

**CITY OF WISCONSIN DELLS
PARKING BOARD MEETING MINUTES
MONDAY, AUGUST 26 2019**

ITEM 2

1. Chairperson Anderson called the meeting to order at 5:00P.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 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 by Mayor Wojnicz to approve the May 29, 2019 meeting minutes. Motion carried unanimously.

3. Parking Lot 7 (Municipal Building Area)

- a. Layout – Board members had no concerns with the current layout.
- b. Designated Bus Parking - Board members felt that there was not enough of a need to have a section of the parking lot designated just for buses. Motion by Morse seconded by Ald. Anchor to remove the designated bus parking stalls and replace them with regular stalls. Buses will be accommodated in the lot as needed. Motion carried unanimously.
- c. Municipal Building Parking – The City Clerk expressed concerns for making sure there was adequate parking for Municipal Building customers since the lot that was adjacent to the building has now become part of the public parking lot. Police Chief Jody Ward stated that there would be no parking enforcement in the lot during elections and other city functions. Motion by Mayor Wojnicz seconded by Ald. Freel to approve parking signage on La Crosse Street in front of the Municipal Building that states Free 30-Minute Municipal Building Parking, Monday-Friday 8:00am-4:00pm. These stalls would be numbered and parking would be enforced outside of those days/hours. Motion carried unanimously.
- d. Designated Parking for Pool/Ball Fields – (see item 4a)
- e. Kiosk Locations – Motion by Ald. Anchor seconded by Mayor Wojnicz to approve three kiosk locations for the new lot; one on each end of the lot and one in the center close to the Municipal Building sidewalk area. Chief Ward will work with Public Works Director Holzem on the exact locations. Motion carried unanimously.

4. Local Parking Pass

- a. Free Local Pass – Chairperson Anderson presented information to the Board on the logistics of providing free parking stickers to local residents and downtown employees that could be used in Lot 7. He suggested that the stickers be a different color than the \$150 parking pass that can be used in Parking Lots 2, 3 and 8. He defined “local” as someone living in Wisconsin Dells, Lake Delton or Briggsville. Reasons he gave for the stickers were to provide free parking to the locals, provided free parking for downtown employees, and push paying customers to other parking areas throughout the downtown. Mayor Wojnicz stated that there has always been a lot of

criticism from locals regarding paid parking. During discussion, some felt a nominal fee (\$10) should be charged to cover the cost of the stickers and time involved in issuing them. Chief Ward also suggested adding Lot 3 to the local parking pass. Board members supported the local pass concept. Final details of the process will be discussed for approval at the next meeting.

b. Downtown Employee Parking Pass – Upon proof of employment, the Board supported downtown employees being able to obtain a “local” parking pass for Lots 3 and 7.

c. Prorated Parking Pass Option – There was no support to prorate the current \$150 parking pass based on when it is issued. The current pass covers April 1st to September 30th in Lots 2, 3, and 8. In addition, consensus was not to add Lot 7 to this permit. Permit cost remains as is without any changes.

5. Parking Enforcement Hours Code Sec. 7.09(9)(a)

Mayor Wojnicz stated that the city has been working hard to get people to come downtown yet we are charging for parking and ticketing vehicles until 10:00pm which he felt was too late. He suggested ending the enforcement earlier. Nick Morse stated that we want people coming downtown during the day as well, yet they would still have to pay for parking or get a ticket. Ald. Holzem stated that he, as well as other business owners, thought parking enforcement ended at 9:00pm. Although the city code states that parking is enforced until 10:00pm, Parking Utility Supervisor Tim Gavinski stated that this is the first year he’s had employees working that late; mostly so someone would be available if there were any issues with the kiosks. Chief Ward presented the following information as to how much revenue would be lost, from just the paystations only, if parking enforcement ended earlier (this does not include any citation revenue or meter revenue): 6:00pm would be approximately \$83,000 loss of revenue, 7:00pm would be approximately \$54,000, 8:00pm would be approximately \$27,000 and 9:00pm would be approximately \$10,000. Ald. Anchor questioned if the enforcement days and hours are clearly indicated on the meters as that is one of the complaints he hears. Gavinski stated that this information is displayed on both the meters and kiosks. After discussion the enforcement between the hours of 9:00pm and 10:00pm, the Board took no action to change the ordinance regarding parking enforcement hours.

6. 2020 Parking Utility Operating Budget

The Board began initial review of a propose 2020 operating budget. Final review and action will be taken at the next meeting. Revenue implication items to consider would be the possible donation of Lot 4 for the proposed Wizard Quest development, and the implementation of local parking passes.

7. 2020 Parking Utility Capital Budget

The Board began initial review of the 2020 capital budget. Final review and action will be taken at the next meeting.

8. Next meeting will be Monday, September 9, 2019.

9. Motion by Ald. Anchor seconded by D. Holzem to adjourn. Motion carried unanimously and the meeting adjourned at 6:15P.M.

Nancy Holzem
City Clerk/Coordinator

50 - PARKING UTILITY

	2017 ACTUAL	2018 ACTUAL	(-----) BUDGET	-- 2019 -- Y-T-D	(-----) PROJ. FYE	(-----) DEPARTMENT REQUESTED	2020 FINANCE RECOMMENDED	(-----) PROPOSED BUDGET	REQ % of Change
REVENUES									
				<i>08/31/2019</i>					
4513-050 OT FINES & PARKING CITATIONS	\$ 134,764	\$ 126,146	\$ 110,000	\$ 102,162	\$ -	\$ 110,000	\$ -	\$ -	0.00%
4621-050 MISC SERVICE FEES	\$ 506	\$ 3,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4633-050 PARKING METERS	\$ 200,665	\$ 197,857	\$ 185,000	\$ 151,842	\$ -	\$ 185,000	\$ -	\$ -	0.00%
4634-050 PAYSTATION & LOT/STALL RENTALS	\$ 349,685	\$ 342,311	\$ 300,000	\$ 352,441	\$ -	\$ 370,000	\$ -	\$ -	23.33%
4800-050 MISCELLANEOUS REVENUE	\$ -	\$ 13,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL PARKING UTILITY REVENUES	\$ 685,620	\$ 682,913	\$ 595,000	\$ 606,445	\$ -	\$ 665,000	\$ -	\$ -	11.76%
EXPENSES									
5345-050-1000 SALARIES	\$ 72,984	\$ 85,139	\$ 74,411	\$ 65,993	\$ -	\$ 78,831	\$ -	\$ -	5.94%
5345-050-1500 HEALTH INSURANCE	\$ 6,322	\$ 6,583	\$ 3,728	\$ 2,367	\$ -	\$ 3,550	\$ -	\$ -	-4.77%
5345-050-1600 RETIREMENT EXPENSE	\$ 2,146	\$ 2,085	\$ 2,076	\$ 1,430	\$ -	\$ 2,107	\$ -	\$ -	1.47%
5345-050-1700 FICA	\$ 5,546	\$ 6,447	\$ 5,693	\$ 5,026	\$ -	\$ 6,031	\$ -	\$ -	5.93%
5345-050-2000 EXPENSES	\$ 22,995	\$ 25,008	\$ 17,500	\$ 15,375	\$ -	\$ 25,000	\$ -	\$ -	42.86%
5345-050-2010 PROCESSING FEES	\$ 56,560	\$ 68,530	\$ 45,000	\$ 42,257	\$ -	\$ 75,000	\$ -	\$ -	66.67%
5345-050-2200 ELECTRICITY	\$ 6,279	\$ 5,715	\$ 5,900	\$ 3,637	\$ -	\$ 6,500	\$ -	\$ -	10.17%
5345-050-4000 PARTS & REPAIR	\$ 1,537	\$ 2,887	\$ 4,500	\$ 2,048	\$ -	\$ 4,500	\$ -	\$ -	0.00%
5345-050-4030 DEPRECIATION	\$ 25,967	\$ 29,301	\$ 26,000	\$ -	\$ -	\$ 29,000	\$ -	\$ -	11.54%
5345-050-5100 WORKMANS COMP INSURANCE	\$ 1,498	\$ 719	\$ 1,500	\$ 1,529	\$ -	\$ 1,500	\$ -	\$ -	0.00%
5345-050-5900 PAYMENT IN LIEU OF TAX	\$ 21,614	\$ 24,546	\$ 22,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	13.64%
5345-050-5921 TRANSFER TO GENERAL FUND	\$ 225,800	\$ 224,441	\$ 260,192	\$ 260,192	\$ -	\$ 261,940	\$ -	\$ -	0.67%
TOTAL PARKING EXPENSES	\$ 449,248	\$ 481,401	\$ 468,500	\$ 399,854	\$ -	\$ 518,959	\$ -	\$ -	10.77%
PARKING OUTLAY									
5730-050-8200 EQUIPMENT OUTLAY	\$ 61,663	\$ -	\$ 56,500	\$ 56,483	\$ -	\$ 76,041	\$ -	\$ -	34.59%
5730-050-8999 CAPITAL RESERVE OUTLAY	\$ 20,000	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ -	\$ -	0.00%
TOTAL PARKING OUTLAY	\$ 81,663	\$ -	\$ 126,500	\$ 56,483	\$ -	\$ 146,041	\$ -	\$ -	15.45%
TOTAL EXPENDITURES	\$ 530,911	\$ 481,401	\$ 595,000	\$ 456,337	\$ -	\$ 665,000	\$ -	\$ -	11.76%
REVENUE OVER/(UNDER) EXPENDITURES	\$ 154,709	\$ 201,512	\$ -	\$ 150,109	\$ -	\$ 0	\$ -	\$ -	

Parking Utility - Capital Equipment Request

Equipment Outlay Details:			
5 Pay Stations	\$	59,841.00	3 New, 2 Replace
New Lot Signage	\$	10,000.00	New Lot and Lot 8 replacement
New Modems	\$	6,200.00	3g modems need to be replaced
Total	\$	76,041.00	

Current Surplus Balance:	\$	580,248	
Approved Lots 5 & 7:	\$	344,250	Subtract
2019 Capital Contribution:	\$	70,000	Add
	\$	305,998	Surplus Remaining

Note: For 2021 we will need to purchase another utility vehicle. Either a Cushman or a Mule type. I estimate the cost of 15-20k. I think a small electric style truck might be a good option.

Lot #'s	Description	# of stalls	Approx.Sq.Ft.	Approx.Sq.Yd.	\$/SY		w/ 2" thickne (Tons)	Time Frame	Potential Repairs Required
					35	50			
1	Across from PD	43	13067.00	1451.89	\$50,816.11	\$72,594.44	174.23		
2	Behind Country Keg	76	23424.00	2602.67	\$91,093.33	\$130,133.33	312.32	soon	Crack-filling
3	Behind Gyrotron	44	17699.00	1966.56	\$68,829.44	\$98,327.78	235.99		
4	Chalet	78	26392.00	2932.44	\$102,635.56	\$146,622.22	351.89		
5	Fisher's Bar	37	16909.00	1878.78	\$65,757.22	\$93,938.89	225.45	soon	Asphalt-Very Poor
6	Nig's	34	14416.00	1601.78	\$56,062.22	\$80,088.89	192.21		
8 (Total)	Showboat & Jag	110	46000.00	5111.11	\$178,888.89	\$255,555.56	613.33		
		422							
City Hall	Area surrounding CH	~ 200	71000.00	7888.89	\$276,111.11	\$394,444.44	946.67		
8 (N 1/2)	Showboat	46		0.00			0.00		
					\$890,193.89	\$1,271,705.56			

Cost Est. based of \$60/ ton (revised 3/9/16 to \$70/ton)

Asphalt = 120 #'s per SY/inch

Col. I = S.Y. x 2" x 120 lbs./2000 lbs. (Devided by 2000 = Tons of material needed)

			SY-coverage	#'/ SY	
3/9/2016-Fine grade/2.5"hot mix	~\$10.15/s.y.	\$67.67/ton	6.7	300	\$ 67.67
-Fine grade/3.5"hot mix in 2 lifts	~\$13.75/s.y.	\$65.48/ton	4.8	420	\$ 65.48

1	Across from PD	43	YES	43	
2	Behind Country Keg	76			
3	Behind Gyrotron	44			
4	Chalet	78			
5	Fisher's Bar	37	YES	30	2 reserved
6	Nig's	34			
8 (Total)	Showboat & Jag	110	YES	64	
				137	

Wisconsin Dells Parking Lots



Kiosk Pay Parking Lot \$ Parking PAY KIOSK

Meter Pay Parking Lot

