

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
December 9, 2019**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, December 9, 2019.

Members present: Teresa Aho, Harold E. Johnson, Sherry Murdock, Duane Poppe, Mark Schulz, and Larry Stelmach.

Member absent: Deanna Burke.

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 Stelmach, seconded by Aho, to approve the Agenda as presented. The motion carried 6-0.

3. APPROVAL OF MINUTES – NOVEMBER 12, 2019

A motion was made by Johnson, seconded by Stelmach, to approve the minutes of November 12, 2019, as presented. The motion carried 6-0.

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Executive Director Riley Grams presented the EDA Accounts Payable listing noting an amount had been amended.

A motion was made by Stelmach, seconded by Murdock, to approve the Accounts Payable as amended. The motion carried 6-0.

7. OLD BUSINESS

A. APPROVE 2020 ECONOMIC DEVELOPMENT AUTHORITY BUDGET

Grams stated the EDA approves an annual operating budget at the last meeting of the year. The EDA discussed the 2020 budget at its November 12, and those recommendations have been incorporated into this budget. Items of note were reviewed with the Commission and staff recommended approval of the 2020 budget.

A motion was made by Stelmach, seconded by Aho, to approve the 2020 Economic Development Authority Budget. The motion carried 6-0.

8. NEW BUSINESS

A. APPROVE PUBLIC PARKING SIGNS FOR FIRST AVENUE COMMONS PARKING LOT

Grams stated the City Council recently approved a public parking agreement with the owner of the First Avenue Commons building (located at 233 1st Avenue NE). The agreement calls for the lot to be open and available to public parking in exchange for the City providing snow removal services for the lot.

Grams explained the EDA should consider approving some additional signage to direct people to this parking option. The EDA has approved blue "Public Parking" signs in the past to help direct people to available lots. The signs would be attached to the decorative light poles on Central Avenue and at nearby intersections and point toward the available parking lot.

Grams reported staff recommends blue pointed signs stating the lot is for public parking and for snow emergency parking. The signs would be located at: the intersection of Central Avenue/3rd Street NE; the alley entrance off of 3rd Street NE; the corner of 3rd Street NE/1st Avenue NE; and at the entrances to the parking lot (one off the alley and one off of 1st Avenue NE).

Grams stated each blue public parking sign costs \$95 from Signco. The lot entrance signs are approximately \$200 each, depending on overall sign and wording. Staff recommends that the EDA approve an expenditure of no more than \$800 to create, purchase, and install the public parking signs.

Poppe questioned if the City had considered installing a lit sign on Central Avenue above the walkway between the Sparks Music and Dr. Schulz buildings to direct people to the parking lot. Grams explained he had not thought about this but noted he could speak to the building owners.

Schulz suggested some kind of surveillance be considered given the fact the walkway was somewhat remote. He recommended the new parking lot be marked from the north and south. He proposed the City hang back to back signs. Grams stated staff could look into this and noted this would raise the expense for the signage.

A motion was made by Schulz, seconded by Stelmach, to approve the cost of the public parking signs as discussed. The motion carried 6-0.

B. APPROVE SUBORDINATION AGREEMENT FOR TOWNHOUSE ON 1ST AVENUE NW

Grams stated Osseo resident Sherry Murdock purchased a townhome in the Osseo Urban Townhome project with participation from the Osseo EDA and Hennepin County. Most, if not all, of subordination requests are granted, provided the action doesn't harm the EDA financially. Ms. Murdock's request was sent to the City Attorney Kennedy & Graven for a recommendation.

A motion was made by Johnson, seconded by Stelmach, to approve the Subordination to Bell Bank for property located at 606 1st Avenue NW.

Schulz asked what financial risk the EDA would be in by approving this Subordination. City Attorney Mary Tietjen apologized stating she did not know the numbers off the top of her head. She explained the EDA would have to pursue a breach of contract action in order to collect from the property owner.

Murdock explained she could not refinance her property without the subordination agreement. She understood, at this point, she was still legally bound to the loan amount. She stated until all three parties prepare a formal agreement to reflect that the loan amount was forgiven, she would continue to be obligated.

The motion carried 5-0-1 (Murdock abstained).

C. DISCUSS BUSINESS EXPANSION AND RETENTION INITIATIVES FOR 2020

City Planner Nancy Abts stated she attended the Minnesota Economic Development Foundation's Basic Economic Development Course in July. Content by a variety of economic development practitioners from throughout the Midwest was presented. Introductory sections of the course included an overview of economic development strategies.

Abts reported one of the key "take-aways" from the course was the opportunity for Osseo to expand its Business Retention and Expansion (BR&E) efforts. Business Retention and Expansion programs focus on building relationships with existing firms. The work encourages investment in the local economy. This includes, for example, assisting with expansions, regulations or permitting, grant opportunities, etc. BR&E is a key component of economic development—up to 80 percent of a community's job growth comes from existing firms. Although this happens in Osseo informally, our efforts can be enhanced by dedicating resources and attention to this work in 2020. She reviewed several recommendations for a potential business retention and expansion program. Staff commented further on the proposed program and requested feedback from the Commission.

Poppe questioned if staff had any discussions with the Minnesota Chamber. Abts commented staff could work with this group.

Schulz reported Osseo was not a current member of any Chamber of Commerce. He suggested the EDA discuss this further in January. He indicated he was happy to continue working on a city business newsletter but wanted further assistance from staff to ensure his work was getting to local business owners.

Johnson believed this was a good idea and supported the EDA becoming a member of a Chamber of Commerce. He anticipated it would take some work to get local business owners to participate in business retention and expansion efforts. He stated business visits would be valuable. He suggested the business meetings be held at different times of the day to better accommodate local business owners. He explained he would be willing to work with staff on this initiative.

Poppe supported the proposed program.

Aho agreed stating this made a lot of sense for the EDA to pursue.

Stelmach commented in the past he had reviewed a list of 270 businesses in Osseo. Abts reported staff currently has a list of 230 active businesses in the City.

Further discussion ensued regarding how to create an email list that would effectively reach local business owners.

D. REVIEW 2020 EDA MEETING SCHEDULE

Grams reviewed the scheduled meetings for the Osseo Economic Development Authority for 2020 (all EDA meetings begin at 6:00 PM and are held in the Council Chambers at City Hall, unless otherwise noted). Staff explained Commissioner Murdock's seat is the only open seat in 2020. If she wishes to re-apply for another term, she will need to submit a letter of interest to Mayor Poppe for Council review. The Commission will elect EDA Officers at the January meeting.

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

Grams wished everyone Happy Holidays.

Stelmach wished everyone a Happy New Year.

Johnson stated Minnesota DEED has a number of grants and programs available and recommended staff look into this organization.

Schulz thanked all of the local businesses that sponsored Minidazzle. He stated he appreciated the investment these businesses were making in the local community. He also thanked all of the volunteers that helped make this event a tremendous success.

10. ADJOURNMENT

A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:45 p.m. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.