



Watertown City Council & EDA
January 7, 2021
3:00 p.m.

Mayor Steve Washburn
Deborah Everson
Lindsay Guetzkow
Adam Pawelk
Michael Walters

Cory Mittness
Ken Grotbo
Roxanne Wilmes

Please note that, pursuant to the authority provided by Minn. Stat. Sec. 13D.021, subd. 1(1), the City Administrator and the City Attorney have determined that in-person meetings of the City Council are not practical or prudent due to the COVID-19 public health pandemic and the declared national, state, and local emergencies. Further, the City Administrator and the City Attorney have determined that it is not feasible nor practical or prudent due to the health pandemic to have members of the public, city staff, or members of the City Council in attendance at the regular meeting location. Meetings of the Council will be conducted by electronic or telephonic means. Under Minn. Stat. Sec. 13D.021, subd. 3, to the extent practical and possible, the City Council will allow individuals to monitor the meeting electronically as provided below:

Meeting Link: <https://us02web.zoom.us/join/82169976854>

Meeting ID: 821 6997 6854

1. Call To Order And Roll Call
2. Adopt Agenda
3. New/Old Business
- 3.A. Chamber Checks V2 Program

Documents:

[RFA 1-7-21 CHAMBER CHECKS SOR.PDF](#)

4. Adjournment

309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388

Watertown City Council**Watertown EDA**

January 7, 2021

Agenda Item: Chamber Checks "SOR" Program**Request for Action: Adopt Resolution #2021-01, Adopt Resolution #2021-01EDA****Department: Shane Fineran, City Administrator****Background:**

The City Council and EDA held a special meeting held on December 23rd to discuss additional support for local businesses impacted by the pandemic and mitigation efforts. At that time the Council and EDA approved the Coronavirus Relief Program v.2 which provided \$7,500 of direct assistance to businesses impacted by Executive Order 20-99; closing gyms, restaurants, bars, etc. to in person service during the months of November and December. To date 7 businesses have applied for and received those funds. The City Council and EDA jointly discussed the idea of another "Chamber Checks" type program. Staff committed to additional analysis of the city's finances and fund balances to consider such a program.

Following additional year end accounting work, staff have a better picture of the unrestricted fund balance positions of the city. Based on the analysis of the fund positions staff is offering for consideration of another Chamber Checks type program that was implemented in May at the outset of the pandemic.

This program provided for mailed Watertown Area Chamber of Commerce "Chamber Checks" to every household in the community. The initial program infused \$104,760 via the \$60 Chamber Checks program and to date \$87,960 of those checks have been redeemed for an 84% redemption rate.

The current scenario would implement something similar and would be billed as the "Save Our Restaurants" effort. \$45 in Chamber Checks would be sent to approximately 1,835 household addresses we have on file from the last effort. This mailing would encourage recipients to use at local restaurants to help infuse them with local business and encouraging support from the community. However, the Chamber Checks would be valid at any Chamber member business, such as retail shops, the city, medical clinics, etc. The checks will be valid for 6 months.

The fund balance position of the general fund, water fund, sewer fund, and EDA fund is proposed to fund this program. The total estimated investment would be \$82,575 and would be split evenly amongst all noted funds.

Chamber Check	Contribution from Fund			
	General	Water	Sewer	EDA
\$45				
\$82,575	\$20,644	\$20,643.75	\$20,643.75	\$20,643.75

All funds have ended 2020 in strong unrestricted fund balance positions or positive cash balance positions in order to absorb this expense in 2021 without impacts to planned transfers, operating, or debt obligations.

If approved, it would likely take 2 to 3 weeks to have in the hands of residents to start using in the community.

Funding Source:

General Fund

Water Fund

Sewer Fund

EDA Fund

Attachments:

Mailing Letter

Resolution #2021-01, Authorizing Chamber Checks Program

Resolution #2021-01EDA, Authorizing Use of Funds for Chamber Checks Program



Happy New Year,

We hope that you all had a healthy and joyous holiday season and are looking forward to 2021, we know we are! The end of the previous year has been a challenging time, and none more so for our local business community. We hope you have joined us in trying to support our local businesses just as much as we have.

We are pleased to be able to announce a "Save Our Restaurants" campaign. We have provided the enclosed Watertown Area Chamber of Commerce "Chamber Checks" in three \$15 increments, a \$45 value. We hope that you support our local restaurants by getting a bite to eat or your favorite beverage. As with any Chamber Check, they are as good as cash at all participating Watertown Area Chamber of Commerce businesses for goods or services and is valid for the next 6 months.

In addition to taking a night off from cooking by ordering out or dining in, these can be used to pay your City utility bill, buy groceries, pay for a prescription or medical service, or get your haircut. You can view a list of participating Chamber businesses at www.watertownareachamber.com/member-directory. You may also choose to give to a friend or family member who may be struggling or donate to your favorite place of worship or local non-profit, the choice is yours!

We wish you all the very best in health and safety.

The Watertown City Council and Economic Development Authority,

Steve Washburn

Michael Walters

Deborah Everson

Adam Pawelk

Lindsay Guetzkow

Ken Grotbo, EDA

Roxanne Wilmes, EDA

HEART OF THE LUCE LINE TRAIL

**CITY OF WATERTOWN
RESOLUTION NO. 2021-01**

**RESOLUTION AUTHORIZING THE CITY OF WATERTOWN TO PROVIDE
EMERGENCY ASSISTANCE TO RESIDENTS THROUGH CHAMBER CHECKS**

WHEREAS, pursuant to Minn. Stat. § 12.29, the City of Watertown (the “City”) declared a local emergency on March 16, 2020 via resolution 2020-43 in response to the COVID-19 pandemic (“emergency”); and

WHEREAS, the City recognizes the need to amend and alter procedures until the emergency is terminated; and

WHEREAS, Minn. Stat. § 12.37(1) specifically authorizes the City to enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

WHEREAS, pursuant to Minn. Stat. § 412.221, subd. 32, the City Council has the power to provide for the government and good order of the City, the benefit of residence, trade, and commerce, and the promotion of health, safety, and the general welfare; and

WHEREAS, City Code Chapter 58 governs the contractual relationship between residents and the City related to City water and sewer systems; and

WHEREAS, City Code § 58-7 provides the City council with the authority make and adopt any rules in furtherance of the purposes of Chapter 58 as it deems appropriate, and City Code § 58-8 provides that fees, rates or charges, may be modified or change by resolution adopted by the City Council; and

WHEREAS, the City Council reviewed a program as detailed in the Request For Action staff report on January 7, 2021

NOW, BE IT RESOLVED, that that City hereby establishes emergency assistance in the form of an amount of \$45 to each household via Watertown Area Chamber of Commerce Chamber Checks.

BE IT FURTHER RESOLVED that the sources of funds for the program will be split evenly between the General Fund, Water Fund, Sewer Fund, and EDA Fund.

Adopted by the City Council of the City of Watertown this 7th day of January 2021.

Steve Washburn, Mayor

ATTEST:

Lynn Tschudi, Administrative Services Director

**CITY OF WATERTOWN
ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2021-01EDA**

**A RESOLUTION APPROVING EDA FUNDS TO SUPPORT CHAMBER CHECKS
PROGRAM**

WHEREAS, pursuant to Minn. Stat. § 12.29, the City of Watertown (the “City”) declared a local emergency on March 16, 2020 via resolution 2020-43 (“Declaration”) in response to the COVID-19 pandemic (“Pandemic”); and

WHEREAS, Minn. Stat. § 12.37(1) specifically authorizes the City to enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

WHEREAS, the City Council established the Economic Development Authority (“EDA”) to encourage and financially support economic development within the City; and

WHEREAS, by Resolution No. 2020-45, the City Council delegated authority to the EDA allowed to the City under its Declaration and Minn. Stat. § 12.37 to enter into contracts, incur obligations and provide emergency assistance to businesses within the City effecting by the pandemic (“Business Assistance Resolution”); and

WHEREAS, the City Council and EDA developed the Chamber Checks “Save Our Restaurants” program as detailed in the Request for Action staff report dated January 7, 2021 and

NOW, THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF WATERTOWN, MINNESOTA, that up to twenty-five percent (25%) of the program expenses be allocated to the EDA Fund.

Adopted by the Economic Development Authority of the City of Watertown this 7th day of January 2021.

Ken Grotbo, President

ATTEST: _____
Lynn Tschudi, Secretary