

**Billings Parking Board  
Meeting Minutes  
February 9, 2016**

**Board Members Present:** David Fishbaugh, Chairperson; Leticia Hadley; Kelly Donovan; Brian Rossiter; Kevin Odenthal; Joni Harman

**Board Members Absent:** None

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

**Guests:** Lisa Harmon; Greg Krueger

**Call to Order:**

Chairperson Fishbaugh called the meeting to order at 1:00 p.m.

**Minutes:**

The December 8, 2015 minutes, and the January 12, 2016 minutes, were approved as presented.

**Reports:**

- Garage Summary

Tracy explained Park One and the Empire had monthly increases and Park Two, Park Three, and the North Lots had no changes. There was a slight decrease in the garage's cash sales, and the Park & Shops and tokens also decreased. The Library Lot had a significant increase from the previous month.

Tracy advised there is a meeting scheduled with Walker Consultants to go over the Bids for the concrete restoration project. The garages will remain open to the public while the work is being done. The Bid documents state how many spaces will need to remain open during the work. The majority of the work will be in Park One and the estimated time to complete the project is three months.

- Meter History

Tracy presented a map to the Board of downtown parking, which displays the meter locations and descriptions. The map is accurate to date. Tracy explained she created a spreadsheet showing the meter usage from the past five years and broke it down by block. There are some blocks that do not have much meter revenue. Tracy believes the spreadsheet is a start in assisting Parking and the Board on

making the decision on updating the on-street parking technology and starting the discussion of increasing rates.

The Strategic Plan stated updating the parking technology systems both on-street and off-street. The Strategic Plan also mentioned building a maintenance reserve fund. Tracy explained Parking will have to increase rates to support purchasing new technology and building a maintenance reserve fund. Tracy asked Lisa and Greg for their help on getting the public's involvement and for their ideas as well. The Board discussed ideas on how to increase rates, however having certain meters donate back to the downtown community in trade. The Board discussed how the Green Meter program gives half of the revenue collected to purchase all of the hanging baskets in the downtown area.

Staff is also looking into a software program to help track the progression of the Strategic Plan.

#### **Downtown Alliance Report:**

- The Getting to the Heart of the Matter event is scheduled on February 25, which will be focusing on a Downtown Strategic Plan.
- A Downtown Billings Alliance Board meeting is scheduled on February 26, at 7:30 a.m., located at First Montana Title.
- There will be announcement of a Business Plan competition with a grand prize.

#### **Public Comment:**

No public comment.

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

- Meeting Time/Day/How often?

Chairman Fishbaugh explained lately there have not been a lot of items on the agenda, and it takes Staff time to prepare for the Board meetings. The Board has the option of scheduling the meetings every other month instead of monthly, and if the Board needed to meet before the next meeting then a Special Board meeting could be scheduled.

The Board discussed concerns of not meeting monthly and focusing on beginning the Strategic Plan. Joni Harman also accepted being Vice-Chair of the Board.

The Board approved a motion to hold the Billings Parking Board meetings every second Wednesday of every month, at 2 p.m., and the location is to be determined.

#### **Adjournment:** 2:04 p.m.