

**Billings Parking Board
Special Meeting Minutes
December 20, 2017**

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

Board Members Absent: Daniel Brooks; Kelly Donovan; Leticia Hadley; Andy Zoeller

City Staff Present: Tracy Scott; Megan Hodson

Guests: Bradley Magee, Civic Smart; Mike Ferguson, Billings Gazette

Call to Order:

Chairperson Fishbaugh called the meeting to order at 9:03 a.m.

Credit Card Enabled Single Space Parking Meter Discussion:

Ms. Scott introduced Mr. Magee, Civic Smart representative, to the Board. Mr. Magee stated the corporate office is based in Milwaukee, WI, and he works in a satellite office in Arizona.

Mr. Magee explained there were two configuring issues when the mechanisms were deployed. First, there was the coin track sensitivity being set to high and displaying “no coin” on the meter. Secondly, the parking tokens were reading as a nickel and had to be recalibrated. Mr. Magee stated one luxury of these new meters is being able to remotely send files when there are issues. The technician has been testing every meter since the two representatives arrived in town. Mr. Magee explained the technicians could not recreate the issues and the company should have responded sooner to the situation. Mr. Magee also clarified the credit card meters were not installed last summer due to the company not recognizing a deadline for the installation. Mr. Magee expressed going forward the Billings community should have high expectations regarding Civic Smart’s customer service.

Mr. Magee explained once the meters are completed, Civic Smart will start installing the gateways and sensors. NorthWestern Energy needs photographs and information of each location to help move forward on the installation of the gateways. The gateway is a low power solution, using low frequency to wake up the meter and not drain the battery. The gateway supplements and enhances the communication to the sensor. The sensor is installed on the meter pole using a locking mechanism. The sensor is radar based which takes a thumbprint of the parked vehicle. The sensors have also been installed in “No Parking” and “Fire Zones” to help notify enforcement of illegally parked vehicles. After the entire system has been installed the one year warranty will begin for the products.

The Board discussed the option and benefits of the “Pay by Phone” application. The public would be able to add additional time on a parking meter and locate an available parking space. Mr. Magee will assist Ms. Scott with researching companies who are compatible with the meters.

Adjournment: 10:00 a.m.