



**MANITOU SPRINGS
PARKING AUTHORITY BOARD
REGULAR MEETING MINUTES
Tuesday, May 24, 2016**

I. CALL TO ORDER and INTRODUCTION OF GUESTS

A regular meeting of the Manitou Springs Parking Authority Board was held on Tuesday, May 24, 2016, in Council Chambers @ 606 Manitou Avenue. Chair Koerner called the meeting to order at 8:36 am. The following were in attendance:

- Present: Board Member JAY BEETON
Vice Chair NEALE MINCH
Board Member JOY PORTER
Board Member SUSAN WOLBRUECK
Chair BILL KOERNER
- Staff: Michelle Anthony, Senior Planner
Neal Yowell, SP+ Facility Manager
Leslie Lewis, Chamber of Commerce Director
- Guests: Bob Todd, Council Liaison
Karen Berchtold, Planner II
David Moorefield
Karole Campbell, Madwoman Marketing
Sharman Treweeke, the Cotton Club
Joe Leung, SP+
Andy Amidon, SP+
Mike Graham, Ruxton's Trading Post
Jeff Mohrman, Barr Trail Mountain Race

The members and audience introduced themselves.

II. APPROVAL OF MINUTES

ITEM 1. March 22, 2016

MOTION:

Mr. Minch moved to approve the March minutes with the following corrections:

- Mr. Beeton moved to approved the February meeting minutes and under Item 4. New Business to print a map on the back of the parking receipts
- Mr. Beeton seconded the motion under Item 5

SECOND:

Mr. Beeton seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 5-0.

ITEM 2. April 26, 2016

MOTION:

Mr. Minch moved to approve the April minutes as presented.

SECOND:

Mr. Beeton seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 5-0.

III. PUBLIC COMMENT ON NONAGENDA ITEMS

Jeff Mohrman, asked to use four spaces in the eastern edge of the Barr Trail Parking Lot for the finish line of the Barr Trail Mountain Race on July 17 from 7:00am - 10:00am. Mr. Leung felt the financial impact would be less than \$100.00. Brief discussion regarding the start of the race and why the request was being made ensued. Ms. Anthony asked Mr. Mohrman to give specific information to Mr. Yowell and she would put consideration of the request on the June meeting agenda.

VI. OLD BUSINESS

ITEM 3. Discussion Regarding Installation of Bikes Racks in Public Parking Lots – David Moorefield.

Mr. Moorefield recapped April meeting saying the board asked for more of a plan and the map in the packet was a working draft. Mr. Moorefield noted he asked initially for five bike racks and now believed six would be better.

Chair Koerner asked about the cost of the bike racks. Mr. Moorefield replied they were about \$1,000 and stated he believed there should be a larger rack in the Hiawatha Lot and there was a need for another rack in Memorial Park situated where many people pass through.

MOTION:

Mr. Minch moved to formally recommend the installation of six additional bike racks as mapped and to move the bike rack currently in front of the Townhouse Lounge to the Mate Factor.

SECOND:

Mr. Beeton seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 5-0.

ITEM 4. Re-review of Request for Restriction of Parking in the first block of Ruxton Avenue to No More than Two Hours.

Ms. Anthony reported she had asked the Finance Department about breaking out tax revenue for the group of businesses on Lower Ruxton. However, due to the City audit, Finance could not take the time to produce a report for this meeting. Ms. Anthony offered to pursue this if the board wanted her to and try to get a report for the next meeting.

Mr. Yowell said at the last meeting a loading zone was discussed but enforcement would be problematic.

Ms. Wolbrueck said the loading zone worked well on Otoe, but she understood there was a pizza establishment in this block of Ruxton that delivered and would likely monopolize the space if available. Ms. Wolbrueck understood the businesses wanted turnover and the strain it would put on the PEO's to try to enforce a two-hour limit. She asked if the kiosks were able to handle the change to restrict the parking to two hours. Mr. Leung said he should have an answer to that question later in the day adding there were limitations to what can be charged especially when parkers extend by phone.

Chair Koerner asked when the kiosks would be fixed. Mr. Leung replied he would know more by the end of the day.

Chair Koerner asked Mr. Graham to address his concerns, noting every space was essentially a loading zone because of the 15 minutes free. Mike Graham, 20 and 22 Ruxton Avenue, stated they did not need a loading zone they needed turnover. Mr. Graham showed an example of someone who parked and had three transactions, but was not charged the increased fee over three hours. He stated the businesses needed a two-hour limit as the people parking in the block were creating no turnover at all. Mr. Graham said weekends with bad weather resulted in better sales. He spoke about the survey of the downtown, stating 2/3 of the people wanted three-hour parking but the City gave them 12 hours.

Sharman Treweeke, 1 Ruxton Avenue, agreed with Mr. Graham adding she felt the shuttle had not made any difference. She did not think people knew about the shuttle and stated business was bad on weekends.

Council Liaison Todd stated he wanted to focus on what could be done immediately and the board should move for a two-three hour limit on Lower Ruxton. Mr. Todd felt the whole downtown should have better signage saying two-hour limits were in force in the Downtown and on Ruxton.

Chair Koerner asked Ms. Anthony if she had a recommendation. Ms. Anthony said, assuming the kiosks were fixed so extension of parking would not be registered as an initial stay (and charged the lower rate) she believed the City should change the fees and use the system that had been established and was in

place. Ms. Anthony further added, as was seen farther up on Ruxton, when fees were increased the usage dropped and she did not support throwing the current program out the window without trying to work within in.

Mr. Yowell stated with the kiosks working properly, he agreed with Ms. Anthony's recommendation.

Mr. Leung said parking was "exception management" adding that SP+ would like to get the system fixed and then make a recommendation regarding the turnover issue.

Ms. Wolbrueck said it would be great to change the limit to two hours downtown; she felt there would be significant impacts. Ms. Wolbrueck remarked the businesses on lower Ruxton were very good examples of how to "Amazon proof" a town. Ms. Wolbrueck reminded the board some of the same business owners wanted longer hours and were now asking for shorter hours and she felt it was important to be consistent.

Mr. Graham said the parking spots just a little farther west and across the street were \$5.00 per hour and the ones in front of his store were only \$1.00 per hour. Mr. Graham said the businesses were promised signage two months ago; he had read the minutes and reminded Mr. Yowell about the signs. Mr. Yowell responded the kiosks had switched from one computer system to another, which could also be the issue with how vehicles were being charged.

Mr. Graham stated he felt they had been misled regarding the statistics. Mr. Leung said there were some anomalies in the 94% as stated and SP+ would have to look further into breaking the information down.

Mr. Beeton said he came into the meeting thinking he could not vote for restricting the parking, adding nothing was perfect. He stated the situation was not only on Ruxton, but was also in the downtown. Mr. Beeton said visitors were not outsmarting the technology, as they were not in town long enough for that. He felt the City should make the parking two hours and rely on tickets to do their job. He felt the board was suffering paralysis by analysis.

MOTION:

Mr. Beeton moved to reduce the parking on Lower Ruxton to a two-hour limit as soon as possible. Proper signs shall be installed and a report after the first full month of operation shall be provided to the board.

SECOND:

Ms. Porter seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 5-0.

Mr. Todd mentioned he would bring this up at the City Council Worksession that evening.

V. NEW BUSINESS

ITEM 5. Discussion Regarding Temporary Parking Permits to be Issued by Facilities Manager to Injured Downtown Residents.

Mr. Yowell asked the board for permission to issue hang tags for people who are temporarily handicapped so they could park on the street close to home adding an example would be someone with a broken leg or other temporary injury.

Mr. Leung suggested a temporary permit for extenuating circumstances to avoid any type of HIPPA issues or conflicts.

The members discussed the definition of the word temporary and wondered who would or could define it based on an injury. It was decided the burden of proof would be on the applicant and that the applicant's Doctor would determine how long a disability could or would last. If a person had a legitimate injury, their doctor should be willing to provide some type of medical proof.

Chair Koerner asked Mr. Yowell to come back with a proposal at the June meeting. Mr. Leung suggested tracking the requests for three months and then determine if it was a real issue as he preferred the state temporary ADA tag process. He felt a defined process, which everyone could agree to, would be needed and the item needed to be put on the June agenda for further discussion.

Chair Koerner noted they were running out of time for the meeting. Mr. Leung said he could come back next month and make his presentation.

Chair Koerner said he had to leave in 15 minutes and wanted to hear about Lot Spot.

Ms. Anthony said there is a memo and wanted the board to understand these are students. Mr. Beeton being a student did not excuse them from not following through with their commitment.

Chair Koerner wanted to know if the board would continue in this mode or hire someone else. He was frustrated by the lack of progress.

Ms. Anthony said the only thing the City was waiting on was solid electrical estimates. Public Services did not feel Lot Spot's estimates were realistic and she would not let them start the project until the budget was accurately estimated.

Mr. Minch agreed with Mr. Beeton regarding Lot Spot being students; the customer was the priority and he felt they could have done more to be clearer.

Chair Koerner asked if they could set some deadlines. Ms. Porter remarked that it would be difficult to give deadlines for poles and electricity and this was the information that was needed.

Ms. Anthony stated she felt the project scope of work was 90% as far as the budget estimates.

Ms. Wolbrueck suggested a drop dead date for Lot Spot and for Public Services. Mr. Minch offered that the 4th of July was the date that had been set.

Ms. Wolbrueck stated she did not want staff to keep doing Lot Spot's work for them.

In reply to an inquiry regarding cancelling the contract, Ms. Anthony noted stated there was no contract in place with Lot Spot.

Mr. Leung suggested there were other options to control the Barr Trail lot. You are looking at a whole town congestion problem, and parking space detection was the next step in management.

Mr. Todd asked if the City be betting on LotSpot over other companies who were already operating in the marketplace. Mr. Leung felt it was great what LotSpot was trying to do but felt the expense to the City would be more and Sp+ could contract with a provider to do the same thing with no capital outlay to the City.

Ms. Anthony said by the time this was conveyed to City Council, LotSpot would already be in place. She felt that the City should stay the course.

Chair Koerner said he wanted LotSpot to commit to a date or end the relationship. Ms. Anthony said if the board was hearing the same report at the June meeting, she would make the recommendation herself to end the project.

VI. OTHER BUSINESS

ITEM 6. Update on the Plan Manitou – Karen Berchtold, Planner II

Ms. Berchtold said the board discussion was so much of what should be covered in the Master Plan and it should address issues such as residential parking, parking facilities, and where the community wanted such facilities and how they should they look. Ms. Berchtold discussed multimodal transportation and said the Master Plan cannot solve the parking problem but it could help the board look at the pieces needed to get where it wanted to be. Ms. Berchtold talked about an integrated Master Plan with a transportation and mobility element including short and long term parking strategies. She said the previous Vision and Planning Guide did not say a lot about parking and discussed the steps to actions, which would provide advice on implementation. Ms. Berchtold reminded everyone of the June 9, 2016, Community Meeting and discussed the user guide for the webpage. She asked the board if it wanted to have a presentation from Todd Frisbie of FHU on the Transportation element in the Master Plan. The board consensus was to schedule Mr. Frisbie for a presentation. Ms. Berchtold ended her brief report noting there were a number of ways to be involved and suggested forming comments as a group through the Chair as the Plan moved forward.

Ms. Wolbrueck left the meeting at 11:05am

ITEM 7. Presentation on the State of Parking – Joe Leung, SP+ Regional Manager
Item postponed to the June meeting.

VII. UPDATES

- LotSpot Project
Discussion occurred earlier in the meeting.
- Shuttle Operations
- Hiawatha Gardens
Ms. Anthony referred the board to the memo in the packet
- Ordinance 0316 Regarding Permits for Dumpsters and Pods
Referred back for amendments and review of Fee Schedule
- Ordinance Adopting Traffic Engineer Regulations (@ City Attorney)
- Initial Draft of Operating Procedures Document (@ City Attorney)
- Incline Management Committee Minutes
- Parking Management Report
- Financial Report

VIII. FUTURE AGENDA ITEMS

- Special Event Traffic and Parking Management (June Agenda with new Event Coordinator)
- RFP for Ticket Collection Services
- Initial Draft Changes to the Parking Authority Board Section in the Municipal Code
- Worksession on Long-Range Parking Planning
- Scope for Transit Planning RFP
- Downtown or Near Downtown Resident Parking Study
- Downtown Employee Parking Study

IX. ADJOURNMENT

There being no further business, Chairman Koerner moved to adjourn the meeting at 11:25am.