

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

May 29, 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, May 29, 2015.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Commissioner Mike Williams, Randy Thorson,
Tracy Walvatne

Absent: Margie Bailly, Brian Hayer

Chairperson Commissioner Williams called the meeting to order.

Item 1: Approve Order of Agenda

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

Item 2: Minutes: Regular Meeting of April 24, 2015

Member Thorson motioned to approve the minutes of the April 24, 2015 Parking Commission meeting. The motion was seconded by Member Walvatne. The motion was unanimously approved.

Item 3: Consider Fargo Parking Logo and Brand Manual: APPROVED

Andy Renfrew, Interstate Parking, presented updated illustrations of the proposed parking logo submitted by Kandor Design based on suggestions made by the Board during April's meeting. He stated Interstate Parking is recommending option A – the design of the black tire bordered by black tread, and the international symbol for parking – capital letter "P" – in the center surrounded by the same blue color used in the existing City of Fargo logo.

Further discussion by the Board included positive comments on the revised logo as well as conversation on the merit of delineating or identifying contract lots differently from lots that accommodated hourly/transient parkers.

Member Walvatne motioned to approve the logo design in Fargo blue surrounded by the black tire and black tire tread as presented by Kandor Design. The motion was seconded by Member Thorson. The motion was unanimously approved.

Item 4: Review Enforcement Policy with Consideration to Implementation of Digital Pay Stations and Opportunities for Technology and Automation Improvements

Planner Joe Nigg provided an update on the proposed ordinances that will provide the City the ability to enforce parking violations within the City-owned off-street parking facilities which accommodate contract and hourly parking. Mr. Nigg stated the ordinances are scheduled for a second reading at the upcoming City Commission meeting on June 8, and will go into effect upon the City Commission's final approval. He noted a final draft of the *Off-Street Parking Enforcement Policy* is included in the packet for the Board's review and approval. Mr. Nigg added staff is also requesting direction from the Board regarding the implementation of digital pay stations at the NP Avenue and Second Avenue North parking facilities. Andy Renfrew (Interstate Parking) provided a summary of the alternatives as outlined in the packet.

The Board discussed the enforcement policy as it pertains to each parking facility and the specific options and recommendations from Interstate Parking regarding placement of the pay stations. Upon further discussion the Board determined the need to approve these items individually as follows:

Off-Street Parking Enforcement Policy (final draft): **APPROVED**

Member Thorson motioned to approve the Off-Street Parking Enforcement Policy as presented. The motion was seconded by Member Walvatne. The motion was unanimously approved.

2nd Avenue North Lot Enforcement Procedure/Policy – Option A or B Configuration:
OPTION A APPROVED

Member Walvatne motioned to approve Option A which would allow the re-configuration of the 2nd Ave (north lot) to accommodate both contract and transient parking. The motion was seconded by Member Thorson. The motion was unanimously approved.

NP Avenue Lot Configuration as recommended by staff: **APPROVED**

Member Walvatne motioned to accept the proposal for the NP Avenue Lot as presented. The motion was seconded by Member Thorson. The motion was unanimously approved.

Item 5: Discuss Request for Proposals (RFP) for Advertising within City Parking Facilities: APPROVED

Mr. Nigg briefly discussed a presentation given during the April meeting by Ramp Ads, a company offering advertising options within parking facilities. Mr. Nigg stated that based on direction from the Parking Commission city staff has drafted a RFP to seek advertising services. Mr. Nigg stated that staff is looking for direction on whether to proceed with issuing the RFP.

Member Walvatne suggested that language is added to the RFP that states all advertisements would be required to go through City approval before being installed. She also shared her concern about monitoring where specific types of advertising are

placed in regards to the type of business and any possible conflict of interest. Planning Director Jim Gilmour stated these recommendations will be addressed by staff in the final version of the RFP prior to issuance.

Member Thorson motioned to approve the RFP with the changes as requested by Member Walvatne. The motion was seconded by Member Walvatne. The motion was unanimously approved.

Item 6: Downtown Circulator Update

Planner Joe Nigg stated the downtown circulator will officially begin operating on Monday, June 1. Mr. Nigg referred to a map in the packet illustrating the circulator route and hours of operation, and noted preliminary promotional materials will be available to the public on Monday. He stated both the Fargo City Commission and the Moorhead City Council have approved and signed a Memorandum of Understanding (MOU) which establishes the framework for operations of this circulator.

Item 7: Cities for People Presentation (Mike Zimney)

Member Williams introduced Mike Zimney from the Kilbourne Group. He shared his presentation on the "Value of Urbanism" which focused on the basic fundamental design principles of designing good cities and good neighborhoods and why we should care as taxpayers.

Item 8: Interstate / Operator Report

Andy Renfrew presented the April operations report.

Item 9: Introduction to Fargo Parking Technology Plan

Paul Schnettler, Interstate Parking, introduced a proposed Parking Technology Plan which conceptually outlines the goals and objectives for all off-street downtown parking facilities; as well as projected costs. Mr. Nigg added this information is for the Board to review and will be discussed in greater detail at a subsequent meeting.

Item 10: Updates

a. 2nd Avenue North Lot Rehab Project

Joe Nigg stated the project to overlay this parking lot is currently underway and projected to be completed by next Monday, June 1. He added the existing lighting issue in this lot will also be addressed.

b. Implementation Plan – Phase II On-Street Time Zone Concept (4hr)

Mr. Nigg reported staff will be working with the Downtown Community Partnership (DCP) to coordinate a public input meeting to be held in June. He stated staff will return with a formal recommendation on the concept at the June meeting and the documentation will include a summary of comments and feedback received.

Item 11: Downtown Skating Rink Update

Planner Derrick LaPoint shared an update on the downtown skating rink idea that has been recently discussed. Mr. LaPoint stated that city staff has been working collaboratively with the DCP and Park District and that a final recommendation will be submitted to the City Commission in the next few months.

Item 12: Other Issues or Public Comments

No other issues or public comments were addressed.

The time at adjournment was 9:47 a.m.