



**CITY OF MANITOU SPRINGS  
PARKING AUTHORITY BOARD  
MEETING MINUTES  
Friday, September 9, 2011 @ 8:00 am**

**I. CALL TO ORDER**

A Regular meeting of the Manitou Springs Parking Authority Board was held on Friday, September 9, 2011 in Council Chambers @ 606 Manitou Avenue. Chairman St.Cloud called the meeting to order at 8:03 a.m. The following were in attendance:

**PRESENT:** Board Member CURT HEIMSOTH  
Board Member LISA QUINTANA (arrived @ 8:08 a.m.)  
Vice Chair JAY ROHRER  
Chairman PHILLIP "VAL" ST.CLOUD  
Board Member SPENCER WREN (arrived @ 8:10 a.m.; left @ 8:18 am.)  
Board Member NEAL YOWELL

**ABSENT:** Board Member MARJORIE WHITE (excused)

**STAFF:** Michelle Anthony, City Planner  
Matt French, Lead Parking Enforcement Officer  
Joseph Henrickson, Parking Enforcement Officer  
Roger Miller, COO iManitou

**GUESTS:** Council Liaison Coreen Toll  
Councilman Matt Carpenter  
Councilman Rick Barry  
Ken Jaray, Manitou Springs Forward Committee

**II. APPROVAL OF MINUTES**

**ITEM 1. August 12, 2011**

**MOTION:**

Mr. Rohrer moved to approve the minutes as presented.

**SECOND:**

Mr. Yowell seconded the motion.

**DISCUSSION:**

There was no discussion regarding the minutes or the motion.

**VOTE:**

Motion passed, 4-0.

**III. BRIEF PRESENTATION BY MANITOU SPRINGS FORWARD REGARDING ATTENDING SEPTEMBER 21<sup>ST</sup> FOCUS GROUP.**

Manitou Springs Forward member Ken Jaray passed out information regarding the purpose of the focus group meetings.

Ms. Quintana arrived at this time.

Mr. Jaray further reviewed the vision plan update process to date and the goals of the project for the Board.

Mr. Wren arrived at this time.

Mr. Jaray invited the Parking Authority Board members to the focus group meeting on September 21<sup>st</sup> being held at City Hall and noted if this date did not work for individuals there were meetings on Tuesdays and Thursday through the end of October. Mr. Jaray explained that the vision plan committee planned to set up the Manitou Springs Leadership Collaborative with the intention of overseeing the implementation of the vision plan, rather than leaving this just up to the City Council.

Mr. Wren left at this time.

Mr. Jaray noted that the Leadership Collaborative would provide training and opportunities for networking and leadership skills. He noted the Center for Creative Leadership had expressed interest in helping establish this program.

#### **IV. DISCUSSION REGARDING 2012 BUDGET PRIORITIES**

Chairman St.Cloud asked that current budget information be provided and an update regarding whether Parking Enforcement was going to become an Enterprise Fund or not.

Ms. Anthony indicated she would again request the expense/revenue information from the Finance Department and would ask the Finance Director and City Administrator to provide an update regarding Enterprise status.

Staff presented a list of potential budget priorities based on previous PAB discussion:

a. Prospect Public Parking Lot – paving/stripping

Ms. Anthony explained that the issue of this parking resource sitting empty most of the time was brought up previously by Mr. Yowell. Improvements in this lot could be estimated from the work recently done at the Barr Trail lot; although the Prospect Lot would not require the retaining walls that the Barr Trail lot did. Ms. Anthony also noted that before public parking was implemented in this lot, the neighborhood would need to be informed. Mr. Rohrer stated this was not high on his list of priorities. Ms. Quintana was not sure whether she supported this or not.

b. Ruxton Paid Parking

Ms. Anthony recommended development of a cost/revenue estimate developed for full implementation of this aspect of the Incline Management Plan. However, she noted the expenses associated could be reimbursed to the City from Barr Trail Lot revenues and that implementation would likely need to be done incrementally. Mr. Rohrer and Chairman St.Cloud stated this was a high priority for them. Ms. Anthony indicated she could look into how to obtain a meter layout for Ruxton so that the costs could be calculated.

c. Canon Avenue Change Machine

Ms. Anthony noted that the Metro District had installed a change machine in the Wichita Parking Lot because surrounding merchants complained about being inundated with change requests. There had been complaints from merchants near the Canon Lot; and if paid parking was put in at the Prospect Lot a change machine would be needed there unless coins were not accepted. The Board consensus was wherever there were coin meters, there needed to be a change machine.

d. Improved Parking Lot and Directional Signage

Ms. Anthony indicated that this was intended to provide for a comprehensive signage plan for directional signs to all the public lots and identity signage at those lots and rules/instruction signs within the lots. The Board agreed that this was a high priority and should be requested in the 2012 budget.

e. Improved Parking Lot Lighting

Ms. Anthony stated she listed this because there needed to be adequate lighting provided in all the lots for public safety and security. The Board agreed that this was something that needed to be worked on as funds were available and any new or replacement lighting should be energy efficient and have a uniform appearance. The suggestion was made to look at two-stage lighting that would be at a low level until sensing movement, when it would brighten.

f. Parking Manager

Ms. Anthony noted the City Administrator had mentioned he was working on a proposal that might fund at least the initial hiring of a Parking Manager. Although the Board supported dedicated Staff that could focus on parking initiatives more consistently, they did not support hiring a manager until in the future after formation as an Enterprise. The Board was concerned paying for additional staff would drain already scarce revenue.

Chairman St.Cloud noted paying for a manager was being discussed with the Metro District and their next meeting was the following Monday, September 12<sup>th</sup> at 4:00 p.m.

## V. UPDATES

- **Financial Report – Parking Revenues and Enforcement**

Ms. Anthony again noted this would need to be provided to the Board.

- **Event Parking Planning and Management**

Ms. Anthony reported that she had not had the chance to meet with Roger Miller, the new iManitou COO, regarding their input and participation.

- **Residential Parking Permits and Sales Tax RFP**

Staff was asked the status of this RFP. Ms. Anthony noted that she had not had the time to send this out, but would work on this within the next 30 days.

- **Parking Enforcement Report**

Mr. French introduced the new full-time, permanent Parking Enforcement Officer Joseph Hendrickson. Mr. Hendrickson has been one of the two seasonal officers who worked over the summer.

Mr. French reviewed the August notices (tickets) and parking lot reports provided in the packets.

Mr. Rohrer asked if a report on the Canon Avenue lot could be provided for the period of September–December. Mr. French asked him to email a description of what he was looking for and he was sure this could be provided.

**VI. DISCUSSION REGARDING NONAGENDA ITEMS**

**VII. FUTURE AGENDA ITEMS and SCHEDULE NEXT MEETING**

- No additional items other than those carried forward on the agenda (Ordinances - Boot Regulations; “Between the Lines” Parking; Center Lane Parking) were proposed for the next meeting.
- The next meeting would be October 7, 2011. Mr. St.Cloud stated he would be out of town for the October and December meetings.

**VIII. ADJOURNMENT**

With no further business to conduct, Chairman St.Cloud adjourned the meeting at 10:00 a.m.

*Minutes prepared and submitted by Michelle Anthony*