

AD HOC PARKING RAMP COMMITTEE

May 30, 2013

Mayor Bill Ross called the meeting to order.

A. Roll Call

Present at roll call were Bill Ross, John Glynn, Amy Brandt, Sherrill Kelley, Ryan Wilson, Fred Kelley, Al Gerber, Tom Miller, Craig Patchin, Dave Riese, Robert Duxstad, Pam Christopher.

Louis Armstrong arrived a few minutes late. Marilyn Pfarr was not present

B. Correction of Minutes

Amy Brandt noted that John Glynn mentioned the following corrections should be made to the April 18, 2013 minutes submitted; Mayor Bill Ross was absent at Roll Call.

Voting on the motion for recommended three hour timed parking limits; Chief Fred Kelley abstained from voting. 8 committee members voted for the motion and 3 opposed the motion.

Motion moved to accept minutes as presented by Marilyn Pfarr, David Riese seconded. Motion carried.

C. Business

1. Follow-up discussion from Public Safety Committee meeting regarding downtown parking enforcement

Mayor Ross state that his understanding was that the decision had been delayed. Chief Kelley confirmed that the Public Safety Committee was delaying action on a vote until information from a requested study had been received. Alderman Tom Miller confirmed the delay was due to waiting for professional opinions to come in given so many different opinions on the best way to move forward.

2. Discuss and possibly take action regarding downtown parking study proposals

Al Gerber mentioned that three proposals came in through the RFP process for a downtown parking study. Proposals came in and were reviewed from the following companies, RA Smith from Brookfield WI, Carl Walker Construction from Montezuma Michigan and Walker Parking Structures from Elgin IL

Al stated that all three proposals were reviewed and rankings were based on the selection criteria that were provided as attachment three to the committee. The two firms to seriously look at based on provided criteria are Carl Walker Construction and Walker Parking Structures.

Al walked the committee through the proposals and noted specifics that would come out of their studies and what was being offered between the top two candidates along with costs. Walker Parking Structures came in with an estimate of \$20,000 to \$30,000. Carl Walker Construction from Michigan had

a higher estimate of \$40,000 to \$50,000. For the dollar amount, Al recommended moving forward with Walker Parking Structures out of Elgin.

A general discussion followed regarding rankings, deliverables and timing between the three proposals.

The process to move forward was also discussed when Bob Duxstad asked if we proceed by moving our recommended firm to complete the study to the Public Safety Committee. Mayor Bill Ross confirmed that the recommendation from the Ad Hoc Parking Ramp Committee would indeed have to go before the Public Safety Committee for review and approval.

Bob Duxstad asked if there was enough money in the city budget to move forward with the study yet this year. A general discussion followed regarding the city budget and where the funding would come from to move forward with a study.

Bob Duxstad recommended moving forward with a study and presenting the top two bids before the Public Safety Committee and to let that committee make the final decision. Bob also noted as a committee it was difficult to choose one of the top two recommended companies without taking a complete look at their proposals. Bob also stated that the consensus from the committee was that without a parking study being completed the committee can-not make decisions or move forward.

John Glynn backed up Bob's recommendation that both proposals go before the Public Safety Committee.

A motion was made by Bob Duxstad to let the Public Safety Committee review the proposals from Carl Walker Construction and Walker Parking Structures and to then let the Public Safety Committee select which company to hire. Pam Christopher seconded the motion. The motion carried.

Mayor Ross confirmed that the motion was to move both proposals of the above mentioned firms onto the Public Safety Committee and for that committee to make the final selection following an interview and presentation process.

Timing was then discussed regarding the studies going before the Public Safety Committee and a possible joint meeting with the necessary committees after Public Safety makes a decision.

It was recommended by Chief Kelley to have a plan B in case the Public Safety Committee decided not to do a parking study at all.

3. Any general discussion regarding parking ramp

Ryan Wilson reminded the committee that at the last meeting he had recommended and asked to have short term repairs considered since it was likely that the ramp would be around in the next year. The stairwells and lighting were the two top priorities Ryan presented. Ryan presented a ballpark estimate from Monroe Glass to replace the existing plexi glass panels. The estimate to have safety glass installed for the stairwell closest to the square came in just under \$2,000. Ryan recommended the glass installation, fixing the door and painting. Ryan also recommended putting in state of the lighting on two

to three levels of the existing ramp and then using it for a future structure as to not waste it. The goal would be to have this completed by this winter. A general discussion followed regarding quick fix and spruce up options along with possible security options.

John Glynn asked if it was possible to get an estimate for a two level ramp in addition to the estimates for both a three and four level parking ramp. Al Gerber was going to check into that.

4. Set next meeting date

TBD

D. Business by Members

None

E. Adjourn

Motion made by John Glynn. Mayor Bill Ross seconded. Motion carried

Minutes submitted by Amy Brandt, Secretary