

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
May 8, 2017**

1. ROLL CALL

President Todd Woods called the regular meeting of the Osseo Economic Development Authority to order at 6:30 p.m., Monday, May 8, 2017.

Members present: Juliana Hultstrom, Harold E. Johnson, Dan LaRouche, Duane Poppe, Mark Schulz, 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: None.

2. APPROVAL OF AGENDA

**A motion was made by Schulz, seconded by Hultstrom, to approve the Agenda as presented. The motion carried 7-0.**

3. APPROVAL OF MINUTES – APRIL 10, 2017

**A motion was made by Hultstrom, seconded by Johnson, to approve the minutes of April 10, 2017, as presented. The motion carried 7-0.**

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing.

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

7. OLD BUSINESS

A. UPDATE ON OSSEO SPRING FOOD TRUCK EVENT

Grams stated the 2017 Osseo Spring Food Truck Event (Spring Opener) is a go. The City Council has approved the necessary road closures for the event and staff has been authorized to enter into agreements necessary for the execution of the event. The EDA has approved funding for 50% of the event costs. In further discussions with staff and the City Attorney, it has been determined that the City can provide funding for the remaining 50 percent of the event costs, but that staff would have to follow a strict flow of funds in order for the cost to be shared by the City.

Staff creates specific event funds within the City's financial system to pay for many events. In order for the City to pay for a portion of the event costs, the following will need to happen:

- 1) The EDA has already approved 50 percent of the event cost.
- 2) The remainder of the event cost, minus any outside donations we receive, will be known once the event is completed and over.
- 3) The City can then pay for those remaining costs by donating that amount to the EDA at the June 12 Council meeting. The funds will have to come from the Contingency Fund (no other identifiable source of funds for this event).
- 4) The EDA has to officially “accept” the donation at its next meeting (which wouldn’t be until July 10).
- 5) Then, in-house Finance staff can “pay off” the specific event fund deficit.

Grams explained the fund would carry a deficit as various invoices are paid (music, fencing, porta-potties, policing needs, promotions, etc.) and a temporary deficit would run in that specific fund until the City can donate the amount of the funding gap to the EDA to zero out that funding gap. Hopefully the EDA will receive enough donations to completely cover the remaining 50 percent. It was staff’s recommendation to have the EDA cover the remaining balance.

Hultstrom asked if it would be better for the EDA to fully fund the event and then to seek donations to assist with the event. Grams did not believe this was necessary. He stated he would bring the financial gap to the City Council and EDA after the event is held.

Schulz commented on the accounting laws the City had to follow. He stated with the timing of event he believed staff’s recommendation was reasonable. He anticipated the event would benefit the City’s businesses and for this reason should be covered by the EDA.

Stelmach was comfortable with the EDA covering the full expense for the event.

Johnson questioned if any expenses would have to be paid prior to the event. Stelmach stated there were several bills that would have to be paid prior to the event being held.

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

Grams stated he would be out of the office May 9-20.

Johnson reported there were two houses for sale in Osseo that should be considered by the EDA. He reviewed the property addresses with the EDA and recommended this be considered by the EDA at its next meeting. Abts explained the property at 600 Central Avenue was listed at \$190,000.

City Planner Nancy Abts invited the EDA members to attend a Development/Redevelopment 101 workshop being sponsored by WSB.

10. ADJOURNMENT

**A motion was made by Stelmach, seconded by Schulz, to adjourn at 6:47 p.m. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*