

# CITY OF WISCONSIN DELLS MEETING AGENDA

Meeting Description PUBLIC WORKS COMMITTEE

Date: MONDAY, JUNE 5, 2017 Time: 5:00 PM

Location: MUNICIPAL BUILDING 300 LA CROSSE STREET, WISCONSIN DELLS, WI

|  | Committee Members   |                   |  |
|--|---------------------|-------------------|--|
|  | Ald. Dar Mor-Chair  | Ald. Ed Wojnicz   |  |
|  | Mayor Brian Landers | Ald. Brian Holzem |  |

**AGENDA ITEMS:**

|    |  |
|----|--|
| 1  | CALL MEETING TO ORDER AND ATTENDANCE   |
| 2  | APPROVAL OF THE MINUTES FROM THE MAY 8, 2017 PUBLIC WORKS MEETING  |
| 3  | DISCUSSION/DECISION ON THE RESOLUTION FOR THE SANITARY SEWER COLLECTION SYSTEMS COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE YEAR 2016         |
| 4  | DISCUSSION/DECISION ON WIDOT WOODSIDE INTERSECTION   |
| 5  | UPDATE AND PRESENTATION ON THE DOWNTOWN TRAFFIC STUDY BY MSA-DISCUSSION/DECISION(S) AS NEEDED  |
| 6  | DISCUSSION/DECISION IN REGARDS TO PARKING AREA BEHIND THE MUNICIPAL BUILDING AT 300 LA CROSSE STREET   |
| 7  | DISCUSSION/DECISION ON PLAT OF SURVEY BEING PART OF LOTS 3 THROUGH 8, BLOCK 30, PART OF VACATED ALLEY AND PART OF MICHIGAN STREET RIGHT OF WAY |
| 8  | DISCUSSION/DECISION ON DOWNTOWN STAMPED CONCRETE SEALER IN REGARDS TO WEATHER DELAYS AND POSSIBLE POSTPONEMENT                                 |
| 9  | ANY OTHER ITEMS FOR REFERRAL TO A FUTURE MEETING   |
| 10 | FUTURE PUBLIC WORKS MEETING (Monday, July 10, 2017 @ 5:45pm)   |
| 11 | ADJOURNMENT  |

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**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.

## Financial Management

|   |  |    |   |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
|---|--|----|---|---|--|---|----|---|--|--|----|---|---|---|----|--|--|
| <p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Karen Terry"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="608-254-2012"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="kterry@dellscitygov.com"/></p>   |  |    |   |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| <p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?<br/>Year: <input style="width: 100px;" type="text" value="2016"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A (private facility)</li> </ul> <p>2.3 Did you have a special account (e.g., CWWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul>                   | 0  |    |   |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| <p><b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b></p>   |  |    |   |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| <p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?<br/>Year: <input style="width: 100px;" type="text" value="2016"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A</li> </ul> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>   |  |    |   |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="355,085.12"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,321.81"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="356,406.93"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="48,850.00"/></td> </tr> </table> | <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b> |    | \$  | <input style="width: 150px;" type="text" value="355,085.12"/> | 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) | + | \$ | <input style="width: 150px;" type="text" value="1,321.81"/> | 3.2.3 Adjusted January 1st Beginning Balance |  | \$ | <input style="width: 150px;" type="text" value="356,406.93"/> | 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) | + | \$ | <input style="width: 150px;" type="text" value="48,850.00"/> |  |
| <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>  |  | \$ | <input style="width: 150px;" type="text" value="355,085.12"/> |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)  | +  | \$ | <input style="width: 150px;" type="text" value="1,321.81"/>   |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| 3.2.3 Adjusted January 1st Beginning Balance  |  | \$ | <input style="width: 150px;" type="text" value="356,406.93"/> |   |  |   |    |   |  |  |    |   |   |   |    |  |  |
| 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)   | +  | \$ | <input style="width: 150px;" type="text" value="48,850.00"/>  |   |  |   |    |   |  |  |    |   |   |   |    |  |  |

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 3,004.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 402,252.93

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

River rd. Lift station (Meadowbrook), Pump repair

3.3 What amount should be in your Replacement Fund? \$ 217,320.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

| Project # | Project Description   | Estimated Cost | Approximate Construction Year |
|-----------|---|----------------|-------------------------------|
| 1         | Potential new Lift Station along with second Force Main. Tentative at best, pending economic development.   | 2000000        | 2018                          |
| 2         | Potentially construct a Bio solids processing facility for our treatment plant. We share ownership w/ Village of Lake Delton and are working through the CWFPP process w/ Lake Delton and consulting engineers. This project is underway. | 2850000        | 2017                          |

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

#### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

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|                | Electricity Consumed (kWh) | Natural Gas Consumed (therms) |
|----------------|----------------------------|-------------------------------|
| January        | 19,138                     | 242                           |
| February       | 18,464                     | 199                           |
| March          | 18,725                     | 133                           |
| April          | 20,944                     | 77                            |
| May            | 16,667                     | 32                            |
| June           | 20,604                     | 11                            |
| July           | 23,699                     | 10                            |
| August         | 28,556                     | 10                            |
| September      | 28,486                     | 15                            |
| October        | 21,837                     | 19                            |
| November       | 14,119                     | 83                            |
| December       | 13,717                     | 227                           |
| <b>Total</b>   | <b>244,956</b>             | <b>1,058</b>                  |
| <b>Average</b> | <b>20,413</b>              | <b>88</b>                     |

## 6.1.2 Comments:

Electricity consumed includes some kWh's used for other purposes, such as heating, etc.. Some natural gas consumption is for NG powered back-up generation.

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

## 6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

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## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None specifically. Every time we do pump work or station maintenance, we consider efficiencies that might be gained by replacing equipment w/ newer, more efficient models.

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Working w/ MSA Associates of Baraboo. GPS/GIS updates and FSP are in progress.

Did you accomplish them?

- Yes
- No

If No, explain:

Both areas are works in progress. Making strides, but the GPS'ing of all the assets has taken substantially more effort then anticipated. Will continue to push these programs forward.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

WPDES # 0031402, Wis Dells Ord.# 7.04

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 

12/30/2015

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

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- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

Working w/ MSA Associates on a FSP.

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

|                           |                                 |                           |
|---------------------------|---------------------------------|---------------------------|
| Cleaning                  | <input type="text" value="15"/> | % of system/year          |
| Root removal              | <input type="text" value="9"/>  | % of system/year          |
| Flow monitoring           | <input type="text" value="0"/>  | % of system/year          |
| Smoke testing             | <input type="text" value="0"/>  | % of system/year          |
| Sewer line televising     | <input type="text" value="1"/>  | % of system/year          |
| Manhole inspections       | <input type="text" value="10"/> | % of system/year          |
| Lift station O&M          | <input type="text" value="12"/> | # per L.S./year           |
| Manhole rehabilitation    | <input type="text" value="1"/>  | % of manholes rehabbed    |
| Mainline rehabilitation   | <input type="text" value=".7"/> | % of sewer lines rehabbed |
| Private sewer inspections | <input type="text" value=".5"/> | % of system/year          |

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Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

|                                    |  |
|------------------------------------|--|
| <input type="text" value="49.91"/> | Total actual amount of precipitation last year in inches |
| <input type="text" value="34.75"/> | Annual average precipitation (for your location)         |
| <input type="text" value="25"/>    | Miles of sanitary sewer                                  |
| <input type="text" value="19"/>    | Number of lift stations                                  |
| <input type="text" value="0"/>     | Number of lift station failures                          |
| <input type="text" value="1"/>     | Number of sewer pipe failures                            |
| <input type="text" value="6"/>     | Number of basement backup occurrences                    |
| <input type="text" value="7"/>     | Number of complaints                                     |
| <input type="text" value=".487"/>  | Average daily flow in MGD (if available)                 |
| <input type="text" value=".760"/>  | Peak monthly flow in MGD (if available)                  |
| <input type="text" value="0"/>     | Peak hourly flow in MGD (if available)                   |

3.2 Performance ratios for the past year:

|                                   |   |
|-----------------------------------|---|
| <input type="text" value="0.00"/> | Lift station failures (failures/year)                 |
| <input type="text" value="0.04"/> | Sewer pipe failures (pipe failures/sewer mile/yr)     |
| <input type="text" value="0.00"/> | Sanitary sewer overflows (number/sewer mile/yr)       |
| <input type="text" value="0.24"/> | Basement backups (number/sewer mile)                  |
| <input type="text" value="0.28"/> | Complaints (number/sewer mile)                        |
| <input type="text" value="1.6"/>  | Peaking factor ratio (Peak Monthly: Annual Daily Avg) |
| <input type="text" value="0.0"/>  | Peaking factor ratio (Peak Hourly: Annual Daily Avg)  |

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED \*\*

| Date          | Location | Cause | Estimated Volume (MG) |
|---------------|----------|-------|-----------------------|
| None reported |          |       |                       |

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes  
 No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

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|   |
|---|
| <ul style="list-style-type: none"><li>● No</li></ul> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  |
| <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div style="border: 1px solid black; padding: 2px;">Replaced 2 blks. of sanitary sewer main and associated laterals on Capital Street.</div>  |
| <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div style="border: 1px solid black; padding: 2px;">Continued daily monitoring and reconstruction of system. 2017 Project includes reconstruction of sanitary sewer (~ 2 blks.). We are replacing MH covers where needed.</div> |

|   |          |
|---|----------|
| <b>Total Points Generated</b>               | 0        |
| <b>Score (100 - Total Points Generated)</b> | 100      |
| <b>Section Grade</b>                        | <b>A</b> |

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## Grading Summary

WPDES No: 0047341

| SECTIONS                                | LETTER GRADE | GRADE POINTS | WEIGHTING FACTORS | SECTION POINTS |
|---|--------------|--------------|-------------------|----------------|
| Financial                               | A            | 4            | 1                 | 4              |
| Collection                              | A            | 4            | 3                 | 12             |
| <b>TOTALS</b>                           |              |              | <b>4</b>          | <b>16</b>      |
| <b>GRADE POINT AVERAGE (GPA) = 4.00</b> |              |              |                   |                |

### Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

From: Handrick, Richard - DOT [Richard.Handrick@dot.wi.gov]  
Sent: Tuesday, May 09, 2017 10:01 AM  
To: Chris Tollaksen  
Cc: Handrick, Richard - DOT; Riley, Shannon P - DOT; Krizenesky, Thomas - DOT  
Subject: City/WisDOT Transportation Meeting Minutes - October 14, 2016  
Attachments: Meeting Minutes 101416.pdf

Chris – I took a look back at the correspondence and other history for the Woodside Ranch entrance at WIS 13. Please see the attached meeting minutes from your consultant (MSA) from our meeting on 10/14/16. In the minutes, it is noted that WisDOT did perform a weekend/event type count at the intersection over Memorial Day weekend (May 27-29th); there was a tournament at the facility. Our analysis shows that with this weekend/event count, the intersection does not meet signal warrants.

WisDOT NCR's position is that we have conducted what we believe to be reasonable engineering studies of the traffic flow characteristics for the temporary connection of Woodside Ranch to WIS 13. The intersection does not meet signal warrants, and our direction for the City to design and construct a side street stop controlled public intersection, with northbound and southbound turn lanes added to WIS 13, is still the acceptable traffic control solution for the connection point.

Although a signal isn't warranted at this time the city had discussed further development at the Woodside Ranch property, in addition to another referendum on the high school. This was part of the reason the temporary connection permit was extended to allow the city time to assess the possible impacts of these developments and adjust the TIA appropriately. To date we haven't received any updated information that would change the region's determination.

Please let me know if you have any additional questions or would like to meet to discuss how to move forward.

Thank you,

Rich

Rich Handrick, PE  
NCR Access Engineer  
WisDOT - NCR - Rhinelander  
715-365-5716  
richard.handrick@dot.wi.gov



# City of Wisconsin Dells

Friday, October 14, 2016

10:00 AM

Wisconsin Dells Municipal Building

## Type of meeting:

City of Wisconsin Dells/WisDOT Transportation Meeting

## Attendees:

City of Wisconsin Dells – Dar Mor, Chris Tollaksen, David Holzem, Mayor Brian Landers

MSA – Kevin Ruhland, John Langhans, Sarah Gengler

WisDOT – Andy Winga, Angela Adams, Stephen Flottmeyer, Dale Oestreich, Shannon Riley (phone), Rich Handrick (phone)

## Agenda Topics

### 1. Follow up on WIS 13 Access

*The Mayor updated the group on the Woodside development. The complex is currently 60% capacity and expecting 100% in 2 years. There is the possibility of continued expansion, including an indoor/outdoor facility with additional properties for sale nearby. The Wisconsin Dells school district is also putting the new high school back on referendum in April. The new high school would be located near Woodside on 9<sup>th</sup> Avenue.*

*The Department collected turning movement counts during Memorial Day weekend to analyze actual conditions at the facility. At this time, the intersection does not meet traffic signal warrants, and that a stop controlled intersection with enhanced turn lanes would handle traffic based on those counts. It was noted that the introduction of school traffic would significantly impact. The City noted that the Memorial Day weekend is probably high for “normal” tourist traffic, but that the tournaments are generally smaller until school is out, so the traffic accessing the facility may be low for the time period counted.*

*It was noted that the WIS 13 project that had been up for potential reconstruction within the study area is no longer in the current 6-year improvement program.*

#### a. For Woodside what is status and next steps?

*The existing access permit is expiring at the end of 2016. At the City’s request, the Department agreed to extend the existing temporary permit until the end of 2017. At that time, it is anticipated that there will be fewer unknowns regarding the school and the potential for additional property development along WIS 13. WisDOT and the City also discussed the potential to set thresholds for when improvements beyond two-way stop would be approved/justified.*

*At this time, the City will send an email to the Department requesting the extension. The City and Department agreed to follow up in April after the results of the school referendum are known.*

**b. Access to Dome Property from WIS 13**

*The Dome, located north of Woodside on the west side of WIS 13, is also planning on expanding their facilities. If the expansion occurs, the City was interested in finalizing a connection to WIS 13 at the newly constructed access point near Pampered Paws. WisDOT asked that the City keep the Department informed on the progress and that connection can be worked through.*

**c. 4-way intersection at Michigan Ave potential connections**

*A new development is proposed on the northwest corner of the intersection of Broadway & WIS 13. The development is proposed to include a grocery store, apartments, retail space, and a gas station. Currently Michigan Avenue only connects to WIS 13 to the east, and dead ends on the west side of WIS 13 before connecting. As part of the development plan, there is a desire to extend Michigan Avenue east to connect to WIS 13 and create a four-legged stop controlled intersection.*

*The Department indicated the first step towards approving the access connection would be an "initial submittal" based off of the Department's Traffic Impact Analysis Guidelines. This memo should show trip generation, distribution, and assignment for the proposed development. At that time, the need for additional analysis will be determined by the Department.*

*WisDOT did note that there would likely need to be improvements to WIS 13 due to the existing geometry that does not factor in the proposed access point. The location of the regulatory speed limit change will also impact any potential design improvements needed.*

*WisDOT also noted that often the last developer bears the financial burden of roadway improvements along a developing corridor. The City could assess each development based on anticipated trip generation to help offset the cost of improvements when the time comes to implement. The City will consider this as development plans move forward.*

**2. Discuss Downtown Dells alternatives**

- a. Overview of alternatives on the table
- b. Additional signals acceptable to DOT?
- c. Specific DOT requirements
- d. Discussion on accommodating pedestrians (scramble?)
- e. Availability of DOT Funds for projects

*The alternatives for Downtown were reviewed including the Eddy Street Plaza, Oak Street Plaza, and one-way pair system (both the long route and shortened route to Washington and Wisconsin). It was determined that the ultimate number of traffic signals on Broadway is flexible based on what the operations show for improvement. WisDOT and the City both would like to see improved operations and are willing to work together to find a solution. The City is not interested in completing a Connecting Highways agreement with WisDOT.*

*Specifically, the City felt an improvement at Eddy Street would be a feasible initial project that would have immediate impact. The existing pedestrian activated crosswalk causes delay and queuing as the crossing is not regulated or coordinated with the operations at the River/Superior Street intersection. There are options to convert the flow of traffic to two northbound lanes on Eddy Street and allow left out traffic to overlap a pedestrian phase by installing a signal.*

*The Department noted potential challenges and expenses due to the constrained environment. Additionally, WisDOT is willing to review a "pedestrian scramble" at River/Superior Street if the intersection shows an operational improvement. There is an understanding that education on the scramble phase would be necessary to achieve maximum compliance. There may be a need to upgrade the River/Superior Street traffic signal cabinet to accommodate this phasing.*

*From a funding perspective, Broadway is not currently in the 6 year improvement program and the pavement is in good condition. WisDOT would not be able to pay for or credit general improvements without a project scheduled. There is Standalone Signal funding that could be applied for. This pool of money is highly competitive due to the limited amount of funds available. The City asked the Department if a credit could be issued if the City chose to construct an improvement on Broadway. Historically a project has been needed for this to occur, but WisDOT will look into the credit policy and have follow up discussions with the City.*

*With regards to next steps, the City/MSA will review corridor operations at the intersection of Eddy Street and River/Superior Street and coordinate with the Department. That coordination will begin immediately, with the ultimate goal of submitting an application for Standalone Signal money by February 2017. At Eddy Street, the analysis will review traffic signal operations with the crosswalk on the east approach, west approach, and both approaches to determine the best location. The alternative review will also assess if a future one-way pair option that includes River Street is still viable in the future with the proposed Eddy Street improvements in place.*

3. Discussion of Exit 87 TIA
  - a. Specifically discuss the interchange/CTH H reconfiguration alternative
    - i. Feasible and how does it fit with DOT Study
    - ii. Diamond preferred, what are terminal controls?
    - iii. Timing of a potential project?

*The WisDOT study is proceeding more slowly than originally anticipated due to feedback from FHWA. The Tier 2 Environmental Document, which would consider some of the specific interchange areas, is anticipated to be completed sometime in 2019. The timing for any improvement would be well beyond that schedule, as the project would need approval and then programming and design before construction could begin.*

*The diamond interchange is an option for this area however WisDOT will need to work through the environmental process to determine if that configuration works best for the area. There are known utilities, streams, deep rock formations, and archaeological sites in the area. The preferred alternative will take all those into consideration, along with the City's input. It would be valuable to the study to complete the development TIA and share with the department for consideration along with the other elements the study will consider.*

- b. Potential for additional signal between Trout & Interchange?
        - i. What does this access look like? Full? Restricted? 4-leg? 3-leg? Etc.
        - ii. Any existing safety concerns?

*If the preferred alternative and configuration allows for adequate spacing, an additional intersection could be looked into.*

4. Discuss US 12 & Pioneer Drive intersection
  - a. New apartment unit construction with this location as ultimate access to highway

*The City wanted to inform WisDOT that the intersection of Pioneer Drive & US 12 will be much busier than before with the development of an apartment complex that will be fully occupied by the end of the year. Safety concerns for non-vehicle traffic on the highway were discussed. The City would like to see a highway speed limit reduction to improve safety. The Department noted that a speed study would need to be done in order to determine the existing operating speed; the study would determine if a speed limit change could occur. The City could install sidewalk within highway right-of-way if the sidewalk meets ADA. A crosswalk on US 12 would need to be permitted through the state as well. WisDOT recommended*

*making the bike path connection on Fitzgerald Drive to get users alternate routes as well. WisDOT will include the Pioneer intersection in future safety discussions.*

5. Bike Safety along WD Parkway
  - a. Profile allows for Higher speed bikes crossing driveways
  - b. Several accidents have occurred at driveways in these areas
  - c. What are options to improve and how does this tie into study project?

*The Parkway study that was considering potential improvements is currently on-hold for construction. The \$45 million project currently cannot be funded due to the disproportionate cost of real estate. WisDOT understands the concern for bicyclists and pedestrians on the corridor. WisDOT is reviewing safety and access issues for short term solutions that can be implemented until the larger project can somehow be fit back into the program. Preliminary discussions included options to guide bikes to the west side of the Parkway to avoid more driveways. Ideally there would be on-street accommodations for bicycles. The City wanted the Department to be aware of the severity of the issue and the concerns they are seeing. The Department will have ongoing conversations with the City if any progress is made on the Parkway project.*

**Special notes:**

# 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    | S | 6.00       | \$ 12,780.00         |
| 2.                                | Storm Inlet, Type III                   | 1                  | Ea    | S | 1,800.00   | \$ 1,800.00          |
| 3.                                | 12-inch HDPE Storm Sewer                | 90                 | LF    | S | 35.00      | \$ 3,150.00          |
| 4.                                | 1 1/4-inch Dense Graded Base            | 3,190              | TON   | S | 14.00      | \$ 44,660.00         |
| 5.                                | 24-inch Concrete Curb and Gutter        | 1,175              | LF    | S | 12.50      | \$ 14,687.50         |
| 6.                                | 4-inch Concrete Sidewalk                | 2,160              | SF    | S | 4.50       | \$ 9,720.00          |
| 7.                                | 3.5-inch HMA. 4 MT 58-28 S              | 4,790              | SY    | S | 12.00      | \$ 57,480.00         |
| 8.                                | Pavement Marking - 4-inch White Line    | 1,600              | LF    | S | 0.80       | \$ 1,280.00          |
| 9.                                | Pavement Marking - Directional Arrows   | 6                  | Ea    | S | 25.00      | \$ 150.00            |
| 10.                               | Pavement Marking - Stall Identification | 75                 | Ea    | S | 5.00       | \$ 375.00            |
| 11.                               | Relocate/Install Payment Kiosk          | 1                  | LS    | S | 500.00     | \$ 500.00            |
| <b>SUBTOTAL: Items #1-#11</b>     |   |                    |       |   |            | <b>\$ 146,582.50</b> |
| <b>5% Contingency</b>             |   |                    |       |   |            | <b>\$ 7,329.13</b>   |
| <b>Construction Total</b>         |   |                    |       |   |            | <b>\$ 153,911.63</b> |
| <b>Engineering/Administration</b> |   |                    |       |   |            | <b>\$ 15,391.16</b>  |
| <b>Project Total</b>              |   |                    |       |   |            | <b>\$ 169,302.79</b> |

**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>                      |                    |       |             | <b>\$ 92,635.00</b>  |
|          | <b>5% Contingency</b>                              |                    |       |             | <b>\$ 4,631.75</b>   |
|          | <b>Construction Total</b>                          |                    |       |             | <b>\$ 97,266.75</b>  |
|          | <b>Engineering/Administration</b>                  |                    |       |             | <b>\$ 9,726.68</b>   |
|          | <b>Project Total</b>                               |                    |       |             | <b>\$ 106,993.43</b> |

## Item 7

**From:** Weil, Teri L - DOT (DTSD Consultant) [ [:Teri.Weil@dot.wi.](mailto:Teri.Weil@dot.wi) ]  
**Sent:** Wednesday, November 09, 2016 1:29 PM  
**To:** Chris Tollaksen  
**Subject:** RE: WisDOT Land Michigan Avenue

Sounds good. Just to let you know, we did complete an appraisal. The property is approximately 1.10 acres and was appraised for \$17,700.

---

The DOT sent me a survey of excess ROW north of Michigan Ave. that they would be willing to sell.

They appraised the property to the south at ~\$52,611 / ac, so I would expect them to value this 0.52 ac at ~\$27,357. The City seemed to have some ability to negotiate a better deal, but initially that would involve a deed restriction prevent the private use of the property.

Chris Tollaksen  
City Planner/Zoning Administrator  
City of Wis. Dells  
(608) 253-2542  
Fax (608) 254-8904

# PLAT OF SURVEY

## GENERAL LOCATION

BEING PART OF LOTS 3 THROUGH 8, BLOCK 30, PART OF VACATED ALLEY AND PART OF MICHIGAN STREET RIGHT OF WAY, KILBOURN CITY, LOCATED IN THE NE1/4 OF THE SE1/4, SECTION 3, T. 13 N., R. 6 E, CITY OF WISCONSIN DELLS, COLUMBIA COUNTY, WISCONSIN.

### LEGEND

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- ⊙ 3 1/2" ALUM. MON. FND.
- ⊕ POWER POLE
- OHE—OVERHEAD UTILITY LINE
- GUY WIRE
- ( ) PREVIOUSLY RECORDED INFO.

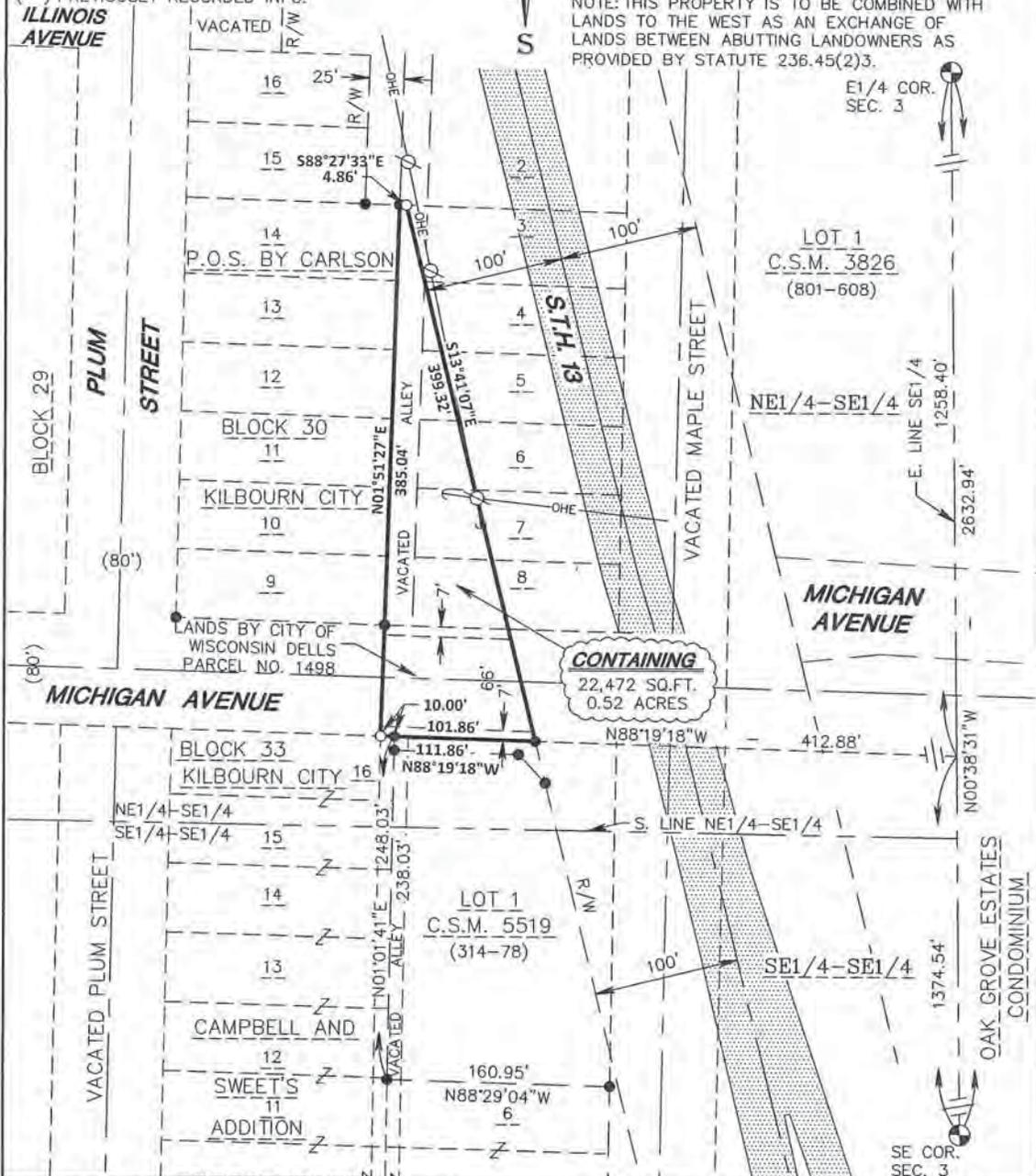


**BASIS OF BEARINGS:** IS THE EAST LINE OF THE SE1/4, SECTION 3 WHICH IS RECORDED TO BEAR N00°38'31"W PER C.S.M. 5519.

**SCALE: 1" = 100'**



NOTE: THIS PROPERTY IS TO BE COMBINED WITH LANDS TO THE WEST AS AN EXCHANGE OF LANDS BETWEEN ABUTTING LANDOWNERS AS PROVIDED BY STATUTE 236.45(2)3.



SEAL:

SCOTT P. HEWITT  
S-2239  
PORTAGE  
LAND SURVEYOR  
3-30-15

**OWNER/CLIENT:** WISCONSIN DEPARTMENT OF TRANSPORTATION  
DTSD - SW REGION  
2101 WRIGHT STREET  
MADISON, WI 53704

As prepared by:

**G. GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS  
625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI 53901  
PHONE: PORTAGE: (608) 742-7758 SAUKS: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: SURVING@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

**G & A FILE NO. 1214-559**

DRAFTED BY: SMS  
CHECKED BY: TG  
PROJ. 110-11  
DWG. 1214559

SHEET 1 OF 2

**SURVEYOR'S CERTIFICATE**

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of the **Wisconsin Department of Transportation**, I have surveyed, monumented and mapped a part of Lots 3 through 8 Block 30 a part of a vacated alley, and part of Michigan Street right-of-way, Kilbourn City, located in part of the Northeast Quarter of the Southeast Quarter Section 3, Town 13 North, Range 6 East, City of Wisconsin Dells, Columbia County, Wisconsin, described as follows:

Commencing at the southeast corner of Section 3;  
thence North 00°38'31" West along the east line of the Southeast Quarter of said Section 3, 1,374.54 feet;  
thence North 88°19'18" West, 412.88 feet to the northeast corner of Certified Survey Map No. 5519  
and the point of beginning;  
thence continuing North 88°19'18" West along the north line of said Certified Survey Map No. 5519 and the south right-of-way line of Michigan Avenue, 111.86 feet to the northeast corner of Lot 16, Block 33, Kilbourn City;  
thence North 01°51'27" East along the east line of Lots 9 through 14, Block 30, Kilbourn City and the southerly extension thereof, 385.04 feet to the northeast corner of Lot 14, Block 30, Kilbourn City;  
thence South 88°27'33" East along the easterly extension of the north line of said Lot 14, 4.86 feet;  
thence South 13°41'07" East, 399.32 feet to the point of beginning.  
Containing 22,472 square feet (0.52 acres) more or less. Being subject to servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this surveying and mapping is in compliance with Wisconsin Administrative Code AE 7 and that is a true and correct representation of the boundaries of the land surveyed to the best of my knowledge and belief.

*Scott P. Hewitt*

**SCOTT P. HEWITT**  
Professional Land Surveyor, No. 2229  
Dated: March 30, 2015  
File No.: 1214-559



COPY