



## REDEVELOPMENT AUTHORITY MEETING AGENDA

WEDNESDAY, FEBRUARY 15, 2023 AT 5:30 PM

CITY HALL, LOWER LEVEL ROOM 0041, 106 JONES STREET

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### IN-PERSON/VIRTUAL MEETING

**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

#### 1. PLEDGE OF ALLEGIANCE

#### 2. ROLL CALL

#### 3. DETERMINATION OF QUORUM AND CALL TO ORDER

#### 4. APPROVAL OF PRIOR MEETING MINUTES

A. Approval of January 18, 2023 Meeting Minutes

#### 5. OPENING FOR PUBLIC COMMENT

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

#### 6. STATUS REPORTS

A. Community Support/Communication - Mueller

1. Social Media and Web Analytics Update

2. City Connection Update

B. Common Council Update-Ruetten

C. Executive Director Update

1. Town Square Construction

a. Work in Progress Update

b. Budget and Funds Update

2. Town Square

a. Grand Opening Planning

b. Programming Event Coordinator Status

3. Revolving Loan Fund Update

a. Application Update-Zastrow/Becker

b. Banking Status Update

4. Historic Art Wall Status Update-Zimmerman/Mueller

#### 7. BUSINESS

A. Change Order-Review and Possible Action

a. Bike Racks Invoiced-1/30/23

B. Financial Institution Authorized Signatures

a. Approve Changes-Review and Possible Action

#### 8. FUTURE POSSIBLE AGENDA ITEMS

## **9. ADJOURN**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*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*



**Redevelopment Authority for the City of Watertown**  
Turning Opportunity into Results

**Wednesday, January 18, 2023**

5:30 pm

In-PERSON/VIRTUAL MEETING

Room 0041, City Hall

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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: Becker, Salas, Kuenzi, Bartz, Zimmermann, Zastrow, Wagner
  - b. Absent: Marchant, Ruetten
  - c. Also Present: Dan Rahfaldt and Brian Konz
3. Determination of Quorum and Call to Order at 5:32 pm
4. **Review/Approve:** Minutes of Previous Meetings – December 7, 2022
  - a. **Zimmermann motioned to approve. Zastrow seconded the motion. Minutes were unanimously approved.**
5. Public Comment
  - a. No public comment.
6. Potential Board Member Changes – Review & Action
  - a. RDA Board Changes
    - i. Marchant tendered official resignation from the Board.
    - ii. Ryan Wagner, appointed by Mayor McFarland, will come in as vice chair. Salas will assume role of board chair.
    - iii. **Zastrow motioned to approve. Kuenzi seconded the motion. Salas elected chair, Wagner vice chair. Motion passed unanimously.**
7. Status Reports
  - a. Mueller reported on website, press releases, videos, and Facebook.
  - b. Bartz provided update on City Council activities and Spring elections.
  - c. Historical Wall Update – Zimmermann/Becker
    - i. Site visit with Sign Art Studio (firm selected to design/build history wall). Sign Art working on design. Zimmerman/Mueller providing potential history narrative and photos. Installation projected for Summer 2023.
    - ii. In addition, Sign Art is making recognition plaques for Town Square which will be installed prior to Grand Opening (May 20). Town Square sign committee: Zastrow and Zimmerman with Tony Meyers (CM-Maas Bros.) and Becker finalized plaque locations.
  - d. Executive Director Update - Becker

- i. Town Square
    - 1. Final electrical component installed. We Energies will activate week of 1/23. Railings installed. Fencing will remain up to preserve landscaping and for safety for now.
    - 2. Town Square budget. Becker will provide final numbers at the February RDA meeting including financials on the Future Fund.
    - 3. Grand Opening scheduled May 20. One day event with music, food, ribbon cutting, games, etc. A Grand Opening ad hoc committee has been formed to plan/execute.
    - 4. Programming Event Coordinator Status – Candidate has been selected. 30 candidates applied, 5 interviewed, 4 showed up. Next step: Formal offer extended.
    - 5. A Town Square Committee will be selected once Programming Event Coordinator is in place.
  - ii. TWall Project Update
    - 1. February 12 will end TWall's final 60-day extension. Details of TWall project available after that date.
  - e. Revolving Loan Fund – Zastrow
    - i. Zastrow/Becker met to review the Loan Program. Zastrow/Becker will be meeting with banks to reexamine program rates given the status of rising interest.
    - ii. Two potential loan applications pending. Becker will inform applicants when loan program will be reactivated.
  - f. Change Order – Becker
    - i. Bike Racks and Fencing change orders reviewed.  
**Zastrow motioned to approve, Kuenzi seconded the motion.**  
**Approve both change orders. Motion passed unanimously. Salas abstained.**
  - g. Future Fund Transfer – Becker
    - i. "Property Management Agreement between the City of Watertown and The City of Watertown Redevelopment Authority" reviewed.
      - 1. Becker noted in Section 2.1 this wording is removed: "as well as to a sub-committee which shall be created by the Park, Recreation & Forestry Commission." Clarification: The full-time staff person shall report to an independent committee that will oversee the programming and activities of the Bentzin Family Town Square.
      - 2. Page 4: Nate Salas replace Robert J. Marchant as Chairperson.  
**Salas motioned to approve, Bartz seconded the motion.**  
**Approve the Amendments to the document. Motion passed unanimously.**  
  
**Salas motioned to approve, Wagner seconded the motion.**  
**Approve the "Property Management Agreement between the City of Watertown and The City of Watertown Redevelopment Authority". Motion passed unanimously.**
8. Adjournment at 6:17 pm  
**Kuenzi motioned to adjourn, Wagner seconded the motion. Motion carried unanimously.**  
**Meeting adjourned.**

Mason,

- The power is on at Town Square.
- The steel railings and guardrails have been installed.
- We are waiting for a little warmer weather to get the click lights installed in the stair handrails, if you notice some wire coiled up hanging under the railings that is what it is for.
- We are waiting for the river to fully freeze or open back up to weld the steel clips to the steel sheet piling at the Sea Wall for the dock installation. Unfortunately, the ice isn't safe enough to work off of it yet, and depending on the weather that may not happen this winter.
- Once spring decides to happen, we will have the following items to complete:
  - Finish landscaping work.
  - Install the steel water service vault enclosure.
  - Finish wiring the water feature, turn on, program, and test the fountain.
  - Finish wiring click lights in the stair railings.
  - Install signage plaques throughout the site that are currently being designed.
  - Install the kayak dock.
  - Install the Art Wall once fabrication is completed sometime in mid June 2023.
- The police Chief is working to have the cameras installed. I'm not sure what the status of that work is right now.

Thanks,

**Tony Meyers**

Maas Brothers Construction Co., Inc.

Ph: 920-261-1682 ext. 107 | Mobile: 920-285-0744

## Change Order

**Project:**  
22120 Town Square RDA

**Change Order: 10**  
**Date: 1/30/2023**

**Architect's Project:**

**To Contractor:**  
Maas Bros. Construction Co., Inc.  
410 Water Tower Court  
Watertown, WI 53094

**The Contract is changed as follows:**

CE#28- (2) Additional Bike Racks

20 CE#28 - (2) Additional Bike Racks	\$1,614.84
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The original Contract Amount was	\$3,426,896.84
Net change by previously authorized Change Orders	\$174,693.49
The Contract Amount prior to this Change Order was	\$3,601,590.33
The Contract will be increased by this Change Order in the amount of	\$1,614.84
The new Contract Amount including this Change Order will be	\$3,603,205.17

The date of Substantial Completion as of the date of this Change Order therefore is

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACT AND OWNER.**

ARCHITECT  
233 N Water St  
Milwaukee, WI 53202

Maas Bros. Construction Co., Inc.  
CONTRACTOR  
410 Water Tower Court  
Watertown, WI 53094

City of Watertown  
OWNER

(Signature)

(Signature)

(Signature)

By

By

By

Date

Date

Date

*Nathan Salas*

Nate Salas

1-31-23