

**Parking Advisory Board  
Meeting Minutes  
October 8, 2013**

**Board Members Present:** Don Olsen, Chairperson; Leticia Moore; Mike Craighill; Steve Bruggeman; Bob Carr; Tabitha Frasca

**Board Members Absent:** Will Gilbert; Joni Harman

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

**Guests:** Greg Krueger; Lisa Harmon

**Call to Order:**

Chairperson Olsen called the meeting to order at 4:00 p.m.

**Minutes:**

September 10, 2013, minutes approved as presented.

**Reports:**

- **Parking Garage Summary**

Saree advised there was some variance in the Park and Shop from August to September. Staff was keeping track of the number of people parking on Park One roof. Even though Park One roof parking is booked over, she will increase the over renting and clear out the wait list. She would like to proceed with the same process in all garages.

Megan referenced the question raised at the September meeting regarding the 80 spaces in Park 2 and explained she had used the wrong spreadsheet and had verified the correct numbers with Park Two staff.

- **Empire Parking Garage Update**

Saree advised Sletten's superintendent passed away unexpectedly, and the Assistant Superintendent was now Acting Superintendent. The job was stopped for two full days, but partial startup had begun. The Deck 2 pour had been completed, and Sletten reassured the time could be made up. Equipment access control was a huge part of the project. Only decision made to date was to get equipment collectively run to the equipment room inside the garage. Signage had been reviewed; \$80,000 was budgeted, but it will cost \$150,000. The Northern Hotel

agreed to contribute approximately \$7,000 because they wanted certain signage for the hotel parking. Hopefully similar signage will carry through to other garages.

### **Information Items:**

- Northern Hotel/1st Avenue North Parking Meters

Saree advised the State was questioning if it should receive some of the revenue from meters on 1<sup>st</sup> Avenue North. State is in the process of sending a letter of agreement to the City. Not certain City will sign. Deputy City Attorney Kelly Addy has been assigned to work on the case.

- Minnesota Avenue/North 27<sup>th</sup> Parking Lot Layout

Saree advised a formal plan is in place for Minnesota Ave. Next step is to get plan into bid documents and get pricing out for contracting. Bob Marvin hired for \$8,500. Hoping to get the work done within the next month. Bob Marvin will work on North 27<sup>th</sup> parking lot layout following Minnesota Ave. project. Cost will be approximately \$6,500.

- Meter Bag Policy

Saree distributed a draft copy of meter bag policy and noted addition of a “purpose” line for renting bags. Policy does not apply to hotel bus bags. Park Two will continue to rent the bags; but would like to consider a second location, possibly City Hall. Rental hours have been constricted so people would not be going into the booth at 11:00 p.m. Rental bags were not to be used to secure a parking space. Saree had discussed a \$10/day for meter bag instead of \$5/day with Bruce McCandless. A \$10 one-time fee/bag would eliminate the deposit/bag. Parking would charge an additional \$15/bag if not returned.

Saree asked for suggestions regarding the policy. Leticia commented the \$10 one-time fee was misleading and would get expensive for contractors. Saree said contractors needed to work it out with the business requesting their work. Mike suggested the policy include \$10/day charge, plus \$5/day. Leticia suggested charging \$15 first day and \$5/day thereafter. Bob commented one-time fee sounded like the customer paid \$10 and did not have to pay again. Saree advised when the policy was revised it would be forwarded to the City Administrator for approval.

- Parking Commission

Saree distributed recommendation to City Council regarding Parking Commission powers and responsibilities for the Board’s review prior to next month’s meeting.

**Downtown Alliance Report (Lisa Harmon):**

- Traffic Signal Box Project moving forward; first box would be done during HarvestFest.
- She and Greg working with Debi Meling and Dave Mumford on the noise ordinance and a policy for downtown events.
- Would like to meet with Tina Volek and Saree Couture regarding food truck ordinance.
- The conference and Town Hall forum were a success.
- Received \$2,500 for pocket parks and gearing up to start project.
- Horse shoes were being welded on the Montana Avenue planters, and mums were being planted under Sky Point.

**Public Comment:** None

**Agenda:** No current agenda items to discuss.

- Don would like to discuss Empire Garage waiting list and the relationship between Parking Staff and the Board at the November meeting. He did not feel Staff and Board were on the same team and suggested having Staff attend PAB meetings to improve communication.
- Leticia would like to discuss complaints received regarding Parking staff's treatment of the public at the November meeting. She felt there needed to be procedures in place for staff to follow.
- Mike asked for an update on the Park 1 elevator. Saree advised the elevator sustained \$20,000 worth of damage during the September storm. The controls on top of the elevator car were unprotected, and ThyseenKrupp was recommending building a vestibule around the top level to provide future protection. If contacted, the Parking staff was accommodating anyone unable to use the stairs.

**Adjournment:** 5:20 p.m.