

CITY OF HUDSON  
BOAT LAUNCH POLICY & PROCEDURE

An attendant is on duty during some time every day of the week. There are usually scheduled hours for Saturdays and Sundays. There may be an attendant on other days such as holidays or if usage is high. The attendant has a policy information sheet, a map showing the city boundary, a printout of the city assigned addresses/streets, and daily tickets.

There are 48 painted parking stalls in the parking lot at Lakefront Park at the northwest corner of Buckeye Street and First Street. If this parking lot is full, boaters can still launch but cannot park their boat trailer on any public street or city-owned parking lot.

When an attendant is on duty, they will issue a daily launch pass at the rate of \$8.00 (tax included) for a city resident and \$12.00 (tax included) for a non-city resident. The left hand stub provides the date, time, boat registration, vehicle registration and fee paid and is kept for balancing purposes. The right hand stub is given to the launcher and provides the date, boat registration, and fee paid as well as general information and is to be put on the dashboard with the number showing to show proof of payment. If a season pass permit is affixed to the launcher's trailer, no *daily* fee is required.

Multiple communities (i.e., village of North Hudson, town of Hudson, town of Troy, town of St. Joseph, etc.) have a Hudson mailing address; people do not always know which government unit they live in and it gets very busy when attendants are on duty. Therefore, it is difficult for an attendant to have to determine residency and process paperwork for season pass permits at the launch site. To help avoid congestion, confusion and/or disagreements at the launch site, season passes are available only at City Hall. If someone does want a season pass permit, they can bring the daily stub to City Hall; and the verified amount paid will be credited toward a season pass permit. Only one daily launch fee will be applied toward a season pass permit.

There is an honor payment system in place for when an attendant is not on duty. There is a payment box, a map showing the city boundary, and envelopes provided. There is a tear-off section on the envelope that is to be put on the dashboard with the number showing to show proof of payment. An attendant checks the area at various times during each day to check payment and/or provide additional envelopes.

All permits are issued based on the individual's name and address on the boat registration form where the boat is registered. To obtain a city season pass permit (\$80.00 tax included) or a non-city season pass permit (\$120.00 tax included), the following shall be required:

- 1) Proof of registration of the boat or water craft - a Wisconsin or Minnesota DNR registration form showing the current owner's name, address, boat registration number and expiration date. If it is a new boat, a copy of the completed DNR application form showing date of submittal or confirmation of on-line registration is accepted.
- 2) Individual identification - a driver's license, state identification card or an invoice/statement for a current bill showing the individual's name and address. We can also check our utility billing records or voter registration.

Permits will not be issued to an individual using a business address. Permits will not be issued unless the above criteria are met. A permit is affixed to

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the boat trailer on the (driver) side. Each boat, jet ski, kayak, or any other type of recreational equipment/vehicle requires a permit.

An application form and instructions will be posted on the city's website.

A city resident is an individual who maintains their primary residence within the city limits of Hudson and would be eligible to register to vote in the city.

Staff may be available on some Saturday mornings and/or weekday evenings to provide alternative times for obtaining season permits. These times will be determined prior to the launch site opening for the season and will be advertised in the Star-Observer and on the city's website as well as posted at the launch site. The attendants will have the information also.

Issuance of a season pass sticker does not guarantee that parking will be available.

12/29/11  
2/21/12 Revision  
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