

**Billings Parking Board
Meeting Minutes
April 13, 2016**

Board Members Present: David Fishbaugh, Chairperson; Kelly Donovan; Brian Rossiter; Joni Harman; Mark Kary; Kallie Parsons; Andy Zoeller

Board Members Absent: Kevin Odenthal; Leticia Hadley

City Staff Present: Tracy Scott; Megan Hodson; Bruce McCandless

Guests: Annette Stone; Dennis Deppmeier; Barbara Harper; Bruce Harper; Lisa Harmon; Greg Krueger

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:00 p.m.

Minutes:

The March 8, 2016 minutes were approved as presented.

Reports:

- Monthly Report

Ms. Scott explained Park One and Park Two increased in spaces, while Park Three and the Empire stayed the same from the previous month. The cash sales and the Park & Shops also increased. Ms. Scott believes the reason the Library Lot and the hotel validations fluctuates per month is due to conferences being held at those locations.

- Restoration Project Report

Ms. Scott advised Restocon, based out of Florida, was awarded the bid for the restoration project. The contract is almost completed and then will be routed for signatures. Ms. Scott explained once the contract is completed then a schedule will be created.

Ms. Scott also met with Pat Weber, Finance Director, to discuss options for funding phase two of the restoration project. Mr. Weber advised TIF money has been approved to cover phase two of the restoration project for FY17.

- City Link Insert

The Billings Gazette contacted Ms. Scott regarding getting information out to the public on the different parking locations downtown and rates. Ms. Scott and staff will work on different ideas to include in the City Link, and the Board will have the opportunity to review the items before they are finalized.

Downtown Alliance Report:

- The executive committee met to discuss the potential funding of the Hart Albin Garage for the deferred maintenance.
- The Purple 5K Race was held on
- There are six weeks until the first Alive After Five.
- The planters on Montana Avenue and North Broadway are being redone.
- The public can now purchase BFD cards for \$35 and receive multiple perks from businesses downtown including discounted 10-hour parking permits and parking meter tokens.

Public Comment:

No public comment.

Discussion Items:

- Rates - Garages

Ms. Scott made a presentation to the Board proposing three monthly garage rate increases and one hourly (transient) parking rate increase.

The first proposal increased the monthly garage rate for the first year by 3%, the second year by 4%, and the third year by 5%, for a total increase of 12% in three years. The discounts the Parking Division currently offers to accounts/groups having greater than 5 spaces leased would be discontinued.

The second proposal increased the monthly garage rate by 5% for three years, totaling an overall increase of 15% and would continue offering the discounts for accounts/groups having greater than 5 spaces leased.

The third proposal increased the monthly garage rate by 15% immediately, and would continue offering the discounts for the accounts/groups having greater than 5 spaces leased.

All three proposals offered the same hourly rate increase. The first hour would be free parking, and thereafter the hourly rate would increase by one dollar per hour, with having a daily maximum of \$7 on the 8th + hour of parking.

Ms. Scott explained the last rate increases in the garages were in 2001 and 2006, and in 2006 the increase was only for the “Assigned” spaces. In 2012, the Parking Division and the PAB proposed to increase both on-street and off-street rates, and City Council approved increasing the on-street parking rate (meters) and the leased spaces in the North and South 27th Street parking lots. The garage rates were not approved.

Ms. Scott explained Parking is a bottom line budget; however, the garages should be self-sustaining. The Strategic Plan also suggests building a maintenance reserve account for future expenses. Ms. Scott projected for the next 10 years the garage expenses will be over the revenues using the current monthly and hourly garage rates.

The Board and Staff discussed the pros and cons of offering a discount to the accounts/groups that have greater than 5 spaces in the garages. Currently, 85% of the accounts/groups receive a discount on monthly parking. Ms. Scott will present both off-street and on-street rate increases together to City Council around the start of FY17 (July 1). The Board will be asked to vote on this item at next month’s meeting.

- Meters – Phase I

The Board tabled this item.

- Special Parking Permits

The Board tabled this item.

Agenda/Action Items:

- Hart Albin Parking Garage – Dennis Deppmeier

Mr. Deppmeier and Ms. Stone asked the Board for support in receiving TIF money to improve and bring the Hart Albin parking garage up to standard. Mr. Deppmeier explained the Hart Albin garage is a privately owned garage and leases spaces to tenants in the Hart Albin building. The garage recently had a steel canopy installed on the roof deck to restrict moisture going down into the garage. The garage is in need of a working elevator, more ADA compliant parking spaces, lighting system, painting, and a traffic control system. The garage has benefited the downtown area, especially the core, and continues to be a public need. The Hart Albin garage rates are the same as the City monthly parking rates. The management supports the City in rate increases to help the garages become self-supporting and to build a maintenance reserve.

The Board approved the motion to support the TIF efforts for the Hart Albin Parking Garage.

- Doc Harper's Tavern Parklet – Bruce Harper

The Board received and reviewed the Parking Space Use Agreement between the City of Billings and Doc Harper's Tavern. The purpose of the agreement is to define the criteria for utilization of the three parking spaces in front of Doc Harper's Tavern, located at 116 North Broadway.

Mr. Harper explained Doc Harper's wanted to create an outdoor patio and the Downtown Billings Alliance suggested looking into the parklet idea because the city ordinance only allows for one outdoor patio per block. The patio will overtake the sidewalk (public right of way) and the parklet will become the temporary sidewalk. However, to create the parklet, three metered parking spaces would have to be temporarily displaced. The Zoning Commission passed the zoning change under one condition of having an annual contract with the Parking Division.

The Board voiced concerns of having exclusive use of and displacing prime parking spaces, who was maintaining the parklet, and the limited time frame to create a policy for the parklet. Mr. Harper stated Ms. Scott emailed the revenue for the three meters from May – October 2015. Mr. Harper also suggested there are multiple "10-minute" signed spaces that could be converted to meter parking on the same block face or in close proximity to Doc Harper's to make up for the loss of revenue. Mr. Harper explained Debi Mehling, City Engineer, is helping develop specifications for the parklet, and the property owners will maintain the parklet. The Board agreed Doc Harper's parklet will be a test pilot and Staff and the Board will need to start developing a policy for the future.

The Board approved the motion to accept the agreement with Doc Harper's Tavern, for a six month time frame in 2016, and a replacement fee will be paid to the Parking Division for the loss of revenue from the removal of the three parking meters.

Adjournment: 4:08 p.m.