

May 28, 2015

Dale Hexom  
Director of Public Works  
City Hall  
400 La Crosse St  
La Crosse WI 54601

Dear Mr. Hexom,

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. I will be at the June 1<sup>st</sup> BPW meeting in case of questions or concerns as discussed. I have adjusted sections based on our discussion regarding the various construction projects going on around the park. If you feel that having a person from the police department would be beneficial while the concrete barricades are installed for traffic control/safety I think that might be wise given the construction this year. I would imagine it easiest for them to be contacted by your department when the barrier pieces are in route so as to not tie up personnel for extra time yet get a quick response.

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

RIVERFEST SETUP DATES: JUNE 26<sup>TH</sup> – JUNE 30<sup>TH</sup>

RIVERFEST RUN DATES: JULY 1<sup>ST</sup> – JULY 4<sup>TH</sup>

RIVERFEST TEAR DOWN: JULY 5<sup>TH</sup> – 6<sup>TH</sup>

Here are our usual requests:

**BARRICADES (35):** These are for internal control and marking off sections of Front St south of State for our dumpster and stage parking areas. We would request them delivered by Monday June 29<sup>th</sup>. They will be ready for return anytime July 6<sup>th</sup>.

**PARKING SIGNAGE:** Handicap parking on Front St. south of State St. starting with the corner of State and Front St and run up to the crosswalk that runs from between the Radisson and the park 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 the end of Tuesday June 30<sup>th</sup>.

ENTRANCE BARRICADES (STONEHENGE): The setup with 6 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 June 30<sup>th</sup>. As early as you can get to them for removal on Monday the 6<sup>th</sup> would be great to restore the full entrance to the park.

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 of the departments for your help with our city needs. We appreciate it greatly.

Sincerely,

Christopher Hellesen  
Security Director  
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