

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

July 31, 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, July 31, 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 moved the Order of Agenda be approved as presented. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of June 26, 2015

Member Thorson moved the minutes of the June 26, 2015 Parking Commission meeting be approved. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

Item 3: Review Request from Restaurant Technology Services LLC (RTS) for additional Parking Permits: APPROVED

Planner Joe Nigg presented the request for additional parking hangtags. He explained that RTS is currently paying the monthly rate for 225 spaces but that they only use 125 of these spaces at any given time. He stated they would like to continue their lease agreement with the City to pay rent for a total of 200 spaces, with no additional charge for any additional hangtags that they would need in order to provide each employee with a hangtag.

Board discussion followed which focused on the importance of creating a unique hangtag to ensure Interstate has the ability to audit the number of hangtags being used by RTS.

Member Bailly moved to authorize Interstate Parking and City staff to amend the contract with Restaurant Technology Services LLC to allow the issuance of additional parking permits under the corresponding conditions outlined below:

1. The contract between Interstate Parking/City of Fargo and RTS is amended to document the terms of this agreement.
2. Interstate Parking/City of Fargo has the ability to periodically audit the number of RTS permits in each lot and adjust base invoicing accordingly, if necessary.
3. The maximum number of hangtags issued to RTS shall be 250 (assuming base payment on 200 permits).
4. At which time the updated contract is finalized and signed, the additional permits will be provided and the invoicing adjusted accordingly (i.e. no reimbursement for the 25 permits over the last month plus any additional days).

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

Item 4: Discuss 2016 Budget and Capital Items

Planning Director Jim Gilmour briefly discussed aspects of the 2016 budget and also referenced the proposed 2016 rate structure for the City-owned parking lots and ramps. Mr. Gilmour stated staff is not requesting Board action be taken today, as this information is for review and discussion at a later date.

Item 5: Consider removal of gates at 3rd Street North Lot: APPROVED

Joe Nigg presented this request to remove the gate arms at the 3rd Street North Lot and transition to hangtags. Mr. Nigg explained that this infrastructure and technology is 15 years old and staff is no longer able repair or find parts.

Board discussion focused on the Technology Plan presented at the May 29, 2015 Parking Commission Meeting by Interstate Parking, and the importance of signage to inform the public of each parking lot's rules and regulations.

Member Hayer moved to authorize removal of the gates at the 3rd Street North Lot and to transition the lot to hangtags. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 6: Update from Interstate on Various Items

a. Enforcement

Andy Renfrew, Interstate Parking (IP), stated they have hired a full-time Parking Ambassador to monitor and enforce the City-owned lots during the day.

b. Digital Pay Station Implementation

Mr. Renfrew presented an update on the July 1, 2015 implementation of the pay stations. He stated the process and transition for existing Plenty of Parking (POP) Program users to the new validation program has gone well, and he will be working in the upcoming months to expand the program to include more businesses.

c. Street Fair

Mr. Renfrew stated the pay stations were well used during the Street Fair, and referred to the revenue data included in the packet. He did share a few obstacles staff experienced and addressed as promptly as they were able, which will be noted when preparing for next year's event.

Item 7: LinkFM (downtown circulator) Update

Planner Joe Nigg provided an update noting the increase in ridership during the Downtown Street Fair. He stated additional marketing to the public along with the new bus wrap should help promote the downtown circulator, along with upcoming area events and the return of college students in late August.

Item 8: Interstate Parking/Operator Report

Andy Renfrew, IP, presented the June operations report.

Item 9: Updates

a. 4-hour concept implementation

Joe Nigg gave an update stating at the July 6, 2015 City Commission meeting the Board approved the recommendation to implement the on-street, 4-hour time zone concept for the downtown core. Mr. Nigg stated staff is moving forward and plans to have all updated signage in place by mid-August.

The Board further discussed how the 4-hour concept should help simplify downtown parking. Additionally, the Board discussed a need to revisit the City's re-parking ordinance as well as a need to schedule public input opportunities to explore changing the existing 90-minute parking to 2-hour parking time zones on Broadway.

Mike Hahn, President and CEO of the Downtown Community Partnership (DCP), stated he feels there is still a need to hold additional public input meetings before making changes to the 90-minute parking zones.

Item 10: Other Issues or Public Comments

The time at adjournment was 9:26 a.m.