



TOWN SQUARE PROGRAMMING COMMISSION AGENDA

WEDNESDAY, MARCH 19, 2025 AT 12:00 PM

514 S. FIRST STREET, WATERTOWN ROOM

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

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

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Review and Approve February Minutes

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review Budget Modification Memo

B. Review and approve financial report

4. CITIZENS TO BE HEARD

Each individual who requests to address the Council will be permitted up to three minutes for their comments.

5. BUSINESS

A. Discuss private events options & contacts

B. Discuss options for non-profits to make back fees

6. EVENT COORDINATOR'S REPORT

A. Review Coordinators Report Updates on Programming

B. Discuss topics for agenda for next month

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



TOWN SQUARE PROGRAMMING COMMISSION MINUTES

WEDNESDAY, FEBRUARY 19, 2025 AT 12:00 PM

514 S. FIRST STREET, WATERTOWN ROOM

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

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

1. **CALL TO ORDER at 12:02pm by Brian Konz. Present: Hertel, Schneekloth, Bartz, Konz, Kaufmann, Juhl, Butteris. Not Present: Zimmerman**
2. **REVIEW AND APPROVAL OF MINUTES**
A. Review and approve January Minutes - Hertel motioned to approve, Schneekloth seconded
3. **REVIEW AND APPROVAL OF FINANCIAL REPORTS**
A. Review and approve financial reports - noted that the \$50, 000 in fund 66 was not an amount we will receive this year as we received it last year instead. Kaufmann motioned to approve, Hertel seconded
4. **CITIZENS TO BE HEARD**
Each individual who requests to address the Council will be permitted up to three minutes for their comments. None present
5. **BUSINESS - No new Business - Put the discussion of privately hosted events discussion on next month agenda. Also possibility of non-profits doing a 50/50 raffle at concerts to help offset the cost of being a vendor.**
6. **EVENT COORDINATOR'S REPORT**
A. Event Coordinators Report - Discussed grants – Kwik Trip Grant, Chamber is a no for this year.
 Maintenance – Quotes for Main Stage – Solar idea is out of budget
 Rotary – looking to assist again this year however there is hesitation on participation because of the rain outs and lack of attendance at those which will cause them to lose money.
 Ordinance updates– we have to redraft and send back to City Atty
 Include sponsors for other events
7. **ADJOURNMENT - Konz motioned to adjourn, Hertel seconded**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

MEMO

Parks, Recreation, and Forestry Department

To: Finance Committee

From: Kristine Butteris, Director of Parks, Recreation, and Forestry

Date: 3/5/2025

Subject: Fund 26 Budget Modification

Background

During the fundraising for the Bentzin Family Town Square, there were pledges made over a certain number of years. The last year of all pledged amounts was 2024. In the budgeting process for 2025, the \$50,000 that was in contributions was an error and was received in 2024.

Budget Goal

Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

There will be a \$20,000 difference which will be a reduction to the fund balance.

Recommendation

We recommend adding \$28,000 in non-taxable revenue to 26-44-62-10 and \$2,000 in taxable revenue to 26-44-62-11 and removing \$50,000 in future fund contributions in 26-44-62-66.

Motion: to accept the budget modifications to the TS Future Fund.

COORDINATOR'S REPORT

March 2025

Section 6, Item A.

Current list of Events

Attached to packet



NEW Grants & Sponsorships Update

May 31, NEW Dueling Pianos – Brisc Plumbing \$500 Beverage Sponsor
June 21, Ask Your Mother – Holz \$500 Beverage Sponsor
July 13, Kids Fest – Bank of Lake Mills \$2500 Event Sponsor
July 20, Cousins Maine Lobster & Eagles Tribute Band – Holz \$500 Beverage Sponsor
August 23 Glow Fun Run – Slumberland \$1000 Event Sponsor; Brisc \$500 & Bank of Lake Mills \$500 T-shirt Main Sponsors
October 25 – Ixonia Bank \$1000 Kids Activities Sponsor
Make Your Business Sparkle sign ups \$200 each: WUSD, Bank of Lake Mills, Fisher Barton, Immanuel Lutheran
*see list sponsorship needs still outstanding

Maintenance Updates at the Square

Discuss quote from RJ Construction
New Taupe Boards 10ct with folding legs

In Progress

Continue to update permits and applications for reservations/rentals of the square