

Duluth Parking Commission  
Twenty-Ninth Meeting  
7:30 a.m. Friday, October 3, 2014  
City Council Chambers, Duluth City Hall

**Members Present**

- Craig Chilcote, Vice President
- Andy Goldfine
- Linda Krug
- Steve LaFlamme, President
- Andy McDonald
- John Simpson
- Matthew Kennedy, Ex Officio

**Members Absent**

- Mary L. Cameron

**Guests Present**

- Jeff Aanenson, Duluth Operations Manager – Interstate Parking
- Mark Bauer, Parking Operations Specialist – City of Duluth
- Jorden Klovstad, Duluth Area Manager – Interstate Parking
- Nikolas Shun, student - University of Minnesota-Duluth

**Approval of 9/19/14 meeting minutes**

Commission Vice President Craig Chilcote motioned to approve the minutes without change.  
Commissioner John Simpson seconded the motion, which was approved 6-0.

**Conversion of the 500 block of North 25th Avenue West to alternate side parking**

City of Duluth Parking Operations Specialist Mark Bauer described a proposal to change the 500 block of North 25th Avenue West from its current configuration of west side parking only to calendar-based alternate side parking. Mr. Bauer explained that the purpose of the change is to align the block with the adjoining blocks, thereby providing a consistent parking configuration from the 400 block of North 25th Avenue West to the avenue's terminus north of 8th Street. Mr. Bauer also noted that the proposed change would allow for better snow plowing along the avenue. He described the results of his field survey, during which he visited each home on the block. Of the six residents with whom he spoke, five were in favor of the proposed change, while one was opposed. Commission President Steve LaFlamme motioned to approve the proposal as presented. Commissioner Linda Krug seconded the motion, which was approved 6-0.

**Prohibition of parking on both sides of Lyons Street from Mississippi Avenue to its eastern terminus**

Mr. Bauer described a proposal to prohibit parking on both sides of Lyons Street from Mississippi Avenue to its eastern terminus. He stated that the request for this change originated from an area resident who was concerned about the safety of this portion of the street due to its narrowness and grade. The resident also was concerned that the upcoming addition of a multi-unit housing structure adjacent to the Lyons Street would result in more vehicles parked there, making it more hazardous. Mr. Bauer stated that he had measured the street width at 20 to 21 feet, which is too narrow to allow parking on either side safely. Mr. Bauer noted that staff members of the City of Duluth parking division, planning division, traffic engineering division, and fire department were in agreement with this proposal. Commissioner Simpson motioned that the proposal be approved as presented. Commissioner Krug seconded the motion, which was approved 6-0.

**Proposal to recommend increases for certain parking ticket fine amounts**

Matthew Kennedy, secretary of the Duluth Parking Commission, described a proposal to recommend that the Duluth City Council increase the parking ticket fine amounts, effective January 2015, for unpaid parking meters, displaying expired license plate tabs, and parking in a handicapped parking zone without displaying a valid credential. Mr. Kennedy noted that years had passed since these fine amounts had increased and shared the costs of parking tickets assessed for these violations in other cities in Minnesota. He also reported that the expired tabs infraction results in a substantially higher cost to motorists if they are cited by county or state law enforcement officers.

Commissioner LaFlamme suggested that each of these infractions be voted upon individually and also that the fine amount for parking in a bus stop be recommended to the city council for an increase. Commissioner LaFlamme motioned to recommend that the city council increase the fine for parking in a handicapped parking zone without displaying a valid credential from \$106.00 to \$200.00. Commissioner Krug seconded the motion, which was approved 6-0. Commissioner Krug motioned to recommend that the city council increase the fine for displaying expired license plate tabs from \$24.00 to \$46.00. Commissioner LaFlamme seconded the motion, which was approved 6-0. Commissioner LaFlamme motioned to recommend that the city council increase the fine for parking in a bus stop from \$34.00 to \$46.00. Commissioner Simpson seconded the motion, which was approved 6-0. Commissioner Andy Goldfine motioned to recommend that the city council increase the unpaid parking meter fine from \$12.00 to \$15.00. Commissioner Krug seconded the motion, which was approved 6-0.

### **Update on pay-by-phone planning and implementation**

Mr. Kennedy provided an update on the status of the planning for the citywide pay-by-phone overlay, including a description of the city-paid and user-paid system pricing scenarios. Commissioner LaFlamme reported that the Downtown Parking Advisory Committee in its 9/29/14 meeting had recommended that the city parking fund bear the cost of the pay-by-phone system for the first year. The commission by consensus decided that no action was necessary at this time.

### **2015 parking fund budget presentation**

Mr. Kennedy provided a brief history of the parking services division and explained how certain functions previously executed by other city divisions, such as traffic engineering, traffic maintenance, street maintenance, the clerk's office, and the police department, have since mid-2012 been adopted by the new parking division. He explained that the associated labor, materials, and services costs that had previously been borne by those divisions now were included in the parking division budget. Mr. Kennedy then described the various sections of the proposed 2015 parking fund budget, and he noted that one significant long-term goal is to decrease the dollar amount of the annual transfer to the general fund in an effort to more effectively enable the parking division to be a self-sustaining entity. Commissioner LaFlamme asked whether the budget surplus for a given year rolls into the following year. Mr. Kennedy replied that it does and described the benefits of building up a surplus in the parking fund. Commissioner Andy McDonald inquired whether the parking ramp revenue associated with the new Maurices development was included in the 2015 proposed budget. Mr. Kennedy replied that it was not and described the 50-year agreement between the City of Duluth and Maurices.

### **Off-street parking update**

Interstate Parking Company's Duluth Operations Manager Jeff Aanenson provided an update on off-street parking operations. He stated that he had received only one complaint thus far related to the upcoming extension of the Canal Park paid parking season. Commissioner LaFlamme stated that in prior years it had been customary for the paid parking season to continue through the third Sunday in October, and so the extension actually was a return to a normal pattern. Mr. Aanenson also described Interstate Parking's winter action plan for snow and ice removal.

### **Adjournment**

Respectfully submitted,

Mark Bauer, CPP  
Parking Operations Specialist

Matthew Kennedy, CPP  
Parking Commission Secretary