

MEETING MINUTES #2

SLATS PARKING NEEDS ASSESSMENT



WALKER PROJECT NO. 31-7940.00

DATE OF MEETING: May 20, 2016 (10:00AM)
MINUTES BY: Ezra Kramer

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A hard copy of these meeting minutes will not be sent.

PARTICIPANTS:

NAME	COMPANY	E-MAIL ADDRESS
Philip Baron	Walker Parking	Philip.baron@walkerparking.com
Ezra Kramer	Walker Parking	Ezra.kramer@walkerparking.com
TJ Nee	Beloit (MPO Coordinator)	neet@beloitwi.gov
Jason Dupuis	Beloit (Transportation)	dupuisj@beloitwi.gov
Mike Flesch	Beloit (City Engineer)	fleschm@beloitwi.gov
Eric Miller	Beloit (Finance)	millere@beloitwi.gov
Tricia Diduch	Rockton (Planning/Development)	diduch@rocktonvillage.com
Julie Christensen	Beloit (Com. Dev.)	christensenj@beloitwi.gov
Shauna El-Amin	DBA (Executive Director)	

CC: STEERING COMMITTEE MEMBERS NOT IN ATTENDANCE:

NAME	COMPANY	E-MAIL ADDRESS
Dale Adams	Rockton (Mayor)	Mayoradams@msn.com
Ted Rehl	S. Beloit (Mayor)	t.rehl@southbeloit.org
Tom Fitzgerald	S. Beloit (Commissioner)	Wendyctomf23@hotmail.com
Lori Curtis Luther	Beloit (City Manager)	
David Luebke	Beloit (City Councilor)	
Drew Pennington	Beloit (Planning)	penningtond@beloitwi.gov
David Zibolski	Beloit (Interim Police Chief)	

A Steering Committee update meeting for the SLATS Parking Needs Assessment project was held on May 20, 2016. The intent of the meeting was to bring the Steering Committee up to speed on where we are in the project timeline/process, solicit input for the Online Survey and finalize the Focus Group attendee lists. The meeting attendees included those on the Project Steering Committee listed above. The following meeting agenda was followed:

1. Introductions: & Recap of Kick-off Meeting
2. Fieldwork Description & Update
3. Online Survey Discussion
4. Steering Committee Homework
5. Outstanding Data Request Items
6. Focus Groups / Listening Session Discussion

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INTRODUCTIONS & RECAP

- Walker presented a task-level discussion of the Scope of Service and Study Area maps to help provide context for discussion.

FIELDWORK DESCRIPTION & UPDATE

- Walker provided a brief discussion of the field survey data collection process, various types of data collected, how it was collected, and how it will be useful in the study process.
- A map was provided for both the Rockton and City Center study areas depicting locations where parking turnover studies were requested to document length of stay.

ONLINE SURVEY

- Walker discussed the process for developing the online survey and approach to the survey specific to this study.
 - 1 Survey for City Center
 - 1 Survey for Rockton
 - Questions will mirror one another for these surveys but swap out study area names.
 - Cross-over questions at the end of each survey for those who visit the other study area as well.
- Collecting information related to past parking experiences, and demographics for cross-referencing responses.
- Using the draft Rockton survey as a base an open discussion led to refinement of the online survey as follows:
 - Start age at 16, in case there are respondents from the high school, etc.
 - Adjust language relating publicly owned parking vs privately owned parking.
 - Question #17 adjust language "cost" vs "free"
 - Question #18 adjust language "Pay" – use our judgement
 - Question #19 remove "maybe"
 - Question #22 "worst" use opportunity
 - Change out map with revised version.

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STEERING COMMITTEE HOMEWORK

- Within the next two weeks visit both study areas and note parking experience.
- Steering Committee was asked to respond to an online survey similar to that being provided to the public, but with a few more detailed questions. These will relate to their visit, requested above.

OUTSTANDING DATA REQUEST ITEMS

- Rockton:
 - None
- Beloit:
 - Land Use Quantities
 - Planned Developments
 - Potential Add'l Parking Locations
 - Clarification of Permit Program
 - Parking Citation History
- South Beloit
 - Stakeholders
 - Criteria to Modify Parking Regulations

FOCUS GROUPS & LISTENING SESSIONS

- Focus groups still being defined by Project Team and Steering Committee.
 - Reviewed existing list for each city.
 - Added appropriate members of the community to the list.
 - TJ will work to collect contact information for focus group attendees and reach out to them to schedule the meetings.
- Dates may be set once Focus Group member are identified and contacted.
- Locations may be set once dates are set. Downtown Beloit agreed to host some of these meetings, if needed.
- Meetings can be held roughly 2 weeks after announcement.
- Announcements for focus groups through individual contacts.
- Announcements for public listening sessions will be provided within a press release and posted to each city's website.

ATTACHMENTS:

1. Powerpoint from Update Meeting
2. Draft Rockton Online Survey (PDF)