

Volunteers Tasks for Traffic Control

Volunteers need to dress warm! A safety vest will be provided and MUST be worn. Please report to the Boom Lake Boat Landing Activity Buildings to check in with the the Traffic Controller, get your vest, flashlight, and radio if your intersection is assigned one. Please provide a phone number so if any of the other traffic control volunteers need something we can quickly make changes if needed. Shifts are approximately 2 ½ hrs each. At end of shift return equipment to Controller and check out.

Volunteers need to park in the small league parking area to keep the boat landing available for event goers, or take their vehicle to their assigned intersection and park so it does not obstruct traffic flow.

Evergreen & Lakeshore are the emergency routes for emergency vehicles routes both in and out. Keep it as clear as possible.

Remember that you are there to help the event goers to have a more enjoyable and safe time at the Lights.

If you have questions during the event, try contacting the Traffic Controller via radio or phone Karen Marquardt 715-493-4723 or Mike Romportl 715-360-4850. In case of an emergency call 911.

Numbers below and within correspond to locations on the traffic control map

1) Traffic Controller: Located in the pavilion at Boom Lake Boat Landing Parking Lot and will be the primary person for traffic control. Check volunteers in, enter names on list and what intersection they are assigned too. Give instructions to volunteers, keep a radio on at all times, take phone number of volunteers, issue vests, flashlights, and radio assigned to intersections. At end of volunteers shift collect equipment.

- Event goers vehicles must leave their lights on until they get to Messer and Hodag Park DR (10) (by the little league field).
- Collections for food pantry etc is near Rest Rooms Building (10) at Hodag Park Dr entrance, at walkway entrance (6) or in the Pavilion (1).
- If residents are trying to get to their homes, please allow them through traffic barricades.

2) Thayer and Rose (1 person, as needed, opening night may need 2 till 6ish)

If traffic is backing up on Thayer place a person at the intersection to monitor traffic. Make sure detour sign, lights signs and barricade are in place. Allow local resident traffic on to the closed section of Thayer. Traffic is funneled onto Rose Street, no through traffic on Thayer from Rose (2) to Hodag Park Dr exit (12). If a vehicle does not want to go through the park and got in line in error, direct them right (east), down Rose to take Mason Street to their destination. If traffic is not heavy, or not backing up, we do not need to tend intersection, help out at Rose and Messer (3) as needed.

3) Messer & Rose (3 people) Most critical intersection, staffed at all times: Take a Radio.

- Put up signs to direct traffic down Rose ST to Boom Lake Landing Parking Lot (5) for Santa, Activities, Pavilion, Walking Path.
- Put right hand turn sign up to direct traffic down Messer to see lights, and put barricades.
- Direct vehicles coming back up on Rose St from the activities – pavilion parking lot on to Messer to drive through lights. If vehicles coming up Rose St and they decide to not drive lights, send them south down Messer to exit area, not on Rose to Thayer (that remains one way into event).
- Messer will be one way, so keep traffic to the Left lane so the residents can get to their homes.
- If traffic is backing up on Thayer, form two line on Rose St (left one to Pavilion, Right one to park, and if needed form two lines on Messer St to Hodag Park DR (8). Need to communicate with people at Messer and Hodag Park DR. Make sure to have phone number of traffic person at Messer and Hodag Park drive to speed up communications.

4) Evergreen CT and Rose Street: (1 person).

Control vehicles (shuttles) coming in from Evergreen Ct and Rose ST and direct them to the Pavilion or parking lot. Evergreen Ct is an emergency in and out route.

5) Parking Lot: (2 people for early shift, 1 person late shift).

Keep parking organized. Set up cones and lines. Vehicles with trailers may be in the lot from people fishing on Boom Lake so need to make adjustments as needed. Make sure vehicles are not 'parked' in so they cannot freely leave.

6) Walkway Collection by the Arches (2 people).

Make sure barricade is put up to keep people from driving down walkway. Collection and direct people to walkways. Walkway has a direction!!! We would like event goers to head along the lake to the end of the league parking lot, then up towards the restroom building and then down Hodag Park Dr to beach house parking lot, then to the Lake walking path and back to pavilion.

7) Rose & Lakeshore Parking lot exit (1 person).

Separate traffic existing the parking lot on to Lakeshore if leaving the event , or if they want to to drive lights, send back up Rose to Messer (3). Lakeshore is also an emergency route in and out.

8) Hodag Park Dr and Messer Street: (1-2 people).

Have vehicles form two line to provide more vehicles in the park, let them know to turn their lights off and control the flow into the park. Overflow and workers can park by little league area and Walk Path. Some vehicle lights cannot be overridden, so don't get upset with people if the lights can't be shut off. The Church may have evening activities, so please allow church traffic . Also Messer St is one way from Rose St so don't let vehicles drive south down Messer toward Rose St..

9) Worker and Over flow parking to walk path

10) Hodag Park Dr Entrance - Collections (4 people).

Food pantry, cash collections at Rest Room building. Have hand outs, event information and collection boxes. Single lane. Keep traffic moving, minimize visiting with people in vehicles.

11) Hodag Park Beach Parking Lot (1 person)

Monitor parking lot , keep traffic moving around the loop.

12) Hodag Park Dr exit at W Monico ST. (1-2 person).

Direct traffic left (east) down W Monico ST to Stevens or Mason St. Have vehicles turn lights on. Thank people. Don't let vehicles south on Thayer. Work with people at 12 as needed.

13) W. Monico Street and Mason Street: (1-2 person as needed).

Direct vehicles leaving the lighting display and merging them in to the by-pass route either down Mason Street or W. Monico Street. To Stevens ST Also Prevent vehicles from heading west on W. Monico Street towards the park exit. If the stop signs are working well may not need a person at the intersection.