



## TOWN SQUARE PROGRAMMING COMMISSION AGENDA MINUTES

WEDNESDAY, JUNE 19, 2024 AT 12:00 PM

514 S. FIRST STREET, BRANDENSTEIN ROOM

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**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period.

### 1. Call to order at 12:06pm

In attendance – Zimmerman, Bartz, Kauffman, Purtell, Schneekloth, Juhl, Butteris

### 2. Review and approval of minutes

- A. Review and approve: Town Square Programming minutes from May 15, 2024  
Minutes approved by Kauffmann, seconded by Bartz

### 3. Citizens to be heard

*Each individual who requests to address the Council will be permitted up to three minutes for their comments.*

*John Cattish from 204 Main Street present. Asked about the program times for splash pad and the food trucks on pavers.*

### 4. Business

- A. Discuss: Committee Expectations  
Discussion on attendance needed at public meetings and support on decisions we make as a commission to the public as needed.
- B. Review and discuss: subcommittees  
Discussion on the formation of subcommittee headed by Dave Zimmerman for Square Enhancement Team (SET). Purtell offered some support on this subcommittee. This subcommittee will research needs as they arise for the square, including but not limited to pricing & funding, such as benches, tables, shade, etc.

### 5. Event Coordinator's report

- Event Coordinators Report: June 19, 2024
- Discussed updated calendar of events
- Grants received and upcoming needs for sponsorships
- Received \$1000 from ITW Shakeproof for Kids Fest 2024
- Reviewed the road closure calendar and the conversations that took place on the Water Street closure at Mayor Meet up. Along with the resolution to the concerns.
- Updated Food Truck schedule and placement. Explained reason for parking on pavers and limitations. The permits required if not parked on pavers.
- Reviewed profit made from first two concerts. And new, more detailed financial tracking form set up for expenses, revenues, etc
- Mentioned we are cancelling our portion of sidewalk sales due to bridge being out. We do not want to pull people out of downtown since it is focused on shopping.
- Cancelled cookie decorating class due to low reservations.
- Request to have a weekly calendar of events for social media posts
- Update on Thursday Night Market for June. 35 vendors, music, food, sponsor
- Update on the Thirsty Thursday and June 15 concert alcohol applications
- Update on Senior Center food trucks
- Update on outcome of events so far at the square
- Talked to Robin to update the graphics for the new wayfinder.
- Discussed the process for the artwork being submitted for green boxes at the square.

## **6. Adjournment**

Purtell motioned; Schneekloth seconded. 1:07pm

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), 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*