

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

February 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, February 27, 2015.

The Parking Commissioners present or absent were as follows:

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

Absent: None

Chairperson Commissioner Williams called the meeting to order.

Item 1: Approve Order of Agenda

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

Item 2: Minutes: Regular Meeting of January 30, 2015 and Special Meetings of February 17 and 18, 2015

Member Thorson motioned to approve the minutes of the January 30, 2015, and February 17 and 18, 2015 Parking Commission meetings. The motion was seconded by Member Hayer. The motion was unanimously approved.

Item 3: Discuss Implementation Plan for Phase II, On-Street Time Zone Concept

Planner Joe Nigg presented an update on the progress and implementation of Phase I which included the area from 5th Street to the Red River and from the railroad tracks to 2nd Street S. Mr. Nigg stated that the concept transitions a majority of the on-street parking to 4-hour time zones other than Broadway and Roberts Street which would remain 90 minute zones. He explained that staff would like to begin Phase II which encompasses the remainder of the downtown core. He stated staff would like to re-engage the downtown parking "task force" which was created in 2013 to assist in the development of this concept. Mr. Nigg also noted prior to implementing Phase II, staff would like to coordinate with the Downtown Community Partnership (DCP) and organize a public input meeting, possibly in March, to present this information to the downtown stakeholders. He noted that this feedback would then be presented to the Board at a future meeting, with the plan to implement Phase II in May or June of 2015.

Board discussion followed regarding the importance of updating signage during Phase II with a design that is understandable and more user-friendly; the importance of the

information being visible and not distracting to drivers; and the importance of engaging the public prior to implementation.

Planning Administrator Nicole Crutchfield stated that staff is working on organizing this meeting with the DCP, and will notify the Board with the meeting details.

Item 4: Review draft Ordinances to Allow Enforcement within City Off-Street Parking Facilities: APPROVED

Planning Director Jim Gilmour presented the two (2) Ordinances prepared by the City Attorney which will allow the City the ability to write tickets for illegally parked vehicles in off-street City-owned and operated parking lots. Mr. Gilmour stated staff is requesting Parking Commission's approval to present the ordinances to the City Commission.

Discussion ensued clarifying that once the Ordinances are approved and in-place it would provide the City the ability to enforce within off-street facilities. City staff and Interstate Parking are working on a draft enforcement policy which would outline the specific provisions and policies relating to enforcement within the various facilities.

Member Thorson motioned to recommend approval to the City Commission the draft off-street enforcement ordinances. The motion was seconded by Member Bailly. The motion was unanimously approved.

Item 5: Discuss implementation of Digital Pay Stations at NP Avenue and 2nd Avenue Lots: APPROVED

Joe Nigg reviewed the details defined in the City's contract with Interstate Parking Company regarding the transition to digital pay stations at certain facilities. He noted as evident from the discussion at the Parking roundtable meeting on February 17, 2015, there are a number of issues and details that need to be addressed prior to implementation. Mr. Nigg stated staff is requesting the Board's approval to work with Interstate Parking Company to develop a plan to implement digital pay stations at the NP Avenue and 2nd Avenue surface lots.

Paul Schnettler (Interstate Parking) concurred adding they would like to begin ordering this equipment for implementation.

Member Walvatne motioned to direct City staff to initiate the process with Interstate Parking Company to develop a plan to implement digital pay stations at the appropriate facilities. The motion was seconded by Member Bailly. The motion was unanimously approved.

Item 6: Review Engineering Department proposal to add diagonal parking spaces to 5th Street between NP Avenue and 4th Avenue North

Division Engineer Jeremy Gorden presented a recent analysis completed by the Traffic Engineering Department, to determine the possibility of adding diagonal parking spaces on 5th Street between NP Avenue and 4th Avenue North, and on 4th Avenue North from 2nd Street to 4th Street. He noted with the upcoming City Hall construction and the

impact this will have on both in terms of on and off-street parking, staff is investigating options that will help accommodate the loss of existing parking spaces.

Item 7: Discuss Proposed Downtown Shuttle Route

Jim Gilmour presented information on a downtown shuttle concept staff has been discussing with the City of Moorhead and the Moorhead Center Mall. He explained the proposal is to provide a shuttle that would operate on a circulator route utilizing the parking ramp at the Moorhead Center Mall. Mr. Gilmour noted there are no formal agreements in place at this time, and stated this proposal will be discussed by the City Commission on Monday, March 2, 2015.

Discussion ensued regarding the timeliness of this proposal with the upcoming closure of the Civic Center surface lot and existing shortage of off-street parking in the downtown core. Further discussion clarified that the proposal would be a circulator that operated under a 15 minute frequency and rides would be free of charge. Additional comments included the advantages this program would be to both Fargo and Moorhead and the public when traveling in the downtown areas.

Item 8: Bike Share Program Update – Commissioner Mike Williams

Commissioner Williams presented an update on the bike share program North Dakota State University (NDSU) students have been working on for the past three (3) years. He acknowledged the attendance of Amy Nash, NDSU Executive Commissioner of Public Relations and student coordinator of the program. Commissioner Williams announced that beginning next week bike stations will be installed at seven (7) downtown locations and four (4) locations on the NDSU campus. He added the official launch date of the program is on March 15, 2015.

Chairperson Commissioner Williams absent. Member Thorson presiding as Chair.

Item 9: Interstate / Operator Report

Paul Schnettler, Interstate Parking Operating Partner, presented the January 2015 report noting it is based on the same format used in past months. He stated his staff is creating a new template to include the specific and detailed data that has been requested, which will provide the City with a more accurate depiction of the occupancy numbers reflected in the monthly statistics. Mr. Schnettler shared that the online payment system and electronic transaction capabilities at various facilities have been well received and that Interstate is making progress on receiving signed contracts from all renters.

Member Thorson requested to review a copy of the parking contract that has been created. Mr. Nigg stated the one-page contract was created with collaboration between Interstate Parking and Assistant City Attorney Jason Loos, and that a copy will be included in the packet at the March 27th meeting for the Parking Commission's review.

Andy Renfrew (Interstate Parking) stated the percentage of transactions handled electronically has continued to increase, which is a positive sign.

Item 10: Other Issues or Public Comments

Joe Nigg announced that beginning on May 1, 2015 all Parking Commission meetings will be held at the Fargo Park District Depot, 701 Main Avenue, until the completion of the new City Hall building. Mr. Nigg stated a notice will be issued as a reminder prior to May's meeting.

Member Bailly moved to adjourn. The motion was seconded by Member Walvatne. All Members present voted aye and the motion was declared carried.

The time at adjournment was 9:15 a.m.