

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Friday:**

**September 25, 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, September 25, 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 Thorson 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 August 28, 2015**

Member Bailly moved the minutes of the August 28, 2015 Parking Commission meeting be approved. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 3: Discuss On-Street Parking Enforcement and Proposed Changes**

Planner Joe Nigg stated the concept of shifting on-street enforcement from the Police Department to Interstate Parking along with a few other specific operational changes is being presented to the Board for discussion purposes only. Mr. Nigg highlighted the key components of the proposed concept staff has been exploring to further transition the City's parking system to a more friendly versus punitive approach.

Board discussion explored each of the key components of the concept and suggested that there should be additional focus on the marketing element of downtown parking. Member Bailly stated that a task force should be established to develop a strategic plan relating to marketing and communication. Mr. Nigg stated there may be an opportunity to start some of the marketing efforts as part of the on-street enforcement transition if the concept is supported by the City.

**Item 4: Review 2016 Parking Rate Schedule**

Joe Nigg presented the proposed 2016 Parking Rate Schedule. He summarized staff's rationale behind the proposed fee increases for each of the City-owned parking

facilities. Mr. Nigg stated staff is requesting a recommendation from the Board to submit this proposal to the City Commission for consideration.

Further discussion by the Board focused on the following: rate adjustments specific to individual parking facilities to keep in line with the location and demand; cost of maintenance per facility; and investigating how these rates compare to fees charged at privately-owned parking lots in the downtown core area. The Board directed staff and Interstate Parking to further study these issues and present a revised proposal at the October meeting.

**Item 5: Discuss Condition and Structural Assessments at Civic Center Ramp and Island Park Ramp: APPROVED**

Joe Nigg explained that the standard practice is to inspect concrete parking structures on a five (5) year cycle. He noted the Island Park Ramp was inspected in 2012 and the Civic Center Ramp in 2006, with the recommended repairs completed on both structures the subsequent year. Mr. Nigg stated staff is requesting the Board's approval to develop a Request for Proposals (RFP) to secure professional engineering services to complete a condition assessment on both structures in 2016; and to determine the feasibility of adding a second exit lane to the Civic Center Ramp which would be necessary to transition this ramp to a fully automated operation.

Member Walvatne moved to authorize the Planning Department to develop a Request for Proposals (RFP) to complete a condition and structural assessment of the Civic Center Ramp and the Island Park Ramp. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 6: Review Parking Facility Advertising Agreement with RampAds LLC: APPROVED**

Joe Nigg referenced the draft Advertising Agreement included in the packet. Mr. Nigg stated staff is requesting the Board's approval to bring this item before the City Commission in the next month or two.

Board discussion ensued regarding the addition of the following language to the agreement to clarify the following: all graphics and signage must be reviewed and approved by staff prior to installation; the City has the right to terminate the agreement if RampAds LLC does not perform as contracted; and staff approval is required of locations that are deemed appropriate for this type of signage.

Mr. Nigg stated staff will work with the City Attorney to address these comments within the agreement.

Member Thorson moved to recommend approval to the City Commission of the advertising contract with RampAds LLC. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 7: Update on Tax Increment Financing (TIF) Parking Ramp Renewal Plans**

Planning Director Jim Gilmour stated the two (2) Tax Increment Financing (TIF) Renewal Plans were approved at the September 1, 2015 Planning Commission Meeting and the September 14, 2015 City Commission Meeting. He explained the adoption of the plans and the corresponding resolutions is the first step to allow the City to move forward and sell bonds to construct a parking ramp in one of the two renewal areas. Mr. Gilmour noted there is a 60-day period for public comments, and the projected timeline is December to begin the bond sales. Mr. Gilmour also suggested exploring the idea of offering downtown property owners the opportunity to participate in the cost of the construction, and own a portion of the parking ramp.

Commissioner Tony Gehrig joined the discussion, and shared his thoughts in favor of partnering with downtown property owners in the cost and construction of the parking ramp.

Discussion by the Board reiterated the importance parking and transportation options play in the downtown core as this area grows and evolves.

**Item 8: LinkFM (downtown circulator) Update**

Joe Nigg provided an update and data of the most recent ridership statistics. Mr. Nigg noted staff is working on additional marketing and public outreach ideas.

**Item 9: Update from Interstate Parking (IP) on Various Items**

**a. Website Development**

Andy Renfrew presented an update on the progress of the City's new parking website and mobile site, projected to go live October 1. He noted Commissioner Williams and staff met last Wednesday to review the site, and noted that the requested revisions have been forwarded to the website developer.

**Item 10: Interstate / Operator Report**

Andy Renfrew presented the August operations report. Mr. Renfrew noted the Veteran's Administration Office will be moving into the Federal Building, and staff is working on a solution to accommodate their need for approximately 20 parking spaces.

**Item 11: Updates**

**a. Passport – Media Coverage**

Joe Nigg shared a copy of recent media coverage regarding Fargo as the first City in North Dakota to use mobile parking technology, with the recent launch of the Passport application.

**Item 12: Other Issues or Public Comments**

No other issues or public comments were presented or discussed.

The time at adjournment was 9:54 a.m.