



## Watertown Economic Development Authority

Ken Grotbo  
Cory Mitteness  
Roxanne Wilmes  
Mike Walters  
Lindsay Guetzkow

6/9/2022 - Minutes

### 1. Roll Call

EDA Chair Ken Grotbo called the Watertown Economic Development Authority meeting to order at 8:30 am on June 9, 2022 in the Council Chambers of City Hall.

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

EDA Members Absent: Lindsey Guetzkow.

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

Other Present: None.

### 2. Adopt Agenda

Grotbo recommended moving agenda item 3.E. Secretary and Assistant Treasurer Appointments up before item 3.A. January 11, 2022 Minutes.

MITTENESS MOVED, WILMES SECONDED A MOTION TO ADOPT THE AGENDA AS AMENDED BY MOVED ITEM 3.E. BEFORE ITEM 3.A. ALL PRESENT VOTED AYE. MOTION CARRIED.

### 3. New Business

#### 3.A. January 11, 2022 Minutes

Grotbo asked that the list of officers be placed in the minutes.

Mitteness inquired about past discussion that focused on future discussion and review of EDA bylaws related to responsibilities of staff and the EDA Board.

WILMES MOVED TO APPROVE THE JANUARY 11, 2022 MEETING MINUTES AS AMENDED. MITTENESS SECONDED. ALL PRESENT VOTED AYE. MOTION CARRIED.

### 3.B. BFI Grant Request - Oakwood Insurance

Jake Foster introduced this agenda item to the EDA and provided background on the item. Foster explained that the owners of Oakwood Insurance in Watertown, Cory Mitteness and Scott Koehnen, applied for grant funds through the EDA's Business Façade Improvement program.

Foster stated that the program aims to support building façade improvements to enhance the aesthetics and curb appeal of businesses within the community.

Foster said that Oakwood Insurance has completed an exterior renovation at the total cost of \$7,600.

Foster stated that at this time, owners Mitteness and Koehnen are requesting \$2,500 in BFI grant funds for the renovation project. Foster explained that no loan dollars were being requested.

Foster recommended to the EDA, that after reviewing the application and project details, that the grant fund disbursements be approved.

WALTERS MOVED TO APPROVE RESOLUTION #2021-02EDA APPROVING BFI GRANT FUND DISBURSEMENT. WILMES SECONDED. WALTERS, WILMES & GROTBO VOTED IN FAVOR. MITTENESS ABSTAINED. MOTION PASSED 3-0-1.

Walters expressed support for the program stating that this grant is in place to help community businesses. Walters hopes that other business will participate in the future.

Grotbo suggested that the EDA discuss increasing the \$2,500 during the 2023 budget discussion since cost of materials for projects continues to go up.

### 3.C. CGPI Grant Agreements - Watertown Warehouses

Jake Foster introduced this agenda item to the EDA and provided a background on the item. Foster explained that earlier in the year, the EDA applied for a Carver County Community Development Authority's Community Growth Partnership Initiative Grant program for the Watertown Warehouses economic development projects located at 709 Jefferson Ave. Foster explained that the EDA was awarded grant funds.

Foster stated that the grant program makes funds available for city use to support affordable housing, job creation, economic development, and planning in communities throughout Carver County.

Foster said that the Watertown Warehouses project is one that would convert the existing building at 701-709 Jefferson Ave. SW into 25 individual spaces to be leased to small – medium sized businesses within the light industrial space category. Foster continued that the site would have extensive work done externally including grading, stormwater upgrades, paving, etc. He estimated the total development cost to be about \$4,500,000.

Foster explained that the exterior work and much of the interior work is reimbursable activity through the Carver County Growth Partnership Initiative Grant.

Foster reviewed next steps as being the EDA and Carver County CDA entering into a grant agreement for the CGPI program and in addition the EDA and Watertown Warehouses entering into a sub-recipient grant agreement to memorialize the disbursement of funds.

Foster presented the grant agreement and the sub-recipient grant agreement that have both been reviewed by the city attorney and recommended approval.

Grotbo asked Foster to review Section 13 "Record-Keeping" of the EDA Sub-Recipient Grant

Agreement to confirm whether the wording should be "recipient" or "sub-recipient".

WALTERS MOVED TO APPROVE THE CDA CGPI GRANT AGREEMENT AND THE EDA SUB-RECIPIENT GRANT AGREEMENT. WILMES SECONDED. ALL PRESENT VOTED AYE. MOTION CARRIED.

3.D. 2022 Economic Development Day

Jake Foster introduced this agenda item to the EDA and provided a background on the item. He informed that the 2022 Watertown Economic Development Day is scheduled for June 16, 2022 between 11:30 am – 1:00 pm at the Watertown Community Center.

Foster explained that the event would include lunch and presentations from the Mayor, City Administrator and City Planner.

Foster asked the EDA if they were in support of funding the lunch portion of the event and asked if anything specific should be included in on the event.

The EDA agreed that the lunches are an EDA budgeted item.

There was discussion about rotating vendors from year to year for the event.

3.E. Secretary And Assistant Treasurer Appointments

Grotbo asked that the list of officers be placed in the minutes.

Mittness inquired about past discussion that focused on future discussion and review of EDA bylaws related to responsibilities of staff and the EDA Board.

WILMES MOVED TO APPROVE THE JANUARY 11, 2022 MEETING MINUTES AS AMENDED. MITTNESS SECONDED. ALL PRESENT VOTED AYE. MOTION CARRIED.

4. Updates

Jake Foster stated that the June 8, 2022 Town Ball Tour event was very well received and an great community event.

5. Adjourn

WILMES MOVED, MITTNESS SECONDED A MOTION TO ADJOURN THE MEETING AT 9:12 AM. ALL PRESENT VOTED AYE. MOTION CARRIED.

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