



**TRANSPORTATION AND PARKING BOARD  
REGULAR MEETING MINUTES  
Tuesday, April 25, 2017**

**I. CALL TO ORDER and APPROVAL OF AGENDA**

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, April 25, 2017, in the Fire Department Second Floor Meeting Room, 620 Manitou Avenue. Chairman Koerner called the meeting to order at 8:30am. The following were in attendance:

**PRESENT:** Chair BILL KOERNER  
Vice Chair NEALE MINCH (left @ 11:16am)  
Board Member JOY PORTER  
Board Member SUSAN WOLBRUECK  
Board Member L'AURA WILLIAMS  
Board Member VALERIE ROSENKRANTZ

**ABSENT:** Board Member JAY BEETON (excused)

**STAFF:** Michelle Anthony, Senior Planner  
Joe Ribeiro, Police Chief  
Sherri Johnson, SP+ Facility Manager

**GUESTS:** Lisa Quintana, Chamber Board Liaison  
Cheyenne Grow, Lafayette Resident  
Ashley Swendsen

Chairman Koerner asked everyone present to introduce themselves. He then asked for an update regarding items from the March meeting going to City Council and follow-up on items was discussed.

Ms. Anthony indicated she thought all items needing follow-up from previous meetings were in process or noted in the Updates section of the agenda. She asked if anyone had an item she missed to let her know. Discussion regarding how items are tracked once submitted to the City Clerk for Council consideration ensued.

Chairman Koerner asked for a motion excusing Board Member Beeton's absence.

**MOTION**

Board Member Porter moved to excuse Board Member Beeton from the meeting.

**SECOND**

Board Member Wolbrueck seconded the motion.

**DISCUSSION**

There was no discussion.

**VOTE:**

Motion passed, 6-0.

## **II. APPROVAL OF MINUTES**

### **ITEM 1. March 28, 2017**

#### **MOTION:**

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

#### **SECOND:**

Board Member Rosenkrantz seconded the motion.

#### **DISCUSSION:**

There was no further discussion regarding the motion.

#### **VOTE:**

Motion passed, 5-0. (Board Member Porter abstained as she was not present at the March meeting.)

## **III. PUBLIC COMMENT ON NONAGENDA ITEMS**

Cheyenne Grow, 108 Lafayette Road, addressed the board regarding his concerns with the speed of traffic on Lovers Lane. He stated the speed limit of 20 miles per hour was too much for this street and people did not drive at that speed. He stated there were blind corners on Lover's Lane, which was also narrow and without sidewalks. Mr. Grow noted there were no guardrails along the Creekside of the road. He stated people were not stopping at the four-way stop at Lovers Lane and Lafayette.

Chairman Koerner suggested the center line and stopping bars at the intersection might help. He suggested asking for a lower speed limit to be set.

Ms. Anthony stated that setting a speed limit and implementation of other changes or improvements was under the purview of the Public Services Department. She recommended Mr. Grow make a request through the process for this.

Chief Ribeiro indicated there had been a recent speed study in this area which indicated traffic was traveling at the posted speed and that speed was appropriate for the area. He felt because of the physical circumstances on the road that made vehicles seem like they were going faster.

Mr. Grow stated just because cars were going 20 miles an hour during the study did not mean that was the appropriate speed for the area.

Board Member Williams suggested asking for speed bumps.

Mr. Grow asked how he should address the safety issues and how to petition Public Services.

Chairman Koerner noted these issues were not under the authority of the Transportation and Parking Board; City Council ultimately controlled what speeds were set at and other provisions that might be made.

Board Member Wolbrueck informed Mr. Grow that he could start his request with Alicia Stoke in the Administrative Offices. She suggested getting other neighbors to support the requests and even to take video

if he felt that would help demonstrate his case. Board Member Wolbrueck offered to help Mr. Grow with the paperwork.

Board Member Williams noted the speed limit on Plainview Place was set at 15mph, which was wider and had much better sight lines than Lovers Lane, so there was a precedent for a lower limit.

Mr. Grow offered Chief Ribeiro the use of a space in their parking area if the Police wanted to put a car at the intersection.

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

**ITEM 2.** Discussion Regarding Request for Designated On-Street Parking in 600 Block of Manitou Avenue for Police or Other City Employees

Ms. Anthony reviewed her memo dated April 20, 2017.

Chief Ribeiro indicated the idea for 10 dedicated parking in the 600 block had come out of some staff brainstorming, however the new idea was to simply allow staff vehicles which had the City stickers and marked City vehicles to park on Manitou Avenue across from City Hall without having to pay, subject to availability of spaces. He noted that some staff members had expressed not feeling safe walking to the Hiawatha lot after hours.

Board Member Williams expressed that she did not feel that was an argument that should be used since downtown employees were encouraged to park at the Hiawatha and walk much farther and some later in the night.

Board Member Porter noted that someone's sense of personal safety was part of their own experience, but she did feel that was a hard case to make in Manitou Springs.

Discussion of whether parking after 6pm or during the work day was needed, and if the City could provide SmartCards for employees ensued.

Chief Ribeiro suggested Parking Enforcement could program license plates in the LPR so they would know not to ticket for nonpayment.

Board Member Wolbrueck stated she understood the desire for this parking and was a supporter of both the Police Department and other City Staff, but felt before the City provided itself with free parking in a paid, on-street area it should look at what other efficiencies it could realize from the parking it currently had. She then would be willing to revisit this issue.

Chief Ribeiro noted that enforcement of the City Employee Lot had been increased and there was an average to two tickets a day being issued; the City was looking at changing the entrance to the lot and changing the signage to help keep unauthorized parking out of it.

Chairman Koerner asked if free parking wasn't available in the 500 block. Chief Ribeiro stated employees were encouraged to park there as well.

Chairman Koerner noted issues with cars not respecting the crosswalk in front of City Hall and asked the Chief if the City might consider crosswalks on the east and west side of this intersection and other improvements to increase the safety for pedestrians.

Board Member Rosenkrantz stated there seemed to be an issue with staff not feeling safe at night walking to their cars and overflow parking during business hours. She noted that the safety issue should be less given that the sunlight was lasting longer into the evening due to the time of the year.

Board Member Williams stated use of the 600 block parking would take that capacity away from visitors supporting businesses and asked if Police Officers were asking for parking on Manitou Avenue. Chief Ribeiro stated this was not for his officers.

Board Member Wolbrueck stated this was not about not caring that someone felt unsafe, but she felt this type of arrangement would give a lot of merchants' heartburn and not play well to the public, who are told over and over they shouldn't take customer parking. She felt this would be inconsistent with established policy and put more pressure on businesses, who were already trying to attract more customers. She stated this would not be fair to downtown employees.

Chief Ribeiro noted the potential cost to the City was only \$9000 per year and offered the City could purchase passes for employees in the downtown parking lots and that would have the same financial result as allowing this parking.

Board Member Porter stated that the current proposal to allow use of the parking but not designate would be less disruptive and it sounded like there would be minimal use.

Chairman Koerner stated the business community needed as much parking as possible close to stores.

Board Member Wolbrueck noted the business community would ask for the same treatment and suggested the City purchase passes for employees that needed parking in the Wichita Lot.

Board Member Williams stated she wanted to know how many people were indicating they felt unsafe. Board Member Wolbrueck also asked for this information, stating it was a reflection on the community. Chief Ribeiro indicated one person had spoken to him and indicated three co-workers also felt the same way, so four total.

Chairman Koerner stated he felt the City should look for parking efficiencies first.

**MOTION:**

Board Member Minch moved to recommend that the City restripe the employee lot, change the yellow zone along El Paso to maximize the available parking, and look at the parking behind the Mansions Pavilion to see if capacity could be improved there before considering taking other measures to provide for additional employee parking.

**SECOND:**

Board Member Rosenkrantz seconded the motion.

**DISCUSSION:**

There was no further discussion regarding the motion.

**VOTE:**

Motion passed, 6-0.

Ashley Swendsen asked if downtown employees could be provided a shuttle. Board Member Williams noted that the current free shuttle did not provide service late enough for many of the restaurant and bar employees. Ms. Anthony indicated the cost of providing that additional service had not been deemed feasible, but that could be looked at again in the future.

**ITEM 3. Discussion Regarding Parking Contest Promotion – Susan Wolbrueck**

Board Member Wolbrueck outlined the intent of this was to raise awareness of the parking system, the Free Parking and Free Shuttle. The idea could be as simple as asking people to post positive videos on the Parking Facebook page and then be eligible for a drawing for a prize each week. The idea was offered to use Manitou Money for the prize.

Board Member Minch indicated he felt undertaking this at this time would dilute the current focus which was to put energy into what the businesses need, such as the information cards.

Staff was asked for a status of the information cards. Parking Manager Johnson responded she thought they were at the printers, but she was not completely sure of the status. Mr. Minch noted once these were printed, there still needed to be work to implement and take to businesses and explain. He felt there were a lot of things going currently for the board to take up another potential activity.

Ashley Swendsen suggested, if the board wanted to promote the shuttle, employing musicians to play at shuttle stops. Discussion ensued regarding this idea, which expanded to having musicians ride the shuttle and play, with videos posted on Facebook. Ms. Anthony, Board Member Wolbrueck, Board Member Minch and Ms. Swendsen volunteered to work on this concept and report back to the board.

Chief Ribeiro noted there was a law regarding obstructing bus stops, but the amenity zone area defined by the pavers was not considered sidewalk.

Ms. Anthony indicated she would put this under Updates for future reporting.

**ITEM 4. Discussion and Recommendation Regarding Unscheduled “Free Parking” Days**

Ms. Anthony presented the Staff memo dated April 20, 2017.

Parking Manager Johnson stated she had her staff not write tickets and hand out shuttle information on Easter.

Board Member Minch noted that was not the same as a Free Parking Day, that was a No Ticket day and he liked that idea better.

Board Member Wolbrueck noted former Council Liaison to the board, Bob Todd, had initiated this idea. She asked for Board Member Williams and Chamber Liaison Quintana to give their input. Both liked the concept of no tickets.

Board Member Porter stated with the additional cost of running the shuttle until 8pm, she felt that the revenue impact on free parking days might be hard to absorb.

Board Member Williams stated she liked to promote and publicize free parking days, but no ticket days could be spur of the moment and then could be promoted as a positive effort after the fact.

Chairman Koerner asked if these would be advertised. The board noted they would be posted during the day, and information sent out the day after, but no advertisement before the no ticket day so that this would not be abused and so the element of surprise would be retained.

Board Member Williams stated she liked the idea of free parking days less and less.

Discussion regarding posting on Facebook and using a "Ticket on Us" card rather than a warning ticket ensued. Ms. Anthony noted she had some examples of this kind of card from other communities.

Chairman Koerner wondered what the economic impact would be. Board Member Minch indicated it should be less than \$1,000 per day.

Board Member Williams stated she would help with the drafting a Press Release to put out the day after.

It was noted the Chamber could request Free Parking Days as it currently did. Chief Ribeiro suggested something like Random Acts of Kindness Day. The board agreed that sort of program could be fun and good PR and suggested the SmartCards might be used by PEOs or other volunteers to pay for visitors' parking.

**MOTION:**

Board Member Minch moved to recommend to City Council that SP+ be empowered to do "No Ticket" days up to six times a year for on-street parking in the downtown and the Canon and Wichita Lots only for expired meter tickets (#33), noting this would not include any safety related tickets (such as parking too close to a hydrant, or violating the safe distance from a crosswalk) and avoiding high-demand weekend days.

**SECOND:**

Board Member Williams seconded the motion.

**DISCUSSION:**

The board noted it would be important for SP+ to make sure there was good coverage of these "events" through Facebook during the No Ticket day and issuing Press Releases the day after. Board Member Wolbrueck volunteered to help with these efforts.

**VOTE:**

Motion passed, 6-0.

Board Member Williams asked about the change to the meters to allow lesser increments than 1-hour minimum parking. Ms. Anthony responded the board needed to discuss that and SP+ needed to bring a proposal forward at a future meeting.

## V. NEW BUSINESS

There was no New Business to discuss.

*Chairman Koerner called a recess of the meeting at 10:22am. The meeting resumed at 10:28am.*

Board Member Minch asked for discussion regarding the change machines to be brought up next as he needed to leave the meeting at about 11:00am. Staff noted that topic was listed under updates as a standing report item until the board took up the issue of change machines at a future meeting. She had no information to report at this time.

## VI. OTHER BUSINESS

### ITEM 5. Presentation of Written Enforcement Policies – SP+

Parking Manager Johnson reviewed the enforcement policies she had included in the board packets. She was asked to put information such as when PEOs take training classes in her monthly report.

The board asked Ms. Anthony to invite the Public Services Director to the May meeting to discuss where the crosswalk signs went. Ms. Anthony asked for clarification regarding what signs were being referred to. Board members clarified the signs that used to be mid-way in the crosswalks in the downtown. Ms. Anthony reported the City had discontinued using those because they were constantly being run over by vehicles and then had to be replaced. This was costing several hundred dollars a month. It was noted that the BID was putting in a request that those signs be re-implemented.

### ITEM 6. Discussion and Direction Regarding Monthly Parking Management Report – SP+ and Neale Minch

Board Member Minch drew the boards attention to the information in the current parking report and noted he had asked the Parking Manager to include more insights and information that would bring items in the report into perspective. For instances, the Barr Lot was packed, but the data showed there were very few actual reservations. Ms. Johnson stated she thought that they might need to put a tow truck in the lot and potentially even two some vehicles to get people to obey the regulations. She also noted the Cog and Iron Springs Chateau had been sending people without reservations to the Barr Trail Lot.

Discussion regard the monthly report ensued. Ms. Johnson was asked to:

- Put in a summary of information from the last month or additional detail highlighting data that needed more explanation instead of a cover sheet
- Note any emerging trends that she felt were worth reporting
- Include information on pay-by-phone, which they were currently experiencing issues with

Board Member Minch reported he had spoken to Finance Director Rebecca Davis about providing at least a quarterly Profit and Loss statement for the board. Unfortunately, she had not gotten that accomplished for this meeting.

The board generally liked the changes already made to the reporting and was looking forward to continued refinements.

## VII. UPDATES

- Bicycle Event Subcommittee Report – *Ms. Anthony noted there was no report as the committee had not yet met.*
- Employee Parking at Elementary School – *Ms. Anthony reported she had an initial, positive response from the School District to this proposal.*
- Complaints/Input Regarding Need for Change Machines – *no report*
- 2-hour parking 1<sup>st</sup> Block of Ruxton – *Ms. Anthony noted that the Finance Director reported for the first time in several months the sales tax from these businesses reported an overall increase.*
- Shuttle Operations – *Ms. Anthony provided a report in the board's packet showing March ridership at 16,419 passengers.*
- Incline Management Committee – *there had been no meeting, so Minutes were not provided.*
- Metro District Minutes and Meeting Schedule – *Metro Minutes had not been posted for several months; Ms. Anthony provided a meeting schedule for the board's information*

Board Member Rosenkrantz is the information she had sent to Staff after the last meeting regarding website information could be included in the next board packet.

## VIII. FUTURE AGENDA ITEMS

There was no discussion regarding these items listed on the agenda.

Board Members Wolbrueck, Williams and Koerner reported they would not be able to attend the May meeting.

### ***Board and Commission Ordinance -***

Chairman Koerner asked about the email he had gotten regarding Kezziah Watkins appearing at the May meeting for discussion regarding changes to the Board and Commission section of the Municipal Code. Staff noted that Council had directed the City Attorney to draw up and new board and commission section of the code; she had not been involved so couldn't address questions as to why this was being done.

Board discussed Rules of Order and designated funding for the parking program, noting it was ultimately up to City Council to determine that parking is an asset and how funds should be spent. Board members felt that there should be some percentage of parking revenue allocated to fund board identified projects. The current situation did not honor the volunteers and wasn't accomplishing the goals that the community expected. There was discussion regarding how to approach this issue with Council.

Board Member Wolbrueck asked what happened with the Parking Authority Board being an Enterprise Fund, as she understood was going to happen when the board was formed. Ms. Anthony informed her the City Council had declined to establish the enterprise and directed that the revenues would go into the general fund. Board Member Wolbrueck asked if they could go to the voters and have the enterprise designated. Ms. Anthony stated that was potentially possible, but it might not be advisable and shouldn't be necessary in order to work on this issue with Council.

Board Member Rosenkrantz stated she was present at a Council Meeting when the Board and Commission ordinance was discussed and some issue with PARAB and if the TaP should have some dedicated funding were mentioned.

***Board Member Minch left at this point in the meeting.***

Ms. Anthony noted the email from Kezziah Watkins indicated that discussion could take 1-2 hours. She was concerned that unless there was nothing else on the regular meeting agenda this would make for an extremely long meeting. She asked if the discussion should be at a Special Meeting or Worksession.

Noting the potential length of the discussion and that three of the board members would not be present at the May regular meeting, the board agreed the ordinance discussion should be at a specially scheduled meeting. Ms. Anthony indicated she would send out a Doodle Poll to find out the best date for the majority of board members and would also check with Kezziah Watkins.

## **IX. ADJOURNMENT**

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:35am.

*Submitted by Michelle Anthony, Senior Planner*