



AGENDA – REGULAR MEETING
6:00 p.m., March 13, 2023

Economic Development Authority

- 1. ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. February 13, 2023
- 4. MATTERS FROM THE FLOOR**

Members of the public can submit comments online at www.DiscoverOsseo.com/virtual-meeting
- 5. PUBLIC HEARING**
- 6. ACCOUNTS PAYABLE**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - A. Discuss EDA Bylaws Changes
 - B. Discuss Business Survey
- 9. REPORTS OR COMMENTS: Executive Director, President, Members**
- 10. ADJOURNMENT**

**OSSEO ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
February 13, 2023**

1. ROLL CALL

President Poppe called the regular meeting of the Osseo Economic Development Authority to order at 6:00 p.m., Monday, February 13, 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 and City Attorney Mary Tietjen.

2. OATH OF OFFICE

City Attorney Tietjen administered the Oath of Office to Duane Poppe, Mark Schulz and Deanna Burke. 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 2023.

A motion was made by Mueller, seconded by Schulz, to elect Duane Poppe as President for 2023. The motion carried 7-0.

A motion was made by Mueller, seconded by Schulz, to elect Mark Schulz as Vice President for 2023. The motion carried 7-0.

A motion was made by Mueller, seconded by Schulz, to elect Harold Johnson as Treasurer for 2023. The motion carried 7-0.

A motion was made by Mueller, seconded by Schulz, to elect Teresa Aho as Assistant Treasurer for 2023. 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 12, 2022

A motion was made by Mueller, seconded by Aho, to approve the minutes of December 12, 2022, 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.

Johnson requested further information regarding the Hall Sweeney expenses. Grams explained staff was aware of the fact the expenses were over \$10,000 and staff has been in communication with Mr. Sweeney regarding this matter. He noted the City would be made whole on these expenses.

Johnson did not support the EDA paying \$10,000 to Hall Sweeney at this time. Further discussion ensued regarding the Hall Sweeney expenditures.

Johnson recommended the Hall Sweeney language be corrected to show that these were for second half 2022 payments.

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

9. OLD BUSINESS – None
10. NEW BUSINESS

A. DISCUSS EDA GOALS FOR 2023

Grams stated the EDA should consider a working list of goals and/or projects that the Authority believes should be considered in 2023. Staff reviewed a running list of goals that was maintained throughout the last 12+ months. Grams requested the EDA discuss these ideas and provide staff with direction on how to move forward.

Burke questioned what percentage of an EDA tax levy Staff was proposing. Grams explained there was a formula the City would have to follow if an EDA levy were to move forward. He indicated Staff would work with Ehlers on this matter. He stated if the EDA were to move forward with a levy, input from the public would be requested. City Attorney Tietjen advised an EDA tax levy must not be more than 0.01813% of the estimated market value for properties.

Johnson indicated the EDA is allowed to take from TIF revenues, provided the EDA can show expenditures to off set the revenues. Grams reported the EDA can take up to 10% for

administrative expenses for TIF districts. He noted actual administrative time was to be tracked for TIF districts.

Johnson stated he would be willing to provide any member of the EDA with a tour of the Realife property.

Nelson commented he would be interested in reviewing City laws or ordinances that impact businesses in order to increase efficiencies. He stated if the Hall Sweeney project did not move forward, the EDA should consider purchasing this land for future redevelopment. He suggested the EDA consider hosting a shop Osseo day and recommended this event be held on a Tuesday, so it could coincide with a Music/Movie in the Park. He supported the EDA meeting every other month if there were not items to discuss in order to save money.

Aho explained she supported the EDA completing a business survey. Grams stated staff could try to complete this inhouse by sending letters and surveys to local business owners. He indicated a subcommittee of the EDA could be formed to assist with this project.

Johnson asked if the City was receiving complaints about parking on Central Avenue. Grams stated typically the two areas of concern were with the 24 hour parking but noted the City does a good job to track these vehicles. He noted the other concern was with student parking during school hours.

Further discussion ensued regarding how snow removal should be managed along Central Avenue.

Nelson suggested Staff create a pamphlet highlighting the downtown area of Osseo that would encourage future developers to choose Osseo.

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

Johnson thanked Commissioner Nelson for bringing forward his ideas at this meeting. He reiterated that he was willing to provide the EDA with a tour of the Realife property at a future meeting.

12. ADJOURNMENT

A motion was made by Johnson, seconded by Aho, to adjourn at 6:47 p.m. The motion carried 7-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



Osseo, MN

Pending Expense Approval Report

By Vendor Name

APPKT00129

Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
Vendor: Kennedy & Graven, Chartered					
Kennedy & Graven, Chartered	Jan 31, 2023	JAN 2023 CIVIL LEGAL SERVICE TOWNHOME LOAN P	Legal Service - Civil	801-71000-304	337.50
Vendor Kennedy & Graven, Chartered Total:					337.50
Vendor: Minute Maker Secretarial					
Minute Maker Secretarial	M1641	FEB 13 2023 EDA MEETING MINUTES	Recording Services	801-71000-307	159.00
Vendor Minute Maker Secretarial Total:					159.00
Grand Total:					496.50

Report Summary

Fund Summary

Fund	Expense Amount
801 - GENERAL EDA	496.50
Grand Total:	496.50

Account Summary

Account Number	Account Name	Expense Amount
801-71000-304	Legal Service - Civil	337.50
801-71000-307	Recording Services	159.00
Grand Total:		496.50

Project Account Summary

Project Account Key	Expense Amount
None	496.50
Grand Total:	496.50



City of Osseo Economic Development Authority Meeting Item

Agenda Item: Discuss EDA Bylaw Changes

Meeting Date: March 13, 2023

Prepared by: Riley Grams, Executive Director

Attachments: Current EDA Bylaws with Redline Changes

Policy Consideration:

Discuss amending the EDA bylaws to allow for every other month meetings.

Background:

At the February 13 EDA meeting, Commissioners discussed several ideas and/or projects for consideration in 2023. One item was reducing the number of EDA meetings. Per the attached EDA bylaws, Article four, section 1 states that the EDA shall hold at least one regular meeting each month.

More recently, unless the EDA has pressing matters or business to attend to, it has been difficult to develop sufficient discussion topics for monthly EDA meetings. We simply do not have enough business necessary to hold monthly meetings.

Therefore, in conjunction with the EDA President and Vice-President, I'd like to suggest we move to an every-other-month meeting schedule. This move would have several benefits:

- 1) Will reduce EDA expenses. The EDA does not have any dedicated funding stream, and monthly expenses are dwindling the EDA budget. Reducing the number of meetings would reduce expenses for the EDA (fewer EDA meeting stipends, fewer monthly legal meeting expenses, and we would be able to reduce the transfer to the City general fund for staff time). Reducing expenses in this case is a good move.
- 2) The January meeting cannot be held because the EDA meets before the Council meeting. Like we did this year, we would need to cancel the January EDA meeting so allow for the Council to appoint EDA Commissioners. I propose that the EDA meet on the 2nd Monday of February, April, June, August, October and December each year. This allows the Council to appoint EDA Commissioners in January, and the EDA would then elect Officers in February. Additionally, the EDA would be able to approve their year end to do list (including approving the EDA budget) at their final meeting in December.
- 3) The EDA may always call for special meetings throughout the year should business arise that requires more frequent meetings. Should something like a Development proposal come to the EDA that requires more frequent meetings, the President or Executive Director can call for additional meetings as needed to handle high priority business.

Should the EDA Commissions be in favor of this change, the timing to gain approvals works out well. We could come back to the EDA on April 10 with a Resolution to make the amendment to the EDA bylaws. The City Council would also approve the amendments that evening at their 7pm meeting. The EDA would also approve the updated schedule of meetings for the year at the April 10 meeting. We would then hold the next EDA meeting on June 12, followed by August 14, October 10 (Tuesday), and finally December 11.

Budget or Other Considerations:

Amending the EDA bylaws to move to every-other-month meetings would reduce EDA expenses.

Options:

The Economic Development Authority should consider and discuss the proposal to amend the EDA bylaws and direct Staff accordingly.

BYLAWS OF THE CITY OF OSSEO ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "City of Osseo Economic Development Authority" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. The Authority shall have an official seal, as required by Minnesota Statutes, Section 469.096, Subdivision 1.

Section 3. Office of Authority. The offices of the Authority shall be the Osseo City Hall.

Section 4. Scope of Authority. All actions of the Authority are subject to review and must be confirmed by the City Council of the City of Osseo.

ARTICLE II - BOARD

Section 1. Number and Appointment of Commissioners. The Board of Commissioners consists of seven (7) members, at least 2 of which shall be members of the City Council, appointed by the Mayor and approved by the City Council for six (6) year terms as established by the City Council, except the term of any Commissioner who is a member of the City Council shall end when the City Council term of office ends. A Commissioner shall serve until his/her successor has been appointed and installed. Commissioners may be appointed to serve on the Board for any number of consecutive terms.

Section 2. Eligibility. Any adult resident of the City of Osseo or adult owner of a business located in Osseo shall be eligible to be appointed and installed as a Commissioner.

Section 3. Vacancies. Vacancies shall be filled by appointment made by the Mayor and approved by the City Council and shall be for the unexpired term of the Commissioner who vacated his/her position.

Section 4. Removal. A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. Removal shall only be after a hearing as prescribed by M.S. 469.095, Subd. 5. The Board of Commissioners may recommend removal of a Commissioner upon a majority vote of the other Commissioners present at the meeting.

ARTICLE III - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Treasurer, an Assistant Treasurer, and a Secretary. All officers shall be elected annually by the Authority. The President, the Vice-President, and the Treasurer shall be members of the Board; the Secretary and the Assistant Treasurer need not be members of the Board. No Commissioner may be both President and Vice-President simultaneously and the President and Vice-President shall not hold any other office with the Authority. No Commissioner may be both Treasurer and Assistant Treasurer simultaneously. The Treasurer must be a member of the City Council. The President may be any member of the Authority. The office of Assistant Treasurer may be held by the Executive Director.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President shall sign all contracts, deeds, and other instruments made or executed by the Authority. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Board shall elect a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. Official Board minutes may be taken by an outside consultant used by the City, if applicable. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. City Staff shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such banks or banks as the Board may select. Staff shall notify the Treasurer of such deposits. The Treasurer shall sign all Authority orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. Staff shall prepare checks and financial reports and submit same to the Treasurer for review. Staff shall render to the Board, at least annually (or more often when requested), an account of such transactions and also the financial condition of the Authority.

Section 6. Assistant Treasurer. The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled.

Section 7. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 8. Vacancies. Should the office of President, Vice-President, Treasurer, Assistant Treasurer, or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 9. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

9.1 Executive Director. The City Administrator shall serve as the Executive Director of the Authority; however, such service is at the pleasure of the Board and may be terminated at any time with or without cause. The Executive Director shall not be a member of the Board, however the Executive Director may also hold the office of Assistant Treasurer. The Executive Director shall handle day-to-day matters of the Authority on behalf of the Authority at the direction of the Board.

Section 10. Signature Authority. The following signature authority shall be authorized for transactions executed under direction of the Board:

- (A) All orders and checks of the Authority for the payment of money as directed by the Board shall be signed by the President and Treasurer.
- (B) All contracts, deeds, and other instruments made or executed by the Authority, except as otherwise authorized by resolution of the Board, shall be signed by the President and the Executive Director.
- (C) The Vice-President shall have the capacity to sign as an alternate officer of the Authority under certain extenuating circumstances such as lengthy excused absence, vacancy, termination, resignation, incapacitation or death of the President, Treasurer, Assistant Treasurer, or Executive Director. The Vice-President may sign as an alternate for only one absent officer for any Authority matter until the absent officer has returned or a successor is elected to fill the office. The Vice-President may not sign in the capacity of more than one officer for any particular item requiring more than one signature.
- (D) For purposes of definition, absent is defined as “a period, usually significant in length, during which an officer is away and/or unable to fulfill the officer’s role within the Authority leading to the potential for business issues of the Authority to be delayed and/or deadlines to be missed.”

ARTICLE IV - MEETINGS

Section 1. Regular Meetings. The Board may hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by the Board, and shall hold at least one regular meeting each month. The Board shall approve the annual meeting dates for the following year at the last meeting of the calendar year.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least three (3) days prior to the date of such special meeting or electronically notified by the Executive Director (email, phone call, text, etc.). At such special meeting no business shall be considered other than as designated in the call. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Four (4) Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Roll call
2. Approval of agenda
3. Approval of the minutes of previous meeting
4. Matters from the floor
5. Public hearings
6. Accounts payable
7. Old business
8. New business
9. Executive Director's report
10. Other reports
11. Adjournment

Section 5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon but the title must be read aloud prior to vote taken thereon. Resolutions shall be reduced to writing and shall be executed after passage. Voting on resolutions shall be by roll call vote.

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE V - MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least four (4) of the members of the Board. Amendments to the Bylaws must be approved by the City Council of the City of Osseo before becoming effective.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Osseo.

Section 3. Review of Commission Applications. Applications or letters of interest for open seats on the Authority shall be reviewed by the City Council. The City Council has the sole authority to appoint Commissioners to the Board.

Section 4: Annual General Operating Budget. The Authority shall adopt an annual general operating budget.

Section 5: Tax Increment and Other Special Revenue Funds. In addition to the City's annual Audit, the Authority shall annually conduct an analysis of its Tax Increment and Other Special Revenue Funds by its Financial Advisor.

ATTEST:

City of Osseo Economic
Development Authority

City of Osseo

President

Mayor

Secretary

Administrator



City of Osseo Economic Development Authority Meeting Item

Agenda Item: Discuss EDA Business Survey

Meeting Date: March 13, 2023

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: 2020 Business Survey Form
2020 Business Survey Results

Policy Consideration:

Consider conducting a survey of the Osseo business community.

Background:

At the February 13th meeting of the Osseo Economic Development Authority, a proposal was made to conduct a survey of the Osseo business community. This is something the city has done in the past, most recently just before the COVID pandemic, and can do again in order to gain a clearer sense of the business environment in Osseo.

Below is a list of a few issues that would benefit from clarification before staff begins reaching out to Osseo businesses. These are necessary to provide a sense of both scope and direction.

1. What kind of businesses should be targeted, all businesses or just those with actual storefronts?
2. Should the survey be standardized, or tailored to specific business types? (Central Ave vs Jefferson Hwy for example, Storefront vs. Home-based, etc)
3. Are there 2-3 EDA members that would be willing to assist staff in developing appropriate questions?
4. Is the EDA willing to cover any associated survey expenses that would not fall under the funds already set aside by the EDA for staff time? This would include printing and mailing costs, gateway sign advertising, response incentives, etc.
5. Relevant to question 4, should the survey be conducted via internet, email AND mail, or just one/two of those?
6. What is the desired general timeline for a survey?
 - a. Currently staff is considering a timeline that is as follows:
 - i. March: First Discussion
 - ii. April: complete survey development and return to the EDA for approval of questions/format. Develop contact information for businesses to be surveyed.
 - iii. May/June: Surveys are sent out, responses collected over the summer.
 - iv. August: Return to the EDA with a collection of survey results.

Attachments include the survey that was conducted in 2020, with the summary of results presented to the EDA at its April 13, 2020 meeting. There were roughly 40 responses from 210 businesses, which is a fairly standard response rate for surveys like this. Given that the survey was conducted as the COVID pandemic emerged, the city was not able to take advantage of the survey responses.

Recommendation/Action Requested:

Staff is asking that the EDA discuss the questions posed above and direct staff accordingly.

Next Step:

Staff will return at the April EDA meeting with a proposed survey.

CONTACT INFORMATION1. **Business Name** _____

(All future references to "your business" will refer exclusively to the business listed above.)

Please provide a brief description of your business _____**Business Owner(s)** _____ **Contact Person:** _____**Business Physical Address** _____**Business Mailing Address** _____**Business Phone #1** _____ **Email** _____**Web Site** _____ **Social Media** _____**Please mark below if you would like your email address added to the following subscription lists:**☐ Economic Development Authority Business Newsletter ☐ Notice of pending changes to City Ordinances☐ Snow Emergency Notifications ☐ Osseo Police Department Newsletter2. **How many people, including owners, does your business employ in each of the following categories?**

(Full-time = 32 or more hours/week)

Full-time year-round _____ Part-time year-round _____ Seasonal _____

3. **Please describe the target market of your business.****Gender** ☐ Male ☐ Female ☐ Other: _____**Age** ☐ under 18 ☐ 18-24 ☐ 25-44 ☐ 45-54 ☐ 55-64 ☐ Over 64

Annual household income	<input type="checkbox"/> under \$20,000	<input type="checkbox"/> \$50,000 - \$74,999	<input type="checkbox"/> \$150,000 - \$199,999
	<input type="checkbox"/> \$20,000 - \$34,999	<input type="checkbox"/> \$75,000 - \$94,999	<input type="checkbox"/> over \$200,000
	<input type="checkbox"/> \$35,000 - 49,999	<input type="checkbox"/> \$100,000 - \$149,999	

Does your target customer have children? ☐ Yes, they do ☐ No, they do not ☐ N/A4. **Please list the six products and/or services that best differentiate your business from the competition.**

_____	_____	_____
_____	_____	_____

5. **What is the toughest competition for your business?**
(specify up to three)

a. _____

b. _____

c. _____

6. **To what degree do the following traits help make your business more competitive versus the competitors listed to the left?**

	A Lot	A Little	Not At All
Your Location.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Parking.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Hours.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Service.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Name Brands.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Quality.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Selection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Price.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. What three Osseo businesses complement your business the most? (specify up to three)

8. What are the two biggest non-work reasons people stop in Osseo? (i.e. specific establishment, attraction or activity)

a. _____ b. _____

BUSINESS AND WORKFORCE DATA

9. How long has your business been in operation? (● mark ONE, include time at this & any previous locations)

☐ under 1 year ☐ 1-5 years ☐ 6-10 years ☐ 11-20 years ☐ over 20 years

If you know the date your business was established, please list it here (MM / YY) _____

10. How long has the present owner owned the business? (● mark ONE)

☐ under 1 year ☐ 1-5 years ☐ 6-10 years ☐ 11-20 years ☐ over 20 years

11. Does your business own or lease the space in which it is located? ☐ Own ☐ Lease ☐ Lease, want to purchase

12. How satisfied are you with the present location of your business? (● mark ONE)

☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Unsatisfied ☐ Very Unsatisfied ☐ Plan to Move

Why? _____

13. Do you have plans to expand or reduce operations for your business in the foreseeable future? (● mark ONE)

- ☐ I plan to expand products/services or square footage in Osseo.
☐ I plan to expand products/services or square footage at a location outside Osseo.
☐ I plan to reduce products/services or square footage in Osseo.
☐ I don't have any plans for changes.

14. Are you or the building owner considering any building improvement projects? ☐ Yes ☐ No ☐ Don't Know

Comments: _____

15. How strongly do you agree or disagree with the following statements?	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
I feel safe in Osseo, even at night.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always try to buy products and services locally.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always direct customers to other Osseo businesses.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I seek ways to cooperate with complementary Osseo businesses....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The existing Osseo business mix helps my business.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The look and feel of Osseo helps my business.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My window and store displays help my business.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My advertising helps my business.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees of my business show great customer service.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing for employees is readily available.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare for employees and customers is readily available.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osseo is an excellent place to have a business.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. How useful would these potential EDA products and services be to your business?

	Very Useful	Useful	Don't Know	No Use
Free business advising/education.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking events (e.g. breakfast/luncheon meetings, business after hours)...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group business training (i.e. workshops, speakers).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative advertising coordination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising or marketing of Osseo as shopping destination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low interest building improvement loan program.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Façade grant.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign grant.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landlord-tenant or seller-buyer referral network.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information sharing (i.e. newsletters, flyers, business fact sheets).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Downtown business directories, brochures, maps.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web site or Internet resources.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail event coordination (e.g., Small Business Saturdays, sidewalk sales)....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special event coordination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Which other business incentives or assistance have you used or plan to use for your business?

	Have Used	Will Use	Don't Know	Won't Use
Free assistance from U.S. Small Business Administration (SBA).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free counseling from SCORE (Service Corps of Retired Executives).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services/Loans/Resources through WomenVenture.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services/Loans/Resources through the MN Dept. of Employment & Economic Development (DEED).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hennepin County Business Recycling Grants.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to Business Consulting through MCCD.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xcel Energy Programs: Energy Audit, Equipment Rebate, etc.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CenterPoint Energy Efficiency Programs & Rebates.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Where do your customers typically park?

- ☐ On the street ☐ In a private parking lot
☐ In a public parking lot ☐ Other _____

How far do customers typically have to park from your business? (● mark ONE)

- ☐ Near entry ☐ 2 blocks away
☐ ½ block away ☐ 3 blocks away
☐ 1 block away ☐ 4 blocks or more

_____ If you own a parking lot, how many parking spaces are available for customers (not employees)?

19. Where do you and your employees typically park?

- ☐ On the street ☐ In a private parking lot
☐ In a public parking lot ☐ Other _____

How far do you and your employees typically have to park from your business? (● mark ONE)

- ☐ Near entry ☐ 2 blocks away
☐ ½ block away ☐ 3 blocks away
☐ 1 block away ☐ 4 blocks or more

_____ If you own a parking lot, how many parking spaces are available for employees (not customers)?

MARKET AND MARKETING DATA**20. What are the hours of operation for your business?**

Monday from _____ to _____

Tuesday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

Saturday from _____ to _____

Sunday from _____ to _____

What are your thoughts on store hours?

- ☐ I am open all the hours I need to be
☐ I can't be open more hours for personal reasons
☐ I should be open more hours, but can't afford the staff
☐ I should be open more hours, but can't find good staff
☐ I would be open more hours if I were sure of sales
☐ I would be open more hours if everyone else were

23. How many customers/clients visit your business per week during the summer months of May to October? (● mark ONE)

- ☐ none, all business via phone, Internet, etc.
 ☐ less than 50
 ☐ 50-250
 ☐ 250-500
 ☐ Over 500

How many customers/clients visit your business per week during the winter months of November to April? (● mark ONE)

- ☐ none, all business via phone, Internet, etc.
 ☐ less than 50
 ☐ 50-250
 ☐ 250-500
 ☐ Over 500

24. Which of the following events increased foot traffic or sales volume for your business, either during the event or in the next few days or weeks? (● mark ALL that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Fire Dept. Easter Egg Hunt | <input type="checkbox"/> Summer <u>Concerts</u> in the Park – Tues. June-Aug. | <input type="checkbox"/> Farmers Market July-Sept | <input type="checkbox"/> High School Sports games |
| <input type="checkbox"/> Vintage Car Show - May | <input type="checkbox"/> Summer <u>Movies</u> in the Park – Tues. June-Aug. | <input type="checkbox"/> Lions Roar – Sept. | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Citywide Garage Sales | | <input type="checkbox"/> Lions Halloween Event | <input type="checkbox"/> None |
| | | <input type="checkbox"/> Minidazzle | |

25. What percentage of the annual advertising budget for your business is spent with each of the following media?

- a. ____% Newspapers
 b. ____% Magazines
 c. ____% Radio/Television
 e. ____% Direct Mail/Catalogs
 f. ____% Window Displays & On-site signs
 g. ____% Billboards
 h. ____% Internet Advertising
 i. ____% Local Service Organizations
 j. ____% Other _____ (specify)

21. During a typical week, what are the seven busiest times for your business? (● mark up to SEVEN times)

	Before 11:00 a.m.	11:00 a.m.- 2:00 p.m.	2:00 p.m.- 5:00 p.m.	After 5:00 p.m.
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. What are the three busiest months of the year for this business? (● mark up to THREE)

- | | | |
|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March |
| <input type="checkbox"/> April | <input type="checkbox"/> May | <input type="checkbox"/> June |
| <input type="checkbox"/> July | <input type="checkbox"/> August | <input type="checkbox"/> September |
| <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December |

26. Which publications or services are included in the annual advertising budget for your business?

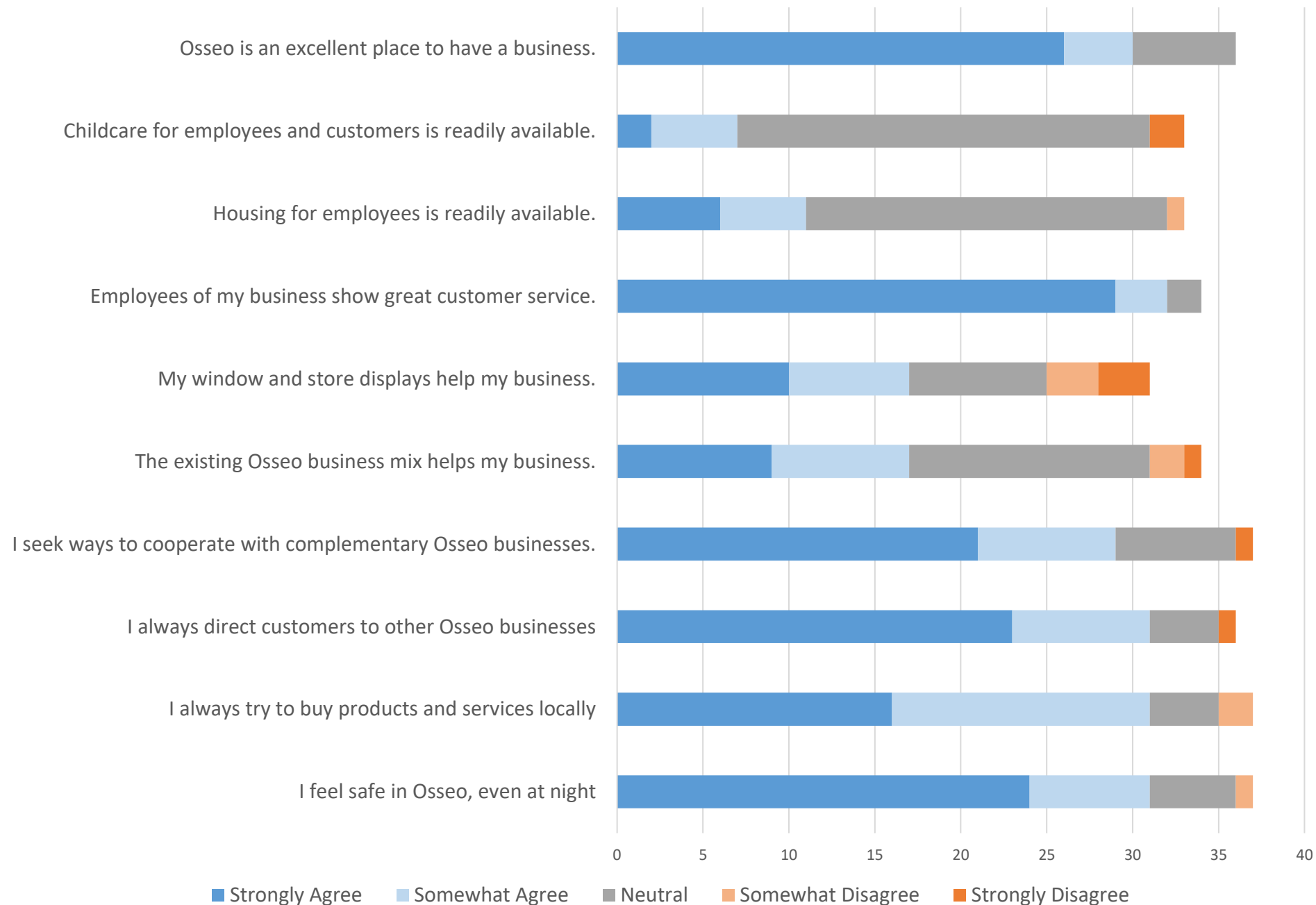
- ☐ *The Press* Newspaper
☐ *Osseo Outlook* Newsletter
☐ *Mistletoe & Memories* Guide
☐ *Town Planner* Calendar
☐ Social Media Paid Advertising (e.g., Facebook)
☐ Other _____
☐ Other _____
☐ Other _____
☐ None

27. How long did it take you to complete this survey? _____

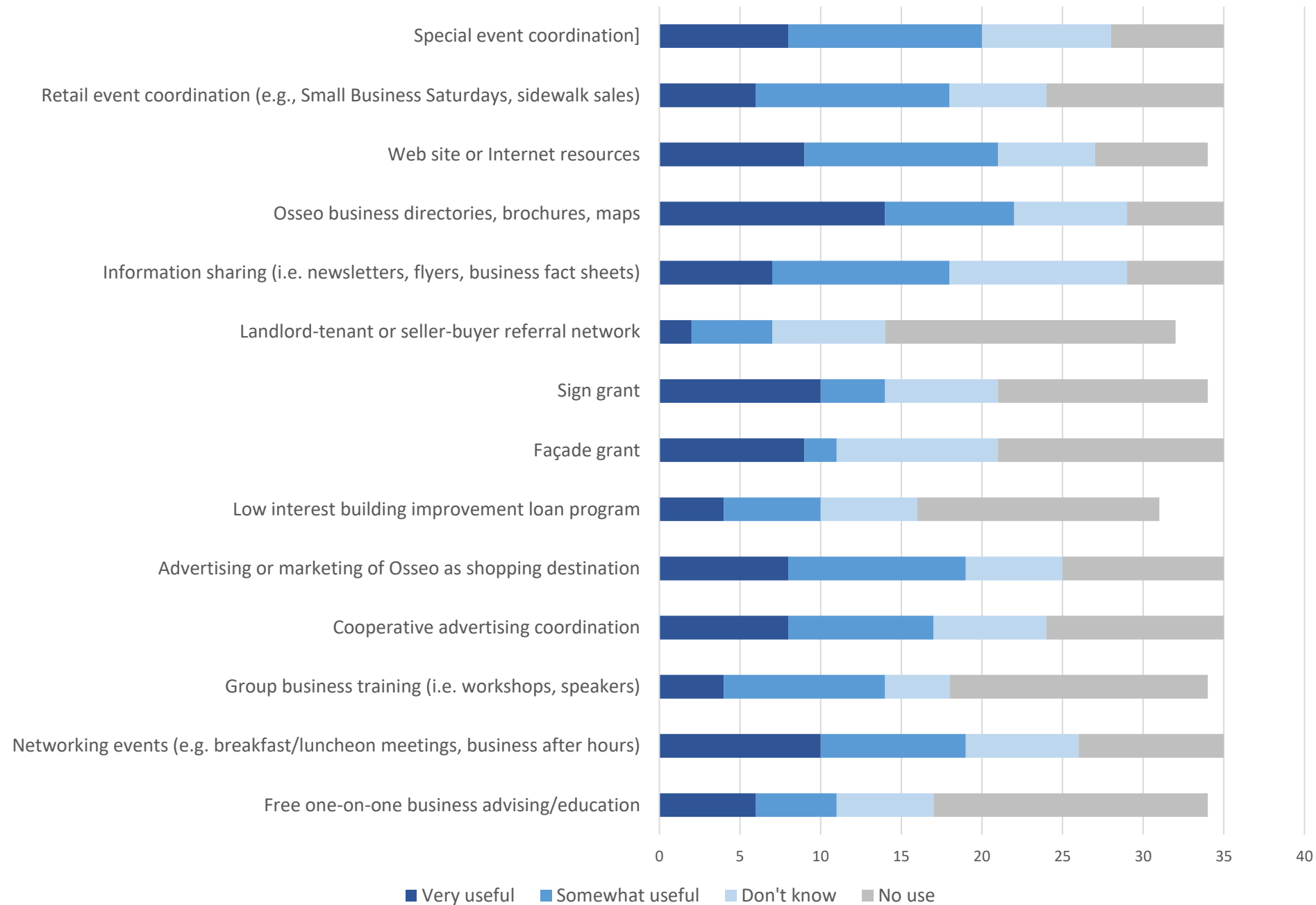
28. Would you like a representative from the Osseo EDA to contact you about your responses? Yes No

29. Would you like a representative from the Osseo EDA to visit your business? Yes No

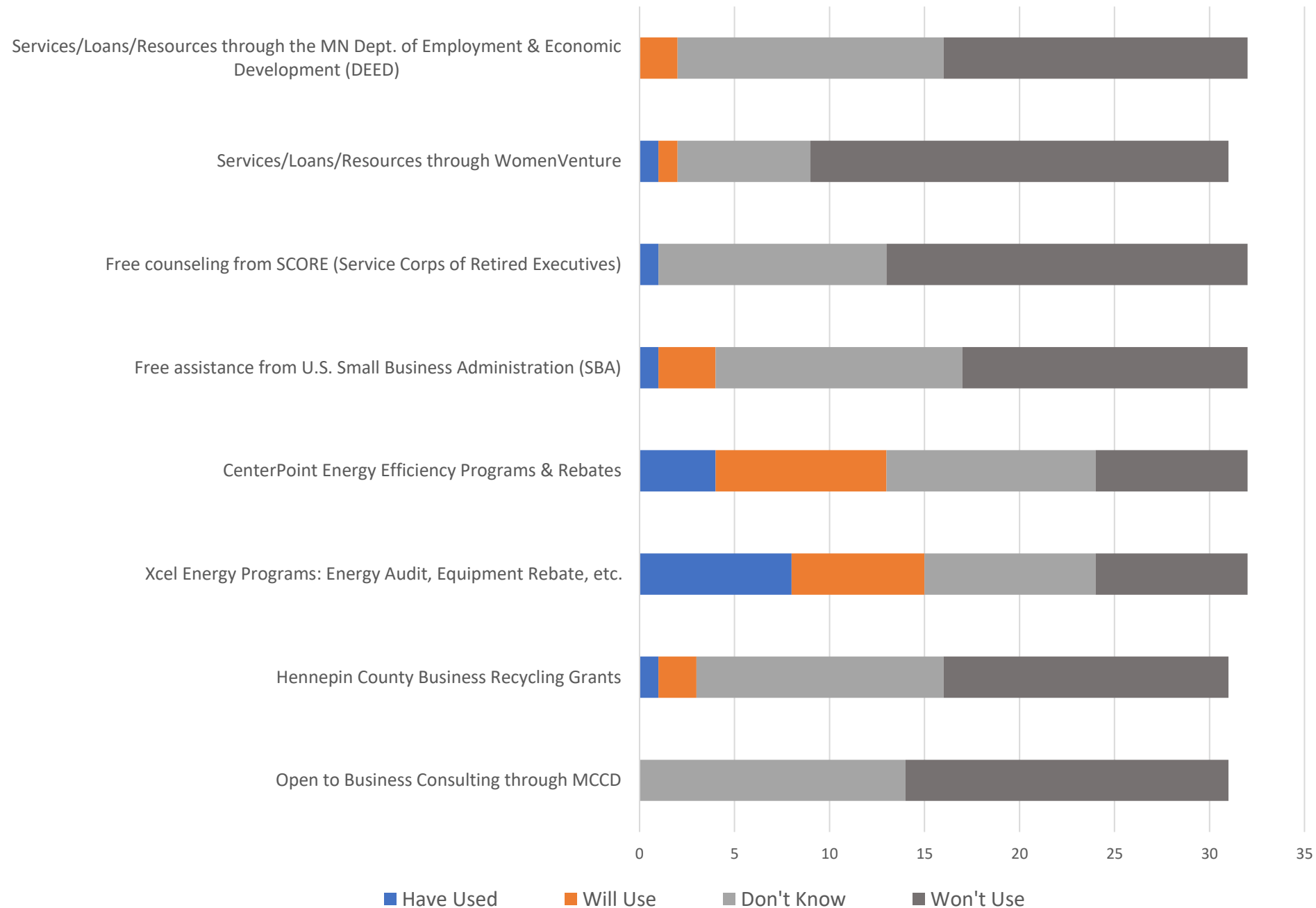
Community & Business Perception by Business Representatives



Usefulness of Potential EDA Services



Use of other Business Assistance & Incentive Programs



Why are you satisfied or unsatisfied with your location?

- I've been in Osseo for less than a year and I'm so happy I moved the business to this new location. The small town feel and opportunity to support small local businesses is important to me. It's an honor to serve the community in this new location.
- Natural light
- Easy on and off
- Very central to other cities. We bring lots of business to the city of Osseo when they come this way.
- Love being on Central and located near other great retail businesses!
- space, location, price
- Right on Central Avenue, easy to find, clean and comfortable building
- Great exposure w/street traffic & adjacent to a senior living community. Love having good restaurants & retailers within walking distance.
- Good location, plenty of parking
- Complementary businesses nearby
- Convenient location for residents to access their needs. Great visibility for marketing.
- On Central Ave
- Foot traffic, centrally located
- Location is great for visibility
- Love the small town near metropolitan area. There is adequate parking, Osseo government has good vision looking to future and is business friendly.
- Easy to get to
- Been in Osseo since 1969
- Needed in the community
- Visible, multiple drive by daily. Easy access. Nearby police & fire station.
- We love the location & Osseo, but parking is always an issue.
- I used to be in a strip mall in Plymouth, not good visibility. Now we are on main street, people drive by and stop, plus people walk.
- So far satisfied, our business is just moving in as of today. Its in a great location and the space is exactly what our business needed at this time.
- It's hard to find without signage on Central directly in front of our business
- Roads have changed, now located in the "triangle: between major roads