

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

June 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., Friday, June 24, 2016.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Commissioner Mike Williams (via conference call), Margie Bailly, Brian Hayer, Randy Thorson

Absent: Tracy Walvatne

Acting Chairperson Thorson 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 Meeting of May 27, 2016

Member Bailly moved the minutes of the May 27, 2016 Parking Commission meeting be approved. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

Item 3: Roberts Ramp Project Update

Planning Director Jim Gilmour reviewed the Guaranteed Project Cost proposal submitted by DFI Roberts LLC, that he distributed to the Board prior to the meeting. He stated this proposal was presented and approved at Monday's City Commission Meeting on June 20. Mr. Gilmour noted the projected completion date of the Roberts Street Parking Ramp is April 1, 2017.

Item 4: LinkFM Route and Ridership

Planner Derrick LaPoint provided an update noting ridership continues to increase as downtown construction projects proceed and parking becomes more limited. He highlighted some of the upcoming downtown events and reiterated staff's continued efforts to pursue and promote the public parking alternatives to help accommodate existing and future parking shortages downtown.

Item 5: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), reviewed the May and June financial and operations reports. He noted some of the changes staff is making to shift contracted parking customers, as specific lots are closed due to construction projects.

Item 6: Updates

Derrick LaPoint presented updates on the following Items:

a. On-Street Parking Data Collection/4-Hour Time Zones on 5th Street

Mr. LaPoint stated staff continues to compile the data collected on April 28, 2016 and will present their findings at an upcoming Parking Commission meeting.

b. NDSU/NP Avenue Lot Easement

Mr. LaPoint reported staff is organizing a meeting with the entities to review the existing agreement. He will keep the Board updated on staff's findings and new agreement proposals.

c. Island Park/Civic Ramp Assessment

Derrick LaPoint shared that Planning Administrator Nicole Crutchfield is working on this contract which will be presented at the July 5, 2016 City Commission meeting.

d. City Hall

Jim Gilmour stated the demolition of the Civic Center's Centennial Hall will begin in the next few weeks. He explained the parking accommodations that are planned for the Civic Center Lot as the number of parking spaces decrease, affecting existing parking in this lot for staff and the public.

Additional items discussed by the Board:

1. Derrick LaPoint revisited the concern about who is responsible for the maintenance of the fence areas around the railroad track corridors. He stated staff is working with Interstate Parking to gather three quotes from area businesses to provide future service to maintain and repair/replace these fences to improve the existing appearances.
2. Jim Gilmour noted the parking control equipment at the Civic Ramp is outdated and staff is exploring options to replace these items with more efficient automated equipment to better monitor parking in this facility. He stated the parking agreement between the City and the Radisson Hotel has expired and needs to be re-negotiated. Mr. Gilmour has asked IP staff to create a Request for Proposals (RFP) for this equipment. He asked the Board for their approval to proceed with the RFP to present before the City Commission at an upcoming meeting.

Member Bailly moved to authorize staff to pursue the development of the Request for Proposals to be presented before the City Commission. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

Board discussion continued regarding a proposed fee structure to include in the new contract agreement with the Radisson Hotel for the next 5 years.

Member Hayer moved to approve and recommend to the City Commission a parking rate increase of \$3.00 immediately, \$4.00 the second year, and \$5.00 the third year

through the duration of the five-year contract between the City and the Radisson Hotel for the Civic Ramp. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 7. Other Issues or Public Comments

No other issues or public comments were discussed.

The time at adjournment was 8:48 a.m.