



**AGENDA – REGULAR MEETING  
6:00 p.m., April 8, 2019**

**Economic Development Authority**

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. March 11, 2019
- 4. MATTERS FROM THE FLOOR**
- 5. PUBLIC HEARING**
- 6. ACCOUNTS PAYABLE**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - A. Review Position Description for Economic Development Authority Member
  - B. Discuss Updates from Osseo Strategic Planning Session
- 9. REPORTS OR COMMENTS: Executive Director, President, Members**
- 10. ADJOURNMENT**

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
March 11, 2019**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, March 11, 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: Rob Smolund.

2. OATH OF OFFICE FOR NEW MEMBERS

City Attorney Mary Tietjen administered the Oath of Office to newly-appointed EDA members Deanna Burke and Sherry Murdock.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES – FEBRUARY 11, 2019

**A motion was made by Johnson, seconded by Stelmach, to approve the minutes of February 11, 2019, as presented. The motion carried 7-0.**

5. MATTERS FROM THE FLOOR – None.

6. PUBLIC HEARINGS – None.

7. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

**A motion was made by Stelmach, seconded by Aho, to approve the Accounts Payable. The motion carried 7-0.**

8. OLD BUSINESS

A. APPROVE EDA INVESTMENT POLICY

Executive Director Riley Grams stated at the last EDA meeting the Board reviewed the EDA's investments and considered the strategy by which the EDA manages its investments. The Board directed staff to develop a new EDA investment policy, which would direct the manner in which the EDA manages its investments. The draft policy is modeled closely after the City's own investment policy. The Board should consider the draft policy and direct staff to make changes as necessary, or approve the draft policy as presented.

Schulz asked if TIF funds were invested. Grams reported TIF funds were invested in a short-term manner.

Schulz requested staff provide the Commission with further information on how TIF funds were invested and what type of interest was being earned.

**A motion was made by Johnson, seconded by Schulz, to approve the EDA Investment Policy as presented. The motion carried 7-0.**

9. NEW BUSINESS

A. "Open to Business" Program Presentation – Rob Smolund, MCCC

Grams stated Rob Smolund, Program Manager/Business Advisor with the Metropolitan Consortium of Community Developers, would provide information about the "Open to Business" program. Open to Business provides free consulting services and business advising to small businesses and residents. The program is free of charge to entrepreneurs. Services available through Open to Business include:

- Business plan development
- Feasibility studies
- Cash flow and financing projections
- Marketing
- Loan request preparation
- Advocacy with lending institutions

Rob Smolund thanked the Commission for its time. He provided the Commission with a presentation on Open to Business describing the services that would be available to local business owners. He commented further on the business consulting goals and financing programs he provides to business owners. He discussed several area businesses that he has helped.

Poppe questioned where Open to Business received its funding. Mr. Smolund stated he had a variety of sources, such as the Treasury Department and private equity funds from banks.

Grams asked how people got in touch with Open to Business. Mr. Smolund stated that cities promoted his services, along with local banks. Entrepreneurs were also welcome to contact him directly.

Johnson questioned how other cities were funding their participation in Open to Business. Mr. Smolund explained his understanding was that Brooklyn Park may be using Minnesota Investment Funds and other communities were using CDBG funds.

Grams discussed the tools available to local businesses owners and commented Open to Business may be another great tool.

Johnson questioned what Mr. Smolund's office hours were in Brooklyn Park. Mr. Smolund commented on his hours in Brooklyn Park and Maple Grove.

Johnson commented he believed Open to Business would be a useful tool for local business owners.

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

Grams welcomed Commissioners Burke and Murdock to the EDA.

11. ADJOURNMENT

**A motion was made by Schulz, seconded by Stelmach, to adjourn at 6:43 p.m. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*



## City of Osseo Economic Development Authority Meeting Item

### Accounts Payable Listing

4/8/19 EDA

2019

4

Check Name	Comments	Amount
CITY OF OSSEO	JAN 2019 LEGAL-ORDINANCE AMENDING EDA SECTIONS	\$89.50
CITY OF OSSEO	FEB 2019 LEGAL – EDA MEETING TOPICS	\$45.23
CROWN STAMP & ENGRAVING	BURKE,AHO NAME TAGS	\$24.10
HENN CO PROPERTY TAX	1311922140111 2019 ASSESSMENTS 2 <sup>ND</sup> AVE N LOT	\$181.83
JULIANA HULTSTROM	EHLERS SEMINAR MILEAGE-TIF FOCUS	\$12.18
KENNEDY & GRAVEN, CHARTERED	FEB 2019 LEGAL SERVICES	\$361.84
TIMESAVER OFF SITE	3/11/19 EDA MTG MINUTES	<u>\$145.00</u>
		\$859.68

EDA MONTH END CASH BALANCE								
		3/11/2019		ADJUSTMENTS		4/8/2019	PROPOSED	4/8/2019
FUND	DESCRIPTION	BALANCE	DEPOSITS	(+/-)		BALANCE	EXPENSE	BALANCE
801	GENERAL	470,071.92		704.07	1	470,775.99	-859.68	469,916.31
806	TIF 2-5 REALIFE	10,910.14		183.90	2	11,094.04		11,094.04
817	TIF 2-4 BELL TOWER	148,686.11		2,428.95	2	151,115.06		151,115.06
819	TIF 2-6 CELTIC CROSSING	59,606.94		0.00		59,606.94		59,606.94
825	TIF 2-8 LANCOR/LYNDES	13,970.52		0.00		13,970.52		13,970.52
836	TIF 2-9 5 CENTRAL	80,283.54		-125,120.00	3	-44,836.46		-44,836.46
		783,529.17	0.00	-121,803.08		661,726.09	-859.68	660,866.41
1	JAN 2019 INTEREST	2,461.93						
	2018 END OF YEAR INTEREST ALLOCATION	-1,877.86						
	CASH CODE CORRECTION	120.00		704.07				
2	2018 END OF YEAR INTEREST ALLOCATION	2,428.95						
2	2018 END OF YEAR INTEREST ALLOCATION	183.90		2,612.85				
3	2018 INTERFUND LOAN PAYMENT-5 CENTRAL	-125,000.00						
	CASH CODE CORRECTION	-120.00		-125,120.00				
				-121,803.08				



## Osseo Economic Development Authority Meeting Item

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**Agenda Item:** Review Position Description for EDA Members

**Meeting Date:** April 8, 2019

**Prepared by:** Nancy Abts, AICP, City Planner

**Attachments:** City Code Excerpts  
Draft Position Description

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**Policy Consideration:**

The City is considering creating Position Descriptions for members on its Boards and Commissions, to aid with recruitment.

**Background:**

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.

**City Goals Met By This Action:**

Increase communication with citizens and encourage citizen engagement

Adapt to changing demographics of the community

Develop team work among the City's leadership team

**Recommendation/Action Requested:**

Staff requests the EDA review the draft Position Description and discuss possible changes.

## **ECONOMIC DEVELOPMENT AUTHORITY**

### **§ 33.51 MEMBERSHIP.**

(A) The Board of Commissioners shall have seven members, at least two of which shall be members of the City Council, appointed by the Mayor and approved by the City Council for six-year terms as established by the Osseo City Council, except the term of any Commissioner who is a member of the City Council shall end when the City Council term of office ends. A Commissioner shall serve until his or her successor has been appointed and installed. Commissioners may be appointed to serve on the Board for any number of consecutive terms.

(B) Absence from any three meetings in a year, unless excused in advance by the President, constitutes a vacancy. In the event of any vacancy, the President of the Authority shall notify the Council promptly of any vacancies and the Council shall appoint a person to complete the unexpired term of the original appointment.

(C) Any adult resident of the city or adult owner of a business located in the city shall be eligible to be appointed and installed as a Commissioner.

(D) A quorum shall be four members of the Authority.

(E) Each of the seven regular Commissioners shall have equal voting privileges. Any member may be removed by majority vote of the Council for just cause, but that member shall be entitled to a public hearing before the vote is taken.

(1997 Code, § 13.02) (Am. Ord. 2006-2, passed 3-13-2006)

### **§ 33.53 OFFICERS; RULES; EXPENSES.**

(A) The Authority shall annually elect a President, Vice President, Treasurer, Assistant Treasurer, and Secretary.

...

(D) All members shall be compensated for attendance at regular and special meetings in an amount to be determined by the City Council and may receive necessary travel, per diem, and other expenses while on official business for the Authority, if funds are available for this purpose.

(1997 Code, § 13.04) (Am. Ord. 2005-1, passed 1-24-2005)

### **§ 33.54 APPROPRIATIONS, FEES, AND OTHER INCOME.**

(A) The Council shall make available to the Authority appropriations as it may see fit for salaries, fees, and expenses necessary in the conduct of its work.

(B) Subject to the approval of the Council and within limits set by appropriations or other funds made available, the Authority may employ technicians and experts as may be deemed proper, and may incur other expenses as may be necessary and proper for the conduct of its affairs.

(C) The Authority shall have authority to expend all sums so appropriated and other sums made available for its use from grants, gifts, property tax levies, and other sources for the purposes and activities authorized by this subchapter.

(1997 Code, § 13.05)



## City of Osseo

415 Central Avenue  
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

<b>Position Title:</b>	Economic Development Authority Member
<b>Length of Term:</b>	6 years (for members who are not Councilmembers)
<b>Appointed by:</b>	Majority vote of the City Council
<b>Compensation:</b>	Per diem for meetings attended
<b>Meeting schedule:</b>	2nd Monday of the month at 6 pm. If Monday is a holiday, the meeting is moved to Tuesday.

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### General Definition of Work:

The Economic Development Authority (EDA) is a distinct legal entity created by the City of Osseo to facilitate a well-rounded development program. The EDA is a self-governing body with the ability to buy and sell property, make loans and grants to businesses, apply for grants, and sell bonds, among other tasks. The EDA administers public money in support of Economic Development.

### Expectations of the EDA as a Whole:

- Determine the mission and purpose of the organization, within statutory guidelines and enabling legislation
- Approve and monitor the EDA's programs and services
- Participate in strategic and organizational planning
- Ensure strong fiduciary oversight and financial management
- Enhance the EDA's and City of Osseo's public image

### Expectations of Individual Members:

- Know the organization's mission, policies, programs, and needs. Follow the organization's bylaws, policies, and board resolutions
- Serve as advocates and ambassadors for the organization and participate in securing the resources and partnerships necessary for the EDA to advance its mission
- Leverage connections, networks, and resources to develop collective action to achieve the EDA's stated mission and objectives
- Prepare for, attend, and conscientiously participate in board meetings
- Read and understand the organization's financial statements, agreements, and other legal documents
- Strictly adhere to conflict of interest policies, Open Meeting Law, and the Minnesota Government Data Practices Act

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### Membership:

The EDA is comprised of seven members, including Osseo residents or business owners. At least 2 of the 7 members must be Osseo Councilmembers. The EDA is supported by its Executive Director and other City employees and consultants as assigned.

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**Essential Functions:**

- Be familiar with the EDA's Plans, programs, policies, and operations
  - Review applications for financial assistance for consistency with the EDA's Plans and policies
  - Attend EDA meetings and appropriate subcommittee meetings. Review agenda and supporting documents prior to meetings.
  - Keep current on economic development issues and related program areas
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**Additional Duties:**

- May attend conferences or training sessions to keep up-to-date on trends and issues in Economic Development or to better understand their role on the Board
  - May attend other meetings, such as City Council meetings, as deemed necessary
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**Knowledge, Skills and Abilities:**

There are no minimum skills and abilities that an applicant must have to be appointed as an EDA member, however, the following list has been identified as those skills and abilities that make a quality Commissioner:

- Attention to detail;
- Patience;
- Ability to think in abstract terms and consider potential outcomes in addition to current conditions;
- Open mindedness and willingness to listen and learn;
- Willingness to contribute and speak in a public forum;
- Ability to compromise and work within a team framework;
- Ability to make decisions based on the best interests of the community, rather than the interests of an individual business, applicant, or other special-interest groups;
- Ability to read and understand detailed financial and legal documents.

Osseo has an interest in providing a diverse membership on the EDA. Members with any combination of the following skills and experiences are desirable:

- Background in real estate, housing, and business ownership
  - Background of community involvement
  - Experience with business ownership
  - Knowledge of real estate acquisition, development, and/or law
  - Willingness and ability to commit to requirements of position.
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**Time Demands:**

- Attend and actively participate in monthly Commission meetings (typically 1 hour in length, on the 2nd Monday of the month, or Tuesday if Monday is a holiday) unless excused by the Chairperson.
  - Attend and actively participate in ad hoc subcommittee meetings and related work (typically 1-2 hours per meeting & 2-3 meetings per year, depending on the breadth of topics discussed)
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**Special Requirements:**

Commission members should maintain a means for public contact.

Meeting information is distributed electronically via email and web access. Printed materials can be available for members without internet access.

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**Working Conditions:**

This position primarily conducts business indoors (98%) completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants, and the public. This position requires a lengthy attention span and involves intermittently sitting (96%), walking (2%), and standing (2%).

*Last Updated: March 2019*



## City of Osseo Economic Development Authority Meeting Item

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**Agenda Item:** Discuss Updates from Osseo Strategic Planning Session

**Meeting Date:** April 8, 2019

**Prepared by:** Riley Grams, Executive Director

**Attachments:** None

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**Policy Consideration:**

Consider any follow up questions or comments stemming from the April 6, 2019 Osseo Strategic Planning Session.

**Background:**

As you are aware, we are scheduled to participate in the upcoming Osseo Strategic Planning Session on Saturday, April 6. The purpose of the session is 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 more external goals, which is where the Economic Development Authority will come in.

For Monday night, I'd like the EDA members to consider the process played out on April 6 and discuss how the EDA may or may not be involved in some of those goals/priorities. The final draft of the Strategic Planning Session will not be completed for a few more weeks, but I believe the EDA should consider what role, if any, they would like to play in the developed goals.

Any and all discussion is welcomed amongst the EDA members.

**Recommendation/Action Requested:**

Staff recommends the Economic Development Authority discuss the April 6 Strategic Planning Session and how the EDA should be involved in the developed outcomes. Simple direction can be given to Staff to begin preparations for future EDA agenda items if needed.