

**Parking Advisory Board
Meeting Minutes
November 20, 2013**

Board Members Present: Don Olsen, Chairperson; Leticia Moore; Mike Craighill; Steve Bruggeman; Bob Carr; Will Gilbert

Board Members Absent: Joni Harman; Tabitha Frasca

City Staff Present: Bruce McCandless; 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:

October 8, 2013, minutes are pending.

Reports:

- **Parking Garage Summary**

Saree advised all of the parking garages currently have waiting list. There was an error of "actual non-reserved" spaces on the report for Park One, which has been changed to 302 spaces. Staff is receiving monthly card holder list from the garages to keep updated on available spaces.

- **Empire Parking Garage Update**

Bruce advised construction is almost done with the third level, and once the fourth level is completed, the masonry work can start. There will be a concrete strength test done. The weather has been slowing down the progress. Mike Walker was awarded the contract to market the retail units for sale.

Information Items:

- **Northern Hotel/1st Avenue North Parking Meters**

Saree advised the State sent an agreement to the City. The City has made some changes to the agreement. The revisions are being finalized and forwarded back to the State.

- Minnesota Avenue/North 27th Parking Lot Layout

Saree advised the plan for Minnesota Avenue is to keep moving forward, get pricing, and discuss a time frame for completion.

The Board discussed options for redesigning the North 27th Street Lot. They want to keep the redesign simple and quick for the interim. Staff will design and forward the plan to the restriping company for review of the layout, and then send it to the Board for review. Lisa will notify the businesses after receiving the draft layout.

- Park 1 Elevator

Saree reported the elevator is currently working at Park One. Parking will add an item in next year's budget to fix the problem, for example, a vestibule. For the interim, the elevator cart will be parked on the top floor.

- Charter Amendment Follow-up

Since the charter amendment failed in the November 5 election, the Board received a memo from Bruce McCandless regarding moving forward with the present structure of Parking, but improving the parking operations. Bruce suggested the Board set up a retreat to discuss strategic planning or goal setting for the short and long term. He would like to report to Council in January on where the parking operations can go or should go.

The Board believes the current parking management structure is not working. The Board scheduled a special meeting on December 4, to discuss this item further, and will invite Dennis Burns, from Kimley-Horn Associates, Inc., or Anne Guest from Missoula's Parking Commission, via conference call, to assist them on what direction to take.

Downtown Alliance Report (Greg Krueger):

- The Spare Change for Real Change is releasing a \$12,000 grant application for agencies that can help with the homeless issue.
- The Holiday Parade is on November 29th.
- There are two traffic signal boxes wrapped, and weather permitting will wrap four more before the end of the fiscal year. The goal is to wrap between four and six boxes a year.
- The First Congregational Church is receptive to their pocket park.

Public Comment: None

Agenda:

- Meter Bag Policy

The Board received a draft of the meter bag policy. Saree asked if there were any changes. The Board agreed the policy looked great. Motion to approve the policy was passed.

- Empire Garage waiting list/Rates

Saree advised staff will go through the waiting list requests in January. Currently, there is more demand for spaces on the list than what is available. She said no one is committed on the wait list. There will be approximately 389 city spaces, which 50 spaces will be designated as hourly. The Board would like to further discuss this item at the next meeting.

- The Board would like to discuss handicap parking at December's meeting.
- Saree advised Park Three hours will be changing to 10:00 a.m. till 6:00 p.m.

Adjournment: 5:55 p.m.