

Parking and Traffic Committee Meeting

Minutes for April 25, 2017

Attendees: Curt Morse, Mark Bednar, Danny Zimmern, Ross Keene, Clay Roesch, Elisabeth Buswell, Scott Holland, Cheryl Young, Lissa Dees, Wayne Glass

Call to order: The meeting was called to order by Mark Bednar at 4:30 PM

Consideration of minutes:

The committee unanimously approved the minutes from April 11, 2017

Public Presentations: None

New Business:

- A. Jefferson Street Garage Conceptual Landscape Proposal
 - i. Mr. Morse spoke on the recommendations from Jerry Pate Design on the landscaping for the Jefferson Garage. Mr. Morse will email the proposal to the Committee.
 - ii. Mr. Morse provided committee with estimated landscaping budget for this improvement.
 - iii. Mr. Roesch asked about the upkeep after the landscaping is complete. Mr. Morse explained the plants are chosen for this area and should not require anything special.
 - iv. Mr. Zimmern asked where the money for the maintenance of the project would come from. Mr. Morse explained that lawn maintenance for Jefferson Garage is currently budgeted and has funds available.
 - v. Ms. Buswell asked about the warranty of the plants. Mr. Morse referred to the warranty section of the proposal.
 - vi. Mr. Bednar confirmed that the completed project should not increase the current landscaping maintenance budget.
 - vii. Mr. Morse requested committee's approval to proceed with RFP. The Committee unanimously approved.
- B. Use Agreements
 - i. Mr. Morse updated the Committee on use agreement with Vinyl.
 - ii. Ms. Buswell asked who approves the agreements? Mr. Morse stated DIB has the authority to approve use agreements.
 - iii. Mr. Morse informed committee that Vinyl's Use Agreements are now up to date.
 - iv. Vinyl's current agreement will expire at the end of April.
 - v. Mr. Morse asked the Committee for recommendations on updating the Use Agreements.
 - vi. Mr. Bednar explained history of the Use Agreements.

- vii. There were several public comments indicating the need for updating, specifying limitations and standardizing the Use Agreements.
- viii. There was public question and concern over who has the authority to tow a vehicle in violation of a Use Agreement.
- ix. Mr. Morse said according to the interlocal agreement, Parking has the authority to tow.
- x. Ms. Buswell expressed her opinion on why updates to the Use Agreement are necessary and should be very specific. For example, it should not be for single space vehicles, there should be penalties for the people that break the agreements etc. Also, the agreements should expire after 30 days.
- xi. Mr. Zimmern made a motion to temporarily continue the use of the current Use Agreements for 30-days until the issue can be revisited at the May 9th meeting and public input can be obtained. Mr. Morse will work with committee to draft recommended changes to present to legal counsel for updating the Use Agreements. Ms. Young second the motion with stipulation that Agreement is temporary until the committee, DIB ED and Board have had ample time to adequately discuss and properly review. Motion to was passed with Ms. Buswell voting 'No' and Mr. Keene and Mr. Bednar abstaining.

C. RFQ – Parking Management

- i. Mr. Morse presented Committee with Parking Management RFQ and requested committee approval to proceed.
- ii. Mr. Zimmern requested the RFQ be modified to reflect approval by Parking Committee before going to DIB Board.
- iii. Mr. Morse will have DIB attorney make necessary change on the RFQ.
- iv. The committee approved Mr. Morse sending it out for comparative evaluation.

D. Meeting adjourned 6:00PM