



## **Watertown Economic Development Authority**

Ken Grotbo  
Cory Mitteness  
Roxanne Wilmes  
Mike Walters  
Lindsay Guetzkow

10/13/2022 - Minutes

1. Roll Call

EDA Chair Ken Grotbo called the Watertown Economic Development Authority meeting to order at 8:36 am on October 13, 2022 in the Council Chambers of City Hall.

EDA Members Present: Ken Grotbo, Cory Mitteness, and Mike Walters.

EDA Members Absent: Lindsay Guetzkow and Roxanne Wilmes.

Staff Present: City Administrator, Jake Foster

2. Adopt Agenda

**MITTENESS MOVED, WALTERS SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. MOTION PASSED 3-0.**

3. New Business

3.A. Minutes - June 9, 2022 Meeting

Commissioner Mitteness noted that the motion was incorrect for the appointment of the Secretary and Assistant Treasurer position, as stated in the June 9, 2022 minutes.

**MITTENESS MOVED, AND WALTERS SECONDED A MOTION TO APPROVE THE MINUTES FROM JUNE 9, 2022 WITH THE CORRECTION TO THE MOTION OF THE SECRETARY AND ASSISTANT TREASURER APPOINTMENT AGENDA ITEM. MOTION PASSED 3-0.**

3.B. 3B - 7-14-22 - Minutes

**MITTENESS MOVED, WALTERS SECONDED A MOTION TO APPROVE THE MINUTES FROM JULY 14, 2022. MOTION PASSED 3-0.**

### 3.C. 3C - 2023 Preliminary EDA Levy

City Administrator Foster introduced the budget and subsequent preliminary levy for 2023. The commissioners were comfortable with the budget and levy as presented. Foster asked how the EDA has handled these budget decisions/recommendations in the past, and how the commissioners would like to in the future. Chair Grotbo stated that in the past the EDA would discuss the budget and recommend a budget and levy for the City Council to approve prior to them setting preliminary levies. Foster stated he would take that approach for the 2024 budget and levy.

**WALTERS MOVED, MITTENESS SECONDED A MOTION TO APPROVE THE 2023 EDA BUDGET, AND 2023 EDA LEVY. MOTION PASSED 3-0.**

### 3.D. 3D - Navarro BFI And RLF Requests

City Administrator Foster detailed the requests received from Angela Navarro from La Casita Restaurant and Bar. Foster described the programs for which Navarro has made requests; Requested were \$2,500 in Building Facade Improvement (BFI) grant funds, \$5,000 in BFI loan funds, and a \$25,000 loan utilizing the EDA's Revolving Loan Fund (RLF) program.

Foster further stated that the BFI grant and loan funds are available at a 2:1 match from the applicant. Navarro and La Catrina demonstrated \$10,141.02 in eligible BFI expenses and would have needed to show an additional \$4,858.90 in expenses to be eligible for both the \$2,500 grant and \$5,000 loan. Chair Ken Grotbo said he didn't want to see Navarro make an additional significant investment for unnecessary BFI eligible expenses only to receive the additional loan amount, but that he did support approving the BFI funds for whatever they are eligible.

**WALTERS MOVED, AND MITTENESS SECONDED A MOTION TO APPROVE THE \$2,500 IN BFI GRANT FUNDS FOR ANGELA NAVARRO AND LA CASITA RESTAURANT AND BAR. MOTION PASSED 3-0.**

**MITTENESS MOVED, AND WALTERS SECONDED A MOTION TO APPROVE BFI LOAN FUNDS UP TO \$5,000, OR WHATEVER THE MAXIMUM AMOUNT ELIGIBLE, PENDING THE DEMONSTRATION OF ELIGIBLE EXPENDITURES FOR THE ADDITIONAL FUNDS. MOTION PASSED 3-0.**

Foster then provided additional detail on the RLF request, and stated that additional information would be needed, but that he would like preliminary direction from the EDA members before he requested that information from the applicant. Foster said additional detail would need to be provided regarding collateral and for what the loan funds have been or will be spent. Furthermore, he stated that the applicant wishes to use the funds for machinery/equipment and reconstruction. The maximum loan term for machinery is 5 years, and the maximum loan term for reconstruction is 10 years.

The Commissioners expressed their support for providing the RLF loan funds. Chair Grotbo recommended that staff take the average of the funds requested for machinery/equipment and reconstruction to determine the loan term of the RLF loan.

Commissioner Mitteness reiterated the support for the loan prior to making a motion to table the item until the additional documentation could be provided and the term identified.

**MITTENESS MOVED, AND WALTERS SECONDED A MOTION TO TABLE THE RLF APPLICATION DETERMINATION UNTIL ADDITIONAL INFORMATION WAS PROVIDED AND THE LOAN TERM IS DETERMINED. MOTION PASSED 3-0.**

### 4. Updates

### 5. Adjourn

**MITTENESS MOVED, AND WALTERS SECONDED A MOTION TO ADJOURN AT 9:33. MOTION PASSED 3-0.**

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