

# **PARKING COMMISSION**

**TUESDAY, SEPTEMBER 18, 2012 – 6:00PM**

**CITY HALL, CONFERENCE ROOM 2A**

Chairman Smith called the meeting to order at 6:03 p.m.

Roll Call. Present: Commissioners Button, Swangstu, Smith and Alderman Hill. Absent: George Hennerley. Also Present: Mayor Connors, Alderman Mott and Meter Supervisor Johnson.

## **Approval of Minutes from August 21, 2012 meeting as distributed**

Button/Hill motion to approve the minutes. Unanimously carried.

**Comments from the public limited to 5 minutes.** None.

## **Parking Study Request for Proposal**

Chairman Smith reported he worked with Administrator Jordan on finalizing the Parking Study RFP. He said that Mr. Jordan issued the RFP. Based on the suggestion of a vendor, Mr. Jordan issued an addendum to the RFP relating to data collection. Chairman Smith said he will ask Administrator Jordan to distribute copies of the RFP and addendum to Commission members.

Button/Swangstu motion to continue to the October meeting. Unanimously carried.

## **Parking System Update**

Meter Supervisor Johnson said there is no news yet on a software update for the handheld devices. An upgrade is needed for the devices to communicate with the parking stations. Ms. Johnson also reported that the larger batteries were installed in the parking stations. She is monitoring how well the new batteries work; there may be parking stations that will need to be hard-wired. Ms. Johnson further reported there have been users who have inadvertently inserted payment in the wrong slots. There was considerable discussion about how to handle interface issues that a small percentage of users are having.

## **Update on tracking 2-hour resident parking**

Meter Supervisor Johnson said 2-hour free parking begins November 1. She said the parking stations will need to be configured with this. Mayor Connors said the City could use a license plate tracking approach which would require visitors to enter their license plate number in the parking station to track their two hours. Alderman Hill suggested there would not be enough time to implement a license plate tracking approach.

Fleming/Button motion to designate the Geneva Street lot, Cook Street lot, and lower Center Street lot as free parking during the six month Winter parking period, and to recommend an ordinance to add the Geneva Street lot to the list of free parking lots during the Winter period. Chairman Smith suggested that there be signage to communicate the lots as free parking during the period. Mayor Connors suggested bags be placed over the stations during the Winter. Meter Supervisor Johnson said the batteries may need to be removed from these stations. Unanimously carried.

## **Residential parking proposal by Mark Smith**

Mark Smith, 1004 Geneva St., Lake Geneva, said he is preparing a commuter impact parking program that would provide parking permits for residents in the Maple Park neighborhood. Mr. Smith said he is researching similar programs in other Wisconsin communities, such as Shorewood, Whitefish Bay, Manitowoc and the Miller Park area in Milwaukee. The Commission agreed to revisit Mr. Smith's proposal in October when it is ready to consider.

## **Shuttle Bus Update**

Mr. Fleming reported that the shuttle buses will be used during Oktoberfest on October 6 and 7 from 10 a.m. to 7 p.m. He said that the bus driver did not show for the Saturday during Maxwell Street Days. They did not have an emergency number for the bus company to call. A driver did show up for the shuttle on Sunday, however they had already taken the signs down and did not think the driver would be coming. Mr. Fleming said Administrator Jordan should talk to the bus company if they wish to void the fee for Sunday. The shuttle bus had less than 100 users on Saturday of Labor Day weekend and over 100 on that Sunday. Mr. Fleming said the Parking Commission may need to think about a new location for the shuttle as the Office Max lot gets filled up. The shuttles will not go over-budget for 2012. Mr. Fleming said they will need to make a budget request to renew the program for 2013. The Commission discussed different ways to advertise the free shuttles.

**Metered Parking in Front of the Theater on Broad St and a Handicapped Space Next to the Alley**

Mr. Button suggested the City add metered parking in front of the theater on Broad St. and add a handicapped space next to the alley nearby. Meter Supervisor Johnson said this was looked at last Spring and it was decided not to put metered parking in due to the fire lane in front of theater. Mr. Button said it doesn't make sense to have the fire lane when the theater is not in use.

Button/Swangstu Motion to direct staff to look into the possibility of establishing metered parking in front of the theater on Broad St. and a handicapped space near the alley, and to present the Commission with a proposal of how it can or cannot be done. Unanimously carried.

**25 Minute and Motorcycle Parking Space Marking**

Mr. Button suggested the 25-minute and motorcycle parking spaces are causing confusion near Pot Belly sandwich shop on Main St. He said he has observed vehicles pull into the stall not realizing they are special stalls and then having to back out of them into traffic. Mr. Button asked if it was possible for information to be painted on the cement so drivers can identify that they are 25 minute or motorcycle stalls before pulling in. Alderman Hill suggested getting rid of the five 25-minute meters altogether. Mr. Swangstu commented that the 25-minute meters are for people to make a quick stop, such as picking up a cup of coffee or to drop something off at the post office.

Button/Fleming motion to direct staff to look into having a graphic to be painted at the end of special parking stalls, including handicapped, compact car, 25-minute and motorcycle for a trial basis on the 800 block of Main St. Chairperson Smith said staff should bring back a proposal on this at the next meeting. Unanimously carried.

**Moving the center line on westbound Main Street at the intersection on Wrigley/Cook to the south to create a regular left turn lane, and a straight ahead lane for through traffic**

Mr. Button suggested that shifting the center line and creating a dedicated left turn lane it would improve traffic flow. It was the consensus of the Commission to request that the Public Works Committee explore moving the centerline on westbound Main Street at the intersection on Wrigley/Cook to the south to create a regular left turn lane and a straight ahead lane for through traffic.

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

Chairman Smith announced the next meeting is scheduled for Tuesday, October 16 at 6 p.m. The group agreed to adding the following items to the next meeting's agenda: Parking System Update, Shuttle Bus Update, Residential Parking Proposal by Mark Smith.

**Adjournment**

Button/Hill motion to adjourn at 7:35 p.m. Unanimously carried.

Transcribed from audio recording.

/s/ Michael Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PARKING COMMISSION**