

# Parking Advisory Committee

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City of Leavenworth Council Chambers  
Zoom Conferencing  
3:00 PM - 4:30 PM  
May 7, 2020

## Meeting Notes:

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

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Momi Palmieri</p>
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### 1. Meeting Notes Review – March 5, 2020

All members approved the March 5, 2020 Meeting Notes.

### 2. Where we are – review and update

Civic Smart Consultant Brad Magee confirmed that all equipment has been ordered and that the Contractor has been coordinated and is ready to begin installation once the product has arrived and the meter posts have been installed; the construction crew will begin placing sensors in all spaces, as provided in the contract. He said that the equipment will begin shipping the end of May and should be onsite June 15, 2020.

### 3. Plans developed by Aaron Schmidt – count of meters – layout

Aaron Schmidt P.E. with IntegriTech provided an update regarding the meter post installation, mapping the meter placement, plan sets for installation, methods of installation, and contractor details, in order to ensure City requirements are met for the dollar amounts. He addressed the Request for Proposal for the post installation, which is considered a Public Works Project. He recommended that the City procure all materials for the project and have those on hand for the contractor providing the work; fabricators for the custom break-away design are located in Cashmere and Waterville. Mr. Magee noted that his contractor is also available to complete the meter post installation and will provide an additional cost estimate for that portion of the work; the Contractor is likely able to provide the materials at a substantial cost savings. There were discussions with regard to material cost savings, capitalizing on the lack of visitors downtown, and taking advantage of construction during this time, due to the Stay at Home order. The Committee addressed the RFP process and 3-4 week timeframe; the Committee agreed to provide Mr. Magee with the necessary specifications to determine a cost for post installation, which could be included within the Scope of Work. Mr. Schmidt noted that the plans and specs being provided have not been finalized.

### 4. What next? New timing discussion

\*CHAIRPERSON

There was discussion of the DOT parking lot, as it may be in demand due to the closure of downtown business. Aaron Schmidt noted that in order to move forward with plans, there is a drainage system that needs to be cleaned adjacent to the lot, and Development Services wishes to proceed with the necessary Conditional Use and Temporary Parking Lot Permits. Mayor Florea noted that some work may be able to proceed during the permitting process. There was a brief discussion of holding off on the meter installation until fall and work on the DOT lot improvements at this time. It was stated that the parking equipment has been purchased and contractors are currently available, which may not be the case in the fall. Aaron Schmidt provided a brief update regarding the recent survey of the DOT lot and noted that with the found intrusions in the alley, this will cause a loss of approximately 10 parking spaces.

**5. Determine future meeting dates and agenda items:**

Committee members requested a Special Meeting in order to discuss the amended bid from Civic Smart for meter post installation and the status of the DOT parking lot improvements. Lyman Boyd would like to share his Rate & Revenue Plan for the Paid Parking Program.

The next regular meeting will be held on May 21, 2020 from 3:00 PM – 4:00 PM.

Respectfully submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth