

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

Board Members Present: David Fishbaugh, Chairperson; Kallie Parsons; Mark Kary
Kelly Donovan

Board Members Absent: Joni Harman; Leticia Hadley; Andy Zoeller

City Staff Present: Tracy Scott; Megan Hodson

Guests: Greg Krueger

Call to Order:

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

There was no quorum; therefore, the meeting was for discussion only and there was no voting.

Minutes:

The September 14, 2016 minutes were not approved due to no quorum.

Reports:

- Monthly Report

Ms. Scott advised the month of September was down. A group moved out of the Miller Building, who leased spaced in Park One. The cash sales, tokens, validations, and park & shops were all down, however, Park Two slightly increased for the month. Ms. Scott stated the decrease could have been caused by school being back in session.

- Parking Garage Concrete Restoration Project

Ms. Scott met with Walker Restoration Consultants (Engineering Firm) and Restocon (Contractor) regarding the punch list items. Parking will end up saving money because Restocon was able to include the work proposed in Change Order #1 into the original contracted amount. The Change Order was created to install bollards in front of the exposed drain pipes in the parking spaces located at Park Three.

- Phase II/III Engineering Firm Update

The Parking Division received four Requests for Proposals (RFP) for the Professional Architectural and Engineering Services contract for the last two phases of the 2014 Parking Garage Condition Audit. The four companies are DESMAN, Carl Walker, CTA Architects, and Walker Restoration Consultants. Walker Restoration Consultants received the most points from the committee.

- Park One Cameras

Ms. Scott met with the IT Department, and Mr. Robinson, who contracts with the IT Department for camera installations, regarding installing cameras in Park One. Ms. Scott stated there has been a lot of thefts and vandalisms at Park One. The cameras will be installed in the elevator, stairwells, and in the entrances and exits. Mr. Krueger will ask the downtown police officers to assist with patrolling the garages at night.

- Rate Increase Update

The Parking Division sent notification to all monthly parkers in Park One, Park Two, and Park Three regarding the increase in monthly parking rates. Parking Staff also created a rate increase flyer that was posted in numerous locations and emailed to the DBA for distribution to their members.

Ms. Scott advised the parking meter rates have not been increased due to a malfunction with the maintenance computer's operating system. The Parking Division is purchasing a new computer and will schedule a time with Duncan Parking Technology to transfer all the software programs and data. Once the software program is transferred; Duncan Parking Technology will create the new parking meter rate, and then the Parking Maintenance Staff will be able to update all the meters with the new rates.

Downtown Alliance Report:

- City Council approved St. Vincent De Paul to receive \$350,000 in TIF money.
- City Council will vote on the Big Sky One Center on November 14.
- The DBA is offering \$5 off of the purchase of the 10-Hour parking permits as one of the benefits of the 2017 BFD cards.
- There will be more focus on street-level decorating this holiday season, which the green meters help fund the downtown Christmas decorations.

Public Comment:

No public comment.

Discussion Items:

- On-Street Technology Upgrade RFP

Ms. Scott went to Helena for a presentation with Parkeon. Parkeon focuses on multi-space meters. Ms. Scott learned there will be an additional cost to the Parking Division for any extra features provided on any of the meters. The Board and Ms. Scott agreed to include what the additional amounts of the features would be on the Request for Proposals (RFP). Ms. Scott will provide the Board with a draft RFP to review at the next regular board meeting.

- Removal of 10-Hour meters and changed to 10-Hour Signed Zones

Ms. Scott stated all of the 10-Hour meters will be removed and those locations will be converted into 10-Hour signed parking zones. The Streets Department will be installing the signs after a few projects are completed, with the weather permitting. Ms. Scott advised there are other areas downtown that could potentially be converted into 10-Hour parking, however, there will need to be discussions with the surrounding businesses before proceeding with the conversion.

- Depot parking area on Montana Avenue

Tracy stated there is a parking concern regarding a new business opening on Montana Avenue and the potential affect it may have on the availability of parking with the surrounding businesses. The Board will revisit this item when more information becomes available.

Agenda/Action Items:

- No Agenda/Action Items.

Agenda Items for Next Meeting:

- Parking Strategic Plan Review

Adjournment: 3:23 p.m.