



Watertown Economic Development Authority

Ken Grotbo
Cory Mitteness
Roxanne Wilmes
Mike Walters
Lindsay Guetzkow

7/14/2022 - Minutes

1. Roll Call

EDA Chair Ken Grotbo called the Watertown Economic Development Authority meeting to order at 8:30 am on July 14, 2022 in the Council Chambers of City Hall.

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

EDA Members Absent: None

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

Other Present: None.

2. Adopt Agenda

WILMES MOVED, MITTENESS SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. MOTION PASSED 4-0. (GUETZKOW ABSENT).

3. New Business

3.A. Minutes - January 11, 2022 Meeting

MITTENESS MOVED, WALTERS SECONDED A MOTION TO ADOPT THE JANUARY 11, 2022 EDA MINUTES AS PRESENTED. MOTION PASSED 4-0. (GUETZKOW ABSENT).

3.B. Minutes - June 9, 2022 Meeting

MITTENESS MOVED TO TABLE THE EDA MEETING MINUTES FOR JUNE 9, 2022. WALTERS SECONDED. MOTION PASSED 4-0. (GUETZKOW ABSENT).

3.C. Workshops Of Watertown Building C Trunk Fee Waiver Request

Foster introduced this item to the EDA. He explained that Rob Berg, with the Workshops of Watertown,

LLC is planning to start the construction of the third building in the Workshops of Watertown project. He stated that the third building, "Building C", is proposed to be 20,000 square feet total and will be split into 18 units. Foster informed that the developer is seeking assistance through the City's business subsidy program; specifically, through the Truck Fee Waiver Program.

Foster provided information on the background of the Program that provides up to \$100,000 in assistance to eligible projects toward the City's utility truck fees at the time of construction. He said that for every 2,000 square feet of commercial/industrial space built, the City would consider a waiver of 25% of the utility trunk fee.

Foster explained that the EDA budgeted in 2022 to provide reimbursement to the City's utility enterprise funds for these charges. He stated that the proposed project work be eligible for up to a \$24,002.57 in subsidies.

Foster reviewed the process of determining the trunk fees that would be owed by the developer that would be due at the time of the building permit. He estimated it to be \$8,000.86; a reduction from an estimated fee of \$32,003.43.

GUETZKOW ENTERED THE MEETING AT 8:40 AM

Wilmes asked how the occupancy for the other two buildings was going.

Foster estimated the first building to be at capacity and the second building to be at least half full. He informed that the developer is wanting to build to third building because there is a demand.

Wilmes stated that she wants to make sure they at sites are filling up and being used.

Walters expressed support stating that the development has been creating jobs and bringing workers to Watertown.

Guetzkow explained that these types of developments and additions spur additional development.

WALTERS MOVED TO APPROVE RESOLUTION #2021-03EDA APPROVING UTILITY TRUNK FEE WAIVER ASSISTANCE. GUETZKOW SECONDED. MOTION PASSED 5-0.

4. Updates

Foster provided information on research he was doing into the EDA Bylaws. He explained that he reached out to the City Attorney for clarification on State Statute's requirement to have someone on the board serve as a designated secretary. He said that the EDA does have to designate a board member as the secretary, but that work can be designated to staff with secretary oversight.

5. Adjourn

MITTENESS MOVED, WILKES SECONDED A MOTION TO ADJOURN THE MEETING AT 8:52 AM. MOTION PASSED 5-0.

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