

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
December 11, 2023**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, December 11, 2023.

Members present: Teresa Aho, Mark Cook (arrived at 6:06 p.m.), Ashlee Mueller, Kenny Nelson, Duane Poppe, and Mark Schulz.

Members absent: Deanna Burke.

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

2. APPROVAL OF AGENDA

Nelson requested Item 8B be discussed prior to Item 8A.

**A motion was made by Nelson, seconded by Mueller, to approve the Agenda as amended. The motion carried 5-0.**

3. APPROVAL OF MINUTES – OCTOBER 10, 2023

**A motion was made by Mueller, seconded by Aho, to approve the minutes of October 10, 2023, as presented. The motion carried 5-0.**

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 Mueller, seconded by Nelson, to approve the Accounts Payable. The motion carried 5-0.**

7. OLD BUSINESS – None

8. NEW BUSINESS

B. APPROVE 2024 EDA BUDGET

Grams stated each year, the EDA sets their own fiscal budget for the following year. The budget is usually approved during the last meeting of the year in December. Attached is a proposed EDA budget for 2024. The EDA discussed the first draft of the 2024 budget at the October 10 meeting. No changes were recommended at that meeting, and I have not been approached by any EDA members after the October 10 meeting to present potential modifications to the 2024 EDA budget. The EDA should discuss the final 2024 budget and direct Staff accordingly. A motion should be made to approve the 2024 EDA budget.

Nelson explained he reviewed the budget thoroughly and found the EDA was setting aside \$2,500 for Ehlers conferences. He explained this funding has not been spent in the past four years. He suggested this funding be lowered to \$500 per year. He suggested the remaining \$2,000 be used for community outreach or for the proposed breakfast event.

Mueller questioned if this budget item covered any other items. Grams stated this could be the LMC conference or any other type of training, Chamber meetings or events.

**A motion was made by Nelson, seconded by Cook, to approve the 2024 EDA budget as amended moving \$2,000 out of the meeting travel and seminar fund into the supplies fund. The motion carried 6-0.**

A. DISCUSS EDA BUSINESS BREAKFAST EVENT

Rieland stated the EDA hosted its first business breakfast on February 27, 2020. She reviewed the questions that were discussed at this event. Staff recommends having the attendees discuss and provide written feedback on these questions in small groups. This will foster networking opportunities and relationship building between business owners. Staff has tentatively scheduled the breakfast for the last Tuesday in February from 7:30 - 8:45 because that is when it took place in 2020. Staff seeks guidance on how often the EDA would like to host the business breakfast and if there is a budget for these events. The menu options with price details were discussed by Staff. It was noted both options will cost approximately \$400. Staff commented further on the proposed business breakfast and requested direction from the EDA on how to proceed.

Aho indicated she was not interested in break out sessions, but suggested the event be an opportunity to introduce the City Council and Staff to local business owners. Grams explained Staff was hoping to have the first business meeting serve as an introduction to Staff as a form of reengagement with a second or third meeting planned to see how the City can help local business owners.

Aho supported this recommendation.

Mueller agreed this would be a great way to move forward with this event. She suggested the last 10 minutes of the event be used to collect information from those in attendance to see how the EDA can support local business owners going forward.

Nelson supported EDA members and local business owners being in attendance at this event.

Poppe questioned if local business owners would show up to a City sponsored event more than once.

Cook anticipated this would occur if it was deemed worth their time.

Schulz stated this could be gauged after the first event. He explained he supported Staff's recommendation to have the first meeting serve as an introductory event with the second meeting working to see how the EDA can help local business owners. He encouraged to make sure they make contact with the business owners south of Highway 81.

Nelson requested the event be held on a Tuesday. He recommended the money spent for catering be spent locally at Olympia Café.

Aho agreed with this recommendation.

Grams asked if the event should have name tags. The EDA recommended the event have name tags.

Nelson suggested the vision for Osseo's future be a final question for the first event.

Schulz agreed this would be a great way to end this event.

Grams stated the event would aim to begin at 7:30 a.m. on Tuesday, February 27. He explained he would work with Staff and would present a plan to the EDA at the February 12, 2024, meeting.

#### C. REVIEW 2024 EDA CALENDAR OF MEETINGS

Grams stated here are the scheduled meetings for the Osseo Economic Development Authority for 2024 (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, February 12, 2024  
Monday, April 8, 2024  
Monday, June 10, 2024  
Monday, August 12, 2024  
Tuesday, October 15, 2024  
Monday, December 9, 2024

Grams reported we have no EDA terms ending on December 31 this year. EDA Commissioner Deanna Burke has submitted her resignation, which leaves one opening on the EDA (for a term that ends December 31, 2028). As always, the Commission will elect EDA Officers at the February meeting. Elections for the following positions will be conducted: EDA President, EDA Vice-President, EDA Secretary, EDA Treasurer, EDA Assistant Treasurer, and EDA Executive Director.

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

Grams thanked the EDA members for their efforts in 2023. He stated he was looking forward to great things in 2024. He wished everyone a Merry Christmas and Happy New Year.

City Attorney Tietjen wished everyone Happy Holidays.

Aho stated Small Business Saturday was a great event again this year. She explained she received great feedback on the event from visitors and Osseo business owners.

Cook stated he was looking forward to Christmas on Central this Saturday, December 16.

10. ADJOURNMENT

**A motion was made by Schulz, seconded by Mueller, to adjourn at 6:39 p.m. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*