

CITY OF BAYFIELD
PARKING COMMITTEE MEETING
MINUTES OF AUGUST 25, 2021

The meeting was called to order at 5:32 by Chairman Carrier
Roll Call: Matt Carrier, Joanne Cirillo, Bob Zawislak, Kristen Sanstrom, Beta Bodin, Jane Halvorson (6:30)
Others: Mayor Ringberg, PWD Kovachevich, Police Chief Fangman, Office Assistant Mather
Review/Approve Agenda: Sanstrom/Zawislak. Carried.
Approve Minutes of July 13, 2021: Sandstrom, Cirillo. Carried.
Public Input: None

Agenda

1. Discuss Next Steps of Contract Request from Park Mobile
 - a. Committee to review contract proposal and make recommendations for changes or send to Council for review/adoption

Discussion:

- a) Can we get a better idea of what rate management, records management, and data/ reports that we get access and control over? Insurances that can be made for privacy.
- b) Clarification on signs. How many, are they customizable? Should they be customized or remain recognizable?
- c) The contract should be looked over by legal counsel before being signed, but look though proposal and get questions we have back to Matt from Park Mobile
- d) Credit card processing—should they be our merchant of record? More simplified if they are but would deduct 3% for the service. Can the fee be lower?
- e) Carrier will reach out to Matt from ParkMobile to have questions answered and bring to City Staff if we need more clarification then move to legal review and finally to Council.

2. Review 2022 Budget Request for Paid Parking System
 - a. Committee to review proposed budget and make recommendations

Discussion:

- a) How many signs would we need? Where are we missing posts? Cost may be higher than budgeted.
- b) Striping area—Kovachevich has someone coming for an estimate soon.
- c) Revenues side should focus on the lower 20% trend.
- d) Credit Card processing fee under expenditures
- e) Should hire two people but only have one person working at a time. 7 days a week
 - a. Potential to pay higher than \$15/hr.
- f) Can ATT allow us to pay for only part of the year?
- g) Clarification about who is responsible for who enters and manages tickets
 - a. Needs to be able to access CODI—police records management system
- h) Handheld devices might take time or not work properly or integrate with CODI/ other state processing systems

3. Discuss Chapter 6 #1-4 of Parking Management Plan
 - a. Chapter 6 # 1 – Committee to review options for proposed zones suggest any changes and adopt the best option.

Discussion: All the zones were not provided only A and B but not C-E. Give feedback to Carrier by

- a) Could we phase the implementation over a few years?

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- b. Chapter 6 #1 – Committee to review proposed rates and regulations for zones suggest any changes and adopt them.

Discussion:

- a) Do we still want to do No Parking on any side street 2am-6am?
 - b) Hourly rates seem fair and less than most other places.
 - c) Time zones should all be the same 9am- 6pm
- c. Chapter 6 #2-4 – Committee to review proposed permit regulations suggest any changes and adopt them.

Discussion:

- a) Red Cliff Residents, Town, etc.? Are they Residents or non-resident despite having PO Boxes here?
 - 1. Looked over Lake Geneva, WI parking plan for permit options. County resident permit is anyone who lives in the County and they could apply for it.
 - a. Rates on our County permit should be \$75/ 2 years vs \$150/ 2 years
 - b. Need to be cautious over “who is and isn’t a resident” based on previous experiences. Legal review over this may be needed.
 - c. Carrier will update and bring back to the committee.
 - b) What about boat trailers at the City boat launch—do they need to pay to launch and to park? Grey area. Work with the Harbor Commission later to discuss options.
- d. Recommend any proposed changes to Parking Management Plan Chapter 6 #1-4

Next Meeting: Second Tuesday of each month at 5:30. Next meeting September 14th, 2021.

Adjournment: 7:10 pm Halvorson/ Cirillo. Carried.