



Economic Development Authority Meeting

Council Chambers

January 28, 2026 | 7:30

PM

This EDA meeting is taking place virtually and at Woodbury City Hall in the Council Chambers.

Meetings are recorded by TrueLens Community Media and are broadcast live and replayed on cable channel 799. Meetings are also available on the [City of Woodbury's YouTube channel](#).

Members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone and accessing the virtual meeting at woodburymn.gov/VirtualMeetings.

[Watch the Live Meeting](#)

Public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link.

Questions regarding the meeting will 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.

1. Call to Order
2. Roll Call
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.

3A. Approval of Minutes - December 10, 2025

3B. Approval of the 2026 EDA Annual Meeting 26-01

Staff recommends the EDA adopt EDA Resolution 26-01, a resolution appointing the 2026 EDA officers.

3C. Approval of Designating Depository of Public Funds 26-02

Staff recommends that the EDA Board adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2026.

Woodbury Economic Development Authority Agenda

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PM

4. Public Hearings No Items
Scheduled

5. Discussion Agenda No
Items Scheduled

6. Adjournment

The City of Woodbury is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provisions of the Americans with Disabilities Act is available from the Administration office at 651-714-3500. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator at 651-714-3500 (TDD 731-5796) to make arrangements.

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

Wednesday, December 10, 2025

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 10th day of December 2025.

Call to Order

President Anne Burt called the meeting to order at 7:30 p.m., and she welcomed those attending the meeting both in person and virtually.

President Burt explained that members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone. She stated public comments will be accepted during the meeting, both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email at council@woodburymn.gov or at 651-714-3524. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Roll Call

Upon roll call the following were present: President Anne Burt, Kim Wilson, Donna Stafford, Steve Morris, and Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, EDA Secretary; Kevin Sandstrom, City Attorney; Jamie Fritts, Housing and Economic Development Coordinator; and Jeffrey Dahl, Executive Director

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 22, 2025 EDA Meeting

Item B To adopt a motion approving the EDA Calendar for 2026, which will include meetings at 7:30 p.m. on January 28, 2026, and December 9, 2026.

Member Santini moved, seconded by Member Wilson, to approve the Consent Agenda items.

Voting via voice:

Kim Wilson – aye
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Public Hearings

No items scheduled

Discussion

A. Approval of Adopting the 2026 Economic Development Authority Budget

Housing and Economic Development Coordinator Jamie Fritts reviewed the 2026 EDA budget. The proposed 2026 Economic Development Authority (EDA) budget appropriation of \$48,200 consists of \$31,600 in professional services, \$12,000 in advertising and promotion, and \$4,600 in administrative costs. The principal revenue source for these expenditures includes EDA fund balance, with an

MINUTES

WOODBURY ECONOMIC DEVELOPMENT AUTHORITY

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additional projected \$10,000 in investment income and \$100 from LMCIT dividends. Staff recommends the EDA Board adopt EDA Resolution 25-02, a resolution adopting the 2026 Economic Development Authority Budget.

Member Santini moved, seconded by Member Morris,

To adopt the following resolution

EDA Resolution 25-02

EDA Resolution of the Economic Development Authority of the City of Woodbury, Washington County, Minnesota, adopting the 2026 Economic Development Authority Budget.

Voting via voice:

Kim Wilson – aye
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini - aye
Anne Burt – aye

Adjournment

President Burt moved, seconded by Member Wilson, to adjourn the December 10, 2025, Economic Development Authority meeting.

Voting in Favor: Wilson, Stafford, Morris, Santini, Burt
Absent: None

President Burt adjourned the meeting at 7:35 p.m.

Anne W. Burt, President

Approved by the Woodbury Economic Development Authority on January 28, 2026.

City of Woodbury, Minnesota Office of
the EDA Executive Director

EDA Letter 26-01

January 28,
2026

To: The Honorable President and Commissioners of the Woodbury EDA

From: Jeffrey Dahl, EDA Executive Director

Subject: Approval of the 2026 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 for the year.

Recommendation

Staff recommends the EDA adopt EDA Resolution 26-01 appointing the 2026 EDA officers.

Fiscal Implications

Not applicable.

Policy

The by-laws of the EDA require the EDA to hold its annual meeting on the fourth Wednesday of each January.

Public Process

This is the first public process for this item.

Background

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

In the past, Woodbury's mayor has served as the President, the mayor pro tem has served as the Vice President and the remaining commissioner with the longest tenure on the Board has served as the

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January 28, 2026

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Treasurer. Additionally, Woodbury's City Administrator has served as the Director; the Deputy City Administrator has served as the Deputy Executive Director, the Community Development Director has served as the Secretary and the CFO/Controller has served as the Assistant Treasurer.

If the 2026 EDA Board chooses to follow these past practices and staff recommendations, the officers of the EDA for 2026 would be:

President:	Anne Burt
Vice President:	Jennifer Santini
Treasurer:	Steven Morris
Executive Director:	Jeffrey Dahl
Deputy Executive Director:	Angela Gorall
Secretary:	Janelle Schmitz
Assistant Treasurer:	Jason Schirmacher

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 members of the Board.

Written By:	Jamie Fritts, Housing and Economic Development Manager
Approved Through:	Janelle Schmitz, Community Development Director/EDA Secretary
Attachment:	EDA Resolution

EDA Resolution 26-01

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

Appointing the 2026 EDA Officers

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Economic Development Authority in and for the City of Woodbury (the "EDA"), as follows:

1. Recitals. All things required by the applicable provisions of Minnesota Statutes, Sections 469.090 to 469.1082, 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:	Anne Burt
Vice President:	Jennifer Santini
Treasurer:	Steve Morris
Executive Director:	Jeffrey Dahl
Deputy Executive Director:	Angela Gorall
Secretary:	Janelle Schmitz
Assistant Treasurer:	Jason Schirmacher

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 28th day of January, 2026.

Attest:

Jeffrey J. Dahl, Executive Director

Anne W. Burt, President

City of Woodbury, Minnesota
Office of EDA Executive Director

EDA Letter 26-02

January 28,
2026

To: The Honorable President and Commissioners of the Woodbury EDA

From: Jeffrey J. Dahl, Executive Director

Subject: Approval of Designating Depository of Public Funds

Summary

Minnesota State Statutes 118A.02 requires the Woodbury Economic Development Authority's Board to designate the EDA's depository of public funds. Currently, the City of Woodbury has a banking service agreement with CorTrust Bank for 2026.

Recommendation

Staff recommends that the EDA Board adopt a motion designating CorTrust Bank as the EDA's depository of public funds for the year 2026.

Fiscal Implications

The interest income and fees per the agreement are accounted for in the 2026 EDA budget.

Policy

In accordance with investment policy, this action affirms the staff's recommendation to designate CorTrust as the EDA's depository of public funds.

Public Process

This is the first public process for this item.

Background

Not Applicable

Written By: Jamie Fritts, Housing and Economic Development Manager

Approved By: Janelle Schmitz, Community Development Director/EDA Secretary

Attachments: None