



**Economic Development Authority Meeting Agenda
December 9, 2020 | 7:00 p.m.**

Please note: Due to COVID-19, the December 9 EDA meeting is taking place virtually and at Woodbury City Hall in the Council Chambers.

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.

[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. via email council@woodburymn.gov or call 651-714-3524 and leave a voicemail message.

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 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 January 22, 2020 EDA Meeting Minutes
- B. Approval of 2019 Year-End EDA Financial Statements 20-04
- C. Appointment of Judith Afdahl as EDA Assistant Treasurer 20-05

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

7:05 p.m. 5. Discussion Agenda

- A. Adoption of 2021 EDA Budget 20-06

Staff recommends the EDA adopt the attached EDA Resolution 20-03 adopting the 2021 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, January 22, 2020

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 22nd day of January 2020.

Call to Order

President Anne Burt called the meeting to order at 7:00 p.m.

Roll Call

Upon roll call the following were present: President Anne Burt, Andrea Date, Amy Scoggins, Steve Morris, Jennifer Santini. Absent: None

Others Present: Dwight Picha, EDA Secretary; Scott Riggs, City Attorney; Mr. Clinton Gridley, 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 – December 11, 2019 EDA Meeting

Item B To adopt the following resolution

Resolution 20-01

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota amending the EDA by-laws to create the office of Deputy Executive Director.

Item C To adopt the following resolution

Resolution 20-02

Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota appointing the 2020 EDA officers and establishing the 2020 EDA regular meeting schedule.

Item D To adopt a motion designating CorTrust Bank as the EDA’s depository of public funds for the year 2020.

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

Voting via voice:

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

PUBLIC HEARINGS

No items scheduled

DISCUSSION

No items scheduled

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, January 22, 2020

ADJOURNMENT

President Burt, seconded by Ms. Scoggins, moved to adjourn the January 22, 2020 Economic Development Authority meeting.

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

President Burt adjourned the meeting at 7:01 p.m.

Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on _____.

DRAFT

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

EDA Letter 20-04

December 9, 2020

To: The Honorable President and Commissioners of the EDA
From: Clinton P. Gridley, EDA Executive Director
Subject: Approval of 2019 Year-End EDA Financial Statements

Summary

The final audited year-end financial statements of the Woodbury Economic Development Authority (EDA) dated December 31, 2019 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, 2019.

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

Please see above.

Written By: Karl Batalden, Community Development Coordinator
Approved Through: Janelle K. Schmitz, Community Development Director and EDA Secretary
Attachments: 2019 Year-End EDA Financial Statements

**ECONOMIC DEVELOPMENT AUTHORITY
BALANCE SHEET
December 31, 2019**

	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>Increase (Decrease)</u>
ASSETS			
Cash and Investments	\$ 1,199,019	\$ 1,112,946	\$ 86,073
Prepaid Items	985	1,050	(65)
	<u>985</u>	<u>1,050</u>	<u>(65)</u>
Total Assets	<u>\$ 1,200,004</u>	<u>\$ 1,113,996</u>	<u>\$ 86,008</u>
LIABILITIES			
Accounts payable	\$ 18	\$ 5,449	\$ (5,431)
Total Liabilities	<u>18</u>	<u>5,449</u>	<u>(5,431)</u>
FUND BALANCE			
Nonspendable:			
Prepaid Items	985	1,050	(65)
Committed:			
Use of Fund Balance for 2020 EDA Budget	156,000	58,500	97,500
Available for EDA Activities	<u>1,043,001</u>	<u>1,048,997</u>	<u>(5,996)</u>
Total Fund Balance	<u>1,199,986</u>	<u>1,108,547</u>	<u>91,439</u>
Total Liabilities and Fund Balance	<u>\$ 1,200,004</u>	<u>\$ 1,113,996</u>	<u>\$ 86,008</u>

**ECONOMIC DEVELOPMENT AUTHORITY
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period Ending December 31, 2019**

	<u>Budget</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>2019 Comparison to Budget</u>
Revenues:				
Investment Income	\$ 19,400	\$ 39,333	\$ 17,358	\$ 19,933
LMCIT Dividends	200	66	75	(134)
Miscellaneous Revenue - Conduit Debt Fee	-	64,532	-	64,532
Total Revenues	<u>19,600</u>	<u>103,931</u>	<u>17,433</u>	<u>84,331</u>
Expenditures:				
Consultants/Project Implementation	50,000	2,280	20,135	(47,720)
Attorney	500	584	-	84
Audit	500	500	500	-
Postage	200	-	-	(200)
Marketing	25,000	6,917	7,185	(18,083)
Use of Personal Auto	-	27	-	27
Insurance	900	900	900	-
Dues/Subscriptions/Licenses	1,000	1,250	1,000	250
Travel & Training	-	34	-	34
Total Expenditures	<u>78,100</u>	<u>12,492</u>	<u>29,720</u>	<u>(65,608)</u>
Net increase(decrease) in fund balance	(58,500)	91,439	(12,287)	149,939
Fund Balance - January 1	<u>1,108,547</u>	<u>1,108,547</u>	<u>1,120,834</u>	
Fund Balance - December 31	<u>\$ 1,050,047</u>	<u>\$ 1,199,986</u>	<u>\$ 1,108,547</u>	

City of Woodbury, Minnesota
Office of the EDA Executive Director

EDA Letter 20-05

December 9, 2020

To: The Honorable President and Commissioners of the Woodbury EDA

From: Clinton P. Gridley, EDA Executive Director

Subject: Appointment of Judith Afdahl as EDA Assistant Treasurer

Summary

With the retirement of Tim Johnson, the City’s former Finance Director, the EDA needs to appoint a new Assistant Treasurer. Judith Afdahl, the City’s Controller, is recommended to replace Mr. Johnson as EDA Assistant Treasurer.

Recommendation

Staff recommends EDA approve a motion appointing Judith Afdahl as EDA Assistant Treasurer.

Fiscal Implications

Not applicable.

Policy

Not applicable.

Public Process

This item has not had previous public process.

Background

Not applicable.

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

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

EDA Letter 20-06

December 9, 2020

To: Woodbury Economic Development Authority
From: Clinton P. Gridley, Executive Director
Subject: Adoption of 2021 EDA Budget

Summary

The proposed 2021 Economic Development Authority (EDA) budget appropriation of \$79,800 consists of \$50,100 in professional services, \$25,000 in advertising and promotion, \$3,200 in administration, and \$1,500 for an internal loan to the Tax Increment District #15 for professional services. The principal revenue source for these expenditures include EDA fund balance with an additional projected \$8,900 in investment income and \$100 from LMCIT dividends. The EDA Fund will likely be used in 2021 to pay for costs connected to the update to Woodbury's economic development strategic plan.

Recommendation

Staff recommends the EDA Board adopt EDA RESOLUTION NO. 20-03, a resolution adopting the 2021 EDA Budget.

Fiscal Implications

This letter and the attached resolution adopts the EDA budget for 2021.

Policy

Not applicable.

Public Process

The 2021 EDA budget was discussed at the City Council budget workshop on September 16, 2020.

Background

The 2021 EDA budget includes significantly fewer expenditures than the adopted 2020 EDA budget because there will not be significant costs connected to the METRO Gold Line Station Area Master Planning process. As such, the 2021 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 20-03

EDA Resolution 20-03

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

Adopting the 2021 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 2021 be as follows:

Professional Services	\$50,100
Advertising and Promotion	25,000
Administration	3,200
Internal Loan – TIF District #15	<u>1,500</u>
Total Appropriations	<u>\$79,800</u>

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

Investment Income	\$8,900
LMCIT Dividends	100
Use of Fund Balance	<u>70,800</u>
Total Sources of Financing	<u>\$79,800</u>

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 9th day of December, 2020.

Attest:

Anne W. Burt, President

Clinton P. Gridley, Executive Director