



**TRANSPORTATION AND PARKING BOARD
REGULAR MEETING MINUTES
Tuesday, September 25, 2018**

I. CALL TO ORDER and INTRODUCTIONS

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, September 25, 2018, in Council Chambers, 606 Manitou Avenue. Chairman Koerner called the meeting to order at 8:34am. The following were in attendance:

PRESENT: Chair BILL KOERNER
Board Member JAY BEETON
Board Member JOY PORTER
Board Member VALERIE ROSENKRANTZ
Board Member ROLF JACOBSON

ABSENT: Vice Chair NEALE MINCH (excused)
Board Member JON MATAS (excused)

STAFF: Michelle Anthony, Senior Planner
Kevin Stevenson, SP+ Facility Manager
Dane Lyon, SP+ Senior Manager

GUESTS: Susan Wolbrueck, City Council Liaison (left at 10:35am)
Dave Wood, Metro District Construction (left at 10:35am)
Aaron Shultz, AmeriCorps Vista Volunteer (left at 10:35am)
Debbie Carley, D&D Liquor owner
Laura Newman, Project Manager Hiawatha Gardens and Mobility Study

II. APPROVAL OF AGENDA

There were no changes to the agenda

III. APPROVAL OF MINUTES

ITEM 1. May 22, 2018

MOTION:

Board member Porter moved to approve the May Minutes as presented.

SECOND:

Board member Beeton seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 4-0.

ITEM 2. June 26, 2018

ITEM 3. July 24, 2018

Ms. Anthony reported the June and July minutes were not yet prepared.

ITEM 4. August

Ms. Anthony reminded the board there had not been an August meeting, so there would be no Minutes.

IV. PUBLIC COMMENT ON NONAGENDA ITEMS

There was no public comment.

Board member Beeton mentioned that there was a transient camp near the bus stop at the end of Ruxton by the Iron Springs Chateau. A neighbor had cleaned it up and the local police would not do anything about it.

Council Liaison Wolbrueck indicated she would follow-up regarding the issue and let the board know the outcome.

Ms. Anthony introduced the new Parking Office Manager, Kevin Stevenson.

V. CONSENT CALENDAR

There were no Consent Calendar items to consider.

VI. OLD BUSINESS

ITEM 1. Updates and Information from Metropolitan Parking District

Dave Wood reported the permits hadn't yet been filed for and the Metro District met with its financing group.

Chairman Koerner asked about the District's interest in uniformity of parking rates; he understood this was a requirement of financing. Mr. Wood stated requirements change, but a uniform parking rate structure had been mentioned. It was noted the Chamber was opposed to raising parking rates and the \$2 per hour on-street that had been suggested. Mr. Wood stated the District needed to make enough at the Wichita Lot to pay the mortgage.

Board member Jacobson asked about the garage design. Mr. Wood stated they had a preliminary design and had been working with Walker Parking and were also working on some plat adjustments that would allow about 20 more parking spaces in the garage.

Board member Jacobson asked who the District's Architect was. Mr. Wood stated he couldn't come up with the name – the Architect was through Walker Parking and they also had a hydro engineer out of Houston. They had a design team, but not a contractor yet.

Discussion ensued about on and off-street parking rates. It was noted that Metro could set the parking rate for the garage without the City's consultation or approval.

Board member Beeton asked about the traffic study. Mr. Wood stated it was posted on the website. He stated 190 spaces did not significantly affect the travel time through town.

Board member Beeton asked if the counts had been adjusted for the Cog. Mr. Wood stated they had not; he further stated there might be a light needed at El Paso and it doesn't propose one direction on Lovers Lane.

Board member Jacobson stated the City could add to the traffic study. Ms. Anthony advised that if the City determined there was something more needed in the study, then it would be required of the applicant.

Board member Rosenkrantz asked what the Level of Service was at.

Chairman Koerner noted the application would go through the standard City process. He suggested the board look at the study on the Metro District website and come with questions, etc., to the next meeting, noting that the City would send to its Traffic Engineer once the application is made.

The board stated the study needed to be in context with the community, not just isolated to the Wichita site.

ITEM 2. Discussion Regarding Board Retreat vs. Items on Regular Agendas

Ms. Anthony advised the board that since a retreat date hadn't been set, she had started to put the retreat agenda items on regular meeting agendas.

Board discussion ensued and the board determined it wanted to have a retreat and to look at November 1st, which the last date it appeared most board members could attend.

VII. NEW BUSINESS

ITEM 1. Presentation of Insight Analytics

Dane Lyon presented some information on this new system being rolled out by SP+. He had not had much chance to train on this, but it was basically a dashboard that allowed easier manipulation of the data pulled from the kiosks and ticket devices. He asked to provide a more comprehensive presentation at the Board Retreat. The board agreed.

ITEM 2. Discussion and Recommendation Regarding Combining the Transportation and Parking and Metro District Boards into a Single Entity

Chairman Koerner advised the board that the Mayor had proposed a combination of the two boards and creation of a "new" board that would have three members of the TPB, three of the Metro and one Citizen at large member. The understanding at this point was that Metro would meet once a year to fulfill their board requirements. A new IGA with the City would be drafted to memorialize the relationship.

Board member Porter stated that the TPB represents Manitou citizens and the Metro represents business, so what was the purpose of combining.

Board member Jacobson noted this effort was Mayor-led and the City and Metro would be paying equally for a facilitator.

Chairman Koerner stated Metro wants Walker Parking; they had approved a very minimal budget and wanted a minimum of three meetings with the facilitators, but would be lucky to get two.

Board member Rosenkrantz suggested talking to Laura Newman about facilitation.

Mr. Wood questioned if the Metro could subordinate legally. Chairman Koerner stated indications were that the proposal was feasible. Council Liaison Wolbrueck stated they would be conferring with the City Attorney.

Chairman Koerner stated the discussion were occurring and everyone would need to see how it goes and decide whether to move forward or not.

Mr. Wood stated the TPB's goals and objectives don't agree with the Metro's.

Board member Porter stated it should not be assumed that Manitou was just Metro and Business.

Ms. Anthony noted that creating a single, management entity was one of the primary recommendations in the City's parking studies.

Chairman Koerner stated this was on the City Council meeting that evening for discussion and to approve the facilitator funding. He was helping look for a facilitator and further study and discussion was needed.

ITEM 3. Hiawatha Gardens Transformation Project – Laura Newman, Project Manager

ITEM 4. Manitou Springs Mobility Task Force – Laura Newman Project Manager

Ms. Newman reviewed both projects she was involved with for the board. She started with the background of the City's purchase of the Hiawatha Gardens property, noting there was discussion regarding a parking structure on the site and whether or not to remove the building. The Echo report, and she had just had them reconfirm this, indicated the building was sound. The City did not know what insurance costs would be, but did determine that the main floor level is about 6" about base flood elevation. There had been lots of input and ideas from the community. No further substantial work would be done until the Mobility Study was finished, although she would be creating a survey and a social media site for the project by late November/early December. This would inform the City whether a parking garage at Hiawatha was recommended or not. She noted it was about \$9.5 million for a three-story parking garage.

Mr. Wood stated he felt both Wichita and Hiawatha should be developed with garages, noting that the cost would make any free parking at Hiawatha infeasible.

Board member Porter stated she didn't agree that a garage was necessary or that was the best place for one. She stated the Incline needed to be controlled rather than continuing to accommodate it through parking. She stated the City needed to look at why parking is an issue, not just build more parking.

Discussion regarding Incline controls ensued.

Aaron Schultz noted that he had no idea about parking or the shuttle before moving to Manitou Springs. In regard to the mobility issue, it was a thirty minute walk gateway to gateway. Mobility was not necessarily a parking problem and parking was not necessarily an issue.

Discussion of potentially have Cog Trains at Hiawatha ensued. Ms. Newman noted the Cog might be a future partner, but there was no agreement and nothing signed or even defined at this point in time.

The Board asked that the Incline be on the next agenda for a recommendation from the TPB to the City Council to revisit the IGA with the City of Colorado Springs in regard to Incline Management.

ITEM 5. Update on Bike and Ped Committee

Aaron Schultz mentioned that he was attending the Bike and Ped Committee meetings and they were trying to clarify who they were supposed to report to, such as the TPB, and to get more structured. He noted they wanted Mtn. Metro to stop at the bus stops even without people waiting for the bus at them.

Ms. Anthony explained her understanding regarding layover stops. After discussion, it was decided to request one layover stop in the downtown.

Mr. Schultz also mentioned the bus at Fields Park blocking the access ramp for pedestrians and bikes and could they be asked to not do that.

Mr. Schultz indicated the bus stop for the pool was not working well. He agreed to provide updates from the Bike and Ped Committee to the TPB and was asked to send comments about bus service to Ms. Anthony

The board agreed that this committee should report to them. They asked Mr. Shultz to provide information on the makeup of the current committee, and to provide any notes to Ms. Anthony. Mr. Schultz asked if the board would like to see the sidewalk inventory the committee had done, and was told they would.

Mr. Wood, Mr. Schultz and Council Liaison Wolbrueck left the meeting at this time.

Chairman Koerner called a recess at 10:35am. The meeting resumed at 10:46am

ITEM 6. 2019 Parking Budget

Ms. Anthony reviewed the budget request that had been submitted to City Council.

Mr. Koerner indicated the City needed to know what construction was planned in order to project future revenue and the board needed to know what the future revenue projections were.

VIII. OTHER BUSINESS

ITEM 1. Parking Policy – Goal: A Continuing Policy for Future Decisions

ITEM 2. Metrics/Indicators for Transportation and Parking Management

The Board decided the above, two items should be discussed at the Retreat.

ITEM 3. Review of SP+ Contract – Current Draft and Status

Board members asked about the amount of credit card fees noted in the draft budget. It was noted there were no objectives and goals in the contract in regard to what it was trying to achieve. Need to reference goals and objectives in the TPB ordinance or other adopted City documents.

IX. UPDATES

- Wayfinding signs – contract executed with Designer; signs being printed; cost and time estimates for sign installation requested from Public Services and SP+
- Shuttle On-Board Ads – in place (information provided in board packets)
- Change to paid parking rates on Ruxton – approved by City Council
- Ruxton Avenue Study – Stakeholder meetings being scheduled
- Crystal Park Road Task Force
- Parking Management and Financial Report

X. FUTURE AGENDA ITEMS

- Shuttle Operations – October Agenda for 2019 Operations
- Review of Tickets/Fines – October
- Review of Use of 30 Minute Free Parking – October
- Parking Management Coordinator Program – Review of Survey and 2019 Plans
- RPP Task Force – November for Goals and Timeframe Discussion
- Downtown Resident and Employee Parking – November
- ParkManitou.com – December
- TPB Scope and Standard Operating Procedures – Future Subcommittee dates TBD
- Rules/Signage for “Standing” Vehicles in RPPs and Other Areas – 2019
- RFP for Ticket Collection Services – 2019
- Free/Reduced Cost Parking for Residents (October)

XI. ADJOURNMENT

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:40am.

Submitted by Michelle Anthony, Senior Planner