

**Wednesday October 6, 2021**

6:30 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) ~~400 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.

**MINUTES**

1. Pledge of Allegiance
2. Roll Call
  - a. Present: Rob, Brad, Nate, Brad, Chris, Dan, Dave
3. Determination of Quorum and Call to Order
4. **Review/Approve:** Minutes of Previous Meetings – July 21, 2021 and August 31, 2021
  - a. Zastrow motioned to approve, Bartz seconded. Motion passed unanimously.
5. Public Comment
  - a. One member of the public commented. The individual requested the RDA consider advocating for freeing up parking in the Downtown, particularly as it relates to the city-owned parking lot on 1<sup>st</sup> Street. Additionally, the member requested the RDA consider assisting a business on Water Street in relocating to another area of Watertown in order to free up street parking near the forthcoming Town Square area.
6. Status reports
  - a. Community Support/Communication – Mueller
    - i. There are a number of announcement forthcoming.
    - ii. There is a new video case study on the RDA website about a project that was financed using the revolving loan fund.
    - iii. The library now has a new informational sheet for people who have questions about the Town Square and TWall developments.
    - iv. There was some interactive, facebook live posts and events that were put on as well.
  - b. Common Council update – Ruetten
    - i. Restoration and reconstruction of seawall and plaza across from the Town Square has had some positive movement.
      1. Salas inquired if there was an opportunity or if there was any discussion regarding cost savings with construction happening across the river? Ruetten will take that question back to council.
    - ii. City recently completed a pay study to see how competitive our pay rates are. There will be an increase in salaries to remain competitive.
  - c. Fundraising – Zimmerman, Allon

- i. There has been a private individual committing to a \$250,000 sponsorship for the River Plaza. Fisher Barton has committed to sponsoring the performance plaza. Another private individual is sponsoring the shade structure and another person is sponsoring a park bench. Rosy Lanes Holsteins has made a contribution as well. There are some other sponsorships that are still in the works.
  - ii. Allon will meet with SG to go over all the donation acknowledgements and come up with a tentative design approach to bring back to the RDA.
  - iii. **Discuss and potentially take action:** Formation of Historical Interpretive Element Design Task Force
    - 1. There is a donor who desires to have an educational piece talking about the history of Watertown and Main Street. If the person makes the contribution, the RDA should be ready to go with a task force. Donor would financially support the entire cost of the element.
    - 2. Salas motioned to commission a task force to lead the design initiative of this element. Zastrow seconded. Motion passed unanimously.
- d. Executive Director update – Allon
- i. Town Square
    - 1. Permitting Status
      - a. Ch. 30 permitting was tentatively approved pending any comments that come back in the 30-day public notice period. That notice period ends Saturday, October 16.
      - b. Notice of Intent (DNR general permit for stormwater discharge from a construction site was submitted roughly a week ago).
      - c. DNR is using WAM grant funding to perform additional soil characterization on the Town Square site and have hired AECOM independently. They are scheduled for November 18 to be on site (unless something opens up sooner). They'll be sampling twice, once at that date and then again likely in February. A final report is expected in mid-late March.
      - d. Marchant asked what implications there might be if further contamination is found.
      - e. Sigma, the environmental remediation consultant hired by the RDA, finished up a soil management plan for smithgroup for environmentally contaminated soils about a week ago. That plan would account for any issues if further contamination is found.
      - f. SmithGroup, TWall and We Energies met again this afternoon and worked through transformer locations on the square.
      - g. There have been a couple coordination meetings with the Library's architect to make sure everyone is on the same page with how the new curbless water street interfaced with the Library's reconstruction. As the square gets into construction, there will be regular meetings with them to keep them appraised.
    - 2. Construction Management services
      - a. The request for proposals was made public on September 24, deadline for questions was the 5th, and the deadline for receiving proposals is October 14.
        - i. There was interest from four contractors so far. The RFP is posted on the RDA website, QuestCDN and VendorNet.

- b. In terms of whether or not we should contract out for these services, SG did say there was some overlap since their scope already includes site visits. They said the number of visits can always be adjusted further if conditions warrant. Their thought was that a general contractor would maintain full-time presence on site and would communicate with both the City and SG. Review of issues like change orders, substitutions and requests for information are included in SGs scope. They pointed out that their review of change orders wouldn't include a 5% markup as CM services might. They also acknowledge that, while one of the benefits of having a CM come in is that they will evaluate construction documents to see if there can be any cost-reductions or value added by making materials or methods substitutions, there would be some costs associated with that with SG having to coordinate with them on those requests. They saw their role, in those instances, as having the RDA's best interest at heart and making sure the RDA gets the Cadillac version of the square and not something less.
  - c. The benefits of hiring a CM is that value engineering where the CM comes through to look at where we might be able to save on costs. Additionally, a CM would essentially replace the GC on this project. So the cost outlay would likely be fairly similar. GC's usually have a 10% fee. Under the previous approach, the GC hires subcontractors of their choosing without our input and the proposal they give the RDA may have hidden markups. Under the CM approach, subcontractors are chosen independently of the CM contract, so there are no hidden markups and they can be chosen with additional input.
  - d. Marchant mentioned that there doesn't seem to be a reason that we should prematurely shut down the process. We can wait until the proposals come in and then review to see if we should proceed.
  - e. Marchant suggested having a small body to evaluate the proposals received.
    - i. Marchant, Ruetten and Kuenze will lead the review process.
    - ii. Salas is recusing himself from any discussion or decision making processes regarding CM proposals.
3. DNR grant award
- a. The total tentative award is a little over \$900,000.
  - b. Any amount over \$250,000 has to get approved by the State's Joint Finance Committee through a 14-day passive review. That would have a review period that ends mid-late November.
  - c. If an objection is raised during that review period, then it has get brought back to JFC for further review. Those can be hard to get back on the schedule and have taken anywhere from 2 – 18 months.
  - d. A challenge with that is that the grant won't retroactively fund construction, so anything the RDA plans to use those funds for has to wait until it's approved.
  - e. If an objection is registered, the RDA can reduce it requested amount to \$250,000 to forgo a JFC review.

- f. CDI application. WEDC has had their initial review of the project. They liked what we're doing and sent out a formal application request.
  - ii. TWall Development Agreement and next steps
    1. Public notice of CUP went out this week.
    2. Pre-Site Plan review w/ city staff
    3. CUPs and PUDs are stepping through their processes
    4. Plan is still to tentatively break ground in March.
7. Discuss Project Grant Request – Allon
  - a. Request was submitted for a \$2,000 grant to help fund a project downtown.
  - b. The applicant has previously made use of the RDA's revolving loan program and has been shown to be a responsible borrower.
  - c. Zastrow motioned to approve the grant contingent upon RDA receipt of a project budget. Salas seconded. Motion passed unanimously in a roll-call vote.
8. **Review/Approve:** July, August, reports.
  - a. CD at Ixonia was not renewed at the end of August. The CD at Bank of Lake Mills is up for renewal at the end of October and will not be renewed either.
  - b. Ruetten motioned to approve reports. Marchant seconded. Motion passed unanimously.
9. Future possible agenda items.
  - a. Salas adds town square governance and programming to the next agenda.
10. Next meeting date and time.
  - a. Monday November 15 at 6:30 pm.
11. Adjournment.
  - a. Ruetten motioned to adjourn, Kuenze seconded. Motion carried unanimously.