

**PUBLIC TRANSPORTATION & PARKING COMMISSION
MINUTES
NOVEMBER 15, 2017**

The Public Transportation and Parking Commission met on the above date at 9:15 a.m. in the Conference Room of the Public Works Department.

Members Present: Mr. Charles Moore Mrs. Jessica Harley Ms. Debra Garfi
 Mr. Dave Schwartz Mrs. Bianca Shoneman

Staff Present: Mr. Lamont Jackson Mrs. Rachel Manning Mr. Kevin Mulligan
 Mr. Ryan Purtle Councilman Rick Smiley Mr. Roger Johnson

Guests: Wendy Hyman and Tamara McKinney

I. WELCOME

Mr. Moore called the meeting to order.

II. ROLL CALL/ESTABLISH QUORUM

Mr. Moore established a quorum.

III. ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

IV. APPROVAL OF SEPTEMBER 20, 2017 & OCTOBER 18, 2017 MINUTES

A motion was made by Mrs. Shoneman to approve the minutes as presented. The motion was seconded by Mrs. Harley and passed unanimously.

V. PUBLIC COMMENTS

Mrs. Shoneman expressed her excitement about the pedestrian “flashing light” crosswalk that was installed at Cotanche Street and 7th Street.

Mr. Mulligan informed the board that the project is still ongoing. ECU and the City have partnered, in order to make it a public/private crossing for citizens and students. A continuing step of the project will be to widen the sidewalks on Cotanche to reduce the width of the crosswalk. It is expected to be completed within the next two months.

VI. NEW BUSINESS

1. Mrs. Hyman and Miss McKinney gave a presentation on promotional items that are now being used within the Transit Division to help promote the GREAT bus. Items such as coloring books, crayons, frisbees, dog bowls, and ear pods are being given out at city events and school invites.

2. Ms. Garfi gave a presentation on Parking and Transportation Services within the ECU area. There are several facets of Parking and Transportation Services. Those include: External Operations, Administrative Support, and Internal Operations. She shared an organizational chart to help explain ECU’s daily parking operations and all that it entails, as well as an inventory sheet on all the designated parking spaces. After presenting her information, she opened the floor up for questions and discussion. She then gave brief mention of the new LimeBike program that will be coming soon. They are dockless bikes that will be shared between ECU and the City. The program gives citizens an affordable and convenient way to travel throughout the city.

3. Mr. Johnson presented an update on the progress of the parking study. He announced that another public meeting will be held with Walker Consulting on November 30, 2017, at Sheppard Memorial Library, beginning at 5:00 PM. He would then like to meet with the commission to discuss the final recommendations that have been given. Since the commission does not meet in December, he is requesting there be a called meeting. He needs the commission to give their approval, or disapproval, on the parking study draft before it is presented to council. The called meeting will be held on December 13, 2017, at City Hall, from 12:00 PM until 2:00 PM with lunch provided.

VII. OLD BUSINESS

Mr. Mulligan gave a brief update on GTAC. He stated GUC would be completing the electrical within the next week. The updated move-in date is now set for early May of 2018.

VIII. OTHER – FYI

1. GREAT Monthly Report

Mr. Jackson presented the GREAT monthly report for September 2017 and October 2017. He reported an increase in ridership for the months, although a decline is still showing for year to date. The decline is partially due to having only one bus per route, which results in one hour headways. However, customer service and safety have improved, due to staffing adjustments. These adjustments have also caused an increase in ridership. Expenses are remaining under budget for year to date, and the Transit Division is being operated more efficiently.

2. Upcoming Projects & Meetings Information

No projects or meetings were announced.

IX. PROPOSED AGENDA ITEMS FOR DECEMBER 13, 2017

1. Parking Study Proposal

X. ADJOURN MEETING

With no further business to discuss, a motion was made by Mrs. Harley to adjourn the meeting. A second was made by Mr. Schwartz and passed unanimously. The next meeting is scheduled for December 13, 2017, at 12:00 p.m. in the third floor conference room of City Hall.

Respectfully submitted,

Rachel Manning, Secretary

Public Transportation & Parking Commission