

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
April 10, 2023**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, April 10, 2023.

Members present: Teresa Aho, Deanna Burke, Harold E. Johnson, Ashlee Mueller, Kenny Nelson, Duane Poppe, and Mark Schulz.

Members absent: None.

Staff present: Executive Director Riley Grams, City Attorney Mary Tietjen and Community Management Coordinator Joe Amerman.

2. APPROVAL OF AGENDA

A motion was made by Mueller, seconded by Aho, to approve the Agenda as presented. The motion carried 7-0.

3. APPROVAL OF MINUTES – MARCH 13, 2023

A motion was made by Mueller, seconded by Aho, to approve the minutes of March 13, 2023, 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.

A motion was made by Johnson, seconded by Mueller, to approve the Accounts Payable. The motion carried 7-0.

7. OLD BUSINESS – None

8. NEW BUSINESS

A. APPROVE AMENDMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY BYLAWS

Grams stated the EDA Commissioners discussed amending the EDA bylaws to allow for every other month meetings at their March 13 meeting. The general direction provided to Staff was to bring back the amendments to the bylaws for review and approval at the April 10 meeting. Note page 3 of the bylaws, under Article 4, Section 1, the word each is removed, and the words “every other” are added. This would be the only necessary change to the bylaws. It was noted the city council would be reviewing the bylaws at their April 24 meeting.

Nelson asked if the bylaws spoke to when items were reviewed by the Council. Grams reported items were reviewed at Council discretion noting this typically occurs on the same evening the EDA reviews an item.

A motion was made by Mueller, seconded by Schulz, to approve the amended EDA bylaws allowing for every other month regular meetings. The motion carried 6-1 (Nelson opposed).

B. APPROVE UPDATED 2023 MEETING SCHEDULE

Grams stated with approval of the amended EDA bylaws allowing for every other month meetings, the EDA should approve a new meeting schedule for the remainder of 2023. Here are the remaining scheduled meetings for the Osseo Economic Development Authority for 2023 (please note that all EDA meetings will begin at 6:00 PM and be held in-person in the Council Chambers at Osseo City Hall unless otherwise notified):

Monday, January 9, 2023
Monday, February 13, 2023
Monday, March 13, 2023
Monday, April 10, 2023
Monday, June 12, 2023
Monday, August 14, 2023
Tuesday, October 10, 2023
Monday, December 11, 2023

Grams explained for 2024, the first meeting will be held in February and then every other month.

A motion was made by Mueller, seconded by Aho, to approve the 2023 schedule of EDA meetings. The motion carried 7-0.

C. APPROVE 2023 BUSINESS SURVEY PROJECT

Amerman stated following the March 13 meeting of the EDA, Staff met with EDA members Schulz and Aho to review the 2020 EDA business survey and discuss how best to modify it to meet the objectives of the EDA in 2023. In addition, a number of topics relating to how best to conduct the survey were discussed. The results are summarized in the following:

Survey Questions – As shown in the draft survey, the number of questions were trimmed from 25 to 22. A relatively slight change, but questions were also rewritten to better

gather actionable information. Studies of surveys have shown that even marginal reductions in the time required to complete a survey improves response rates.

Survey Methods – The survey will be conducted through a combination of e-newsletters, an online survey located on the website, and a physical mailing to business addresses in the city. At this time staff is compiling a list of business addresses in the city, using as a resource the list that was compiled for the 2020 survey. Mailings will be limited to addresses within zoning districts that allow for commercial activity. Despite best efforts, it is likely that some of that contact information will be outdated, but a secondary benefit of this survey may be that the city gains a more accurate understanding of what businesses are currently in operation.

Survey Timeline – As noted at the March meeting, this summer will be conducted over the summer months. The goal being that staff will begin promoting the upcoming survey in the near future, with all materials being printed, published, and mailed by the first of June, and a deadline for responses set at the end of August. Results will be collected and prepared for the October meeting of the EDA. The initial timeline was to present the results at the August meeting of the EDA, but that would mean having all responses collected by the end of July, which would likely result in fewer responses than preferred.

Amerman commented further on the proposed survey and requested direction from the EDA on how to proceed.

Schulz stated he would like to ensure the City was tracking IP addresses from the businesses that are responding to the survey.

Mueller thanked Staff, Schulz and Aho for taking the time to work on this project. She believed the businesses in Osseo would benefit by having this survey completed.

Nelson stated he was disappointed in the survey questions regarding parking. He feared the survey was too car centric. He recommended a question be added to the survey regarding pedestrian and/or bicycle access. He was of the opinion it was necessary to track the IP addresses for the survey if this came at an additional expense.

A motion was made by Mueller, seconded by Aho, to approve conducting the business survey as presented. The motion carried 6-1 (Nelson opposed).

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

Johnson reported the next Osseo 150th Anniversary Celebration planning meeting would be held on Wednesday, April 26 at 6:00 p.m. at Realife Cooperative. He noted meetings would continue going forward and would be held on the fourth Wednesday of the month.

Schulz stated he served as the liaison to CCX Media and noted he was recently elected Chair of the board. He explained Dave Kaiser who was promoted to Executive Director has decided to

take advantage of a phased retirement. He noted the Board promoted Shannon Slatton as the new Executive Director.

10. ADJOURNMENT

A motion was made by Schulz, seconded by Aho, to adjourn at 6:19 p.m. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial