

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
November 14, 2016**

1. ROLL CALL

President Todd Woods called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, November 14, 2016.

Members present: Rebecca Doran, Harold E. Johnson, Duane Poppe, Mark Schulz, Daniel Spanier, Larry Stelmach, and Todd Woods.

Members absent: None.

Staff present: Executive Director Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: John Rova, Cindy Killmer, Roger McHugh, Martin Duffy, Mary Moyle, Dorothy Clarke, Daryl Kirt, and Steve Van Hout.

2. APPROVAL OF AGENDA

A motion was made by Johnson, seconded by Stelmach, to approve the agenda as presented. The motion carried 7-0.

3. APPROVAL OF MINUTES – OCTOBER 10, 2016

A motion was made by Johnson, seconded by Stelmach, to approve the minutes of October 10, 2016, as presented. The motion carried 7-0.

4. MATTERS FROM THE FLOOR

Martin Duffy, Duffy's Bar & Grill, addressed the EDA regarding parking. He understood Red's Savoy Pizza was coming to Osseo. He expressed concern with how the City would provide enough parking for this business along with all of the other growing businesses. He stated he did not want to have to sign his lot "For Duffy's Customers Only." He recommended the City seriously consider how to address the parking needs for downtown Osseo.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

A motion was made by Johnson, seconded by Stelmach, to approve the Accounts Payable. The motion carried 7-0.

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. CONSIDER REDEVELOPMENT PROPOSAL FOR OSSEO SPORTS REDEVELOPMENT SITE (John P. Rova, AIA)

Executive Director Riley Grams stated local architect John Rova and local resident James Killmer were in attendance to give a presentation to the EDA about a proposal for the Osseo Sports redevelopment site on Central Avenue.

John Rova discussed the history of the Osseo Sports building. He then described a redevelopment proposal he had for this property. It was his opinion the former garage portion of the building was in fair condition. He commented on a similar redevelopment in downtown St. Paul where two restaurants had located. He discussed the work that would have to be done on the site to bring it up to code. He believed the two-story portion of the building required a great deal more work in order to make it accessible.

Johnson asked for further information on Mr. Rova's background. Mr. Rova discussed the numerous historic projects he has worked on including the old post office in New Ulm and the original City Hall in Owatonna.

Johnson believed it would benefit the City to save this building and to renovate the garage portion into two restaurants.

Spanier questioned if any additional parking could be gained through the renovation of this site. Mr. Rova anticipated that several parking stalls could be gained to the rear of the building.

Grams inquired if the two-story building was architecturally dependent on the garage portion of the building. Mr. Rova stated this was not that case.

Schulz thought this was a good plan for the building, but understood the building would have to be purchased prior to any renovations occurring.

Grams reported the City was still waiting for the structural analysis to be completed on this building, which would be a good piece of information for the EDA to review.

Spanier hoped that this building could be renovated as it was very unique. He appreciated the fact that Premier Bank was willing to work with the City on this.

Cindy Killmer reported the foundation for the older two-story portion of the building was dug in 1908 by Charles F. Killmer. She understood this building operated as a hardware store for some time.

Johnson stated the EDA could consider the southern portion of the building for parking.

Stelmach looked forward to reviewing the structural analysis prior to making any decisions on this property.

Grams looked forward to developers coming forward to assist the City in saving this building.

Schulz recommended action on this item be tabled until the EDA could review the structural analysis.

Poppe agreed.

The EDA agreed to postpone action on this item to the December EDA meeting.

B. DISCUSS OSSEO GATEWAY SIGN CONTRIBUTION

Grams explained staff has been working to develop and design a community sign to be located at the southwest corner of County Road 81/Central Ave/Jefferson Highway. The sign was designed by local sign vendor Scenic Signs, with the help of a committee made up of Osseo Councilmembers and local business owners. The sign was designed to mimic the vertical columns located at the north and south entrances of Central Avenue in downtown Osseo. The sign features a color LED digital sign.

Grams stated one of the main purposes of this sign is to attract people to businesses in the local Osseo community. While staff and the City Council have yet to determine exactly how the sign will be used (such as advertising individual businesses on the sign or simply used as a wayfinding sign in addition to the standard community based messaging), there does exist a current project funding gap. Staff hopes and expects to obtain some local donations to help pay for the construction of the sign, but some EDA members and Councilmembers want the EDA to consider making a donation/contribution to the project fund.

Grams explained the project includes several different components. First, the cost of the actual sign itself (which includes all permitting, materials, labor, construction, and management). Second, the Committee suggests changing out the letters on the existing vertical columns to match the lettering on the proposed sign. This font is taken from the current Osseo logo (which was recently updated). Additionally, WSB produced some landscaping themes to showcase the site and dress it up. It includes trees and other various plantings. Finally, staff included an estimate to include various items such as lighting, electrical wiring, and any underground utilities as needed. It also includes a small contingency amount.

Grams reported the sign is priced out into two different LED sign sizes. Each comes with a different project cost based on the size of the LED screen.

Staff reported the EDA currently has a General Fund balance of \$371,284.49. The EDA was asked to discuss the option of contributing money to this project. If so, how much was to be contributed. Staff would then be able to work that amount into the 2017 EDA Budget.

Woods questioned if the City had a policy in place on how the gateway sign time would be used for advertising purposes. Grams stated staff does not have a policy in place and would be working on this over the coming months.

Woods discussed the return on investment for the gateway sign. Grams believed it would be difficult to analyze the return on investment for this sign, but hoped the sign could be used to benefit the entire community. City Attorney Mary Tietjen explained the EDA and City Council would have to come together to create a vision for the gateway sign.

Woods questioned how the EDA wanted to proceed.

Stelmach supported the EDA making a contribution to the gateway sign as he believed the local businesses would benefit by the advertisement of local events on this sign.

Johnson also supported the EDA making a contribution to the gateway sign as it would promote the City and its local businesses.

Schulz believed the sign would assist in a tangible and non-tangible way by increasing traffic in Osseo. However, he wanted to see the City Council and EDA create a policy on how the sign would be used.

Woods supported the EDA making a contribution and recommended a policy for the gateway sign be drafted.

Johnson recommended the vertical letters on the gateway sign be removed until a later date.

Schulz explained the sign concept would be reviewed and approved by the Council. The EDA was being asked to consider a contribution and wanted to see the sign used for the entire community and not just the businesses along Central Avenue. He believed the EDA was the perfect entity to assist with a contribution.

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

10. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:54 p.m. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.