



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

**Economic Development Authority**

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. June 10, 2019
- 4. MATTERS FROM THE FLOOR**
- 5. PUBLIC HEARING**
- 6. ACCOUNTS PAYABLE**
- 7. OLD BUSINESS**
  - A. Discuss Property Donation Agreement and Costs (632 Central Avenue)
- 8. NEW BUSINESS**
  - A. Discuss Hennepin County Business Recycling Program—Ben Knudson
  - B. Discuss Gateway Sign & Business Communications
- 9. REPORTS OR COMMENTS: Executive Director, President, Members**
- 10. ADJOURNMENT**

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
June 10, 2019**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, June 10, 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 Andrew Biggerstaff.

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 7-0.**

3. APPROVAL OF MINUTES – MAY 13, 2019

**A motion was made by Johnson, seconded by Schulz, to approve the minutes of May 13, 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.

**A motion was made by Schulz, seconded by Stelmach, to approve the Accounts Payable removing the 2018 Broadcasting and Abts Training Registration line items. The motion carried 7-0.**

7. OLD BUSINESS – None.

8. NEW BUSINESS

A. DISCUSS PROPERTY AT 632 CENTRAL AVENUE

Grams stated EDA President Duane Poppe was recently approached by Bruce Wiley about the vacant lot located at 632 Central Avenue. Mr. Wiley suggested he would like to donate the

property to the City and/or EDA. His only requests were that the EDA pay off the current special assessments (\$19,709.18) and pay for an appraisal of the property (so the full value could be determined for tax donation purposes). The City reached out to an appraisal company and obtained a proposal for \$3,000.

Grams state the EDA has considered purchasing the property in the past, but opted not to at the full asking price because no immediate plan was in place for its eventual redevelopment. Staff is recommending the EDA accept this donation or land, pay off the special assessments, and pay for the appraisal. This would be the first step in acquiring property in the North Central Redevelopment Corridor, with an eye towards a future comprehensive redevelopment project.

Grams reported the property has a total tax bill of \$5,007.74 (for taxes payable in 2019). The City receives approximately one-third of that, so this donation would be taking +/- \$1,652 off the annual tax rolls. However, an opportunity to receive a piece of property on Central Avenue for less than \$23,000 does not come around often. While no immediate plan is in place for its redevelopment, this would represent an important first step in acquiring property in that area for a future redevelopment. He requested feedback from the EDA on how to proceed.

Stelmach stated he supported the EDA accepting the property but noted he would like to see a second appraisal quote.

Schulz agreed and explained the suggested price was reasonable. He recommended the EDA direct staff to move forward with an appraisal for no more than \$3,000.

**A motion was made by Schulz, seconded by Aho, to direct staff to move forward with an appraisal for the 632 Central Avenue property for a cost not to exceed \$3,000 and authorize staff to enter into negotiations for the purchase of this property. The motion carried 6-1 (Stelmach opposed).**

#### B. DISCUSS GATEWAY SIGN USE

City Planner Nancy Abts explained the gateway sign is located at the intersection of County Road 81 and Jefferson Highway. It is a two-sided electronic readerboard sign and has been in operation since June 2017. Osseo businesses can display messages on the sign, in accordance with the Gateway Sign Policy. The cost for a one-week message is \$100. The EDA contributed \$60,000 to the sign's construction. Hennepin County's Business District Initiative contributed approximately \$50,000.

Abts stated possible suggestions include better outreach to Osseo businesses about the sign, running additional 'economic development' promotions alongside other City messages on the sign, or promoting a 'business of the week' selected from the City's business listing.

Schulz stated he would like to see the City promoting economic development opportunities in Osseo further on the gateway sign. He suggested properties for sale in the City be posted on the sign or that a link be created on the City website. Grams explained the City does currently have an "Available Properties" page on the City website.

Murdock indicated the City's gateway sign may have an identity crisis going on. She explained if this was a professional advertisement sign, it should be treated as such. She agreed more

could be done with the sign and supported the City selling the sign as an advertisement tool to local businesses.

Schulz recommended a link be placed on the front page of the website for available properties to improve ease of use. He noted he would be willing to work on a subcommittee with staff to address this issue further.

Stelmach and Aho were also interested in serving on a subcommittee with Schulz.

#### C. DISCUSS PUBLIC PARKING IN DOWNTOWN

Abts stated economic development requires attracting customers, business owners, and employees from outside the city's 0.75 square miles. Improvements have been made to support the downtown and position it well for redevelopment and additional growth. Recent successes include Rochon (a two-story office building completed in 2016 which has brought 30 new professional employees downtown) and 5 Central Apts (a 140-unit apartment building completed in 2015). Approximately 110 businesses and multi-family properties, 45 percent of the city's commercial entities, are located within the Central Business District—downtown Osseo.

Abts commented parking remains a concern for the area. Recently, potential new businesses have re-evaluated locating in downtown Osseo due to a perceived lack of available parking. Existing downtown businesses and residents are challenged by parking congestion at peak periods.

Abts reported possible strategies to improve parking in the area include shared parking, signage and wayfinding, messaging and communications used by both the City and businesses, creative reuse and redevelopment, placemaking, improvements to ADA-accessible parking, and stormwater improvements.

Schulz explained there has always been the claim there is a parking problem in Osseo. He stated it was a business owner's responsibility to inform customers on where to park in Osseo. He indicated he spoke with the owner of the private parking lot located behind the old Osseo Pharmacy building and stated the City could consider leasing this lot, or purchasing the lot for public use. He discussed several other municipal parking options along Central Avenue.

Stelmach stated parking was important for businesses and their success. He supported the EDA starting a conversation to grow municipal parking downtown.

Johnson discussed how Heinen's employees were taking up the City's municipal parking lot and encouraged staff to enforce City Code parking requirements on 1<sup>st</sup> Avenue NW. He indicated he supported the City having a conversation to grow municipal parking downtown. Grams commented one option to address the parking concerns around Heinen's would be to vacate a portion of 1<sup>st</sup> Street NW. He indicated this could address the parking code violations.

Schulz stated he could support the City Council discussing the vacation of 1<sup>st</sup> Street NW. He turned the conversation back to the parking concerns downtown. He asked if the EDA would support further discussions on the parking options downtown.

Aho commented, for full disclosure purposes, the pharmacy building was owned by her mom. She indicated she has sufficient parking at her business but noted she would support further parking options for downtown.

Stelmach stated he would be supportive of the EDA investigating parking options downtown.

Schulz and Poppe explained they were interested in serving on a subcommittee with staff to address this item and would report to the EDA at a future meeting.

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

Johnson explained he forwarded some information from Housing For All to City staff and EDA members. He stated he would like to see the EDA discuss affordable housing options in Osseo.

Schulz thanked the EDA for the discussions covered this evening.

10. ADJOURNMENT

**A motion was made by Murdock, seconded by Stelmach, to adjourn at 6:57 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

7/8/19EDA

2019

7

Check Name	Comments	Amount
CITY OF OSSEO	BOND DISCLOSURE ANNUAL REPORTING	\$370.45
ECONOMIC DEVELOP ASSN OF MN	VOID CHECK 7448	-\$500.00
KENNEDY & GRAVEN, CHARTERED	MAY 2019 LEGAL SERVICE	\$ 99.23
TIMESAVER OFF SITE	6/ EDA MTG	<u>\$145.00</u>
		\$114.68
Check re-submitted for approval:		
CITY OF OSSEO	2018 AGENT FEE GO BOND 2014B	\$100.00
CITY OF OSSEO	2018 BROADCASTING	<u>\$364.00</u>
		\$579.68

EDA MONTH END CASH BALANCE								
		6/10/2019		ADJUSTMENTS		6/10/2019	PROPOSED	6/10/2019
FUND	DESCRIPTION	BALANCE	DEPOSITS	(+/-)	REF	BALANCE	EXPENSE	BALANCE
801	GENERAL	466,979.50		8,561.44	A	475,540.94	-579.68	474,961.26
806	TIF 2-5 REALIFE	11,094.04				11,094.04		11,094.04
817	TIF 2-4 BELL TOWER	151,115.06				151,115.06		151,115.06
819	TIF 2-6 CELTIC CROSSING	59,606.94				59,606.94		59,606.94
825	TIF 2-8 LANCOR/LYNDES	13,970.52				13,970.52		13,970.52
836	TIF 2-9 5 CENTRAL	-45,303.96				-45,303.96		-45,303.96
		657,462.10	0.00	8,561.44		666,023.54	-579.68	665,443.86
REF								
A	1ST QTR INVESTMENT INTEREST		8,097.44					
	City of Osseo - Check held		464.00	8,561.44				



## City of Osseo Economic Development Authority Meeting Item

**Agenda Item:** Discuss Property Donation Agreement and Costs (632 Central Ave)

**Meeting Date:** July 8, 2019

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

**Attachments:** Property Information

**Policy Consideration:**

Discuss the property donation and related costs.

**Background:**

Earlier this year Bruce Wiley (in association with Barb Wiley, the property owner of record) approached Mayor Poppe and City Staff about donating the property located at 632 Central Ave to the City. At the [June 10, 2019 EDA meeting](#), the EDA discussed the idea of accepting a donated piece of property, and reviewed some initial costs associated with the donation. After that meeting, Staff learned that the purpose of the donation was so that the property could be used as a dog park.

The City Council discussed this option at their [June 24, 2019 work session meeting](#). The Council opted to recommend the purchase of two pet waste stations to be installed at the property which would allow residents to take their pets to that property.

The property owner as also asked that the City or EDA pay off the special assessments, and pay for a property appraisal. There would also most likely be some miscellaneous recording and/or filing fees with the County.

Here is an approximate total cost:

Pay off special assessment	<b>\$19,709.18</b>
Property appraisal	<b>\$1,500.00</b>
Misc. – including pet waste stations	<b>\$600.00</b>
<b>TOTAL</b>	<b>\$21,809.18</b>

The final appraisal report will be shared with the property owner for tax donation purposes. The Appraiser has agreed to waive any applicable sections of the proposal which would allow the City or EDA to share the appraisal with the property owner. Osseo Public Works will also purchase two pet waste stations and install them on the property once the agreement is completed and recorded with Hennepin County.

Long term, the property would be subject to redevelopment, and the current property owner acknowledges that. However, their wish is that any future development includes protected green space. It would make sense to allow for a healthy setback off of Co Rd 30 (see similar setbacks at the Steeple Pointe property just to the west). If the City agreed that any future development on that half (or whole) block were to include greenspace along Central Ave and Co Rd 30, the property owner would agree to the donation. Staff will be drafting the upcoming donation agreement to reflect that. If the long term future use of the property is to be used for green space, it makes more sense that the property be donated to the City, and not the EDA. That way the City would pay for the maintenance of the property as more of a park space than anything else.

Because there are some additional questions about which entity (the City or the EDA) should receive the donation, and which entity should pay for the associated costs, Staff recommends the EDA discuss this donation further, with an eye towards final approval in August. City Attorney Mary Tietjen will be at the EDA to provide some legal background and opinions on the matter.

**Previous Action or Discussion:**

The EDA discussed this donation at their [June 10, 2019 EDA meeting](#). The Osseo City Council discussed the dog park question at their [June 24, 2019 work session meeting](#).

**Budget or Other Considerations:**

The anticipated cost of the donation is expected to be +/- \$21,809.18.

**City Goals Met By This Action:**

Foster and promote economic development in the City

Promote a healthy and high quality standard of living

Provide a variety of activities for all citizens with continued and new City events and programs

**Recommendation/Action Requested:**

Staff recommends the Economic Development Authority discuss the donation and direct Staff accordingly.

**Next Step:**

Staff anticipates that the donation agreement would be ready for final approval in August.





# Hennepin County Property Map

Date: 6/4/2019



PARCEL ID: 1811921220113

OWNER NAME: Barbara J Wiley

PARCEL ADDRESS: 632 Central Ave, Osseo MN 55369

PARCEL AREA: 0.23 acres, 10,230 sq ft

A-T-B: Abstract

SALE PRICE: \$50,000

SALE DATA: 02/2002

SALE CODE: Vacant Land

ASSESSED 2018, PAYABLE 2019

PROPERTY TYPE: Vacant Land-Commercial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$82,000

TAX TOTAL: \$5,007.74

ASSESSED 2019, PAYABLE 2020

PROPERTY TYPE: Vacant Land-commercial

HOMESTEAD: Non-homestead

MARKET VALUE: \$82,000

## Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN  
COUNTY 2019

## SPECIAL ASSESSMENT SEARCH

DATE ISSUED 6/4/19

VOID AFTER 11/15/19

Name Barbara J Wiley

Address 632 Central Ave

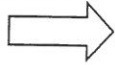
PID 18-119-21-22-0113 LOT 5

BLK 2

ADDN CODE 62910

ADDN NAME Osseo

to pay the following special assessments:

DESCRIPTION	LEVY	YEARS FROM TO		TOTAL PRINCIPAL	PREPAYMENT AMOUNT
Central Ave Imp 09	17720	2011		\$35,834.93	\$19,709.18
TOTALS				Remaining principal if paid prior to Nov. 15, 2019 	\$19,709.18

Remarks:

Authorized by LeAnn Larson



## Osseo Economic Development Authority Meeting Item

---

**Agenda Item:** Discuss Hennepin County Business Recycling Program

**Meeting Date:** July 8, 2019

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

**Attachments:** Presentation

---

**Policy Consideration:**

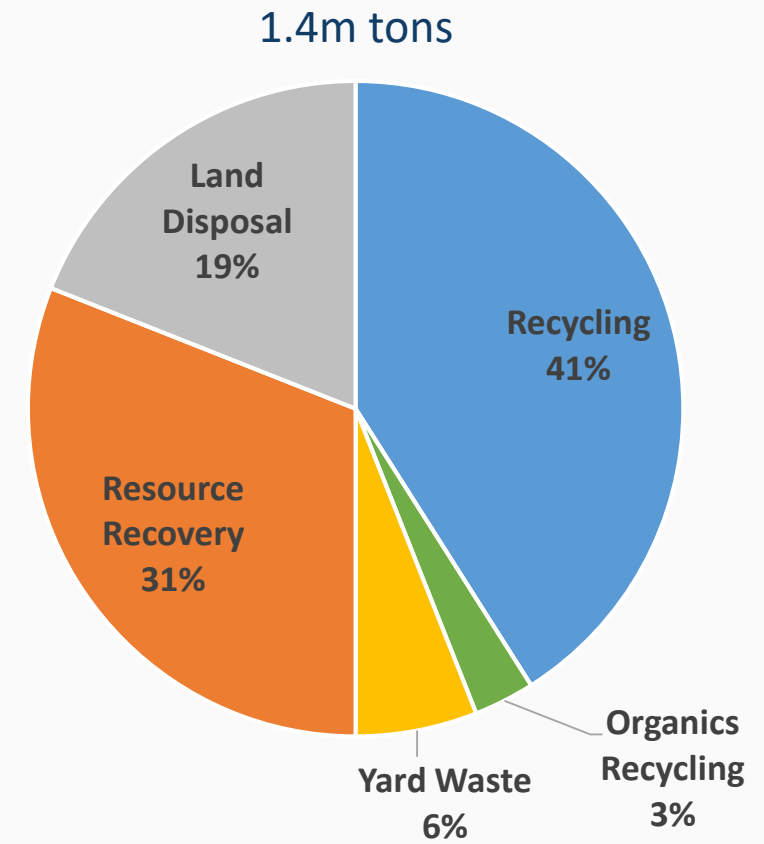
Ben Knudson from Hennepin County will be on hand to share information on the County's requirements for business recycling, as well as available resources.



# Hennepin County Organics & Recycling Requirements



# We generate a lot of waste



# Organics are the most common material in the trash



# We can do better than trash it

- Feed people in need
- Feed animals
- Make compost
- Produce energy
- Reduce landfilling
- Reduce methane emissions





# What is organics recycling?



Food-to-animals



Composting







## First, your business must be in the following sectors:

- Restaurants
- Food manufacturers
- Food wholesalers/distributors
- Grocery stores
- Hotels
- Hospitals
- Sports venues
- Event centers
- Caterers
- Nursing/residential care facilities
- Office buildings with dining services
- Farmers markets
- Food shelves
- Colleges and universities
- Shopping centers
- Airports
- Golf and country clubs
- Public/rentable commissaries/kitchens

## Second, your business must generate enough waste:

1. Generate **1 ton** or more of trash per week, or
2. Contract for **8 cubic yards** or more of trash service per week.

If a business meets both of these factors, it must comply with the county's food waste recycling requirement.

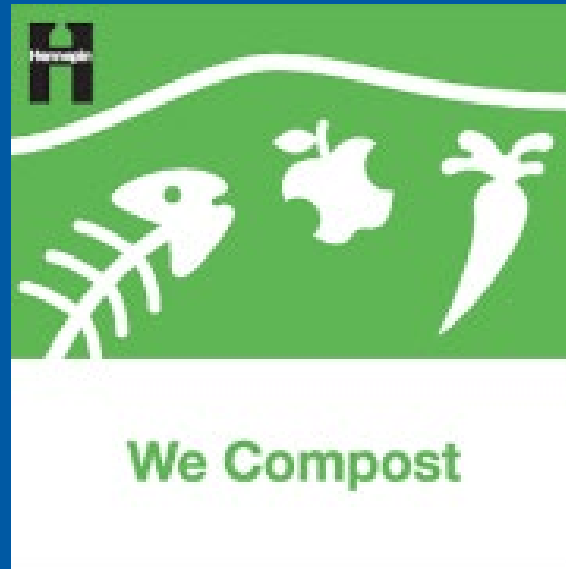


# How do businesses comply with the requirement?

1. Have food waste recycling service in place
2. Provide food waste collection containers back-of-house and properly label them
3. Separate food waste from trash in back-of-house operations
4. Provide education and train employees annually



# 1. Food waste recycling service in place



Donation needs to be done in combination with other methods, unless all/nearly all food waste can be managed through food donation alone.



## 2. Provide food waste collection containers back-of-house and properly label them

- Large enough that food waste can reasonably be collected and managed.
- Located in areas where food and food scraps are generated.
- Placed near or next to trash containers.



## 2. Provide food waste collection containers back-of-house and properly label them

Labels must be replaced when damaged, faded, or when text conflicts with acceptable materials lists.

Labels must be:

- Color coded
- Identify type of waste that goes into the bin



### 3. Separate food waste from trash in back-of-house

To meet this standard, staff must be separating food waste and placing it in the food waste collection containers. Back-of-house areas are where staff manage the waste. For example, kitchens, dishwashing stations, and bussing stations that are not for customer use.





# Front-of-house collection is NOT required.

Please carefully consider front-of-house collection. Unless all the food serviceware provided to customers is reusable or certified compostable, contamination is a concern.





## 4. Provide education and train employees annually

- Post a sorting guide visible to employees
- Train all new employees and subcontractors who work with food upon hire and once per year thereafter
- Track who participated, what was covered, when training occurred

# Requirements to improve conventional recycling



## Multifamily recycling requirements

- Provide adequate recycling service
- Provide recycling in common areas
- Label bins
- Provide recycling education



## Business recycling requirements

- Have recycling hauling service
- Pair recycling bins with trash bins
- Label bins

# Resources

- Site visits and assistance setting new programs up
- Trainings both in-person and through webinars
- Signs, labels, educational materials
- Grant funding



# Business grants

## Eligible expenses

- Containers, compactors, balers, totes
- Compostable plastic bags, compostable products (6 month supply, if new)
- Reusable dishes, cutlery to replace disposable plastics
- Recycling or organics hauling (3 months reimbursable, if new)
- Minor upgrades to docks and enclosures (\$5,000 limit for small businesses; \$10,000 limit for large business)



# Questions

Contact:

612-543-9298

[businessrecycling@hennepin.us](mailto:businessrecycling@hennepin.us)







## Osseo Economic Development Authority Meeting Item

**Agenda Item:** Discuss Gateway Sign & Business Communications

**Meeting Date:** July 8, 2019

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

**Attachments:** Business Communication Example Images

**Policy Consideration:**

Discuss the Gateway Sign and other business communication strategies.

**Background:**

The EDA's Gateway Sign Subcommittee met to discuss use of the sign as an economic development tool. Discussion identified the sign as an "attention getter" and the need for an additional source for more in-depth information. The Subcommittee would like input from the EDA on these 'additional sources'.

Possibilities include:

1. A dedicated website, or a component webpage on DiscoverOsseo.com
  - a. Would need a short, easy-to-remember URL
  - b. Content could include real estate listings and/or contact information for commercial leasing companies
2. A short business newsletter (quarterly or 2x a year)
  - a. Perhaps could be included in quarterly utility bill mailings (however, this may not reach businesses that are tenants and not property owners)
  - b. Perhaps could be included as a page in the Osseo Outlook
  - c. Could make content available as an email newsletter, too
3. An in-person business forum/meeting
  - a. City could present information; businesses employees and/or owners could network
  - b. Businesses could be asked to help identify needs/projects for the EDA to address

Topics could include:

- Available real estate (for purchase or rent)
- Infrastructure—snow removal, street projects, etc
- Resources for businesses, including the Gateway Sign, potential grants, etc
- New ordinances/city requirements

**Previous Action or Discussion:**

The Subcommittee was established at the [June EDA Meeting](#).

**Budget or Other Considerations:**

There are approximately 200 entries on the city's business [contact list/directory](#). This includes nonprofits and multifamily housing.

**Website/Webpage**

- Depending on the domain selected, a new website for business communications could cost around \$15 a year for registration. There may be additional setup costs.
- We can add additional, shorter URLs to any webpage on DiscoverOsseo.com (e.g., replacing <https://www.discoverosseo.com/departments/economic-development-authority> with [DiscoverOsseo.com/EDA](#)) at no cost
- Prime Advertising generally charges around \$120 an hour to program changes to the city's website.
  - Staff is generally able to update the "content" in the middle of the webpages, while Prime handles changes to webpage layouts, including menus, icons, website header and footer, and other 'standard' repeating content. To create a more streamlined layout for a business resources page, Prime would need to create a new page 'type' for the city's website.

**Business Newsletter**

- If design and printing were done by City Staff, this would be fairly low-cost
- It may be possible to distribute the newsletter with utility bills (although it may not reach tenant businesses)
- An electronic newsletter would be very low cost, requiring only staff time
- Including a dedicated 'business' page of EDA information in the Osseo Outlook newsletter would likely result in a proportion the printing/ mailing expenses being allocated to the EDA

**Business Forum/Meeting**

- Costs would include refreshments (\$5-15 per attendee, depending on whether snacks or a full meal is served)
- If the meeting is held outside of city hall, there may be room rental costs as well

**City Goals Met By This Action:**

Foster and promote economic development in the City

Increase communication with citizens and encourage citizen engagement

Stay current with new technologies in all areas of City services

**Recommendation/Action Requested:**

Staff recommends the EDA discuss the Gateway Sign and other business communication strategies.

**Commercial  
Properties  
Available**  
*in Osseo*



**DiscoverOsseo.com/Real-Estate**

**Great locations for:**

- Microbrewery
- Restaurant
- Office
- Storefront
- & more!



**Osseo**

***Discover Osseo!***

**Own a small business?**

**Want to start one?**

**FREE  
CONSULTING**  
**for residents & businesses**



**DiscoverOsseo.com/business-assistance**