



## Wisconsin Dells BID Committee - Meeting Agenda

Wednesday, April 13, 2016 at 8:30AM

Wisconsin Dells Municipal Building Council Chambers – 300 La Crosse Street – Wisconsin Dells

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1. Call to Order
2. Approval of the March 30, 2016 Meeting Minutes (attached)
3. BID Financial Report & 2016 Planning – Discussion/Decision (attached) Karen Terry
4. City Block Color Program – Discussion/Action (attachment) J. Langhans-MSA
5. RiverWalk Story Vignettes Map – Discussion/Action J. Langhans-MSA
6. Oak Street Plaza Design – Discussion/Action J. Langhans, Corena Ricks
7. Revitalization Projects – Discussion/Action J. Langhans-MSA
8. RiverWalk Expansion – Discussion/Action Chris Tollaksen
9. Pigeon Discussion – Possible Action Chris Tollaksen
10. Billboard Creative Concept – Discussion/Action Sarah Hudzinski, WDVCB
11. BID Intern Job Description – Discussion/Action All
12. Parking Board Agenda Input – Discussion All
13. Items for Next Meeting All
14. Adjournment

The Committee may take action on any of the above listed agenda items.

### Upcoming Meetings:

- BID Meeting – Wednesday, April 27, 2016 at 8:30am (led by Vice Chair DeFosse)
- BID Meeting – Wednesday, May 11, 2016 at 8:30am (led by Vice Chair DeFosse)

Kelli Trumble, Chairperson

Posted & Distributed: 04/08/2016

## BID Committee Meeting Minutes March 30, 2016

Attending: Kelli Trumble; Chairperson  
Jesse DeFosse; BID  
Kevin Ricks; BID  
Dan Gavinski; BID  
Justin Draper; BID  
Mark Sweet; BID  
Chris Tollaksen;  
Karen Terry; City Treasurer  
Ed Legge; Dells Events

Phil Helley  
Zac Zastava  
Jim Decker  
Ald. Brian Holzem  
Adam Makowski  
Alan Hanson  
Public Works Lisa Beck; WDVCB  
Jenifer Dobbs; WDVCB

Meeting called to order by Chairperson Kelli Trumble. Motion made by Dan Gavinski to approve March 16 minutes. Second by Jesse DeFosse. Approved.

### **NOVOTNY COMMUNICATIONS PROPOSAL:**

A written proposal was presented by Andrea Novotny to develop creative copy for the panel sections of the ten vignettes planned along the River Walk. Copy would be developed from research sources H.H. Bennett Museum, Dells Historical Society and Wisconsin Historical Society among others. Design firm Zebra Dog (ZD) has indicated that copy cannot exceed 100 words per panel and that up to five images be made available in order to make the best decision of final combination of copy and image. The proposal estimates 25-30 hours of work at an estimated cost of \$3,125 - \$3,750. Work would be completed by April 29 and turned over to ZD for completion of their design work. This proposed expense is not covered in the 2016 budget. Karen Terry said that two possibilities exist for funding. She will check with MSA to see if there is room to cover the expense within the construction budget for the vignettes. The alternative would be to utilize BID surplus funds. Karen reminded the committee that a major portion of the surplus funds have been already designated for other projects and would need to be addressed in 2017 in order to have some financial flexibility to move forward with new projects as they evolve. Two other ideas proposed were to look at applying for historical and/or arts grants and sponsorship opportunities. Jesse DeFosse made a motion to approve the Novotny Communications proposal as presented. Second by Justin Draper. Approved unanimously.

**RIVER WALK EXPANSION:** Chris Tollaksen reported that construction on River Road phase will begin in April and should be done by Automotion weekend. Detour routing should be advertised on the city website, [wisdells.com](http://wisdells.com) site and Dells Events. Businesses were encouraged to post on their websites for their customers. Work on the Illinois Avenue bridge will continue throughout the summer. The winning bid came in a little above the budget, however that difference will be covered by PRT funds in the city budget. The construction process should yield 30-50 large limestone boulders which can be utilized in other downtown projects. Related to the River Walk, Dan Gavinski noted that the area underneath the bridge at the River Walk entry point has a significant problem with pigeon droppings. He asked Public Works to power wash the area and that the topic be placed on the next BID agenda.

**OAK STREET PLAZA UPDATE:** Corena Ricks and Jackie Morse have been asked to work on designing the ground mural areas of the Oak Street plaza. BID will be updated as plans come together. Lisa Beck is donating a player piano for the plaza which both self plays and could be played by the public.

**SUMMER ENTERTAINMENT:** Jenifer Dobbs reported that the Visitors Bureau will be taking over administration of the busker program from the Police Department. Busker licenses will be increased from \$50 to \$100. In addition to existing busker locations, use of the Oak Street plaza and the 700 block of Oak Street will be added. Jenifer will also look at adding free daytime entertainment at the new plaza in July and August.

**DellsRAD FEDERAL REGISTRATION:** City Attorney Joe Hasler has already filed applications to trademark the Dells River Arts District (DellsRAD) name and logo. The applications included designated use on website, print and various merchandise. The approval process may only take three months. Kelli said that it will be important for BID to now determine the process by which businesses can use the approved name and logo.

**BILLBOARD CREATIVE WORK:** Proposed artwork will be emailed to the committee in the next two weeks for review.

**DellsRAD WEBSITE:** The building of content to support the website outline presented by ZD at the last meeting has begun. Progress will be reviewed at the next BID meeting.

**DESIGN REVIEW COMMITTEE UPDATE (DRC):** Dan reported that Building Design standards work has been completed. Justin wanted to see clear communication be made to the business community in particular to apply for Legacy Sign status. It was felt the best venue will be the new DellsRAD website. The Police Department usually communicates with each downtown business in the spring and information about Legacy signs could be included.

**AGENDA ITEMS FOR APRIL 13 MEETING:**

Jesse suggested BID stay on top of development of other signage for parking enforcement. The parking signage could be tied into overall way finding program. Recommendations should be prepared for the Parking Board. Other agenda items included long term funding plan for the Woodside ball fields, job description for summer intern position, pigeon cleanup, RiverWalk expansion update, and maintenance responsibility for Oak Street plaza.

Justin moved for adjournment. Second by Kevin. Approved.

**Business Improvement District  
Revenue & Expense Report - SUMMARY  
As of April 9, 2016**

**ITEM 3**

<b>FUND 21</b>	<b>2016 BUDGET</b>	<b>2016 YTD</b>	<b>% of BUDGET</b>	<b>BUDGET BALANCE</b>
<b>BID REVENUE</b>				
4270-210 BID ASSESSMENT REVENUE	\$291,304.00	\$291,304.18	100.00%	(\$0.18)
4800-210 MISCELLANEOUS REVENUE	\$3,000.00	\$0.00	0.00%	\$3,000.00
4812-210 INTEREST ON INVESTMENTS	\$240.00	\$67.00	27.92%	\$173.00
4920-210 TRANSFER FROM SURPLUS	\$112,079.00	\$112,079.00	100.00%	\$0.00
<b>TOTAL BID REVENUE</b>	<b>\$406,623.00</b>	<b>\$403,450.18</b>	<b>99.22%</b>	<b>\$3,172.82</b>
<b>BID OPERATING EXPENSES</b>				
5620-210-2000 OPERATING SUPPLIES	\$9,932.00	\$77.70	0.00%	\$9,854.30
5620-210-2001 LEGAL & AUDIT FEES	\$6,300.00	\$1,333.34	21.16%	\$4,966.66
5620-210-2200 UTILITY EXPENSE	\$1,800.00	\$506.85	28.16%	\$1,293.15
5620-210-2220 FESTIVALS & ENTERTAINMENT	\$46,500.00	\$1,000.00	2.15%	\$45,500.00
5620-210-2230 ADVERTISING & BILLBOARDS	\$39,000.00	\$0.00	0.00%	\$39,000.00
5620-210-2240 DEVELOPMENT AGREEMENT	\$85,000.00	\$0.00	0.00%	\$85,000.00
5620-210-2250 PUBLIC RESTROOMS	\$24,539.00	\$12,192.00	49.68%	\$12,347.00
5620-210-2700 MAINT. /REPAIR	\$43,552.00	\$0.00	0.00%	\$43,552.00
<b>TOTAL BID OPERATING</b>	<b>\$256,623.00</b>	<b>\$15,109.89</b>	<b>5.89%</b>	<b>\$241,513.11</b>
<b>BID ECONOMIC DEVELOPMENT</b>				
5650-999-2000 ECONOMIC DEVELOPMENT EXPENSES	\$150,000.00	\$8,555.40	5.70%	\$141,444.60
<b>TOTAL BID ECONOMIC DEVELOPMENT</b>	<b>\$150,000.00</b>	<b>\$8,555.40</b>	<b>5.70%</b>	<b>\$141,444.60</b>
<b>TOTAL EXPENSES</b>	<b>\$406,623.00</b>	<b>\$23,665.29</b>	<b>11.59%</b>	<b>\$382,957.71</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$379,784.89</b>		<b>(\$379,784.89)</b>

\*Prepared by Karen Terry City Treasurer, City of Wisconsin Dells

**Business Improvement District  
Revenue & Expense Report - DETAILED  
As of April 9, 2016**

FUND 21	2016 BUDGET	2016 YTD	% of BUDGET	BUDGET BALANCE
<b>BID REVENUE</b>				
2016 BID Assessments	\$291,304.00	\$291,304.18	100.00%	(\$0.18)
4270-210 BID ASSESSMENT REVENUE	\$291,304.00	\$291,304.18	100.00%	(\$0.18)
WDVCB - July 4th Contribution	\$3,000.00		0.00%	\$3,000.00
4800-210 MISCELLANEOUS REVENUE	\$3,000.00	\$0.00	0.00%	\$3,000.00
Interest From Operating Bank Account	\$240.00	\$67.00	27.92%	\$173.00
4812-210 INTEREST ON INVESTMENTS	\$240.00	\$67.00	27.92%	\$173.00
Transfer for Woodside Developer Agreement	\$25,000.00	\$25,000.00	100.00%	\$0.00
Transfer for Riverwalk Vignettes	\$87,079.00	\$87,079.00	100.00%	\$0.00
4920-210 TRANSFER FROM SURPLUS	\$112,079.00	\$112,079.00	100.00%	\$0.00
<b>TOTAL BID REVENUE</b>	<b>\$406,623.00</b>	<b>\$403,450.18</b>	<b>99.22%</b>	<b>\$3,172.82</b>
<b>BID OPERATING EXPENSES</b>				
Downtown Seasonal Clean-up	\$4,134.00		0.00%	\$4,134.00
Paid Intern	\$5,598.00		0.00%	\$5,598.00
Foresite Software - Web Domain/City Site	\$0.00	\$77.70	#DIV/0!	(\$77.70)
Office Supplies - Postage	\$200.00		0.00%	\$200.00
5620-210-2000 OPERATING SUPPLIES	\$9,932.00	\$77.70	#DIV/0!	\$9,854.30
Johnson Block - Audit Fees	\$1,300.00	\$500.00	38.46%	\$800.00
Attorney Fees - Masler	\$5,000.00	\$833.34	16.67%	\$4,166.66
5620-210-2001 LEGAL & AUDIT FEES	\$6,300.00	\$1,333.34	\$0.55	\$4,966.66
Riverwalk Lights	\$1,800.00	\$506.85	28.16%	\$1,293.15
5620-210-2200 UTILITY EXPENSE	\$1,800.00	\$506.85	28.16%	\$1,293.15
Downtown Entertainment - Performers	\$22,000.00		0.00%	\$22,000.00
Autumn Street Decoration	\$4,500.00		0.00%	\$4,500.00
July 4th Celebration	\$20,000.00	\$1,000.00	5.00%	\$19,000.00
5620-210-2220 FESTIVALS & ENTERTAINMENT	\$46,500.00	\$1,000.00	2.15%	\$45,500.00
Advertisements				
Ad-lit Front Desk Check in Packet	\$2,500.00		0.00%	\$2,500.00
Ad-lit Travel Guide	\$11,500.00		0.00%	\$11,500.00
Billboards				
Highway 16 Sign - Repair & Maintenance	\$2,000.00		0.00%	\$2,000.00
Interstate Signs	\$5,500.00		0.00%	\$5,500.00
Lake Dalton Sign (Corner)	\$6,000.00		0.00%	\$6,000.00
Hwy 12 & Hwy 13 (Contract Up March 2019)	\$11,500.00		0.00%	\$11,500.00
5620-210-2300 ADVERTISING & BILLBOARDS	\$39,000.00	\$0.00	0.00%	\$39,000.00
Woodside Way - Year 3 of 10	\$85,000.00		0.00%	\$85,000.00
5620-210-2340 DEVELOPMENT AGREEMENT	\$85,000.00	\$0.00	0.00%	\$85,000.00

**Business Improvement District  
Revenue & Expense Report - DETAILED  
As of April 9, 2016**

<b>FUND 21</b>	<b>2016 BUDGET</b>	<b>2016 YTD</b>	<b>% of BUDGET</b>	<b>BUDGET BALANCE</b>
<i>Bud Gussel - Bavarian Village Restroom</i>	\$9,144.00	\$4,572.00	50.00%	\$4,572.00
<i>DUKW - Wizard Quest Restroom</i>	\$15,395.00	\$7,620.00	49.50%	\$7,775.00
<b>5620-210-2250 PUBLIC RESTROOMS</b>	<b>\$24,539.00</b>	<b>\$12,192.00</b>	<b>49.68%</b>	<b>\$12,347.00</b>
<i>Bridge Flag Maintenance</i>	\$3,500.00		0.00%	\$3,500.00
<i>Summer &amp; Fall Flowers - Full Bloom</i>	\$12,990.00		0.00%	\$12,990.00
<i>Maintenance of Flowers - Full Bloom</i>	\$10,100.00		0.00%	\$10,100.00
<i>Oak Street - Planters &amp; Flowers (Summer)</i>	\$5,100.00		0.00%	\$5,100.00
<i>Oak Street Flower Maintenance</i>	\$2,880.00		0.00%	\$2,880.00
<i>Autumn Street Decorations - Country Bumpkin</i>	\$4,100.00		0.00%	\$4,100.00
<i>Oak Street - Autumn Décor - Country Bumpkin</i>	\$1,512.00		0.00%	\$1,512.00
<i>Winter Planters/Riverwalk Décor - Full Bloom (40)</i>	\$3,370.00		0.00%	\$3,370.00
<b>5620-210-2700 MAINT. /REPAIR</b>	<b>\$43,552.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$43,552.00</b>
<b>TOTAL BID OPERATING</b>	<b>\$256,623.00</b>	<b>\$15,109.89</b>	<b>#DIV/0!</b>	<b>\$241,513.11</b>
<b>BID ECONOMIC DEVELOPMENT</b>				
<i>Riverwalk Vignettes</i>	\$150,000.00	\$8,555.40	5.70%	\$141,444.60
<b>5650-999-2000 ECONOMIC DEVELOPMENT EXPENSES</b>	<b>\$150,000.00</b>	<b>\$8,555.40</b>	<b>5.70%</b>	<b>\$141,444.60</b>
<b>TOTAL EXPENSES</b>	<b>\$406,623.00</b>	<b>\$23,665.29</b>	<b>#DIV/0!</b>	<b>\$382,957.71</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$379,784.89</b>		<b>(\$379,784.89)</b>

\*Prepared by Karen Terry City Treasurer, City of Wisconsin Dells

**Add From Undesignated Surplus (+25,873.65)**

<u>Undesignated - 21-380000</u>	<u>Current Balance</u>	<u>New Items</u>	<u>New Balance</u>
	\$ 85,987.87		\$ 85,987.87
Novotny Contract		\$ 3,750.00	\$ 82,237.87
Federal Reg/Trademark		\$ 3,780.00	\$ 78,457.87
Woodside Development		\$ 25,872.65	\$ 52,585.22
Riverwalk Contribution for 2017		\$ 50,000.00	\$ 2,585.22
		<b>Total Remaining:</b>	<b>\$ 2,585.22</b>

<u>Woodside Dev Agreement- 21-382000</u>	<u>Current Balance</u>	<u>New Items</u>	<u>New Balance</u>
2016	\$ 79,127.35		\$ 79,127.35
Contribution from Undesignated Surplus	\$ 25,872.65		\$ 105,000.00
2017		\$ 15,000.00	\$ 90,000.00
2018		\$ 15,000.00	\$ 75,000.00
2019		\$ 15,000.00	\$ 60,000.00
2020		\$ 15,000.00	\$ 45,000.00
2021		\$ 15,000.00	\$ 30,000.00
2022		\$ 15,000.00	\$ 15,000.00
2023		\$ 15,000.00	\$ -
		<b>Total Remaining:</b>	<b>\$ -</b>

2017 Budget increase of:  
\$47,743.00

Benefit:  
\$3700 less to budget each year

One year of high assessments  
2018 year would be much less

<b><i>BID ASSESSMENT MILL RATES PER \$1000</i></b>		
	<b><i>2016</i></b>	<b><i>Potential 2017</i></b>
Zone 1	2.70	3.14
Zone 2	1.80	2.10
Zone 3	1.58	1.83
Zone 4	0.90	1.05
Zone 5	0.45	0.52

EXAMPLE:

	<u>Assessed Value</u>	<u>Mill Rate</u>	<u>BID Assessment</u>
2016	\$ 200,000.00	\$ 0.00270	\$ 540.00
2017	\$ 200,000.00	\$ 0.00314	\$ 628.00

More in 2017 than 2016 \$ 88.00

**Spread Remaining Amount Evenly**

<b><u>Undesignated - 21-380000</u></b>	<b><u>Current Balance</u></b>	<b><u>New Items</u></b>	<b><u>New Balance</u></b>
	\$ 85,987.87		\$ 85,987.87
Novotny Contract		\$ 3,750.00	\$ 82,237.87
Federal Reg/Trademark		\$ 3,780.00	\$ 78,457.87
Riverwalk Contribution for 2017		\$ 75,000.00	\$ 3,457.87
		<b>Total Remaining:</b>	<b>\$ 3,457.87</b>

<b><u>Woodside Dev Agreement- 21-382000</u></b>	<b><u>Current Balance</u></b>	<b><u>New Items</u></b>	<b><u>New Balance</u></b>
2016	\$ 79,127.35		\$ 79,127.35
2017		\$ 11,300.00	\$ 67,827.35
2018		\$ 11,300.00	\$ 56,527.35
2019		\$ 11,300.00	\$ 45,227.35
2020		\$ 11,300.00	\$ 33,927.35
2021		\$ 11,300.00	\$ 22,627.35
2022		\$ 11,300.00	\$ 11,327.35
2023		\$ 11,300.00	\$ 27.35
		<b>Total Remaining:</b>	<b>\$ 27.35</b>

2017 Budget increase of:  
\$26,443.00

Benefit:  
Assessments don't go up dramatically  
from previous year

<b><i>BID ASSESSMENT MILL RATES PER \$1000</i></b>		
	<b><i>2016</i></b>	<b><i>Potential 2017</i></b>
Zone 1	2.70	2.95
Zone 2	1.80	1.96
Zone 3	1.58	1.72
Zone 4	0.90	0.98
Zone 5	0.45	0.49

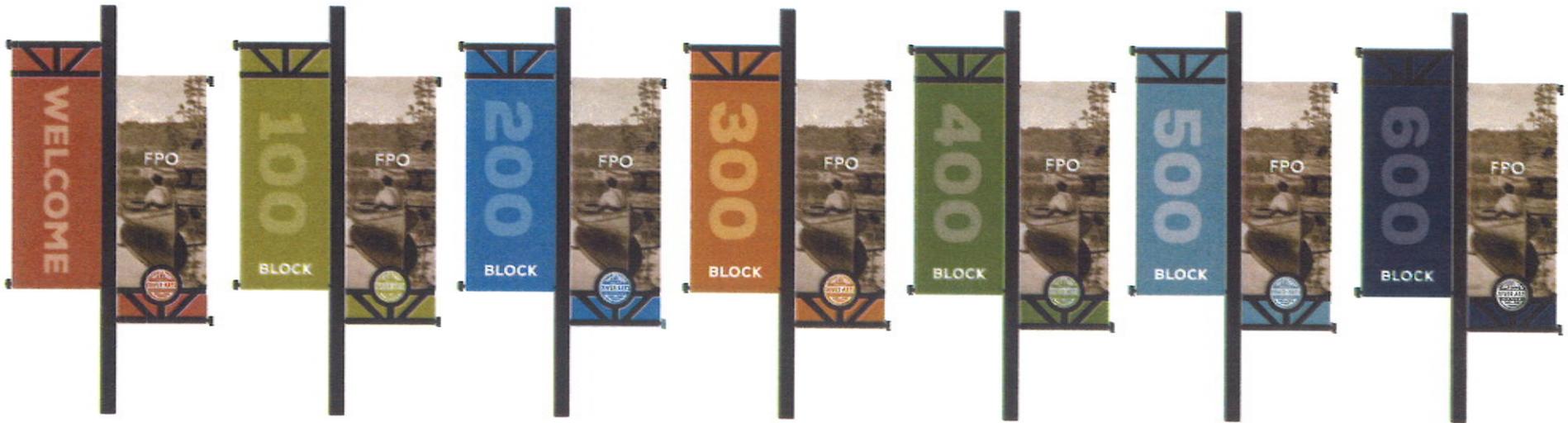
EXAMPLE:

	<u>Assessed Value</u>	<u>Mill Rate</u>	<u>BID Assessment</u>
2016	\$ 200,000.00	\$ 0.00270	\$ 540.00
2017	\$ 200,000.00	\$ 0.00295	\$ 590.00

More in 2017 than 2016 \$ 50.00



# DISTRICT BLOCK COLOR PROGRAM



Red: PMS 7580c  
SUNBRELLA COLOR  
Rust

Light Green: PMS 390c  
SUNBRELLA COLOR  
Ginkgo

Light Aqua: PMS 639c  
SUNBRELLA COLOR  
Persian Green

Orange: PMS 138c  
SUNBRELLA COLOR  
Pumpkin

Green: PMS 829c  
SUNBRELLA COLOR  
Palm

Light Blue: PMS 7309c  
SUNBRELLA COLOR  
Aruba

Dark Blue: PMS 7463c  
SUNBRELLA COLOR  
Marine Blue

SCALE: 1" = 1'



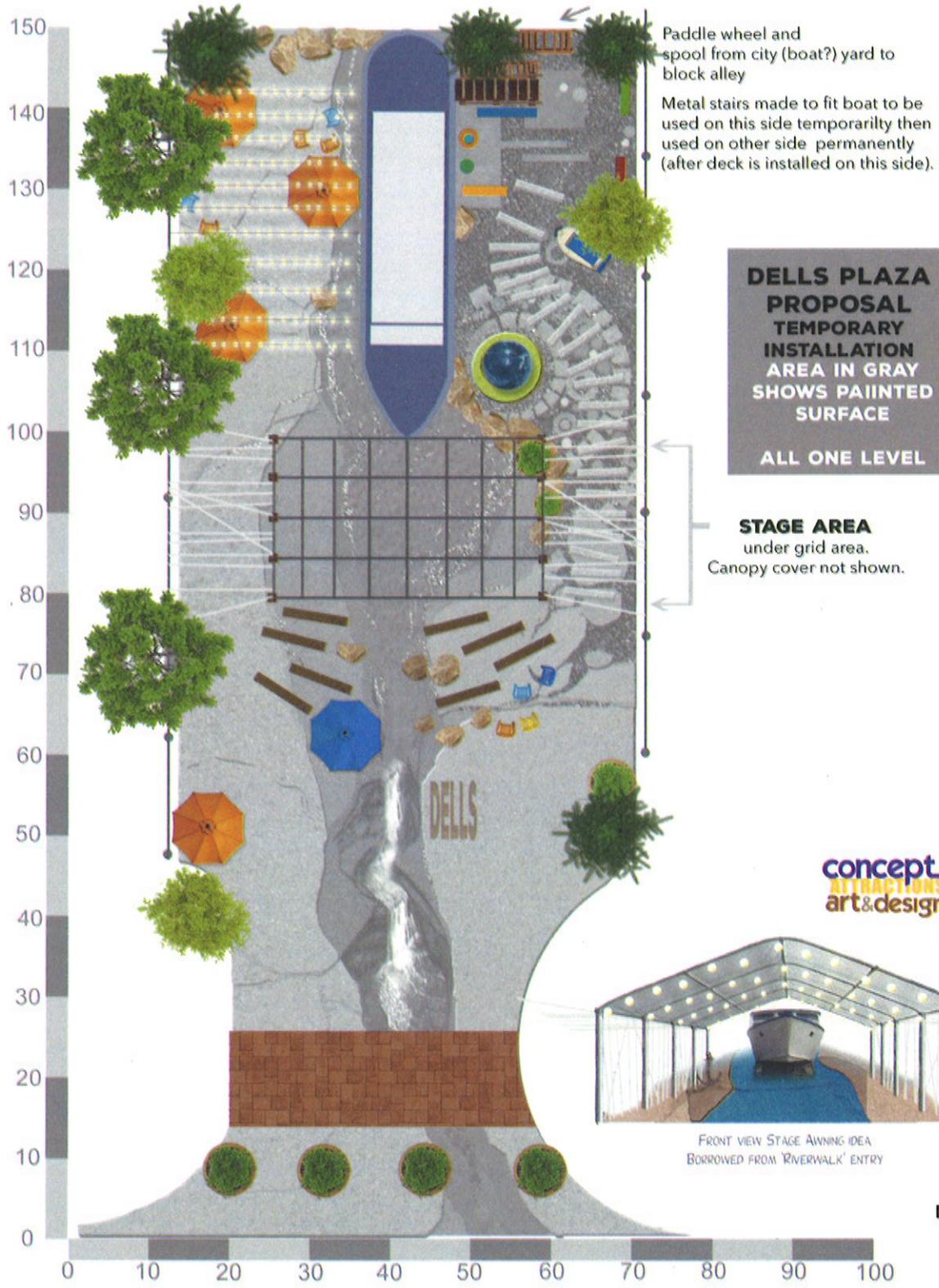
**DELLS PLAZA  
PROPOSAL  
TEMPORARY  
INSTALLATION**

**STAGE AREA**  
under grid area.  
Canopy cover not shown.

**concept**  
**attractions**  
**art&design**



FRONT VIEW STAGE AWNING IDEA  
BORROWED FROM 'RIVERWALK' ENTRY



Paddle wheel and spool from city (boat?) yard to block alley

Metal stairs made to fit boat to be used on this side temporarily then used on other side permanently (after deck is installed on this side).

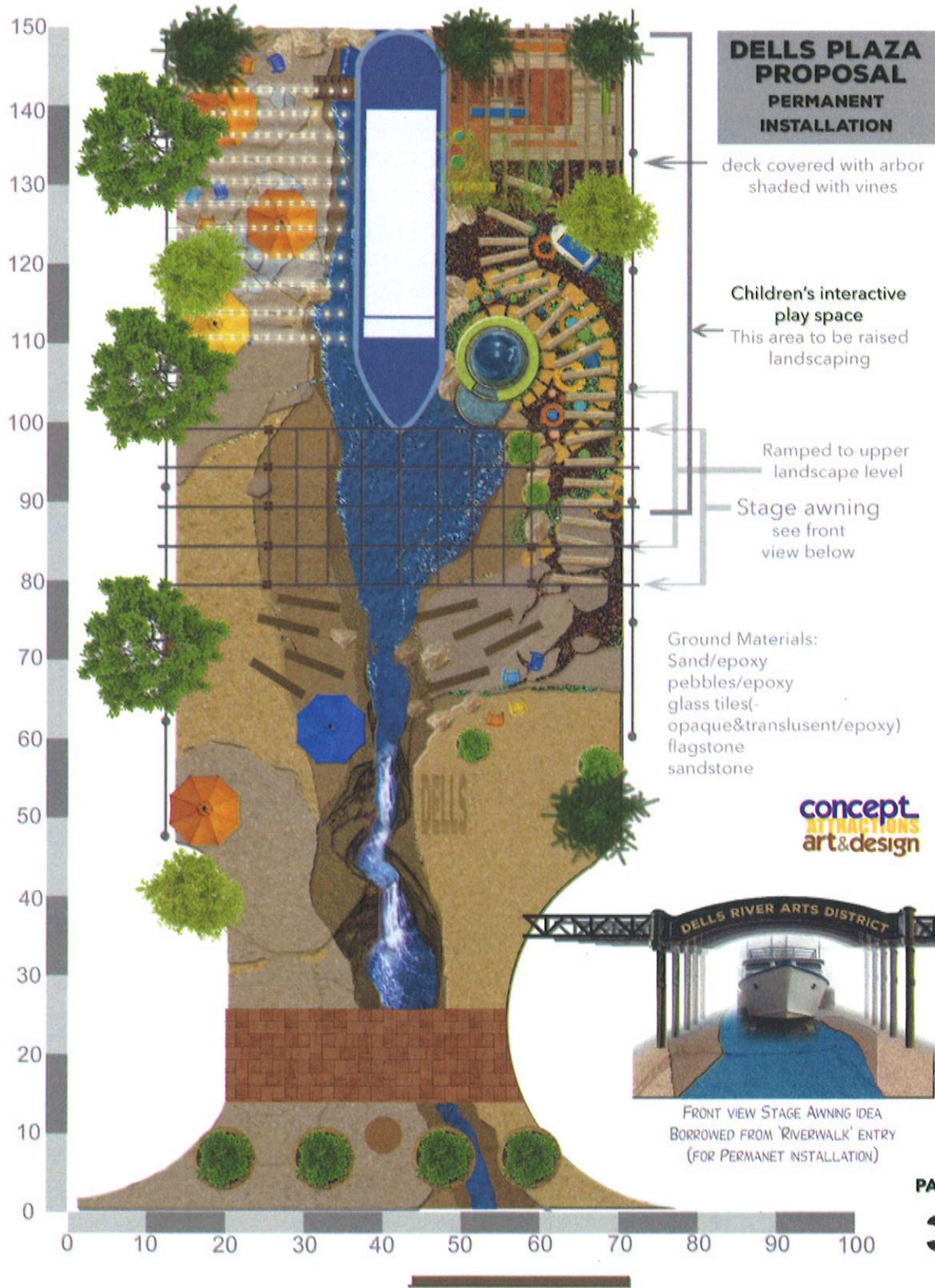
**DELLS PLAZA PROPOSAL TEMPORARY INSTALLATION AREA IN GRAY SHOWS PAINTED SURFACE ALL ONE LEVEL**

**STAGE AREA**  
under grid area.  
Canopy cover not shown.

**concept**  
ATTRACTIONS  
art&design



FRONT VIEW STAGE AWNING IDEA BORROWED FROM 'RIVERWALK' ENTRY



**DELLS PLAZA PROPOSAL**  
**PERMANENT**  
**INSTALLATION**

deck covered with arbor shaded with vines

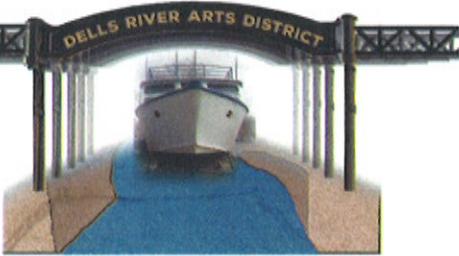
**Children's interactive play space**  
 This area to be raised landscaping

Ramped to upper landscape level

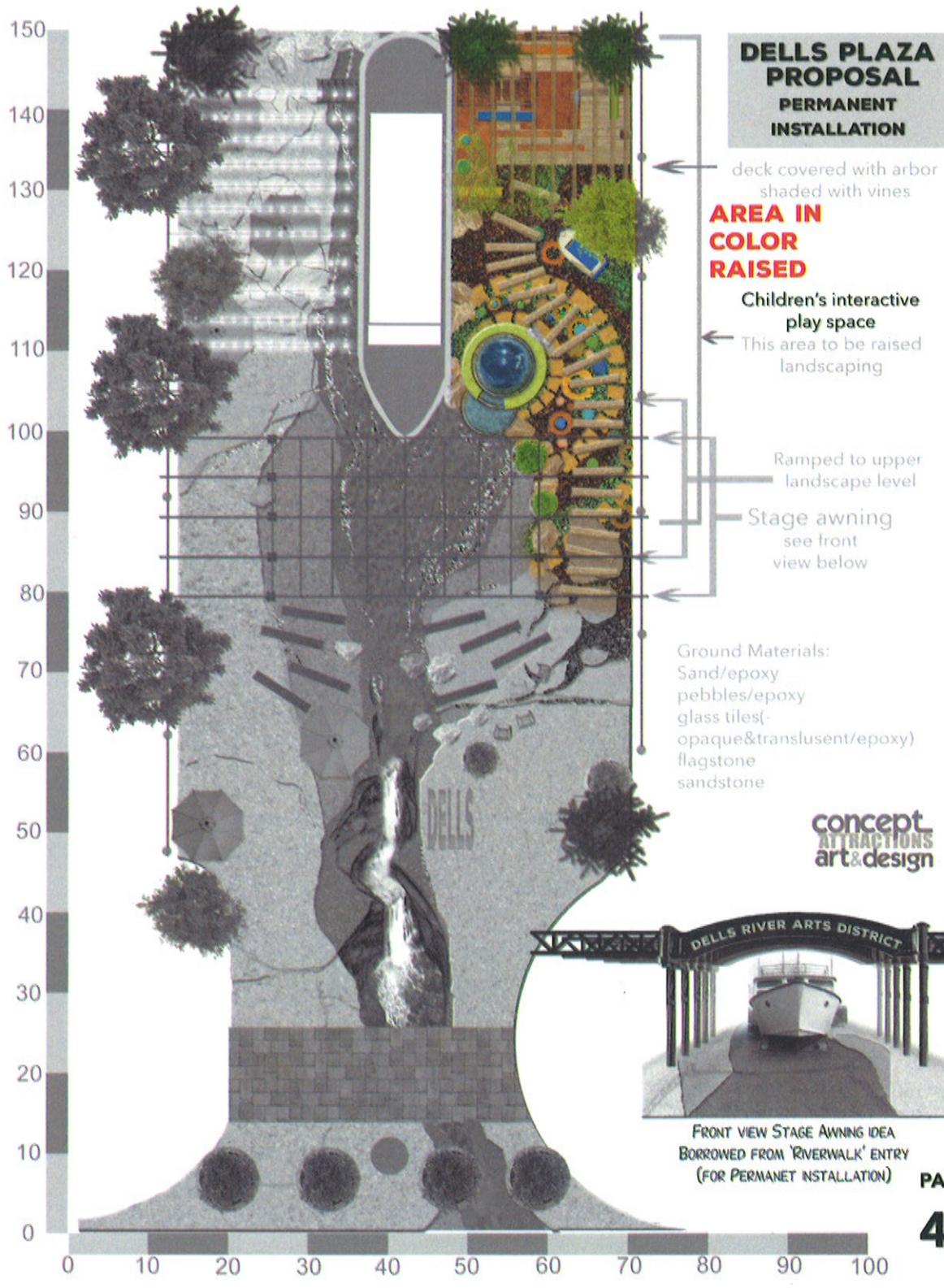
Stage awning see front view below

Ground Materials:  
 Sand/epoxy  
 pebbles/epoxy  
 glass tiles (opaque & translucent/epoxy)  
 flagstone  
 sandstone

**concept**  
**ATTRACTIVE**  
**art&design**



FRONT VIEW STAGE AWNING IDEA  
 BORROWED FROM 'RIVERWALK' ENTRY  
 (FOR PERMANET INSTALLATION)



**DELLS PLAZA PROPOSAL**  
**PERMANENT INSTALLATION**

deck covered with arbor shaded with vines

**AREA IN COLOR RAISED**

Children's interactive play space

This area to be raised landscaping

Ramped to upper landscape level

Stage awning see front view below

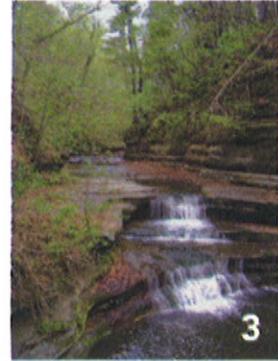
Ground Materials:  
 Sand/epoxy  
 pebbles/epoxy  
 glass tiles (opaque & translucent/epoxy)  
 flagstone  
 sandstone

**concept**  
**ATTRACTIVE**  
**art&design**



FRONT VIEW STAGE AWNING IDEA  
 BORROWED FROM 'RIVERWALK' ENTRY  
 (FOR PERMANENT INSTALLATION)

# INSPIRATION PHOTOS



would add a little more interest

to be

*Revised draft 4.12.2016*  
Project Management Intern  
Business Improvement District (BID)  
Job Description

The BID committee is the lead agency in the City of Wisconsin Dells for the redevelopment and revitalization of the downtown district. A major initiative underway is to transform the downtown area using the Downtown Branding, Development, and Marketing Action Plan. This guide can be found at [www.dellstourismdevelopment.com](http://www.dellstourismdevelopment.com). The BID committee, community business owners, connected citizens, artisans, government officials and passionate "doers" are collectively responsible for creating, planning, and delivering a new downtown Wisconsin Dells experience.

The BID has identified in its 2016 Operational Plan the development and completion of the following projects:

- Create 10 Storytelling Vignettes at the entrance to and along the River Walk.
- Develop a license usage policy and agreement for the Dells River Arts District trademarked brand logo.
- Develop a responsive website that helps keep the business owners and community informed of what's ahead for the Dells River Arts District.
- Develop a Farmer's Market for 2017 with an inaugural event in September 2016.
- Create a public plaza as assigned by city leadership.

The Project Intern will assist in the development and completion of the duties listed above. Examples include, and are not limited to:

- Consult, facilitate, and maintain communications between the BID committee, working subcommittees, city stakeholders and professional consultants for the advancement of the revitalization.
- Coordinate and schedule meetings between individuals working on each project in order to keep each project timeline on schedule.
- Assist in the research and preparation of materials for all meetings.
- Provide the leadership to fulfill open-ended tasks that need additional focus within each project.

Along with these examples, the Project Intern will have responsibilities facilitating the day-to-day operations the BID committee has identified as its top priorities in 2016. The BID intern will take direction from, and report directly to the BID Chair. A weekly meeting to identify project accomplishments and challenges, and two performance evaluations will be required of the intern and BID Chair. The 2016 approved BID budget defines this as a city employee/hourly wage position June 1-September 1, 2016 working a maximum of 520 hours.

Because there is such a creative process to this downtown revitalization, the intended duties listed are subject to change throughout the course of the summer due to need of focus in one area over another.

Criteria and qualifications include, but are not limited to, excellent oral communication skills; strong writing skills; project management experience; leadership experience; self-motivated; and pursuing an advanced education with requirement to fulfill an internship requirement between second and fourth year of degree.