

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
January 14, 2019**

1. ROLL CALL

President Juliana Hultstrom called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, January 14, 2019.

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

Member absent: Charles Flynn.

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

3. APPROVAL OF MINUTES – DECEMBER 10, 2018

**A motion was made by Murdock, seconded by Johnson, to approve the minutes of December 10, 2018, 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.

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

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. APPROVE INVESTMENT DEPOSITORIES FOR 2019-2020 (Resolution)

Grams stated an Economic Development Authority, under Minnesota Statutes Section 469.099, must abide by the following:

Every two years an authority shall name national or state banks within the state as depositories. Before acting as a depository, a named bank shall give the authority a bond approved as to form and surety by the authority. The bond must be conditioned for the safekeeping and prompt repayment of deposits. The amount of bond must be at least equal to the maximum sums expected to be deposited at any one time.

This is a housekeeping measure to approve EDA investment depositories for 2019-2020.

**A motion was made by Stelmach, seconded by Johnson, to adopt EDA Resolution No. 2019-1 approving Investment Depositories for 2019-2020. The motion carried 6-0.**

B. APPROVE MUNICIPAL ADVISOR CLIENT DISCLOSURE WITH EHLERS & ASSOCIATES FOR 2019

Grams stated Ehlers is registered as a Municipal Advisor and therefore required by the Municipal Securities Rulemaking Board (MSRB) to provide various disclosures including potential conflicts of interest, scope of services, compensation, and other disclosures detailing our obligations and responsibilities to municipal or obligated person clients. These disclosures must be provided to the EDA prior to or upon Ehlers engaging in any municipal advisory activity.

Grams reported this Annual Advice Disclosure allows Ehlers to provide uninterrupted municipal advisor advice through December 31, 2019. Under this disclosure and at no charge, Ehlers can answer our municipal advisory questions, analyze refunding opportunities, and provide preliminary debt issuance planning advice. If any preliminary debt issuance planning advice we request results in a debt issuance, Ehlers will then provide a separate scope of service and fee disclosure for that specific project.

**A motion was made by Stelmach, seconded by Murdock, to approve the 2019 Municipal Advisor Client Disclosure Agreement with Ehlers & Associates. The motion carried 6-0.**

C. DISCUSS STRATEGIC PLANNING SESSION

Grams stated the City Council has budgeted for a strategic planning session to occur sometime in the first quarter of the year. These sessions have been held in February or March and have included City staff, the City Council, the chair of the Planning Commission, and the Economic Development Authority. The purpose of the session is to gather input from all noted stakeholders on what the main goals and/or projects the City should focus on in the coming years. This usually happens on a Saturday and could last approximately six-seven hours. The session would be led by a highly skilled and qualified individual (or individuals) who do this type of work for a living.

Grams commented we have a new Councilmember on board in 2019 and the City hasn't undertaken a strategic planning session since 2015. The Council included funds for a strategic planning session in the budget. The Economic Development Authority will help guide the City in identifying specific targets, goals or projects. The end product will be a report that the City, and its development wing (the EDA), can point to when trying to focus on projects. As a quick reminder, the purpose of the EDA is to take direction from the City Council and attempt to facilitate development projects.

Murdock questioned how many projects the City underwent on a yearly basis. Grams estimated this to be in the 30s each year. He noted the biggest project facing the City in 2019 was the utility rate study.

Johnson believed the EDA was lacking in its pursuit of grants to assist with redevelopment. In addition, he believed the City should have purchased several properties that could be redeveloped.

Stelmach asked if the City informed developers of grant opportunities. Grams reported any time a business comes to the City, staff makes them aware of any potential grant opportunities that may be available. He commended City Planner Abts for her efforts to find grants for potential developers. Further discussion ensued regarding County and State grant opportunities that were available to the EDA.

Stelmach stated he could support a collaborative effort between developers and the City but did not see the need for the City to become the grant writer for all grants.

Murdock commented another option would be to charge developers for the City's assistance with grant writing.

Johnson recommended the EDA help the Dickinson's with grants prior to them taking on their second building. He wanted to see the City being more proactive by offering the assistance. He requested the EDA further discuss a program that would assist with enhancements to the building frontages for the businesses along Central Avenue.

Hultstrom stated she would like to know how to bring developers into Osseo to discuss future development opportunities.

Stelmach anticipated this greatly hinged on networking in the community. Grams encouraged the EDA members to email him with any other topics they would like to discuss at a strategic planning session.

Johnson requested the EDA discuss what expenses would and would not be covered to promote the City of Osseo as an EDA member.

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

City Planner Nancy Abts reported Ehlers & Associates would be holding a TIF Seminar at the Earle Brown Heritage Center. She encouraged the EDA members to let her know if they would like to attend.

Hultstrom stated it has been an honor to serve as the EDA President and noted she looked forward to her continued service on the EDA and City Council.

10. ADJOURNMENT

**A motion was made by Johnson, seconded by Stelmach, to adjourn at 6:51 p.m. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*