

Watertown Economic Development Authority

September 24, 2020

Agenda Item: Technology Infrastructure Investment Grant Disbursements**Request for Action: Adopt Resolution #2020-08EDA, Approving TIIG Program Disbursements****Department: Shane Fineran, City Administrator****Background:**

In August the Watertown Economic Development Authority announced the development of a grant program to support technology investments by local businesses. The purpose of the program is to stimulate and support private sector investment in technology and equipment that will enhance the online presence, goods and services availability, and systems that will assist businesses in their operations and support their resiliency.

The program provides up to \$5,000 to a business that is making investment in the following:

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 systems such as POS, inventory management, HRIS, accounting, or hardware and software to support such systems.

Watertown Pharmacy has invested in a Point of Sale system as associated hardware specific to the pharmacy industry to their business to enhance their efficiency and effectiveness in operations. The system has expanded capabilities for outbound calling, online ordering capabilities, mobile app, and delivery systems.

The system was installed in June, prior to the release of the program, however under the Coronavirus Relief Fund program, the funds the EDA is using to support the program, eligible expenses date back into March. Therefore, staff supports the disbursement of TIIG program funds for this application and investment by a Watertown business that meets the purpose and eligible activities of the program.

Watertown Subway is looking to upgrade their Point of Sale system which will allow them to offer curbside services to customers in addition to the in store and drive through ordering as well as enhance their online and catering order capabilities. The per store expense for the franchise to upgrade the system is \$7,628. If approved, grant funds would be disbursed once installed and proof of payment provided.

Funding Source:

EDA Operating Fund>CRF Funds

Attachments:

Watertown Pharmacy Program Application

Watertown Subway Program Application

Resolution #2020-08EDA

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.

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.

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 conditional use permit.

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 a 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 investment, 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.

BUSINESS INFORMATION

Legal Business Name: *Watertown Pharmacy L.L.C.* State Tax ID:
Federal EIN:
Physical Address: *204 Lewis Aves.* City Watertown State MN Zip 55388
Mailing Address: *204 Lewis Aves.* City Watertown State MN Zip 55388

BUSINESS OWNER(S) INFORMATION

Owner 1 Full Name: *Rose Rosdahl*
Address: *7885 Co Rd 26* City *Maple Plain, MN* 55359
Email: *watpharm@frontier.net*
Work Phone: *9529553067* Home Phone: *6127182863* Cell Phone: *6127182863*

Owner 2 Full Name:
Address: City Watertown State MN Zip
Email:
Work Phone: Home Phone: Cell Phone:
If there are more than 2 owners attach an additional sheet.

1) Amount Requested (cannot exceed \$5,000): \$5,000

2) What is the total amount of the project? \$7,597

3) What technology enhancement are you planning to make?

Development or enhancement of a business website or social media site

Development or enhancement of an online ordering system or delivery system utilizing a web or mobile application-based service

Development or enhancement of a Point of Sale (POS) system, inventory management system, Human Resources Information System (HRIS), or account system, hardware or software that will more efficiently and effectively operate and manage the business.

Please provide a statement as to how you see the investment in technology will enhance your ability to operate and manage your business

The point of sale system & new pharmacy system is a state of the art system. It has the capability to add on programs such as a mobile app, delivery app and enhanced online website. These new technologies will help us enhance our presence in Wintertown and help grow our business.

- Scope of work, proposal, or estimate for the technology enhancement.

STATEMENT OF UNDERSTANDING AND AUTHORIZATION FOR RELEASE OF

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 data practices information laws, and I am bound to comply with the guidelines of the Technology Infrastructure Investment 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: *Page Rosdahl* Date: 9/17/20
Printed Name: Rise Rosdahl
Title: owner - chief manager

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



P. O. Box 53407
 Shreveport, LA 71135-3407
 accounting@pioneerRx.com
 P: 800.850.5111 / F: 318.317.7752

Invoice

Invoice Date: 6/15/2020
Invoice #: 634318
Vendor #:
PioneerRx #: N464-047
MD Account #:

Bill To
Watertown Pharmacy 204 Lewis Ave S., Ste 101 Watertown, MN 55388-4500

Ship To
Watertown Pharmacy 204 Lewis Ave S., Ste 101 Watertown, MN 55388-4500

P.O. Number	S. O. Number	Due Date	Ship	Ship Via
PioneerRx System	67642	6/15/2020	6/15/2020	

Description	Qty	Rate	Amount
PioneerRx Point Of Sale: Dell Optiplex Core i5, 8 GB RAM, 500 GB Hard Drive, ELO Touchscreen Monitor, 2D Barcode Scanner, Cash Drawer, Thermal Receipt Printer, Surge Protector, Crash Kit, Signature Pad, Fingerprint Mouse	2	3,798.50	7,597.00
PioneerRx Workstation: Dell Optiplex Core i5, 8 GB RAM, 500 GB Hard Drive, Dell LED Monitor with Desk Mount, Surge Protector, Barcode Scanner with Stand, Fingerprint Mouse	2	1,254.50	2,509.00
PioneerRX TSC Thermal Transfer Printer with cable.	3	484.00	1,452.00
Document Scanner	1	305.00	305.00
Document Scanner	1	305.00	305.00
Lexmark M-Series Laser Printer	1	645.00	645.00
PioneerRx (O2) Setup, Installation, Conversion and Training	1	17,828.31	17,828.31
LX Desk Mount Arm for Flat Panel Monitor	1	155.00	155.00
LX Desk Mount Arm for Flat Panel Monitor	1	155.00	155.00
PioneerRx Fingerprint Mouse	1	135.00	135.00
Discount - Payment Method		-2,389.4379	-2,389.44
PioneerRx Week Specific Discount		-4,537.00	-4,537.00

NOTE	Subtotal	\$24,159.87
- If your account is set up for auto-pay, this invoice will be processed for payment the following month. If you would like to be on auto-pay, please email accounting@pioneerRx.com for details. - If sending a payment, please include invoice number(s) on your payment.	Tax (7.375%)	\$0.00
	Total	\$24,159.87
	Payments/Credits	\$0.00
	Balance Due	\$24,159.87

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BUSINESS INFORMATION

Legal Business Name: Watertown Subway State Tax ID:
Federal EIN:

Physical Address: 609 Jefferson St. SW City Watertown State MN Zip 55388

Mailing Address: 9370 Hwy 284 City Waconia State MN Zip 55388
~~Watertown~~

BUSINESS OWNER(S) INFORMATION

Owner 1 Full Name: Steven Mark Erhard

Address: 9370 Hwy 284 City Waconia State MN Zip 55388
~~Watertown~~

Email: subwayrache@gmail.com

Work Phone: Home Phone: Cell Phone: 612 518 3526

Owner 2 Full Name:

Address: City Watertown State MN Zip

Email:

Work Phone: Home Phone: Cell Phone:

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

1) Amount Requested (cannot exceed \$5,000): 5,000

2) What is the total amount of the project? \$7,628 + tax

3) What technology enhancement are you planning to make?

Development or enhancement of a business website or social media site

Development or enhancement of an online ordering system or delivery system utilizing a web or mobile application-based service

Development or enhancement of a Point of Sale (POS) system, inventory management system, Human Resources Information System (HRIS), or account system, hardware or software that will more efficiently and effectively operate and manage the business.

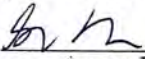
Please provide a statement as to how you see the investment in technology will enhance your ability to operate and manage your business

By upgrading our POS we will be able to receive Curbside pick up orders which will allow us to better serve our customers. It will also allow fewer 'bugs' when accepting remote orders & catering orders.

- Scope of work, proposal, or estimate for the technology enhancement.

STATEMENT OF UNDERSTANDING AND AUTHORIZATION FOR RELEASE OF

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 data practices information laws, and I am bound to comply with the guidelines of the Technology Infrastructure Investment 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: 9-21-20
Printed Name: Steven Erhard
Title: Owner

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

New POS Quote

2 messages

Alex Behrens - Next Generation Consulting <alex.behrens@ng-cc.com>
To: "subwayrachel@gmail.com" <subwayrachel@gmail.com>

Sat, Sep 19, 2020 at 7:24 AM

Rachel,

Very sorry for the delay! I've been swamped with new kiosk installs (wrapping up my last one next week) and replacing POS. Here is the quote to replace at both stores:

Hardware costs from IPC - \$3489 +tax/machine for the HP Engage one w/Enhanced mount & regular sized heavy duty cash drawer (\$58.16/month x 60). 4 total = \$13,958.40 + tax

Installations costs - \$650/store. This includes shipping the POS to my office, preparing them, installing onsite, copying existing data and verifying all components work.

Total per store - \$7628 + tax

Take care.

Alex Behrens
Next Generation Consulting
651.329.4187

Rachel Subway <subwayrachel@gmail.com>
To: Sandy Miller <smiller@westmetrorecycle.com>

Sat, Sep 19, 2020 at 7:48 AM

[Quoted text hidden]

Rachel Scherber
Operations Administrator
Waconia-Watertown Subways
c: (612) 272-6484 o: (952) 466-2600 f: (952) 466-3313

**CITY OF WATERTOWN
ECONOMIC DEVELOPMENT AUTHORITY**

RESOLUTION NO. 2020-08EDA

**RESOLUTION APPROVING TECHNOLOGY INFRASTRUCTURE INVESTMENT
GRANT DISBURSEMENT**

WHEREAS, the COVID-19 pandemic is a novel public health emergency that has resulted in unprecedented state and local response; and

WHEREAS, via Resolution #2020-05 the Watertown Economic Development Authority (“the EDA”) created the Technology Infrastructure Investment Grant program; and

WHEREAS, the EDA has received application from Watertown Pharmacy for program funds to support eligible technology investment in their business; and

WHEREAS, the EDA has received application from Watertown Subway for program funds to support eligible technology investment in their business; and

WHEREAS, the EDA finds that the investment was made during the eligible period for expenses under disbursement of the Coronavirus Relief Funds distributed to the City of Watertown and directed by the City Council for use in providing support to local businesses; and

NOW THEREFORE BE IT RESOLVED, the Watertown Economic Development Authority approves the disbursement of \$5,000 under the Technology Infrastructure Investment Grant program to Watertown Pharmacy and Watertown Subway.

Adopted by the Economic Development Authority of the City of Watertown this 24th day of September 2020.

Ken Grotbo, President

ATTEST:

Lynn Tschudi, Secretary