

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
February 12, 2024**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, February 12, 2024.

Members present: Teresa Aho, Mark Cook, James Hultgren, Ashlee Mueller, Kenny Nelson, Duane Poppe, and Mark Schulz.

Members absent: None.

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

2. OATH OF OFFICE – JAMES HULTGREN

City Attorney Tietjen administered the oath of office to newly appointed EDA Member James Hultgren. A round of applause was offered by all in attendance.

3. ELECTION OF EDA OFFICERS

Grams requested the EDA elect a President, Vice President, Treasurer and Assistant Treasurer for 2024.

Mueller asked if the current people serving would be willing to continue their service in 2024.

Schulz and Nelson were willing to continue their service on the EDA.

**A motion was made by Mueller, seconded by Aho, to elect Duane Poppe as President for 2024. The motion carried 7-0.**

**A motion was made by Mueller, seconded by Aho, to elect Mark Schulz as Vice President for 2024. The motion carried 7-0.**

**A motion was made by Mueller, seconded by Aho, to elect Kenny Nelson as Treasurer for 2024. The motion carried 7-0.**

**A motion was made by Mueller, seconded by Aho, to elect Teresa Aho as Assistant Treasurer for 2024. The motion carried 7-0.**

**A motion was made by Mueller, seconded by Aho, to elect Riley Grams as Executive Director for 2024. The motion carried 7-0.**

**A motion was made by Mueller, seconded by Aho, to elect Katrina Jones as Secretary for 2024. The motion carried 7-0.**

4. APPROVAL OF AGENDA

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

5. APPROVAL OF MINUTES – DECEMBER 11, 2023

**A motion was made by Mueller, seconded by Aho, to approve the minutes of December 11, 2023, as presented. The motion carried 7-0.**

6. MATTERS FROM THE FLOOR – None

7. PUBLIC HEARINGS – None

8. ACCOUNTS PAYABLE

Grams presented the EDA Accounts Payable listing.

**A motion was made by Schulz, seconded by Cook, to approve the Accounts Payable. The motion carried 7-0.**

9. OLD BUSINESS – None

10. NEW BUSINESS

A. DISCUSS EDA BUSINESS BREAKFAST EVENT

Rieland stated the EDA business breakfast is scheduled for Tuesday, February 27th from 7:30 am - 8:45 am in the Osseo Community Center. An email invitation was sent to 82 businesses, and Staff received 22 RSVPs. EDA member, Teresa Aho, delivered 37 event flyers to businesses located in the Central Business District and Staff delivered 30 flyers to businesses located in the Highway Commercial Districts. The event will also be advertised on the Gateway sign and on Facebook. The details for the event are as follows:

Agenda

7:00-7:15: Staff arrive, and catering is delivered.

7:30: Breakfast

7:45: Introductions

8:00: Q&A Session with EDA, Council and Staff

8:30: Networking

8:45: Conclusion

Catering

Breakfast from Olympia Cafe - \$650.

Coffee from The Annabelle House - \$100.

Rieland reported during the introduction portion of the breakfast, staff will be given the opportunity to explain their role and which types of questions should be directed to their department.

Schulz explained he will not be able to attend the EDA breakfast because he has a prior commitment.

Aho discussed how she has been working to reach out to local business owners to make them aware of the event. In addition, she walked up and down Central Avenue to distribute flyers.

Nelson asked if the highway commercial businesses south of Highway 81 had been invited. Rieland stated she had reached out to each of these businesses.

Grams explained the goal of the event would be to introduce Staff and elected officials to the business community and to describe what the EDA does. He hoped to get business owners informed on who to reach out to should they have a question or need that arises. He indicated he would like to hold another business breakfast later this year.

Aho commented there were some business owners that could not attend the upcoming business breakfast and suggested future events be held later in the day to meet another demographic of business owners. Grams stated Staff could follow up with the business owners that are not able to attend.

Grams asked that EDA and Councilmembers planning to attend the business breakfast event to arrive by 7:00 a.m.

Aho recommended the City collect names and email addresses from those in attendance.

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

Nelson welcomed Commissioner Hultgren to the EDA.

Aho welcomed Bisque Boutique and Flair Boutique to the City of Osseo.

12. ADJOURNMENT

**A motion was made by Schulz, seconded by Mueller, to adjourn at 6:15 p.m. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*