

**Parking Advisory Board  
Meeting Minutes  
April 15, 2014**

**Board Members Present:** Don Olsen, Chairperson; Bob Carr; Joni Harman; Mike Craighill; Patty Nordlund

**Board Members Absent:** Edward Arnold; Leticia Moore

**City Staff Present:** Bruce McCandless; Saree Couture; Megan Hodson

**Guests:** Greg Krueger

**Call to Order:**

Chairperson Olsen called the meeting to order at 4:20 p.m.

**Minutes:**

March 11, 2014, minutes approved as presented.

**Reports:**

- Garage Summary

Saree advised there were not a lot of changes in the garages. The Park & Shops decreased from the previous month. The Staff is catching up on a lot of work after the winter weather.

- FY 15 Budget

Saree advised the budget is in the finishing process. There was an addition to the TRP (Technology Replacement Plan). The parking enforcement handhelds and software need to be replaced, and the garage software will be upgraded. Parking will also start work on the upgrades from the Condition Audit report. The cash balance is \$850,000.

The budget will be presented to Council on May 28, and the PAB members are welcome to attend.

### **Information Items:**

- Empire Parking Garage Construction Update

The completion date will be either the first or second week in June. Most of the east side is done. The columns and barrier walls are being worked on. The elevator is being sheeted, and the electrical and plumbing are also being worked on.

Bill Honaker verbally exercised his right and will be obligated to pay the same amount as the offer for the space on the corner of North 27<sup>th</sup> Street and Montana Avenue. First Montana Title has been confirmed for the space on North Broadway and Montana Avenue. The lease date is set for July 1<sup>st</sup>.

The Operations plan is on its second draft and will be provided to the Board. There is a lot of work to be done in the weeks to come.

- Parking Strategic Master Plan

The contract is at Kimley-Horn's legal department and needs final signatures. The schedule will be revised, and the scope of work will include more detail.

- Parking Manager hiring

The position is still posted "opened until filled". Bruce is working on interview questions for HR, and will distribute to the Board. The goal is have someone hired during the Strategic Planning process.

### **Downtown Alliance Report (Greg Krueger):**

- The BID renewal is at 20%, which they need 60%.
- The Pocket Park is growing.
- Alive after Five kicks off June 5 with a new location.
- Working on changing 2<sup>nd</sup> and 3<sup>rd</sup> Avenues North into two-way traffic.

### **Public Comment:**

No public comment.

### **Agenda:**

- Large group lessee policy/group discounts

Bruce sent the Board members a draft policy concerning vacant spaces rented by large group businesses. The Board discussed the pros and cons of the policy, and decided Staff should have a meeting with the large group businesses before passing a policy that would affect every lessee. The Board would like this to be a win/win for

everyone involved. Staff will also contact Dennis Burns, from Kimley-Horn, to ask for suggestions on how to handle this issue.

- Empire hourly rates

The Board deferred this item until the next meeting.

- Special Parking Applications

The Board deferred this item until the next meeting.

- Staff will bring a diagram of Minnesota Avenue, west of South 27<sup>th</sup> Street, and information on how the street is supposed to be signed to the next meeting.

**Adjournment:** 5:45 p.m.