

**City of Lake Geneva Parking Commission**  
**November 18, 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: Chairman Krause, Fleming, and Ann Esarco  
Also Present: Schaefer (non-voting), City Administrator Oborn and Parking Manager Mullally  
Absent: Swangstu and Gelting
- 3. Approval of Minutes from September 16, 2015**  
Fleming/Krause motioned to approve minutes. Motion carried 3 to 0.
- 4. Open Comments**  
None
- 5. Discussion/Recommendation on 2016 dates for the City's downtown shuttle**  
Mullally summarized the total number of attendees who used the downtown bus shuttle during the 2015 season; it was agreed that the most attendance was during promoted event weekends such as Winterfest and Venetian Festival. Mullally pointed out that the lowest attendance dates were during the 4<sup>th</sup> of July weekend. Mullally asked the Commission if they wanted to keep the current schedule or add any new dates so she could finalize bus scheduling. She suggested Country Thunder weekend as she noticed a spike in traffic during that weekend. Esarco suggested the Lake Geneva marathon. Fleming said that they did not see the need at this time.  
Krause/Fleming motioned to not provide shuttle service for the 4<sup>th</sup> of July weekend and to put the item on the next agenda for finalizing the remaining 2016 dates. Motion carried 3 to 0.
- 6. Discussion/Recommendation on maximum number of residential parking stickers allowed**  
Mullally briefed the Commission that City records show some residents have between (5) five and (11) eleven parking stickers registered to one name. Oborn stated there was a risk of misuse. Mullally suggested the Commission consider recommending a limit on the number of stickers given free; and charging a fee for additional stickers. Esarco commented it would work for compliance as she herself stopped getting beach passes she normally never uses due to the new beach pass fee. Krause/Fleming motioned to recommend Council consider to limit the number of free stickers to (4) four and charge a \$25.00 fee for any additional stickers. Motion carried 3 to 0.
- 7. Discussion/Recommendation on clamp/boot repeat offenders**  
Mullally stated this year the City would assume a loss of \$18,000 due to repeat ticket offenders or individuals who have multiple unpaid tickets. Mullally explained after a year tickets would be forwarded to a collection agency but the City had no guaranteed of recouping fines. Mullally explained although the City's enforcement system does not have the capability to note repeat offenders, on the updated system that will be implemented officers would have verification of repeat

offenders. Mullally suggested booting or towing vehicles to penalize repeat offenders and recoup fines. Fleming stated he did not condone booting or towing like Chicago and felt it is not an image the City would want. Mayor Connors stated it may be illegal to boot a vehicle in the state of Wisconsin altogether. Mullally was unsure of the legality. However, Connors stated the city of Milwaukee was allowed to boot. Krause suggested Mullally provide information about the legality of booting at the next meeting.

#### **8. Discussion/Recommendation on Central Dennison traffic flow**

Mullally demonstrated various recommendations made by Central Dennison administration to improve traffic flow during pick-up and drop-off during the school year. Mullally stated these recommendations were common sense and could easily be implemented with signage; pending ordinance changes. Recommendations included:

- a) Prohibiting parking on school days from 8:30-4:30 on the south side of Dodge Street from Madison to Cook Street - creating an unobstructed pick-up-drop-off zone
- b) Eliminating ordinance “No parking on school days 8-5” on the west side of Madison Street from Wisconsin to Dodge Street - to allow public parking
- c) Eliminating ordinance “1 hour” parking only on school days from 8:30-4:30 on the east side of Cook street (angled stalls) - to allow public parking
- d) Marking (5) stalls on the east side of Madison Street (south of Wisconsin Street) and marking (5) stalls on the west side of Cook Street (south of Wisconsin Street) for 1 hour parking only on school days - creating a clearer pick-up/drop-off zone for parents
- e) Reconfiguring a curb cut on the east side of Madison Street (north of Wisconsin Street) to create a new “pickup-drop-off only” zone for parents on school days; giving the public the option for additional parking stalls for the summer season and on weekends

Mayor Connors was concerned that (2) two handicap spaces would be eliminated; Mullally stated those spaces could be replaced. Krause stated one hour parking could be replaced with 15 or 20 minute parking as most parents utilize spaces only for pick-up or drop-off. Krause also requested the item be on the next agenda with Warren Flitcroft present for clarification of the changes requested.

#### **9. Discussion/Recommendation on continuing parking meter maintenance contract**

Mullally gave the Commission background of the parking meter maintenance contract per request from Krause at the last meeting. Mullally stated in 2013 the Council agreed to an annual exclusive ongoing maintenance contract with the distribution company APT.

The agreement provides the following:

- Warranty parts: Covered 100% - 24/7/365
- Warranty labor
- Preventative Maintenance (3x per year)
- Preferential scheduling
- Remote Access
- Renewal of the manufacturer’s (Digital) product warranty which includes all hardware, firmware, and software for all meters

- The stipulation to cancelling the agreement would be that the City would have to retroactively pay the past contractual years, in full, before any future labor, parts, software or firmware were released to the City.

Mullally stated in 2014 she renegotiated the APT agreement (**FY2015**) at a lower cost per meter because the City's Parking Department was increasingly performing more maintenance labor duties internally. And fiscal year 2015, the agreement was renegotiated to a lower cost because of the City's winter shutdown. Upon review, Mullally stated although her department could perform a majority of the labor now, because the APT agreement is exclusive she would have to purchase updates from APT for software and firmware. Without renewing the contract the City would risk paying a retro fee for all the contractual years missed before receiving updated services. Mullally explained this was the contract the City originally agreed to however with the discounted price and her staff performing most repairs, it was beneficial to keep the contract in place.

Krause/Fleming motioned to recommend that the City continue with the APT contract. Motion carried 3 to 0.

**10. Discussion/Recommendation Park n Ride on Edwards Blvd.**

Oborn explained because of highway access, the City may be an optimal place for a Park-and-Ride parking lot. Oborn stated the parking lot could be multi-use for commuters going out of the city and visitors coming into downtown. Mullally commented it could also be used as a permanent location for the downtown shuttle on event weekends. Oborn and Mullally thought the Edwards Blvd. area near the Home Depot Park would be usable as it is City owned, City maintained and would give access to the park. Esarco felt the Edwards Blvd. area may not be suitable because of speedy traffic and Mayor Connors concurred. Oborn stated the City could write a letter to WisDOT for their consideration and they would ultimately do a traffic study and would give their recommendations. Krause/Fleming motioned to recommend the Counsel allow Oborn to write a letter of consideration to WisDOT for a Park-and-Ride. Motion carried 3 to 0.

**11. Date and agenda items for next meeting**

Thursday, December 17, 2015 at 8:00am.

Krause requested consideration of garbage pickups at 600 block of Main Street.

Mayor Connors requested to discuss eliminating the stalls on the 600 block of Main Street.

**12. Adjourn**

Fleming motioned to adjourn. Motion carried 3 to 0 to adjourn at 7:28pm.