

## **MINUTES**

### **PUBLIC PARKING ADVISORY BOARD MEETING**

**TUESDAY February 5, 2013 8:00 AM**

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

**Members Present:** Todd Meierhenry, President; Richard Gourley Vice-President; Dan Johnson, Secretary; Hugh Dodson; Nancy Savage, and Mike Von Bergen.

**Others Present:** Matt Nelson, Duane Hatch, Claudia Behr, and Gail Trantina.

#### **1. CALL TO ORDER**

President Todd Meierhenry called the meeting to order at 8:04 a.m.

#### **2. APPROVAL OF MINUTES FOR MEETING OF DECEMBER 4, 2011**

Upon motion by Johnson, seconded by Dodson, the minutes of the December 4, 2011 meeting approved as sent. Carried unanimously.

#### **3. NEW BUSINESS**

##### **Financial Report – Duane Hatch**

Duane presented the December unaudited financial statement and told the board no substantial changes are foreseen. The report shows the ending cash balance as \$3.8 million and an operating income of \$85,000 without the River Ramp. Duane noted the operating loss of approximately \$400,000 for the River Ramp asset. Matt commented that meter revenue is fairly stagnant and we will continue to monitor it.

##### **Leased Parking Report – Claudia Behr**

Claudia reported a steady climb in leased parking since December. She also noted changes in the Main Ave. #2 lot and the Carnegie lots since 10 meters were moved from one to the other. The 1<sup>st</sup> Avenue Ramp shows increased parking leases mostly due to Eide Bailly and Avera. Claudia reported that most other locations had fairly steady lease numbers.

##### **PAL Update – Matt Nelson**

Matt told the board that the parking division updates would be ready to put in place sometime late May or early June. The changes include new uniforms; vehicle wraps; new signage at lots and ramps; additional customer training, and the possibility of a mobile website and on-line payments to be available later this year.

##### **Philips Avenue Redevelopment RFP Update – Matt Nelson**

Matt told the board that an extension of a deadline for the RFP's had been requested due to Don Dunham's passing. The site is to the east of the Pavilion ramp.

**Parking Ticket/Lease Parking Software –Matt Nelson**

Matt told the board he is looking at several different software packages available. New software management should allow for on-line payments, generating past due and collection letters, absorption of the credit card fees, and increase of revenue by making the overall system, from ticketing to collecting the money, more efficient.

**Parking Shop Relocation – Matt Nelson**

The maintenance shop will possibly be relocating to a building at 217 N Minnesota. The building is a good fit as it was most recently used as a mechanical garage. We will tap into the reserve funds to pay for the building, property and necessary upgrades. The cost of the building and property is approximately \$200,000 with an estimated \$100,000 for needed changes.

**10<sup>th</sup> and Main Landscape Project– Matt Nelson**

Matt presented preliminary designs for a proposed changes and landscaping upgrades to the Carnegie lot at 10<sup>th</sup> and Main. Designs are not final and Matt is working with the Parks department as well as DTSF for optimum benefits for the City and downtown development. Matt told the board this project will be a goal for 2014.

**OTHER BUSINESS.** No other business for discussion.

**ADJOURNMENT** Upon motion by Carlson and a second by Johnson. the meeting adjourned at 8:25 a.m.