



## Watertown Economic Development Authority

Ken Grotbo  
Cory Mittness  
Roxanne Wilmes  
Mike Walters  
Lindsay Guetzkow

1. Roll Call

2. Adopt Agenda

3. New Business

3.A. 3A - Minutes - May 25, 2023

Documents:

[3A - MINUTES - MAY 25, 2023.PDF](#)

3.B. 3B - Workshops Of Watertown Building D Utility Waiver Request

Documents:

[3B - WORKSHOPS OF WATERTOWN BUILDING D UTILITY WAIVER REQUEST.PDF](#)

3.C. 3C - Arrow Building Center Utility Waiver Request

Documents:

[3C - ARROW BUILDING CENTER UTILITY WAIVER REQUEST.PDF](#)

3.D. 3D - 2024 Preliminary EDA Levy

Documents:

[3D - 2024 PRELIMINARY EDA LEVY.PDF](#)

3.E. 3E - 2023 Developers Day Discussion Continued

Documents:

[3E - 2023 DEVELOPERS DAY DISCUSSION CONTINUED.PDF](#)

4. Updates

5. Adjourn

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



## **Watertown Economic Development Authority**

Ken Grotbo  
Cory Mitteness  
Roxanne Wilmes  
Mike Walters  
Fred McGuire

5/25/2023 - Minutes

### 1. Roll Call

EDA Chair Ken Grotbo called the Watertown Economic Development Authority meeting to order at 8:30 am on May 25, 2023, in the Council Chambers of City Hall.

EDA Members Present: Ken Grotbo, Roxanne Wilmes, Fred McGuire, and Mike Walters.

EDA Members Absent: Cory Mitteness.

Staff Present: City Administrator, Jake Foster and Maggie Reisdorf, Administrative Services Director.

Other Present: None.

### 2. Adopt Agenda

WILMES MOVED, MCGUIRE SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED.  
MOTION PASSED 3-0.

### 3. New Business

#### 3.A. Minutes - March 30, 2023

WILMES MOVED, MCGUIRE SECONDED A MOTION TO ADOPT THE MARCH 30, 2023, EDA MINUTES AS PRESENTED. MOTION PASSED 3-0.

#### 3.B. Community Growth Partnership Grant – Jefferson Avenue, LLC

Foster introduced this item to the EDA. He informed that the new owner of 701-709 Jefferson Ave SW, Parker Smith, is continuing to work through the redevelopment project on that site. He explained that Smith has converted that existing building into multi-tenant leasable workspaces and that there are 25 individual workspaces that are available to be leased to small to medium sized businesses that fit within the light industrial business space.

WALTERS ENTERED THE MEETING AT 8:37 AM.

Foster stated that Smith envisions a wide variety of potential uses for the spaces including, but not limited to: plumbers, electricians, builders, repairs shops, wood working, etc. Foster informed that each unit will be 1,000 sf or larger, with the largest space being 20,000 sf. He said that the large space is currently occupied by "Hooked on Classics".

Foster explained that in addition to the interior improvements, Smith has added (and will be adding more) parking, addressed parking issues and paved (will pave more) parking lots in the front and back of the building(s). Foster said that Smith is addressing stormwater issues, building roadways around the site, and updating lighting, landscaping, and façade.

Foster reviewed the overall cost of the redevelopment of the site, which is about \$5,000,000, which includes the property acquisition, utility, and building upgrades, as well as sitework.

Foster informed that the Watertown EDA approved and supported an application between Carver County CDA's Community Growth Partnership initiative in 2022, in which Smith's project was granted \$100,000. Foster stated Smith and Jefferson Ave, LLC are asking to submit another application to the Initiative in 2023 for the same amount of \$100,000.

Foster explained that after review, staff supports the application and recommends that the EDA approve Resolution 2023-03 EDA authorizing and supporting the application to be submitted to the Carver County CDA's Community Growth Partnership Initiative program.

McGuire asked if this was an annual grant.

Foster informed that the grant was generally offered on an annual basis from the Carver County CDA and that it is essentially a city/developer collaborative submission process. Foster explained that County reviews all submissions.

Walters explained that it is a good project, and that redevelopment of that site is needed and a real benefit to that area and the community. Walters said that these spaces are affordable spaces for small to medium-sized businesses.

WILMES MOVED TO APPROVE RESOLUTION 2023-03EDA, THE APPLICATION FOR COMMUNITY GRANT PARTNERSHIP INITIATIVE GRANT PROGRAM. WALTERS SECONDED. MOTION PASSED 4-0.

#### 4. Updates

McGuire asked about a potential hardware store coming to the city.

Foster stated that he has a meeting that day with the interested developer.

Foster informed that the City was recently awarded \$3 million in funds from the State of Minnesota for the upcoming Water Tower Project that will construct a second water tower for the city.

Wilmes asked about the upcoming potential legalization of marijuana.

Foster stated that it is still being discussed at the State level and final information will be available soon. He informed that it will likely be licenses through the State of Minnesota and will allow some control at the local level as far as zoning and number of available licenses.

Wilmes stresses being proactive in the process.

Foster informed that the city will be receiving a one-time public safety AID in the amount of \$200,000 that will likely go into the Fire Department CIP Fund.

5. Adjourn

WALTERS MOVED, MCGUIRE SECONDED A MOTION TO ADJOURN THE MEETING AT 9:15 AM.  
MOTION PASSED 4-0.

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

**Watertown Economic Development Authority**

September 6, 2023

<b>Agenda Item:</b>	<b>Workshops of Watertown Utility Fee Subsidy</b>
<b>Request for Action:</b>	<b>Approve Resolution #2023-04EDA Approving Utility Trunk Fee Waiver Assistance</b>
<b>Employee/Dept.:</b>	<b>Jake Foster, City Administrator</b>

**Background:**

Rob Berg with the Workshops of Watertown, LLC has submitted a building permit for the fourth building (Building D) of Phase I of his Workshops of Watertown garage condos project. Building D is proposed to be approximately 12,000 square feet and house 9 separate units.

The developer is seeking assistance through the City's Business Subsidy Program, specifically the Utility Trunk Fee Waiver Program. This program provides up to \$100,000 in assistance to eligible projects toward the City's utility trunk fees at the time of construction. For every 2,000 square feet of commercial space built, the City would consider a waiver of 25% of the utility trunk fees, up to a waiver of 75% of the fees (for buildings 6,000 sq. ft. or larger). The EDA has budgeted dollars to be spent to reimburse the utility enterprise funds for these charges.

As done in the past, staff has utilized the Metropolitan Council's estimation tool for equivalent residential units (ERU), and determined that 3 ERUs should be applied to the building. Using the assigned 3 ERUs, the total cost of the trunk fees is \$35,700. The applicant is requesting the full waiver they are eligible for totaling \$26,775. If approved, the applicant would be responsible for the \$8,925 remaining in fees.

Staff recommends adopting Resolution #2023-04EDA approving the utility fee waiver request for the Workshops of Watertown Building D for a total waiver of \$26,775 (split accordingly between water, sewer, and storm water).

**Attachments:**

Resolution #2023-04 EDA

Business Subsidy Policy – Utility Trunk Waiver Addendum

**CITY OF WATERTOWN  
ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2023-04EDA**

**A RESOLUTION APPROVING ASSISTANCE THROUGH THE UTILITY TRUNK FEE  
WAIVER POLICY PROGRAM**

**WHEREAS**, the City of Watertown Economic Development Authority (“the EDA”) has identified a proposed project within the city that meets the Business Subsidy Policy purpose and criteria; and

**WHEREAS**, the Workshops of Watertown (the “Project”) have proposed the construction of a 19,844 square foot building and have requested consideration for assistance through the Business Subsidy Policy, Amendment 2 for Utility Trunk Fee Waiver (the “Program”); and

**WHEREAS**, the Program provides up to \$100,000 in assistance through the Program for commercial and industrial development; and

**WHEREAS**, the assistance is waiver of 25% of the utility trunk fees for every 2,000 square feet of eligible building to be constructed to a maximum of 75%; and.

**WHEREAS**, the proposed project would be calculated at three (3) Equivalent Residential Units to be charged per the Metropolitan Council SAC estimation tool; and

**WHEREAS**, the Project as proposed would be eligible for up to \$26,775 in assistance per the Program guidelines with the remainder balance, estimated at \$8,925 to be paid by the Project at the time of building permit submittal and approval; and

**WHEREAS**, the Project would not be eligible for any normal and customary base charge or usage charge related to ongoing utility use fees for service; and

**NOW THEREFORE BE IT RESOLVED** that the City of Watertown Economic Development Authority approves the request for assistance through the Business Subsidy Policy.

Adopted by the Economic Development Authority of the City of Watertown this 14th day of September 6, 2023.

\_\_\_\_\_  
Ken Grotbo, President

ATTEST: \_\_\_\_\_  
Jake Foster, Executive Director

## City of Watertown, Minnesota

### ADENDUM 2

## UTILITY TRUNK FEE WAIVER POLICY

### 1) POLICY PURPOSE

*For the purposes of this document the term "City" includes the Watertown City Council, Staff, the Economic Development Authority, Advisory Boards and Commission, Financial consultants, and legal counsel.*

The purpose of this policy is to establish the City of Watertown's position relating to the waiver of trunk fees for water, sewer, and storm utilities as identified in the City's adopted fee schedule. Trunk fees will be determined by using the equivalent residential unit (ERU) calculation found in municipal code. This policy shall be used as a guide in the processing and review of applications requesting municipal subsidy in a development or redevelopment project that meets the business subsidy criteria.

The City reserves the right to approve or reject requests on a case by case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of municipal subsidy to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project. Fee waivers related to trunk fees will not result in a reduction of the equivalent residential unit calculation for ongoing monthly usage billing.

The City Council (and EDA Board) can deviate from this policy for projects that supersede the objectives identified herein.

### 2) OBJECTIVES OF FEE WAIVERS

Fee waivers can be utilized by the City to provide subsidy to a project that meets the desired objectives of the business subsidy criteria. As a matter of adopted policy, the City will consider using fee waivers to assist private development projects that will achieve one or more of the business subsidy criteria.

### 3) GENERAL CONSIDERATIONS FOR USE OF FEE WAIVER

1. Developer shall be able to demonstrate a market demand for a proposed project. Fee waivers shall not be used to support purely speculative projects.
2. Fee waivers shall not be utilized in cases where it would create an unfair and significant competitive financial advantage over other projects in the City.
3. Fee waivers shall not be provided for projects that would place extraordinary demands on city services or for projects that would generate significant



environmental impacts.

4. The developer must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements, letters of credit, personal guarantees, etc.
5. The developer shall adequately demonstrate, to the City's sole satisfaction, an ability to complete the proposed project based on past development experience, general reputation, and credit history, among other factors, including the size and scope of the proposed project.
6. For the purposes of analyzing the proposal, the developer shall provide any requested market, financial, environmental, or other data requested by the City or its consultants.
7. Trunk charges will be based upon the application of the equivalent residential unit calculation method as determined in Watertown Municipal Code.

#### **4) COMMERCIAL AND INDUSTRIAL PROJECT QUALIFICATIONS**

Projects requesting to be considered by the City of Watertown must meet all of the following requirements:

- 1) To be eligible for consideration of a fee waiver, a project shall result in one or both of the following outcomes:
  - a. new construction or addition of a minimum of 2,000 square foot building.
  - b. the minimum creation of one new job providing a wage that meets or exceeds the level that meets the cost of living for Carver County as determined by the Minnesota Department of Employment and Economic Development.
- 2) Fee waiver will be considered at the following levels for projects that meet the minimum outcomes:
  - a. For every 2,000 square feet of newly constructed building a fee waiver of twenty-five (25%) of the utility trunk fees for water, sewer, and storm water maybe waived to a maximum amount of \$100,000.

and/or

- b. For every job created that meets the stated outcome in Section 4-1(b) of this addendum, a fee waiver of twenty-five percent (25%) of the utility trunk fees for water, sewer, and storm water maybe waived to a maximum amount of \$100,000. Jobs created must be maintained in the community a minimum of five (5) years. In any year that a reduction in work force occurs, the full amount of the fee waiver will become due and payable.

## **5) AFFORDABLE HOUSING PROJECT REQUIREMENTS**

Income limits for affordability will be based upon the Low-Income Housing Tax Credit (LIHTC) for Carver County as established by the Minnesota Housing Finance Agency and found at [www.mnhousing.gov](http://www.mnhousing.gov). For sale housing units and manufactured home units will not be eligible for consideration of fee waivers. Housing projects that seek to provide affordable rental rates to occupants maybe considered for fee waivers at the following level:

- 1) For affordable rental units that meet eighty percent (80%) to sixty-one (61%), Area Median Income (AMI) a reduction of trunk fees of \$1,500 per affordable dwelling unit created, to a maximum of \$90,000 in reduction of fees.
- 2) For affordable rental units that meet sixty percent (60%) to fifty-one percent (51%) AMI, a reduction of trunk fees of \$3,000 per affordable dwelling unit created, to a maximum of \$180,000 in reduction of fees.
- 3) For affordable rental units that meet fifty percent (50%) or less AMI, a reduction of trunk fees of \$4,000 per affordable dwelling unit created, to a maximum of \$240,000 in reduction of fees.

Affordability rates shall be maintained for a period of twenty (20) years. In any year that the affordability is not maintained, the full amount of fee waiver shall become due and payable.

## **6) APPLICATION AND REPORTING PROCESS**

- 1) Applicant shall submit in writing, their request to the City of Watertown at least thirty (30) days prior to the imposition of the utility trunk fees.
- 2) All requests shall be granted at the discretion of the City Council and will be done via resolution at a regularly scheduled meeting.
- 3) Annual reporting by the grantee will be required during the period of guarantee stated, due upon the anniversary date of fee imposed.
- 4) All fee waivers shall be memorialized by an agreement as stated in the Business Subsidy Criteria policy, to be recorded to the benefitting property and/or through deed restriction.

**Watertown Economic Development Authority**

September 6, 2023

**Agenda Item:** Arrow Building Center Utility Fee Subsidy**Request for Action:** Approve Resolution #2023-05EDA Approving Utility Trunk Fee Waiver Assistance**Employee/Dept.:** Jake Foster, City Administrator**Background:**

Arrow Building Center (ABC) has submitted a building permit to rebuild their commercial buildings at 2860 Highway 25 that were destroyed in a fire last year. As part of their rebuild, they are connecting to City water and sewer.

The developer is seeking assistance through the City's Business Subsidy Program, specifically the Utility Trunk Fee Waiver Program. This program provides up to \$100,000 in assistance to eligible projects toward the City's utility trunk fees at the time of construction. For every 2,000 square feet of commercial space built, the City would consider a waiver of 25% of the utility trunk fees, up to a waiver of 75% of the fees (for buildings 6,000 sq. ft. or larger). The EDA has budgeted dollars to be spent to reimburse the utility enterprise funds for these charges. ABC is proposing commercial buildings totaling just over 17,000 sq. ft., and additional accessory structure of approximately 1,700 sq. ft.

Staff has assigned the new buildings a total of 5 ERUs. The 5 ERUs result in a total cost of the trunk fees is \$59,500. The applicant is requesting the full waiver they are eligible for totaling \$44,625. If approved, the applicant would be responsible for the \$14,875 remaining in fees.

Staff recommends adopting Resolution #2023-05EDA approving the utility fee waiver request for Arrow Building Center for a total waiver of \$44,625 (split accordingly between water, sewer, and storm water).

**Attachments:**

Resolution #2023-05 EDA

Business Subsidy Policy – Utility Trunk Waiver Addendum

**CITY OF WATERTOWN  
ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2023-05EDA**

**A RESOLUTION APPROVING ASSISTANCE THROUGH THE UTILITY TRUNK FEE  
WAIVER POLICY PROGRAM**

**WHEREAS**, the City of Watertown Economic Development Authority (“the EDA”) has identified a proposed project within the city that meets the Business Subsidy Policy purpose and criteria; and

**WHEREAS**, the Arrow Building Center (the “Project”) have proposed the construction of a 17,000 square foot building and have requested consideration for assistance through the Business Subsidy Policy, Amendment 2 for Utility Trunk Fee Waiver (the “Program”); and

**WHEREAS**, the Program provides up to \$100,000 in assistance through the Program for commercial and industrial development; and

**WHEREAS**, the assistance is waiver of 25% of the utility trunk fees for every 2,000 square feet of eligible building to be constructed to a maximum of 75%; and.

**WHEREAS**, the proposed project would be calculated at three (3) Equivalent Residential Units to be charged per the Metropolitan Council SAC estimation tool; and

**WHEREAS**, the Project as proposed would be eligible for up to \$44,625 in assistance per the Program guidelines with the remainder balance, estimated at \$14,875 to be paid by the Project at the time of building permit submittal and approval; and

**WHEREAS**, the Project would not be eligible for any normal and customary base charge or usage charge related to ongoing utility use fees for service; and

**NOW THEREFORE BE IT RESOLVED** that the City of Watertown Economic Development Authority approves the request for assistance through the Business Subsidy Policy.

Adopted by the Economic Development Authority of the City of Watertown this 6th day of September, 2023.

\_\_\_\_\_  
Ken Grotbo, President

ATTEST: \_\_\_\_\_  
Jake Foster, Executive Director

## City of Watertown, Minnesota

### ADENDUM 2

#### UTILITY TRUNK FEE WAIVER POLICY

##### 1) POLICY PURPOSE

*For the purposes of this document the term "City" includes the Watertown City Council, Staff, the Economic Development Authority, Advisory Boards and Commission, Financial consultants, and legal counsel.*

The purpose of this policy is to establish the City of Watertown's position relating to the waiver of trunk fees for water, sewer, and storm utilities as identified in the City's adopted fee schedule. Trunk fees will be determined by using the equivalent residential unit (ERU) calculation found in municipal code. This policy shall be used as a guide in the processing and review of applications requesting municipal subsidy in a development or redevelopment project that meets the business subsidy criteria.

The City reserves the right to approve or reject requests on a case by case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of municipal subsidy to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project. Fee waivers related to trunk fees will not result in a reduction of the equivalent residential unit calculation for ongoing monthly usage billing.

The City Council (and EDA Board) can deviate from this policy for projects that supersede the objectives identified herein.

##### 2) OBJECTIVES OF FEE WAIVERS

Fee waivers can be utilized by the City to provide subsidy to a project that meets the desired objectives of the business subsidy criteria. As a matter of adopted policy, the City will consider using fee waivers to assist private development projects that will achieve one or more of the business subsidy criteria.

##### 3) GENERAL CONSIDERATIONS FOR USE OF FEE WAIVER

1. Developer shall be able to demonstrate a market demand for a proposed project. Fee waivers shall not be used to support purely speculative projects.
2. Fee waivers shall not be utilized in cases where it would create an unfair and significant competitive financial advantage over other projects in the City.
3. Fee waivers shall not be provided for projects that would place extraordinary demands on city services or for projects that would generate significant

environmental impacts.

4. The developer must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements, letters of credit, personal guarantees, etc.
5. The developer shall adequately demonstrate, to the City's sole satisfaction, an ability to complete the proposed project based on past development experience, general reputation, and credit history, among other factors, including the size and scope of the proposed project.
6. For the purposes of analyzing the proposal, the developer shall provide any requested market, financial, environmental, or other data requested by the City or its consultants.
7. Trunk charges will be based upon the application of the equivalent residential unit calculation method as determined in Watertown Municipal Code.

#### **4) COMMERCIAL AND INDUSTRIAL PROJECT QUALIFICATIONS**

Projects requesting to be considered by the City of Watertown must meet all of the following requirements:

- 1) To be eligible for consideration of a fee waiver, a project shall result in one or both of the following outcomes:
  - a. new construction or addition of a minimum of 2,000 square foot building.
  - b. the minimum creation of one new job providing a wage that meets or exceeds the level that meets the cost of living for Carver County as determined by the Minnesota Department of Employment and Economic Development.
- 2) Fee waiver will be considered at the following levels for projects that meet the minimum outcomes:
  - a. For every 2,000 square feet of newly constructed building a fee waiver of twenty-five (25%) of the utility trunk fees for water, sewer, and storm water maybe waived to a maximum amount of \$100,000.

and/or

- b. For every job created that meets the stated outcome in Section 4-1(b) of this addendum, a fee waiver of twenty-five percent (25%) of the utility trunk fees for water, sewer, and storm water maybe waived to a maximum amount of \$100,000. Jobs created must be maintained in the community a minimum of five (5) years. In any year that a reduction in work force occurs, the full amount of the fee waiver will become due and payable.

## **5) AFFORDABLE HOUSING PROJECT REQUIREMENTS**

Income limits for affordability will be based upon the Low-Income Housing Tax Credit (LIHTC) for Carver County as established by the Minnesota Housing Finance Agency and found at [www.mnhousing.gov](http://www.mnhousing.gov). For sale housing units and manufactured home units will not be eligible for consideration of fee waivers. Housing projects that seek to provide affordable rental rates to occupants maybe considered for fee waivers at the following level:

- 1) For affordable rental units that meet eighty percent (80%) to sixty-one (61%), Area Median Income (AMI) a reduction of trunk fees of \$1,500 per affordable dwelling unit created, to a maximum of \$90,000 in reduction of fees.
- 2) For affordable rental units that meet sixty percent (60%) to fifty-one percent (51%) AMI, a reduction of trunk fees of \$3,000 per affordable dwelling unit created, to a maximum of \$180,000 in reduction of fees.
- 3) For affordable rental units that meet fifty percent (50%) or less AMI, a reduction of trunk fees of \$4,000 per affordable dwelling unit created, to a maximum of \$240,000 in reduction of fees.

Affordability rates shall be maintained for a period of twenty (20) years. In any year that the affordability is not maintained, the full amount of fee waiver shall become due and payable.

## **6) APPLICATION AND REPORTING PROCESS**

- 1) Applicant shall submit in writing, their request to the City of Watertown at least thirty (30) days prior to the imposition of the utility trunk fees.
- 2) All requests shall be granted at the discretion of the City Council and will be done via resolution at a regularly scheduled meeting.
- 3) Annual reporting by the grantee will be required during the period of guarantee stated, due upon the anniversary date of fee imposed.
- 4) All fee waivers shall be memorialized by an agreement as stated in the Business Subsidy Criteria policy, to be recorded to the benefitting property and/or through deed restriction.

**Watertown**

September 6, 2023

**Agenda Item: Preliminary Levy & Budget****Request for Action: Adopt Resolution #2023-06EDA, adopting the Preliminary EDA Levy****Department: Administration****Background:**

The EDA sets a tax levy on properties in the community. These resources are utilized to support economic development activities in the community and administrative support for these functions. The total levy cannot exceed .01813% of the estimated market value in the community, which equates to a maximum levy of \$98,623.24 for pay in 2024.

In 2022, EDA voted to increase the EDA levy to \$68,500, up from \$58,575 in 2021. In 2023, the EDA levy was maintained from 2022 at \$68,500.

The overall market value increase for 2024 is 3.62% from 2023. However, the City experienced a significant market value increase from 2022 to 2023 of 30.71%. Although there was a significant increase in market value in 2023, staff recommended that the EDA keep the levy at the \$68,500 in event there are any market corrections or overall economic downturns. As the market value increase/growth has drastically slowed as anticipated, staff is recommended that the EDA levy remain flat again for 2024.

The current fund balance of the EDA fund is approximately \$400,000 (pending utility waiver requests). The EDA has yet to receive the second half of the 2023 allocation, which will be an additional \$34,250.

**Recommendation:**

Staff recommends adopting resolution #2022-06EDA, adopting a preliminary tax levy for the Watertown Economic Development Authority for collection in 2024.

**Attachments:**

Resolution #2023-06EDA

EDA Preliminary Budget Revenue &amp; Expense



**CITY OF WATERTOWN  
ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION 2022-06 EDA**

**A RESOLUTION ADOPTING A PRELIMINARY TAX LEVY  
FOR THE WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY  
FOR COLLECTION IN 2024**

**WHEREAS**, The City of Watertown is dependent upon the collection of a tax to fund a portion of its economic development activities,

**NOW**, therefore be it resolved that the Watertown Economic Development Authority hereby adopts the following Year 2024 tax levy for collection upon taxable property in the City of Watertown for the following purposes:

Watertown Economic Development Authority	\$ 68,500
Total Levy:	\$ 68,500

Adopted this 6<sup>th</sup> day of September 2023 by the Watertown Economic Development Authority.

\_\_\_\_\_  
Ken Grotbo, Chair

Attest: \_\_\_\_\_  
Jake Foster, Executive Director

**EDA Revenue  
2024**

<b>Account</b>	<b>Description</b>	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Comment</b>
228-31010	Current Ad Valorem Taxes	\$ 68,500	\$ -	\$ 68,500	\$ 68,500	
228-31020	Delinquent Ad Valorem Taxes	\$ 200	\$ -	\$ 200	\$ 200	
228-33620	Other County Grants/Aid	\$ 158,000	\$ -	\$ 170,000	\$ 150,000	
228-36200	Miscellaneous Revenue	\$ 300	\$ 60	\$ 300	\$ 300	Loan, Grant Application Fees
228-36210	Interest Earnings	\$ 2,600	\$ 695	\$ 2,600	\$ 2,600	
228-36215	Interest on Notes Receivable	\$ 2,000	\$ 1,268	\$ 2,000	\$ 2,000	RLF & BFI Loan Repayments
228-36500	Note Receivable	\$ -	\$ -	\$ -	\$ -	
228-39000	Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
228-39201	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	
228-39203	Transfer from Other Fund	\$ -	\$ -	\$ -	\$ -	
		<b>\$ 231,600</b>	<b>\$ 2,023</b>	<b>\$ 243,600</b>	<b>\$ 223,600</b>	

**EDA Expenses  
2024**

Account	Description	2022 Budget	2022 YTD	2023 Budget	2024 Budget	Comment
228-41000-322	Postage			\$ 750	\$ 1,000	
228-46500-101	Full-Time Employees Regular		\$ -	\$ 11,654	\$ 12,058	
228-46500-110	Commission Wages	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$40 per meeting
228-46500-121	PERA	\$ -	\$ -	\$ 874	\$ 904	
228-46500-122	FICA	\$ -	\$ -	\$ 892	\$ 922	
228-46500-131	Employer Paid Health	\$ -	\$ -	\$ 741	\$ 784	
228-46500-133	Employer Paid Dental	\$ -	\$ -	\$ 59	\$ 65	
228-46500-134	Employer Paid Life	\$ -	\$ -	\$ 106	\$ 110	
228-46500-303	Engineering Fees	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	
228-46500-304	Legal Fees	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	Contract Review of Loans/Development Agreements
228-46500-310	Other Professional Services	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	ED Support & Market Data
228-46500-314	Professional Planning Services	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	MK Land (Mark Kaltsas)
228-46500-329	Other Communications	\$ 3,000	\$ 879	\$ 3,000	\$ 3,000	Jaguar ISP Service for WIFI
228-46500-433	Dues & Subscriptions	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	Minnesota Marketing Partnership & EDAM
228-46500-331	Travel Expenses					
228-46500-340	Advertising	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	EDA Programs Marketing/Development Day Event
228-46500-351	Legal Notices Publishing	\$ 50	\$ -	\$ 50	\$ 50	Annual Audit Disclosure Report
228-46500-630	Bank Service Fee	\$ 275	\$ -	\$ 275	\$ 275	
228-46500-640	Economic Development Payments	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	Enterprise Fund Utility Trunk Fee Support
228-46500-651	Loan Program	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	RLF, BFI Loans, EHRL Program
228-46500-652	Grant Program	\$ 160,000	\$ 2,500	\$ 160,000	\$ 160,000	Small Cities/BFI/Home Renovation Grant Program
228-46500-720	Operating Transfers	\$ 10,000	\$ -	\$ -	\$ -	(EDA Director under FT Employees Regular)
228-46500-510	Land Acquisition	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	Carver County Land Trust Property Partnership
		\$ 385,225	\$ 3,379	\$ 390,301	\$ 391,068	

**Watertown Economic Development Authority**

September 6, 2023

<b>Agenda Item:</b>	<b>2023 Economic Development Day</b>
<b>Request for Action:</b>	<b>Continued Discussion on 2023 Developer's Day</b>
<b>Employee/Dept.:</b>	<b>Jake Foster, City Administrator</b>

**Background:**

At the May EDA meeting, members and staff discussed the approach for the 2023 Economic Development Day. They determined that a focus on internal stakeholders and businesses would be a good approach for the 2023 event.

A major Lewis Ave. reconstruction is scheduled for 2025. City Engineers are putting together figures to identify options pedestrian improvements, parking considerations, lighting, etc. Staff would like to use this day and this group to solicit feedback on the different options for that project. Furthermore, staff is seeking potential grant funds for the project and this feedback will be needed prior to the submission of that application.

Staff would also like to solicit feedback on this group's overall vision for the commercial community in Watertown, how the EDA/City can support local business (supplementing Chamber efforts), identifying gaps the City may have from a planning, services, infrastructure or perspective. I envision this being a small group whiteboard activity that I would facilitate. Are there other items that should be addressed? What is missing?

Lastly, staff would like to identify a broad list of individuals/groups that should be invited to participate (e.g. Chamber members, school district representation, etc.).

Staff anticipates holding the event at the end of September or early October.