

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

February 26, 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, February 26, 2016.

The Parking Commissioners present or absent were as follows:

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

Absent: Tracy Walvatne

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 Bailly. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meetings of January 29, February 4, and February 10, 2016

Member Bailly moved the minutes of the January 29, February 4, and February 10, 2016 Parking Commission meetings be approved. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

Item 3: On-Street Parking Enforcement Changes and Implementation Update

Senior Planner Joe Nigg noted the implementation date for the on-street enforcement changes in the downtown area will be Monday, February 29. He stated that key components of this implementation include Interstate Parking taking over parking enforcement duties in the downtown area; implementation of warning citations for a first time parking offense; and a graduated rate for repeat offenses. In addition, he stated the 2016 Downtown Parking Guide was distributed to the downtown merchants in late February.

Item 4: 2015 Parking Financial Report

Planning Director Jim Gilmour gave a summary of the 2015 Parking Financial Reports, which included revenue and expenses specific to each parking facility; general income and expenses; change in parking funds between years 2014 and 2015; and debt payments. In addition, he referred to a spreadsheet which showed monthly revenue per parking space per facility, as well as the percentage change in revenue per facility between 2014 and 2015.

Item 5: 2nd Avenue/Roberts Street RFP Update

Mr. Gilmour provided an update to the Board on this item, noting proposals were submitted by Enclave Development, Kilbourne Group, and Roers. He stated after individual interviews with each development team, the Parking Commission and City Commission accepted the Kilbourne Group proposal, and directed City staff to prepare the necessary developer agreements. He presented a handout to the Board Members showing the Roberts Street Parking Ramp Schematic Designs, and noted City staff and Kilbourne Group are intending to have finalized agreements in March.

Discussion was held regarding details of the proposed parking ramp; traffic flow within the proposed parking ramp; on-street parking specific to 2nd Ave N and Roberts Street; snow removal; the project timeline; and costs relating to the project.

Item 6: LinkFM (downtown circulator) Update

Commissioner Williams and Mr. Nigg provided an update on the LinkFM downtown circulator.

Item 7: Interstate/Operator Report

a. Event Rates

Andy Renfrew, Interstate Parking, stated Interstate Parking believes raising the event rate from \$3 to \$5 would be a reasonable increase which would have little to no impact on the quantity of parkers, create efficiencies in event operations, and generate more revenue for the city to continue to fund parking infrastructure. Following discussion on this item, the Parking Commission did not support implementation in 2016.

b. January Financials

Mr. Renfrew reviewed the January financial and operations reports.

c. 2015 Annual Review

Mr. Renfrew provided information on the 2015 Annual Review for Interstate Parking, noting 2015 parking counts by lot and 2015 transient and validation revenue.

Item 8: Updates

a. Downtown City Center Comprehensive Plan

Mr. Nigg noted the City received 18 proposals for the Downtown City Center Comprehensive Plan, and a selection committee is working to narrow the list of candidate firms down to 5 for in-person interviews. He added "parking" is one of the 7 critical items highlighted in the Request for Proposals that needs to be addressed through this planning process.

b. Marketing Sub-Committee

Mr. Nigg reviewed the priority items for the marketing sub-committee, and noted the sub-committee will continue to meet at least monthly for the foreseeable future.

c. Civic Ramp and IPR Condition Assessment RFP

Mr. Nigg stated the City has received 5 proposals for this item and added the goal is to review the proposals, finalize a decision, and have a contract to the City Commission to be executed in late March or early April.

d. GTC Garage Condition Assessment RFP

Mr. Nigg provided an update on this item, noting the selection committee has made a decision to pursue a contract with KLJ Engineering and Trogstad Engineering to complete this project. He added the City is currently working to finalize a scope of services and contract with KLJ, with the goal to have a contract to the City Commission for execution in mid-March.

Item 9: Other Issues or Public Comments

No other issues or public comments were discussed.

The time at adjournment was 9:09 a.m.