

CITY OF WOODBURY, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
JANUARY 24, 2018
7:10 PM
COUNCIL CHAMBERS, WOODBURY CITY HALL

PLEASE NOTE THAT ALL AGENDA TIMES ARE ESTIMATES.

7:10 p.m. 1. Call to Order

7:11 p.m. 2. Roll Call

7:12 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, December 13, 2017 EDA Meeting

B. 2018 EDA Annual Meeting 18-01

Staff recommends EDA adopt **EDA Resolution 18-01** appointing EDA officers and adopting 2018 regular meeting schedule.

C. Designating Depository of Public Funds 18-02

Staff recommends EDA adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2018.

7:15 p.m. 5. 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 714-3568) to make arrangements.

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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 13th day of December 2017.

CALL TO ORDER

President Mary Giuliani Stephens called the meeting to order at 7:00 p.m.

ROLL CALL

Upon roll call the following were present: President Mary Giuliani Stephens, Andrea Date, Amy Scoggins, Julie Ohs, and Christopher Burns

Others Present: Mark Vierling, City Attorney; Mr. Clinton Gridley, Executive Director; and Karl Batalden, Housing and Economic 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 25, 2017 EDA Meeting

Item B Approval of Year-End 2016 Financial Statements

President Stephens moved, seconded by Ms. Scoggins, to approve the Consent Agenda items.

Voting via voice:

Amy Scoggins – aye
Andrea Date – aye
Julie Ohs – aye
Christopher Burns – aye
President Stephens – aye

Absent: None

DISCUSSION

A. Approval of 2018 EDA Budget

Mr. Karl Batalden, Housing and Economic Development Coordinator explained that consistent with the discussions at the City Council's Budget Workshop in September 2017, staff proposed a 2018 EDA Budget that would include:

- \$78,300 of expenditures
 - \$50,000 for general consulting and project implementation
 - \$25,000 for marketing
 - \$3,300 for administration

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Revenue Sources:

- \$60,800 in fund balance
- \$17,000 in investment income
- \$500 LMCIT dividends

Mr. Batalden also noted that the fund balance comes from the EDA Fund, a special revenue fund that is separate from the City's General Fund.

Ms. Scoggins moved, seconded by Ms. Ohs,

To adopt the following resolution

RESOL NO. 17-03

**Resolution of the Economic Development Authority, In and For the City of
Woodbury, Minnesota Adopting the 2018 Economic Development Authority Budget**

Voting via voice:

Amy Scoggins – aye
Andrea Date – aye
Julie Ohs – aye
Christopher Burns – aye
Chair Stephens – aye

Absent: None

ADJOURNMENT

There being no further items to be brought before the EDA; President Stephens adjourned the meeting at 7:03 p.m.

Mary Giuliani Stephens

Approved by the Woodbury Economic Development Authority on January 24, 2018.

CITY OF WOODBURY, MINNESOTA
Office of the EDA Executive Director

EDA Letter No. 18-01

January 24, 2018

TO: Woodbury Economic Development Authority
FROM: Clinton P. Gridley, EDA Executive Director
SUBJECT: **2018 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 meeting calendar for the year and may amend the by-laws as seen fit.

RECOMMENDATION

Staff recommends the EDA adopt the attached **EDA Resolution 18-01** appointing 2018 officers and adopting the 2017 EDA meeting schedule.

BUDGET IMPACT

This item has no impact upon the 2018 EDA Budget.

BACKGROUND

The Woodbury EDA has officer positions of President, Vice President and Treasurer which are filled by elected members of the Board as proscribed by Section 2.1 of the EDA by-laws. In addition, the EDA has staff level officer positions of Executive Director, Secretary and Assistant Treasurer.

In the past, Woodbury's mayor has served as the EDA President, the mayor pro tem has served as the EDA Vice President and the remaining commissioner with the longest tenure has served as the Treasurer. Additionally, Woodbury's City Administrator has served as the EDA Executive Director, the Community Development Director has served as the Secretary and the Finance Director has served as the Assistant Treasurer.

If the 2018 EDA Board chooses to follow these past practices the officers of the EDA for 2018 would be:

President: Mary Giuliani Stephens
Vice President: Amy Scoggins
Treasurer: Julie Ohs
Executive Director: Clinton Gridley
Secretary: Dwight Picha
Assistant Treasurer: Timothy Johnson

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 elected members of the Board.

Finally, staff recommends adopting a 2018 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 24, 2018, 7:10 p.m.
March 14, 2018, 7:15 p.m.
December 12, 2018, 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 bylaws.

Written By: Karl Batalden, Housing and Economic Development Coordinator
Approved Through: Dwight W. Picha, Community Development Director and EDA Secretary
Attachments: 1. EDA Resolution 18-01 Appointing 2018 EDA Officers and Adopting 2018 Meeting Schedule

EDA RESOLUTION NO. 18-01

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE ECONOMIC DEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF WOODBURY, MINNESOTA**

**APPOINTING 2018 EDA OFFICERS AND
ADOPTING 2018 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, Minnesota (the "EDA"), as follows:

1. Recitals. All things required by the applicable provisions of Minnesota Statutes, Sections 469.090 to 469.108, 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:	Mary Giuliani Stephens
Vice President:	Amy Scoggins
Treasurer:	Julie Ohs
Executive Director:	Clinton Gridley
Secretary:	Dwight Picha
Assistant Treasurer:	Timothy Johnson

3. Adoption of 2018 Regular Meeting Schedule. In accordance with the By-laws of the EDA, the Board hereby adopts the following regular meeting schedule for 2018:

Regularly Scheduled Meeting Dates:

January 24, 2018 at 7:10 p.m.
March 14, 2018 at 7:15 p.m.
December 12, 2018 at 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 24th day of January, 2018.

Attest:

President

Executive Director

CITY OF WOODBURY, MINNESOTA
Office of the EDA Executive Director

EDA Letter No. 18-02

January 24, 2018

TO: Woodbury Economic Development Authority
FROM: Clinton P. Gridley, EDA 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. Pursuant to the provisions of the "Contract for Services Between the City of Woodbury and the Woodbury Economic Development Authority", the EDA will honor the terms of the City of Woodbury's five-year banking service agreement with CorTrust Bank ending September 30, 2021.

RECOMMENDATION

Staff recommends the EDA Board adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2018.

Written By: Timothy Johnson, EDA Assistant Treasurer
Approved Through: Clinton P. Gridley, EDA Executive Director
Attachments: None