

CITY OF WATERTOWN MEETING NOTICE

FOR THE WEEK OF: May 8, 2017

TO: Daily Times, Alderpersons, Dept. Heads

DATE: May 5, 2017

MONDAY, May 8, 2017

WATERTOWN COMMUNITY CABLE 984 & 985

Cable Studio, Lower Level, 106 Jones Street

10:30 A.M.

1. Call to order
2. Minutes of previous meeting
3. Complaints, Concerns & Comments
4. Media Coordinator Reports
 - a. Budget Report
 - b. Production Report
5. New Business
 - a. Volunteer Plan draft
 - b. 2018 Budget discussion
6. Closed Session per Wis. Stat. §19.85(1)(c) to discuss performance evaluation
7. Reconvene to Open Session
8. Next meeting
9. Adjournment

Senator Scott Fitzgerald

Council Chambers, 2nd Floor, 106 Jones Street

12:30 P.M. – 1:30 P.M.

1. Listening Hour

SITE PLAN REVIEW COMMITTEE

Room 2044, 2nd Floor, 106 Jones Street

1:30 P.M.

1. W6904 Silver Creek Road – Jeff Schoechert – Self Storage Facility
2. Hunter Oaks Boulevard – Charlie Boysa – Preliminary Review of Proposed Duplexes
3. Site Plan Review Minutes – February 27, 2017

PLAN COMMISSION

Council Chambers, 2nd Floor, 106 Jones Street

4:30 P.M.

1. Public Hearing – City of Watertown – Welcome Signs
2. N8791 Jefferson Road – Sarah Seibt – Township Preliminary CSM
3. 716 Emmet Street – Brad & Margaret Hayes – Preliminary CSM – Request to move property line
4. 703 Sutton Drive & 602 Cobblestone Way – Samuel Wood – Preliminary CSM – Request to Combine Lots
5. Hunter Oaks Boulevard – Charlie Boysa – Preliminary Review of Proposed Duplexes
6. Plan Commission Minutes – April 24, 2017

POLICE & FIRE COMMISSION

Room 2044, 2nd Floor, 106 Jones Street

4:30 P.M.

1. Police
 - a. General update
2. Fire
 - a. General update
 - b. Review & certify New Lieutenant's promotional list

- c. Appointment of new firefighter
- d. Time line for new firefighter testing

FINANCE COMMITTEE

Room 2044, 2nd Floor, 106 Jones Street

5:30 P.M.

1. Review & approve equipment purchase
2. Discuss and approve Dark Store resolution
3. Review & approve Successor CUP Fees – Reduction of fees from \$500.00 to \$100.00
4. Review & approve City Financial Support of a WisDOT STP Funding Application
5. Closed Session per Wis. Stat. §19.85(1)(c) to discuss Personnel Matter
6. Reconvene to Open Session
7. Discuss & approve carpet recycling – Y's Way
8. Review & approve plumbing repairs for Fire Department
9. Review & approve Fire Department hourly rates for equipment use
10. Review & approve advertising for Assistant Water Systems Manager position at Wastewater

TUESDAY, May 9, 2017

REDEVELOPMENT AUTHORITY

Room 2044, 2nd Floor, 106 Jones Street

8:00 A.M.

1. Pledge of Allegiance
2. Roll Call
3. Determination of Quorum and Call to Order
4. Minutes of Previous Meeting(s) – Discuss & approve
5. Public Comment
6. RDA Training Segment #4 – Nuts & Bolts of Tax Increment Financing – K. Fish
7. Status Reports
 - a. Loan review team – Zastrow
 - b. Business opportunity portfolio – Salas
 - c. Community support/communication – Lampe
 - i. Talking points for community conversations – Salas comments from Main Street Matters event
 - d. Common Council Liaison – Maron
8. Amended Resolutions: Operational & Commercial Rehab Revolving Loan Fund
9. Choosing a bank – Action
10. Hotel Development Memorandum of Understanding
11. Downtown Parking – Discussion
12. Update on Insurance
13. Future agenda items
 - a. Housing – current situation in Watertown
 - b. Redevelopment documents – priority & phasing discussion
14. Next meeting date & time
15. Adjournment

EMPLOYEE ADVISORY COMMITTEE

Room 0008, Lower Level, 106 Jones Street

8:30 A.M.

1. Call to order
2. Roll call
3. Approval of minutes from last meeting

4. Old Business
 - a. Update on Worksite Wellness Program
 - b. Employee Recognition Program
5. New Business
 - a. Review purpose of EAC and role of EAC Members
 - b. Feedback regarding the EAC Committee
 - c. Strategic Plan for City of Watertown
 - i. Department Efficiencies
 - ii. Cost Saving Measures
 - d. Vacation Carry Over
 - e. Comments & suggestions received from employees
6. Next Meeting – July 11, 2017
7. Adjournment

WEDNESDAY, May 10, 2017

LICENSING BOARD

Room 2044, 2nd Floor, 106 Jones Street

4:15 P.M.

1. Call to order
2. Approve minutes from April regular meeting
3. Closed Session per Wis. Stat. §19.85(1)(b) to discuss specific license
4. Reconvene to Open Session to announce decision
5. Review communication from Shannon Christian & the document titled “AGREEMENT SURRENDERING LICENSES” signed by Shannon Christian on Jan. 27, 2017, to make decision regarding status of beverage operator license.
6. Closed session per Wis. Stat. §19.85(1)(b) to discuss operator license of Shannon Christian
7. Reconvene to open session to announce decision
8. Special Event License, Watertown Rotary Club, event in N. First Street parking lot, June 23, 5:00 p.m. to 10:30 p.m.
9. Review & make recommendation on renewal retail applications submitted on or before April 15, 2017
10. Discuss Municipal Code Chapter 220 Alcohol Beverages & Other Beverages and Chapter 24-17 Licensing Board Duties/Establish Sub-Committee
11. Bartender applications
12. Monthly Police activity update

AIRPORT COMMISSION

1741 River Drive

5:15 P.M.

1. Minutes from April, 2017 meeting
2. April bills
3. Manager’s Report
4. Old Business
 - a. Real Estate purchases – update
 - b. Darcey Park – update
 - c. Expiring Stiles Hangar leases – update
 - d. Citation Jet on a monument & fund raising ideas – update/McDonald’s billboard
 - e. Airport contract which expired April of 2017
 - f. Land Use Zoning Ordinance
 - g. Kurt Barnhart letter of intent to purchase hangar – address is 1763 River Drive - update

TOURISM COMMISSION

Room 2044, 2nd Floor, 106 Jones Street

8:00 A.M.

1. Call to order
2. Review & approve April minutes
3. Old Business
 - a. Approve Financials
 - b. Marketing Plan
 - i. Watertown Visitors Guide
 - ii. 2017 Ads
 - iii. Jefferson County Visitors Guide
 - iv. Shop Local App
4. New Business
 - a. Manager's Report
 - b. Tourism Agreement
 - c. Tourism Rental Contract
 - d. Budget update
 - e. Logo for grant recipients
5. Adjournment

LIBRARY BOARD OF TRUSTEES

Meeting Room 2, 100 S. Water Street

5:30 P.M.

1. Call to order/roll call
2. Correspondence
3. Investment Account report
4. Appearances
5. New Business
 - a. Board Communication
 - b. Fundraising
 - c. Library Trustees Advocacy
6. Unfinished Business
 - a. Update – Carnegie steps
 - b. Update – Library Expansion/Renovation
 - c. Update – 110 year anniversary
7. Closed Session per Wis. Stat. §19-85(1)(e) to discuss land purchase
8. Reconvene to Open Session
9. Approval of consent agenda items
 - a. Minutes
 - i. Library Board of Trustees – April 13, 2017
 - b. Committee Reports
 - i. Personnel & Policy
 - ii. Building & Grounds
 - iii. Finance
 - c. Approval of Library Expenditures & Finance
 - d. Director's Report
 - i. Meetings attended

- ii. Library statistics
- iii. Library information
- e. Personnel/Staffing
 - i. Resolution 2017-3 Library Expansion Budget Line (11-58-12-62) Increase
- 10. Adjournment

Next meeting date: Thursday, June 8, 2017, 5:30 P.M.

FRIDAY, May 12, 2017

NONE

*****NOTE:** A quorum of the council may be present at a meeting for information purposes only.