



**Economic Development Authority Meeting Agenda
Council Chambers, Woodbury City Hall
January 24, 2024 | 7:30 p.m.**

This Economic Development Authority meeting is taking place virtually and at the Woodbury City Hall in the Council Chambers.

Members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone and accessing the virtual meeting link at woodburymn.gov/VirtualMeetings.

[Watch the Live Meeting](#)

Public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Please note that all agenda times are estimates.

7:30 p.m. 1. Call to Order

7:31 p.m. 2. Roll Call

7:32 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. 2024 EDA Annual Meeting 24-01

Staff recommends EDA adopt EDA Resolution 24-01 appointing the 2024 EDA officers.

B. Approval of Minutes – December 13, 2023 EDA Meeting

C. Designating Depository of Public Funds 24-02

Staff recommends EDA adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2024.

7:33 p.m. 4. Public Hearings – No items

**Economic Development Authority Meeting Agenda
January 24, 2024**

- 7:34 p.m. 5. Discussion Agenda – No items
- 7:35 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.

City of Woodbury, Minnesota
Office of the EDA Executive Director

EDA Letter 24-01

January 24, 2024

To: The Honorable President and Commissioners of the Woodbury EDA

From: Clinton P. Gridley, EDA Executive Director

Subject: 2024 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 for the year.

Recommendation

Staff recommends EDA adopt EDA Resolution 24-01 appointing the 2024 EDA officers.

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 Assistant City Administrator has served as the Deputy Executive Director, the

Community Development Director has served as the Secretary and the CFO/Controller has served as the Assistant Treasurer.

If the 2024 EDA Board chooses to follow these past practices and staff recommendations, the officers of the EDA for 2024 would be:

President:	Anne Burt
Vice President:	Andrea Date
Treasurer:	Jennifer Santini
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Secretary:	Janelle Schmitz
Assistant Treasurer:	Jason Schirmacher

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. Staff would like to highlight that Commissioners Santini and Morris joined the EDA at the same time. As such staff is recommending that Commissioner Santini be appointed EDA Treasurer and, via separate action, staff will recommend that Commissioner Morris be appointed HRA Secretary.

Written By:	Jamie Fritts, Housing and Economic Development Coordinator
Approved Through:	Janelle Schmitz, Community Development Director
Attachments:	EDA Resolution 24-01

EDA Resolution 24-01

**Resolution of the Board of Commissioners of the
Economic Development Authority in and for the City of Woodbury,
Washington County, Minnesota**

Appointing 2024 EDA Officers

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Economic Development Authority in and for the City of Woodbury (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:	Andrea Date
Treasurer:	Jennifer Santini
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Secretary:	Janelle Schmitz
Assistant Treasurer:	Jason Schirmacher

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 24th day of January, 2024.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 13, 2023

3B

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 13th day of December 2023.

Call to Order

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

President Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email council@woodburymn.gov or call 651-714-3524 and leaving a voicemail message.

Roll Call

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

Others Present: Janelle Schmitz, EDA Secretary; Kevin Sandstrom, City Attorney; Jamie Fritts, Housing and Economic Development Coordinator; and Clinton Gridley, Executive Director

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 – June 28, 2023 EDA Meeting

Item B To adopt a motion approving the EDA's 2024 Calendar.

Member Santini moved, seconded by Member Date, to approve the Consent Agenda items.

Voting via voice:

Kim Wilson – aye
Andrea Date – aye
Steve Morris – aye
Jennifer Santini - aye
Anne Burt – aye

Public Hearings

No items scheduled

Discussion

A. Adoption of 2024 EDA Budget

Housing and Economic Development Coordinator Jamie Fritts reviewed the appropriations. There are \$31,300 in Professional Services, \$12,000 in Advertising and Promotion, and \$4,700 in Administrative Costs with a total of \$48,000 in appropriations. For the sources of financing, \$38,600 in the EDA Fund Balance, \$9,300 in investment income and \$100 in LMCIT dividends with a total of \$48,000 in sources of financing.

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 13, 2023

Member Date moved, seconded by Member Santini,

To adopt the following resolution

Resolution 23-03

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota adopting the 2024 EDA Budget.

Voting via voice:

Kim Wilson – aye
Andrea Date – aye
Steve Morris – aye
Jennifer Santini - aye
Anne Burt – aye

Adjournment

President Burt moved, seconded by Member Morris, to adjourn the December 13, 2023 Economic Development Authority meeting.

Voting in Favor: Wilson, Date, Morris, Santini, Burt
Absent: None

President Burt adjourned the meeting at 7:04 p.m.

Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on January 24, 2024.

City of Woodbury, Minnesota
Office of EDA Executive Director

EDA Letter 24 -02

January 24, 2024

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 requires the Woodbury Economic Development Authority’s Board to designate the EDA’s depository of public funds. Currently, the City of Woodbury has a three-year banking service agreement with CorTrust Bank ending October 1, 2024.

Recommendation

Staff recommends that the EDA Board adopt a motion designating CorTrust Bank as the EDA’s depository of public funds for the year 2024.

Fiscal Implications

The interest income and fees per the agreement are accounted for in the 2024 EDA 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: Jamie Fritts, Housing and Economic Development Coordinator
Approved By: Janelle Schmitz, Community Development Director
Attachments: None