



**Economic Development Authority Meeting Agenda  
Immediately following the January 25, 2023 regular City Council meeting,  
estimated to be 7:50 p.m.  
Council Chambers, Woodbury City Hall**

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 PC, Mac, iPad, iPhone, or Android device.

[Watch the Live Meeting](#)

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. at 651-714-3524 or at [council@woodburymn.gov](mailto: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.

- 7:50 p.m. 1. Call to Order
- 7:51 p.m. 2. Roll Call
- 7:52 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. 2023 EDA Annual Meeting 23-01  
Staff recommends EDA adopt EDA Resolution 23-01 appointing the 2023 EDA officers.
- B. Approval of Minutes – December 14, 2022 EDA Meeting
- C. Designating Depository of Public Funds 23-02  
Staff recommends EDA adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2023.

**Economic Development Authority Meeting Agenda  
January 25, 2023**

- 7:53 p.m. 4. Public Hearings – No items
- 7:54 p.m. 5. Discussion Agenda – No items
- 7:55 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 23-01**

**January 25, 2023**

**To: The Honorable President and Commissioners of the Woodbury EDA**

**From: Clinton P. Gridley, EDA Executive Director**

**Subject: 2023 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 23-01 appointing the 2023 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 2023 EDA Board chooses to follow these past practices and staff recommendations, the officers of the EDA for 2023 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:	Janelle Schmitz, Community Development Director
Approved Through:	Clinton P. Gridley, EDA Executive Director
Attachments:	EDA Resolution 23-01

**EDA Resolution 23-01**

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

**Appointing 2023 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 25th day of January, 2023.

Attest:

\_\_\_\_\_  
Anne W. Burt, President

\_\_\_\_\_  
Clinton P. Gridley, Executive Director

# MINUTES

## WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 14, 2022

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 14<sup>th</sup> day of December 2022.

### 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](mailto: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, and Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, EDA Secretary; Kevin Sandstom, City Attorney; 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 – January 26, 2022 EDA Meeting

Item B To adopt a motion approving the EDA's 2023 Calendar

Member Santini moved, seconded by Member Morris, 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 the 2023 EDA Budget

EDA Secretary Janelle Schmitz reviewed the proposed 2023 Economic Development Authority (EDA) budget appropriations of \$79,000 consist of \$50,100 in professional services, \$25,000 in advertising and promotion, and \$3,900 in administrative costs. The principal revenue source for these expenditures include EDA fund balance with an additional projected \$9,700 in investment income and \$100 from LMCIT dividends.

**MINUTES**

**WOODBURY ECONOMIC DEVELOPMENT AUTHORITY**

**Wednesday, December 14, 2022**

Ms. Schmitz stated the Council reviewed this at the September 14, 2022 budget workshop.

Member Date moved, seconded by Member Morris,

To adopt the following resolution

**Resolution 22-03**

**Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota adopting the 2023 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 14, 2022 Economic Development Authority meeting.

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

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

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Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on January 25, 2023.

City of Woodbury, Minnesota  
Office of the EDA Executive Director

**EDA Letter 23-02**

**January 25, 2023**

**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 City Council to designate the City’s depository of public funds. The City and CorTrust Bank extended the current banking service agreement in June of 2021 for three years until 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 2023.

**Fiscal Implications**

The interest income and fees per the agreement are accounted for in the 2023 EDA budget.

**Policy**

In accordance with the City’s 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: Janelle Schmitz, Community Development Director  
Approved Through: Clinton P. Gridley, EDA Executive Director  
Attachments: None