

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Thursday:**

**March 24, 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., Thursday, March 24, 2016.

The Parking Commissioners present or absent were as follows:

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

Absent: Margie Bailly

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 February 26, 2016**

Member Thorson moved the minutes of the February 26, 2016 Parking Commission meeting be approved. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 3: On-Street Parking Ambassador Program Update**

Andy Renfrew, Interstate Parking, provided details on the Parking Ambassador Program, in addition to updates on the Downtown Residential Parking Permits and Service Vehicle Permits after Interstate Parking took over the issuance of these permits and downtown parking enforcement responsibility in February.

**Item 4: Review Off-Street Enforcement Policy Revisions: APPROVED**

Mr. Renfrew gave a brief summary on revisions to improve the off-street enforcement policy regarding: 1) the towing policy and 2) holiday enforcement. He stated Interstate Parking is requesting to expand the holiday list that specifies which holidays will have parking enforcement provided. In addition, Mr. Renfrew noted the towing policy language would be amended to state, "Vehicles may be impounded at which point: there are three (3) or more delinquent (15 days from issue) parking tickets; a vehicle is deemed abandoned for no less than 48 hours pursuant to city policy."

Member Hayer moved to accept the revisions to the off-street enforcement policy. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 5: 2<sup>nd</sup> Ave/Roberts Street Update and Consultant Contract Proposal with Carl Walker Inc.: APPROVED**

Planning Director Jim Gilmour provided an update on the mixed-use project to develop the city-owned property at 624 and 625 2nd Avenue North, as well as the consultant contract proposal with Carl Walker Inc. He noted the proposal submitted by the Kilbourne Group was selected, and the City and Kilbourne Group representatives are continuing to work towards the final agreements to facilitate this project, with Phase 1 of the project (ramp construction) beginning in June of 2016. He added the City has secured a proposal from Carl Walker Inc. to serve as the owner's representative for this project, representing the City's interests specific to 1) design and construction document review; 2) construction administration; and 3) general project oversight.

Member Walvatne moved to recommend approval of the proposal for Parking Consulting Services with Carl Walker Inc., with the condition that the proposal include language that a range of 440-480 parking stalls result as an outcome of the parking lot design, and forward the recommendation to City Commission for final review and consideration. Second by Member Thorson. On call of the roll Members Walvatne, Thorson, Hayer, and Williams voted aye. Absent and not voting: Member Bailly. The motion was declared carried.

**Item 6: LinkFM (downtown circulator) Update & Discussion on Possible Route Changes**

Mr. Gilmour provided an update on discussions of alternative downtown LinkFM routes in anticipation of the construction activities and their impacts on the availability of parking in the downtown area this summer.

**Item 7: Interstate/Operator Report**

Mr. Renfrew reviewed the February financial and operations report. He noted, in anticipation of development projects and road construction this summer, Interstate Parking met with city staff to discuss temporary relocation plans, changes to on-street parking, and pay station relocation. He added the plan is to finalize these recommendations prior to April's Parking Commission meeting.

**Item 8: Updates**

a. Downtown City Center Comprehensive Plan

Planner Derrick LaPoint gave a brief summary on the activities of the Request for Proposals (RFP) selection committee for the Downtown City Center Comprehensive Plan.

b. Marketing Sub-Committee

Mr. LaPoint provided an update on Marketing Sub-Committee activities and noted the sub-committee will continue to meet monthly.

c. Civic Ramp and Island Park Ramp (IPR) Condition Assessment RFP

Mr. LaPoint presented this item noting staff's goal is to have a recommendation and contract to City Commission to be executed in April.

d. GTC Garage Condition Assessment RFP

Mr. LaPoint stated KLJ Engineering and Trogstad Engineering were selected to complete the GTC Garage Condition Assessment, noting a final scope of work and contract should be ready to present to City Commission for execution on March 28.

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

Discussion was held on the success of the downtown ice rink and it was noted attendance numbers would be provided at the next meeting.

The time at adjournment was 9:07 a.m.