

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Friday:**

**May 27, 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, May 27, 2016.

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

**Item 2: Minutes: Regular Meeting of April 29, 2016**

Member Hayer moved the minutes of the April 29, 2016 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 3: Road Construction & Project**

**a. Roberts Ramp**

Planner Derrick LaPoint presented this item stating it was approved by the City Commission at the April 25, 2016 meeting. Planning Director Jim Gilmour submitted a Master Project Schedule to the Board that presents approximate dates and deadlines projected by staff.

**b. Block 9**

Mr. Gilmour stated this item was approved by the City Commission at the May 23, 2016 City Commission meeting. Mr. Gilmour also discussed the effect this construction project will have on existing parking tenants, and the need for staff to provide alternative parking accommodations.

Member Walvatne moved to authorize staff to implement temporary time zone changes in the downtown parking areas as needed, during the upcoming construction of several projects during the next two years. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 4: LinkFM Route and Ridership**

Derrick LaPoint updated the Board noting overall staff has received positive responses on the LinkFM route changes made to accommodate existing and upcoming construction projects in the downtown area.

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

Andy Renfrew, Interstate Parking, reviewed the April and May financial and operations reports.

**Item 6: Updates**

Derrick LaPoint presented updates on the following items:

**a. Downtown Comprehensive Plan**

Mr. LaPoint stated the City has finalized a contract with Interface Studio LLC, who sent staff to begin gathering data for review this past week.

**b. On-Street Parking Data Collection**

Mr. LaPoint noted staff is working on compiling the data collected on April 28, 2016 and will have that information available to the Board in the next few months.

**c. Street Closure Requests**

Mr. LaPoint shared that staff is developing a more formalized procedure for review of these applications as the number received has increased.

**d. NDSU/NP Avenue Lot Easement**

Mr. LaPoint stated staff is working with City Attorney Erik Johnson, and hope to meet with the parties involved within the next few weeks.

**e. Island Park/Civic Ramp Assessment**

Derrick LaPoint shared that Planning Administrator Nicole Crutchfield is working on finalizing a contract with Carl Walker Inc., that staff will bring to the City Commission for their approval.

**f. GTC Assessment**

Mr. LaPoint stated that KLJ Engineering and Trogstad Engineering are working on the assessment and staff will provide an update to the Board upon receiving their final report.

**Item 7: Other Issues or Public Comments**

No other issues or public comments were discussed.

The time at adjournment was 8:54 a.m.