

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

**Board Members Present:** Joni Harman, Vice-Chairperson; Daniel Brooks; Kelly Donovan; Leticia Hadley; Kallie Parsons; Andy Zoeller

**Board Members Absent:** David Fishbaugh, Chairperson; Mark Kary; Sean Lynch

**City Staff Present:** Tracy Scott; Megan Hodson

**Guests:** Greg Krueger

**Call to Order:**

Vice-Chairperson Harmon called the meeting to order at 2:02 p.m.

**Introduction of New Board Member:**

Mr. Brooks is the newest Billings Parking Board member. Mr. Brooks is the Business Advocacy Manager for the Billings Chamber. He is currently an active member on the Yellowstone Kelly Interpretive Site Steering Committee, the Billings NOW Committee, and is part of Billings NextGEN. Mr. Brooks enjoys serving the community and giving back, and with his current occupation, he is able to ensure good recommendations are made on issues that affect many of the citizens of Billings.

**Minutes:**

The April 12, 2017 and the May 10, 2017 minutes were approved as presented.

**Reports:**

- Monthly Report

Ms. Scott stated for the month of May the leased spaces decreased by 14 spaces in the garages, with 12 spaces being from Park One. There were no changes in the lots. The park & shops and hotel validations increased from the previous month, while the cash sales were up by a total of \$1,900.00.

The month of June had a total decrease of four leased spaces, two in the garages and two in the lots. The cash sales were up \$1,500 from May, and the hotel validations also had an increase. The overall tokens had a decrease from the prior month.

- **Parking Garage Restoration Project – Phase II**

Ms. Scott stated the Mayor needs to sign the contract with John Rohrer Contracting Co., Inc., which is based out of Kansas City and has a branch in Colorado. Phase II will be focusing on concrete waterproofing and some door replacement in the parking garage structures. There has not been an exact date scheduled to begin, however, the tentative date could be either at the end of July or August.

- **Parking Garage Mural Project Update**

Ms. Scott explained Ms. Porta has discussed a couple of fundraising opportunities for the mural and has been working on sketches to present. The Board discussed the option of funding this project out of the parking maintenance reserve fund, however, at this time there is not enough money available. Ms. Scott stated the Billings Gazette contacted the City inquiring about the mural and Mr. McCandless was going to contact them back with more information.

**Downtown Alliance Report:**

- The consultant for the Downtown Strategic Plan will be holding meetings in a week and could be asking Board members to have one-on-one interviews.
- LED lights have been installed in the Hart Albin Garage, along with new signage.
- Farmer's Market begins Saturday, July 15 and will end Saturday, October 7. The patrons of the market utilize the Park One and Hart Albin Garages frequently.

**Public Comment:**

No public comment.

**Strategic Plan Review:**

- Primary Action Item #7: Invest in Training and Staff Development with a Goal of Mastering the Fundamentals of Parking System Management and Operations.

Ms. Scott explained training will always be an on-going item. The staff completed street safety training, instructed by a former police officer, and recently went through a personality profile training called DiSC. The Parking Division has continuously been a member of the International Parking Institute (IPI), which has an annual conference focusing on training, and the newest parking equipment and technology.

### **Discussion Items:**

- Credit Card/Smart Single Space Parking Meters

The Board received a map displaying which meters will be converted to the new credit card meters. Ms. Scott stated Civic Smart is currently configuring the new meters. A list of events, which will be displayed on the meters, is currently being created to send to Civic Smart. If there are any events that are not on the current list, Civic Smart will need a month notice before the event date to program. There is limited space to display information on the screen; however, the option to state the free parking hours is available.

Civic Smart would like to know all the different tokens being used and the vendor who supplies the tokens. Civic Smart will need to test the token at different degrees, so the meter will be able to accept each token.

- Rescue Mission Parking

The Rescue Mission contacted Ms. Scott regarding vehicles parking for an extended amount of time in the area and removing the meters. Ms. Scott explained the area is currently 2-hour metered parking and believes the meters in this location bring in under \$100/year. Ms. Scott recommends removing the meters and replacing with signed timed parking.

The board voiced concerns about the cost of removing meters and replacing with signage, whether or not the area is being enforced to create turn-over, and if the public is paying to park in this area. The board recommended to staff, to have enforcement patrol the area more frequently for the next two months, and only issue courtesy tickets. The board will discuss this item further once data has been collected.

### **Agenda/Action Items:**

- Special Parking Applications

The Board received two special parking applications: Fieldhouse, New American Kitchen, and KB Commercial Products.

Ms. Scott stated the Fieldhouse, New American Kitchen are requesting to convert the No Parking area (driveway) to a 10-Minute zone located at 2601 Minnesota Avenue. Staff recommends denying the request and contacting the City Engineering Department for further information on modifying the area.

Ms. Scott stated KB Commercial Products are requesting converting two 2-Hour meters to two 10-Minute zones located a 2 S. Broadway. Staff recommends approving the request to achieve higher turnover for the business.

The Board approved the motion to support staff recommendations on both the Fieldhouse, New American Kitchen application, and KB Commercial application.

**Non-Agenda Items:**

Ms. Scott would like the Board to consider scheduling the meetings every other month instead of monthly because this will allow staff more time to prepare and report information. The Board discussed in the past how long it has taken to implement processes, policies, and the steps to have them approved when going to City Council. The Board agreed to have this on the next meeting's agenda as an action item.

**Adjournment:** 2:54 p.m.