

**MINUTES OF THE
WATERTOWN ECONOMIC DEVELOPMENT AUTHORITY**
Regular Meeting Thursday, May 17, 2018

Ken Grotbo
Cory Mitteness
Roxanne Wilmes
Deborah Everson
Lindsay Guetzkow

1. Call to Order and Roll Call

This will be a joint meeting of the Watertown Economic Development Authority and the Commission on Aging. A quorum of the City Council may be present

Chairman Ken Grotbo called the joint EDA and Commission on Aging meeting to order at 8:32 a.m Thursday May 17, 2018 in the Council Chambers.

EDA Members present: Grotbo, Cory Mitteness, Roxanne Wilmes, Deborah Everson and Lindsay Guetzkow.

COA Members present: Jim Sandquist, Elizabeth Schulze, Lucinda Raymond, and Mayor Steve Washburn.

Staff present: City Administrator Shane Fineran, City Planner Mark Kaltsas, and Clerk/Treasurer Lynn Tschudi.

Guest: Brenda Lano with the Carver County CDA.

2. Adopt Agenda

GUETZKOW MOVED, MITTENESS SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. ALL PRESENT VOTED AYE. MOTION CARRIED.

3. New Business

A. Adopt Minutes from the February 7th, 2018 Meeting

GUETZKOW MOVED, GROTBO SECONDED A MOTION TO APPROVE THE MINUTES FROM FEBRUARY 7, 2018. ALL PRESENT VOTED AYE. MOTION CARRIED.

B. Administrative Agreement for the Emergency Loan Program

Fineran stated this is the final piece for the housing stock program offered by the EDA. The Emergency Loan rehab program is available for homeowners who need to make life safety improvements to their home. This program is available to anyone at 100% of the median income or lower. This is a revolving loan paid back to the EDA over 120 months. The Carver County CDA is willing to be the administrator for this program. Fineran stated there has been \$50,000 budgeted for this program. Both the applicants and the EDA will be responsible for an application fee for each loan administered.

Guetzkow is looking forward to the roll out of this program as there is a need for it in the community. EDA members discussed the advertising of the program.

MITTENESS MOVED, GUETZKOW SECONDED A MOTION TO APPROVE RESOLUTION #2018-02EDA, APPROVING WATERTOWN EDA REHABILITATION LOAN PROGRAM ADMINISTRATIVE AGREEMENT WITH THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY. ALL PRESENT VOTED AYE. MOTION CARRIED.

C. Housing Needs Analysis

Fineran started off the round table discussion between the EDA and COA on the housing needs studies provided by Maxfield Research and Carver County CDA. He provided background on previous market studies conducted in Watertown as well as current market research on senior housing needs. Fineran stated that affordability for the senior or empty nest families is a concern. The hope for the study was to give the EDA a background on the housing needs for Watertown and to direct the goals of the group on the senior housing discussion.

COA members expressed the need for senior affordable living and the fear that residents will move out of Watertown to find this type of housing.

Washburn asked the EDA if they agree that there is a need for more senior housing and what type of housing need do they see in the future. Grotbo stated that Watertown needs to see more rooftops before it sees the industrial development. He would like to see the EDA make the housing priority for now. He sees opportunity with making the housing priority. Fineran added that when the EDA was developed, they were responsible for housing redevelopment as well as economic development. Guetzkow would like to see the EDA focus on offering housing to the rental market since Watertown has a great need for that currently. Washburn would like to see more high density apartments so that there is no competition with current developers. Mitteness likes the idea of condominiums so that elderly will own an asset. EDA and COA discuss the condo concept.

Grotbo summarized that the EDA will make senior housing in Watertown their focus and directs staff to research how to accomplish this goal. Everson suggested contacting realtors and developers to find trends in the real estate market. Guetzkow said connecting with county agencies would be helpful as well.

Kaltsas emphasized the need for a vision statement as well as asking Watertown residents what they want for housing.

D. Carver County CDA Forest Hills Sketch Plat

Fineran provided background on the 20 acre parcel acquired by the CDA for development in the Forest Hills neighborhood. Brenda Lano walked through the proposed housing styles for the Forest Hills plat. The vision is for a variety of slab on grade, twin homes, and senior apartments. She expressed the need for financial assistance from the City to complete the project. Fineran said the approximate cost to construct Paul Avenue as a collector street would be \$500,000, and about \$2M with all infrastructure included. EDA discussed the costs of investing in future development.

The COA and EDA agreed that the CDA ghost plat is definitely the direction in which the City would like to go.

Brenda updated on the small cities grants. The commercial aspect is in full swing with many of the downtown businesses taking advantage of this program.

4. Adjournment

EVERSON MOVED, WILMES SECONDED A MOTION TO ADJOURN THE MEETING AT 10:12 AM. ALL PRESENT VOTED AYE. MOTION CARRIED.