

MINUTES

PUBLIC PARKING ADVISORY BOARD MEETING

TUESDAY, January 10, 2012

Lower Level Carnegie, Public Parking Conference Room

Members Present: Rod Carlson, President; Richard Gourley, Hugh Dodson, Dan Johnson

Members Excused: Dick Murphy, Todd Meierhenry

Others Present: Darrin Smith, Erica Beck, Matt Nelson, Dwight McElhaney, Duane Hatch, Claudia Behr, and Gail Trantina.

1) CALL TO ORDER

President Rod Carlson called the meeting to order at 8:05 a.m.

2) APPROVAL OF MINUTES FOR THE MEETING OF November 1, 2011.

Upon motion by Rich Gourley, seconded by Hugh Dodson, the minutes of November 1, 2011 meeting approved as sent. Carried unanimously.

3) NEW BUSINESS

a) **Introduction of New Board Member**, Dan Johnson

b) **Financial Report – Duane Hatch**

Duane reported that the November revenue was only slightly short of November 2010. Expenses were higher due to repairs and projects at the ramps. Hugh Dodson inquired about travel and education budget dollars and Matt Nelson responded, noting training budgeted for the Parking Manager and the Service Technicians.

c) **Leased Parking Report – Claudia Behr**

Claudia reported that the year ended with a fairly steady numbers of leased parking customers. November and December were very active months with First National Bank proactively moving their employee parking from River Ramp; CCC Information Services, Inc. transferring employee parking responsibility to the individual employees; and the conversion to automation at 1st Avenue Ramp. Claudia reported to the board that initial planning for relocating River Ramp customers has begun.

Darrin noted that in the next few years we will need to be planning for additional public parking while maintaining a balance between private and public parking in the downtown area. It was also noted by Darrin that the City will work with businesses to help find solutions that will free up metered parking and reduce parking violations and at the same time better accommodate the business needs.

d) River Ramp RFP Update – Erica Beck

Erica gave the board a detailed update on the River Ramp demolition and East Bank Redevelopment project:

- The Corp of Engineers has received the permit for the ramp demolition and will route it for signatures.
- Paperwork has been submitted to the DENR for soil boring and testing for contamination.
- The proposed TIF district development will be before the Council at the January 17th meeting.
- The Franchise application has been submitted to Hilton Companies and a Hilton representative has visited the site.
- Application has been submitted for the hotel restaurant alcohol license.
- The ramp demolition is proposed to be completed by the end of May 2012.
- Parking customers are aware of the impending demolition, but will be given the required 30-day notice when dates are finalized.
- The proposed hotel completion date is June 1, 2013.
- Phase II of the River Greenway project is proposed to be completed this year
- CNA Surety will have completed their relocation to their new building by June deadline.

e) 1st Avenue Ramp Automation – Matt Nelson

Matt reported that the 1st Avenue Ramp officially became automated at 8:00 a.m. today (1/10/12). Completion of the project was nearly one month behind schedule due to various installation issues. Although we received some negative press, leased customers were at all times able to receive the service they pay for at the ramp. The new gates will be monitored in the first couple of weeks to ensure a smooth transition. Darrin noted that the estimated possible loss of revenue, due to the gates remaining open for the brief period, was far offset by the gain due to attendants not needed to staff the booth. Matt noted that the new system has several possibilities for further expansion of convenient services in the future.

f) Credit Card Meter Trial Draft Review and Recommendations Discussion – Matt Nelson

Matt shared with the Board that 20 of the 70 surveys distributed were returned. The majority of the affected businesses were in favor of the meters and most also were in favor of discontinuing the courtesy tickets. Matt made a recommendation to close the trial period and move forward with the preparing an RFP for the bidding process specifying 150-180 meters as the proposed number to be bid. Following discussion on the number of meters and the proposed area, Rich Gourley made a motion to end the trial period and proceed with bidding procedures, seconded by Dan Johnson. Motion carried unanimously. Matt will update the board on bidding procedure progress. Darrin Smith suggested that discussion regarding changes to meter rates or ticketing to offset costs should be carried out in a separate meeting.

4) OTHER BUSINESS

Rod Carlson proposed that the Parking Advisory Board hold an additional meeting on the second Tuesday of the month when the bidding process has progressed. Darrin discussed the possibility of additionally scheduling public meetings to further involve the downtown business owners. It was agreed that further meetings of the board would be scheduled as needed.

5) ADJOURNMENT

Rod Carlson adjourned the meeting at 9:09 a.m.

Dick Murphy, Secretary