

## MINUTES

### PUBLIC PARKING ADVISORY BOARD MEETING

TUESDAY, August 6, 2013 – 8:00 AM

1<sup>ST</sup> FLOOR CONFERENCE ROOM, CITY HALL, 224 W 9<sup>TH</sup> ST.

**Members Present:** Todd Meierhenry, Richard Gourley, Dan Johnson, Rod Carlson, Hugh Dodson, Mike VonBergen

**Others Present:** Darrin Smith, Matt Nelson, Duane Hatch, Claudia Behr, Ben Hellar , Gail Trantina

#### 1) CALL TO ORDER

President Todd Meierhenry called the meeting to order at 8:02 a.m.

#### 2) APPROVAL OF MINUTES FOR THE MEETING OF AUGUST 2, 2011.

Upon motion by Gourley, seconded by Carlson, the minutes of the July 2, 2013 meeting were approved as sent.

#### 3) OLD BUSINESS

No old business.

#### 4) NEW BUSINESS

- a) **Financial report-** Duane noted that the operations statement shows negative income of \$41,000. This number is due to annual internal charges totaling \$47,000 for insurance and also technology equipment fees.
- b) **Lease parking report** – Claudia reported an increase in parking customers with average lease rate at about 75%. She noted that the increase was wide-spread across the system locations and that the lots at the north end of Main are currently near 100% lease rate which may be partly due to construction projects. Matt noted that parking expects to see steady increased parking month by month at most locations.
- c) **Phillips Ave RFP** - Darrin told the board that many of the concerns and details raised on both sides have been worked out. However, the discussion continues regarding the price of the lot and tax abatement. Our position is that a TIF will not be available on the total project as they would receive more value than what they will pay for the land portion. Although the surface lot is historically underutilized, there is still money to be made for the parking system and so replacement cost for parking spaces lost must be considered. The City is also requiring proof of the option to purchase agreement the developers have or will have with Sushi Masa. Darrin told the board that all the details could potentially be worked out so that the sale of the property could go before the Council in September.
- d) **Food Vendor Truck** – Ben Hellar, Community Development intern. Ben reported that he has been working on an internal review of mobile food trucks and mobile vending beginning with the downtown area. This project is a proactive review to have information in place to alleviate future conflict. The focus is to clear up the “gray areas” of the legality of mobile food vendors and determine some operation parameters (hours of operation, parking, licensing). Specific to parking, vendors are required to follow all metered parking guidelines and are restricted from

locating in Public Parking lots and on Phillips Avenue due to angled parking. Currently there are approximately 15 mobile vendors.

- e) **Parking Software Implementation** – Matt told the board that a kickoff meeting for the new parking software will take place next week. In September, the first data for conversion will be sent to the vendor and staff training will be held beginning in mid-September. The potential go-live date for implementation is October 30, 2013 with November 13, 2013 as the goal for go-live with the on line payment portion. The software update will involve permit parking and ticketing.
- f) **Parking Refresh** – Matt told the board the date for the Public Parking refresh kickoff will be August 29, 2013. The kickoff will begin with a press conference.

**5) OTHER BUSINESS – Darrin Smith**

- a) Ramp/Lot Evaluation - Parking has been working on an evaluation of all lots and ramps in the current system and establishing a grading system for the condition. Beginning in 2014, lots and ramps will be restriped yearly.
- b) C N A building – Darrin told the board that a purchase agreement may have been signed for the building. The buyer will have probably 3-6 months of work on the building before tenants move in. We will offer them a deal similar to what we gave Avera when they moved into downtown which involves a discounted rate for the first 5 years of parking occupancy.
- c) Boutique Hotel - Darrin told the board that the boutique hotel that was planning to locate at 10<sup>th</sup> and Phillips will not be developing that site at this time. The interest of a hotel locating in downtown may cause us to look at how we structure our parking system.
- d) New Ramp – Darrin estimates that it will probably be at least another year or two before a new ramp is built. A work group will be organized later this fall to look at such things as where it will be located, what it will look like, and if it can be a public/private partnership. The group will potentially have members from the Council, CD/Parking staff, Parking Board members, and downtown advocates.
- e) The next PPAB meeting will be held on September 10, 2013 at 8:00 a.m. in the Economic Development conference room.

**6) ADJOURNMENT**

Upon motion by Carlson and second by Gourley, the meeting adjourned at 8:55 a.m.

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Dan Johnson, Secretary