

**Billings Parking Board  
Meeting Minutes  
September 13, 2017**

**Board Members Present:** David Fishbaugh, Chairperson; Daniel Brooks; Kelly Donovan; Joni Harman; Sean Lynch; Kallie Parsons; Andy Zoeller

**Board Members Absent:** Leticia Hadley; Mark Kary

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

**Guests:** Greg Krueger; Dakota Martonen; Debi Meling

**Call to Order:**

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

**Minutes:**

The July 12, 2017 minutes were approved as presented.

**Parking outside of the Central Business District (CBD) – Debi Meling:**

Ms. Meling and Mr. Martonen, with the City Engineering Department, discussed how the special parking applications are processed through the City Engineering Department when the parking zone is outside of the Central Business District (CBD). The Engineering Department reviews each request currently and the Street/Traffic Department installs the approved signage. The Parking Division currently processes any special parking applications within the Central Business District. The Engineering Department would like to start collaborating with the Parking Division and the Billings Parking Board, utilizing both areas of expertise, in reviewing the special parking applications. The Engineering Department will still review each application outside of the CBD at an engineering standpoint and once approved, forward the application to the Parking Division and Board for final decision.

The Board received a draft Special Parking Application Approval Guidelines criteria list for review. The Board approved of the criteria list guidelines and discussed including either a time limit or a renewal procedure on the application. The two departments will also update their special parking applications to be the same.

Ms. Meling stated the Engineering Department has a few special parking applications that will be sent over to Parking and the Board for approval.

## **Reports:**

- Monthly Report

Ms. Scott stated there was not a lot of change in the garages for the month of July. The cash sales, park & shops, and tokens decreased, while the validations increased for the month.

The month of August had a total increase in the garages by 12 spaces, and there were no changes in the lots. The cash sales, park & shops, and validations decreased. The tokens had increased from prior month.

- End of FY 17 Budget Report

Ms. Scott stated the FY 17 budget looks fairly good. The YTD cash balance as of June 30, 2017 is \$745,000. The YTD actual total revenue is \$2,137,970.00 (103.5%), and the YTD total expenses is \$1,855,430.00 (88.1%).

Parking Meter Income - \$372,648.00 (119.5%): The increase is due from the meter rate increase, which went from \$0.50/hr. - \$0.75/hr.

Park Two - \$463,297.00 (97.3%): All garages were over except for Park Two and Ms. Scott is currently researching the decrease.

Capital - \$352,540.00 (81.3%): Phase II of the garage restoration work has not been completed and paid.

Debt Service - \$122,115.00 (47.7%): The principle payment is not reflected as an expense.

- Credit Card/Smart Single Space Parking Meters

Ms. Scott stated the meters are still in the configuration process, and the city will be receiving the newest credit card model. Civic Smart is working on a deployment schedule. Ms. Scott advised when more information is available the media will then be notified.

Mr. Krueger stated the Purple Street team can assist with more ambassador work once the meters are installed.

- Parking Garage Restoration Project – Phase II

Ms. Scott stated John Rohrer Contracting has been working in Park One and preparing to close the entire garage for a weekend to waterproof the drive lanes.

The columns in Park Two and Park Three will be repainted during this phase. Ms. Scott stated there were changes to the plans to replace some of the doors.

- **Parking Garage Mural Project Update**

Ms. Scott met with Ms. Porta to discuss the option of the mural being split into phases. Ms. Porta will send an estimate of the first phase, location, and sketches to Ms. Scott.

**Downtown Alliance Report:**

- Officer Nichols is returning as a Downtown Resource Officer.
- The Hart Albin Garage is almost complete with new wayfinding, restriping, and lights.
- Downtown Billings will be hosting a farewell event in honor of Tina Volek, City Administrator, retiring.
- Janine Mix, the Downtown Retail Consultant, will be attending and have a Downtown Billings booth at a conference in Las Vegas.
- The DBA will be revisiting the Alive after 5 event due to the lower attendance this season.

**Public Comment:**

No public comment.

**Strategic Plan Review:**

- Primary Action Item #8: Create a More Vertically Integrated Downtown Parking System and Re-Focus and Re-Energize the Parking Board.

The Board agreed they are currently meeting this criteria and will continue creating a more vertically integrated downtown parking system.

**Discussion Items:**

- **Rescue Mission Parking**

The Rescue Mission is looking over the special parking application. Ms. Scott stated the parking enforcement officers will be documenting information in the area to report back to the Board.

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

- Special Parking Applications

The Board received two special parking applications: Billings Family YMCA, and Pug Mahon's.

Ms. Scott stated the Billings Family YMCA is requesting to convert an open parking zone to a time limited 2-hour parking zone, located on 4th Avenue North between North 32nd Street and North 33rd Street. Staff recommends approving the request to achieve higher turnover for the business.

Ms. Scott stated Pug Mahon's is requesting converting the 2-Hour metered zone into signed 2-Hour parking, located on 1st Avenue North between North 30th Street and North 31st Street. Staff recommends denying the request due to the difficulty in enforcing signed parking.

The Board discussed the benefits of having meters installed in both of the applicant's areas instead of timed signage. The enforcement is more effective and efficient because the meters are self-policing, and how signed parking is not beneficial in these more high traffic areas to create the desired turnover for the businesses and customer convenience.

The Board approved the motion to support staff recommendation on the Billings Family YMCA application, with the exception of installing meters instead of signs, and asking City Council to include 4<sup>th</sup> Avenue North between North 32<sup>nd</sup> Street and North 33<sup>rd</sup> Street in the metered zone.

The Board approved the motion to support staff recommendation on the Pug Mahon's application.

- Scheduling Board Meetings

The Board agreed to restart a new meeting schedule in January 2018 having meetings every other month.

### **Non-Agenda Items:**

Ms. Harmon asked the movement in the Downtown Billings Alliance assisting with the marketing plan for the Parking Division. Mr. Krueger stated there have been a few ideas on marketing and will begin the conversation again. The DBA will follow up.

**Adjournment:** 3:29 p.m.