

**Parking Advisory Board  
Meeting Minutes  
August 12, 2014**

**Board Members Present:** Don Olsen, Chairperson; Bob Carr; Mike Craighill; Patty Nordlund; Leticia Moore; Andy Piccioni; David Fishbaugh

**Board Members Absent:** Joni Harman

**City Staff Present:** Bruce McCandless; Pat Weber; Saree Couture; Tracy Scott; Megan Hodson

**Guests:** Randy Hafer

**Call to Order:**

Chairperson Olsen called the meeting to order at 4:13 p.m. The new board members and Parking Manager introduced themselves.

**Minutes:**

The June 10, 2014 minutes were approved as presented. The July 8, 2014 minutes were approved as presented with the correction of June 8 changing to June 10.

**Reports:**

- Financial Report

The Board received an un-audited financial report from Pat Weber, the City's Finance Director. Pat explained the Meter and Violation income was down because meters were removed and violation amounts went up. Saree added that Parking had a hold on booting, which probably effected the revenues. Saree advised the budget for FY14 was also too high.

The second page of the report is the adopted FY15 budget. The Empire garage is included with the budget. A third of the work for the Condition Audit was budgeted. The cash balance as of June 30, 2014 is \$975,729.

- Garage Summary

Saree advised Parking will be adding more monthly parkers from the Hart-Albin garage to Park One. The Element upgrade for the parking control software will be installed mid-August, and all of the garages are being re-registered.

## **Information Items:**

- Empire Parking Garage Construction Update

The final inspection was August 6, and the closing for the retail will be on August 27 or within 5 days. September 15 is the target date for the City to begin operations. The Northern will begin their valet in the garage after the closing date. All of the equipment is working properly. The City has not seen the final cost from Sletten Construction. The winter weather slowed down construction and added more cost. The Board would like to know the final change order and cost.

The name for the garage is not set in stone, however, the directories say "Empire". The Board would like to discuss changing the garage names and signage after the Strategic Plan is done.

- Parking Strategic Master Plan

The panelists came to town the week of August 4<sup>th</sup> and held public forums. Two individuals will be coming to town to update the supply and demand, and eventually Dennis Burns and Vanessa Solsbee will be coming back. The panelists agreed the Parking Division has good bones. The final report is scheduled for mid-October, and will include a schedule on how fast to implement the suggestions. Staff will continue to share material.

- Minnesota Avenue

Saree advised she received two quotes for the project, but needs a third. Saree is also waiting for the Northern Hotel valet to move over to the Empire garage to help free up some of the congestion when the work starts.

- North 27<sup>th</sup> Street Lot Update

Saree advised she is getting quotes for new asphalt for the North 27<sup>th</sup> Street Lot. The meters will be removed in the North Lot and parking will be straight instead of diagonal. Staff is currently doing a count of spaces, which will include two handicap spaces. The Board suggested leaving two spots for snow removal.

- Handicap Parking Update

The proposal the PAB recommended to Council was rejected. The City Code has not changed. The Board discussed options to partially solve the problem on handicap parking in the Empire. The Board asked Staff to check with Legal to see if there are any ramifications on someone parking in the Empire with a current handicap permit. The Board agreed asking the consultants for suggestions, and presenting, with the help of an advocacy group, to Council at a work session.

**Downtown Alliance Report:**

- Working on wrapping up the Northern Hotel valet in the Skate Lot.
- Excited about the new Pub Station.
- The BID renewal is at 57%.
- There are six traffic signal boxes wrapped.

**Public Comment:**

No public comment.

**Agenda:**

- Parking Ordinance Changes

Randy Haffer explained this was the last thing he did while being Chair of the Parking Board. Randy gave background on what the parking ordinance changes would be. Patti motioned to approve recommending to move forward with the parking ordinance changes. Mike seconded the motion. Leticia amended the motion to approve draft as is, however change “encouraged by Parking” to “required by Parking” on page 6 of the draft regarding bicycle parking, and asked Staff to come back and provide a guideline on what the requirement will look like. Patty seconded the motion. The motion passed.

- Meter Zone Amendment

The Board received a Staff memo to add the block of North 31<sup>st</sup> Street between Montana Ave and 1<sup>st</sup> Avenue North to the meter zoned area. Staff explained HRDC requested having timed parking on the street because of long term parkers and their clients not being able to park. The Board approved the motion to add 2 hour signed parking on both sides of North 31<sup>st</sup> Street between Montana Avenue and 1<sup>st</sup> Avenue North.

**Adjournment:** 5:55 p.m.