

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Friday:**

**June 26, 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, June 26, 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 Walvatne. All Members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of May 29, 2015**

Member Thorson moved the minutes of the May 29, 2015 Parking Commission meeting be approved. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 3: Presentation on Validation Program: APPROVED**

Andy Renfrew, Interstate Parking (IP), announced beginning Wednesday, July 1, digital pay stations will be operational at City-owned parking facilities on NP Avenue and both 2<sup>nd</sup> Avenue North lots. Mr. Renfrew noted the most significant changes for customers parking in these two lots are the conversion to a pre-pay system from the existing post-pay program; and the elimination of the onsite-parking attendants in these lots. He stated the changes will also affect the existing POP (Plenty of Parking) validation program, and staff is currently training the participating businesses on the new program.

Board discussion followed concerning parking rates in the various facilities. Mr. Gilmour noted that each year the Parking Commission reviews and finalizes a rate schedule. Mr. Gilmour also noted that the Parking Commission has been working to implement a series of strategic rate increases over a 3-year period (2014-2016).

Member Walvatne moved to continue incentivizing the validation program with a 25% discount and to set the hourly rates of \$1.50 per hour and a \$7.50 daily maximum for hourly parking within the 2nd Avenue N (north lot), consistent with the current rate

structure for the Civic Ramp and 2nd Avenue N (south lot). Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 4: Review On-Street (4-hour) Time Zone Concept – Phase II: APPROVED**

Planner Joe Nigg presented an overview on the background and current status of the 4-hour time zone concept and the second phase of implementation. He referred to several documents included in the packet, highlighting feedback staff received following the June 11th and 16th public input meetings. Mr. Nigg noted that overall the feedback was positive regarding the 4-hour concept. Mr. Nigg stated that other feedback received related to the need for improved signage that more effectively communicates on-street parking restrictions as well as negative feedback on relating to the City's re-parking ordinance. Additionally, Mr. Nigg stated that there was discussion at the public input meetings on whether Broadway and adjacent 90 minute time zone corridors should be changed to a 2-hour limit; especially if the intent is to try and simplify the system. Mr. Nigg referred to the proposed tentative implementation schedule included in the packet, and stated staff would like to complete implementation of this phase by late July or early August.

Board discussion ensued concerning further review and public outreach on feedback and issues heard during the public input meetings; specifically the proposal to change existing 90-minute zones to two-hour parking and pursuing signage changes to more effectively communicate parking restrictions.

Mike Hahn, President and CEO of the Downtown Community Partnership, shared feedback he has received from downtown retailers regarding the discussion on changing existing 90-minute on-street parking to two-hour parking. Mr. Hahn stated he would like to hold additional public input meetings prior to making any changes. He requested the Board further review this item before making any recommendation.

Further discussion by the Board focused on the Phase II component regarding the implementation of the proposed 4-hour time zone changes and potentially looking at utilizing temporary signage.

Member Bailly moved approval be recommended to the City Commission of the proposed 4-hour on-street time zone changes as presented within the staff report. Seconded by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 5: Presentation on *mySidewalk.com* – Nicole Crutchfield**

Planning Administrator Nicole Crutchfield introduced and briefly explained this new program that replaces MindMixer, the online platform previously used for the public to communicate and share ideas with the City and staff.

**Item 6: Downtown Transit Circulator Update**

Joe Nigg presented an update including the daily ridership data collected since the route began on Monday, June 1, 2015. Mr. Nigg noted additional promotional brochures and materials will be available to the public pre Street Fair to bring attention to this transportation alternative. Chairperson Commissioner Williams added a bus wrap is currently being developed that will cover and identify the circulator from other City buses.

**Item 7: Interstate/Operator Report**

Andy Renfrew, IP, presented the May operations report.

**Item 8: Updates**

**a. Pay Station Implementation**

Andy Renfrew referred to the timeline in the packet, noting the official launch date on July 1 of the digital pay stations at the NP Avenue and 2nd Avenue North (south lot) parking facilities. Mr. Renfrew stated attendants will be available at these locations the entire week to assist customers with this transition.

Joe Nigg added IP would like to install canopies/awnings over the digital pay stations. Tony Janowiec, Interstate Parking, stated IP will pay for this item and will coordinate with the Parking Commission to make sure they see the design prior to finalizing.

**b. Enforcement/Parking Ticket Issuance**

Mr. Nigg stated the City Commission has approved two ordinances which provides the city with the authority to write tickets for illegally parked vehicles in City-owned off-street parking lots. He noted IP will be responsible for enforcement and the tickets issued will look different from the city-issued on-street parking tickets. Mr. Nigg added the first citation would be a warning ticket followed by a ticket and fine of \$15.00 with a \$5.00 late charge, the same fee schedule used for the City-issued on-street parking tickets.

**Item 9: Other Issues or Public Comments**

Commissioner Williams stated the City Commission approved at the Monday, June 22, 2015 meeting, based on a recommendation from the Finance Committee, the issuance of up to \$12 million of taxable parking revenue bonds for parking facility system expansion.

Tony Janowiec from Interstate Parking spoke about the importance of ramp placement to maximize usage of the facility and to catalyze future building in the downtown core.

The time at adjournment was 9:18 a.m.