

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
April 8, 2019**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, April 8, 2019.

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

Members absent: None.

Staff present: Executive Director Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Lindsey Bye.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES – March 11, 2019

**A motion was made by Stelmach, seconded by Aho, to approve the minutes of March 11, 2019, 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.

Johnson requested further information regarding the Hennepin County tax assessment on the 2<sup>nd</sup> Avenue lot. Grams explained this payment was for the City owned parking lot on 1<sup>st</sup> Avenue NW.

Johnson commented on the fund accounting balance for 5 Central Apts noting there was now a negative balance. Grams commented he would investigate this further and report back to the EDA.

**A motion was made by Stelmach, seconded by Johnson, to approve the Accounts Payable excluding the 5 Central payment. The motion carried 7-0.**

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. REVIEW POSITION DESCRIPTION FOR ECONOMIC DEVELOPMENT AUTHORITY MEMBER

City Planner Nancy Abts explained some communities provide position descriptions for their appointed boards and commissions. This may help prospective applicants decide whether a board position is something they would like to pursue.

Stelmach thanked staff for reviewing this matter and offering a position description for the EDA to consider. He suggested the description be reviewed by the EDA on a yearly basis. Abts supported this recommendation.

Stelmach recommended the position description be posted on the City website at all times and not just when there were openings.

Schulz thanked staff for their efforts on this document.

**A motion was made by Schulz, seconded by Johnson, to approve the position description for the Economic Development Authority. The motion carried 7-0.**

B. DISCUSS UPDATES FROM OSSEO STRATEGIC PLANNING SESSION

Grams stated the EDA participated in a Strategic Planning Session on Saturday, April 6. The purpose of the session was to gain understanding of the City's strengths and weaknesses, and then develop a set of actionable goals or priorities with some obtainable benchmarks to achieve in a 3-5-year window. While several of the goals may focus on internal City-related items, some may include external goals, which is where the Economic Development Authority will come in.

Grams requested the EDA members consider the process that played out on April 6 and discuss how the EDA may or may not be involved in some of those goals/priorities. It was noted the final draft of the Strategic Planning Session results will not be completed for a few more weeks, but staff believes the EDA should consider what role, if any, they would like to play in the developed goals.

Stelmach thanked staff for pulling the strategic planning session together. He stated he was pleased by the ideas and conversations that were offered at this event.

Johnson explained the EDA went through a similar process four years ago. He encouraged the EDA to review the information gathered from the most recent session in order to achieve current and future goals.

Stelmach agreed stating it would be important to address the EDA goals on a quarterly basis.

Schulz commented he appreciated the discussions at the recent strategic planning session. He encouraged the City and the EDA to commit to actively reviewing the guidelines quarterly or semi-annually. Grams commented it would be his intent to hold more joint work sessions between the EDA and the City Council in order to address City goals.

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

Grams thanked the EDA members for attending the strategic planning session.

Grams sent his condolences to the Dan Spanier family. He noted Dan Spanier was a long-time member of the community.

Abts invited the EDA to attend a Kick Off Walk as part of the Step To It Challenge on May 1, which would begin at Boerboom Park at 4:30 p.m.

Schulz sent his condolences to the Dan Spanier family and commented on the economic development work his family has completed in Osseo. He stated Mr. Spanier was a tremendous asset to the community and would be dearly missed.

10. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:27 p.m. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*