

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Friday:**

**October 28, 2016:**

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, October 28, 2016.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Margie Bailly, Randy Thorson

Also Present: Commission Dave Piepkorn (City Commission Liaison)

Absent: Brian Hayer, Tracy Walvatne

Chairperson Williams called the meeting to order.

**Item 1: Approve Order of Agenda**

Member Bailly moved the Order of Agenda be approved as presented. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of September 30, 2016**

Member Thorson moved the minutes of the September 30, 2016 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 3: Roberts Ramp Project**

Planner Derrick LaPoint updated the Board on the status of this project. Mr. LaPoint noted staff will continue to alert the public on traffic pattern disruptions as the project progresses.

Planning Director Jim Gilmour stated that project consultants Carl Walker, Inc. recently inspected the site and confirmed the project is going well and on schedule.

Prompted by a question from Chair Williams, Mr. LaPoint proceeded to share information on Tesla, a company that provides electric vehicle charging stations. Mr. LaPoint reviewed the options Tesla can provide the City, noting that this system only works with Tesla vehicles, limiting this system's usage with other brands of electric vehicles.

Discussion was held regarding the feasibility of coordinating upcoming street and sidewalk repairs in this area while the ramp is under construction. Commissioner Piepkorn offered to bring this item before the City Commission at an upcoming meeting for discussion.

**a) Kilbourne Presentation on Branding for the Roberts Street Development**

Kilbourne Group Marketing Specialist Cassandra Miller, presented a proposal for branding the Roberts Street Parking Garage/Ramp the “Roberts Commons” and implementing a shortened version, “RoCo”, as the proposed logo. Ms. Miller shared several examples of signage and color schemes, and talked about the importance of coordinating this brand with both the City’s and Interstate Parking’s (IP) existing signage.

The Board discussed the proposal and reiterated the importance of incorporating and designing a look that works for all signage in this area.

**Item 4: LinkFM Ridership**

Derrick LaPoint presented the updated ridership report. He noted the consistent average of 10 rides per hour over the past three months as shown in the report, continues to show the value of this circulator to the Fargo-Moorhead downtown corridor. Mr. LaPoint added as construction areas in the downtown change, future route alignments will be implemented and staff will continue to notify the public as these changes occur.

**Item 5: Interstate Report/Financial Data**

Andy Renfrew, Interstate Parking (IP), presented the September financial and operations report. Mr. Renfrew noted that IP is working with the City’s Police Department regarding the existing towing procedure, and he will keep the Board updated on this process.

**a) 2017 Parking Rates**

Mr. Renfrew reviewed staff’s recommendations for proposed fee changes to the Parking Rate Schedule for 2017. He asked for the Board’s approval to present the proposed changes at an upcoming City Commission Meeting, to allow time for notification to parking customers and the public prior to implementation.

Board discussion ensued and it was decided to continue this item to the November Parking Commission meeting, to allow additional time for review of the proposed 2017 Parking Rate Schedule.

**Item 6: Downtown Ice Rink: APPROVED**

Derrick LaPoint presented a request from the Downtown Community Partnership (DCP) to reconstruct the temporary Downtown Ice Rink, and reviewed the proposed lease agreement included in the packet. He stated the DCP is seeking City Commission approval to add this amenity to our Downtown through the 2018 and 2019 winter seasons. Mr. LaPoint requested direction from the Board to proceed with this proposal at an upcoming City Commission Meeting.

Member Thorson moved approval be recommended to the City Commission of the lease agreement with the Downtown Community Partnership for the Downtown Ice

Rink. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 7: Review of Capital Needs: APPROVED**

Jim Gilmour presented a summary of the recommended improvements identified for the Civic Center Ramp and Island Park Ramp after an assessment by Carl Walker, Inc., and the Ground Transportation Center assessment completed by KLJ. He reviewed the summary included in the packet and the projected repair costs for each of these facilities. Mr. Gilmour stated he will be working with the City's Finance Committee to discuss the availability of funds to complete these improvements.

Member Bailly moved that staff move forward on the capital improvements proposed for the Civic Center Ramp and Island Park Ramp, and to develop strategies for the Ground Transportation Center. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

**Item 8: Updates**

**a) Downtown Master Plan**

Derrick LaPoint reported the Downtown Master Plan Open House held on October 11 was well attended, and the consultants will be back in Fargo the week of November 14.

**b) On-Street Data Counts**

Mr. LaPoint shared that yesterday staff collected the on-street parking data, which will be presented as a formal report to the Board at either the November or December meeting. He added staff plans to collect this data twice a year, during the months of April and October.

**c) Tesla Charging Stations**

Mr. LaPoint addressed this item during the discussion of item 3.

**d) Downtown Conference**

Mr. LaPoint reported the Downtown Conference held in Fargo on October 18 and 19 provided the opportunity for people to discuss topics regarding planning, parking, etc.

**Item 9: Other Issues or Public Comments**

Paul Jensen, area business owner of Green Ways 2Go, shared information about his company's electric vehicle charging stations. Mr. Jensen noted one of the important benefits of their system is that it is a universal system and supports more than just one brand of electric vehicles.

The time at adjournment was 9:37 a.m.