

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

March 27, 2015:

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 8:00 o'clock a.m., Friday, March 27, 2015.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Commissioner Mike Williams, Brian Hayer, Randy Thorson, Tracy Walvatne

Absent: Margie Bailly

Chairperson Commissioner Williams called the meeting to order.

Item 1: Approve Order of Agenda

Member Thorson motioned to approve the Order of Agenda as presented. The motion was seconded by Member Walvatne. The motion was unanimously approved.

Item 2: Minutes: Regular Meeting of February 27, 2015

Member Thorson motioned to approve the minutes of the February 27, 2015 Parking Commission. The motion was seconded by Member Walvatne. The motion was unanimously approved.

Item 3: Discuss Monthly (Contract) Parking Agreement – Terms and Conditions

Planner Joe Nigg reviewed the Monthly Parking Agreement included in the packet, as requested by the Board at February's meeting. He explained that as Interstate Parking Company (IPC) transitions renters from the previous parking operations system to their system a contract will be established with each renter. He noted the contract included in the packet is intended to serve the individual renter, and there is a slightly different version used for companies renting multiple spaces. Mr. Nigg stated IPC plans to have a contract in place for each renter by 2016.

Paul Schnettler (Interstate Parking) shared the importance of having a legally binding document signed and on file between each renter and IPC to detail the City, IPC and renter's responsibilities and expectations.

Item 4: Review Scope of Work with Kandor Design, LLC to Create and Updated Fargo Parking Logo and Brand Manual: APPROVED

Paul Schnettler introduced this item, noting a meeting was held with Kandor Design Company to discuss creating an updated Fargo Parking logo and brand. He referred to the draft of the scope-of-work from Kandor Design and a questionnaire included in the

packet for the Board's review and comments. Mr. Schnettler stated staff is requesting Board's approval to work with Kandor Design and proceed with the logo and brand manual development, which will be brought back to the Board for further review.

Member Walvatne moved to approve the proposed scope-of-work and to authorize staff to proceed with logo and brand development. The motion was seconded by Member Thorson. The motion was unanimously approved.

Item 5: Progress Report on draft Enforcement Policy with considerations to implementation of Digital Pay Stations and potential Facility Operational Changes

Andy Renfrew (Interstate Parking) presented a draft version of the Off-Street Parking Enforcement Policy which is based on discussion during February's regular meeting and roundtable. Mr. Renfrew noted that the corresponding ordinances would be presented to City Commission in the next few months. Mr. Renfrew briefly reviewed the draft policy and stated it is being presented to the Board at this time for discussion and review.

Mr. Nigg stated that based on a recent conversation with city administration there would not be the ability to use community service officers (CSO's) to enforce parking violations in off-street lots. Mr. Nigg stated this will change certain elements of the policy and will require on-foot enforcement by Interstate – at least in the near term.

Mr. Renfrew reviewed a few different concepts with the Board on how digital pay stations could be implemented within various city facilities.

Mr. Nigg stated this policy needs addition work and vetting and that Interstate and city staff would look to have something more final for the Board's consideration at a future meeting.

Item 6: Discuss Condition of 2nd Avenue (North-Lot) and Possible Temporary Improvements: APPROVED

Joe Nigg reviewed the past discussion regarding the condition of this lot, and the decision in 2014 to repair the existing potholes instead of a more comprehensive asphalt overlay. Mr. Nigg stated the condition of this lot has continued to deteriorate, and after a meeting consisting of staff from the Planning Department, Interstate Parking, and Public Works, it was determined an overlay needs to be completed (at least on a portion of the lot). He noted current renters would be displaced for a few days during the process which will include parking spot restriping, and the approximate cost would be \$40,000. Mr. Nigg requested the Board's approval to proceed with this project.

Member Hayer motioned to authorize the asphalt overlay and that it includes at minimum the eastern one-half (1/2) of the surface lot, to be completed in the Spring of 2015. The motion was seconded by Member Thorson. The motion was unanimously approved.

Item 7: Update on Proposed Downtown Shuttle Route

Joe Nigg shared that a subcommittee has been identified consisting of representatives from the City of Fargo and City of Moorhead to further explore this concept. He stated an April meeting is being planned and he will keep the Board updated on its progress.

Item 8: Interstate/Operator Report

a. Lot Occupancy Data:

Andy Renfrew presented the revenue reports for February 2015, and for the two months of January and February combined. He also stated the use of credit card payments has continued to increase each month.

Item 9: Updates

a. Civic Lot:

Jim Gilmour noted that based on costs within the bid opening a contract for the construction of the New City Hall has not yet been awarded. Mr. Gilmour added staff is still working on re-locating the remaining monthly contract renters in this lot to other city facilities, and as planned the lot attendant will be removed by the end of April. He also shared staff was informed the project will not require the entire lot be closed during construction, leaving the area on the south-side of the attendant booth to 1st Avenue South as surface parking for City and Library staff until October or possibly later.

b. Downtown Ramp Feasibility Study (Phase I) – April Presentations:

Joe Nigg reviewed the upcoming parking presentations scheduled for the middle of April, which are open to the public and will include members of the City Commission, Parking Commission, Renaissance Zone Authority, and the downtown stakeholders. He noted these presentations will wrap up the completion of Phase I of this study. Mr. Nigg stated the Board will receive emailed copies within the next week of the formal report compiled by the consulting team of Helenske Design Group and Carl Walker Inc., for review prior to these presentations. He added that if the Parking Commission and City Commission decide to pursue some of the locations and options included in the study, Phase II and possibly Phase III would then begin.

c. Monthly Occupancy Spreadsheet (January)

Mr. Nigg presented a spreadsheet and chart that was recently provided to the City Commission and also discussed at a recent Moorhead City Council meeting. He stated these reports will provide important data to help with future plans and ideas for downtown parking.

Item 10: Other Issues or Public Comments

Commissioner Williams announced Thursday April 9, is “Stand up 4 Transportation Day”, an event the City, NDSU, Mat-Bus, and Bike Share have been working on together.

The time at adjournment was 9:12 a.m.