

May 31, 2018

Mayor Tim Kabat
City Hall
400 La Crosse St
La Crosse WI 54601

Dear Mayor Kabat,

As we enter final planning for Riverfest this year it is time to submit the collection of annual requests for our needs from the departments. If you need any additional information, please let me know. Also, if you could let me know which BPW meeting this is placed on the schedule for I will do my best to attend as always.

The setup/run/teardown dates for this year are:

RIVERFEST SETUP DATES: JUNE 29TH – JULY 3RD
RIVERFEST RUN DATES: JULY 4TH – JULY 7TH
RIVERFEST TEAR DOWN: JULY 8TH

Here are the standard requests/needs:

BARRICADES (30-35): These are for internal control and marking off sections along Front St for stage/vendor parking areas. We would request them delivered no later than Tuesday July 3rd. They will be ready for return anytime July 9th.

PARKING SIGNAGE: Handicap parking on Front St. north of State St. to Vine St. on the west (park) side of the street and on Front St. south of State St. with a run up to the crosswalk that runs from between the Radisson and the park also on the west (park) side of the street. From Front St. after the crosswalk by the Radisson to the crosswalk running between the La Crosse Center and the park should be the "Parking By Riverfest Permit" signs. We will be using this area as temporary parking for vendors and entertainers. We would ask that the signing be in place by some point on Tuesday July 3rd. The Temporary Street permit has been sent in to the Engineering department as of last week.

ENTRANCE BARRICADES (STONEHENGE): The setup with 5 of the concrete barricades. Once we are closer and an arrival time can be coordinated I will have someone there to assist with placement. Delivery and placement for these would be requested for Tuesday July 3rd if possible. As early as you can get to them for removal on Monday July 9th would be great to restore the full entrance to the park for the public.

That takes care of all the usual business. Please contact me with any questions, concerns or to coordinate scheduling for me to be on site. Thank you and all the departments for your help with our City needs. We appreciate it greatly the opportunity to work with you and put on a great festival for the La Crosse community.

Sincerely,

Christopher Hellesen
Security Director
608-792-7439 (cell-best contact)
608-782-6000 (office)
cchellesen@charter.net