 2001A Bonds that were issued to finance various public improvements in TIF District No. 2-4 (the Bell Tower TIF District).

The EDA must execute the Tax Increment Pledge Agreement associated with the bond sale.

A motion was made by McNeil, seconded by Lienemann, to adopt EDA Resolution No. 2011-1 Authorizing Execution of a Tax Increment Pledge Agreement. The resolution was adopted 6-0.

B. CONSIDER DOWNTOWN PARKING PLAN PROPOSAL

Executive Director Jeffrey Dahl stated this item was tabled at the last meeting to allow staff more time to look at what other parking studies the City/EDA commissioned in the past. According to records, the City completed two parking studies over the past two decades:

- 2008 Parking Inventory—In 2008, the City hired HKGi to collect all existing parking info in the Central Business District and put in on a digital file to use for future land use permits/ applications.
- 1997 Downtown Parking Study—In 1997, the City hired Benshoof & Associates and Ehlers & Associates to complete a more comprehensive parking analysis that collected data, determined need, and developed a set of recommendations. Recommendations were given regarding on-street parking then.

Rebman stated that on-street parking is identified with this information. In addition, painting of parking spots helps improve parking.

Dahl stated the 1997 study could assist Bolton & Menk in development of a striping plan, if desired.

Lienemann asked about the former senior center site being improved for more parking. Wiley asked about the two EDA owned lots near the Post Office.

Consensus was to direct staff to obtain a new proposal from Bolton & Menk that would entail an on-street striping plan and parking lot site plan/pro-formas for the former senior site and the EDA properties at 2nd Street and 1st Avenue NW. Staff hopes to have this information at the next EDA meeting.

C. REVIEW REQUEST FOR INTEREST (RFI) FOR BLOCK 6 REDEVELOPMENT PROJECT

Dahl presented a draft Request for Interest (RFI) and stated he wanted to advertise and distribute to interested developers.

Rebman asked about the developers eliminating or noting specific information in an RFI that might be considered confidential or competition sensitive.

EDA consensus was to move the deadline date forward so that the EDA would have a chance to review RFIs at the next meeting.

A few suggestions were offered to the document.

EDA consensus was in favor of the draft RFI with corrections, staff to distribute the RFI as soon as possible to interested developers, and advertising the RFI.

8. NEW BUSINESS

A. ADG REIMBURSEMENT REQUEST – 311 Central Avenue

Dahl stated at its June 2010 meeting the EDA approved an Architectural Design Guidelines (ADG) Financial Assistance request from John Raskind, owner of 311 Central Avenue, for \$5,750 to assist with the exterior renovation of the building---an estimated \$23,000 project. The exterior improvements were to include replacement of rotting decorative wood, removal of existing awning and replace with matching stucco, new signage, and lighting. The improvements were recently completed. Mr. Raskind has submitted a reimbursement request for \$5,750 or 25% of the previously approved \$23,000 project, even though the project expenses were \$25,743.

The EDA currently has an allotment of \$41,316.75 for the ADG Financial Assistance Program. Approval of this request will decrease the allotment to \$35,566.75. Based on the invoices received and the proposal that was approved, staff recommends approval of the reimbursement request to Mr. Raskind for \$5,750.

McNeil asked if maintenance of properties was part of the ADG program, noting a dangling light receptacle last winter. Dahl said the current City Code would address issues of maintenance to properties.

Poppe asked if the ADG program needs to be evaluated or expanded and suggested a committee address this issue. McNeil and Rebman offered to meet with Poppe and staff to discuss the ADG program.

McNeil also suggested the EDA consider a redevelopment master plan to help shape Osseo.

A motion was made by Lienemann, seconded by Hartkopf, to approve the Architectural Design Guidelines Finance Assistance reimbursement request of \$5,750 to MLJ Management, LLC (Raskind), 311 Central Avenue. The motion carried 6-0.

B. REVIEW TIF ANALYSIS WORK SESSION

Dahl stated Rebecca Kurtz, Ehlers & Associates, presented information earlier this evening at the EDA work session about Tax Increment Financing (TIF). A TIF Review was part of Ms. Kurtz's presentation, also. The Executive Summary included recommendations for several of the TIF Districts.

This information would be shared with the City Council and the Planning Commission.

9. REPORTS OR COMMENTS: Executive Director, President, Members

Lienemann asked about the Osseo School District's plan not to use the former Osseo Elementary for an Alternative Learning Center. He wondered if the EDA/City was missing an opportunity with the building being unoccupied. Lienemann suggested a committee discuss this more fully. McNeil and Rebman offered to meet with Lienemann to discuss this further.

Dahl stated the Council recently agreed to municipal consent for the Hwy 169/Co Rd 30 interchange project. Besides signage guarantees from Mn/DOT, the City of Brooklyn Park is offering to assist Osseo in several way:

- 1) Marketing of the City
- 2) Business development
- 3) Housing issues

Al Lindquist, Mayor, stated he was pleased Council member Poppe was a member of the CORE planning committee with the Osseo School District. Hopefully, the elementary school might be reopened in the future.

Lienemann stated there would still be plenty of traffic through Osseo even with the Hwy 169/Co Rd 81 interchange improvements. He encouraged businesses to locate in Osseo, and the City to explore shared services where possible.

Rebman noted an upcoming segment to be featured by Channel 12 on possibilities for the Iten building.

10. ADJOURNMENT

A motion was made by Poppe, seconded by Lienemann, to adjourn at 8:05 p.m. The motion carried 6-0.

Respectfully submitted,

LeAnn Larson
Deputy Clerk