

MINUTES

Parking & Traffic Committee Meeting March 14, 2019

Members present: Mark Bednar, Chairman
Danny Zimmern, John Peacock, Kevin Lehman
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) Proposed meeting agenda approved unanimously.
- c) Minutes of the February 14, 2019, meeting approved unanimously.

Ongoing Business:

- a) Jefferson Garage guard shack removal – update
 - 1) The guard shack will be removed 3/16/2019 by Maverick Construction. The method of preserving subsurface piping conduit will be determined after its removal.
- b) JSG structural and code compliance - update
 - 1) Speed bumps have been repaired. Mr. Wayne Glass is in the process of obtaining a quote for the spalling. As quotes are received, they will come back before the committee for approval.
- c) Landscaping JSG entrance – update
 - 1) The proposed design will be presented to the ARB on 3/21/2019. Once approved, DIB will begin landscaping where the guard shack was removed.
- d) JSJ lighting – update
 - 1) Roof lighting is complete; lights for back alley are ordered and will be installed in six to eight weeks; Mrs. Dees is working with Irby to procure lights for the interior.
- e) JSG elevator camera install – approval
 - 1) Mrs. Dees received a \$4,425 quote from Panhandle Security to install a necessary cable that will travel with the elevator as it moves up and down.
 - 2) Mr. Lehman suggested that perhaps a wireless link could be installed in the shaft to work with the camera.
 - 3) Mrs. Dees will solicit more quotes and will report back to the committee at its April meeting.
- f) Removal of broken lollipops – update
 - 1) Broken lollipops are currently being removed and the ones that are in working order will be grouped together. Poles will also be removed, and holes filled in with concrete. Estimated completion date is the end of May.
- g) Parking road shows – update
 - 1) Four road shows have been completed and one is scheduled for 3/19/2019.
 - 2) Mrs. Dees asked Caron from Ideaworks to contact area rotary clubs re: presentation of road shows.

- 3) Modifications have been made to increase response time in which to request a receipt; and a clarification that the receipt is non-transferrable has been printed thereon.
- h) Parking Master Plan – discussion
 - i. Parking goal – approved
 - ii. Parking usage & back office reports – review
 - A. Mr. Andrew Myers presented his findings to the committee and asked for guidance as to which format the committee would prefer for future reports.
 - B. The committee held an extensive discussion as to Mr. Lehman’s proposition that in order to find the solution to a problem, the problem must be identified. Mr. Lehman elaborated that the problem, in his opinion, is that our parking system deters people from coming downtown during non-peak hours. Mrs. Dees suggested that if we identify the problem we’re trying to resolve, we can then build the data around trying to find the answer. Mr. Zimmern moved that this conversation be addressed at the workshop.
 - C. As to the workshop, Mr. Zimmern reiterated his request that a representative from the city’s finance department be invited to join the committee in discussing its presentation to city council. Mrs. Dees will extend the invitation.
 - D. Mr. Peacock discussed ways in which to improve user experience by doing a better job with signage and communicating with customers to receive their suggestions.
 - E. Mr. Peacock would like to do away with the practice of using people to collect money and deal with the public during special events; rather, let the new technology deal with those things.
 - iii. Parking fund usage project list – complete.
 - iv. District metering cost – complete.

New Business

- a) North elevator repair - approved.
- b) JSG rates – discussion postponed.

Financial Report

- a) February financials – approved unanimously.
- b) JSG Reserve Fund Finance Committee recommendation – update
 - 1) Allocation of \$30,000 for the reserve fund will reflect as a monthly expense on the P&L, and the balance sheet will reflect how much money has accumulated.
 - 2) Of the \$100,000 taken from the checking account, \$50,000 will be invested in a 3-month CD and \$50,000 will be invested in a 6-month CD, to take advantage of the risks and interest rates rising.

Public Comment: Public input was received from Dottie Dubuisson and Steve Mansfield.

Adjournment: The meeting was adjourned at 5:45 p.m.