

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
March 13, 2023**

1. ROLL CALL

Vice President Schulz called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, March 13, 2023.

Members present: Teresa Aho, Deanna Burke, Harold E. Johnson, Ashlee Mueller, Kenny Nelson, and Mark Schulz.

Members absent: Duane Poppe.

Staff present: Executive Director Riley Grams, Community Management Coordinator Joe Amerman and City Attorney Mary Tietjen.

Others present: John Roach, City Resident.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES – FEBRUARY 13, 2023

**A motion was made by Mueller, seconded by Aho, to approve the minutes of February 13, 2023, as presented. The motion carried 6-0.**

4. MATTERS FROM THE FLOOR – None

5. PUBLIC HEARINGS – None

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

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

7. OLD BUSINESS – None

8. NEW BUSINESS

A. DISCUSS EDA BYLAWS CHANGES

Grams stated at the February 13, 2023, EDA meeting, Commissioners discussed several ideas and/or projects for consideration in 2023. One item was reducing the number of EDA meetings. Per the EDA bylaws, Article four, section 1 states that the EDA shall hold at least one regular meeting each month. More recently, unless the EDA has pressing matters or business to attend to, it has been difficult to develop sufficient discussion topics for monthly EDA meetings. Grams stated that they simply do not have enough business necessary to hold monthly meetings. Therefore, in conjunction with the EDA President and Vice-President, Staff would suggest the EDA move to an every other month meeting schedule. The benefits of this change were discussed by Staff. Should the EDA Commissions be in favor of this change, the timing to gain approvals works out well. Staff could come back to the EDA on April 10, 2023, with a Resolution to make the amendment to the EDA bylaws. The City Council would also approve the amendments that evening at their 7:00 p.m. meeting. The EDA would also approve the updated schedule of meetings for the year at the April 10 meeting. We would then hold the next EDA meeting on June 12, followed by August 14, October 10 (Tuesday), and December 11.

Nelson explained he heard from several people who were not opposed to the proposed change of the EDA meeting every other month and suggested EDA items not be reviewed by the Council until their next meeting, versus being reviewed on the same night.

Johnson indicated the EDA has never taken any TIF funds to assist with administering TIF projects. He stated this could be done to assist covering EDA expenses. He noted he would like to see an account of financial transactions on a yearly basis for the EDA. He stated this was a requirement within the bylaws and was currently not being done. He explained he has requested this information from Staff and it has not been provided.

Schulz questioned if Commissioner Johnson had additional language he would like added to the bylaws.

Johnson stated he did not have any additional language, but would like this portion of the bylaws enforced. He asked if the EDA were to move to every other month meetings, would the vendors support being paid every 60 days. Grams explained the vendors would be notified of the change in order to explain the meeting schedule change.

Johnson anticipated if the EDA were to make a change to the meeting schedule, in a sense the EDA would be taking a position that they would not be active in trying to promote building improvements or redevelopment within the City. He stated he was not in favor of the EDA taking this action.

Nelson reviewed the bills that were paid by the EDA each month, noting the group would save \$3,000 if meetings were held every other month. He reported he supported the group holding monthly meetings, if there were topics to discuss. However, he did not believe this was necessary when there were not developers present with projects. He indicated the EDA could always call for an additional meeting if a project were to come forward.

Mueller stated she supported amending the EDA bylaws in order to hold meetings every other month.

Schulz asked if the EDA had to meet monthly per the bylaws or could this group move to meet as needed. City Attorney Tietjen advised there was no statutory requirement. Grams discussed how meeting requirements within the bylaws and noted EDA members can call for a special meeting with three-day notice.

Burke believed saving \$3,000 was a trivial amount of money. Grams reported \$40,000 was transferred from the City for EDA Staff time expenditures.

Schulz indicated he was not a fan of holding meetings just to hold meetings. He supported meetings be held when there was business to discuss. He suggested the meeting schedule be reduced as needed, whether this be every other month, or as necessary. He recommended the EDA consider having a discussion about its funding stream and if there was an opportunity to bring forth an EDA levy. He thanked Commissioner Nelson for bringing the meeting reduction suggestion forward for the EDA to consider.

Grams explained Staff would work further to address this change and would bring action forward at a future meeting.

#### B. DISCUSS BUSINESS SURVEY

Amerman explained at the February 13, 2023, meeting of the EDA, a proposal was made to conduct a survey of the Osseo business community. This is something the City has done in the past, most recently just before the COVID pandemic, and can do again in order to gain a clearer sense of the business environment in Osseo. Staff commented on a few of the issues that need clarification before Staff can begin reaching out to businesses and requested feedback from the EDA on how to proceed.

Schulz stated he would be more than happy to serve on a committee to assist with the business survey.

Aho and Mueller indicated they would also be available to serve on a committee.

Johnson stated during Night to Unite he was asked by residents to have the City conduct a city-wide survey, which would be different than a business survey. He explained a business survey could be completed along with a city-wide survey.

Mueller supported making the survey available online and through a QR code.

Nelson cautioned the City from completing an online survey, noting online surveys could be completed by people from outside the community and this would not bring about the most beneficial results. He explained he would support the City completing a city-wide survey. He recommended the City reach out to the businesses along the highway in order to learn more from them. He discussed how great of community Osseo was because it was easily walkable

and had a trolley available to residents. He commented he would also like to hear from home based businesses to see what needs they had to take their business to the next level.

Schulz encouraged the EDA members to submit their survey ideas to Staff noting these would be reviewed by Staff and the committee members.

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

Nelson encouraged residents to consider donating blood on Wednesday, March 22 at the Community Center from 1:00 p.m. to 7:00 p.m.

Johnson discussed how the State was considering a TIF change, which would provide new avenues for City's to use TIF funding.

10. ADJOURNMENT

**A motion was made by Mueller, seconded by Aho, to adjourn at 6:41 p.m. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*