



# Watertown Economic Development Authority

Ken Grotbo  
Cory Mitteness  
Roxanne Wilmes  
Deborah Everson  
Lindsay Guetzkow

1. Roll Call
2. Adopt Agenda
3. New Business
- 3.A. February 7, 2020 EDA Minutes

Documents:

[3A - EDA MINUTES 2.7.2020.PDF](#)

- 3.B. COVID-19 Response Tools For Economic Development

Documents:

[3B - RFA 3.20.2020 COVID RESONSE EDA.PDF](#)

4. Updates
5. Adjourn

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

**MINUTES OF THE  
WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY**  
Regular Meeting Friday, February 7, 2020

Ken Grotbo  
Cory Mitteness  
Roxanne Wilmes  
Deborah Everson  
Lindsay Guetzkow

1. Roll Call

Chairman Ken Grotbo called the EDA meeting to order at 8:33 a.m. Friday February 7, 2020 in the Council Chambers at City Hall.

EDA Members present: Grotbo, Roxanne Wilmes, Cory Mitteness, and Lindsay Guetzkow.

Staff present: City Administrator Shane Fineran and Clerk/Treasurer Lynn Tschudi.

2. Adopt Agenda

MITTENESS MOVED, WILMES SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. ALL PRESENT VOTED AYE. MOTION CARRIED.

3. New Business

A. Select 2020 EDA Officer Roles

Grotbo agreed to continue to be President. Fineran suggested Tschudi be Secretary and Assistant Treasurer. Wilmes agreed to the Vice-President role and Mitteness to the Treasurer position.

WILMES MOVED, MITTENESS SECONDED A MOTION TO MAKE GROTOBO PRESIDENT, WILMES VICE-PRESIDENT, MITTENESS TREASURER, AND TSCHUDI SECRETARY/ASSISTANT TREASURER. ALL PRESENT VOTED AYE. MOTION CARRIED.

B. Approve December 5, 2019 Meeting Minutes

MITTENESS MOVED, WILMES SECONDED A MOTION TO APPROVE THE DECEMBER 5, 2019 MEETING MINUTES AS PRESENTED. ALL PRESENT VOTED AYE, MOTION CARRIED.

C. Carver County CDA Community Growth Initiative Partnership Grant Applications

Fineran explained that the Carver County Community Development Authority (CDA) makes available grant money to cities for planning efforts to support development and or redevelopment. There are currently two projects in Watertown that would qualify for the grant funds. One is Hecksel Machine expansion and the other is Stonwerk. Both projects require a special fire protection system in their proposed buildings. Fineran said both projects are committing to creating jobs and expanding tax base.

Fineran detailed the plans for Stonwerk that would be eligible for the grant funds including landscape, earthwork, and streetscape for a total ask of \$60,000. The Hecksel Machine expansion project will require special fire protection of building to one-hour burn rating, and they will install a monitored smoke and fire detection system with a total ask of \$40,000.

Fineran said the grant funds will flow through the EDA. Guetzkow asked how competitive the process is. Fineran said this year the grant is very competitive. Mitteness asked if the city has used this grant before. Fineran said no, this will be the first time.

EDA discussed the landscaping requirements for the businesses in Watertown.

MITTENESS MOVED, GUETZKOW SECONDED A MOTION TO ADOPT RESOLUTIONS 2020-01 EDA & 2020-02 EDA, RESOLUTIONS APPROVING APPLICATION FOR CARVER COUNTY CDA COMMUNITY GROWTH PARTNERSHIP INITIATIVE GRANT PROGRAM. ALL PRESENT VOTED AYE, MOTION CARRIED.

#### D. Developer Day Program Outline

Fineran said staff is targeting April for the second Developer Day. Fineran is thinking of hosting the event at City Hall and having a luncheon similar to the format held in 2018. Fineran would like to highlight the new flexible zoning for commercial/industrial properties. Other topics for the day would include: street construction policy, municipal subsidy policy, and available raw land.

Grotbo asked if the CDA would be interested in talking about what their plans are for their parcel in the Forest Hills Development. Guetzkow would like to have a spotlight on Watertown and why it would be a good place to live – school referendum, Highway 25, etc.

The EDA would like city staff to decide on the food for the event. Guetzkow would like to really think about who the targeted audience should be for the guest list. Grotbo asked if the Developers Day is focused for residential or industrial. Fineran said it is fairly split as the EDA and city has tools to accommodate both.

#### 4. Staff Updates

Fineran updated the site plans for Stonwerk and Hecksel are in. City of Delano hired another building official.

#### 5. Adjournment

WILMES MOVED, GUETZKOW SECONDED A MOTION TO ADJOURN THE MEETING AT 9:19 AM. ALL PRESENT VOTED AYE, MOTION CARRIED.

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Ken Grotbo, Chair

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Shane Fineran, Executive Director

**Watertown Economic Development Authority**  
**Watertown City Council**

March 23, 2020

**Agenda Item: EDA Response to COVID-19**

**Request for Action: Consider EDA programs to assist businesses impacted by COVID-19 mitigation efforts.**

**Department: Shane Fineran, City Administrator**

**Background:**

The EDA was established by the City Council to coordinate and administer economic development plans and programs of the city. Encouraging, supporting, and providing financial tools for economic development in the community is a vital activity of the EDA and promotes the best interests of the health, safety, prosperity and general welfare of the citizens of the city.

To that end, the EDA has developed programs and policies that support the development and redevelopment of businesses within the community that meet its stated policies and are contained in its Business Subsidy Policy, Revolving Loan Fund Policy, and Building Façade Improvement Policy. The EDA has also exerted its ability to fund and support these programs through the levying of property taxes in the community to provide direct investment in support of these policies.

The emergence and spread of the COVID-19 virus through the state, and the directives issued at the state and federal level that impact businesses within the community, and specifically [Executive Order 20-04](#) and its amendment by [Executive Order 20-08](#) issued by Governor Tim Walz. This order specifically limits the ability of a number of our businesses to operate and pose a direct threat to the ideals in which the EDA was established in supporting the health, safety, prosperity and general welfare of its citizens, the EDA is uniquely positioned to provide direct action through the development of programs that can address the immediate concerns of local business.

Staff has developed several programs for consideration that could provide assistance that would allow a business to make direct investment in tools that will allow them to expand and enhance their goods and service delivery utilizing technology as well as provide direct assistance on the short term that could help them navigate the current conditions threatening their financial footing. The EDA has \$447,000 of uncommitted fund balance available at their discretion and could build upon some of the programs in place currently and at the disposal of the EDA. This fund has been built through proceeds of the EDA property tax levy, redirected CDBG funds from state and federal sources, land sales revenue, and repayment and interest earned on revolving loan funds. The following recommendations are made for consideration by the EDA and City Council:

1. **Watertown Eats website:** The EDA will provide a one-time grant donation to the Watertown Chamber of Commerce (“Chamber”) to create and buy the domain “watertowneats.com”. The EDA has the ability to make a donation to local chambers to support economic development activities. The EDA has supported similar efforts to promote local business before, most recently in 2015 with the open to business communications campaign during the Territorial Street bridge reconstruction project. The website will be owned and maintained by the Chamber to advertise online ordering and delivery services for local restaurants. As a condition of the grant, the Chamber must allow all restaurant businesses in the City of Watertown to advertise on the website for one-year after its creation. After the website is in operation for one-year, the Chamber shall have discretion to determine eligibility for advertisement on the website.
2. **Technology Infrastructure Investment Grant.** The TIIG Program is designed to provide assistance to business impacted by federal and state mandated closures and reduction in services in response to the Pandemic. Specifically, the TIIG program aims to enhance the ability of local businesses to

harness their online presence and to foster web-based delivery of services. The TIIG Program will support long-term sustainability of businesses that spur economic development after termination of the Pandemic. The TIIG Program criteria and guidelines for application and approval are attached. This program would provide up to \$5,000 in grant funds, either at a 100% match or some other variant such as 90/10, 80/20, etc. Staff have identified up to 10 businesses that have potentially been impacted by the executive order. There could be more home-based businesses that staff is not aware of that could be eligible for this program, likely in the personal services sector such as salons. This program in the draft format would require up to \$50,000 in EDA investment.

3. Emergency Pandemic Business Rebate Program. In non-emergency situations the EDA uses property tax and utility rebates in the form of Tax Increment Financing, Abatement, and Utility Trunk Fee waivers as provided for in the Business Subsidy Policy to support development and re-development. Utilizing those tools as precedent, staff has developed for consideration the Emergency Pandemic Business Rebate Program at a more micro level.

The City has a total of 1,466 utility accounts in the community and 55 of those are commercial and industrial users. In order to provide assistance most directly to those impacted by Executive Order 20-04 staff proposes a utility and property tax rebate program. The PBR Program is designed to provide assistance to businesses currently identified as impacted by federal and state mandated closures and reduction in services in response to the COVID-19 pandemic through rebates for utility bills and property taxes. Staff have identified 10 businesses as impacted currently. The PBR Program criteria and guidelines for application and approval are attached.

Depending upon the business, the PBR program as drafted could deliver a rebate impact ranging from \$162.65 to \$1657.55 per month, per business; if both rebate types (property taxes & utilities) are implemented. This program in draft format would require approximately between \$5,986 to \$17,958 in relief dependent upon the term of the emergency as drafted.

Utility and Property Tax Rebate Impact

	1 Months	2 Months	3 Months
Taylor Sommerfeld Rentals (Riverside Bar)	584.78	1,169.56	1,754.34
R&B	1,657.55	3,315.10	4,972.65
Red Brick Holdings (Marios)	699.02	1,398.04	2,097.06
China B1	177.69	355.38	533.07
Crow River Holdings (Luce Line)	1,156.44	2,312.88	3,469.32
Erhard Properties (Cookie Store & Subway)	871.49	1,742.98	2,614.47
(Richard Mann) Laurie's Salon	162.65	325.30	487.95

(Larry Hanson) Denny's Barber Shop	217.64	435.28	652.92
Snap Fitness	458.76	917.52	1,376.28
<b>EDA Investment</b>	5,986.02	11,972.04	17,958.06
	<b>1</b>	<b>2 Months</b>	<b>3 Months</b>
	<b>Month</b>	<b>2 Months</b>	<b>3 Months</b>

If the EDA would consider a rebate on only one of the items, i.e. utilities or property tax only, the impacts and investment would be as follows.

Utilities Rebate Only Impact

	1 Months	2 Months	3 Months
Taylor Sommerfeld Rentals (Riverside Bar)	470.88	941.76	1,412.64
R&B	1,587.78	3,175.56	4,763.34
Red Brick Holdings (Marios)	564.96	1,129.92	1,694.88
China B1	86.69	173.38	260.07
Crow River Holdings (Luce Line)	984.80	1,969.60	2,954.40
Erhard Properties (Cookie Store & Subway)	580.40	1,160.80	1,741.20
(Richard Mann) Laurie's Salon	113.32	226.64	339.96
(Larry Hanson) Denny's Barber Shop	176.97	353.94	530.91
Snap Fitness	138.36	276.72	415.08
<b>Total Expense</b>	4,704.16	9,408.32	14,112.48
	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Month</b>	<b>Months</b>	<b>3 Months</b>

The utilities portion of the drafted rebate program would deliver \$113 to \$1,587 per month dependent upon the business type and would require \$4,704 to \$14,112 of EDA investment dependent upon the term.

Property Tax Rebate Only Impact

	1 Months	2 Months	3 Months
Taylor Sommerfeld Rentals (Riverside Bar)	113.90	227.80	341.70

R&B	69.77	139.54	209.31
Red Brick Holdings (Marios)	134.06	268.12	402.18
China B1	91.00	182.00	273.00
Crow River Holdings (Luce Line)	171.64	343.28	514.92
Erhard Properties (Cookie Store & Subway)	291.09	582.18	873.27
(Richard Mann) Laurie's Salon	49.33	98.66	147.99
(Larry Hanson) Denny's Barber Shop	40.67	81.34	122.01
Snap Fitness	320.40	640.80	961.20
<b>Total Expense</b>	<b>1,281.86</b>	<b>2,563.72</b>	<b>3,845.58</b>
	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Month</b>	<b>Months</b>	<b>Months</b>

The taxes portion of the drafted rebate program would deliver \$40 to \$320 per month dependent upon the business type and would require \$1,281 to \$3,845 of EDA investment dependent upon the term.

One item to consider, and not accounted for in the impact analysis, is a situation where there are multi-tenant or mixed-use properties. All properties are serviced by one utility meter monitored by the city for utility use and all usage in the property is accounted for. Property taxes are based upon the total tax due and not based upon square footage of eligible tenants and/or type of use (i.e. residential vs. commercial). Any additional parsing of the data available would require coordination with the property owner and Carver County Tax Payer Services.

The government response and mitigation efforts at the state and federal are rapidly evolving and changing. The programs proposed only pertain to those identified in the executive orders noted. It is a very possible scenario that future state or federal action would further impact additional businesses within the community and the ability of the EDA to expand such efforts and available resources should be considered in the implementation strategy.

Potential decision points are as follows:

1. Adopt authorizing resolutions in whole or in part and implement as drafted.
2. Direct staff to make amendments and return to decision making body for consideration.
3. Direct staff to explore and develop different or additional programs and or policies.
4. Do nothing at this time and continue to evaluate appropriate local action as the pandemic response evolves.

**Funding Source:**

EDA Fund

**Attachments:**

Executive Order 20-04

Executive Order 20-08

TIIG Program Policy

PBR Program Policy

EDA Resolution

City Council Resolution 2020-45

# STATE OF MINNESOTA

Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-04

#### **Providing for Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation**

**I, Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic presents an unprecedented challenge to our State. Minnesota has taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat.

Confirmed cases of COVID-19 in Minnesota are rapidly increasing. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. This development requires Minnesota to take additional proactive measures, including enhanced community mitigation, to slow the spread of this pandemic. Slowing the spread of COVID-19 is critical to ensuring that our healthcare facilities remain able to accommodate those who require intensive medical intervention.

In this time of uncertainty and peacetime emergency, Minnesotans must continue to maintain their essential activities. I encourage supermarkets, pharmacies, and other establishments providing essential retail goods and services to remain open, subject to best practices, including social distancing, established by the Centers for Disease Control and Prevention and the Minnesota Department of Health. That said, certain other public accommodations in which Minnesotans congregate pose a threat to the public health by providing environments for the spread of COVID-19.

Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 3(1), the Governor may “make, amend, and rescind the necessary orders and rules to carry out the provisions” of Minnesota Statutes, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency. Any person who willfully violates

such an order or rule is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000 or by imprisonment for not more than 90 days.

For these reasons, I order as follows:

1. Beginning no later than March 17, 2020 at 5:00 pm, and continuing until March 27, 2020 at 5:00 pm, the following places of public accommodation are closed to ingress, egress, use, and occupancy by members of the public:
  - a. Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-house food cafeterias that serve residents, employees, and clients of businesses, child care facilities, hospitals, and long-term care facilities.
  - b. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
  - c. Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption.
  - d. Theaters, cinemas, indoor and outdoor performance venues, and museums.
  - e. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas.
  - f. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.
  - g. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs.
2. Places of public accommodation subject to this Executive Order are encouraged to offer food and beverage using delivery service, window service, walk-up service, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing. In offering food or beverage, a place of public accommodation subject to this section may permit up to five members of the public at one time in the place of public accommodation for the purpose of picking up their food or beverage orders, so long as those individuals are at least six feet apart from one another while on premises.
3. This Executive Order does not prohibit an employee, contractor, vendor, or supplier of a place of public accommodation from entering, exiting, using, or occupying that place of public accommodation in their professional capacity.

4. The restrictions imposed by this Executive Order do not apply to any of the following:
  - a. Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, convenience stores, pharmacies, drug stores, and food pantries, other than those portions of the place of public accommodation subject to the requirements of section 1;
  - b. Health care facilities, child care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities;
  - c. Crisis shelters, soup kitchens, or similar institutions; and
  - d. Restaurants and food courts inside the secured zones of airports.
5. For purposes of this Executive Order, “place of public accommodation” means a business, or an educational, refreshment, entertainment, or recreation facility, or an institution of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.
6. This Executive Order does not alter any of the obligations under law of an employer affected by this Executive Order to its employees or to the employees of another employer.
7. Pursuant to Minnesota Statutes 2019, section 12.45, a person who willfully violates paragraphs 1 of this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000, or by imprisonment for not more than 90 days.
8. Local law enforcement and public health authorities are directed to monitor and enforce this Executive Order in accordance with the law.
9. The prohibitions set forth in paragraph 1 may be extended by a future Executive Order and with approval of the Executive Council.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on March 16, 2020.



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**Tim Walz**  
Governor

Filed According to Law:



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**Steve Simon**  
Secretary of State

Approved by the Executive Council on March 16, 2020:



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**Alice Roberts-Davis**  
Secretary, Executive Council

Filed on March 16, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

# STATE OF MINNESOTA

Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-08

#### Clarifying Public Accommodations Subject to Executive Order 20-04

I, **Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

On March 16, 2020, I issued Executive Order 20-04 ordering the closure of bars, restaurants, and other places of public accommodation (“Executive Order 20-04”). Under Paragraph 1(e) of Executive Order 20-04, spas were ordered to close until 5:00 pm on March 27, 2020. Questions have arisen regarding the applicability of spa closures to salons, barbershops, and similar establishments.

For these reasons, I order as follows:

1. Paragraph 1.e. of Executive Order 20-04 is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethroughs):

*Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, ~~and spas~~ tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.*

2. All other provisions of Executive Order 20-04 remain in effect.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, this Executive Order is effective immediately. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on March 18, 2020.



**Tim Walz**  
Governor

Filed According to Law:



**Steve Simon**  
Secretary of State

Filed on March 18, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

# **WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY TECHNOLOGY INFRASTRUCTURE INVESTMENT GRANT**

## **PURPOSE**

The purpose of this document is to establish guidelines for the application and administration of the City of Watertown Technology Infrastructure Investment Program (the “TIIG Program”).

## **POLICY STATEMENT**

The City of Watertown recognizes the need to stimulate and support private sector investment in technology and equipment in order to create/retain jobs or ensure or expand the availability of goods and services for local residents and to upgrade technology equipment and facilities to maintain competitiveness and/or boost productivity. The TIIG Program is established to provide grants to develop or enhance the online presence, goods and services ordering and delivery systems, point of sale systems, or technology infrastructure in order to maintain and enhance the economic viability within the commercial and industrial sectors of Watertown.

## **PROJECT ELIGIBILITY**

Grant proceeds obtained through the TIIG Program can be used by and for:

1. Businesses impacted by federal or state mandated closures or reduction in services in response to COVID-19 mitigation efforts, including but not limited to Emergency Executive Order 20-04 and their amendments signed by Minnesota Governor Tim Walz.
2. Eligible businesses must be within the city limits of Watertown and in commercial or industrial zoned districts as defined by the City’s approved Land Use Map or allowed by local ordinance regulating the operating of a home-based business in accordance Municipal Code Section 62-481.

TIIG Program grant proceeds can be used for:

1. Development or enhancement of a business website.
2. Development or enhancement of an online ordering or delivery system utilizing a web or mobile application-based service.
3. Development or enhancement of a Point of Sale (POS) system, inventory management system, Human Resource Information System (HRIS), or accounting system, that allow a business to more efficiently and effectively operate and manage their business.

## **GRANT AMOUNT**

1. The maximum grant amount considered is \$5,000. The EDA will provide grant funds at level of 100% of eligible costs up to the maximum grant amount.
2. Grant funds will be issued to an applicant once costs are incurred by the applicant and verified that owner funds are spent via invoice and implementation of the technology solution.
3. Implementation will be considered complete once the solution is made available to the public, or in the case of an internal technology solution such as but not limited to internal operations like HRIS or POS systems, a demonstration provided to the City Administrator or their designee.

## **PROCEDURAL GUIDELINES FOR APPLICATION AND APPROVAL**

1. Any interested applicant should meet with the Watertown City Administrator to obtain information about the TIIG Program and to discuss the proposed project and obtain application forms.
2. A completed application form, together with any scope of work, proposal, or quote related to the eligible solution. The application is reviewed by City Staff to determine if it conforms to the requirements of this Program, and all other City Codes, policies, ordinances, and regulations.
3. City Staff will review each application and the project information supplied in terms of its proposed activities in relation to their impact on the Watertown economic community. City Staff will make a recommendation concerning funding of the proposed project to the Watertown Economic Development Authority for final consideration of the application.
4. The Watertown Economic Development Authority will evaluate the project application in terms of the following:
  - a. Project Design - Evaluation of project design will include review of proposed activities, timelines and capacity to implement.
  - b. Financial Feasibility - Availability of funds, private involvement, financial packaging and cost effectiveness.
  - c. Sufficient cash flow and security to cover proposed expense.
  - d. Project compliance with all City Codes and policies.
5. All applications failing to meet the minimum threshold standards, but that are able to show sufficient documentation of ability to cover the expected expense, may be reviewed on a case by case basis by the Watertown Economic Development Authority.
6. The Watertown Economic Development Authority reserves the right to waive certain requirements of this Program and may request additional information and documentation

as deemed necessary.

7. The Watertown Economic Development Authority must review and approve all applications prior to the disbursement of grant proceeds unless otherwise provided by the Watertown Economic Development Authority and/or the City Council by Resolution.

# **WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY EMERGENCY PANDEMIC BUSINESS REBATE PROGRAM**

## **PURPOSE**

The purpose of this document is to establish guidelines for the application and administration of the City of Watertown Emergency Pandemic Business Rebate Program (the “ PBR Program”).

## **POLICY STATEMENT**

The City of Watertown recognizes the need to stimulate and support small businesses, which are often owned and operated by local community members, and foster vitality and charm in our community. These businesses have been impacted by the mitigation strategies recommended and implemented by state and federal authorities in response to the COVID-19 pandemic. This includes the closure or restrictions on operations of establishments offering services and goods at locations featuring dining, bars, personal services such as spas, barbers, salons, fitness facilities, etc.

## **ELIGIBILITY**

Rebate proceeds obtained through the PBR Program can be used by and for:

1. Businesses impacted by federal or state mandated closures or reduction in services in response to COVID-19 mitigation efforts, including but not limited to Emergency Executive Order 20-04 and their amendments signed by Minnesota Governor Tim Walz.
2. Eligible businesses must be within the city limits of Watertown and in commercial or industrial zoned districts as defined by the City’s approved Land Use Map or allowed by local ordinance regulating the operating of a home-based business in accordance Municipal Code Section 62-481 located in a residential zoned district.
3. Property owners housing such eligible businesses. Regardless of the make-up of multi-tenant spaces, percentage of occupation, square footage, etc.

Rebate proceeds can be used for:

1. City of Watertown utility bills payable and due during the declared local emergency as defined by Watertown Resolution #2020-43 and any official extension of the emergency period, or up to three (3) months, whichever is less. (Ex. bills due by April 15<sup>th</sup>, May 15<sup>th</sup>, etc.)
2. Rebate of the City of Watertown and Watertown EDA portion of property taxes payable to Carver County by May 15<sup>th</sup>, 2020 on a monthly prorated basis during any month in which the

local emergency is in effect up to May 15, 2020.

Example:

Annual Property Taxes Due: \$1,200

Pro-Rated Monthly Amount: \$120

Emergency Declaration – March, April, May: 3 months

Rebate amount: \$360

## **PROCEDURAL GUIDELINES FOR APPLICATION AND APPROVAL**

1. Any interested applicant should submit a Rebate Application Form and required proof of payment by June 30, 2020.
2. Proof of payment can be a bank statement, receipt, or verification statement by the City of Watertown or Carver County Tax Payers Services department.
3. Proof of ownership of the eligible business to include articles of incorporation or license to conduct business issued by the state or local government.
4. An affidavit/sworn statement from the owner, attorney, accountant, or tax professional representing the eligible business, that the business was in operation during the months of the declared local emergency
5. Proof of ownership of property housing an eligible business to include a deed or current property tax statement.

**CITY OF WATERTOWN  
RESOLUTION NO. 2020-45**

**RESOLUTION AUTHORIZING THE CITY OF WATERTOWN ECONOMIC  
DEVELOPMENT AUTHORITY TO PROVIDE EMERGENCY ASSISTANCE TO  
LOCAL BUSINESSES IMPACTED BY THE COVID-19 PANDEMIC**

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

**NOW, BE IT RESOLVED**, that that EDA is hereby delegated and is permitted to exercise all the authority allowed to the City under Minn. Stat. § 12.37 to enter into contracts, incur obligations and provide emergency assistance to businesses within the City effecting by the pandemic; and

**BE IT FURTHER RESOLVED** that the EDA may develop any necessary policies, programs for loans and assistance, it deems necessary to carry out this resolution consistent with Minn. Stat. Ch. 12 and Resolution 2020-43; and

**BE IT FURTHER RESOLVED**, that the City Administrator has the authority to approve any disbursements from the EDA Fund necessary to any program and policies created by the EDA pursuant to this Resolution.

Adopted by the City Council of the City of Watertown this 23<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Steve Washburn, Mayor

ATTEST: \_\_\_\_\_  
Lynn Tschudi, Clerk/Treasurer

**CITY OF WATERTOWN  
ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2020-03EDA**

**A RESOLUTION ESTABLISHING EMERGENCY ASSISTANCE ECONOMIC  
DEVELOPMENT PROGRAMS FOR LOCAL BUSINESSES IMPACTED BY THE  
COVID-19 PANDEMIC**

**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 resolved that the EDA may develop any necessary policies, and programs for loans and assistance that it deems necessary to carry out the Business Assistance Resolution; and

**WHEREAS**, the Business Assistance Resolution authorizes the City Administrator to approve any disbursements from the EDA Fund necessary to any program and policies created by the EDA pursuant to that Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF WATERTOWN, MINNESOTA AS FOLLOWS:**

1. Grant Programs.

A. Technology Infrastructure Investment Grant. The EDA hereby establishes the City of Watertown Technology Infrastructure Program (the “TIIG Program”). The TIIG Program is designed to assistance business impacted by federal and state mandated closures and reduction in services in response to the Pandemic. Specifically, the TIIG program aims to enhance the ability of local businesses to harness their online presence and to foster web-based delivery of services. The TIIG Program will support long-term sustainability of businesses that spur economic development after termination of the Pandemic. The TIIG Program criteria and guidelines for application and approval are attached as **Exhibit A**.

B. Emergency Pandemic Business Rebate Program. The EDA hereby establishes the City of Watertown Emergency Pandemic Business Rebate Program (“PBR Program”). The PBR Program is designed to assistance business impacted by federal and state mandated closures and reduction in services in response to the Pandemic through rebates for utility bills and property taxes. The PBR Program criteria and guidelines for application and approval are attached as **Exhibit B**.

C. WatertownEats Website. The EDA will provide a one-time grant donation to the Watertown Chamber of Commerce (“Chamber”) to create and buy the domain “watertowneats.com” The website will be owned and maintained by the Chamber to advertise online ordering and delivery services for local restaurants. As a condition of the grant, the Chamber must allow all restaurant businesses in the City of Watertown to advertise on the website for one-year after its creation. After the website is in operation for one-year, the Chamber shall have discretion to determine eligibility for advertisement on the website.

2. Administration. In accordance with the Business Assistance Resolution of the City Council of the City of Watertown, City Code, and all policies and procedures of the EDA, the City Administrator will assist the EDA in administering the Grant Programs in Section 1 above. Specifically, the City Administrator is authorized to disburse funds from the EDA funding during the pendency of the emergency declared by Resolution No. 2020-44 and any subsequent extensions.

3. Expiration. The EDA may maintain the TIIG Program and PBR Program for up to one year after the termination of the local emergency (declared in Resolution No. 2020-44 and any resolutions extending the emergency), and extend any program deadlines by a majority vote of the EDA. The EDA, in its discretion, may extend the TIIG Program beyond the time period contemplated herein and will accomplish that extension through a separate resolution.

Adopted by the Economic Development Authority of the City of Watertown this 23<sup>rd</sup> day of March, 2020.

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Ken Grotbo, President

ATTEST: \_\_\_\_\_  
Lynn Tschudi, Secretary

**EXHIBIT A**

**TECHNOLOGY INFRASTRUCTURE INVESTMENT GRANT**

**EXHIBIT B**

**EMERGENCY PANDEMIC BUSINESS RESPONSE REBATE**