



PARKING ADVISORY BOARD

MINUTES

April 5, 2022

8:00 a.m. – 9:00 a.m.

SECOND FLOOR

CITY HALL – COUNCIL CHAMBERS

Members present: Garth Wadsworth, Laura Jones, Mark Bachman, Domico Rodriguez and Casey Peterson

Absent: Erin Krueger

Staff present: Vicki Fisher, Pauline Sumption, Anna Gilligan, Joel Landeen, Rebel VanLoh and City Council Liaison Pat Jones

Peterson called the meeting to order at 8:02 a.m.

Motion was made and seconded to adopt the agenda as presented. Motion carried.

Membership discussion, welcoming new members: Vicki Fisher

Fisher welcomed the newest members who have been appointed to the Parking Advisory Board and gave them each an opportunity to introduce themselves. Garth Wadsworth and Laura Jones both gave a brief introduction and description of themselves.

Update on Parking Changes since last meeting: Anna Gilligan

Gilligan spoke regarding the memorandum written by Interim City Engineer Roger Hall, to allow the Parking Operations Manager to have authority to designate zones and develop rules and policies to regulate parking within the Downtown Parking District. This designation was given in an effort to address the requests being received for parking zones to be amended to allow for more unregulated blocks downtown. The requests were considered but no changes have been made at this time. Fisher expanded on Gilligan's comments and further explained the need for there to be a designation for someone other than the City Engineer to make these changes if needed.

Rodriguez motioned, Bachman seconded and the motion to acknowledge the memorandum written by Roger Hall unanimously passed.

Gilligan gave an update regarding the construction of the Block 5 Project and the effects it will have on parking in the downtown area. Gilligan stated that work has begun on a relocation plan for the current permit holders in the City-owned parking lot located at the corner of 6th Street and St. Joseph Street. Gilligan noted that construction is set to begin in July and that current permit holders will be informed in the coming weeks of the alternative parking options available based on proximity to their place of business or residence. Fisher expanded on Gilligan's comment and further explained the efforts that have been made in an attempt to improve the parking needs of the current permit holders if at all possible. Rodriguez asked what will happen in the case that a current permit holder does not want an

alternative parking option. Fisher responded stating that as the Block 5 Project has been approved by City Council, the current permit holders will inevitably be required to relocate and if they do not want the alternative location that is initially presented to them, Parking Enforcement will work with them to find a suitable location and to ensure that their needs are met to the greatest degree possible.

Appeals (2): Anna Gilligan

Gilligan reviewed the presentation for an appeal on the citation issued to Cindy Cook, noting the ticket was written in a two-hour parking zone and presented photographs taken by the Parking Enforcement Officer. Gilligan stated that this is the seventh citation issued for this vehicle in this location and after administrative review of the Appeal request, it is the Parking Enforcement Division's recommendation to uphold the citation. Cindy Cook responded, stating various reasons she is seeking to appeal the citation including the two-hour parking sign on the street and safety concerns with parking at the rear of her place of business. Peterson asked Gilligan for clarification on the two hour parking rule. Gilligan and Landeen explained how the two-hour rule works and suggested that Cook apply for a parking permit in this location. Cook responded that she does not wish to apply for a parking permit as she feels she already pays enough in taxes and should not have to pay more and does not think that two-hour parking is warranted in this location. Rodriguez stated he would like to meet with Cook to discuss her safety concerns but feels applying for a parking permit or parking behind her place of business would be her best options.

Rodriguez moved, Bachman seconded and the Parking Advisory Board unanimously approved to uphold the parking citation issued to Cindy Cook.

Gilligan reviewed the presentation for an appeal on the citation issued to Brandon Mraz for parking in a leased lot without a permit. Brandon Mraz was not present. Fisher commented that staff recommends to uphold the citation as there was a clear violation, noting that when a review is requested staff makes every effort to ensure there wasn't an unforeseen issue that would warrant a citation to be dismissed.

Rodriguez moved, Wadsworth seconded and the Parking Advisory Board unanimously approved to uphold the parking citation issued to Brandon Mraz.

Financial Update: Anna Gilligan

Gilligan noted there isn't a full picture of revenue for the first quarter at this time. Sumption commented the revenue report for the first quarter is not complete as the Finance Office is short-staffed and the totals included in the report are only current through February 2022. Discussion was had regarding the total revenue from 2021 being 1.6 million dollars and as of the end of February 2022 the balance was 2.3 million dollars. Landeen commented on the need to start having discussions regarding the need for parking in other locations and redevelopment of lots that could be utilized for parking purposes. Fisher added that discussions have been ongoing with downtown business owners in an effort to discover where the downtown parking needs are and where the projected needs are going to be in the future. Fisher stated these ongoing discussions will be crucial to complete an updated downtown parking study which will identify the current and future parking and budget needs. This information should be ready to be presented to the Parking Advisory Board at some point in 2023. Jones inquired as to whether or not the parking program is an enterprise fund. Landeen confirmed that the Parking Enforcement Division is an enterprise fund and that all operations are funded by the revenue created by the user fees pertaining to parking. Discussion was had regarding the need to expand parking on the west side of downtown and what future options may be available to meet the

parking needs in that area such as a parking structure near the YMCA. Sumption noted that more permitted parking has been added to the west side of downtown. Further discussion was had regarding the Block 5 Project and the parking that will be available to those who are using the facilities.

Public Comment

Fisher informed the board that Sammi Kenzy, liaison for the Disability Awareness and Accessibility Committee, was present to give an update. Fisher also stated that a standing line item is going to be added to the Parking Advisory Board agenda for Kenzy to give any updates she may have at future meetings. Kenzy spoke about the success of the All Disability Skate Day held on January 29th at the Main Street Square Ice Arena, noting that the committee is hoping to make it an annual event. Kenzy further commented about a news story ran by a local news station regarding ADA parking in the downtown area and asked if free parking for Veterans was approved by City Council and also inquired as to whether an exception can be made for some people who have certain disabilities that make it difficult to use a parking meter. Peterson and Fisher confirmed there has not been a policy written that would give Veterans special consideration for free parking. Fisher explained that Gilligan is diligent in looking closely at each review that is brought to her for consideration and waives fees accordingly for people who have special circumstances. Jones commented about his experience on the Disability Awareness and Accessibility Committee. Kenzy asked for clarification regarding two-hour parking for people who have an ADA lanyard. Gilligan responded and confirmed that if a person with an ADA lanyard goes over the two-hour time limit, they will not be ticketed.

Items from Board Members

Discussion was had regarding the reappointment of board members before their terms are up in July. Rodriguez made comment stating there is a need to make more of an effort to inform the public about their parking options in the downtown area. Fisher responded and explained that the Communications Coordinator for the City, Darrell Shoemaker, and Anna Gilligan will be coordinating to get more information out to the public. Following a question from Peterson pertaining to who people should contact regarding parking permits, Fisher confirmed that as Gilligan is the Parking Operations Manager, she is the contact person for all parking permit issues.

Fisher asked if the committee would like to move the next meeting to July 12th instead of July 5th due to the Fourth of July holiday. The members of the board concurred.

Set date and time of next meeting – July 12, 2022 at 8:00 a.m.

Jones moved, Rodriguez seconded and meeting was adjourned at 9:04 a.m.