



## **Watertown Economic Development Authority**

Ken Grotbo  
Cory Mitteness  
Roxanne Wilmes  
Deborah Everson  
Lindsay Guetzkow

7/7/2020 - Minutes

1. Roll Call

The meeting was called to order at 8:35 a.m. by President Grotbo. Commissioners in attendance: Ken Grotbo, Roxanne Wilmes, Deborah Everson, and Lindsay Guetzkow. Staff in attendance: Shane Fineran, Executive Director. Guests: Michael Walters.

2. Adopt Agenda

Motion by Everson, seconded by Wilmes to adopt the agenda as presented. All present voted aye. Motion adopted 4-0.

3. New Business

3.A. Approve April 28, 2020 EDA Meeting Minutes

Motion by Guetzkow, seconded by Everson to adopt the April 28, 2020 EDA meeting minutes. All presented voted aye. Motion carried 4-0.

3.B. Coronavirus Relief Funds Grant Programs

Executive Director presented an update on the stats of the Coronavirus Relief Funds disbursed from the state. Also known as CARES Act funding, approximately \$365,000 will be made available to the city to aid in meeting the needs and expenses related to the COVID-19 pandemic. Fineran presented three program ideas that would utilize up to \$250,000 of these funds to provide assistance to small businesses.

Relief Grant: This program would provide up to \$5,000 in grant funds to eligible businesses to use for mitigation strategies or supplies related to operations in their business in reaction to the COVID-19 pandemic or revenue loss related to mandated closures.

The Pandemic Business Relief program: This is an updated version of the program that was implemented in March by the EDA that provided assistance in utility billing for local businesses. This program would provide utility assistance upon application to eligible businesses and/or assistance in licensing fees collected by the city, such as retail on-sale alcohol.

Technology Infrastructure Grant: This program would provide up to \$5,000 in grant funds to a business that made technology investments in website, e-commerce, mobile applications, HRIS systems, accounting systems, etc. that enhanced a businesses online presence, efficiencies, and or sales capabilities.

The members discussed program parameters and eligibility criteria as well as policy and application language and provided direction to staff on edits desired in the program and administration detail. Staff will make the updated changes and bring back to the EDA for formal adoption at a future meeting date.

4. Updates

5. Adjourn

Motion to adjourn made by Everson, seconded by Wilmes at 9:52. All present voted aye. Motion carried 4-0.

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