

1. Agenda

Documents:

[1\\_AGENDA EDA 2021-07-28.PDF](#)

2. Meeting Materials

Documents:

[AGENDA PACKET - EDA MEETING - 07-28-2021.PDF](#)



**Economic Development Authority Meeting Agenda  
Council Chambers, Woodbury City Hall  
July 28, 2021 | 7:15 p.m.**

**This EDA meeting is taking place virtually and at 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.**

**Please note that all agenda times are estimates.**

7:15 p.m. 1. Call to Order

7:16 p.m. 2. Roll Call

7:17 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 – January 27, 2021 EDA Meeting

B. Approval of 2020 Year-End EDA Financial Statements 21-04

Staff recommends EDA adopt a motion approving the EDA's 2020 Year-End Financial Statements.

7:18 p.m. 4. Public Hearings – No items

7:19 p.m. 5. Discussion Agenda

A. Acceptance of \$20,000 Grant from Washington County CDA and adjustment to the 2021 EDA Fund budget 21-05

Staff recommends EDA adopt **EDA Resolution 21-03** accepting a \$20,000 grant from the Washington County Community Development Agency.

7:25 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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## Minutes

### Woodbury Economic Development Authority Wednesday, January 27, 2021

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 27<sup>th</sup> day of January 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, Steve Morris, and Jennifer Santini. Absent: Kim Wilson and Andrea Date.

Others Present: Clinton Gridley, EDA Executive Director; Janelle Schmitz, EDA Secretary; Karl Batalden, Community Development Coordinator; and Scott Riggs, City Attorney.

#### 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 To adopt the following resolution

**Resolution 21-01**

**Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota appointing the 2021 Economic Development Authority officers and establishing the 2021 Economic Development Authority regular meeting schedule.**

Item B Approval of Minutes – December 9, 2020 EDA Meeting

Item C To adopt a motion designating CorTrust Bank as the Economic Development Authority's depository of public funds for the year 2021.

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

#### Voting via voice:

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

**Minutes**

**Woodbury Economic Development Authority  
Wednesday, January 27, 2021**

**Public Hearings**

No items scheduled

**Discussion**

**A. Approving Carryovers to the 2021 EDA Budget**

Community Development Coordinator Karl Batalden explained that \$169,000 from the 2020 Economic Development Authority Fund was allocated to professional services connected to the Gold Line Station Area Master Plan. The project was delayed due to COVID-19. As such, \$60,000 in expenses remain that can be carried forward to the 2021 Economic Development Authority Fund budget.

Mr. Morris moved, seconded by Ms. Santini,

To adopt the following resolution

**Resolution 21-02**

**Resolution of the Economic Development Authority of the City of Woodbury,  
Washington County, Minnesota authorizing \$60,000 to be carried forward to the  
2021 EDA budget.**

**Voting via voice:**

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

**Adjournment**

President Burt moved, seconded by Mr. Morris, to adjourn the January 27, 2021 Economic Development Authority meeting.

Voting in Favor: Morris, Santini, Burt  
Absent: Wilson, Date

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

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Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on July 28, 2021.

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

**EDA Letter 21-04**

**July 28, 2021**

**To:           The Honorable President and Commissioners of the EDA**  
**From:       Clinton P. Gridley, EDA Executive Director**  
**Subject:     Approval of 2020 Year-End EDA Financial Statements**

**Summary**

The final audited year-end financial statements of the Woodbury Economic Development Authority (EDA) dated December 31, 2020 are attached for the review of the EDA Board of Commissioners. Staff has no findings, concerns or reservations regarding the statements.

**Recommendation**

Staff recommends that the EDA approve via motion the attached final audited year-end financial statements of the EDA dated December 31, 2020.

**Fiscal Implications**

This item has no impact upon the EDA Budget.

**Policy**

Section 4.1 of the EDA By-Laws requires that “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.” The proposed action complies with this section of the By-Laws.

**Public Process**

This is the first public process for this item.

**Background**

Not applicable.

Written By:           Karl Batalden, Community Development Coordinator  
Approved Through:   Judith Afdahl, EDA Assistant Treasurer  
Attachments:         2020 Year-End EDA Financial Statements

**ECONOMIC DEVELOPMENT AUTHORITY  
BALANCE SHEET  
December 31, 2020**

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>Increase (Decrease)</u>
<b>ASSETS</b>			
Cash and Investments	\$ 1,157,394	\$ 1,199,019	\$ (41,625)
Prepaid Items	500	985	(485)
	<u>500</u>	<u>985</u>	<u>(485)</u>
<b>Total Assets</b>	<u>\$ 1,157,894</u>	<u>\$ 1,200,004</u>	<u>\$ (42,110)</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 11,448	\$ 18	\$ 11,430
Total Liabilities	<u>11,448</u>	<u>18</u>	<u>11,430</u>
<b>FUND BALANCE</b>			
Nonspendable:			
Prepaid Items	500	985	(485)
Committed:			
Use of Fund Balance for 2021 EDA Budget	69,300	156,000	(86,700)
Available for EDA Activities	1,076,646	1,043,001	33,645
Total Fund Balance	<u>1,146,446</u>	<u>1,199,986</u>	<u>(53,540)</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,157,894</u>	<u>\$ 1,200,004</u>	<u>\$ (42,110)</u>

**ECONOMIC DEVELOPMENT AUTHORITY**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**For the Period Ending December 31, 2020**

	<b>Budget</b>	<b>12/31/2020</b>	<b>12/31/2019</b>	<b>2020 Comparison to Budget</b>
<b>Revenues:</b>				
Investment Income	\$ 22,100	\$ 26,870	\$ 39,333	\$ 4,770
LMCIT Dividends	100	146	66	46
Intergovernmental Revenue	50,000	50,000	-	-
Miscellaneous Revenue - Conduit Debt Fee	-	-	64,532	-
<b>Total Revenues</b>	<u>72,200</u>	<u>77,016</u>	<u>103,931</u>	<u>4,816</u>
<b>Expenditures:</b>				
Consultants/Project Implementation	200,100	120,574	2,280	(79,526)
Attorney	200	681	584	481
Audit	500	500	500	-
Postage	200	-	-	(200)
Marketing	25,000	6,640	6,917	(18,360)
Use of Personal Auto	-	-	27	-
Insurance	900	900	900	-
Dues/Subscriptions/Licenses	1,300	1,261	1,250	(39)
Travel & Training	-	-	34	-
<b>Total Expenditures</b>	<u>228,200</u>	<u>130,556</u>	<u>12,492</u>	<u>(97,644)</u>
Net increase(decrease) in fund balance	(156,000)	(53,540)	91,439	102,460
Fund Balance - January 1	<u>1,199,986</u>	<u>1,199,986</u>	<u>1,108,547</u>	
Fund Balance - December 31	<u>\$ 1,043,986</u>	<u>\$ 1,146,446</u>	<u>\$ 1,199,986</u>	



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

**EDA Letter 21-05**

**July 28, 2021**

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

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

**Subject: Acceptance of \$20,000 grant from the Washington County CDA and adjustment to the 2021 EDA Fund budget**

**Summary**

The City of Woodbury's principal economic development planning document is its Economic Development Strategic Plan (EDSP) which was most recently updated in 2018. The City's Economic Development Commission (EDC) is currently working on an update to the EDSP and has contracted with Hoisington Koegler Group, Inc. (HKGi) to provide consulting services to assist with this task. HKGi was procured for a not-to-exceed \$40,000 contract. The Washington County Community Development Agency (WCCDA) has agreed to provide a grant to the Woodbury EDA in amount not to exceed \$20,000 from its Pre-Development Finance Fund thereby paying for half of the cost of the EDSP consulting services.

**Recommendation**

Staff recommends EDA adopt EDA Resolution 21-03 accepting a \$20,000 grant from the WCCDA to help pay for the update to Woodbury's EDSP and adjusting the 2021 EDA budget accordingly.

**Public Process**

June 15, 2021: WCCDA Board awarded a \$20,000 grant to the Woodbury EDA.

**Fiscal Implications**

The WCCDA has awarded the Woodbury EDA a grant of up to \$20,000 dollars which is anticipated to pay for roughly half of the consulting costs connected to the update to Woodbury's EDSP. While the work of the EDSP benefits the community as a whole, per past practice, the cost of the EDSP is borne by the EDA rather than the City of Woodbury.

The EDA's 2021 adopted budget includes funds for the consulting services related to the EDSP update so the proposed budget adjustment recognizes the grant revenue and reflects an addition to fund balance.

## **Policy**

Section 2-370(c)(1) of the City Code requires that the City's Economic Development Commission (EDC) shall "propose an economic development plan for the city to include long-term strategies for economic development." This economic development planning document is typically updated every three to five years. The EDC is currently working on the update to the 2018 Economic Development Strategic Plan.

## **Background**

This update to the EDSP is an implementation step of the City's 2040 Comprehensive Plan and specifically focuses on economic development rather than the community as a whole. The EDSP process will use the nine guiding principles of the 2040 Comprehensive Plan's economic development chapter as its guiding principles. These nine guiding principles are:

1. Optimize development and redevelopment opportunities by ensuring there is an adequate supply of sites and buildings to meet the demand for commercial and industrial development, redevelopment and reinvestment.
2. Retain existing industrial and commercial businesses and assist companies with their expansion needs where appropriate.
3. Attract quality businesses to further expand employment opportunities and tax base in the City.
4. Increase awareness of Woodbury as a premier destination for businesses.
5. Support reinvestment in and redevelopment of properties including the reuse or removal of vacant buildings to spur investment in the community.
6. Encourage a variety of housing opportunities to support the workforce needs of existing businesses and attract new industry to the community.
7. Identify and prioritize infrastructure improvements to prepare for and accommodate economic growth.
8. Utilize a context-sensitive, solutions-based approach to providing infrastructure to meet the needs of current businesses and provide for future growth opportunities.
9. Serve as a resource to businesses and commercial property owners on local programs to support energy efficiency, renewable energy, waste reduction and recycling.

Written By: Karl Batalden, Community Development Coordinator

Approved Through: Judith Afdahl, EDA Assistant Treasurer

Attachments: EDA Resolution 21-03

**Resolution 21-03**  
**Resolution of the Board of Commissioners of the**  
**Woodbury Economic Development Authority, Washington County, Minnesota**

**Accepting a \$20,000 grant from the Washington County Community Development Agency to help pay for the update to Woodbury’s economic development strategic plan and adjusting the 2021 Woodbury Economic Development Authority budget accordingly**

WHEREAS, the Woodbury Economic Development Authority (the “EDA”) is an economic development authority and a public body corporate and politic and a political subdivision duly organized and existing under the laws of the State of Minnesota; and

WHEREAS, pursuant to the laws of the State of Minnesota, particularly Minnesota Statutes, Chapter 469, the EDA is authorized to carry out the public purposes described therein and contemplated thereby including but not limited to the acceptance of grants; and

WHEREAS, the EDA has applied for and received a \$20,000 grant award from the Washington County Community Development Agency (the “WCCDA”) to assist with the update to Woodbury’s economic development strategic plan; and

WHEREAS, the EDA’s 2021 budget must be adjusted to reflect the availability of this intergovernmental revenue.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the EDA, that acceptance of a \$20,000 grant from the WCCDA is hereby authorized in accordance with the terms set forth herein; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the EDA that the President and Executive Director of the EDA are hereby authorized and directed to execute a Pre-Development Finance Fund Grant Agreement between the EDA and the WCCDA upon the approval of the City Attorney; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the EDA to approve the following revenue increases to the 2021 EDA Fund Budget:

<u>Fund/Account</u>		<u>Amount</u>
<b>EDA Fund</b>		
Local Grants & Aid	616-000-00-00000-4358	\$20,000

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the EDA that the following expenditure increases to the 2021 EDA Fund Budget be made:

<u>Fund/Account</u>		<u>Amount</u>
<b>EDA Fund</b>		
Addition to Fund Balance	616-000-00-00000-5703	\$20,000

This resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director on the 28<sup>th</sup> day of July, 2021.

Attest:

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

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