



**Watertown Economic Development Authority
July 7, 2020
8:30 a.m.**

Ken Grotbo
Cory Mitteness
Roxanne Wilmes
Deborah Everson
Lindsay Guetzkow

1. Roll Call
2. Adopt Agenda
3. New Business
- 3.A. Approve April 28, 2020 EDA Meeting Minutes

Documents:

[3A - 4.28.2020 EDA MINUTES.PDF](#)

- 3.B. Coronavirus Relief Funds Grant Programs

Documents:

[RFA - 7-7-2020 CRF GRANT PROGRAMS.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 Tuesday, April 28, 2020

Ken Grotbo
Cory Mitteness
Roxanne Wilmes
Deborah Everson
Lindsay Guetzkow

1. Roll Call

Chairman Ken Grotbo called the EDA meeting to order at 3:02 p.m. Tuesday April 28, 2020 via electronic meeting conducted using Zoom.com.

EDA members checked in online: Grotbo, Roxanne Wilmes, Deborah Everson and Lindsay Guetzkow.

Staff check in online: City Administrator Shane Fineran and Clerk/Treasurer Lynn Tschudi.

Guest checked in online: Mario and Allie Cortolezzis

2. Adopt Agenda

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. WILMES AYE, GUETZKOW AYE, EVERSON AYE, MITTENESS AYE, GROTOBO AYE. MOTION CARRIED.

3. New Business

A. Adopt Regular EDA Meeting Minutes of March 23, 2020

WILMES MOVED, GUETZKOW SECONDED A MOTION TO ADOPT THE MINUTES FROM MARCH 23, 2020. WILMES AYE, GUETZKOW AYE, EVERSON AYE, MITTENESS AYE, GROTOBO AYE. MOTION CARRIED.

B. Adopt Regular EDA Meeting Minutes of March 27, 2020

WILMES MOVED, EVERSON SECONDED A MOTION TO ADOPT THE MINUTES FROM MARCH 27, 2020. WILMES AYE, GUETZKOW AYE, EVERSON AYE, GROTOBO AYE. MOTION CARRIED.

C. Carver County CDA Growth Partnership Initiative Grant Agreements & Sub-Recipient Agreements

City Administrator Fineran said the EDA applied for and was successful in receiving the CDA community growth partnership growth grant. The city applied on behalf of two projects: Stonwerk and Hecksel Machine. Both are committed to adding full-time employees and expanding their total building square footage. The Watertown projects were funded at 100% with \$60,000 being granted to Stonwerk and \$40,000 being granted to Hecksel Machine. The grant funds will be used for fire protection measures at both businesses.

The EDA will need to enter into an agreement with the CDA as well as each recipient. Fineran is looking for approval from the Authority. The businesses will need to submit verification invoices related to the costs after the improvements have been made in order for the grant funds to be disbursed. Each business will have 12 months to create the jobs agreed to, otherwise there is a claw back clause in the agreement.

Wilmes asked if there is a match requirement. Fineran said no.

MITTENESS MOVED, WILMES SECONDED A MOTION TO APPROVE THE CDA

COMMUNITY GROWTH PARTNERSHIP INITIATIVE GRANT PROGRAM AND SUBRECIPIENT AGREEMENT FOR HECKSEL MACHINE. WILMES AYE, GUETZKOW AYE, EVERSON AYE, MITTENESS AYE, GROTOBO AYE. MOTION CARRIED.

MITTENESS MOVED, EVERSON SECONDED A MOTION TO APPROVE THE CDA COMMUNITY GROWTH PARTNERSHIP INITIATIVE GRANT PROGRAM AND SUBRECIPIENT AGREEMENT FOR STONWERK. WILMES AYE, GUETZKOW AYE, EVERSON AYE, MITTENESS AYE, GROTOBO AYE. MOTION CARRIED.

D. South Fork BBQ Building Façade Improvement & Revolving Loan Fund Applications

Fineran explained that the owners of Mario's Italian Kitchen have applied for the EDA revolving loan fund program and building façade program for their DBA Southfork BBQ. Fineran explained the requirements for both commercial programs. Southfork BBQ will be a fast, casual restaurant located between Watertown Liquors and Marketplace Foods. They will offer smoked meats and sides. Exterior enhancements will include signage, painting, and trim work. The applicant is applying for up to \$2,500 in BFI grant funds with a total of current expenses \$3,184 with \$1,100 on reserve for sign installation. Funds are disbursed after all costs are accounted for.

The applicant is also applying for \$25,000 in revolving loan funds for eligible capital equipment acquisition for building mechanicals to include vent hood, HVAC, and fire suppression systems for the kitchen area. The applicant has submitted all required financial support documents and staff has determined the applicant is sufficiently capitalized. The total monthly payment will be \$244.30 with an interest rate of 3.25%.

Guetzkow clarified that if the applicant spends less than \$5,000 on building façade improvements, they will receive less than \$2,500. Fineran said yes.

OTHER UPDATES:

Fineran updated that the Stonwerk permit is ready to be issued.

The first round of EDA utility bill credits were issued last month and the second month will be issued this week. Fineran updated on the status of new construction building permits issued in 2020. Housing continues to be strong even during the uncertain times with COVID-19.

EVERSON MOVED, WILMES SECONDED A MOTION TO ADOPT RESOLUTION 2020-04EDA, APPROVING APPLICATION FOR BUILDING FAÇADE IMPROVEMENT PROGRAM GRANT AND REVOLVING LOAN FUND FOR SOUTH FORK BBQ. WILMES AYE, GUETZKOW AYE, EVERSON AYE, MITTENESS AYE, GROTOBO AYE. MOTION CARRIED.

4. Adjournment

GUETZKOW MOVED, EVERSON SECONDED A MOTION TO ADJOURN THE MEETING AT 3:33 PM. WILMES AYE, GUETZKOW AYE, EVERSON AYE, MITTENESS AYE, GROTOBO AYE. MOTION CARRIED.

City of Watertown

Request for Action

Watertown Economic Development Authority

July 7, 2020

Agenda Item: Coronavirus Relief Fund Distribution Programs

Request for Action: Discussion & Direction

Department: Shane Fineran, City Administrator

Background:

The Minnesota Department of Revenue has published a distribution and certification of aid process of the state's share of federal Coronavirus Relief Fund (CRF) dollars that will be available for local governments to use for local preparation and mitigation efforts related to the COVID-19 pandemic. The city's share will be \$350,564. Staff has completed the certification process and we should have the funds in had in early July.

Based on Treasury Department [guidance](#) and subsequent publication of [Frequently Asked Questions](#) can utilize these funds for "necessary expenditures incurred due to the public health emergency" and for which "were not accounted for in the budget most recently approved". Funds may not be used to fill shortfalls in revenue such as fees, property tax collection, or forgone utility billing collections. Funds must be committed by November of 2020 and spent by December 30th.

Typical eligible expenses include medical supplies, public health expenses, payroll expenses for staff who have primarily been responsible for responding to the public health pandemic, and expenses related to facilitating compliance with COVID-19 public health measures. To date we have approximately \$32,000 in COVID related expenses that are eligible for CRF funds. We have primarily spent these funds on technology to support telework, additional cleaning services, personal protective equipment, law enforcement, engineering controls to support social distancing, and sanitizing supplies. Staff will utilize approximately \$75,000 of CRF for incurred and future costs related to the municipal response to the pandemic. We will also be attempting to seek reimbursement through FEMA for some of these costs which could free up additional CRF funds for other response costs.

The Treasury Department guidance also provides that the local CRF could be used to support technological improvements in connection with school closings and/or staffing related to developing distance learning curriculum or capabilities. Staff has discussed this possibility with the Watertown-Mayer School District superintendent to determine if there would be an unmet need in this area. Transferring some of the CRF funds could be a possibility and staff would seeking direction on this item.

The EDA spent approximately \$41,402.600 of EDA funds on the first variant of the Emergency Pandemic Business Rebate Program (PBR) in which the EDA provided grants to all businesses within the community. Since this program was established as a grant program, under the interpretation of staff of the Treasury Department guidance, the EDA could utilize the CRF to cover this cost if it would desire.

In factoring out the city eligible costs and the PBR approximately \$234,000 could be available for distribution to small businesses in the form of grants. There are several policy and program parameters to determine on how the CRF could be distributed via the proposed EDA programs and will be noted below. All eligible businesses must be located in the City of Watertown and not a home-based business except in the case of the TIIG program.

Business Coronavirus Relief Grant

Eligible grant activities would be used by businesses for costs directly related to activities needed to adapt business operations and or meet extraordinary costs related to COVID-19, including revenue loss due to social

distancing, mandated closures, etc. Draft language would make \$5,000 per applicant and initial proposed funding would be \$150,000, funding up to 30 grants on a first come/first served basis.

Policy Discussion

1. Is the grant amount of \$5,000 appropriate?
2. Shall applicants be current on property taxes, utility charges, or other fees due to the City?
3. Is 50 or less full-time equivalent employees appropriate?
4. Are there any business impact criteria parameters other than those noted in #5 through #10 as it relates to loss of revenue, staff reductions, impacts related to COVID-19 mitigations, or type of businesses declared essential vs. non-essential in pertinent executive orders?

Pandemic Business Rebate Program (PBR)

This program is like that considered by the EDA in March and eventually implemented to provide utility billing grants to all eligible businesses in Watertown. The program language has been updated to require rebates to be issued only upon application and would make up to 3 months of utility billing rebates available. In addition, a rebate provision has been added to provide a rebate grant for businesses holding an on-sale liquor license (i.e. bars and restaurants). The rebate grant would be a pro-rated amount of 3 months to be applied to their 2020/2021 license issuance. For example, a retail on-sale liquor license is \$5,000 per year, so applicants would be eligible for \$1,250 in grant rebate under the program. \$50,000 is proposed to be the initial funding amount and would likely need less based on the self-selection of businesses applying for the rebate grant.

Policy Discussion

1. Are there any eligibility parameters or type of business other those noted in item #1 that should or should not be considered eligible?
2. Shall property owners housing eligible businesses be permitted to apply for the rebate grant? What type of verification would be necessary to ensure rebates are passed onto tenants?

Technology Infrastructure Investment Grant (TIIG)

This grant program is the same as what was considered by the EDA in March but never implemented. This would provide up to \$5,000 in grant funds to support development or enhancement of technology infrastructure such as a website, e-commerce capability, development or enhancement of point of sale and/or human resource information system, or accounting systems. \$50,000 is proposed to be the initial funding amount and could up to 10 grants initially.

Policy Discussion

1. Is a maximum of \$5,000 in grant funds per applicant appropriate?
2. Should this be available to all businesses or to targeted industries or those most impacted by Executive Orders related to COVID-19 be targeted?
3. Should the TIIG grant be available to home-based business?
4. What information is desired in an application?

Policy

Funding Source:

Coronavirus Relief Funds

Attachments:

Business Coronavirus Relief Grant Draft Policy & Application
Pandemic Business Rebate Grant Policy & Application
Technology Infrastructure Investment Draft Policy

WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY BUSINESS CORONAVIRUS RELIEF GRANT

PURPOSE:

The City has determined that the encouragement and the financial support of economic development and redevelopment in the City is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City. The City Council established its Economic Development Authority to address economic development and redevelopment issues facing the community. In 2020, the critical economic development issue is the impacts of the Coronavirus on the local economy.

In March 2020, the World Health Organization declared the worldwide outbreak of COVID-19 coronavirus to be a pandemic (the "Pandemic" or "COVID-19" or "virus"). The Governor of Minnesota has issued a series of executive orders to help limit the spread of COVID-19, including declaring a peacetime public emergency, directing the closure of all schools, and ordering the closure of bars, restaurants and other places of public accommodation (the "Executive Orders"). The U.S. Center for Disease Control and Prevention (the "CDC") has issued a series of directives to limit personal interaction to slow the spread of COVID-19. These actions have had significant adverse effects on local businesses, including closure, significant reduction in revenues, and loss of employees. The continuation of these events will have devastating short-term and long-term effects on the well-being of the community.

After evaluating alternative means of assistance to help local businesses adapt business practices to protect the health of customers and employees and thereby establishing the means for successful operation, the City has determined that this assistance conforms with federal law, Department of Treasury guidance, and state law governing business subsidies and advances the general health, safety and welfare of the community as a whole.

PROGRAM DESCRIPTION

Qualifying City of Watertown businesses eligible to receive a grant in an amount not to exceed \$5,000 to pay for changes in business practices for customer and employee safety due to COVID-19. The total amount of grant funds available is \$50,000.

ELIGIBLE ACTIVITIES

The grant may only be used for costs directly related to activities needed to adapt the business to operations related to COVID-19. Eligible activities include:

- Building improvements, equipment and furnishings
- Personal protective equipment
- Sanitizing supplies
- Signage
- Employee training
- Printing
- Advertising
- Supplies needed to restart operations
- Other extraordinary costs directly related to COVID-19 – such as loss in revenue due to social distancing, mandated closures, etc.

Grant funds may be used to reimburse for expenditures made for eligible activities after March 1, 2020 and prior to the receipt of the grant if used for approved costs and can be documented.

Grant funds may be used to pay for regular business expense including payroll, rent, or to supplement lost revenue due to closures and or reduced operations to support social distancing. The grant cannot be used to pay taxes or utilities due to the City (see Pandemic Business Rebate program for utility or license fee assistance). The grant application must include a description of the plan for operating under the restrictions of COVID-19, the proposed use of grant funds and the relationship to COVID-19.

Documentation of expenses requested for reimbursement must accompany the application if already incurred. In submitting the application, the business will commit to using the grant funds only for these approved uses.

The City Council or City EDA will make the final determination of eligibility and the amount of the requested grant to approve.

ELIGIBLE BUSINESSES

Businesses that meet the following criteria are eligible to submit grant applications:

1. The business must be in operation at the current location within the City at the time of application and have been operating since at least March 1, 2020.
2. Eligible businesses must be within the city limits of Watertown and in commercial or industrial zoned districts or allowed by conditional use permit as defined by the City's approved Land Use Map.
3. The business must be registered with the Minnesota Secretary of State unless it is a sole proprietorship or partnership that is not required to file with the Secretary of State's Office to do business in Minnesota.
3. The business cannot be delinquent on any fees or charges with the City.
4. The business must have employed the equivalent of 50 or fewer full-time employees (FTE) on March 1, 2020. (A full-time employee= 1 FTE. Each part-time employee = 0.5 FTE.)
5. The grant application must be signed by the business owner.

Commented [SF1]: Is this criteria sufficient?

Commented [SF2]: Should grant recipients be allowed to be delinquent on fees or charges to the City?

Commented [SF3]: Should the FTE threshold be higher or lower?

REPORTING

Grant recipients must agree to complete and submit a Grant Report Form provided by the City. The report will include documentation of activities paid for with grant funds and a description of how these activities affected operations and the response to COVID-19.

TAX IMPLICATIONS

The City of Watertown or the Economic Development Authority makes no claims or can offer any tax advice on how grant funds will be recognized or treated by others. Applicants are encouraged to speak to an accountant, attorney, or other trusted advisor as to these effects.

- 2) Has your business been in operation since March 1, 2020? _____
- 3) When did you open your business? Date: _____
- 4) Do you own other businesses in the City of Watertown? If so, please list.
- 5) Did your business revenue between March 2, 2020 and May 31, 2020 decline by 10% or more as a result of COVID-19 compared to the same period in 2019?
- Yes
- No
- 6) What was your total business revenue for the following ranges of dates?
- Total revenue: March 1 to May 31 in 2019: _____
- Total revenue: March 1 to May 31 in 2020: _____
- 7) Did your business take any of these measures as a result of COVID-19? Select all that apply.
- Reduced hours for staff on payroll
- Permitted staff to volunteer to take unpaid leave (rather than layoffs, furloughs, etc.)
- Staff reassignments (e.g. by role, by business location, etc.)
- Staff furloughs
- Staff layoffs
- Other, Please describe: _____
- 8) How many people were employed on March 1, and how many are currently employed (on date of application), at your business?
- March 1, 2020 Part-time employees: _____
- March 1, 2020 Full-time employees: _____
- Current Part-time employees: _____
- Current Full-time employees: _____
- 9) Did your business experience any of these impacts as a result of Executive Orders related to COVID-19? *Select all that apply.*
- Business was directly restricted from operating, in whole or part, by an Executive Order.
- Employees were restricted from working by an Executive Order.
- Customers and/or revenue decreased related to activities restricted by an Executive Order.
- Other impacts, please describe _____

10) What is your current permitted business operating capacity?

No restrictions

50% or lower share of normal capacity. Some revenue, some hours, some employees at work.

0% of normal capacity, Not operating, no revenue, no hours, no employees at work.

Commented [SF4]: Is there other criteria, vetting, and/or documentation that should be provided by an applicant?

11) How has COVID-19 financially affected your business? Please include information on current operations.

12) For what purpose(s) will these funds be used?

Eligible Activities	Estimated Cost	Source of Estimate
Building improvements, equipment and furnishings.		
Personal protective equipment (PPE)		
Sanitizing supplies		
Employee training		
Interior signage		
Advertising		
Printing		
Supplies needed to restart operations		
Other extraordinary costs directly related to COVID-19		

13) What is your main industry

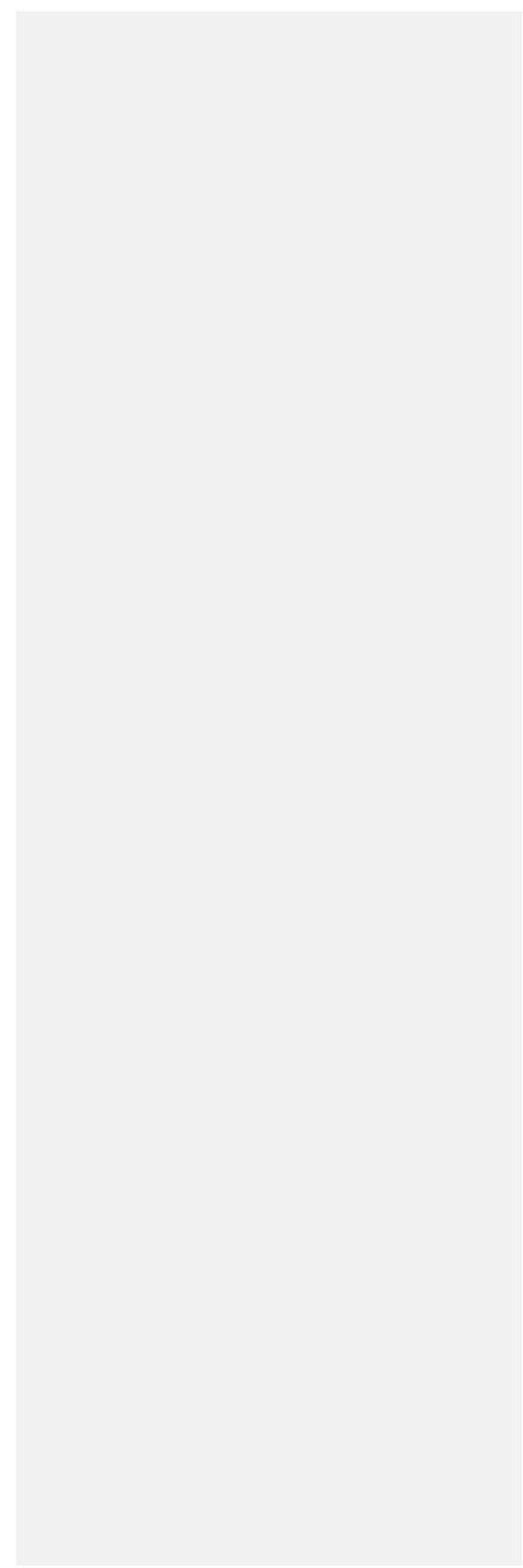
- Arts, entertainment, recreation
- Accommodation, food services
- Construction
- Education, related support services
- Finance, real estate
- Healthcare, social services (includes childcare)
- Manufacturing
- Professional services
- Personal services
- Retail
- Other services, please specify: _____
- Other industry, please specify: _____

Include the following attachments:

- A copy of your COVID-19 Preparedness Plan
- Proof you own or lease the space your business is located in.
- Other supporting documentation you wish to provide to the EDA to assist in understanding the applicant's situation.

Signature page to follow

DRAFT



STATEMENT OF UNDERSTANDING AND AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. By submitting this application, I acknowledge that an approved application is subject to State and Federal open information laws, and I am bound to comply with the guidelines of the Business Relief Grant. Falsifying information or failure to comply with these guidelines will result in immediate repayment of grant funds to the City of Watertown Economic Development Authority (EDA). The EDA and its staff have the right to verify any information contained in this application.

Signature: _____ Date: _____

Printed Name: _____

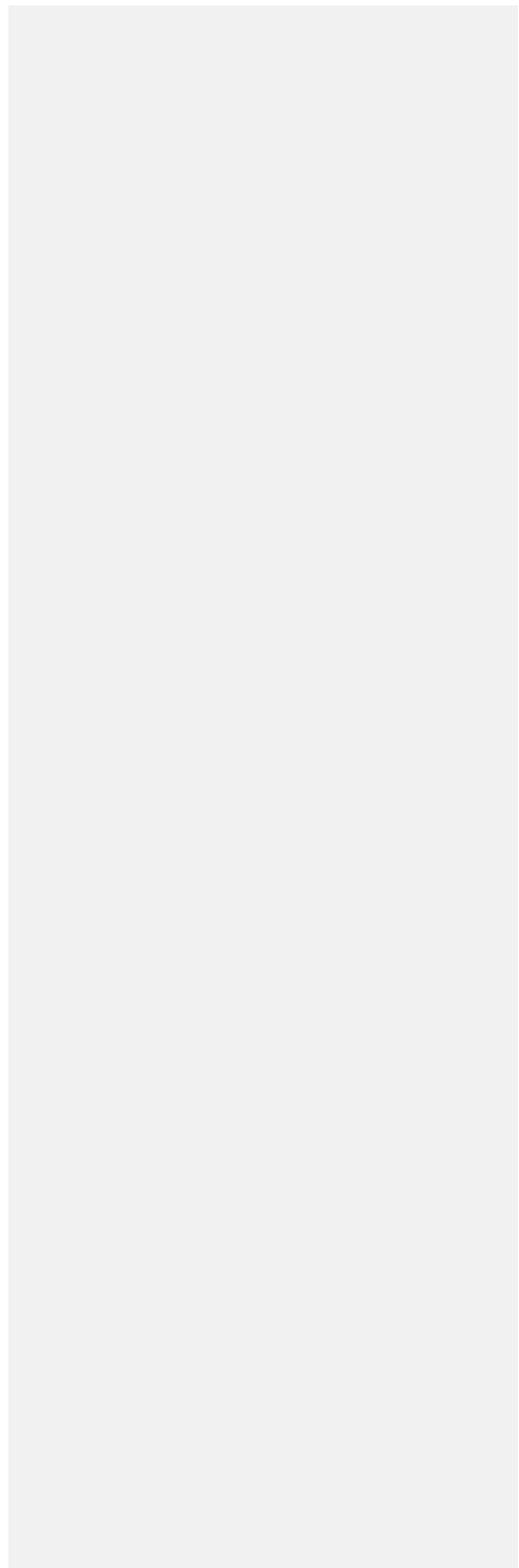
Title: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____

DRAFT



WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY PANDEMIC BUSINESS REBATE PROGRAM

PURPOSE

The purpose of this document is to establish guidelines for the application and administration of the City of Watertown 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, provide essential services, and foster vitality and charm in our community. It is the position of the Economic Development Authority (the "EDA") that these businesses have been impacted by the community mitigation strategies recommended and implemented by state and federal authorities in response to the COVID-19 pandemic.

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, or any other executive order expanding or extending such closures or reduction in services.
2. Eligible businesses must be within the city limits of Watertown and in commercial or industrial zoned districts or allowed by conditional use permit as defined by the City's approved Land Use Map.
3. Eligible businesses shall be identified by the City as a Commercial, Industrial, Combination Commercial, or Healthcare Facility in its utility billing program. Home based occupations as allowed by local ordinance regulating the operating of such business in accordance with Municipal Code Section 62-481 are not eligible.

Eligible Bill Groups

04-Combo-Residential/Commercial, 10-Commercial, 11-Combo-Commercial-Residential, 20-Industrial, 33-Health Care Facilities

4. Property owners housing such eligible businesses who pay the utility bill on behalf of eligible businesses will receive the rebate and are encouraged to pass the rebate savings onto their tenant businesses. Rebates will be issued regardless of the make-up of multi-tenant spaces, percentage of occupation, square footage, etc.

Commented [SF1]: What parameters should be set for eligible business?
 Declared essential/non-essential?
 Specific sector/industry designation such as retail or restaurant?
 Should program be available to all businesses?

Commented [SF2]: Should property owners that house eligible business be permitted to apply for the rebate program?
 How would verification that rebate gets to tenant verified, if at all?

Rebate proceeds can be used for:

1. City of Watertown utility bills payable for up to three (3) months.
2. City of Watertown license fees for the on-sale of alcohol due in 2020 pro-rated for an amount up to three (3) months.

PROCEDURAL GUIDELINES FOR APPLICATION OF REBATE

1. Any interested applicant should submit a Rebate Application Form and required proof of payment by October 30, 2020.
2. Proof of payment can be a bank statement, receipt, or verification statement by the City of Watertown.
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. Proof of ownership of property housing an eligible business to include a deed or current property tax statement.

BUSINESS INFORMATION

Legal Business Name: _____ State Tax ID: _____
Federal EIN: _____
 Individual Corporation Partnership LLC Other: _____

Physical Address: _____ City _____ State _____ Zip _____

Mailing Address: _____ City _____ State _____ Zip _____

BUSINESS OWNER(S) INFORMATION

Owner 1 Full Name: _____

Address: _____ City _____ State _____ Zip _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Owner 2 Full Name: _____

Address: _____ City _____ State _____ Zip _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

If there are more than 2 owners attach an additional sheet.

- 1) Are you applying for City utility bill rebate?
 Yes
 No

- 2) Months applying for (up to 3 months)
 June July August September

- Total in dollars requested in rebate: \$ _____

- 3) Are you applying for City license fee rebate?
 Yes
 No

- 4) What type of license do you currently hold issued by the City of Watertown?
 On-Sale Alcohol
 On-Sale Strong Beer & Wine
 On-Sale 3.2 Beer

Include the following attachments:

- Proof of payment of utility bills for the months requested.
- Proof of ownership of eligible business.
- Proof of ownership of property housing an eligible business, or current lease agreement.

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Signature: _____ Date: _____
Printed Name: _____
Title: _____

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4. Proof of ownership of property housing an eligible business to include a deed or current property tax statement.

BUSINESS INFORMATION

Legal Business Name: _____ State Tax ID: _____
 Federal EIN: _____
 Individual Corporation Partnership LLC Other: _____

Physical Address: _____ City _____ State _____ Zip _____

Mailing Address: _____ City _____ State _____ Zip _____

BUSINESS OWNER(S) INFORMATION

Owner 1 Full Name: _____

Address: _____ City _____ State _____ Zip _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Owner 2 Full Name: _____

Address: _____ City _____ State _____ Zip _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

If there are more than 2 owners attach an additional sheet.

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 Yes
 No

- 2) Months applying for (up to 3 months)
 June July August September

Total in dollars requested in rebate: \$ _____

- 3) Are you applying for City license fee rebate?
 Yes
 No

- 4) What type of license do you currently hold issued by the City of Watertown?
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 On-Sale Strong Beer & Wine
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Signature: _____ Date: _____

Printed Name: _____

Title: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____