

**Billings Parking Board
Meeting Minutes
April 12, 2017**

Board Members Present: David Fishbaugh, Chairperson; Leticia Hadley; Joni Harman; Mark Kary; Sean Lynch; Kallie Parsons; Andy Zoeller

Board Members Absent: Kelly Donovan

City Staff Present: Tracy Scott; Megan Hodson

Guests: Lisa Harmon; Greg Krueger; Janine Mix

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:02 p.m.

Minutes:

There were no minutes presented for approval.

Reports:

- Monthly Reports – February and March

Ms. Scott stated overall March was a better month than February. The weather has been pleasant which has been bringing more people downtown. The cash sales, hotel validations, tokens, and the park and shops had all increased.

- FY16 Quarterly Report

Ms. Scott stated the report is from the quarter ending March 31, 2017. Ms. Scott stated the overall budget is looking well and everything is on target.

Ms. Scott is not too concerned with the Parking Ticket Violation revenue being down, 68.8%, since one of the Parking Division's goals is to help explain and educate the public on how to park downtown and give people courtesy tickets. Both the Parking Meter Income, 82.9%, and the Surface Lots, 83.9%, are above the rest of the budget.

Ms. Scott has not received any complaints regarding the rate increase for both the on-street parking and the leased monthly garage parking. There have been positive responses from the public regarding the first hour being free in the garages. Ms. Harmon asked if there are funds being diverted into a maintenance account for deferred maintenance. Ms. Scott stated yes.

- Credit Card/Smart Single Space Parking Meters Selection

Ms. Scott stated the selection committee agreed to recommend Civic Smart/Duncan Technologies. This item will go to City Council on April 24, 2017, for approval. The cost is less than expected, which included the pole mounted sensor, and there is an ease of transferring all of the current data into the new system.

The scheduling will begin once the contract has been signed and the process will take approximately 8-10 weeks. The estimated time frame is in July for the company to arrive. Ms. Scott will be researching companies that provide the mobile application because Civic Smart/Duncan Technologies does not have their own. This will be another service agreement.

The Board asked for a map locating where the new credit card meters will be placed downtown.

Downtown Alliance Report:

- Parking Division Marketing Update – Need to receive City Council's blessing and move forward.
- Downtown stakeholders have been discussing options on how to calm traffic on Montana Avenue.
- There were 20-30 downtown residents who attended the 1st Residential Mixer and parking was not a topic that was mentioned during the evening. This could be a start to a permanent residential committee being formed downtown.
- The renovation work has started at the Wendy's building, and the sidewalks are being replaced in front of Good Earth Market.
- The first phase of Lighting the Trees on Montana Avenue has started. The installation of the conduit will start on North 27th Street and go east on Montana Avenue.

Public Comment:

No public comment.

Strategic Plan Review:

- Primary Action Item #4: Develop a Proactive Facility Maintenance Program.

Ms. Scott explained Terri Porta was referred to the Parking Division from Zack Terakedis, a downtown art gallery owner, regarding painting murals on the parking garage structures. Ms. Porta has experience painting large murals and is extremely interested. Ms. Scott needs to find out more information on how this type of project works with having sponsors. Ms. Harmon stated there is the Public Art Committee and volunteered to assist with this project.

Discussion Items:

- Doc Harper's Tavern Parking Space Use Agreement/Parklet Policy

Ms. Scott explained the agreement has been signed and the City implemented the same agreement and amounts as the prior year. Ms. Scott advised if North Broadway is closed, the agreement will become null and void.

- N. Broadway Street Closure

Ms. Scott met with Dave Mumford, Director of Public Works, regarding being able to charge for the public right of way. The Parking Division has not been directly contacted by the businesses regarding the North Broadway Street closure request.

The Board's main concerns are the meter revenue loss and how to recover the loss of metered parking spaces. The Board also agreed the Parking Division needs to be included in any future downtown street closures.

- Downtown Parking Concerns

The Code Enforcement Division contacted the Parking Division last winter regarding parking in the alley between Montana Avenue and 1st Avenue North, and North 22nd Street and North 23rd Street. There have been multiple complaints regarding parked vehicles impeding into the alley. Ms. Scott is in the process of distinguishing property lines and the footage for the alley.

The North Broadway parking concern has settled down. Once the new restaurant opens, there may be a need for reviewing parking in that area.

Agenda/Action Items:

- No Agenda/Action Items.

Adjournment: 3:23 p.m.