

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

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

Board Members Absent: Kelly Donovan; Leticia Hadley

City Staff Present: Tracy Scott; Megan Hodson

Guests: None

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:05 p.m.

Minutes:

There were no minutes presented for approval.

Reports:

- Monthly Report

Ms. Scott stated the month of October was a good month. The garages increased by eight leased spaces. The cash sales, park & shops, hotel validations, and tokens were up from September. The Library lot had increased also.

The month of November saw a decrease in cash sales, park & shops, hotel validations, and tokens. The garages decreased by a total of five leased spaces.

The Board requested staff to include the prior year's monthly summary to compare the garage data fluctuating every couple of months.

- Parking Garage Restoration Project – Phase II

Ms. Scott stated a change order was approved for a design flaw on an expansion joint in Park Three. The waterproofing will be completed next year when the temperature is warmer, and the final phase will begin in the spring.

Downtown Alliance Report:

There was no report.

Public Comment:

No public comment.

Strategic Plan Review:

There were no items to discuss.

Discussion Items:

- Credit Card/Smart Single Space Parking Meters

Ms. Scott advised the 149 credit card meters were installed the week of Thanksgiving. Since the installation, there have been multiple issues with the meters malfunctioning and the system reports. Civic Smart has been working to resolve each situation. A representative and a technician will be onsite in a week to train staff on the software, reporting, and resolve any outstanding issues. The Board requested to hold a special meeting with the Civic Smart representatives when they are in town.

Ms. Scott stated the parking sensors and gateways have not been installed. There are certain locations which need approval from NorthWestern Energy. There are a total of eight gateways that will be installed on poles. The gateways are for the sensors which will control time sharing on the meters. The meters connect with cell phone towers using a SIM card.

The Board and staff discussed reaching out to the downtown businesses, stakeholders, and the public regarding the credit card meters malfunctioning and apologizing for causing any inconveniences.

Agenda/Action Items:

There were no items to approve.

Adjournment: 3:07 p.m.