

CITY OF WOODBURY, MINNESOTA  
ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA  
DECEMBER 12, 2018  
7:00 P.M.  
COUNCIL CHAMBERS, WOODBURY CITY HALL

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. | Approval of Minutes – May 23, 2018 EDA Meeting  |       |
| 7:03 p.m. | 4. | Approval of the 2019 EDA Budget   | 18-05 |
|           |    | Staff recommends EDA adopt <b>EDA RESOLUTION 18-03</b><br>adopting the 2019 EDA budget. |       |
| 7:10 p.m. | 5. | Adjournment   |       |

The Economic Development Authority is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The Economic Development Authority 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.

**MINUTES**  
**WOODBURY ECONOMIC DEVELOPMENT AUTHORITY**  
Wednesday, May 23, 2018

**3**

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 23<sup>rd</sup> day of May 2018.

**CALL TO ORDER**

President Mary Giuliani Stephens called the meeting to order at 7:10 p.m.

**ROLL CALL**

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

Others Present: Dwight Picha, EDA Secretary; Mr. Clinton Gridley, Executive Director; and Karl Batalden, Housing and Economic Development Coordinator

**DISCUSSION 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 – March 14, 2018 EDA Meeting**

Ms. Scoggins moved, seconded by Ms. Date, to approve the minutes of the March 14, 2018 EDA Meeting

**Voting via voice:**

Andrea Date – aye  
Amy Scoggins – aye  
Mary Stephens – aye

Absent: Julie Ohs and Christopher Burns

**B. Approval of Year-End 2017 Financial Statements**

Mr. Karl Batalden, Housing and Economic Development Coordinator stated that staff closed out the 2017 year as expected, fully in accordance with the budget and the projections. There was nothing else to report.

Ms. Scoggins moved, seconded by Ms. Date, to approve the Year-End 2017 Financial Statements.

**Voting via voice:**

Andrea Date – aye  
Amy Scoggins – aye  
Mary Stephens – aye

Absent: Julie Ohs and Christopher Burns

**MINUTES**  
**WOODBURY ECONOMIC DEVELOPMENT AUTHORITY**  
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**ADJOURNMENT**

There being no further items to be brought before the EDA; President Stephens adjourned the meeting at 7:11 p.m.

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Mary Giuliani Stephens

Approved by the Woodbury Economic Development Authority on December 12, 2018.

DRAFT

CITY OF WOODBURY, MINNESOTA  
Office of the EDA Executive Director

EDA Letter No. 18-05

December 12, 2018

TO: Woodbury Economic Development Authority

FROM: Clinton P. Gridley, EDA Executive Director

SUBJECT: **Approval of the 2019 EDA Budget**

SUMMARY

The proposed 2019 budget is very similar to the 2018 budget. Staff proposes to appropriate \$78,100. These appropriations will include economic development expenditures consisting of:

- \$50,000 in fees for general consulting and project implementation;
- \$25,000 for marketing; and
- \$3,100 in administration.

The revenue sources for these expenditures include \$58,500 in use of fund balance, \$19,400 in investment income and \$200 in LMCIT dividends.

RECOMMENDATION

Staff recommends that the EDA adopt the attached **EDA Resolution 18-03** adopting the 2019 EDA Budget.

BUDGET IMPACT

This letter and the attached resolution adopts the EDA budget for 2019.

PUBLIC PROCESS

The 2019 EDA budget was reviewed at a City Council workshop on September 12, 2018.

Written By: Karl Batalden, Housing and Economic Development Coordinator  
Approved Through: Tim Johnson, EDA Assistant Treasurer  
Dwight W. Picha, EDA Secretary  
Attachments: EDA Resolution 18-03 Adopting the 2018 EDA Budget

**EDA RESOLUTION NO. 18-03**

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

**ADOPTING THE 2019 ECONOMIC DEVELOPMENT AUTHORITY BUDGET**

BE IT RESOLVED by the Economic Development Authority in and for the City of Woodbury, Washington County, Minnesota, that the appropriations for the Economic Development Authority for the calendar year 2019 be as follows:

Marketing	\$ 25,000
Fees for consultants/project implementations	50,000
Administration	<u>3,100</u>
Total Appropriations	<u>\$ 78,100</u>

BE IT FURTHER RESOLVED by the Economic Development Authority in and for the City of Woodbury, Washington County, Minnesota, that the sources of financing the sums appropriated shall be:

Investment Income	\$ 19,400
LMCIT Dividends	200
Use of Fund Balance	<u>58,500</u>
Total Sources of Financing	<u>\$ 78,100</u>

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 12<sup>th</sup> day of December, 2018.

Attest:

\_\_\_\_\_  
Mary Giuliani Stephens, President

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Clinton P. Gridley, Executive Director