



**Meeting Minutes  
Municipal Parking Utility Board**

---

Wednesday, March 26, 2014

4:00 PM

3rd Floor Conference Room

---

**Call to Order, Roll Call**

*Audrey Kader, presiding*

- Present:** 7 - Audrey Kader, James Cherf, Andrew Gavrilos, Robin Moses, Leah Mudler, James Warsinske, Dan Wettstein
- Excused:** 2 - Richard Swantz, Joe Ledvina
- Absent:** 2 - Michael C. Pieper, Bill Sacia

**Others Present:**

*Teri Lehrke, Bob Haines, Dale Hexom, Dave Clements, Mark Hyde, Art Fahey, News Media*

**Approval of Minutes**

*Cherf/Mudler moved to approve the minutes of February 26, 2014. Carried.*

[14-0209](#)

Parking Utility Report - Public Works (February 2014)

**A motion was made by Gavrilos, seconded by Cherf, that this Report be RECEIVED AND FILED. The motion carried unanimously by voice vote.**

[14-0339](#)

Parking Utility Report - Public Works (March 2014)

**A motion was made by Gavrilos, seconded by Cherf, that this Report be RECEIVED AND FILED. The motion carried unanimously by voice vote.**

[14-0323](#)

Parking Utility Report - Police (February 2014)

**A motion was made by Gavrilos, seconded by Cherf, that this Report be RECEIVED AND FILED. The motion carried unanimously by voice vote.**

- Present:** 8 - Audrey Kader, James Cherf, Andrew Gavrilos, Robin Moses, Leah Mudler, Bill Sacia, James Warsinske, Dan Wettstein
- Excused:** 2 - Richard Swantz, Joe Ledvina
- Absent:** 1 - Michael C. Pieper

[14-0224](#) Neighborhood Parking Work Group Report

*Have not met; the next meeting is April 9 at 10:00.*

[14-0232](#) Resolution appropriating uncommitted bond funds to the Parking Ramps Security Camera project.

*This is for the installation of the cameras.*

**A motion was made by Cherf, seconded by Gavrilos, that this Resolution be APPROVED. The motion carried unanimously by voice vote.**

[14-0338](#) Parking Permit Fees for Reserved Parking Spaces.

*Referral is suggested given the need to get the hourly parking changes fully implemented before other changes are made, and the amount of staff time involved with the same. Cherf/Sacia moved to refer for 90 days. Carried.*

[14-0350](#) Request to redesignate some top level stalls of the Main St. ramp.

*Two parties have asked that more stalls be made available for monthly permits in the Main Street ramp. Twenty-one stalls on the top level are possibilities – 12 snow storage stalls and 9 transient stalls. Transient parking is pay-by-the-hour parking. Chair suggested that a policy be established in order to prioritize such requests. A work group was established – Moses, Warsinske, Mudler, Dave Clements, Mark Hyde, Bob Haines.*

[14-0351](#) Discussion of policy regarding ratio of reserved vs. public spaces in ramps.

*The work group will develop a draft policy for review and action by the Board.*

[14-0352](#) Discussion of ramp maintenance.

*Police officers are aggressively patrolling ramps, handing out written warnings to people who are camping, and then upon a second visit, they are issued a ticket. They are being made aware that they are not to be there. Day-to-day maintenance is by 1.5 city employees. The Director of Public Works and Mayor have discussed the currently vacant position in the Public Work's office. Organizational charts will be prepared with different scenarios and levels of maintenance with personnel, costs and impacts to the budget – to be submitted to the Mayor and for consideration in the 2015 budget. One alternative is to look at contracting and the level of oversight by city staff. We are faced with having to do more maintenance, and this should be addressed in the 2015 budget.*

[14-0360](#)

Award of 2014 power washing contract.

*The Request for Quotes was put out to seven contractors, and the only quote received was from Four Season Maintenance of Spring Grove, MN, which is the same contractor we have had for the last four years. The contract is for the entire Market Square and Main Street ramps, and the bottom level of the La Crosse Center ramp in the amount of \$14,130. Cherf/Gavrilos moved to approve, and direct that advance notification be given. Carried.*

[14-0077](#)

Roll-out of paystation system

*Everything is ready to go, memory cards should be installed by the end of the week with the new rate structure. Signs are done, and all will be up in 4-5 days. 1,000 access cards are ready-to-go. There has been ample media coverage, although a flyer can be created if requested. There is an event at the La Crosse Center on April 18. Concern was expressed that if the gates are activated and the ramp is full, it will take a very long time to empty out the ramp. It was stated that the counter needs to be activated to determine when the ramp is full. Staff will have to re-set the counter. One idea was to lift the gates for exiting the ramps and charge \$5 per car to enter the ramp, with \$2 to go to the city and \$3 to the La Crosse Center for providing staff to collect the fee and count cars. Staff will work with the La Crosse Center Director to work out a solution for special events and report a recommendation at the next meeting. Sacia/Cherf moved to require tickets or access cards to enter the ramps on April 21 (no charge), and on April 22 payment is required to exit the ramp. Carried.*

## Adjournment

*Cherf/Gavrilos moved to adjourn at 5:00 p.m. Carried.*