

Parking Advisory Committee

City of Leavenworth Council Chambers
3:00 PM - 4:30 PM
December 5, 2019

Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. All members were in attendance except Mia Bretz and Kayla Applebay.

1. Meeting Notes Review – November 22, 2019

All members approved the November 22, 2019 meeting notes.

2. RFQ/RFP On-street Parking Equipment and Consultant:

- a. **Review follow-up parking numbers:** Staff contacted three different parking equipment vendors and requested pricing information. The Committee reviewed the responses from the vendors. Discussion about the pricing being more costly than the initial proposal by CivicSmart, pricing amortized over five years, and à la carte purchasing would require the City to act as General Contractor. Committee members felt that the CivicSmart proposal is the best price in comparison to the follow-up vendors. It was noted that the City is purchasing a smaller system, therefore, there is not a lot of room for negotiations. Further discussion included:
 - Transition from the Contractor running the parking system to a full-time employee who will run the system.
 - Code Enforcement personnel may be used for parking management.
 - Need to know the cost of the construction portion of the project.
 - Check references regarding software ease of use.
 - Community Workshop at Festhalle; display meters in City Hall lobby.
 - Placing sensors in no parking areas and loading zones.
- b. **Next Step/Recommendation:** Joel Walinski will inform CivicSmart that the Committee is considering their proposal. The Committee would like to meet with a CivicSmart Representative in order to gain a better understanding of the parking equipment and implementation process. The Committee would also like to consider feedback from other small towns who have received services from CivicSmart and/or related parking vendors. Members would like to be ready to bring a recommendation to the Council at the January 14, 2020 City Council meeting.

3. Front Street Master Plan Review:

Committee members reviewed the draft Front Street Park Master Plan and discussed how the parking meters will work with the proposed improvements. Discussion included the installation of the meters, clearly marked parking spaces, funding for the project, no parking in front of the Gazebo, and private/public partnerships for parking.

4. DOT Property

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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- a. **Future plans for use and design:** Staff has requested that Engineer Aaron Schmidt with IntegriTech provide a cost estimate for a parking plan to include gravel, signage, curbing, and lighting; this will be a short-term solution, as the full project may be 2 – 3 years out. The Committee will know what the daily usage looks like once the parking meters are operational. Discussion of the lot being free in the beginning, encouraging employees to use the lot, install a kiosk and employ the use of smart cards for free or reduced rate parking, include RV parking, and complete minimal changes by the spring of 2020.

5. Determine future meeting dates and agenda items.

- a. On Street Parking Implementation
 - i. Develop details of On-street parking program – times and rates
- b. Added Capacity
 - i. Parking Structure
 - ii. Shuttle Expansion
- c. Front Street Park Master Plan

6. Ongoing

- a. Develop details Employee Parking Options
- b. Residential Parking Permit Plan
- c. DOT Lot improvements (Minimum)
 - i. Costs

Joel Walinski will request that the parking consultant meet with the Committee in ASAP; will determine meeting topics after meeting with the consultant. Members would like to address parking meter rates and times, employee discounts, and create a flyer with employee parking information.

There was further discussion regarding employee parking options and employees being aware of where they can park. Free parking is located at the Link Park & Ride, pool lot (September thru early May), DOT lot, and Link lot at Willkommen Village; paid parking is located at P1, P2, and P4, and the Pilot Parking Program has not been redefined for additional reserved employee parking. Members would like to see a program in place prior to rolling out the full Paid/Timed Parking Program.

The next meeting will take place on January 8, 2020 at 2:00 PM.

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth