

City of Lake Geneva Special Parking Commission
June 16, 2015 – 6:00pm
Conference Room 2A, City Hall
Minutes

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.

2. **Roll Call at 6:00pm**

Present: Fleming, Swangstu, Gelting and Schaefer (non-voting)

Not Present: Chairman Krause

Also Present: City Administrator Blaine Oborn and Parking Manager Mullally

Alderman Gelting chaired the meeting as Krause was absent.

3. **Approval of Minutes from May 20, 2015**

Gelting/Fleming motioned to approve minutes. Motion carried 3 to 0.

4. **Open Comments**

None

5. **Discussion/Recommendation on adding metered stalls on lot ZOP00281**

Ms. Mullally stated that the City has the opportunity to establish an agreement with Kocourek Property Holdings regarding marking (16) sixteen parking stalls just west of the City Hall building –lot ZOP00281. The agreement would be similar to the Newport West lot agreement in which the City has authorization to mark, monitor and enforce their parking stalls from 9am to 7pm. This would add (16) sixteen metered stalls to the City’s inventory. Ms. Mullally requested that the Parking Commission forward the agreement with their recommendation to FLR and Council. Ms. Mullally stated that if all parties agreed stalls could be marked and enforced by 4th of July weekend.

Gelting/Fleming motioned in favor of recommending agreement to FLR and Council. Motion carried 3 to 0.

6. **Parking Manager Monthly update**

Ms. Mullally briefed the Commission on the following stall reconfigurations:

- 500 N. Broad St.-north on block-west side of street
Action: Transitioned (2) regular sized stalls into (2) compact stalls
Rationale: Compliance-stalls were measured under-sized; 7’10 & 7’8/9-*per City Code Enforcement*
- 200 N. Cook St.- east side of street
Action: Transitioned (3) three regular sized parking stalls into (3) three compact (2) on south side of driveway and (1) on north side of driveway
Rationale: Safety-from driver’s perspective an oversize vehicle may hinder or obstruct the vision of oncoming cars when leaving out of driveway on west side of alley in the Cook lot
- 800 W. Geneva St.-south side of street; corner of Geneva & Broad
Action: Transitioned (3) regular sized parking stalls to into (3) compact stalls

Rationale: Safety-compact car stalls were needed at the corner to facilitate right turns-
recommended by the Fire Department Lieutenant

- 700 W. Geneva St.-south side of street; corner of Broad & Geneva
Action: Transitioned (2) regular sized parking stalls to (2) compact

Rationale: Safety-compact car stalls are needed at this corner to facilitate right turns-*per Police*

Ms. Mullally stated that (3) companies have been forwarding bids/quotes for a one year trial pay-by-phone parking payment option for the City. Per Mr. Oborn's approval, Parking Manager Mullally would forward the bids to FLR and Council for their consideration.

Items that were emphasized to companies were the City's system specifications, cost of integration, merchant validation programs, and virtual permitting. Mr. Oborn stated that the trial program would be taxing technology and testing our current limitations with wireless communication. Ms. Mullally stated that the trial would provide the opportunity to evaluate it against the extend-by-phone feature that is currently offered.

7. **Date and Agenda items for next meeting**

Mr. Schaefer stated that the Chamber of Commerce Visitor Center (Iron Park) had an issue with a parking customer regarding the appeal process on the weekends, when City Hall is closed. Ms. Mullally stated that she was aware of the situation and personally went to the Chamber on the day of the situation. She resolved the situation at that time but told Mr. Schaefer that the enforcer does not have the authority to resolve and/or void tickets in the field. She stated that the appeal procedure even if it was due to the system's failure, was to drop off an appeal letter to City Hall or appeal online. Mr. Schaefer said that it was a matter of educating his staff regarding the procedures. Ms. Mullally stated that Commerce staff could hold appeal letters for the convenience of customers but it would be the responsibility of his staff to forward them to City Hall so that late fees would not be added. Mr. Schaefer added that even at the visitor center customers could appeal online.

Alderman Gelting stated the next meeting would be on Wednesday July 15, 2015.

Mr. Gelting requested that Ms. Mullally prepare the following agenda items for the next meeting:

- Evaluation on handicap stalls and reviewing handicap status
- Reviewing the City's (5) five hour ordinance
- Discussion on hourly parking rates and graduated rates

Ms. Mullally recommended to start the discussion at the next meeting and give a full analysis after the summer season. Mr. Gelting also wanted to "start thinking" about parking signage for future discussion as monies may be available through TIF.

8. **Adjourn**

Fleming/Gelting motioned to adjourn at 6:30pm, passed unanimously.

Next Meeting Wednesday July 15, 2015 at 6:00pm