

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
August 10, 2020**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, August 10, 2020. Due to the COVID-19 pandemic this meeting was held virtually.

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

Members absent: None.

Staff present: Executive Director Riley Grams 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. A roll call vote was taken. The motion carried 7-0.

3. APPROVAL OF MINUTES – JULY 13, 2020

A motion was made by Murdock, seconded by Burke, to approve the minutes of July 13, 2020, as presented. A roll call vote was taken. The motion carried 7-0.

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 Stelmach, to approve the Accounts Payable. A roll call vote was taken. The motion carried 7-0.

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. UPDATE ON EDA COVID-19 SMALL BUSINESS RELIEF GRANT PROGRAM

Executive Director Riley Grams stated at the July EDA meeting and City Council meeting, the City created the Osseo Economic Development Authority COVID-19 Small Business Relief Grant Program with funds received from the CARES Act. The CARES Act allowed for local units

of government to divert funds to EDAs or HRAs with the purpose of creating a relief grant or loan program to help distribute funds to local small businesses.

Grams reported the program was available to eligible small businesses in Osseo provided they use the funds on eligible expenses, and the City set aside \$120,000 in total for the program with grants up to \$3,000 per applicant. Staff created the program details and notified the business community immediately. The program has been a huge success since its implementation. Applications were accepted starting on July 20 and as of Wednesday, August 5, a total of 39 applications totaling \$113,743.01 in requested grant funds.

Grams explained staff has been regularly sending a continually updated grant program spreadsheet to the EDA Review Committee. He thanked Burke and Johnson for their assistance on the EDA Review Committee. It was noted all 39 applications have been approved for the proposed expenses as indicated in the applications. Staff also required completed W-9 forms from the businesses, as well as documentation that the funds have been used or will be used on eligible expenses per the program details. Final approval of grant payments is made once all necessary documentation is submitted. The first round of grant payments will go out later this week or early next week.

Grams commented the program has \$6,256.99 remaining which equates to two maximum grant payments with change left over. After conferring with City Accountant April Weller, the City projects that we will have a remaining balance of \$31,920.89 from the City's portion of the CARES Act funds after eligible expenses are considered. Because we are still receiving applications for the EDA COVID-19 Small Business Relief Grant Program, he recommends that an additional \$29,743.01 be directed by the City Council to this program to round out a total remaining balance of \$36,000 for this program (equating a total of 12 grants for the maximum amount of \$3,000 each). If this is acceptable, the EDA can make a motion to recommend to the City Council that a total of \$29,743.01 of CARES Act funds be directed to the EDA to support this program. The City Council may consider this action at its meeting on August 10. This way, the City and EDA maximizes the available CARES Act funds.

Johnson asked if the City's COVID expenses were only what has been spent to date, or if full year expenditures have been considered. Grams stated staff has considered full year expenditures.

Johnson explained that any CARES Act funds that are not spent by the City by mid-November would have to be returned to the County. Grams reported this was the case.

Johnson requested further information from staff as to how this program was advertised to the public. Grams explained an email was sent to every business in Osseo. Since that time, the City received applications, which were reviewed by staff, along with the EDA Review Committee. He noted the expenses within the application were reviewed and recommendations were made. He described the reports the City was providing the federal government to ensure the CARES Act funds were being allocated properly.

Stelmach thanked Johnson and Burke for the time they spent reviewing the grant requests.

Johnson questioned when checks would be sent to businesses. Grams reported the applications with all supporting documentation and proper paperwork in place will have checks cut on August 11.

A motion was made by Stelmach, seconded by Burke, to recommend to the City Council an additional \$29,743.01 in CARES Act funds be directed to the EDA for support of the EDA COVID-19 Small Business Relief Grant Program. A roll call vote was taken. The motion carried 7-0.

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

Grams thanked the EDA for approving the Small Business Relief Grant Program. He explained the local businesses greatly appreciated the assistance.

Burke encouraged all Osseo resident to get out and vote at the Primary Election which would be held on Tuesday, August 11.

Johnson stated he appreciated the small business grant program the EDA had in place.

Stelmach agreed and explained he was pleased so many local businesses had applied for the EDA program.

10. ADJOURNMENT

A motion was made by Johnson, seconded by Murdock, to adjourn at 6:24 p.m. A roll call vote was taken. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial