

# Parking Advisory Committee

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City of Leavenworth Council Chambers  
3:00 PM - 4:30 PM  
March 5, 2020

## Meeting Notes:

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

### 1. Meeting Notes Review – February 26, 2020

All members approved the February 26, 2020 Public Meeting Notes.

### 2. CivicSmart/Duncan Parking Implementation

#### a. Contract

- i. **Kiosk Decision type and warranty:** Discussion on the quotes provided; T2 system is \$126,000 and Flowbird is \$69,900. The only difference is cosmetic. Upgrading the current T2 system and adding 6 new units was an approximate savings of \$3,000.

Committee Member Mike Bedard motioned to contract with the lowest bidder – Flowbird system. The motion was seconded by Committee Member Jesse Boyd and passed unanimously.

- ii. **Addition of meters and sensors (40 Spaces CMC):** Discussion of providing Cascade Medical Center's 43 additional spaces with sensors and single and dual space meters. City will pay for and install the equipment, provide enforcement, and receive parking revenue. Hospital will update the Memorandum of Understanding (MOU) with the City.
- iii. **Sensors for City Hall (48) and Pool (72):** Discussion of placing sensors in the City Hall and City Pool parking lots, which will allow for parking enforcement; opportunity to add kiosks for paid parking at a later date. Sharon Waters requested that the Committee consider the pools operating hours when designating timed parking in the City Pool parking lot. Committee members agreed to the contract amendment to include the additional sensors to the Duncan Technologies contract. This item will be addressed by the City Council at the March 24, 2020 City Council meeting.

- b. **RFP for meter post installations:** Mr. Aaron Schmidt, P.E. with IntegriTech addressed his recommendations for meter post installation and the various testing techniques that were used in order to determine the best method for installation. He noted that the materials he tested are available locally and suggested that the City purchase those items and have them on hand for the Contractor's use. Mr. Schmidt requested inventory regarding specific post locations and numbers of posts to be placed in pavers, concrete, and/or asphalt. Posts can be set prior to

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Momi Palmieri</p>
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- c. **DOT Lot improvements (Minimum)** Mr. Aaron Schmidt, P.E. addressed the progress he has made regarding the parking space placement at the DOT parking lot. He sampled various techniques for marking spaces and determined that marking spaces with color coded “whiskers” would provide the most longevity. He shared different parking space placement plans for the Committee to review. Mr. Schmidt noted the need for a boundary survey with placement of corners, as the parking lot measurements are inaccurate. Sue Cragun will notify Scott Vorath at Landline Survey.

- i. **Costs:** No discussion.

The next special meeting will be held on March 17, 2020 at 3:00 PM.

The next regular meeting will be held on April 2, 2020 at 3:00 PM.

Respectfully submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth