

# CITY OF WISCONSIN DELLS MEETING AGENDA

**MEETING DESCRIPTION: PARKING BOARD**

**DATE: Wednesday, February 12, 2020 TIME: 5:00PM LOCATION: Municipal Building Council Chambers, 300 La Crosse Street, Wisconsin Dells, WI 53965**

COMMITTEE MEMBERS			
Ald. Ben Anderson - Chair	Ald. Mike Freel	Police Chief Jody Ward	Nick Morse
Mayor Ed Wojnicz	Ald. Dan Anchor	DPW Director David Holzem	Keith Koehler

1	Call to Order, Attendance Noted
2	Approval of the September 9, 2019 Meeting Minutes
3	Recap of 2019 Revenue and Expenses
4	Discussion/Decision on New Type of Pay Station Kiosk
5	Discussion/Decision on Meter vs Kiosk Parking for La Crosse Street Area by Municipal Building
6	Discussion/Decision on Meter vs Kiosk Parking for Superior Street – South of Broadway
7	Discussion/Possible Decision on Parking Complaints from Sand Bar (Ald. Freel)
8	Updates on Municipal Building Parking Lot 7 - Including Line Marking and Kiosk Locations
9	Update on \$10 Local Parking Sticker for Lots 3 and 7
10	Update on Hiring of 2020 Seasonal Community Service Officers/Parking Enforcement
11	Items for Referral to Next Meeting
12	Adjourn

Ald. Ben Anderson, Chairperson

Posted: 02/10/2020

**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.

**CITY OF WISCONSIN DELLS  
PARKING BOARD MEETING MINUTES  
MONDAY, SEPTEMBER 9, 2019**

1. Chairperson Anderson called the meeting to order at 6:45P.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 Ed Wojnicz, Ald. Mike Freel, Ald. Dan Anchor, Public Works/Utilities Director David Holzem, Police Chief Jody Ward, and Nick Morse.

Excused: Keith Koehler

Others: Ald. Terry Marshall, Ald. Brian Holzem, City Clerk/Coordinator Nancy Holzem, City Treasurer Karen Terry, Zoning Administrator/City Planner Chris Tollaksen, City Attorney Joseph Hasler, Parking Utility Supervisor Tim Gavinski, Parks & Recreation Director Thad Meister, and Jenifer Dobbs.

2. Motion by Ald. Anchor seconded Ward to approve the August 26, 2019 meeting minutes. Motion carried unanimously.

3. Annual Local Parking Pass (Sticker)

Chief Ward presented information and proposed criteria for a local seasonal parking sticker. After discussion, it was moved by Chief Ward seconded by Ald. Freel to approve a local parking sticker with the following criteria:

- Must be a local resident, (Dells School District) and able to show proof; or be employed by a downtown business and able to show proof.
- Must not have any outstanding debt with the city such as utility bills, parking tickets or citations.
- Sticker is non-transferable and must be adhered to the interior driver's side of the windshield. Improper placement may result in a parking fine.
- Sticker is valid only in parking lots 3 and 7.
- Sticker fee is \$10
- Multiple stickers are allowed for residents with more than one vehicle.
- One sticker is to be included for free with any paid annual pool pass.
- City has the right to close lots without notice.

Motion carried unanimously. This will start with the 2020 parking season and will be reviewed after the season to see if any changes need to be made.

4. Parking Time Limit on Broadway

Ald. Holzem questioned the \$5 all day parking options for people parking on Broadway and the side streets near Broadway stating that some cars are sitting in these spots all day. Chief Ward stated that through programming, he can control parking limits by stall numbers. Motion by Ald. Freel seconded by Mayor Wojnicz to remove the \$5 all day parking option from the stalls on Broadway and side streets except La Crosse from Broadway to the JAG. Motion carried unanimously.

5. 2020 Budgets

Motion by Ald. Freel seconded by Ald. Anchor to approve and forward to the Finance Committee, the 2020 operating and capital budgets as presented. Motion carried unanimously.

6. No date was set for the next meeting.

7. Motion by Ald. Freel seconded by Ald. Anchor to adjourn. Motion carried unanimously and the meeting adjourned at 7:05P.M.



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Nancy Holzem

City Clerk/Coordinator

**Parking Utility  
2019 Operating Summary**

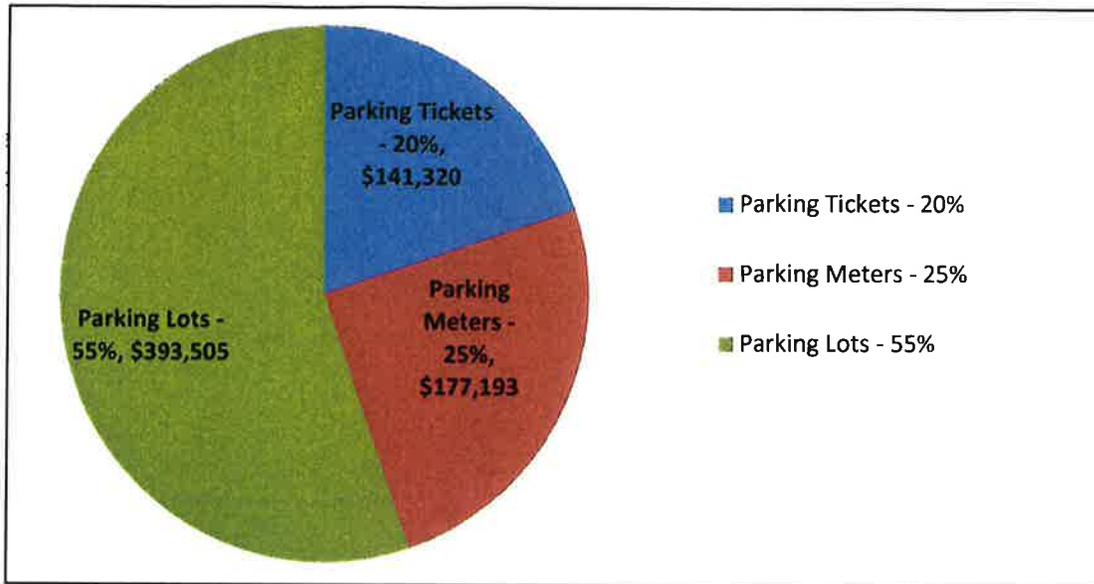
<b>REVENUE</b>			
	<u>Budget</u>	<u>Actual</u>	<u>(Over)Under</u>
Parking Tickets	\$110,000	\$141,320	(\$31,320)
Parking Meters	\$185,000	\$177,193	\$7,807
Parking Lots	\$300,000	\$393,505	(\$93,505)
<b>Total 2019 Revenue</b>	<b>\$595,000</b>	<b>\$712,018</b>	<b>(\$117,018)</b>
<b>EXPENSES</b>			
	<u>Budget</u>	<u>Actual</u>	<u>(Over)Under</u>
<b>Salary Expenses</b>			
Salaries	\$74,411	\$89,630	(\$15,219)
Health Insurance	\$3,728	\$3,717	\$11
Retirement Expense	\$2,076	\$2,184	(\$108)
FICA	\$5,693	\$6,823	(\$1,130)
Workman's Comp	\$1,500	\$1,129	\$371
<b>Operating Expenses</b>			
Expenses	\$17,500	\$34,052	(\$16,552)
Processing Fees	\$45,000	\$79,733	(\$34,733)
Electricity	\$5,900	\$5,586	\$314
Parts & Repair	\$4,500	\$3,617	\$883
Depreciation	\$26,000	\$26,000	\$0
Payment in Lieu of Tax	\$22,000	\$25,000	(\$3,000)
<b>Capital Expenses</b>			
Kiosks & Meter Heads	\$56,500	\$56,483	\$18
<b>Surplus</b>			
Budgeted Reserve	\$70,000	\$70,000	\$0
Excess Revenue	\$0	\$47,872	(\$47,872)
<b>Transfer to General Fund</b>			
Reduce Tax Levy	\$260,192	\$260,192	\$0
<b>Total 2019 Expenses</b>	<b>\$595,000</b>	<b>\$712,018</b>	<b>(\$117,018)</b>

<b>Parking Utility Surplus Account</b>			
<b>Beginning Surplus</b>	<b>1/1/2019</b>	<b>\$ 588,671.12</b>	
<i>Additions</i>	Budgeted Capital Reserve	\$	70,000.00
	Excess Parking Revenue	\$	47,871.97
<i>Subtractions</i>	Create Parking Lot #7	\$	260,000.00
	Resurface Lot #5	\$	32,750.00
<b>Ending Surplus</b>	<b>12/31/2019</b>	<b>\$ 413,793.09</b>	

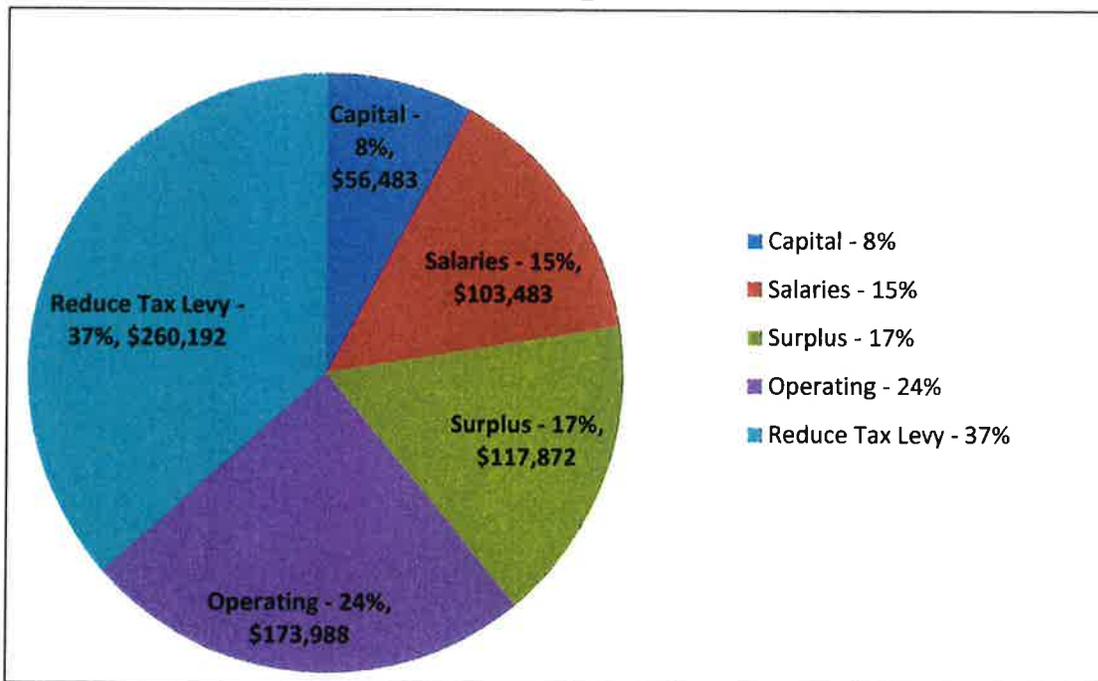
\*\*\*Note - These are ESTIMATED numbers for the Year Ending 12/31/2019\*\*\*

# Parking Revenue = \$712,018

## Where does the Revenue come from?



## How is the Parking Revenue used?



**Parking Utility funds reduced the City Tax Levy by \$260,192 in 2019**

Date: February 6, 2020

To: Parking Board  
 From: Jody Ward  
 Ref: Pay Stations

Last week Rowdy and I traveled to Downer's Grove, IL to view new parking pay stations at a company called TPS. The new pay stations are manufactured by Cale, a company in the United States, and appear to be a very solid machine.

Lake Geneva recently ordered 60 of these pay stations to replace all their existing T2 machines. Wisconsin Dells currently has the T2 machines. Oshkosh has had the Cale pay stations for 15 years and are still using their original machines.

Cost is significantly less than our current machines, \$7,710 compared to 10k+. Also, the monthly operating fee is 20% less. Our current provider charges \$100/Month plus the Verizon cell fees. These new machines cost \$80/Month with no cellular fees or any other fees.

The Cale machines integrates with our Passport Parking app just like our current T2 machines. What impressed me about Cale is their longevity in the field (Oshkosh) and their quality. The cabinet and electronics appear to be straight forward and well made.

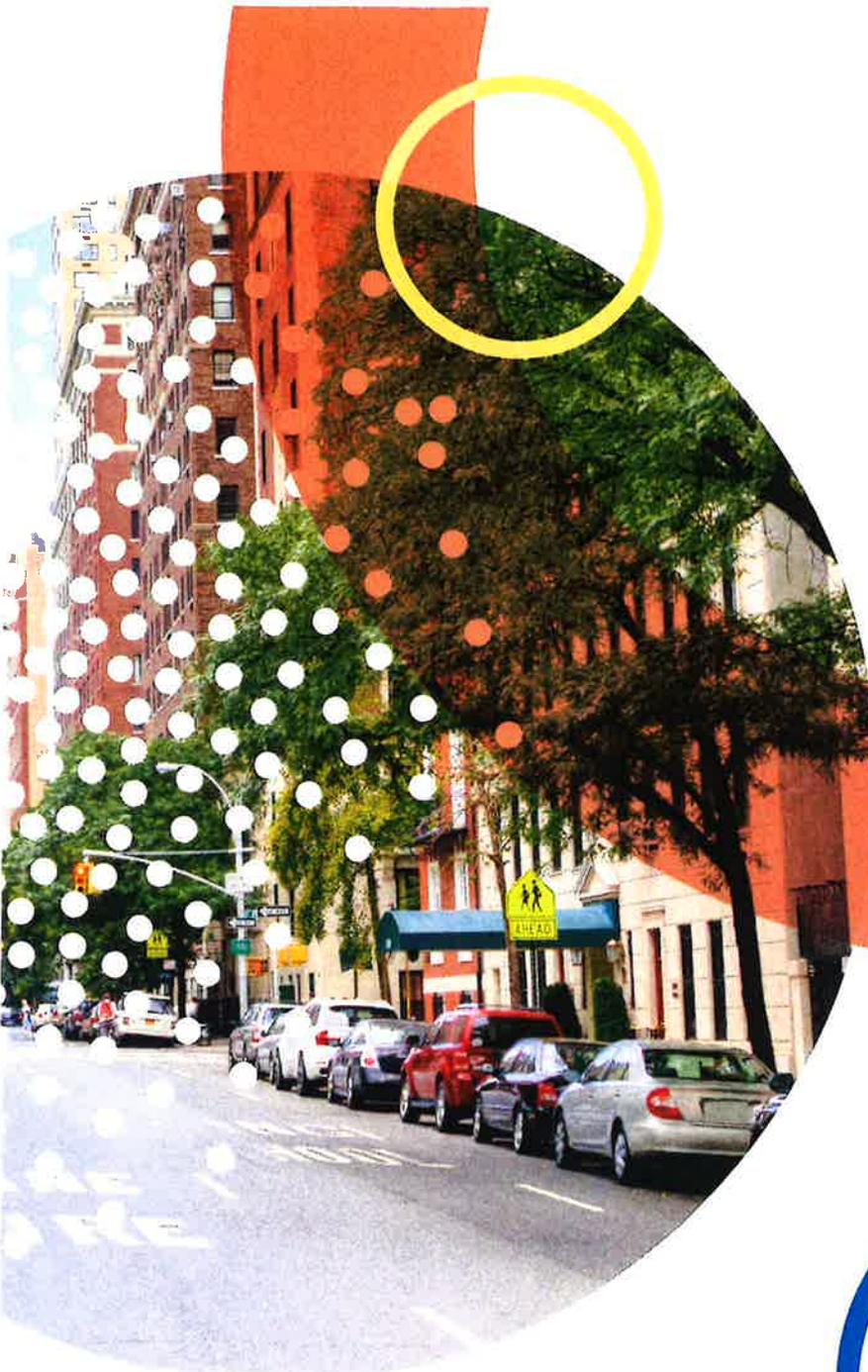
I am convinced we should switch to this new product and now is the time since we need to order pay stations for lot 7. The parking board budget will allow us to replace three pay stations in and around the Dells Bells, Jag and cover new lot #7.

I would like to order these machines without the bill changer. They would be coin and credit card only. Lake Geneva ordered them in this configuration as well. According to the company we met with, it is rare that they are ordered with the bill changer anymore. Speaking from a maintenance aspect, we struggle with the bill changers all summer. I think the days of vacationing people carrying cash only is behind us. If we did receive complaints, we could move a couple current T2 machines to these areas.

I would like to get these machines ordered as soon as possible. Although I will be on vacation at the time of this meeting, I can order via email as soon as I know what configuration (cash or no cash). If I add the bill changer option, these machines will need a larger solar panel. The cost will bring the machine to \$9,685. One other item of note: The new machines that Lake Geneva ordered have a larger LCD screen. This is not an option for the cash machines. I have attached a quote and brochure.

	Current T2 Pay Station	*New Cale W/O Cash	New Cale w/ Cash
<b>Machine Cost</b>	\$10,500.00	\$7,710.00	\$9,685.00
<b>Monthly Fee</b>	\$100/Month	\$80/Month	\$80/Month
<b>Cell Service</b>	\$15/Month	Included	Included

\*new machine with upgraded large LCD screen



# CWT Multi-Use Kiosks

MORE THAN A PAY STATION

# Technical Specifications

## KEY HIGHLIGHTS



COLOR TOUCH SCREEN OPTION



STAINLESS STEEL - CORROSION RESISTANT



MODULAR DESIGN

### GENERAL DESIGN

<b>MATERIAL</b>	304 stainless steel; Powder coated with anti-graffiti design
<b>SIZE</b>	(HxWxD) 61.22" x 16.42" x 15.35"
<b>WEIGHT</b>	229 pounds
<b>TEMP/HUMIDITY</b>	0 °F to 140 °F (-31 °F with main heater)/ Up to 97% humidity
<b>COLOR</b>	Standard - Black (Custom colors and wraps also available)
<b>COMPLIANCE</b>	EN 12414, CE, FCC, ISO 9001, ISO

### USER INTERFACE

<b>LIGHTING</b>	Front face lighting option available
<b>DISPLAY OPTIONS</b>	<ul style="list-style-type: none"> <li>• 9" Color Touch Screen</li> <li>• 7" Color Display</li> <li>• 6.6" Monochrome Display</li> </ul>
<b>LANGUAGE</b>	Multiple languages supported
<b>KEYPAD</b> <i>(for non-Touch Screen models)</i>	<ul style="list-style-type: none"> <li>• 4 software-controlled buttons below the display</li> <li>• Piezo keypad and buttons (Alphanumeric keyboard with up to 48 buttons)</li> </ul>

### PAYMENT OPTIONS

<b>COIN PAYMENT</b>	<ul style="list-style-type: none"> <li>• Up to 16 coins/tokens, three switch controlled, reprogrammable</li> <li>• Mechanical coin slot shutter with inductive loop</li> </ul>
<b>BANK NOTE PAYMENT</b>	4-way note insertion; single bill escrow
<b>CARD PAYMENT</b>	Magnetic stripe, EVM chip card, and contactless card acceptance
<b>OTHER</b>	Cashless configuration available

<b>COLLECTION</b>	<ul style="list-style-type: none"> <li>• Electronic lock option</li> <li>• Coin canister capacity: 2,600 quarters</li> <li>• Bill stacker capacity options: 500 or 1,000 notes</li> </ul>
<b>POWER SUPPLY</b>	<ul style="list-style-type: none"> <li>• Battery (12 V DC)</li> <li>• Solar (12 V, 13.6 W)</li> <li>• Mains (230 V/115 V AC)</li> </ul>
<b>SECURITY</b>	<ul style="list-style-type: none"> <li>• 4 point locking system</li> <li>• Cash vault: 0.24" hardened steel, drilling protected locking latches</li> </ul>
<b>TICKET</b>	<ul style="list-style-type: none"> <li>• Thermo-electric printer, graphics supported, landscape or portrait.</li> <li>• Paper Roll: 2.95" - 5.90" Length, 2.24" Width; 3,000 per roll for 4" tickets</li> </ul>
<b>COMMUNICATIONS</b>	GPRS, 3G LAN Supported, 4G Supported
<b>REMOTE MANAGEMENT</b>	Connected to Flowbird back-office suite; rates are remotely configurable



Total Parking Solutions Inc.

**City of Wisconsin Dells  
Parking Equipment Proposal  
January 29, 2020**

**Equipment**

**Cale CWT Terminals – Color Screen/Coin, Card, and Bills**

Cabinet stainless steel construction, color - black, 80 amp battery, credit/debit card reader, coin acceptor w/coin canister, CashCode bill acceptor w/1,000 note cannister, vandal resistant Lexan protected fully programmable color display, 3/4G modem and antennae, one roll receipt paper, instruction graphics, installation hardware, 100% one year warranty on parts and service

**Pricing Per Unit**

Coin, card – color display	\$ 7,370.00
Cashcode bill acceptor	\$ 1,270.00
30W solar panel (directional)	\$ 705.00
Shipping	\$ 125.00
Installation	\$ <u>215.00</u>
<b>Total</b>	<b>\$ 9,685.00 each</b>

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**Cale CWT Stealth Terminals –Touch Screen Color/Coin and Card**

Cabinet stainless steel construction, color - black, 80 amp battery, credit/debit card reader, coin acceptor w/coin canister, vandal resistant Lexan protected fully programmable color touch screen display, 3/4G modem and antennae, one roll receipt paper, instruction graphics, installation hardware, 100% one year warranty on parts and service

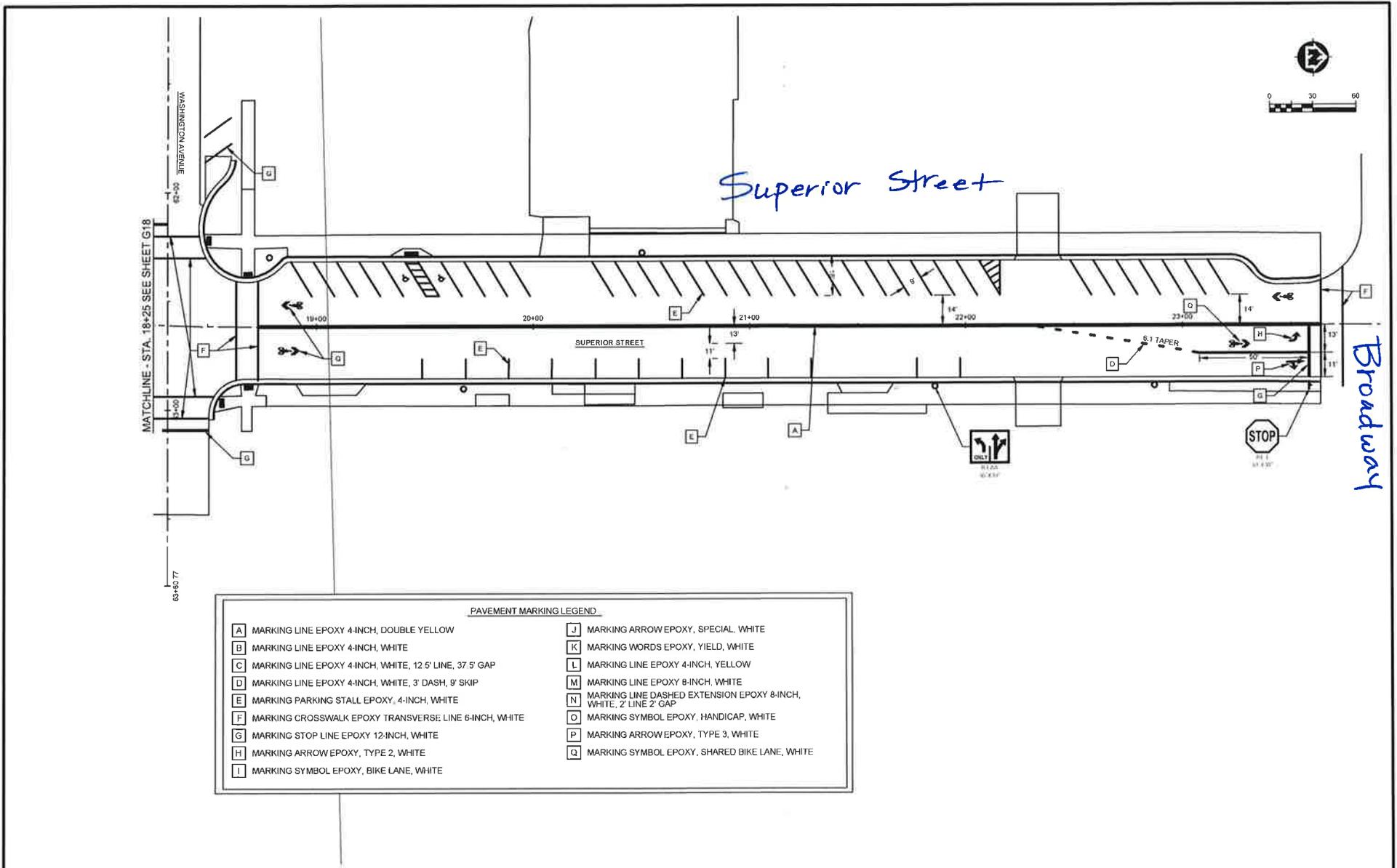
**Pricing Per Unit**

Coin, card – color touch display, 13w solar	\$ 7,370.00
Shipping	\$ 125.00
Installation	\$ <u>215.00</u>
<b>Total</b>	<b>\$ 7,710.00 each</b>





Item: 6



PAVEMENT MARKING LEGEND

<b>A</b> MARKING LINE EPOXY 4-INCH, DOUBLE YELLOW	<b>J</b> MARKING ARROW EPOXY, SPECIAL, WHITE
<b>B</b> MARKING LINE EPOXY 4-INCH, WHITE	<b>K</b> MARKING WORDS EPOXY, YIELD, WHITE
<b>C</b> MARKING LINE EPOXY 4-INCH, WHITE, 12' 5" LINE, 37' 5" GAP	<b>L</b> MARKING LINE EPOXY 4-INCH, YELLOW
<b>D</b> MARKING LINE EPOXY 4-INCH, WHITE, 3' DASH, 9' SKIP	<b>M</b> MARKING LINE EPOXY 8-INCH, WHITE
<b>E</b> MARKING PARKING STALL EPOXY, 4-INCH, WHITE	<b>N</b> MARKING LINE DASHED EXTENSION EPOXY 8-INCH, WHITE, 2' LINE 2' GAP
<b>F</b> MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH, WHITE	<b>O</b> MARKING SYMBOL EPOXY, HANDICAP, WHITE
<b>G</b> MARKING STOP LINE EPOXY 12-INCH, WHITE	<b>P</b> MARKING ARROW EPOXY, TYPE 3, WHITE
<b>H</b> MARKING ARROW EPOXY, TYPE 2, WHITE	<b>Q</b> MARKING SYMBOL EPOXY, SHARED BIKE LANE, WHITE
<b>I</b> MARKING SYMBOL EPOXY, BIKE LANE, WHITE	

PROJECT NO.	WIS024	SCALE AS SHOWN	NO.	DATE	REVISION
PROJECT DATE	MARCH 2018	DRAWN BY	BLH		
P.#		CHECKED BY	STH		

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1230 South Boulevard, Baraboo, WI 53613  
(609) 336-2271 www.msa.com

SUPERIOR AND LA CROSSE ST  
CITY OF WISCONSIN DELLS  
COLUMBIA COUNTY, WISCONSIN

PAVEMENT MARKING AND SIGNAGE - STAGE 1

00085084  
g16

## ITEM 7

**From:** Tim Mikonowicz <[Tmikonowicz@msa-ps.com](mailto:Tmikonowicz@msa-ps.com)>  
**Sent:** Monday, February 10, 2020 4:11 PM  
**To:** Nancy Holzem <[nholzem@dellscitygov.com](mailto:nholzem@dellscitygov.com)>  
**Cc:** David Holzem <[dholzem@dellscitygov.com](mailto:dholzem@dellscitygov.com)>  
**Subject:** Re: Parking Complaint

Nancy,  
I attached a couple pages from the project's pavement marking plan for clarity. Regarding the first item, "employee parking", the blue dashed line represents where the parking existed pre-improvement. **As you can see, the parking location lands in an area of City R/W** that was previously unused and not marked for City parking. The Sand Bar property line is highlighted in orange. The RAB project modified the curb lines within City R/W to create designated travel lanes and the previous parking area is now part of the pedestrian facilities (sidewalk and pavers) and does not allow for on-street parking.

Regarding the second item, placement of the ADA stall, there were several factors that went into finalizing the location:

- 1. ADA stalls require a clear unloading zone. Placing the ADA stalls near curb line tapers (bump outs) allows the clear zone to be marked in an area that is generally unusable and does not take up usable parking space.**
- 2. This stall, as well as the other on-street ADA stall in front of Just A Game, were placed to provide more regional stall locations near the RAB pedestrian facilities. These pedestrian facilities provide an approved ADA route through and across the new intersection.** At this time, the Sand Bar facility does not have an approved ADA entrance, therefore, the stall in question is not specific to the Sand Bar. **It is intended to provide ADA access to all facilities in the area (J.A.G., Sand Bar, Mauer's, St. C's, etc)**
- 3. The big picture design approach included placing ADA stalls uniformly across the street reconstruction limits. As noted on the attachments, these two stalls land in the middle of the project limits.** The other on-street ADA stalls, located on the north and south end of the project, were requested by the property Owner's (City Hall and VCB). Both of these buildings have approved ADA entrances along with approved routes from the street to the entrance.

Hope this helps clarify the situation. Feel free to reach out if you have any further questions.



**Tim Mikonowicz, PE | Team Leader**

MSA Professional Services, Inc.

+1 (608) 355-8905



**From:** Nancy Holzem <[nholzem@dellscitygov.com](mailto:nholzem@dellscitygov.com)>  
**Sent:** Monday, February 10, 2020 8:47 AM  
**To:** Tim Mikonowicz <[Tmikonowicz@msa-ps.com](mailto:Tmikonowicz@msa-ps.com)>  
**Cc:** David Holzem <[dholzem@dellscitygov.com](mailto:dholzem@dellscitygov.com)>  
**Subject:** Parking Complaint

Tim,  
The Parking Board will be meeting Wednesday evening. One of the agenda items is Sand Bar's complaints regarding (1) losing their make-shift employee parking area in the city's right of way, and the other is the placement of a handicapped parking stall on the east side of their building. Could you provide me with an explanation as to why that handicapped stall was placed there so I have that information for the meeting Wednesday?

Thank you.

-Nancy



SAND BAR PROPERTY LINE

LOCATION OF PRE IMPROVEMENT PARKING

MATCHLINE - STA. 18+25  
SEE SHEET G16

SAND BAR

J.A.G.

Superior St

La Crosse St

CITY HALL

MATCHLINE - STA. 13+25  
SEE SHEET G18

MATCHLINE - STA. 43+50  
SEE SHEET G18

PAVEMENT MARKING LEGEND

- A MARKING LINE EPOXY 4-INCH, DOUBLE YELLOW
- B MARKING LINE EPOXY 4-INCH, WHITE
- C MARKING LINE EPOXY 4-INCH, WHITE, 12' 5" LINE, 3' 5" GAP
- D MARKING LINE EPOXY 4-INCH, WHITE, 3' DASH, 9' SKIP
- E MARKING PARKING STALL EPOXY, 4-INCH, WHITE
- F MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH, WHITE
- G MARKING STOP LINE EPOXY 12-INCH, WHITE
- H MARKING ARROW EPOXY, TYPE 2, WHITE
- I MARKING SYMBOL EPOXY, BIKE LANE, WHITE
- J MARKING ARROW EPOXY, SPECIAL WHITE
- K MARKING WORDS EPOXY, YIELD, WHITE
- L MARKING LINE EPOXY 4-INCH, YELLOW
- M MARKING LINE EPOXY 8-INCH, WHITE
- N MARKING LINE DOTTED EXTENSION EPOXY 18-INCH, WHITE, 2' LINE 2' GAP
- O MARKING SYMBOL EPOXY, HANDICAP, WHITE
- P MARKING ARROW EPOXY, TYPE 3, WHITE
- Q MARKING ARROW EPOXY, BIKE LANE, WHITE

NOTE

- MOUNT YIELD SIGN ASSEMBLIES AT 7 FEET TO BOTTOM OF R1-2
- MOUNT BOTTOM OF STREET NAME SIGNS AT MINIMUM OF 9 7/8 FEET TO BE VISIBLE OVER YIELD SIGN ASSEMBLIES
- ORIENT STREET NAME SIGNS PARALLEL WITH RESPECTIVE STREET

PROJECT NO.	0085084	DATE	03-15-2018
PROJECT NAME	PAVEMENT MARKING AND SIGNAGE - STAGE 2	DESIGNED BY	MSA
DRAWN BY	MSA	CHECKED BY	MSA

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 1470 South Broadway & Madison, WI 53704  
 (608) 255-2773

SUPERIOR AND LA CROSSE ST  
 CITY OF WISCONSIN DELLS  
 COLUMBIA COUNTY, WISCONSIN

PAVEMENT MARKING AND SIGNAGE - STAGE 2

0085084  
 G17

## Wisconsin Dells Seasonal Summer Parking Sticker Rules and Restrictions

Wisconsin Dells Parking Committee understands the importance of allowing local business employees and local citizens to park in the downtown area for a reduced fee. The Summer Parking Sticker allows for parking in geo restricted areas for a nominal fee.

- Annual Summer Parking Sticker is \$10.
- Criteria for obtaining a sticker:
  - Proof of living in the WD School district (DL, Utility Bill, Check Stub)
  - Proof of working in the downtown area, check-stub or letter from employer
  - Must not have any outstanding debt with the city or municipal court
  - Included with season pool pass
  - Parking is first come, first serve as these are not reserved spaces
- Sticker is non-transferable and must be adhered to the interior driver's side of the windshield. Improper installation may result in parking fines.
- Good for parking in City Lot #3 and City Lot #7 only.
- The City has the right to close lots without notice.

