Wis. Dells Business Improvement District (BID) Committee Meeting Agenda

Wednesday, May 1, 2019 at 8:30AM

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

Members: Tara Anchor-Chair, Ald. Jesse DeFosse-Vice Chair, Mark Sweet-Secretary
Justin Draper, Dan Gavinski, Adam Makowski, Jackie Morse, Kevin Ricks, Kyler Royston

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1. Call to Order
2. Approval of the April 17, 2019 Meeting Minutes (attached)
3. Discussion/Decision on Trumble Lot Entertainment Site:
   a. Naming
   b. Items Needed for Set-up - lights, electrical, flowers, etc
   c. Signage (attached)
   d. Maintaining/Cleaning
4. Discussion/Decision on River Anchor Project (attached)
5. Update on Bavarian Village Public Restrooms
6. Art Maintenance Discussion
7. Update/Discussion on Canoe Parade and Discussion/Decision on Bridge Planters
8. Update on Drinker's Landing Project
9. Review of Billboards and Direction (attached)
10. Items to be included on next agenda
11. Adjournment

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

Tara Anchor, Chairperson
Agenda Posted & Distributed: April 26, 2019

Upcoming BID Meetings:

- Wednesday, May 15, 2019 at 8:30am
- Wednesday, May 29, 2019 at 8:30am

Open Meetings Notice: If this meeting is attended by 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.

ITEM 2

BID Committee
April 17, 2019

Attending: Tara Anchor; chairwoman
Kevin Ricks; BID
Justin Draper; BID
Adam Makowski; BID
Jackie Morse; BID
Mark Sweet; BID
Mayor Ed Wojnicz
Chris Tollaksen; Public Works
Phil Helley
Jenifer Dobbs; WDVCB
Jenna Loda Eddy
Fiorella Niera
Mark Brown
Peter Culver; Dells Events

Meeting called to order by Chairwoman Tara Anchor.
Motion to approve April 3rd minutes made by Justin Draper. Second by Adam Makowski. Approved.

BILLBOARD LAND LEASE RENEWALS:
A list of all billboard contracts was reviewed. Contracts with Riverview Boat Lines for locations at Timbavati Parking Lot and Hulbert Creek were due on March 31, 2019. Justin Draper made a motion to renew the contracts for the billboards at both locations for $5,750 each. Second by Adam Makowski. Approved unanimously.
Tara Anchor will look at the condition of the material on both billboards for future consideration.

TRUMBLE LOT / SUMMER ENTERTAINMENT:
Lease with the Trumble Testamentary Trust for use of their lot from May 1, 2019 to September 2, 2019 for BID to stage this year's summer entertainment program was reviewed. The rent will be $6,000. Jenifer Dobbs indicated that Original Wisconsin Ducks will assist with some of the logistical work. Maria Rosholt will assist with the plantings near the stage area. The WDVCB festival stages will be used. Tara Anchor will check with Parks and Recreation Director Thad Meister to see if their staff can help with cleanup of the grounds and garbage removal. Mark Sweet made a motion to approve the contract as presented. Second by Jackie Morse. Approved unanimously.

RIVER WALK ANCHOR PROJECT:
Design work done previously by ZebraDog for display of the boat anchor and related proposal for the Broadway entrance to the River Walk were reviewed. Also considered was new design work provided by Corena and Kevin Ricks which included three archways over the bridge area. The vignette which would display the anchor as shown by ZD (ZebraDog) is 13 ft.tall and would cost around $52,000. The anchor is believed to be 4-5 feet in height.
The Dells Country Historical Society has earmarked $26,500 for restoration and display work. The stipulation is that those funds must be used for display of both anchors in two locations. Cost of the project could be adjusted pending final design work. Adam Makowski and Justin Draper will contact companies to seek bids for both the anchor display and enhanced Broadway entrance area.

BAVARIAN VILLAGE RESTROOM UPDATE:
Mark Sweet reported on a customer comment recently that during the day the restroom door was locked. Upon examination at another time this was found to be true as well. Tara Anchor will communicate with Lisa McClyman at Holiday Wholesale to resolve the problem.
DRINKER'S LANDING PROJECT:

Adam Makowski will provide more information at the next meeting.

AGENDA: MAY 1 MEETING:
Items will include updated on the Canoe Parade project, Elm Street Commons area proposal, Drinkers Landing project update and other items to be determined.

Motion to adjourn made by Justin Draper. Second by Adam Makowski. Approved.

ITEM 3c.

TRUMBLE LOT SIGN PROPOSAL (1 sided v 2 sided – runs perpendicular to Broadway)

ITEM 4

PROPOSAL

ZEBRADOG
DYNAMIC ENVIRONMENT DESIGN

22 NOVEMBER 2017 | CITY OF WISCONSIN DELLS | Riverwalk Anchor Exhibit Fabrication & Installation | Chris Tollaksen - (608) 253-2542

HISTORY

The City of Wisconsin Dells has asked Zebradog (ZD) to provide a scope of services for fabricating and installing an anchor exhibit at the Riverwalk entrance along Broadway. This document summarizes the scope of work related to implementing this structure.

5 DESIGN DETAIL / DELIVER

IMPLEMENTATION PHASE

During the DELIVER phase, we guide the progress of the work and facilitate any changes that may be required by managing the integration process to determine that the project is being installed according to the plans and specifications and meeting desired design intent. All physical items are produced and installed. All final telectrical coordination takes place. Upon completion of this phase, we thoroughly inspect the project to ensure that it has been completed according to the desired design direction and specifications. Punch lists are developed (as needed) to allow for resolution of any outstanding gaps in functionality, errors in fabrication, performance issues and overall quality concerns.

SCOPE / GOALS

- One (1) on site meeting with client to review design of the exhibit
- Conference calls with client and team as needed
- Finalize design details and construction documentation for bidding
- Finalize fabrication and installation budget
- Review submittals from fabricator / approve material / lighting samples
- Fabricate structure
- Print / produce graphics for two-sided vignette
  - -Side one of vignette to feature Riverwalk vignette locations
  - -Side two of vignette to feature content/imagery about the anchor on display
- Schedule installation

* Client to provide all content regarding historic anchor that will be featured at the Broadway entrance

TIMELINE: 4-5 MONTHS

DELIVERABLES

- Online meetings, site visits, vendor meetings (as needed)
- Construction of base for monument sign
- Fabrication and installation of new 2-sided vignette
- Install structure and graphics

PROJECT ASSUMPTIONS

- Assumes work will be coordinated and timed with the Eddy Street renovation project
- Coordination with Eddy Street contractor and signage installer required for installation of sign footing
- Footing plan schedule to change based on engineers final review of bridge
- Electrical service will need to be run to the proposed anchor location by others

NOT INCLUDED

- The client will provide the necessary contract documentation required for open bidding
- The client will publish the necessary bid notices
- Coordination/review of new curb design with WI DOT to acquire state approval to be done by others
- Client to arrange delivery of anchor to site

PROPOSAL

ZEBRADOG
DYNAMIC ENVIRONMENT DESIGN

22 NOVEMBER 2017 | CITY OF WISCONSIN DELLS | Riverwalk Anchor Exhibit Fabrication & Installation | Chris Tollaksen - (608) 253-2542

Pricing based on the conceptual design above.

SUMMARY / SCOPE OF WORK

DESIGN DETAIL, PRODUCTION ART, PRODUCTION MGMT.	**$18,307**
FABRICATION / INSTALLATION	**$39,250**
STRUCTURAL ENGINEERING/ REVIEW OF BRIDGE	**$6,800**
TOTAL	**$64,357**

PAYMENT TERMS

- A 25% down payment will be charged at project inception. Remaining fees will be billed monthly as incurred.
- Changes to scope may result in adjustment of fees and a scope revision.
- Sales tax not included (if applicable).
- ALL INVOICES ARE DUE NET 30 DAYS FROM DATE ISSUED.

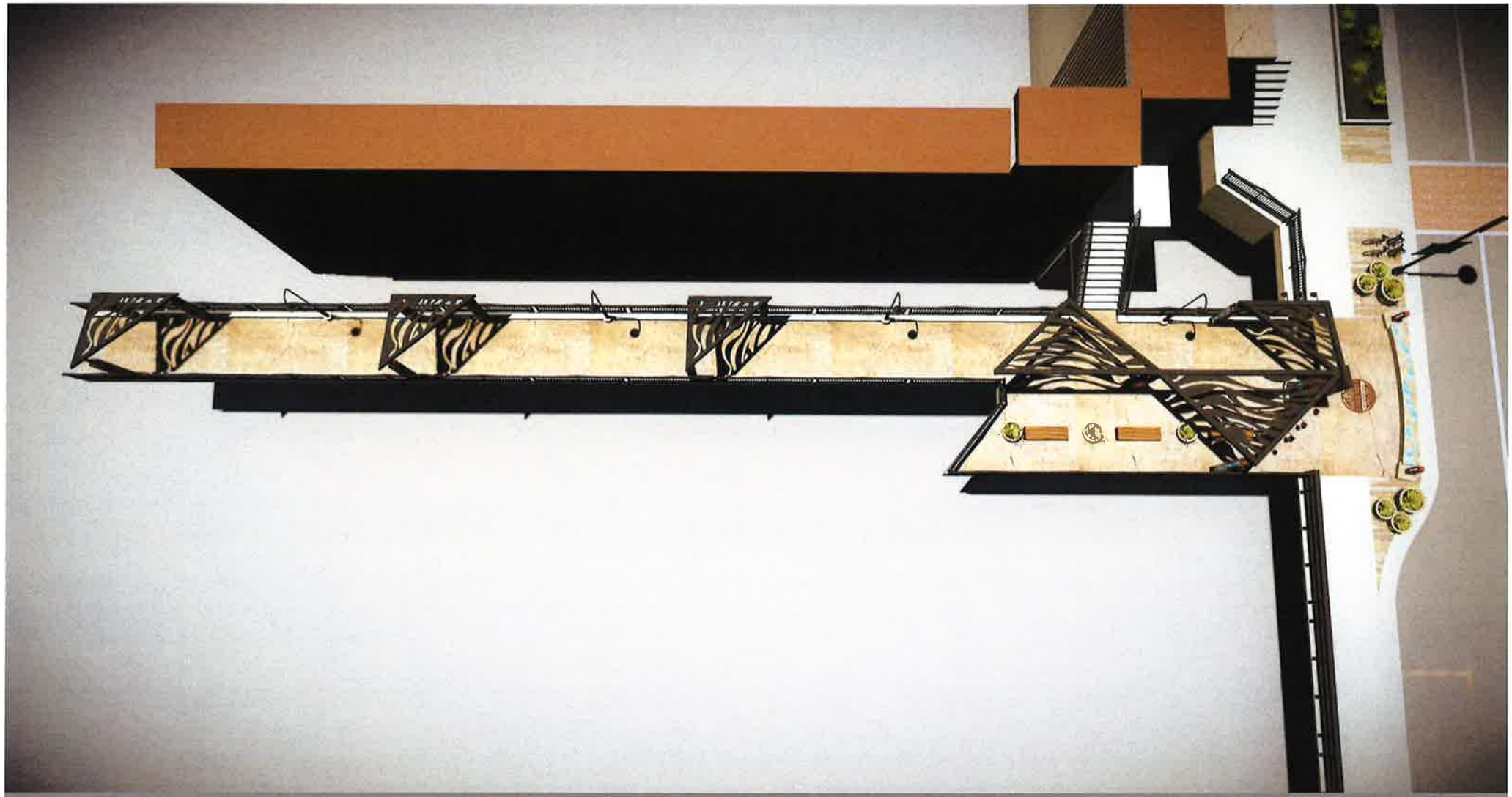
REIMBURSABLE EXPENSES

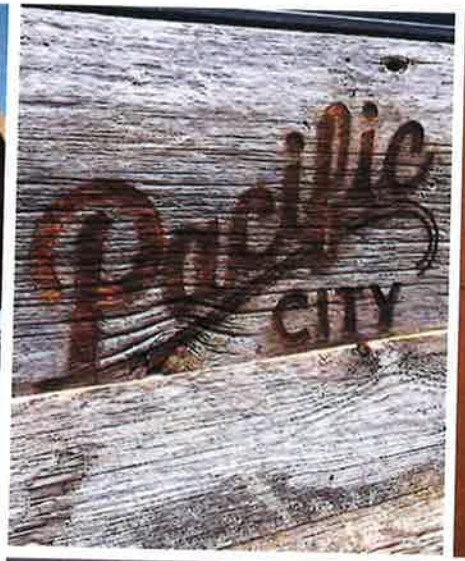
Expenses related to the performance and delivery of basic services will be billed in addition to the fees for basic services. Reimbursable expenses will be invoiced at actual cost and will include costs associated with printing of project documentation, courier, postage, stock material, software, travel costs, meals and lodging.

22 NOV 2017

SUBMITTED: MARK SCHMITZ, ZEBRADOG

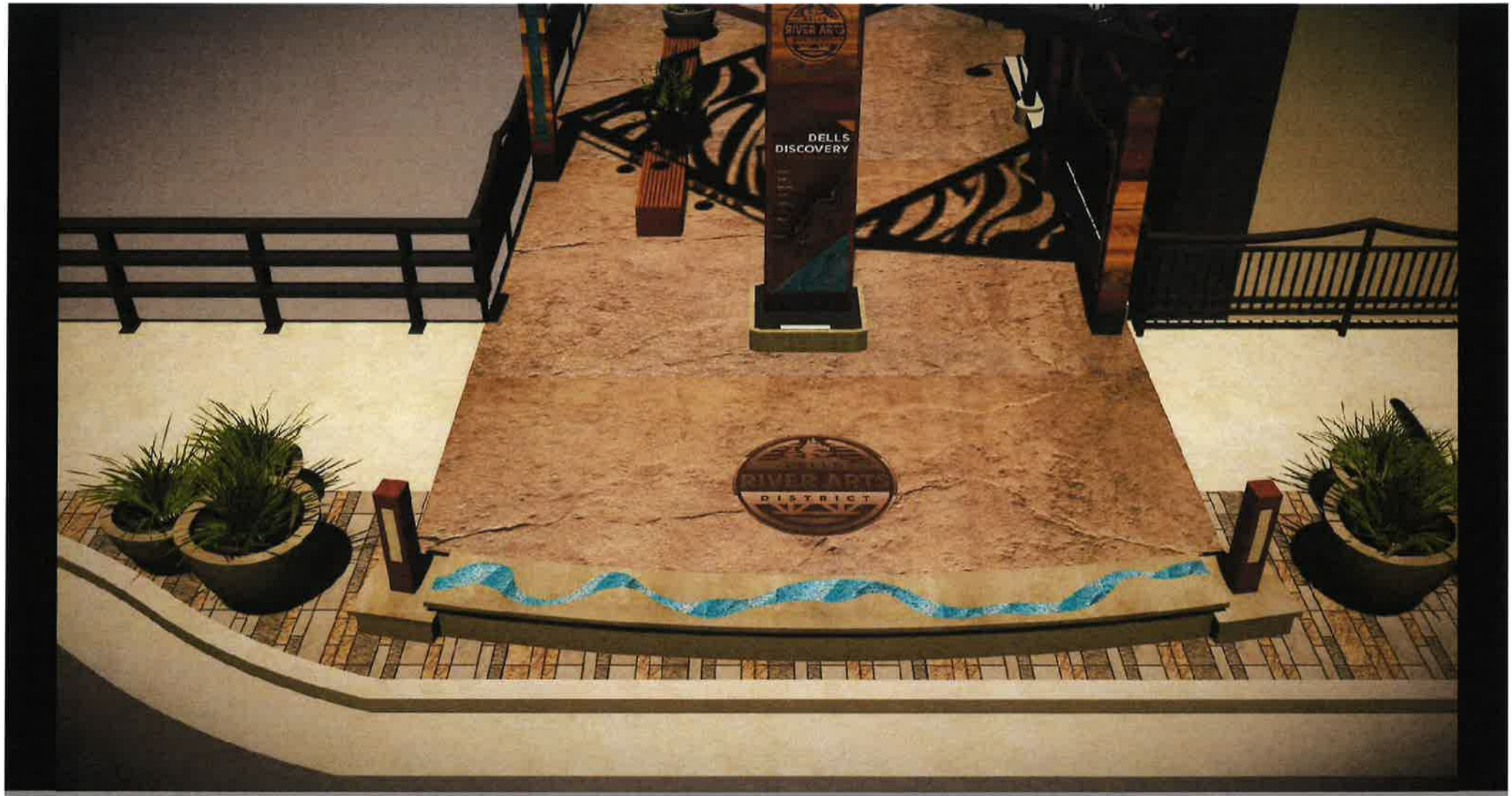
ACCEPTED (PLEASE SIGN AND DATE)





Riverwalk Gateway Materiality

Riverwalk Gateway Experience


DELLS
DISCOVERY
RIVER ARTS
DISTRICT

HISTORY

The City of Wisconsin Dells has asked Zebradog (ZD) to provide a scope of services for fabricating and installing the Riverwalk Gateway feature presented July 19, 2017 (See page 3 for a reference). This document summarizes the remaining scope of work related to implementing this structure at the Broadway entrance to the Riverwalk.

5 DELIVER

IMPLEMENTATION PHASE

During the DELIVER phase, we guide the progress of the work and facilitate any changes that may be required by managing the integration process to determine that the project is being installed according to the plans and specifications and meeting desired design intent. All physical items are produced and installed. All final technology/ electrical coordination takes place. Upon completion of this phase, we thoroughly inspect the project to ensure that it has been completed according to the desired design direction and specifications. Punch lists are developed (as needed) to allow for resolution of any outstanding gaps in functionality, errors in fabrication, performance issues and overall quality concerns.

SCOPE / GOALS

- Two (2) on site meetings with client to finalize design details* for exhibit
- Finalize construction documentation and rebid as necessary
- Finalize fabrication and installation budget
- One (1) on site meeting with general contractor and other team members to walk through scope of work
- Review / approve material / lighting samples
- Fabricate structure
- Print / produce graphics
- Schedule installation
- Supervise installation - five (5) days on site
- Establish punchlist

* Client to provide all content regarding historic anchor that will be featured at the Broadway entrance

TIMELINE: 5-6 MONTHS

DELIVERABLES

- Online meetings, site visits, vendor meetings (as needed)
- Create safety zone around work area,
- Removal of existing glass block and archway
- Construction of curb terrace, containing wall
- Electrical service to area
- Construction of base for monument sign
- Fabrication and installation of aluminum structure
- Install structure, graphics, containing wall and curb

PROJECT ASSUMPTIONS

- Assumes work will not be completed during prime tourist season
- Duration of installation TBD once general contractor is selected
- City is responsible for rerouting pedestrian traffic around construction zone
- Pricing assumes that power will run to the nearest light pole
- Planters to be set in place by general contractor but filled with dirt and vegetation by City
- Final attachment method of trellises to be determined after engineer review
- Existing archway at Broadway entrance will be taken down by general contractor

NOT INCLUDED

- The client will provide the necessary contract documentation required for open bidding
- The client will publish the necessary bid notices
- Coordination/review of new curb design with WI DOT to acquire state approval to be done by others
- Existing archway at Broadway to be removed from site by others

Pricing based on the conceptual design above.

Wisconsin Dells Riverwalk Gateway -ZD to Procure all Signage and Project Manage						
Item #	**Exhibit**	**Description**	**Qty**	**Fabrication & Installation (Includes 25% markup)**	**High Resolution Production, Content Procurement & Production Management**	**Total Production, PM Fabrication & Installation**
1	Large trellis with monument at entrance to Riverwalk	fabricated aluminum frame, plasma cut corten steel monument sign	1	168,369	12,725	$181,094
		Create safety zone around work area,removal of existing archway, remove and patch existing glass block, construction of curb, terrace, containing wall, electrical service to area, construction of base for monument sign, support poles installed by general contractor	1	468,750	0	$468,750
		graphics for monument sign, high resolution art files for printer	1	0	20,500	$20,500
		structural engineering of bridge -confirm existing conditions, review overall design of trellis	1	16,000	100	$16,100
		fabrication of medal medallion inset into concrete at entrance	1	10,625	2,400	$13,025
				663,744	**35,725**	**$699,469**
2	Small trellises along bridge	fabricated aluminum frames	3	25,750	1,925	$27,675
		support poles installed by general contractor	1	31,250	0	$31,250
		final art for trellises	3		4,800	$4,800
				57,000	**6,725**	**$63,725**
3	Misc	on site supervision by ZD- 5 days	1	0	8,000	$8,000
		mileage and meals- 8 trips	1		648	$648
		design / construction contingency	1		35,000	$35,000
				0	**43,648**	**$43,648**
	Total Fabrication & Installation			**$720,744**	**$86,098**	**$806,842**

SUMMARY / SCOPE OF WORK

DELIVER (IMPLEMENTATION PHASE)	**$771,842**
DESIGN / CONSTRUCTION CONTINGENCY	**$35,000**
TOTAL	**$806,842**

(Anticipated expenses included in the total above)

PAYMENT TERMS

- A 25% down payment will be charged at project inception. Remaining fees will be billed monthly as incurred.
- Changes to scope may result in adjustment of fees and a scope revision.
- Sales tax not included (if applicable).
- ALL INVOICES ARE DUE NET 30 DAYS FROM DATE ISSUED.

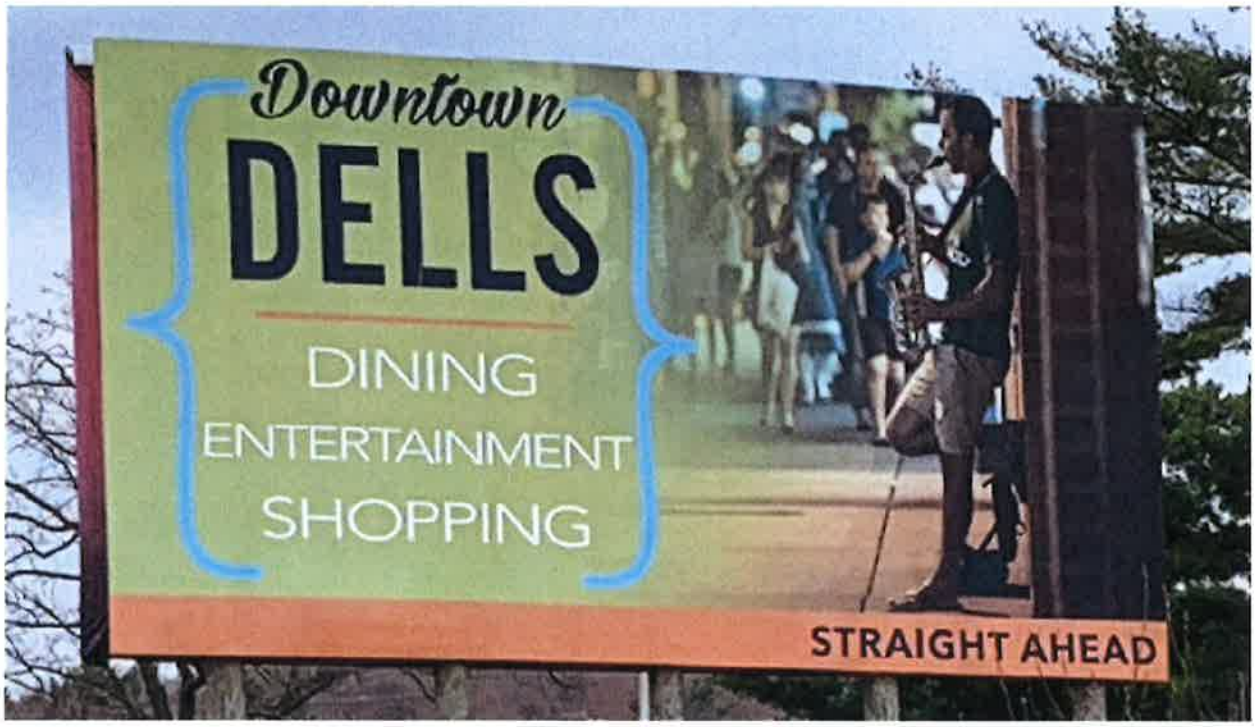
04 OCT 2017

SUBMITTED: MARK SCHMITZ, ZEBRADOG

ACCEPTED (PLEASE SIGN AND DATE)

ITEM 9

HWY 13 (Exit 87 EASTBOUND) – HULBERT's CREEK



TIMBAVATI PARKING LOT -