

MINUTES
PARKING COMMITTEE MEETING

7:30 AM – Thursday, August 11, 2011
City Hall – Conference Room A

I. CALL TO ORDER:

Chairman Ken Smith called the meeting to order at 7:30 a.m.

II. ROLL CALL:

Members Present: Councilor Ken Smith, Chair
John Bohenko, City Manager
Steve Parkinson, Deputy Public Works Director
Stephen DuBois, Deputy Police Chief
Jon Frederick, Director of Parking and Transportation

Members Absent: Andrew Purgiel, City Controller

Present in the Audience: John Chagnon of Ambit Engineering, Inc.

III. ACCEPTANCE OF THE MINUTES:

Motion made by City Manager Bohenko to accept the minutes of the July 14, 2011 meeting as presented. Seconded by Deputy Chief Dubois and voted.

IV. FINANCIAL REPORT: NONE

V. NEW BUSINESS:

A. Worth Lot Dumpster Space Expansion

Jon Frederick reviewed the request made by Peter Taylor, Property Manager for Anchor Property Management to expand the dumpster area for the Worth Block at 103-139 Congress into the unused, four foot portion of the Parking Lot which will allow for the placement of another 2 yard container in the fenced area.

City Manager Bohenko moved to approve as requested with a report back to the City Council at the September 6, 2011 Council Meeting. Seconded by Deputy Chief Dubois and voted.

B. iPark Convenience Fees Absorbed by City – (Councilor request)

Jon Frederick reviewed the request from Councilor Spear to evaluate the City absorbing customer service fees for purchasing parking credits on iPark similar to the credit card and service fees. He explained that the City pays a fee for every parking credit purchase on a schedule of 10% for \$25.00 purchases, 7% for \$50.00 purchase and 5% for \$100.00 purchases totaling \$2,751.88 (12.12%) in credit card and service fees on \$22,700 in

parking credits purchase by customers in FY11. He continued that we currently have 485 iPark users and in FY11, the City would have paid an additional \$1,654.00 to subsidize the iPark customer fees. He further explained that the fee schedule is set up to incentivize larger purchases and if we absorb the fee for the customer, thereby removing the incentive for larger purchases, we could expect our fees to be an additional \$600.00 higher due to smaller increment purchases. He concluded by stating he recommends absorbing the fee only for \$100.00 increments and higher which would keep the City cost at \$370.00 annually.

City Manager Bohenko moved to approve the recommendation of the Parking and Transportation Manager to eliminate fees for purchase of \$100.00 or more. Seconded by Deputy Chief Dubois and voted.

City Manager Bohenko stated there will be a report back to the Council on September 6, 2011.

C. 233 Vaughan Street – Request to add on-street parking – TAC referral

John Chagnon of Ambit Engineering, Inc. explained that they will be upgrading the sidewalk to a brick walkway on Maplewood Avenue and are asking for the city to supply parking meters for up to 10 parking spaces as recommended by the Technical Advisory Committee in conjunction with the sidewalk installation. He explained the current parking issues in the area as there are no delineated spaces and it is difficult to park and back out when cars are parked on the other side of the street.

Public Works Director Parkinson explained that it would require an ordinance change to restrict parking on the other side of the street.

Councilor Smith stated he recommends that there also be a time-limit for the spaces, which also would require an ordinance change of either 2 or 4 hours as there will be retail businesses in this area.

Deputy Chief Dubois moved to approve the recommendation of the TAC and to initiate the necessary ordinance amendments (Two-hour metered parking on one side and no parking on the opposite side) after approval of the minutes by the City Council on September 6, 2011. Seconded by Public Works Director Parkinson and voted.

VI. OLD BUSINESS: NONE

Chairman Smith informed the Committee that there has been a Council sub-committee appointed to make recommendations regarding combining the Parking Committee and Traffic and Safety Committee. He stated he will keep the Committee updated.

VII. ADJOURNMENT

Meeting adjourned at 7:45 a.m.