



TOWN SQUARE PROGRAMMING COMMISSION AGENDA

WEDNESDAY, DECEMBER 18, 2024 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

1. **CALL TO ORDER - 12:01pm by Konz (present: Kaufmann, Purtell, Zimmerman, Schneekloth, Konz, Butteris, Juhl. (Not Present: Zimmerman, Bartz, Hertel)**
2. **REVIEW AND APPROVAL OF MINUTES**
 - A. Town Square minutes from October 16, 2024 Motioned: Purtell; 2nd: Schneekloth
3. **REVIEW AND APPROVAL OF FINANCIAL REPORTS**
 - A. Review and approve: financial reports Motioned Kaufmann; 2nd: Purtell
4. **CITIZENS TO BE HEARD – None Present**

Each individual who requests to address the Council will be permitted up to three minutes for their comments.
5. **BUSINESS**
 - A. Update: Town Square Improvement Group
Dave and Jody working together to on Improvement Group
 - o Work on 501c3 – Dave
 - o Accountant to work on the financials
 - o Friends of Should it be Bentzin Family Town Square only?? Members to determine.
 - o Discussed 501c3 vs just trying to keep involving non profits as much as possible. Non-profits are getting hit hard so 501c3 probably the best options.
 - o Brian offered to help Dave with 501c3
 - o Brian can go back to original members
 - B. Discuss: events we want in kiosk for winter
Discussed doing banners across main again. Will need to discuss more with Mason and Andrew.
Items for the kiosk will be provided by Chamber and Tourism and Main Street Program for winter programming.
 - o Sweet Stroll
 - o Sunday Morning Mixer
 - o Rally around Downtown
 - o Bingo at Turner
 - o Candlelight Hike
 - C. Review: approved 2025 Budget – no additional comments
6. **EVENT COORDINATOR'S REPORT**
 - A. December 2024 Coordinators Report
Working with Jingle Bell on the Rock to determine if they are doing again this year. Will decide by March 2025. Date for Birthday Bash set for May 31st. We need to work on securing Non profits for this year's beer sales. Discussed the new process and permits that are needed for the 1031 list going forward.
7. **ADJOURNMENT – Motioned: Schneekloth; 2nd: Purtell**

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

COORDINATOR'S REPORT

As of December 2024

2024-25 Current Calendar of Events

The summary below is the tentative status of scheduling Remaining

- Dec 7: Jingle Bell on the Rock (11am-4pm)
- Dec 8: Holiday Train at BQ
- Dec 14 & 15: Stuff the Bus (11am-3pm)

- May 31: NEW Dueling Pianos
- June 21: Ask Your Mother
- July 19: Mallrats
- Sept 6: Boogie & and Yo Yoz (Sat 6-9pm)

Share the Love added 8 events for 2025
Will add all the new ones once 10/31 list approved.



NEW Grants & Sponsorships Update

WRMC donated 21 First Aid Kits for our Parks Crew to have in their vehicles.

Maintenance Updates at the Square

Water test update: We did not pass the chlorine test – will have to try again in spring 2025 or discuss other options

January 2025 Commission Meeting

- Final Stats from all events 2024
- Update on the 10/31 list
- Approved Library MOU
- New sign ordinance (Feb meeting)

Section 5, Item C.

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CITY OF WATERTOWN TOWN SQUARE FUTURE FUND 2025

ACCT NO.	DEPARTMENT	ACTUAL 2023	ADOPTED 2024	ACTUAL TO 6/30/24	TOT. EST 2024	ESTIMATED 2025	MAYOR 2025	FINANCE 2025	ADOPTED 2025
	REVENUE	\$ 353,098	\$ 215,000	\$ 119,275	\$ 161,300	\$ 150,300	\$ 150,300	\$ 150,300	\$ 153,600
	TOTAL EXPENSES	\$ 132,005	\$ 194,269	\$ 58,104	\$ 162,730	\$ 193,647	\$ 193,647	\$ 193,647	\$ 193,647
	FUND BALANCE CHANGE	221,093	20,731	61,171	(1,430)	(43,347)	(43,347)	(43,347)	(40,047)

Fund Balance 12/31/23	221,093
Est. Fund Balance Change 2024	(1,430)
Est. Fund Balance 12/31/2024	219,663
Est. Fund Balance Change 2025	(40,047)
Est. Fund Balance 12/31/2025	179,616

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**CITY OF WATERTOWN
TOWN SQUARE FUTURE FUND**

		2025							
ACCT NO.	DEPARTMENT	ACTUAL 2023	ADOPTED 2024	ACTUAL TO 6/30/24	TOT. EST 2024	ESTIMATED 2025	MAYOR 2025	FINANCE 2025	ADOPTED 2025
REVENUES									
26-44-62-10	TS Revenue- Nontaxable	8,975	1,200	19,645	22,000	10,000	10,000	10,000	10,000
26-44-62-11	TS Revenue- Taxable	380	24,500	11,980	14,000	15,000	15,000	15,000	15,000
26-44-62-50	Contribution from General Fund		75,300	37,650	75,300	75,300	75,300	75,300	78,600
26-44-62-66	TS Future Fund Contributions	343,743	114,000	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL REVENUE		\$ 353,098	\$ 215,000	\$ 119,275	\$ 161,300	\$ 150,300	\$ 150,300	\$ 150,300	\$ 153,600
EXPENSES									
26-55-43-10	Salaries	\$ 16,196	\$ 65,478		\$ 65,478	\$ 68,266	\$ 68,266	\$ 68,266	\$ 68,266
26-55-43-16	Part-time Salaries					-	-	-	-
26-55-43-18	Supplies	4,897		9,148	10,000	7,650	7,650	7,650	7,650
26-55-43-19	Advertising		7,000			3,400	3,400	3,400	3,400
26-55-43-20	Repair/Maintenance	1,700	12,300	16,998	24,000	17,300	17,300	17,300	17,300
26-55-43-30	Electricity	832	2,600	917	1,750	1,952	1,952	1,952	1,952
26-55-43-31	Water	35,530	42,744	1,867	7,000	25,000	25,000	25,000	25,000
26-55-43-33	Wisconsin Retirement		4,518		4,518	4,744	4,744	4,744	4,744
26-55-43-34	Social Security		4,060		4,060	4,232	4,232	4,232	4,232
26-55-43-35	Medicare		949		949	990	990	990	990
26-55-43-36	Health Insurance					9,386	9,386	9,386	9,386
26-55-43-37	Life Insurance		295		295	361	361	361	361
26-55-43-38	Dental Insurance					366	366	366	366
26-55-43-41	Events Expenses	72,849	44,325	29,173	44,680	40,000	40,000	40,000	40,000
26-55-43-60	Capital Outlay		10,000			10,000	10,000	10,000	10,000
TOTAL EXPENSES		\$ 132,005	\$ 194,269	\$ 58,104	\$ 162,730	\$ 193,647	\$ 193,647	\$ 193,647	\$ 193,647

Watertown Parks and Recreation Department					
Financial Report					
End of Month OCT 2024					
Revenue	Year to Date		Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 23,845.00	\$ 999.60	\$ 1,200.00	\$ (22,645.00)
26-446211	TS Revenue - Taxable	\$ 14,790.00	\$ 20,408.50	\$ 24,500.00	\$ 9,710.00
26-446250	Contributions FR General Fund	\$ 56,475.00	\$ 62,724.90	75,300.00	\$ 18,825.00
26-446266	TS Future Fund Contributions	\$ 50,000.00	\$ 94,962.00	114,000.00	\$ 64,000.00
Grand Total Revenue		\$ 145,110.00	\$ 179,095.00	\$ 215,000.00	\$ 69,890.00
Expense	Year to Date			Budgeted	
Account #	Description	Expenses		Amount	Balance
26-554310	Salaries	52,886.40	54,543.17	\$ 65,478.00	\$ 12,591.60
26-554316	Part-time Salaries	-	-	-	\$ -
26-554318	Supplies	(380.29)	-	-	\$ 380.29
26-554319	Advertising	214.09	5,831.00	7,000.00	\$ 6,785.91
26-554320	Repair/Maintenance	22,855.97	10,245.90	12,300.00	\$ (10,555.97)
26-554330	Electricity	1,352.31	2,165.80	2,600.00	\$ 1,247.69
26-554331	Water	5,789.87	35,605.75	42,744.00	\$ 36,954.13
26-554333	Wisconsin Retirement	173.77	3,763.49	4,518.00	\$ 4,344.23
26-554334	Social Security	153.37	3,381.98	4,060.00	\$ 3,906.63
26-554335	Medicare	35.87	790.52	949.00	\$ 913.13
26-554336	Health Insurance	727.88	-	-	\$ (727.88)
26-554337	Life Insurance	-	245.74	295.00	\$ 295.00
26-554338	Dental Insurance	29.88	-	-	\$ (29.88)
26-554341	Event Expenses	49,965.41	36,922.73	44,325.00	\$ (5,640.41)
26-554360	Capital Outlay	7,992.14	8,330.00	10,000.00	\$ 2,007.86
Grand Total		\$ 141,796.67	161,826.08	\$ 194,269.00	\$ 52,472.33

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