

City of Lake Geneva
Parking Commission
Tuesday January 10, 2012 6:00 pm
Conference Room 2A

1. Call to Order by Chair Kevin Fleming.

Roll Call: John Button, Kevin Fleming, Frank Marsala (alderman), Martin Smith, Dennis Swangstu. George Henerly (chamber representative) was absent. Also attending Mayor Jim Connors, Tom Hartz, Bill Mott, Dennis Jordan, and Kerri Johnson.

2. Approval of the minutes of October 27, 2011 meeting: moved, seconded, and passed unanimously.

3. Approval of the minutes of September 29, 2011 meeting: moved, seconded and passed unanimously.

4. Comments from the public: There were none.

5. Parking staff report: Nothing needed to be reported. Kerri Johnson said that the warm weather brought lots of people to downtown Lake Geneva.

6. Parking System Update and rollout: Dennis Jordan reported that the system is in transit. The city expects to have it fully operational by May 15-June 1. The City is creating a video to help people (business owners, employees, citizens) to understand how the system will work and help the introduction go smoothly. The city is getting bids for signs for each meter that could contain the meter number, what the cost is, where to pay, what the times are how long you can park in the spot. Dennis Jordan asked about adding parking meters at 1) Wisconsin Street on both sides between Broad and Center and 2) Dodge Street between Center and Broad. We discussed this but decided not to recommend doing this during the initial parking system rollout.

Moved and seconded: To send to the city council for discussion at the next committee of the whole meeting. To add 4 hour metered spaces at 1) Wisconsin Street on both sides between Broad and Center and 2) Dodge Street between Center and Broad. Passed unanimously.

Dennis Jordan also asked about handicapped parking spaces. After some discussion we asked Kerri to bring back information about the number and location of handicapped parking spaces on the street and in city parking lots.

Dennis Jordan reported that the lot behind Egg Harbor is not owned by the city, but the owner allows the city to meter and control parking in the lot. The owner is asking to receive a share of the meter income for that lot. Dennis Jordan will discuss it.

The new meter rollout will include receiving a meter to use in training. Department heads will be trained. Businesses will be visited for training. Kevin Fleming asked that he and other parking commission members be trained so we could go to meetings and help others know how the system works. The system should be working on May 1. Between May 1 and June 1 will be an experiment to get things running smoothly. It was asked about making the first ticket free and then increasing the cost for subsequent tickets. Dennis and Kerri will investigate and see if the system will make it possible to know how many tickets a car has received when the ticket is being issued.

Other items in the parking system rollout include: meeting with the company for their assistance in the rollout, getting the video complete, signage, ordinances, pulling the old meters, storing the old meters somewhere, installing concrete pads. It was suggested that election time could be a time for residents to learn when they vote.

The committee asked Dennis Jordon for a complete schedule of the roll out.

If additional issues come up the Parking Commission may need to meet again in a couple of weeks.

The goal is to have the parking system change done well. A home run!

7. 2012 Parking Objectives. We discussed tasks that the Parking Commission wants to complete during 2012. The list is:

Implementing and completing the new parking system.

Running the parking shuttle program on major holidays.

Improving traffic flow by dealing with parking spaces that slow traffic.

Improving parking signage to make parking easier.

Create parking for bicycles and mopeds.

Develop ways to reduce the demand for parking like encourage walking, encourage bicycles, use the parking shuttle, increase housing in and close to downtown.

8. Museum Parking Area on the north side of the museum (referred by Public Works Committee). The Parking Commission moved, seconded and passed to recommend to City Council the recommendation of the Public Works Commission to reserve 7 parking spaces for museum visitors along the North face of the building and to use the East side of the building for museum staff parking. Museum staff will be responsible for enforcing museum visitor parking.

9. 2012 Shuttle Program: Kevin Fleming discussed how well the shuttle program has worked. We will use the shuttle bus for Winterfest on Saturday Feb 4 and Sunday Feb 5 if the weather is inviting to visitors. Kevin said he could call the bus company and cancel it if there appeared to be no need. Parking will be in the same location – Petco lot.

For Memorial Day weekend we will use the Middle School Parking lot and see how that works. It will require a lot more signage.

We need to advertise the Shuttle bus as much as we can, including the City and Chamber of Commerce web sites.

If we use the shuttle bus a lot we might consider putting up a shelter for people waiting for the bus.

10. Use of Central/Dennison Lot on weekends: Parking in the Central/Dennison Lot was discussed. It is open weekends from May 1 until school is out. Then it is open every day. When school restarts in the fall it is open weekends until October 31. The Parking Commission would like to offer the Central/Dennison Lot to City residents with parking stickers and to create parking stickers for downtown employees. This would provide parking opportunities for residents and employees away from downtown.

Recommendation to City Council: Use of the Central Dennison Lot, when open, will be limited to vehicles with parking permits only.

11. Parking Commission Chair position: Kevin Fleming said that he had spoken with Martin Smith about becoming the chair of the Parking Commission. Following a brief discussion it was **moved and seconded: That Martin Smith become the Chair of the Parking Commission. It was passed unanimously.**

12. Next meeting: It was agreed upon that the Parking Commission will meet the 3rd Tuesday of every month. The next meeting will be February 21 at 6pm. With the Parking System Rollout a special meeting may be needed.

13. Adjournment.

Martin Smith
Secretary