

**MINUTES OF A SPECIAL COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
August 23, 2022**

CALL TO ORDER

President Troy Parlier called the meeting to order at 6:02 p.m.

ROLL CALL

Board Members Physically Present: President Troy Parlier; Trustees Tom Guist, Kit Kuhrt, James Marter II, Terry Olson, and Jennifer Jones Sinnott.

Board Members Absent: Trustee Brian Thomas.

Staff Physically Present: Dan Di Santo, Village Administrator; Christina Burns, Asst. Village Administrator; Andrea Lamberg, Finance Director; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Services Director; Bridget Bittman, Community Engagement Manager- Marketing; Kevin Leighty, Economic Development Director; Joe Renzetti, IT/GIS Director; and Karl Ottosen, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:02 p.m. There was no one who requested to speak. The public forum was closed at 6:02 p.m.

OLD BUSINESS

F.1 Downtown Parking Garage Overnight Fee and Payment System

Director Renzetti addressed the Board regarding the overnight parking fee and payment system. He thanked the Administrative Intern Corey Incandela who put this item together. In May of 2022, the Village Board approved a resolution executing an agreement with IPS Group to provide a parking management solution for the Village of Oswego. At that time, the Village Board also expressed support for a daily overnight parking fee should anyone, regardless of place of residence, want to keep their car overnight in the parking garage at the Reserve at Hudson Crossing. Three items were presented for discussion and direction:

- 1) Whether to offer a daily overnight parking pass; not to be confused with a parking permit
- 2) What to charge for the daily parking pass
- 3) How a daily parking pass can be purchased

The Village currently offers monthly overnight parking permits for residents who live within the eligibility area to be able to park in the parking garage. The eligibility area comprises the Reserve at Hudson Crossing and the residents who live on the west side of Main St. The Village currently sells permits for:

- \$50/mo. for the first Vehicle (or \$600/Year) - This equates to \$1.65/day for the 1st Vehicle
- \$88.33/mo. for the second Vehicle (or, \$1,000/Year) - and \$2.75/day for the second vehicle.

Per Village Code, the residents of the Reserve are allowed 30 exceptions and can use them for their guests to park at the parking garage. There is no guest parking at the Reserve apartments. Guests of the residents will need to use one of the 30 exceptions to be able to park overnight in the garage. Residents within the eligibility area must purchase a parking permit to be able to park their vehicle overnight at the parking garage. The permit is currently an online form. If the Village Board decides to institute a daily parking pass, the pass can be purchased by either a free app called Park Smarter, or a pay station, which would be located at the parking garage. IPS Group, the vendor selected to build out the Parking Permit solution, recommended that we have two pay stations: one on each floor.

Many surrounding municipalities operate parking garages/lots for their residents, but there are only a handful of them that allow for daily overnight parking and the prices for this vary widely.

- Village of Oak Park allows individuals to park in their parking garages for 10-24 hours = \$16.00
- City of Evanston allows individuals to park in their parking garages for 12-24 hours = \$18.00
- Village of Mount Prospect does not allow overnight parking on weekdays, at their parking garage, but allows free overnight parking from 6:30 pm on Friday to 7:30 am Monday.
- City of Naperville allows for free overnight parking in their parking decks on Friday and Saturday nights.
- Village of Barrington does not operate a parking garage but allows anyone to park in their commuter lots for \$10.00 a night.

Staff would recommend a daily parking pass from between \$5-\$10 dollars.

- \$5/day at 365 days is: \$1,825 (\$152/mo.)
- \$7.50/day at 365 is: \$2,737.50 (\$228/mo.)
- \$10/day at 365 is: \$3,650 (\$304.17/mo.)

Board and staff discussion focused on no guest parking overnight in the parking garage; residents must purchase a permit to park overnight in the parking garage; downtown will be getting busier; making smart decisions; whatever is decided will be implemented at the north parking garage building once it's built; partnering with the winery, brewery and other bars in the downtown; prefer the app; one pay station as a back-up if app is not working; staff to look into whether the pay station can be leased; whether a QR code is clear enough to post on signs; can get more than two pay stations; start with the app and add pay stations, if needed; whether the app developer is good; app is easy to download and use; what happens if the app changes; charging \$7.50 for the fee; charging \$10.00 for the fee; charging \$5.00 for the fee; whether to offer weekly or monthly rates. Board gave direction to move forward with the overnight permit; starting with the app and adding pay stations, if needed; charging \$5.00 for the permit fee. Staff will bring back an ordinance, at a future Board meeting, for the Board to review and approve. There was no further discussion.

NEW BUSINESS

G.1 Downtown Parking Counts

Director Zenner addressed the Board regarding a recent downtown parking count. He presented the following:

DOWNTOWN PARKING ANALYSIS



Staff conducted an analysis of the existing downtown parking usage and capacity



The count was done on July 29th since it was a Friday of a non-event weekend with good weather as those conditions could generate higher than typical parking counts



Counts were conducted every hour from 9:00 am to 7:00 pm

PARKING ANALYSIS

- The Downtown was split into 11 blocks
- Overall, there are 1295 parking spaces within the 11 blocks study area

Existing Parking Spaces

Block 1	415	Block 7	82
Block 2	164	Block 8	74
Block 3	91	Block 9	94
Block 4	84	Block 10	105
Block 5	68	Block 11	47
Block 6	71		



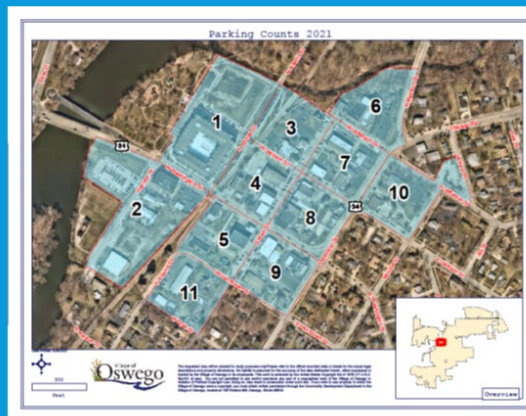
OVERALL PARKING COUNTS

Time	Total # of Spaces	Spaces Used	Spaces Available	Percent Used
9:00 AM	1295	279	1016	22%
10:00 AM	1295	347	948	27%
11:00 AM	1295	372	923	29%
12:00 AM	1295	398	897	31%
1:00 PM	1295	391	904	30%
2:00 PM	1295	405	890	31%
3:00 PM	1295	409	886	32%
4:00 PM	1295	415	880	32%
5:00 PM	1295	414	881	32%
6:00 PM	1295	421	874	33%
7:00 PM	1295	447	848	35%

- The average percentage of parking spaces occupied was **30.4%**
- At the peak, 35% of the parking was occupied at 7:00 pm
- The minimum parking percentage was at 9:00 am at **22%**
- By comparison, the average occupied rate in 2021 was **26.2%**

BLOCK BY BLOCK ANALYSIS

- Block 5 had the highest percentage used at **72%** at 4:00 pm while neighboring blocks had a lower % used (Block 4 at **44%**, Block 9 at **26%**, and Block 2 at **20%**)
- On average, Block 5 is the most occupied at **57%**
- Block 6 is the least occupied with an average of **13%**
- Overall, the average % occupied in 2022 was **30.4%**. In 2021, the occupied rate was **26.2%**



PUBLIC VS PRIVATE

- Of the 1,295 parking spaces, 832 (64%) are public and 463 (36%) are private
- Overall occupancy of the public spaces is 33.3% with a peak of 43% at 7:00 pm.
- Overall occupancy of the private spaces is 24.4% with a peak of 28% at 4:00 pm.
- The highest percentage of public spaces used was Block 5 at 105% at 5:00pm
- The highest percentage of private spaces used was Block 3 at 55% at 10:00am



DISTANCE TO PARKING



- With additional parking demand in the downtown, patrons may be required to park and walk a greater distance than they are used to when visiting the downtown.
- A typical distance from a parking lot to the middle of a big box store on Route 34 is approx. 500 feet.
- This establishes a starting point of what distances customers are accustomed to walk to a destination store.
- The map attached shows what a similar distance is from the three entrances to the new parking deck which has its highest occupancy of 39% at 7:00pm

POTENTIAL FUTURE PARKING



Location	Existing	Proposed	Net increase
1	0	7	7
2	4	7	2
3	0	2	2
4	5	4	-1
5	0	5	5
6	0	3	3
Total	9	28	19

Board and staff discussion focused on downtown is busy; public versus private parking spaces; additional opportunities for parking along Van Buren; speaking with residents and businesses; looking to increase parking spaces by 50+; percentage from previous years is in the mid 20%; current permit count for the parking garage is around 170; not quite at the maximum of 180. There was no further discussion.

CLOSED SESSION

A motion was made by Trustee Kuhrt and seconded by Trustee Jones Sinnott to enter Closed Session for the purposes of discussing the following:

- Pending and Probable Litigation
- Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel
- Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules
- Sale, Lease, and/or Acquisition of Property

Aye: Tom Guist James Marter II Jennifer Jones Sinnott	Kit Kuhrt Terry Olson
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Nay: None
Absent: Brian Thomas

The motion was declared carried by a roll call vote with five (5) aye votes and zero (0) nay votes.

The Board adjourned to Closed Session at 6:25 p.m.

The Board returned to open session at 6:59 p.m. A roll call vote was taken. All attending Board members were physically present for the roll call.

ADJOURNMENT

The meeting adjourned at 6:59 p.m.

Tina Touchette
Village Clerk