

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
January 11, 2016**

1. ROLL CALL

Vice President Daniel Spanier called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, January 11, 2016.

Members present: Harold E. Johnson, Duane Poppe, Mark Schulz, Daniel Spanier, Larry Stelmach, and Anne Zelenak.

Members absent: Todd Woods.

Staff present: Executive Director Riley Grams and City Attorney Mary Tietjen.

Others present.

2. ELECTION OF EDA OFFICERS FOR 2016

Executive Director Riley Grams requested the EDA elect officers for 2016.

A motion was made by Schulz, seconded by Johnson, to elect Todd Woods President of the EDA for 2016. The motion carried 6-0.

A motion was made by Stelmach, seconded by Johnson, to elect Daniel Spanier Vice President of the EDA for 2016. The motion carried 6-0.

A motion was made by Stelmach, seconded by Johnson, to elect Mark Schulz Treasurer of the EDA for 2016. The motion carried 6-0.

A motion was made by Johnson, seconded by Schulz, to elect Larry Stelmach the Assistant Treasurer of the EDA for 2016. The motion carried 6-0.

A motion was made by Johnson, seconded by Stelmach, to elect LeAnn Larson Secretary of the EDA for 2016. The motion carried 6-0.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES – DECEMBER 14, 2015

A motion was made by Zelenak, seconded by Schulz, to approve the minutes of December 14, 2015, as presented. The motion carried 6-0.

5. MATTERS FROM THE FLOOR – None.

6. PUBLIC HEARINGS – None.

7. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

A motion was made by Johnson, seconded by Schulz, to approve the Accounts Payable. The motion carried 6-0.

8. OLD BUSINESS

A. APPROVE DOWNTOWN DIRECTIONAL SIGNAGE DESIGNS

Grams requested the EDA consider approving the final design for the EDA downtown directional signage. He explained the EDA has coordinated with Scenic Signs to design and manufacture signs with brackets to be placed on Central Avenue poles alerting visitors and patrons to off-Central Avenue businesses in downtown Osseo. The design mimics the existing Central Avenue area street signs in look, color, and font, and includes a pointed end.

Grams reviewed two color concepts for the directional signage with the EDA, noting both would be made of reflective materials on an aluminum sign. The overall sign height would be 8 inches and the letters would be 5 inches. The signs would be 2 feet six inches in length. Staff explained all "Public Service" signs would be designed in the standard blue background with white lettering and border. These signs include City Hall, Police Department, Fire Department, Library, and Boerboom Park. Staff recommended the EDA discuss which color option should be selected for the signage and direct staff accordingly.

Schulz asked if the letter size on the proposed directional signs would be compliant with City Code. Grams believed this would be the case.

Schulz was in favor of offering the sign volume discount to local business owners. He also wanted to see the new signs in place by spring.

Johnson questioned if businesses along Central Avenue would be allowed to have a directional sign. Grams reported this would not be allowed. He indicated the directional signs would be offered to businesses off Central Avenue.

Johnson asked if the City or the EDA would be paying for the municipal directional signs. Grams recommended the EDA discuss this matter and make a recommendation to staff.

Spanier questioned what color scheme the EDA wanted to move forward with for the directional signs.

Schulz supported the black and orange signs. He believed this would make the directional signs stand out.

Stelmach agreed stating the orange and black would bring the school colors into the downtown area.

Zelenak also supported the orange and black color scheme.

Johnson preferred to move forward with the white and black signs. He believed this would be easier to read.

Spanier supported the black and orange signs.

Schulz suggested the sign vendor provide a sample of the black and orange sign, noting the EDA could then request the orange be lightened if it was difficult to read. He requested staff contact the sign vendor and request a sample sign be created for the EDA to view in February.

Grams requested further clarification from the EDA on how to proceed with the municipal signs.

Zelenak was in favor of the City purchasing and making the final decision on the municipal signs.

Schulz agreed.

A motion was made by Johnson, seconded by Stelmach, to table action on this item to the February 8 EDA meeting. The motion carried 6-0.

9. NEW BUSINESS

A. APPROVE EDA GOALS/PROJECTS

Grams stated the EDA has sold almost all of the owned parcels within the City for redevelopment purposes. He noted staff previously asked the EDA members to consider goals moving forward for 2016. He reviewed a list of potential goals or various projects in the City and requested direction from the EDA.

Schulz thanked staff for compiling this list. He was in favor of keeping the entire list a priority and recommended it be seen as a fluid document.

Johnson wanted to see something done with the former jail property as soon as possible in 2016. He believed this project would not be too costly and would greatly improve this corner in Osseo.

Stelmach agreed this property should be addressed. Grams suggested landscaping that could be added to improve this corner, but noted when Highway 81/Bottineau Blvd was improved, this area may change again.

Schulz did not oppose looking into improvements for this corner. He wanted to see the weeds mowed down and addressed; however, he was not interested in spending \$20,000 to \$30,000 to improve the site.

Johnson suggested some black dirt and low maintenance shrubs be considered for the corner. Grams feared that if the City proceeded in this manner, the dollars would be unwisely spent due to the heavy traffic along this roadway.

Stelmach stated one option may be wildflowers at this corner that would assist in soaking up the salt and grime at the corner.

Further discussion ensued regarding the goals and projects the EDA would be addressing in 2016.

Johnson was in favor of having City Planner Nancy Smebak work on the home improvement projects and building exteriors in the coming year. He was in favor of the EDA being in contact with the property owners on the priority list to ensure the EDA was ready to make a purchase if a site were to become available.

Grams thanked the EDA for its input on this topic.

B. APPROVE 2016 EDA BUDGET

Grams explained staff would like the EDA to approve a 2016 budget. It was noted that because the majority of the EDA-held property was sold, both expenses and revenues would go down in 2016. Staff reviewed the proposed revenues and expenses for the coming year and recommended approval of the budget.

Johnson asked how much TIF funding was available to the EDA if a redevelopment property were to become available. Grams reported Rebecca Kurtz from Ehlers & Associates would be providing the EDA with an update at the February or March EDA meeting.

Schulz questioned if staff had adjusted the 2016 budget keeping in mind the changes that had been made to TIF funding. Grams commented this was the case.

A motion was made by Johnson, seconded by Stelmach, to approve the 2016 EDA Budget. The motion carried 6-0.

C. APPROVE 2015 EDA PER DIEMS

Grams explained that in 2001 the City Council approved per diem payments to Planning Commission and Economic Development Authority members. Staff reviewed the payments that should be made to EDA members for 2015 attendance at regular meetings and recommended approval.

A motion was made by Johnson, seconded by Schulz, to approve payment of \$15 per monthly meeting attended by non-Council members of the EDA. The motion carried 6-0.

10. REPORTS OR COMMENTS: Executive Director, President, Members – None.

11. ADJOURNMENT

A motion was made by Schulz, seconded by Johnson, to adjourn at 6:55 p.m. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.