

# REVISED CITY OF WISCONSIN DELLS MEETING AGENDA

**MEETING DESCRIPTION: PARKING BOARD**

**DATE: MONDAY, JUNE 12, 2017 TIME: 5:30PM LOCATION: MUNICIPAL BUILDING COUNCIL CHAMBERS, 300 LACROSSE STREET, WIS. DELLS, WI 53965**

		COMMITTEE MEMBERS		
Ald. Ben Anderson-Chair		Ald. Ed Wojnicz	Police Chief Jody Ward	Kelli Trumble
Mayor Brian Landers		Ald. Mike Freel	PW Director David Holzem	Keith Koehler
1	CALL TO ORDER AND ATTENDANCE NOTED			
2	APPROVAL OF THE MAY 10 AND MAY 15, 2017 MEETING MINUTES			
3	DISCUSSION/DECISION ON REQUEST BY MUSCLE CAR ADVENTURES TO UTILIZE ELM STREET PARKING AREAS FOR CAR DISPLAY PARKING ON SATURDAY, SEPTEMBER 30, 2017			
4	DISCUSSION/DECISION TO END PARKING ENFORCEMENT ON SATURDAY, SEPTEMBER 30 <sup>TH</sup> INSTEAD OF OCTOBER 1 <sup>ST</sup> (Kilbourn City Live Music & Arts Festival is on Saturday, September 30 <sup>th</sup> this year)			
5	CONTINUED DISCUSSION/POSSIBLE DECISION ON FREE PARKING SIGNAGE/STICKERS FOR THIS FALL/WINTER			
6	UPDATE ON MUNICIPAL BUILDING PARKING LOT AND ADJACENT VACANT LOT AREA			
7	DISCUSSION/DECISION REGARDING OVERNIGHT PARKING AND CITATIONS (Requested by Ald. DeFosse)			
8	ITEMS FOR NEXT MEETING - SET DATE AND TIME			
9	ADJOURNMENT			
THE COMMITTEE MAY TAKE ACTION ON ANY OF THE ABOVE LISTED AGENDA ITEMS.				
ALD. BEN ANDERSON, CHAIR				
POSTED: 06/09/2017				
<p><b>Open Meetings Notice: If this meeting is attended by one or more members of the Common Council who are not members of this committee, their attendance may create a quorum of another city commission, board or committee under the Wisconsin Open Meetings Law; However no formal action will be taken by any governmental body at the above stated meeting other than the body, committee, commission, or board identified in this meeting notice. Please be advised that upon reasonable notice, the City of Wisconsin Dells will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meeting activities.</b></p>				

**PARKING BOARD MEETING  
CITY OF WISCONSIN DELLS  
WEDNESDAY, MAY 10, 2017**

**ITEM 2**

1. Ald. Anderson called the meeting to order at 5:45P.M. Notice of the meeting was provided to the *Dells Events*, WNNO Radio, and posted in accordance with State Statutes.

Present: Ald. Ben Anderson, Mayor Brian Landers, Ald. Ed Wojnicz, Ald. Mike Freel, Police Chief Jody Ward, Public Works/Utilities Director David Holzem, Keith Koehler, and Kelli Trumble.

Others: Ald. Dar Mor, Ald. Brian Holzem, City Clerk/Coordinator Nancy Holzem, City Planner/Zoning Administrator Chris Tollaksen, City Attorney Joseph Hasler, Parks Director Thad Meister, Justin Draper, Jason Field, and Jade Royston.

2. Motion by Ald. Wojnicz seconded by Ald. Freel to approve the April 19, 2017 meeting minutes. Motion carried unanimously.
3. The committee reviewed a Special Events Permit application that was submitted by the JAG for a cancer fundraiser event on Saturday, June 24<sup>th</sup>. The event includes blocking off Eddy Street, which includes the parking areas, for a street concert. Their request includes setting up a tent on Friday and having it taken down on Sunday. Chairperson Anderson wondered if the businesses in that area had any concerns with the street being blocked off with no access to the parking stalls. Ald. DeFosse, who has a businesses in that area, stated that he did not have any concerns with it, however he was not aware of the length of time it would be closed. Ald. Holzem questioned why the event could not take place in a parking lot versus closing down a street for most of the weekend. Kelli Trumble stated that Eddie Street is favorable as it is visible and draws people to stay downtown. She added that downtown is not that busy in June so closing the street should not be that big of a concern. Ald. Freel stated that the event should be in a parking lot instead of closing of a public street. Jade Royston, who spoke on behalf of the request, stated that Eddy Street creates a visible location and that people driving by may see it and decide to stop and spend time downtown. Parks Director Thad Meister stated that there is a swim meet and a baseball that weekend at Veteran's Park. DPW Director David Holzem stated that sometime the benefits of an event outweigh the loss of parking revenue if it brings more people downtown. Kelli agreed stating that needs to be taken into consideration. It was moved by Keith Koehler, seconded by Mayor Landers to support the decision of the Common Council on this application, as it pertains to closing off the street and the loss of parking revenue. Motion carried 5-2 with Chief Ward and Ald. Freel voting no.
4. Chief Ward gave an update on the meters and lots. The new paystations have been installed in lots 2, 3, and 4. Chief Ward stated that he would like add another CSO officer because of all the extra work with the kiosks and traffic control. That request will be on the next agenda.

5. Chairperson Anderson stated that the Public Works Committee did review the request of the Parking Board to fence off the mark-shift parking area behind the Municipal Building and to look at plans to turn it into a parking lot with a kiosk paystation. They asked the Public Works Director to have engineering plans drawn up for it. Ald. Freel questioned the JAG's plans for expanding. Mayor Landers stated that the JAG has been working with an engineer on expansion their existing building into that area, which at some point they would need to acquire. Ald. Mor stated that he was not in favor of selling that land as it was too valuable to the area. He added that the city should be retaining property and trying to obtain more. Ald. Freel questioned the temporary fence for that area. The Public Works Committee decided it would be too costly, and unsightly, for a temporary use. In addition, it would interfere with planned events in that area. This was just an update. Engineer plans for the lot will be on the next Public Works Committee agenda, if available at that time.
6. Kelli Trumble stated that the BID's recommendation for "Free Parking" signage for this Fall was that it be the same as it was last year. The committee felt the signage was informational, professional and it looked great. Police Chief Jody Ward stated that he was against this as the stickers were very difficult to remove. He suggested a bag over the meter heads. Mayor Landers stated that he did not like the looks of bags as it looks tacky. Kelli suggested looking into a different type of adhesive for the sticker, one that would not be as difficult to remove. No action was taken.
7. Another referral item from the BID Committee was questioning who was responsible for doing ground maintenance of the parking lots and surrounding areas. City Clerk Nancy Holzem stated that other than DPW cleaning the lots with the street sweeper, there was no other staff specifically designated to go around parking lot areas to pick up trash. She stated that an extra garbage can was added by the Municipal Building to try and help with the wrappers and plastic bottles left mostly by JAG attendees. There was discussion in the past about the CSOs assisting with lot cleanliness however Chief Ward stated he wanted them to focus on parking. No action was taken.
8. Next meeting was scheduled for Monday, May 15, 2017.  
Agenda items to include:
  - ◆ Request to add another CSO.
  - ◆ Request for Duchess Plaza entertainment to have parking passes/designated area.
9. Motion by Freel seconded by Mayor Landers to adjourn. Motion carried unanimously and the meeting adjourned at 6:45pm.

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Nancy Holzem  
City Clerk/Coordinator

PARKING BOARD MEETING  
CITY OF WISCONSIN DELLS  
WEDNESDAY, MAY 15, 2017

ITEM 2

1. Ald. Anderson called the meeting to order at 6:00P.M. Notice of the meeting was provided to the *Dells Events*, WNNO Radio, and posted in accordance with State Statutes.  
  
Present: Ald. Ben Anderson, Mayor Brian Landers, Ald. Ed Wojnicz, Ald. Mike Freel, Police Chief Jody Ward, Public Works/Utilities Director David Holzem, Keith Koehler, and Kelli Trumble.  
  
Others: Ald. Jesse DeFosse, Ald. Brian Holzem, City Clerk/Coordinator Nancy Holzem, City Attorney Joseph Hasler, and Ed Legge from the *Dells Events*.
2. The committee discussed Police Chief Jody Ward's request to hire an additional Community Service Officer (CSO). Chief Ward stated that it was needed with due to the additional pay stations and the need for traffic control assistance at Woodside. Kelli Trumble questioned why additional staff was needed for the pay station kiosks as there were supposed to reduce the need for labor. Chief Ward stated that he might have been the case however staff needs to be available when the kiosks are out of paper or not working properly. Kelli also questioned why CSOs were being used for traffic control instead of police officers. Chief Ward stated that it was cheaper for the city, and for Woodside who is billed for the service, to use CSOs for this. Mayor Landers stated that CSO fees for traffic control should be added to the city's schedule of fees as it is currently not on there. That item will be referred to the Finance Committee. Ald. DeFosse stated that if the additional CSO's primary duty is going to be parking enforcement, it would more than pay for itself. Motion by Mayor Landers seconded by Keith Koehler to approve the hiring of an additional CSO. Motion carried 7-1 with Kelli Trumble voting no.
3. Motion by Keith Koehler seconded by Ald. Freel to approve free parking (2-3 stalls) for the Duchess Plaza entertainers. Chief Ward will work with Jenifer at that WDVCB on the locations and type of pass. Motion carried unanimously.
4. No date was set for the next meeting.  
Agenda items to include:
  - ◆ Update Municipal Building area parking improvements
  - ◆ Overnight Parking (requested by Ald. DeFosse)
5. Motion by Mayor Landers seconded by Ald. Freel to adjourn. Motion carried unanimously and the meeting adjourned at 6:30pm.

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Nancy Holzem  
City Clerk/Coordinator

# City of Wisconsin Dells

## Application for: SPECIAL EVENTS PERMIT

ITEM 3

Application Date: 5-12-17 FEE \$160.00 Receipt No. pd

Name of Applicant: Ed Saari - MUSCLE CAR ADVENTURES

Address of Applicant: Chula Vista RESORT, 2501 N. RIVER Rd. Wis. Dells

Daytime Telephone Number: (309) 530-9235 Email Address: edsandbarb

Name & Address of Officers, if Corporation: \_\_\_\_\_  
@gmail.com

Wi  
53965

### FOR SPECIAL EVENTS PERMIT:

Date(s) of Event: Sat. Sept 30, 2017 @ 5:00 pm

Type of Event: Muscle Car Parade to the Dells downtown

Location of Event: Chula Vista Resort to Downtown Dells

Number and Types of Participants: 100 automobiles of all brands

Contact Person: Ed Saari Telephone No: 309-530-9235

Fireworks: YES or  NO

Beer/Wine Served or Sold: YES or  NO (If yes, Temporary Class B Beer/Wine License must be applied for.)

### FOR PARADE/OR RUNNING/WALKING EVENT:

Assembly Area: Chula Vista Resort

Starting Time & Estimated Ending Time: 5:00 pm - 7:00 pm

Starting Point: Chula Vista Resort - Entrance

Parade/Run Route: Chula Vista Parkway, Highway 13, Broadway,  
Superior St, Washington Ave, Elm St. - Parking

Estimated Number of Units/or Runners: 100 Autos

Printed Name of Applicant

Signature of Applicant

Date

Subject to compliance with Wisconsin Dells Municipal Code chapter 24

Date Approved: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Date Denied: \_\_\_\_\_ Reason(s): \_\_\_\_\_

Note: Incomplete, false, or misleading information on the application form can delay the review process and/or be grounds for denial of permit or license. Rev. 9/15

ITEM 6

City Hall Parking Lot Reconstruction - Phase 1  
City of Wisconsin Dells  
4-May-17

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Common Excavation, Subgrade Preparation	2,130	CY	\$ 6.00	\$ 12,780.00
2.	Storm Inlet, Type III	1	Ea	\$ 1,800.00	\$ 1,800.00
3.	12-inch HDPE Storm Sewer	90	LF	\$ 35.00	\$ 3,150.00
4.	1 1/4-inch Dense Graded Base	3,190	TON	\$ 14.00	\$ 44,660.00
5.	24-inch Concrete Curb and Gutter	1,175	LF	\$ 12.50	\$ 14,687.50
6.	4-inch Concrete Sidewalk	2,160	SF	\$ 4.50	\$ 9,720.00
7.	3.5-inch HMA, 4 MT 58-28 S	4,790	SY	\$ 12.00	\$ 57,480.00
8.	Pavement Marking - 4-inch White Line	1,600	LF	\$ 0.80	\$ 1,280.00
9.	Pavement Marking - Directional Arrows	6	Ea	\$ 25.00	\$ 150.00
10.	Pavement Marking - Stall Identification	75	Ea	\$ 5.00	\$ 375.00
11.	Relocate/Install Payment Kiosk	1	LS	\$ 500.00	\$ 500.00
	<b>SUBTOTAL: Items #1-#11</b>				\$ 146,582.50
	<b>5% Contingency</b>				\$ 7,329.13
	<b>Construction Total</b>				\$ 153,911.63
	<b>Engineering/Administration</b>				\$ 15,391.16
	<b>Project Total</b>				\$ 169,302.79

City Hall Parking Lot Reconstruction - Phase 1 Add Base, Grade, and Pave Option  
City of Wisconsin Dells  
31-May-17

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Common Excavation, Subgrade Preparation	0	CY	\$ 6.00	\$ -
2.	Storm Inlet, Type III	1	Ea	\$ 1,800.00	\$ 1,800.00
3.	12-inch HDPE Storm Sewer	90	LF	\$ 35.00	\$ 3,150.00
4.	1 1/4-inch Dense Graded Base	1,650	TON	\$ 14.00	\$ 23,100.00
5.	24-inch Concrete Curb and Gutter	0	LF	\$ 12.50	\$ -
6.	12-inch Thick Raised Concrete Median - 6 foot wide	2,160	SF	\$ 8.50	\$ 18,360.00
7.	3.5-inch HMA, 4 MT 58-28 S	4,790	SY	\$ 12.00	\$ 57,480.00
8.	Pavement Marking - 4-inch White Line	1,600	LF	\$ 0.80	\$ 1,280.00
9.	Pavement Marking - Directional Arrows	6	Ea	\$ 25.00	\$ 150.00
10.	Pavement Marking - Stall Identification	75	Ea	\$ 5.00	\$ 375.00
11.	Relocate/Install Payment Kiosk	1	LS	\$ 500.00	\$ 500.00
	<b>SUBTOTAL: Items #1-#11</b>				<b>\$ 106,195.00</b>
	<b>5% Contingency</b>				<b>\$ 5,309.75</b>
	<b>Construction Total</b>				<b>\$ 111,504.75</b>
	<b>Engineering/Administration</b>				<b>\$ 11,150.48</b>
	<b>Project Total</b>				<b>\$ 122,655.23</b>

City Hall Parking Lot Reconstruction - Phase I Add Base, Grade, and Pave Option, No Concrete  
City of Wisconsin Dells  
31-May-17

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Common Excavation, Subgrade Preparation	0	CY	\$ 6.00	\$ -
2.	Storm Inlet, Type III	1	Ea	\$ 1,800.00	\$ 1,800.00
3.	12-inch HDPE Storm Sewer	90	LF	\$ 35.00	\$ 3,150.00
4.	1 1/4-inch Dense Graded Base	1,650	TON	\$ 14.00	\$ 23,100.00
5.	24-inch Concrete Curb and Gutter	0	LF	\$ 12.50	\$ -
6.	12-inch Thick Raised Concrete Median - 6 foot wide	0	SF	\$ 8.50	\$ -
7.	3.5-inch HMA, 4 MT 58-28 S	5,190	SY	\$ 12.00	\$ 62,280.00
8.	Pavement Marking - 4-inch White Line	1,600	LF	\$ 0.80	\$ 1,280.00
9.	Pavement Marking - Directional Arrows	6	Ea	\$ 25.00	\$ 150.00
10.	Pavement Marking - Stall Identification	75	Ea	\$ 5.00	\$ 375.00
11.	Relocate/Install Payment Kiosk	1	LS	\$ 500.00	\$ 500.00
	<b>SUBTOTAL: Items #1-#11</b>				\$ 92,635.00
	5% Contingency				\$ 4,631.75
	<b>Construction Total</b>				\$ 97,266.75
	Engineering/Administration				\$ 9,726.68
	<b>Project Total</b>				\$ 106,993.43