

CITY OF BAYFIELD
 PARKING COMMITTEE MEETING
 MINUTES OF SEPTEMBER 14, 2021

- Call to Order at 5:31 pm by Chairman Carrier
- Roll Call: Matt Carrier, Joanne Cirillo, Bob Zawislak, Beta Bodin (5:45)
- Absent: Kristen Sandstrom, Jane Halverson
- Other: Craig Skaaden
- Staff: Tom Kovachevich—PWD, John Fangman—Police Chief, Sarah Mather—Office Assistant
- Review/Approve Agenda Cirillo/ Zawislak. Carried.
- Review/Approve Parking Committee Minutes of August 25th, 2021: Zawislak/ Cirillo. Carried.
- Public Input on Agenda Items: None

Agenda

1. Discuss Next Steps of Contract Request from Park Mobile
 - a. Chairperson Carrier to update Committee on conversation with ParkMobile

Discussion: Carrier met with Matt, ParkMobile, to discuss questions from the last meeting that committee members had.

- a) Dashboard reporting works in real time and staff can adjust it as needed
- b) The best time to sign the contract is 90 days before implementation, in our case, signing in Feb.
- c) If it's not a good fit, we need to give a 60-day notice before cancelling
- d) The "Welcome Packet" for signs includes free signage for every zone we make.
 - a. Implement the entire City and we will receive signs for the whole area
 - b. Any additional signs after the first "Welcome Package" will be at the cost of the City
 - i. It would be best to assume we would implement the entire downtown area with the idea that we have control over the dashboard system and can change the parking rate, times, and hours and/or remove signs if needed.
 - ii. This could allow for a phased implementation, if needed.

2. Review 2022 Budget Request for Paid Parking System
 - a. Public Works Director: To report on findings for estimate of cost to remove old signs and install of new and to stripe the paid parking area and make recommendation of any needed surface work.

Discussion: Kovachevich went over estimated expenditures in Public Works as follows:

Category	Item	Cost/ Wage	Time/ Qty	Expense
Labor	Sign Installation	\$52.80/ Sign	120	\$6336.00
Materials	Posts		110	\$10,000
Equipment	Core Drill Rental			\$5,000 ***
Improvements		\$14,000		\$14,000
TOTAL				\$35,336.00

- a) Striping company came out for an estimate of \$13,500-\$15,000 to stripe the City streets
 - a. Brick streets would not be striped

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- b) Chip sealing was pushed back until 2022 spring. Roads can be striped about 30 days after chip seal
 - c) There will need to be posts in concrete on certain streets. A core driller will help to make that easier. Rental cost is an estimate. Labor costs with this may be higher.
 - d) Option for posts to be removed in the winter to allow for easier plowing of sidewalks. Plastic sheath can be inserted into the hole, but it would need to be cleaned in the spring.
- b. Chief Fangman: Will summarize the role of the Parking Enforcement Ambassador and make recommendation for wage and any additional enforcement expenses or CIP requests

Discussion: Fangman went over estimated expenditures in the Police Department as follows:

Category	Item	Cost/ Wage	Expense
Staff	Employees (2)	\$17.50/ hr for 22 wks	\$24,255.00
Uniforms	2 Full Uniforms		\$ 836.00
Equipment	Tablet	\$600-\$800	\$800.00
AT&T First Net	Phone Provider	\$40/ mo \$6/suspension	\$242.00
TOTAL			\$ 26,133

- a) Employee wage includes 15% estimated taxes Wage: \$15 X 15%= \$17.25/ hr
- b) Run time for paid parking will be 22 weeks May 15-October 15
- c) Paid Parking 7 days a week from 9am- 6pm = 9 hrs of Paid Parking/ day
- d) One employee on at a time with a weekly scheduled of 3 days on 4 days off, 4 days on 3 days off = 63 hrs/ employee/ 2 weeks
- e) Uniforms will consist of 2 pairs of pants and embroidered shirts, shoes, hat, and raincoat
- f) 1 tablet will be needed. Prices range from \$600-\$800 depending on brand
- g) AT&T First Net is \$40/ month (5 months of use) and can be suspended in the off months for an approximate cost of \$6.00/ month. This would keep the phone line.
- h) New citation tickets will be needed to have a box denoting "meter not paid". A cost estimate has not been given for this yet.

3. Discuss Chapter 6 #1-9 of Parking Management Plan

- a. Chapter 6 # 1 – Committee selected option C, review option, suggest any changes and adopt.

Discussion:

- a) The Committee has agreed on Option C. Blue Zone: up to 5 hrs of parking @ \$1.50/ hr. Green Zone: Unlimited parking @ \$1.25/hr. Yellow Zone: 3 hrs max @ \$2.00/ hr. Purple Zone: Free. See attached map.
- b) Discussion about No Parking 2am-6pm. Conflict with renters and other people who live downtown. The idea was so that no cars would be parked downtown, overnight which would help eliminate cars parking in front of business/ homes and going out to the Islands for an extended period. The committee is not in favor of No Parking 2am-6pm on all downtown streets in the summer.

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- c) Discussion on lots. "City Hall Lot" should be changed to 2nd and Manypenny Lot and should be made a paid lot. The lots on Broad and Washington should remain 14-day parking for long term parkers but note that trailers/ RVs are not require to park in that lot due to safety concerns when exiting. Rates remain \$10/day or \$1.50/ hr.
 - d) Discussion on lot behind City Hall where boats are—could that be used for RV parking if boats were moved? Currently under lease with the AIM and future plans for City Hall are still being looked at; lot may not be a viable option if City Hall expands.
 - e) No Parking on Washington from 3rd to 6th—would create safety issues
 - f) No Parking on East side of 3rd street in 200 block—safety issues with ditch.
- b. Chapter 6 #1 – Committee to review proposed rates and regulations for zones, suggest any changes, and adopt them

Discussion:

- a) Currently written, the yellow zone is 2 hour parking, but committee agreed to allow for 3 hour parking in that zone.
 - b) Hourly rates look fair. See attachment.
- c. Chapter 6 #2-4 – Committee to review proposed permit regulation options (A-C), suggest any changes, and adopt them.

Discussion:

- a) Discussion on location of sticker—should be lower left of passenger side.
 - b) Renter would be able to show lease agreement for a pass
 - c) Review options on your own time and let Carrier know what option is best and any edits that may be needed.
- d. Chapter 6 #5-9 Discuss and recommend any proposed changes.

4. Review Calendar of Dates and Targets:

- a. Carrier will work with Mather to set up a Google Drive to work on the management plan

Next Meeting

- October 12th 5:30 pm an additional meeting may be needed in October.

Adjournment: 7:06 pm Cirillo/ Zawislak. Carried.

Zone Regulations

All Zones

- Enforced May 15th – October 15th
- Enforced Daily 9am – 6pm
- ~~— No Parking 2 am – 6am~~

Green

- Unlimited time
- Rate - \$1.25/hr

Blue

- 5 hour max
- Rate - \$1.50/hr

Yellow

- ~~— 2 hour max~~
- 3 Hour Max
- Rate - \$2.00/hr

Purple

- Free parking

** Lots of parking management plans show where free parking is at

Long Term Lot (Broad and Washington Lots)

- \$1.50/hr or \$10/day
- Parking available up to 14 days

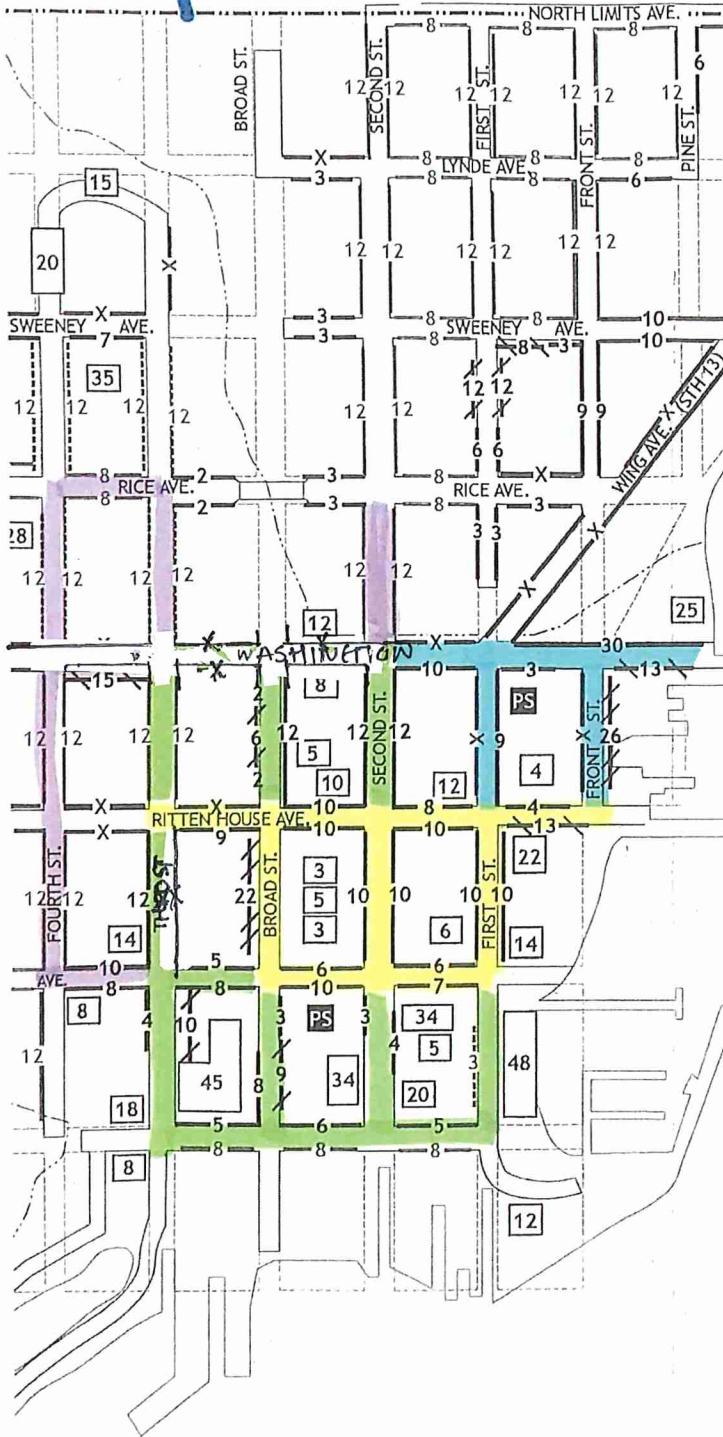
2nd and Manypenny Lot

- \$1.50/ hr or \$10/ day
- No overnight parking

**No Parking on Washington from 3rd Street to 6th Street—Safety Issue

**No Parking on E. Side of 3rd Street in the 200 Block—Safety issue with the ditch

Option C



City Of Bayfield Parking

- X— No parking
- 8--- Time restriction (daytime)
- 8— Average sites available
- 14 Parking lot
- 10— Actual count
- ↗13↖ Diagonal parking
- PS Potential site of parking development

Lot spaces	558
Diagonal spaces	146
Street spaces (counted)	399
Street spaces (all legal)	1373
Total	2476

Field survey conducted May 21, 2001
 Field survey and cartography: Jeff Meas