



**Economic Development Authority Meeting Agenda
Council Chambers, Woodbury City Hall
December 8, 2021 | 7:00 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. 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.

7:00 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 Commissioners 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 – July 28, 2021 EDA Meeting

B. Establishing the 2022 EDA Calendar 21-06

Staff recommends EDA adopt a motion approving the EDA's 2022 Calendar.

7:04 p.m. 4. Public Hearings – No items

7:05 p.m. 5. Discussion Agenda

A. Adoption of 2022 EDA Budget 21-07

Staff recommends the EDA adopt the attached EDA Resolution 21-04 adopting the 2022 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.

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, July 28, 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 28th day of July 2021.

Call to Order

President Anne Burt called the meeting to order at 7:15 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, Steve Morris, and Kim Wilson.
Absent: Jennifer Santini.

Others Present: Janelle Schmitz, EDA Secretary; Clinton Gridley, EDA Executive Director; 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 – January 27, 2021 EDA Meeting

Item B Approval of 2020 Year-End EDA Financial Statements

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

Voting via voice:

Kim Wilson – aye
Andrea Date – aye
Steve Morris – aye
Anne Burt – aye

Public Hearings

No items scheduled

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, July 28, 2021

Discussion

A. Acceptance of \$20,000 Grant from Washington County CDA

Community Development Coordinator Karl Batalden stated a grant in the amount of \$20,000 has been awarded to the Woodbury Economic Development Authority (EDA) by the Washington County Community Development Agency (CDA) to assist with consultant costs related to the City's Economic Development Strategic Plan update. He added the funds will cover approximately half of the \$40,000 consultant fees. He noted that state law requires the EDA to accept this grant from the CDA via resolution. Additionally, Mr. Batalden noted that the resolution amends the 2021 EDA budget accordingly.

Ms. Date moved, seconded by Mr. Morris,

To adopt the following resolution

Resolution 21-03

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota accepting a \$20,000 grant from the Washington County Community Development Agency and to adjust the 2021 EDA budget accordingly.

Voting via voice:

Kim Wilson – absent
Andrea Date – absent
Steve Morris – aye
Anne Burt – aye

Adjournment

President Burt moved, seconded by Mr. Morris, to adjourn the July 28, 2021 Economic Development Authority meeting.

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

President Burt adjourned the meeting at 7:19 p.m.

Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on December 8, 2021.

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

EDA Letter 21-06

December 8, 2021

To: The Honorable President and Commissioners of the EDA
From: Clinton P. Gridley, EDA Executive Director
Subject: Establishing the 2022 EDA Calendar

Summary

The Woodbury Economic Development Authority (EDA) needs to meet on the fourth Wednesday of January and the second Wednesday of December of each year and on an as-needed basis in the months in between. As such, the 2022 EDA Calendar will include meetings at 7:00 p.m. on January 26th and December 14th in 2022. Should the need arise for additional meetings during the year, the public will be notified following standard City practices.

Recommendation

Staff recommends that the EDA approve via motion the EDA Calendar for the 2022 which will include meetings at 7:00 p.m. on January 26, 2022 and December 14, 2022.

Fiscal Implications

This item has no impact upon the EDA Budget.

Policy

Section 3.1 of the EDA By-Laws requires that the “annual meeting of the Board shall be held on the fourth Wednesday of the month of January in each year”. Final actions on budgets for a subsequent year are typically acted on preceding the December City Council Meeting. The proposed action complies both with Section 3.1 of the By-Laws and the budgetary practices of the City.

Public Process

This is the first public process for this item.

Background

Not applicable.

Written By: Karl Batalden, Community Development Coordinator
Approved Through: Janelle K. Schmitz, Community Development Director and EDA Secretary
Attachments: None

City of Woodbury, Minnesota
Office of the EDA Executive Director

EDA Letter 21-07

December 8, 2021

To: Woodbury Economic Development Authority
From Clinton P. Gridley, EDA Executive Director
Subject: Adoption of 2022 EDA Budget

Summary

The proposed 2022 Economic Development Authority (EDA) budget appropriations of \$78,700 consist of \$50,100 in professional services, \$25,000 in advertising and promotion, and \$3,600 in administrative costs. The principal revenue source for these expenditures include EDA fund balance with an additional projected \$10,500 in investment income and \$100 from LMCIT dividends.

Recommendation

Staff recommends the EDA Board adopt EDA Resolution 21-04, a resolution adopting the 2022 Economic Development Authority Budget.

Fiscal Implications

This letter and the attached resolution adopts the EDA budget for 2022.

Policy

Not applicable.

Public Process

The 2022 EDA budget was discussed at the City Council budget workshop on September 15, 2021.

Background

The 2022 EDA budget includes fewer expenditures than the adopted 2021 EDA budget because there will be fewer costs connected to the METRO Gold Line Station Area Master Plan and the Economic Development Strategic Plan processes. As such, the 2022 EDA budget is much more in line with EDA budgets of previous years prior to 2020.

Written By: Karl Batalden, Community Development Coordinator
Approved Through: Janelle K. Schmitz, Community Development Director and EDA Secretary
Attachments: EDA Resolution 21-04

EDA Resolution 21-04

**Resolution of the
City of Woodbury Economic Development Authority,
Washington County, Minnesota**

Adopting the 2022 Economic Development Authority Budget

BE IT RESOLVED by the City of Woodbury Economic Development Authority, Washington County, Minnesota, (“EDA”) that the appropriations for the EDA for the calendar year 2022 be as follows:

Professional Services	\$50,100
Advertising and Promotion	25,000
Administrative Costs	<u>3,600</u>
Total Appropriations	<u>\$78,700</u>

BE IT FURTHER RESOLVED by the EDA that the sources of revenue for the sums appropriated shall be:

Use of EDA Fund Balance	\$68,100
Investment Income	10,500
LMCIT Dividends	<u>100</u>
Total Sources of Financing	<u>\$78,700</u>

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 8th day of December, 2021.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director