

Urban Renewal Board Agenda
Gather – 122 E Kemp Ave
March 8, 2018
12:00 PM

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes from December 14th 2017 Meeting
 - a. No minutes from January 11, 2018 meeting due to lack of quorum
 - b. No minutes from February 8, 2018 meeting due to lack of quorum
4. Financial Report
5. Old Business
 - a. Downtown Flowers update following conversation with the Tree Farm, Parks Department and potential next steps
 - b. Update ad discussion regarding Watertown in Bloom
 - c. Speaker update
 - d. Streetscaping update following walkthrough with Confluence held on January 9th, 2018
6. New Business
 - a. Update on Activities Report presented to Council
 - b. Urban Renewal Board Bylaws
7. Future agenda items
8. Adjournment

December 14, 2017 – 7:30 AM

City Hall – Council Chambers

Present were Adam Lalim, Stephan Tjaden, Vanessa Victor, Sarah Ries, Jason Redemske. A quorum was present. Absent was Nancy Turbak. Visitors were Prime Time Sports owner Gary Young, and

The board started with approval of the agenda; motion by Tjaden and second by Redemske. Following was approval of past meeting minutes by Redemske, and second by Riess. The financial report for 2017 was also presented at the meeting showing that the board has out 7 loans to businesses.

Old business consisted of the downtown flowers update from Victor regarding a recent grant application submitted to the Watertown Community Foundation for help with downtown flowers. The grant application total was \$8,500 due to needed improvements and maintenance with the flowers. \$2,500 granted. The Watertown Park and Recreation department has agreed to water the flowers on Kemp Ave.

To date for the flowers the Urban Renewal board has \$5,000 for 2018 still leaving a shortfall of \$12,000 to successfully implement downtown flowers.

In other old business was an update to the downtown speakers. 10 new speakers were installed by the Park and Recreation department and all appear to be working correctly less 1 that is missing. The board is seeking a way to fund the \$32 per month charge from Midco for the music. The board is looking at all past board meeting minutes from inception to allocate all inventories of assets for the board to help understand where responsibilities lie. This includes the Christmas decorations and also the downtown banners.

New business brought forward was a look into the 2018 operating budget for the board which was declined by the city finance office.

Future agenda items are parking and downtown cleanliness. Gary had mentioned that the downtown needs more help with cleaning and upkeep because a lot of the store owners have taken it upon themselves to clean the streets or gutters in front of their businesses. Gary had also mentioned that the Handicap parking is inadequate and too far inclined possibly even violating state standards.

With no other business the board meeting was adjourned with motion by Tjaden, second by Riess.

Urban Renewal Loans

02/28/2018	57,512.61	Balance
Outstanding Loan Applications	-	
Total Available for Loans	74,987.49	

7 Loans to 6 businesses make up the total amount due

Detail on Urban Renewal Loans

Length of Loans:

3 year	6
5 year	1

Payments Due: ****Principal Balance only**

Amount	Year	No. of Loans
11,444.77	2019	3
46,067.84	2020	4
<u>57,512.61</u>		

Banks holding Loans:

Bank	No. of Loans
Great Western	2
First Premier	3
Dacotah	1
Reliabank	1

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

272-URBAN RENEWAL FUND

ACCOUNT#	TITLE		
ASSETS			
=====			
10100	CASH BALANCE	9,197.86	
10101	RESTRICTED CASH	74,987.49	
12100	SPEC ASSESSMENTS REC-CURR	0.00	
12200	SPEC ASSESSMENTS REC-DELINQ	366.38	
12300	SPEC ASSESSMENTS REC-DEFERRED	0.00	
12800	LOANS RECEIVABLE	57,512.61	
13202	DUE FROM OTHERS	0.00	
13500	INTEREST REC-INVESTMENTS	<u>181.00</u>	
			<u>142,245.34</u>
TOTAL ASSETS			142,245.34
=====			
LIABILITIES			
=====			
20100	CLAIMS PAYABLE	0.00	
20900	DUE TO OTHER FUNDS	0.00	
21700	TAXES PAYABLE	0.00	
21701	INSURANCE BENEFITS PAYABLE	0.00	
21702	RETIREMENT BENEFITS PAYABLE	0.00	
21703	FLEX BENEFITS PAYABLE	0.00	
21709	OTHER W/H PAYABLE	0.00	
21711	1% SALES TAX PAYABLE	0.00	
21712	2% EXCISE TAX PAYABLE	0.00	
21714	4.5% SALES TAX PAYABLE	0.00	
21716	6.5% SALES TAX PAYABLE	0.00	
21717	7% SALES TAX PAYABLE	0.00	
22200	SPEC ASSESSMENTS-DEFERRED REV	0.00	
22400	DEFERRED REVENUE	181.00	
22401	OTHER DEFERRED REVENUE	<u>0.00</u>	
TOTAL LIABILITIES			<u>181.00</u>
EQUITY			
=====			
25802	RESERVE FOR URBAN RENEWAL LOAN	74,987.49	
27000	FUND BALANCE	<u>89,146.90</u>	
TOTAL BEGINNING EQUITY			164,134.39
TOTAL REVENUE		5,730.69	
TOTAL EXPENSES		<u>27,800.74</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSE{		22,070.05}	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>142,064.34</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			142,245.34
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272-URBAN RENEWAL FUND
 URBAN RENEWAL FUND

	CURRENT BUDGET	CURRENT PERIOD	YEAR-TO-DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>INTERGOVERNMENTAL</u>					
36320-33407 DEADWOOD FUND GRANT	0.00	0.00	0.00	0.00	0.00
SUBTOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>					
36320-36100 INTEREST EARNED	500.00	23.19	123.14	24.63	376.86
36320-36200 RENTALS-BUILDINGS	0.00	400.00	400.00	0.00	(400.00)
36320-36301 SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
36320-36302 INT./PENALTY	0.00	0.00	0.00	0.00	0.00
36320-36700 DONATIONS	0.00	0.00	0.00	0.00	0.00
36320-36909 OTHER MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
36320-36912 PRINCIPAL COLLECT BY BANK	0.00	0.00	0.00	0.00	0.00
36320-36913 INTEREST COLLECT BY BANK	1,500.00	148.57	360.61	24.04	1,139.39
SUBTOTAL MISCELLANEOUS	2,000.00	571.76	883.75	44.19	1,116.25
<u>OTHER FINANCING SOURCES</u>					
36320-39113 TRANS IN - BBB SALES TAX	0.00	0.00	0.00	0.00	0.00
SUBTOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
 TOTAL REVENUE - URBAN RENEWAL FUND	 2,000.00	 571.76	 883.75	 44.19	 1,116.25

EXPENDITURES

<u>PERSONNEL SERVICES</u>					
46320-41102 TEMPORARY SALARIES	0.00	0.00	0.00	0.00	0.00
46320-41200 OASI-EMPLOYER CONTR.	0.00	0.00	0.00	0.00	0.00
46320-41300 RETIREMENT AND PENSIONS	0.00	0.00	0.00	0.00	0.00
46320-41400 WORKMEN'S COMP INSURANCE	0.00	0.00	0.00	0.00	0.00
SUBTOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>CURRENT EXPENDITURES</u>					
46320-42104 INSURANCE PREMIUMS	0.00	0.00	0.00	0.00	0.00
46320-42201 WBA DIRECTOR	0.00	0.00	0.00	0.00	0.00
46320-42207 PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00
46320-42300 PUBLICATION & REC. FEES	0.00	0.00	0.00	0.00	0.00
46320-42501 EQUIP. MAINTENANCE	0.00	0.00	0.00	0.00	0.00
46320-42502 BLDG. MAINTENANCE	0.00	0.00	0.00	0.00	0.00
46320-42504 MAINTENANCE OF OTHER	0.00	0.00	0.00	0.00	0.00
46320-42600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
46320-42601 CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00
46320-42617 CLEANING SERVICE	0.00	0.00	0.00	0.00	0.00
46320-42618 POSTAGE	0.00	0.00	0.00	0.00	0.00
46320-42620 OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00
46320-42701 TRAVEL EXP. PERSONNEL	0.00	0.00	0.00	0.00	0.00
46320-42800 UTILITIES	0.00	0.00	0.00	0.00	0.00
SUBTOTAL CURRENT EXPENDITURES	0.00	0.00	0.00	0.00	0.00

CITY OF WATERTOWN
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

272-URBAN RENEWAL FUND
 URBAN RENEWAL FUND

	CURRENT BUDGET	CURRENT PERIOD	YEAR-TO-DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL EXPENDITURES</u>					
46320-43944 UPTOWN PROJECTS	0.00	0.00	0.00	0.00	0.00
SUBTOTAL CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENDITURES</u>					
46320-45651 FLOWER PROJECT	0.00	0.00	0.00	0.00	0.00
46320-45654 URBAN RENEWAL LOANS	0.00	0.00	0.00	0.00	0.00
SUBTOTAL OTHER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
 TOTAL EXPENDITURES - URBAN RENEWAL FUND	 0.00	 0.00	 0.00	 0.00	 0.00
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REVENUE OVER/(UNDER) EXPENDITURES	2,000.00	571.76	883.75	44.19	1,116.25
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CITY OF WATERTOWN
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

272-URBAN RENEWAL FUND
 URBAN RENEWAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR-TO-DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>MISCELLANEOUS</u>					
37400-36100 INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
37400-36200 RENTALS-BUILDINGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
SUBTOTAL MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUE - URBAN RENEWAL	0.00	0.00	0.00	0.00	0.00
=====					
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00
=====					

CITY OF WATERTOWN
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

272-URBAN RENEWAL FUND
URBAN RENEWAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR-TO-DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	2,000.00	571.76	883.75	44.19	1,116.25
FUND TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUE OVER/ (UNDER) EXPENDITURES	2,000.00	571.76	883.75	44.19	1,116.25

*** END OF REPORT ***

INVENTORY MEETING NOTES

<i>Project</i>	Downtown Watertown Streetscape Study
<i>Project #</i>	17345
<i>Date/Time</i>	January 9, 2018 3:00 – 4:00 pm
<i>Location</i>	Infrastructure Design Group Office
<i>Attendance</i>	Sarah Caron – Mayor of Watertown Shane Waterman – City Engineer Sarah Ries – Urban Renewal Board Member Vanessa Victor – Infrastructure Design Group Jessica Williams – Confluence

DISCUSSION

- I. Possible conversion of Kemp Avenue to two-way traffic. Update: City Council authorized the Engineering Department to move forward with converting the one-way street to two-way traffic on January 16, 2018.
- II. Parking is important to downtown business owners, employees, customers and visitors – minimize loss of parking stalls whenever possible.
 - A. Downtown public parking map is available from the City.
- III. Evaluate downtown lighting – is lighting meeting needs for both safety and ambiance?
 - A. Existing older cobra head lights shine into upper level residences and can be removed.
 1. Newly installed speakers are mounted on the cobra head poles and will need to be relocated if poles are removed.
 2. Christmas decorations are also currently mounted on the cobra head poles.
 - B. Historic-style pedestrian pole fixtures are newer and should stay in place.
 - C. Consider downtown Marshall, Minnesota, as a precedent for lighting – nice use of acorn light fixtures.
- IV. Consider the development of gateway features at the entry(s) to downtown.
 - A. Possible locations
 1. W Kemp Ave & 2nd St.
 2. Midblock of E Kemp Ave between 2nd St and 3rd St.
 3. Redevelop the existing entry plaza at the NW corner of E Kemp Ave and 3rd St NE.
- V. Incorporate site furnishings
 - A. Benches
 1. Existing benches funded by Urban Renewal board.
 2. Backed with arms, metal, painted green, surface mounted.
 - B. Bike racks
 1. Existing bike racks in scattered locations, mounted in the walks.
 2. Current bike ordinances restrict bikes to the street or requires bikers to yield to pedestrians along sidewalks.
 3. Locate bike racks in or near parking lots.
 - C. Sculptures

1. Watertown art walk in partnership with Sioux Falls SculptureWalk – 11 sculptures located downtown.
 2. Placement dictated by underground tunnel locations.
 - a. Map of underground tunnels available from the City.
- D. Trash Receptacles
- a. Square, metal slats with wire mesh backing, solid top with opening, black.
- E. Pavement
1. Existing colored walk splash guard along back of curb.
 2. City is open to painted walk/crosswalk treatments.
- F. Utility boxes
1. Traffic signal boxes are currently the only existing utility boxes downtown and they may be eliminated with the new traffic patterns.
- VI. Street geometrics.
- A. City Engineering is open to the use of curb bump outs at appropriate locations.
1. Best locations: N Broadway and N Maple.
 2. Consider snow removal impacts.
- VII. Identify possible location for downtown splash park.
- A. Open space near Lori's Garden – adjacent to parking, but perhaps too shady.
- B. Prior study by water feature manufacturer – possibly available for review.
- VIII. Incorporate gathering spaces where possible.
- IX. Incorporate native grass plantings.

Comments, additions, or corrections to this memo should be communicated in writing to Confluence within seven (7) days of issuance. If no comments are received within that period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Jessica Williams, ASLA