

1. Agenda

Documents:

[1_AGENDA EDA 2021-1-27.PDF](#)

2. Meeting Materials

Documents:

[AGENDA PACKET - EDA MEETING - 01-27-2021.PDF](#)



**Economic Development Authority Meeting Agenda
January 27, 2021 | 7:00 p.m.
Council Chambers, Woodbury City Hall**

Please note: Due to COVID-19, this EDA meeting is taking place virtually and at Woodbury City Hall in the Council Chambers.

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[Watch the Live Meeting](#)

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Please note that all agenda times are estimates.

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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. 2021 EDA Annual Meeting 21-01

Staff recommends EDA adopt EDA Resolution 21-01 appointing the 2021 EDA officers and establishing the 2021 EDA regular meeting schedule.

B. Approval of Minutes – December 9, 2020 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 2021.

7:03 p.m. 4. Public Hearings – No items

Economic Development Authority Meeting Agenda
January 27, 2021 | 7:00 p.m.

- 7:04 p.m. 5. Discussion Agenda
- A. Approving Carryovers to the 2021 EDA Budget 21-03
- Staff recommends EDA adopt EDA Resolution 21-02 authorizing \$60,000 to be carried forward from the 2020 EDA budget.
- 7:10 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.



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City of Woodbury, Minnesota
Office of the EDA Executive Director

EDA Letter 21-01

January 27, 2021

To: The Honorable President and Commissioners of the Woodbury EDA

From: Clinton P. Gridley, EDA Executive Director

Subject: 2021 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 21-01 appointing the 2021 EDA officers and establishing the 2021 EDA regular meeting schedule.

Fiscal Implications

None.

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 item has not had previous public process.

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 Controller has served as the Assistant Treasurer.

If the 2021 EDA Board chooses to follow these past practices and staff recommendations, the officers of the EDA for 2021 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:	Judith Afdahl

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.

Finally, staff recommends adopting a 2021 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 27, 2021, 7:00 p.m.
December 8, 2021, 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, EDA Secretary
Attachments: EDA Resolution 21-01

EDA Resolution 21-01

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

**Appointing 2021 EDA Officers and
Adopting 2021 EDA Regular Meeting Schedule**

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:	Judith Afdahl

3. Adoption of 2021 Regular Meeting Schedule. In accordance with the by-laws of the EDA, the Board hereby adopts the following regular meeting schedule for 2021:

January 27, 2021, 7:00 p.m.
December 8, 2021, 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 27th day of January, 2021.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 9, 2020

3B

Pursuant to the due call and notice thereof, a regular meeting was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 9th day of December 2020.

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, Andrea Date, Amy Scoggins, Steve Morris, Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, EDA Secretary; Karl Batalden, Community Development Coordinator; Mary Tietjen, City Attorney; and Clinton Gridley, EDA 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 22, 2020 EDA Meeting

Item B Approval of 2019 Year-End EDA Financial Statements

Item C Appointment of Judith Afdahl as EDA Assistant Treasurer

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

Voting via voice:

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

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 9, 2020

Public Hearings

No items scheduled

Discussion

A. Adoption of 2021 EDA Budget

Community Development Coordinator Karl Batalden reviewed the Proposed 2021 Budget for the Economic Development Authority.

- \$79,800 of proposed appropriations
 - \$50,100 in professional services
 - \$25,000 in advertising and promotion
 - \$3,200 in administration
 - \$1,500 in internal loan to the Tax Increment District #15 for professional services
- Sources of Revenue
 - \$70,800 in EDA fund balance
 - \$8,900 in Investment Income
 - \$100 in LMCIT Dividend

Ms. Scoggins moved, seconded by Mr. Morris,

To adopt the following resolution

Resolution 20-03

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota Adopting the 2021 Economic Development Authority Budget

Voting via voice:

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

Adjournment

Ms. Scoggins moved, seconded by Ms. Date, to adjourn the December 9, 2020 Economic Development Authority meeting.

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

President Burt adjourned the meeting at 7:08 p.m.

Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on January 27, 2021.

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

EDA Letter 21-02

January 27, 2021

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 Economic Development Authority'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 that the EDA Board adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2021.

Fiscal Implications

The interest income and fees per the agreement are accounted for in the 2021 budget.

Policy

In accordance with the 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: Judith Afdahl, EDA Assistant Treasurer
Approved Through: Clinton P. Gridley, EDA Executive Director
Attachments: None

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

EDA Letter 21-03

January 27, 2021

To: The Honorable President and Commissioners of the Woodbury EDA
From: Clinton P. Gridley, Executive Director
Subject: Approving Carryovers to the 2021 EDA Budget

Summary

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.

Due to COVID-19, unforeseeable delays occurred with this project and it will continue into 2021. Additionally, in 2020, roughly \$104,000 of EDA funds were expended on the project. As such, staff is recommending that \$60,000 of EDA funds be carried forward from the 2020 EDA budget to the 2021 EDA budget.

Recommendation

Staff recommends EDA adopt EDA Resolution 21-02 authorizing \$60,000 to be carried forward to the 2021 EDA budget.

Fiscal Implications

Carryovers are generally funded from fund balance. Since the authorized appropriations were not expended fully in 2020, the dollars were automatically transferred to the EDA Fund's fund balance on December 31, 2020 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 first time that technique has been used by the EDA.

Public Process

This item has not had previous public process.

Background

This is the first time that the EDA is utilizing the carryover option; however, this is consistent with the City of Woodbury's practices and procedures.

Written By: Karl Batalden, Community Development Coordinator
Approved Through: Janelle Schmitz, EDA Secretary
Attachments: EDA Resolution 21-02

EDA Resolution 21-02

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

Authorizing \$60,000 to be carried forward to the 2021 EDA Budget

WHEREAS, the 2020 EDA budget included funds to pay for professional services to facilitate the METRO Gold Line Station Area Master Plan; and

WHEREAS, due to unforeseen delays caused by COVID-19 the planning project was not able to be completed in 2020; and

WHEREAS, \$60,000 of professional services are required to complete the planning exercise.

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 2020 EDA Fund budget carryovers:

<u>Department</u>	<u>Item</u>	<u>Amount</u>
EDA	Professional Services	\$ 60,000

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	\$60,000

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 27th day of January 2021.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director