

**Parking Advisory Board  
Special Meeting Minutes  
December 4, 2013**

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

**Board Members Absent:** Will Gilbert

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

**Guests:** Greg Krueger; Lisa Harmon, Dennis Burns via telephone

**Call to Order:**

Leticia called the meeting to order at 4:15 p.m.

**Agenda:**

- Dennis Burns, from Kimley-Horn and Associates, Inc, teleconferenced into the meeting to discuss what steps the Board should take to move forward. Leticia explained the hopes of the Board, and the background on why the amendment to the city charter was on the November 5 ballot. Greg summarized the concerns the Board has had with the current management structure of Parking.
- Mr. Burns explained the difference of what a parking study is and a strategic plan. He suggested redefining the job description of the Parking Supervisor, and getting a permanent director in place. Mr. Burns also suggested doing a retreat involving the Board and City Council to define the roles of each group and creating a strategic plan for Parking.
- Greg explained the downtown framework plan was developed 15 years ago, and parking should be incorporated into the downtown master plan. He said every stakeholder, including Council, needs to be involved.
- The Board would like to present to Council, at the January 6 work session, other options on how Parking could be structured, for example, Cedar Rapids. The Board agreed Parking needs to have a strategic plan. The Board will further discuss this item at their regular board meeting in December.

**Adjournment:** 6:00 p.m.