



**PARKING AUTHORITY BOARD  
REGULAR MEETING MINUTES  
Tuesday, November 29, 2016**

**I. CALL TO ORDER and INTRODUCTION OF GUESTS**

A regular meeting of the Manitou Springs Parking Authority Board was held on Tuesday, November 29, 2016, in Council Chambers @ 606 Manitou Avenue. Vice Chair Minch called the meeting to order at 8:32am. Chairman Koerner arrived immediately after the meeting was called to order. The following were in attendance:

**PRESENT:** Board Member JAY BEETON  
Vice Chair NEALE MINCH  
Board Member JOY PORTER  
Chair BILL KOERNER  
Board Member SUSAN WOLBRUECK

**STAFF:** Michelle Anthony, Senior Planner  
Dane Lyon, SP+ Senior Manager  
Neal Yowell, SP+ Facility Manager

**GUESTS:** Ann Nichols, Barr Camp Board  
David Armstrong, Resident

**II. APPROVAL OF MINUTES**

**ITEM 1.** October 25, 2016

**MOTION:**

Board Member Minch moved to approve the October Minutes as presented.

**SECOND:**

Chair Koerner seconded the motion.

**DISCUSSION:**

There was no further discussion regarding the motion.

**VOTE:**

Motion passed, 5-0.

**III. PUBLIC COMMENT ON NONAGENDA ITEMS**

David Armstrong, 26 Grand Avenue, said he appreciated all the work the Board and SP+ were doing but felt that Grand Avenue was underutilized. Mr. Armstrong said Grand Avenue was empty most of the day and he wanted to see a better balance between business and residential parking.

Parking Manager Neal Yowell said he was looking at how the Grand Avenue RPP was function and there was a process he would have to go through in order to change the RPP rules and open up some parking for Business or out-of-area residents. Mr. Yowell indicated he was waiting to see how parking on-street was affected once the Nolon House was occupied and stated kids should be able to ride bikes on their street and just because there was a parking space available did not mean it had to be filled.

Ms. Wolbrueck thanked Mr. Armstrong for coming to the meeting adding she had offered to facilitate a subcommittee made up of business owners and residents. Ms. Wolbrueck said such a group could meet outside of the Parking Board and make bring ideas to the meetings.

#### **IV. OLD BUSINESS**

##### **ITEM 2. Update on 2017 Budget Request**

Staff reviewed the 2017 Budget results, noting the only requested “new” item that had been funded was the Barr Lot reservation system.

##### **ITEM 3. Discussion and Recommendation on 2017 Transit Shuttle Operations**

The Board discussed the Route 33 and Route 36 shuttles as follows:

Route 33 –

- Not begin delivering passengers to the Incline before 6am
- Should run at this start time year-round
- Should end at 8pm year-round to coordinate better with the Route 3 bus passengers

Route 36 –

- 8am start – could look at whether later in the AM would work or if there is sufficient ridership to keep the current start time.
- End the service Sundays through Thursdays at 10pm; Fridays and Saturdays at 12am

Ms. Anthony agreed to ask Mtn. Metro to provide information and a recommendation on whether they felt a 9am or 10am start for Route 36 was advisable and would inform the Board by email before the next meeting.

##### **ITEM 4. Discussion and Recommendation Regarding Implementing Reservation System in Barr Trail Parking Lot**

Dane Lyons with SP+ presented information regarding the preparations to begin operation of the reservation system on December 1 or 2.

Staff informed the Board it appeared the City Council hoped the reservation system could be launched to coincide with reopening of the Incline. Discussion ensued regarding the system and implementing it quickly. The Board and Mr. Lyons agreed there were too many remaining questions to undertake implementation immediately. SP+ personnel had not been in direct contact with the Barr Camp caretakers or the Barr Camp Board in regard to questions they had and to obtain data on those visitors to help inform how the system should be set up. There were questions and concerns regarding how to structure the operation to achieve the goal of traffic reduction, provision of parking for Barr Campers, how the discount codes needed to be handled, and other details which required more thought. The Board further understood it was likely there would be some changes made to the system after implementation; however launching too soon could lead to more confusion and rapidly needed changes which would not be beneficial. The Board, the SP+ representative, and Ms. Nichols agreed time to adequately publicize the reservation system was also needed.

The Board asked Mr. Lyons to work with Staff and Barr Camp on potential issues and bring a revised proposal back to the December 27 meeting for a recommendation to City Council. Depending on when Council approval of the reservation system occurred, the PAB and SP+ agreed implementation should be approximately 30 days after that date to allow for a period of public notice and as smooth a transition as possible.

**ITEM 5. Discussion and Recommendation Regarding Procedures for Reimbursement of Barr Trail Lot Parking for Barr Camp Hikers**

Mr. Yowell provided background regarding how the reimbursements had changed from cash, to checks and by refunding on the credit cards and the challenges that has been faced since the reimbursement program was initiated. He noted that he had finally been able to get instructions on how to refund on a credit card under the new SP+ accounting system, but could not do that unless the card was present.

Ms. Anthony asked if the physical card needed to be present or if the refund could be via the card number. Mr. Yowell did not know whether this was a possibility or if a different credit card machine might be needed.

Mr. Lyon noted that he believed SP+ would allow for cash refunds by the parking office and that would cut down on the timeframe and expense of doing a check refund.

The Board discussed the options of cash, credit card, check and Manitou Money refunds. It was felt that getting the refund system working as best it could be structured should be the first priority. There was general agreement that offering Manitou Money as an option to cash or a refund on a credit card would likely not be something that most people would select and the Board was generally not enthusiastic about the option.

It was agreed the validation code for Barr Campers needed to be worked out and Mr. Yowell would explore processing refunds by credit card number or getting a different machine and if SP+ was going to implement a cash refund option. The Board would be updated at the December 27<sup>th</sup> meeting and at that time discuss making a recommendation regarding other refund mechanisms to the City Council.

**V. NEW BUSINESS**

**ITEM 6.** Recommendation Regarding Increase in Parking Fine for Expired Meter/Failure to Pay on Ruxton and in the Barr Trail Parking Lot

The Parking Authority Board reviewed a recommendation from SP+ regarding setting higher fines for parking violations on Ruxton Avenue (during paid parking hours) and in the Barr Trail Parking Lot.

Mr. Lyons reviewed his proposal mirroring the recent fine increase in the RPP areas for nonpayment or expired meter in these areas as follows:

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
\$70	\$100	\$150

The Board felt consistency with the RPP fines, which already applied to Ruxton during the resident-only parking periods, would benefit the parking public and enforcement personnel. It was also felt the proposed fees were significant enough to deter offenders.

After hearing no public comment on the item, the Board took the following action:

**MOTION:**

Board Member Beeton moved to recommend to City Council approval of the fines as recommended by SP+ for expired meter or failure to pay on Ruxton Avenue (above the first block) and in the Barr Trail Parking Lot.

**SECOND:**

Board Member Minch seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 5-0.

**VI. OTHER BUSINESS**

**ITEM 7.** Board Action Form – Review and Recommendations

Following a brief discussion, the Board consensus was to recommend a minor amendment to the form as presented. The recommendation was the addition of “(with rationale)” after “Formal Action/Recommendation to Council”. The thought was this would remind whoever was filling out the form to indicate the reasoning for the recommendation, similar to asking for reasoning of any dissenting votes.

Ms. Anthony clarified in the case of the PAB, Staff would fill out the form with the assistance of or on behalf of the Chair.

**ITEM 8.** Reminder - Discussion on the Future of Our Parking System – January 24, 2017 City Council Worksession

The Board asked what the Council worksession was intended to address or what items would be focused on for discussion. Ms. Anthony did not have any information other than the date of the worksession and the subject as appeared on the PAB meeting agenda.

The Parking Authority Board asked Ms. Anthony to find out any items planned for discussion and what was the intent of the worksession and to put this item on the December meeting agenda for further discussion by the Board.

**VII. UPDATES**

- Incline Reopening – Karole Campbell, MadWoman Marketing, updated the Board on planned activities for the Incline reopening. Ms. Campbell arranged for water bottles, coffee and gluten-free donuts to be served to Route 33 riders from 7-10am Saturday morning.
- Ordinance Changing Board Name and Updating Vacancy Appointment Procedures – Ms. Anthony updated the Board that she received an email from the Mayor indicating the proposed Ordinance would not be considered until after the January worksession with City Council.
- PODs and Dumpsters Ordinance and Revised Fees – Scheduled for December 6, 2016, City Council Meeting
- Ordinance Adopting Traffic Engineer Regulations (Comments back from City Attorney and under Staff Review)
- Initial Draft of Operating Procedures Document (Comments back from City Attorney and under Staff Review)
- Shuttle Operations
- Hiawatha Gardens
- Incline Management Committee (No Meeting in November)
- Parking Management Report
- Financial Report

**VIII. FUTURE AGENDA ITEMS**

- 2-hour parking 1<sup>st</sup> Block of Ruxton (January Meeting)
- RFP for Ticket Collection Services
- Initial Draft Changes to the Parking Authority Board Section in the Municipal Code
- Worksession on Long-Range Parking Planning
- Downtown or Near Downtown Resident Parking Study (Long-Range and Continuing)
- Downtown Employee Parking Study (Long-Range)
- Scope for Transit Planning RFP

**IX. ADJOURNMENT**

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:20am.