

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

April 24, 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, April 24, 2015.

The Parking Commissioners present or absent were as follows:

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

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 March 27, 2015

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

Item 3: Presentation from Ramp Ads

Joe Winter, Chris Christian and Tim Hanson from Ramp Ads provided a presentation to the Parking Commission on possibilities for advertising within city parking facilities.

The Parking Commission directed city staff to prepare an RFP to seek advertising proposals for city parking facilities. The intent was to review this RFP at the May Parking Commission regular meeting.

Item 4: Discuss draft Fargo Parking Logo and Brand Manual

Andy Renfrew (Interstate Parking) introduced the item and noted that the Parking Commission had reviewed and approved a contract with Kandor Design in March to create a logo and brand manual for Fargo Parking. Mr. Renfrew stated the updated logo and brand would be used in website development, future marketing/educational efforts, facility operations and signage. A logo concept was presented to the Parking Commission.

The Parking Commission directed city staff to continue working with Kandor Design to refine the logo and brand concept.

Item 5: Parking Financial Report – 2014 (Attachment 3)

Planning Director Jim Gilmour presented the 2014 parking financial report.

Item 6: Downtown Parking Ramp Feasibility Study – Phase A (Attachment 4)

Planner Joe Nigg reviewed details relating to the downtown parking ramp feasibility study. Mr. Nigg stated that a draft report for the initial ‘feasibility’ portion of the scope of work was completed in April. Mr. Nigg noted that a series of public presentations were conducted in mid-April with the purpose of engaging elected and appointed officials as well as downtown stakeholders and interested community members in the discussion on downtown parking structures. Mr. Nigg stated a copy of the report and supplemental materials were available on the city website and suggested that with the initial phase of the study complete – that the Parking Commission “receive and file” the document.

Member Walvatne motioned to receive and file Part A of the parking ramp feasibility study. The motion was seconded by Member Thorson. The motion was unanimously approved.

Member Thorson motioned to direct city staff to pursue negotiations to secure the property and financing to facilitate a project at the Goodyear/Warner site, 2nd Avenue N/Roberts Street site or NP Avenue site. The motion was seconded by Member Bailly. The motion was unanimously approved.

Item 7: Civic Ramp Hours of Operation (Attachment 5)

Andy Renfrew (Interstate Parking) stated there has been inconsistency with the manner in which hourly lots collect revenue in relation to posted “free parking” in the evenings and on weekends. Mr. Renfrew stated all lots have been standardized to allow free parking after 5 p.m.; other than the Civic Ramp where hourly revenue is collected until 8 p.m. and on Saturdays from 9 a.m. to 5 p.m. Mr. Renfrew asked the Parking Commission for clarification on the policy for hourly revenue collection at the Civic Ramp.

After discussion, the Parking Commission concurred that the policy should include free parking at the Civic Ramp after 5 p.m. on weekdays and that there should not be a hourly rate on Saturdays. The Parking Commission stated the attendant should continue to be present until 8 p.m. on weekdays and on Saturdays.

Item 8: Interstate/Operator Report (Attachment 6)

Andy Renfrew (Interstate Parking) presented the March operations report.

Item 9: Updates (Attachment 7)

a. City Hall/Civic Lot

Joe Nigg stated that the city hall construction project was bid and due to higher than expected costs the project has been delayed. Mr. Nigg stated that as discussed at a number of previous Parking Commission meetings the intent was that the entire Civic Center surface lot would be completely off-line in the Spring of 2015. Mr. Nigg stated that regardless of the timeframe for the city hall project, the attendant will be removed at the end of April (2015) which is consistent with the existing contract with Interstate Parking. Mr. Nigg noted the Civic lot will accommodate city employees and library

parking only. Mr. Nigg stated the City building and grounds department will be taking over maintenance and manage of the lot starting May 1, 2015.

Item 10: Other Issues or Public Comments

1. Ice Rink Concept: Planning Director Jim Gilmour provided a brief summary of the downtown ice rink proposal that would be located at the west end of the city's Main Avenue surface lot. Mr. Gilmour noted that a sub-committee has been working on this idea in collaboration with the Park District. Mr. Gilmour stated the loss of parking spaces could potentially be off-set with a few Park District surface lots in the Island Park area.
2. Commissioner Mike Williams announced an upcoming presentation by Charles Marohn from Strong Towns on May 13th and 14th. Cmmr. Williams inquired if the Parking Commission would be willing to contribute \$1,000 towards the fee for this presentation. Member Bailly motioned to contribute \$1,000. The motion was seconded by Member Hayer. The motion was unanimously approved.

The time at adjournment was 9:50 a.m.