

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
September 14, 2020**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, September 14, 2020. Due to the COVID-19 pandemic this meeting was held virtually.

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

Members absent: Deanna Burke.

Staff present: Executive Director Riley Grams and City Attorneys Mary Tietjen & Ashley Kemplin-Gamm.

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 6-0.**

3. APPROVAL OF MINUTES – AUGUST 10, 2020

**A motion was made by Murdock, seconded by Johnson, to approve the minutes of August 10, 2020, as presented. A roll call vote was taken. 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 Aho, to approve the Accounts Payable. A roll call vote was taken. The motion carried 6-0.**

7. OLD BUSINESS

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

Grams stated the Osseo EDA COVID-19 Small Business Grant Program continues. As of Thursday, September 10, the City had received a total of 48 applications from the local small business community, all of which have been reviewed by the Review Committee and approved. Funds totaling \$140,743.01 have now been requested through the grant program. A total of two (2) fully funded grants remain, so if there are any other small businesses

considering applying, they should do so as soon as possible. Once the funds have been exhausted, the program will end. Staff has processed and mailed 43 of the 48 grants to date. A big thank you to City Accountant April Weller for processing the completed grants, cutting the checks, and mailing them in a timely manner so that we can get these funds in the hands of our small businesses quickly.

8. NEW BUSINESS

A. UPDATE ON OSSEO URBAN TOWNHOMES

City Attorney Mary Tietjen stated in late 2018 and early 2019 there were discussions with the EDA regarding the Urban Townhomes project. One question that was raised is whether the homeowners' loans are forgiven if they stay in their units for the full 30 years. Upon initial review of the loan and mortgage documents, Tietjen concluded that they do not explicitly address this issue. After discussion with the EDA, it was also determined that this was indeed the intent, even though the documents do not clearly state it as such. Therefore, a real estate attorney in their office is working on revisions to the documents to clarify this issue. The original mortgages were reviewed along with the notes and the other loan documents between the Hennepin County HRA and the Osseo EDA. Real estate records on all the loan properties were reviewed and determined which were paid off and satisfied and which were outstanding. Marital status of the owners with outstanding mortgages was confirmed and amended promissory notes have been drafted. She reported she was currently drafting the mortgage amendments that will need to be recorded at the County once executed.

Attorney Ashley Kemplin-Gamm discussed the steps she has taken to review the background information for the Osseo Urban Townhome loans. She reported the best route for the EDA to go would be to amend the notes to make it clear the intent was to forgive the debt in the event the homeowner stayed in the property for 30 years. She explained the mortgages would also have to be amended. She commented she drafted new notes and this information had been passed along to staff. She stated she did not anticipate the homeowners would have any changes, but this information would be brought forward to the EDA if questions or comments were to arise.

Johnson asked how many of the original owners were still within the Urban Townhomes. Ms. Kemplin-Gamm explained six of the fifteen owners were still original.

Murdock commented she was a resident who has been helped through this program. She thanked the EDA for working with the City Attorney and taking action on this matter.

Johnson stated he was pleased that the EDA was taking the necessary steps to protect these six townhome owners.

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

Stelmach stated he was pleased by the positive response the City has had to the EDA COVID-19 Small Business Relief Grant Program.

10. ADJOURNMENT

**A motion was made by Schulz, seconded by Johnson, to adjourn at 6:19 p.m. A roll call vote was taken. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*