

Wednesday December 7, 2022

5:30 pm

In-PERSON/VIRTUAL MEETING

Room 0041, 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, Kuenzi, Bartz, Zimmermann, Zastrow
 - b. Absent: Marchant
 - c. Also Present: Mayor Emily McFarland; Mason Becker, RDA Executive Director; Mark Stevens, City Finance Director/Treasurer; Steven Chesebro, City Attorney
3. Determination of Quorum and Call to Order at 5:33 pm
4. **Review/Approve:** Minutes of Previous Meetings – May 18, 2022 and June 15, 2022
 - a. **Zimmermann motioned to approve. Bartz seconded the motion. Minutes were unanimously approved.**
5. Public Comment
 - a. No members of the public present.
6. Transition Updates
 - a. Staffing Update - McFarland
 - i. Salas thanks McFarland and Zastrow for working through details of the Town Square in the absent of an RDA Executive Director.
 - ii. McFarland introduced Mason Becker – RDA's new Executive Director
 - b. Town Square Update - McFarland
 - i. Town Square progress: items received, ordered, delayed, installed.
 - ii. McFarland – Water Street was designed with no road markings. If markings needed per PD, City Engineering team will put in their 2023 budget and complete.
 - iii. May 20, 2023 – Bentzin Family Town Square opens.
 - iv. Maas will be billing hourly now.
 - v. Fence rental ends January 13, 2023. Fencing might still be needed for safety.
Zastrow motioned to have Becker order fencing if need is determined. Kuenzi seconded the motion. Motion passed unanimously.
 - vi. Programming Events Coordinator (Bentzin Family Town Square) - Recreation, Parks, and Forestry Department is posted.

City is responsible for 75% of salary/benefits, RDA 25%.

Zimmermann volunteered to represent the RDA during the interview process.

- c. Historical Wall Update - Becker
 - i. Met with Sign Art Studio – Vendor selected for design/construction of History Wall. Scheduled install date: June 2023.

 - d. RDA Financial Management Update – Stevens
 - i. Bills are paid. Working with banks to add Becker as a signer to accounts.
 - ii. Payoffs: DS Johnson made final payment on schedule. Lindborg/Schempf building paid off \$100,000 early.
 - iii. Revolving Loan Fund now has \$100,000 funds. RDA will reassess program.
 - iv. City's general fund will be paying RDA Executive Director salary/benefits.

 - e. TWall Update – McFarland
 - i. Will be executing second (and final) 60-day extension notice on December 14 to expire February 12, 2023.
7. Transfer of Ownership – McFarland
- a. **Zastrow motioned to approve: “Resolution to Execute Quit Claim Deed to Transfer Ownership of the Bentzin Family Town Square to the City of Watertown”. Zimmermann seconded the motion. Roll call passed unanimously.**
 - b. Discussion of: “Resolution to Approve Property Management Agreement”. Additions/changes including: “Town Square Program Director will work with an Oversight Committee”, will be added to the Resolution. Suggestions e-mailed to Becker by 12/21/2022. Vote postponed until next meeting.
8. Approve Change Orders (from Maas Bros. Construction) – McFarland
- a. **Zastrow motioned to process Change Order 7 & 8. Kuenzi seconded the motion. Motion passed unanimously. Salas abstained.**
9. Adjournment at 6:38 pm
- Zastrow motioned to adjourn, Kuenzi seconded. Motion carried unanimously. Meeting adjourned.