



**Economic Development Authority Meeting Agenda  
Immediately following the January 26, 2022 regular City Council meeting,  
estimated to be 7:45 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.**

- 7:45 p.m. 1. Call to Order
- 7:46 p.m. 2. Roll Call
- 7:47 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. 2022 EDA Annual Meeting 22-01  
Staff recommends EDA adopt EDA Resolution 22-01 appointing the 2022 EDA officers.
- B. Approval of Minutes – December 8, 2021 EDA Meeting
- C. Designating Depository of Public Funds 21-02  
Staff recommends EDA adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2022.

**Economic Development Authority Meeting Agenda  
January 26, 2022**

- 7:48 p.m. 4. Public Hearings – No items
- 7:49 p.m. 5. Discussion Agenda
- A. Approving Carryovers to the 2022 EDA Budget 22-03
- Staff recommends EDA adopt EDA Resolution 22-02 authorizing \$37,000 to be carried forward from the 2021 EDA budget.
- 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 22-01**

**January 26, 2022**

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

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

**Subject: 2022 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 22-01 appointing the 2022 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 2022 EDA Board chooses to follow these past practices and staff recommendations, the officers of the EDA for 2022 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:	vacant until filled by the City's CFO/Controller or, if during the time when the City has no CFO/Controller, by interim appointment of the Board of Commissioners if necessary due to an absence or inability of the Treasurer.

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.

The City's CFO/Controller position is currently vacant. As such, the attached resolution will authorize the EDA Executive Director to appoint the new City of Woodbury CFO/Controller as EDA Assistant Treasurer upon their hire.

Written By:	Karl Batalden, Community Development Coordinator
Approved Through:	Eric A. Searles, Assistant Community Development Director/City Planner
Attachments:	EDA Resolution 22-01

**EDA Resolution 22-01**

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

**Appointing 2022 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:	vacant until filled by the City's CFO/Controller or, if during the time when the City has no CFO/Controller, by interim appointment of the Board of Commissioners if necessary due to an absence or inability of the Treasurer.

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 26th day of January, 2022.

Attest:

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

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Clinton P. Gridley, Executive Director

# MINUTES

## WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 8, 2021

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 8<sup>th</sup> day of December, 2021.

### 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, Jennifer Santini. Absent: None.

Others Present: Clint Gridley, EDA Executive Director; Janelle Schmitz, EDA Secretary; 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 – July 28, 2021 EDA Meeting

Item B To adopt a motion to establish the 2022 EDA 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 2022 EDA Budget

Community Development Coordinator Karl Batalden reviewed the proposed 2022 EDA Budget, with proposed expenditures of \$50,100 in professional services; \$25,000 in advertising and promotion; and \$3600 in administration. These expenditures are for economic development functions that the EDA coordinates on behalf of the City, including growth in tax base and jobs and working with small business community. Funding for professional services is used in implementation of the City's economic development strategic plan, currently under review by the City's Economic Development Commission.

# MINUTES

## WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 8, 2021

Mr. Batalden reviewed revenue sources: EDA fund balance of \$68,100; \$10,500 in investment income and \$100 in League of Minnesota Cities Insurance Trust (LMCIT) dividends.

Mr. Batalden stated City Staff recommends adoption of the 2022 EDA Budget.

Member Wilson requested clarification regarding professional services. Mr. Batalden stated those funds will be used to implement the economic development strategic plan and may be to encourage development or for small businesses outreach programs. Professional services could also include referrals to other agencies, and assistance for small businesses in navigating the regulatory process.

Mr. Batalden stated there are some years when the full \$50,000 is not used, and the balance goes back to the EDA Fund, which is structured as a special revenue fund.

Member Morris moved, seconded by Member Santini.

To adopt the following resolution

**Resolution 21-04**

**Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota adopting the 2022 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 8, 2021 Economic Development Authority meeting.

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

President Burt adjourned the meeting at 7:06 p.m.

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Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on January 26, 2022.

City of Woodbury, Minnesota  
Office of the EDA Executive Director

**EDA Letter 22-02**

**January 26, 2022**

**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 2022.

**Fiscal Implications**

The interest income and fees per the agreement are accounted for in the 2022 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: Karl A. Batalden, Housing and Economic Development Manager  
Approved Through: Clinton P. Gridley, EDA Executive Director  
Attachments: None

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

**EDA Letter 22-03**

**January 26, 2022**

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

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

**Subject: Approving Carryovers to the 2022 EDA Budget**

## **Summary**

The Woodbury Economic Development Authority (the “EDA”) is the funding entity for two significant economic development planning exercises currently underway: Woodbury’s update to its Economic Development Strategic Plan, and Woodbury’s Gold Line Station Area Master Plan. Both planning exercises are in the final stages but not yet complete. As such, there will be approximately \$37,000 of professional services costs remaining, in total, for the two projects and these costs will be incurred in 2022.

## **Recommendation**

Staff recommends EDA adopt EDA Resolution 22-02 authorizing \$37,000 to be carried forward to the 2022 EDA budget.

## **Fiscal Implications**

Carryovers are generally funded from fund balance. Since the authorized appropriations were not expended fully in 2021, the dollars were automatically transferred to the EDA Fund’s fund balance on December 31, 2021 in accordance with Generally Accepted Accounting Principles. Funding for the proposed EDA carryover will come from the use of EDA fund balance.

## **Policy**

The carryover technique is a common financial practice and is typically utilized by the City of Woodbury on an annual basis at the beginning of the year. This represents the second time that technique has been used by the EDA.

## **Public Process**

This is the first public process for this item.

## **Background**

This EDA Letter requests carry-forwards for two items funded by the EDA: Woodbury's update to its Economic Development Strategic Plan, and Woodbury's Gold Line Station Area Master Plan.

1. In 2021, the City's Economic Development Commission (the "EDC") kicked off the update to the City's Economic Development Strategic Plan (the "EDSP"). In addition to an implementation step of the 2040 Comprehensive Plan the update to the EDSP is also consistent with Section 2-370(c)(1) which identifies proposing an "economic development plan for the city" as one of purposes and duties of the EDC. In 2021, the EDA entered into a \$40,000 not-to-exceed contract with the Hoisington Koegler Group, Inc. to provide EDSP consulting services. The Washington County Community Development Agency provided \$20,000 in grant funds from its Pre-Development Finance Fund to help offset the cost of the project. The project is nearing completion and there will be not more than \$17,000 in final professional services costs in connection with the EDSP.
2. The City of Woodbury, as part of the implementation of the 2040 Comprehensive Plan, is in the process of facilitating the METRO Gold Line Station Area Master Plan. In 2019, the EDA authorized a contract with Hoisington Koegler Group, Inc. to serve as the professional consultant for the project with a \$169,000 not-to-exceed budget. The Washington County Community Development Agency provided \$50,000 in grant funds from its Pre-Development Finance Fund to help offset the cost of the project. Due to COVID-19, unforeseeable delays occurred with this project and it will continue into 2022. Staff anticipates that there will be a final \$20,000 in professional services expended on the project which is within the scope of the original \$169,000 contract as authorized in 2019.

Written By: Karl A. Batalden, Housing and Economic Development Manager  
Approved Through: Eric A. Searles, Assistant Community Development Director/City Planner  
Attachments: EDA Resolution 22-02

**EDA Resolution 22-02**

**Resolution of the Board of Commissioners  
of the Economic Development Authority in and for the City of Woodbury**

**Authorizing \$37,000 to be carried forward to the 2022 EDA Budget**

WHEREAS, the 2021 EDA budget included funds to pay for professional services to facilitate the METRO Gold Line Station Area Master Plan as well as the update to the Economic Development Strategic Plan; and

WHEREAS, both economic development planning exercises are not finished but are approaching final completion in 2022; and

WHEREAS, \$37,000 of professional services are required to complete the two economic development planning exercises.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Economic Development Authority in and for City of Woodbury, Washington County, Minnesota to approve the following 2021 EDA Fund budget carryovers:

<u>Fund</u>	<u>Account</u>	<u>Amount</u>
EDA	Professional Services	\$ 37,000

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the Economic Development Authority in and for City of Woodbury, Washington County, Minnesota that the following revenue adjustments be made:

<u>Revenue Category</u>	<u>Amount</u>
Use of Fund Balance—EDA Fund	\$ 37,000

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 26th day of January 2022.

Attest:

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Anne W. Burt, President

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Clinton P. Gridley, Executive Director