

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
July 10, 2017**

1. ROLL CALL

President Todd Woods called the regular meeting of the Osseo Economic Development Authority to order at 6:30 p.m., Monday, June 10, 2017.

Members present: Juliana Hultstrom, Harold E. Johnson, Dan LaRouche, Duane Poppe, Mark Schulz, Larry Stelmach, and Todd Woods.

Members absent: None.

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

Others present: None.

2. APPROVAL OF AGENDA

Executive Director Riley Grams reported he had several items to add to Accounts Payable.

**A motion was made by Stelmach, seconded by Hultstrom, to approve the Agenda as amended including several additional items for accounts payable. The motion carried 7-0.**

3. APPROVAL OF MINUTES – JUNE 12, 2017

**A motion was made by Johnson, seconded by Schulz, to approve the minutes of June 12, 2017, as presented. The motion carried 7-0.**

4. MATTERS FROM THE FLOOR – None.

5. PUBLIC HEARINGS – None.

6. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing and additional items for approval. The Commission requested further clarification regarding the Ehlers bill prior to them receiving payment from the City.

**A motion was made by Johnson, seconded by Hultstrom, to approve the Accounts Payable as amended. The motion carried 7-0.**

7. OLD BUSINESS

A. DISCUSS 2017 OSSEO SPRING OPENER EXPENSES

Grams stated the EDA had originally agreed to pay for 50% of the costs associated with the Osseo Spring Opener event. Due to inclement weather, the event was cancelled. EDA President Todd Woods and EDA Commissioner Larry Stelmach did a great job in getting the various costs for the event canceled without having to pay. However, Grams explained the KSTP AM

1500 commercial did run on air leading up to the event, and when the event was cancelled, a partial refund was offered.

The original cost was \$600 for the AM 1500 commercial. After cancellation, the EDA was “refunded” \$325. The City paid for the remaining \$275 out of the special event fund. To make the accounting easy, staff recommended that the EDA cover that \$275 by transferring funds out of the EDA General Fund and into the City Special Event Fund.

**A motion was made by Hultstrom, seconded by Schulz, to approve the transfer of \$275 to the City Special Event Fund. The motion carried 7-0.**

8. NEW BUSINESS

A. REVIEW 2017 YTD EDA BUDGET

Grams stated budget season has begun. Each July staff reviews the year-to-date budget with both the EDA and the City Council. Staff reviewed a budget spreadsheet showing 2015 and 2016 actuals, 2017 budgeted, and the year-to-date 2017 amounts. The two big items that the EDA has budgeted for (the \$45,000 transfer to the City for staff reimbursement and the \$65,000 to the Gateway Sign project fund) have yet to be accomplished. Those transfers come towards the end of the year, and won’t show up on this year-to-date budget.

Grams explained that since the EDA has been discussing various property purchases, the Finance staff determined the EDA has approximately \$590,000 in its General Fund to use for additional property purchases for redevelopment. At some point in the future the EDA should discuss continuing operations.

Grams stated EDA members should start thinking about the 2018 budget. Staff recommended the EDA review and discuss the YTD 2017 budget, and discuss any future budgetary needs for 2018.

Woods requested staff provide the EDA with a cash flow forecast for the next five to ten years, with potential property purchases.

Schulz commented on the various revenue streams the EDA had available at this time. He explained that the City was seeing tremendous growth in recent years, but he anticipated this would not continue forever.

Hultstrom requested further information from staff on potential grants that could assist the EDA with future redevelopment projects.

Johnson stated he did not support the City putting an additional levy in place unless the EDA had specific plans or properties in mind for redevelopment for these additional funds.

Grams commented on the changes made by the state and how TIF hours had to be documented. He stated he was not recommending an EDA levy be considered for 2018, but stated this may be necessary in the future if the EDA wanted to redevelop additional properties.

Schulz believed it would benefit the EDA to discuss what properties in the City were in need of redevelopment.

Johnson suggested the EDA hold a work session to discuss the 2018 budget and the issues that were brought up in more detail.

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

Hultstrom stated on June 23 she and Johnson attended a conference on Resilient Cities.

Johnson expressed frustration that this meeting was shortened to 30 minutes.

10. ADJOURNMENT

**A motion was made by Johnson, seconded by Hultstrom, to adjourn at 7:05 p.m. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*