



Economic Development Authority Meeting Agenda
January 22, 2020 | 7:00 p.m.
Council Chambers, Woodbury City Hall

Please note that all agenda times are estimates.

- 7:00 p.m. 1. Call to Order
- 7:01 p.m. 2. Roll Call
- 7:02 p.m. 3. Consent Agenda

All items listed under the consent agenda are considered to be routine by the EDA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

- A. Approval of Minutes – December 11, 2019 EDA Meeting
- B. Amending the EDA By-Laws 20-01

Staff recommends EDA adopt EDA Resolution 20-01 amending the EDA by-laws to create the office of Deputy Executive Director.

- C. 2020 EDA Annual Meeting 20-02

Staff recommends EDA adopt EDA Resolution 20-02 appointing the 2020 EDA officers and establishing the 2020 EDA regular meeting schedule.

- D. Designating Depository of Public Funds 20-03

Staff recommends EDA adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2020.

- 4. Public Hearings – No items
- 5. Discussion Agenda – No items
- 7:05 p.m. 6. Adjournment

The City of Woodbury EDA is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The EDA is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the Executive Director's office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 651-714-3568) to make arrangements.

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 11, 2019

3A

Pursuant to the due call and notice thereof, a regular meeting was duly held at the Woodbury City Hall, 8301 Valley Creek Road, on the 11th day of December 2019.

Call to Order

President Anne Burt called the meeting to order at 7:00 p.m.

Roll Call

Upon roll call the following were present: President Anne Burt, Andrea Date, Amy Scoggins, Steve Morris, Jennifer Santini. Absent: None

Others Present: Dwight Picha, EDA Secretary; Mary Tietjen, City Attorney; Mr. Clinton Gridley, Executive Director; and Karl Batalden, Community Development Coordinator

Consent Agenda

All items listed under the consent agenda are considered to be routine by the EDA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

Item A Approval of Minutes – November 6, 2019 EDA Meeting

Item B To adopt the following resolution

Resolution 19-06

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota selecting Hoisington Koegler Group, Inc. as the consultant for the Gold Line Station Area Master Planning with a contract amount of \$169,000.

Item C To adopt the following resolution

Resolution 19-07

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota authorizing an internal loan fund with the TIF District #15 Fund to advance funds for the payment of administrative costs prior to the receipt of tax increment.

Ms. Scoggins moved, seconded by Ms. Date, to approve the Consent Agenda items.

Voting via voice:

- Andrea Date – aye
- Amy Scoggins – aye
- Steve Morris – aye
- Jennifer Santini - aye
- President Anne Burt – aye

Absent: None

PUBLIC HEARINGS

No items scheduled

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 11, 2019

DISCUSSION

A. Adoption of 2020 EDA Budget

Mr. Karl Batalden, Community Development Coordinator reviewed the Proposed 2020 Budget for the Economic Development Authority.

- \$229,700 of proposed appropriations – higher than in previous years
 - \$200,100 for professional services
 - With the EDA funding the work that the city is going to do on the Gold Line Station Area Master Planning, the expenditures and appropriations are a little bit higher than seen in the previous few years. Other than the Gold Line project, the budget is very similar to previous years
 - \$25,000 for marketing
 - \$3,100 for administration
 - \$1,500 interfund loan issuance
- Sources of Revenue
 - \$157,500 in EDA fund balance
 - \$50,000 in grant revenue from the Washington County CDA
 - The Washington County CDA awarded the Woodbury EDA with a grant from their Pre-Development Finance Fund to help pay for the Gold Line Station Area Master Planning Work
 - \$22,100 in investment income
 - \$100 LMCIT dividends

Ms. Date asked what the \$1,500 interfund loan issuance was. Mr. Batalden replied that one of the items on the Consent Agenda was that Interfund Loan Agreement between the EDA and TIF District #15. At the City Council meeting later this evening there will be a request for the adoption of the contract for private redevelopment; setting in place the structure of TIF District #15 – the Valley Creek Redevelopment – that the Council authorized in October 2019. While the intent is to certify that TIF District around July 1, 2020, the incremental revenues from that district will not really come in until 2022. There are certain small costs that need to be paid – reports to the OSA and things to be done with the county to manage that TIF district. Given that TIF is an economic development financing tool, it was decided that the most appropriate thing to do would be to use the EDA as a source of revenue for an interfund loan agreement to pay for those administrative costs. Once the increment comes in starting in 2022, the EDA will be repaid.

Ms. Scoggins moved, seconded by Ms. Date

To adopt the following resolution

Resolution 19-08

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota adopting the 2020 EDA Budget

Voting via voice:

- Andrea Date – aye
- Amy Scoggins – aye
- Steve Morris – aye
- Jennifer Santini - aye
- President Anne Burt – aye

Absent: None

ADJOURNMENT

Mr. Morris moved, seconded by Ms. Scoggins, to adjourn the December 11, 2019 Economic Development Authority meeting.

- Voting in Favor: Date, Scoggins, Morris, Santini, Burt
- Absent: None

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 11, 2019

President Burt adjourned the meeting at 7:05 p.m.

Anne Burt

Approved by the Woodbury Economic Development Authority on January 22, 2020.

DRAFT

**City of Woodbury, Minnesota
Office of the EDA Executive Director**

EDA Letter 20-01

January 22, 2020

To: The Honorable President and Commissioners of the Woodbury EDA
From: Clinton P. Gridley, Executive Director
Subject: Amending the EDA By-Laws

Summary

The City of Woodbury Economic Development Authority (the “EDA”) is governed by an adopted set of by-laws. With the approval of the City Attorney, staff is proposing to update the by-laws to add the position of EDA Deputy Executive Director. The creation of this position will create additional staff depth and will improve operational efficiency. Staff proposes that the EDA Deputy Executive Director be the same person as the City of Woodbury’s Assistant City Administrator similar to the manner in which the EDA Executive Director is the City of Woodbury’s City Administrator.

Recommendation

Staff recommends EDA adopt EDA Resolution 20-01 amending the EDA by-laws to create the office of Deputy Executive Director.

Fiscal Implications

Not Applicable

Policy

The proposed amendment to the EDA by-laws amends the policy document governing the EDA.

Public Process

This is the first public process for this item.

Background

Not Applicable

Written By: Karl Batalden, Community Development Coordinator
Approved Through: Janelle Schmitz, Asst. Community Development Director and EDA Secretary
Attachments: 1. EDA Resolution 20-01
2. EDA By-laws - Strikethrough Version
3. EDA By-laws – Final Version

EDA Resolution 20-01

**Resolution of the Board of Commissioners of the
Woodbury Economic Development Authority, Washington County, Minnesota**

Amending the EDA By-Laws

WHEREAS, the Woodbury Economic Development Authority (the “EDA”) is governed by an adopted set of by-laws; and

WHEREAS, said by-laws are consistent with the applicable provisions of Minnesota Statutes, Sections 469.090 to 469.1082 which have been duly taken in order to create, constitute and activate the EDA; and

WHEREAS, the EDA is proposing to amend the by-laws to create the officer position of EDA Deputy Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Woodbury Economic Development Authority, Washington County, Minnesota that the by-laws referenced herein are hereby adopted as the by-laws of the EDA.

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 22nd day of January 2020.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director

**BY-LAWS OF THE
ECONOMIC DEVELOPMENT AUTHORITY
IN AND FOR THE
CITY OF WOODBURY, MINNESOTA**

1. THE AUTHORITY

SECTION 1.1. Name of the Authority. The name of the Authority shall be the Economic Development Authority in and for the City of Woodbury, Minnesota (hereinafter, the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

SECTION 1.2. Office. The principal office of the Authority shall be the Woodbury City Hall, 8301 Valley Creek Road, Woodbury, MN 55125.

SECTION 1.3. Seal. The Authority shall have no official seal.

2. ORGANIZATION

SECTION 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Treasurer, an Executive Director, a Deputy Executive Director, a Secretary, and an Assistant Treasurer. The President, the Vice President, and the Treasurer shall be members of the Board and shall be elected at the annual meeting of the Authority. A member must not serve as President and Vice President at the same time. The other offices may be held by the same member. The offices of Executive Director, Deputy Executive Director, Secretary and Assistant Treasurer need not be held by a member.

SECTION 2.2. President. The President shall preside at all meetings of the Board.

SECTION 2.3. Vice President. The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability.

SECTION 2.4. President Pro Tem. In the absence or inability of the President and the Vice President at any meeting, the Board may appoint any remaining Commissioner as President Pro Tem to preside at such meeting.

SECTION 2.5. Treasurer. The Treasurer shall receive and is responsible for Authority money; shall disburse Authority money by check only; shall keep an account of the source of all receipts, and the nature, purpose, and authority of all disbursements; and shall file the Authority's detailed financial statement with its Secretary at least once a year at times set by the Authority and as outlined in Section 4.1 below.

SECTION 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

SECTION 2.7. Deputy Executive Director. The Deputy Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, and shall have all the powers, responsibility and authority of the Executive Director in the event of the absence, lack of availability or incapacitation of the Executive Director.

~~SECTION 2.7.~~SECTION 2.8. Secretary. The Secretary shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

~~SECTION 2.8.~~SECTION 2.9. Assistant Treasurer. The Assistant Treasurer shall be appointed by resolution of the Board of Commissioners and in the absence or inability of the Treasurer shall receive and is responsible for authority money; shall disburse authority money by check only; shall keep an account of the source of all receipts, and the nature, purpose, and authority of all disbursements; and shall file the authority's detailed financial statement with its secretary at least once a year at times set by the authority and as outlined in Section 4.1 below. The Assistant Treasurer shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

3. MEETINGS.

SECTION 3.1. Annual Meeting. The annual meeting of the Board shall be held on the fourth Wednesday of the month of January in each year.

SECTION 3.2. Regular Meetings. The Board's regular meetings shall occur according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board.

SECTION 3.3. Special or Emergency Meetings. Special or emergency meetings of the Board may be called by the President or, in the event of the President's absence or inability, by the Vice President or by any two Commissioners, according to the requirements of the State of Minnesota Open Meeting Law as codified within Minnesota Statutes, Chapter 13D. The Secretary shall post notice of any special or emergency meeting in the principal office of the Authority.

SECTION 3.4 Cancellation of Meetings. Meetings of the Board may be cancelled by the President or, in the event of the President's absence or disability, by the Vice President at any time, upon three (3) days' prior notice to all Commissioners and the Secretary and Executive Director. The Secretary shall post notice of said cancellation of meeting in the principal office of the Authority not less than three (3) days prior to the originally scheduled meeting.

SECTION 3.5. Quorum. A quorum of the Board shall consist of three members, since the Board consists of five Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

SECTION 3.6. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

SECTION 3.7. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. **PROCEDURES OF BOARD OF COMMISSIONERS**

SECTION 4.1. Financial Statement. The Authority's detailed financial statement must show all receipts, disbursements, their nature, the amount on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall periodically examine the statement, together with the treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them.

SECTION 4.2. Annual Audit. An annual audit shall be required.

SECTION 4.3. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

SECTION 4.4. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the President and/or the Executive Director or by such other Commissioners or officers of the Authority as the Board may by resolution prescribe.

SECTION 4.5. Adoption of By-Laws. Once these By-Laws have been adopted by the Board by not less than a majority vote of all the Commissioners, the By-Laws shall remain effective until such point in time as the Board votes to change said By-Laws. As such, these By-Laws do not need to be adopted annually; but, are rather effective until amended.

SECTION 4.6. Amendment of By-Laws. These By-Laws may be amended by the Board only by not less than a majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

Amended and Adopted by EDA Resolution ~~17-0220-01~~ on January ~~225~~, ~~2017~~2020.

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Amended and Adopted by EDA Resolution 20-01 on January 22, 2020.

**City of Woodbury, Minnesota
Office of the EDA Executive Director**

EDA Letter 20-02

January 22, 2020

To: The Honorable President and Commissioners of the Woodbury EDA

From: Clinton P. Gridley, EDA Executive Director

Subject: 2020 EDA Annual Meeting

Summary

Per the by-laws of the EDA, it is necessary to hold an annual meeting of the EDA on the fourth Wednesday of January. At this annual meeting, the EDA commissioners shall appoint the officers and adopt a regular EDA meeting schedule for the year.

Recommendation

Staff recommends EDA adopt EDA Resolution 20-02 appointing the 2020 EDA officers and establishing the 2020 EDA regular meeting schedule.

Fiscal Implications

Not Applicable

Policy

The by-laws of the EDA require the EDA to hold its annual meeting on the fourth Wednesday of each January.

Public Process

This is the first public process for this item.

Background

The Woodbury EDA has officer positions of President, Vice President and Treasurer which are filled by members of the Board as required by Section 2.1 of the EDA by-laws. In addition, the EDA has staff-level officer positions of Executive Director, Deputy Executive Director, Secretary and Assistant Treasurer.

In the past, Woodbury's mayor has served as the President, the mayor pro tem has served as the Vice President and the remaining commissioner with the longest tenure on the Board has served as the Treasurer. Additionally, Woodbury's City Administrator has served as the Executive

Director, the Community Development Director has served as the Secretary and the Finance Director has served as the Assistant Treasurer. The position of Deputy Executive Director is new in 2020 and staff proposes that Woodbury's Assistant City Administrator hold this position. Additionally, the City of Woodbury's long-time Community Development Director, Dwight Picha, has announced his retirement effective January 31, 2020. As such, this EDA letter recommends that Janelle Schmitz, the City's Assistant Community Development Director be appointed EDA Secretary.

If the 2020 EDA Board chooses to follow these past practices and staff recommendations, the officers of the EDA for 2020 would be:

President:	Anne Burt
Vice President:	Amy Scoggins
Treasurer:	Andrea Date
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Secretary:	Janelle Schmitz
Assistant Treasurer:	Tim Johnson

The specific appointment of officers is at the discretion of the board although, as noted above, the positions of President, Vice President and Treasurer must be filled by members of the Board.

Finally, staff recommends adopting a 2020 meeting calendar. The meetings of the EDA will be held prior to City Council meetings in the Council Chambers. Staff has identified the need for the following meetings:

January 22, 2020, 7:00 p.m.
December 9, 2020, 7:00 p.m.

Should the need arise for additional meetings of the EDA, the EDA Secretary will coordinate the scheduling of such meetings in accordance with the EDA by-laws.

Written By:	Karl Batalden, Community Development Coordinator
Approved Through:	Janelle Schmitz, Asst. Community Development Director and EDA Secretary
Attachments:	EDA Resolution 20-02

EDA Resolution 20-02

**Resolution of the Board of Commissioners of the
Woodbury Economic Development Authority, Washington County, Minnesota**

**Appointing 2020 EDA Officers and
Adopting 2020 EDA Regular Meeting Schedule**

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Woodbury Economic Development Authority (the "EDA"), as follows:

1. Recitals. All things required by the applicable provisions of Minnesota Statutes, Sections 469.090 to 469.1082, have been duly taken in order to create, constitute, and activate the EDA.

2. Appointment of Officers. In accordance with the by-laws of the EDA hereby adopted, the Board hereby appoints to the following offices of the EDA the following persons, respectively:

President:	Anne Burt
Vice President:	Amy Scoggins
Treasurer:	Andrea Date
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Secretary:	Janelle Schmitz
Assistant Treasurer:	Tim Johnson

3. Adoption of 2020 Regular Meeting Schedule. In accordance with the by-laws of the EDA, the Board hereby adopts the following regular meeting schedule for 2020:

January 22, 2020, 7:00 p.m.
December 9, 2020, 7:00 p.m.

All meetings will be held in the Council Chambers of the Woodbury City Hall, 8301 Valley Creek Road, Woodbury, MN, unless otherwise noted or subsequently posted to the contrary.

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 22nd day of January, 2020.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director

City of Woodbury, Minnesota
Office of the EDA Executive Director

EDA Letter 20-03

January 22, 2020

To: The Honorable President and Commissioners of the Woodbury EDA
From: Clinton P. Gridley, Executive Director
Subject: Designating Depository of Public Funds

Summary

Minnesota State Statutes 118A.02 et seq. requires the Woodbury EDA’s Board to designate the EDA’s depository of public funds. Currently, the City of Woodbury has a five year banking service agreement with CorTrust Bank ending September 30, 2021.

Recommendation

Staff recommends EDA adopt a motion designating CorTrust Bank as the EDA’s depository of public funds for the year 2020.

Fiscal Implications

The interest income and fees per the agreement are accounted for in the 2020 budget.

Policy

In accordance with investment policy, this action affirms staff’s recommendation to designate CorTrust as the EDA’s depository of public funds.

Public Process

This is the first public process for this item.

Background

Not Applicable

Written By: Karl Batalden, Community Development Coordinator
Approved Through: Tim Johnson, Finance Director and EDA Assistant Treasurer
Attachments: None