



THE CITY OF
WATERTOWN
Redevelopment Authority for the City of Watertown
Turning Opportunity into Results

Wednesday May 18, 2022

7:00 pm

In-PERSON/VIRTUAL MEETING

Council Chambers, City Hall

By Phone or GoToMeeting:

<https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412

Access Code: 471-703-029

All public participants' phones will be muted during the meeting except during the public comment period where applicable.

RDA STRATEGIC PRIORITIES

- 1) 100-W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

AGENDA

1. Pledge of Allegiance
2. Roll Call
 - a. Present: Salas, Ruetten, Bartz, Kuenzi, Zastrow, Zimmermann
 - b. Absent: Marchant
3. Determination of Quorum and Call to Order
4. **Review/Approve:** Minutes of Previous Meetings – April 20, 2022
 - a. Zastrow motioned to approve, seconded by Zimmermann. Minutes approved unanimously.
5. Public Comment
 - a. No comments were presented.
6. Special Guest Question and Answer: Mark Stevens, City of Watertown Finance Director
 - a. Stevens talked about the City's procedures for processing RDA financial reports and interfacing with RDA Executive Director. Offered to move to quarterly billing for Executive Director cost-share and to give quarterly updates to the RDA board.
 - b. Stevens discussed the approach for handling Town Square construction payment requests.
 - i. DNR Stewardship grant funds would be exhausted first, followed by WEDC grant funds, followed by Foundation funds, with the City's commitment to be "last dollar in".
7. Status Reports
 - a. Community Support/Communication – Mueller
 - i. Social media and web analytics
 1. Mueller shared key statistics on website and social media reach, mentioning that releases regarding the Elias Inn were extremely successful.
 - b. Common Council Update – Ruetten
 - i. Ruetten provided update on decision to use ARPA funds to do a mill and overlay along Main Street.
 - ii. Salas asked whether it would be beneficial to have RDA updates provided to the Council, especially as Town Square construction progresses. Ruetten believed that it would be helpful.
 - c. Historical Installation Task Force – Zimmermann

- i. Zimmermann talked about the design task force's work on determining categories of Watertown's history to feature. He also mentioned that the group would be working to compile a number of pictures to choose from for the installation.
 - ii. Allon said he had met with a signage contractor that does similar installations to gauge whether the project is feasible given the budget. They felt that it was in good shape to move forward. Smithgroup will be producing a design document to take out to bid for the work.
 - d. Executive Director Update – Allon
 - i. Town Square Construction
 - 1. Michels should be finishing up with sheeting on the 19th and is in good shape to be out of the water by the June 6 deadline.
 - 2. Storm sewer materials should be delivered on site next week and work will begin on that.
 - 3. Construction delay due to the bridge cost roughly \$1,500/day for Michels' equipment on site. Waiting for final numbers.
 - 4. Allon discussed the additional costs for construction design put together by Smithgroup.
 - a. Zimmermann brought forth a motion to approve the additional costs as amendments to the existing contract with Smithgroup. Zastrow seconded.
 - i. Roll call vote: Salas – Aye, Ruetten – Aye, Bartz – Aye, Kuenzi – Aye, Zastrow – Aye, Zimmermann – Aye.
 - ii. Motion unanimously approved.
 - ii. Town Square Programming
 - 1. Watertown Regional Medical Center and the Joseph and Sharon Darcey Foundation each donated \$150,000 to create the Future Fund for programming on the Town Square.
 - iii. New revolving loan fund application
 - 1. Received a new loan request for \$41,000 for exterior improvements from a previous borrower. Allon will forward that request on to the board.
8. Review and possibly approve Resolution 2201 to Grant Distribution Easement Underground to Wisconsin Electric Power Company.
 - a. Zastrow motioned to approve, seconded by Kuenzi. Resolution approved unanimously.
9. Review and possibly approve loan request for TREX LLC in the amount of \$28,000.
 - a. Zastrow motioned to approve, seconded by Zimmermann. Roll call vote: Salas – Aye, Ruetten – Aye, Bartz – Aye, Kuenzi – Aye, Zastrow – Aye, Zimmermann – Aye.
 - b. Loan request unanimously approved.
10. Review and possibly approve Loan Agreement with Greater Watertown Community Health Foundation in the amount of \$675,000.
 - a. Ruetten motioned to approve, seconded by Zastrow. Roll call vote: Salas – Aye, Ruetten – Aye, Bartz – Aye, Kuenzi – Aye, Zastrow – Aye, Zimmermann – Aye.
 - b. Loan agreement unanimously approved.
11. Review and possibly approve March financial report and, if available, April financial report.
 - a. Zastrow motioned to approve, seconded by Ruetten. Financial reports approved unanimously.
12. Future possible agenda items.
 - a. Salas requested construction budget updates and statements that reflect RDA project funds held outside the accounts reflected in the City-provided financial reports.

- b. Salas requested follow up on communicating RDA/Town Square updates to the Common Council.

13. Adjournment.