

**Billings Parking Board  
Meeting Minutes  
December 8, 2015**

**Board Members Present:** Don Olsen, Chairperson; Leticia Moore; Joni Harman; David Fishbaugh; Kelly Donovan

**Board Members Absent:** None

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

**Guests:** None

**Call to Order:**

Chairperson Olsen called the meeting to order at 4:00 p.m.

**Minutes:**

The November 10, 2015 minutes were approved as presented.

**Reports:**

- **Garage Summary**

Tracy explained overall the month of November decreased in every category of the report compared to prior month. Park Two and Park Three increased in spaces, while Park One and the Empire decreased. The cash sales were down in all three of the garages, along with the Park and Shops, hotel validations, and the tokens. The Library Lot also saw a decrease.

- **Board Chairperson 2016**

Don explained he is at the end of his second term on the Billings Parking Board and there will need to be a new Chairperson voted in for the next Board meeting. The Chairperson helps create the agenda for the meetings. The Board has a total of nine members, however needs five members present to make a quorum to vote on agenda items.

The Board decided to leave this item on the agenda and vote next month when there are new board members.

- Media Parking Concern

Tracy advised the concern has resolved itself and will bring it back to the Board of it comes up again.

- Vandalism/Theft of parking meters

Tracy explained on November 15, there were 22 meters that were broken into and money was stolen. The total cost of damage is approximately \$9,000. There was one mechanism that was damaged. The meters were scattered throughout downtown. When researching information from Duncan Solutions, the vendor for the meters, she discovered they do not make the casing/housing for the double-headed meters anymore.

Tracy also explained there was a driver who hit the side of Park Two and one of the trees. There has not been an estimated total yet. Tracy advised the importance of establishing a reserve fund.

- Condition Audit

Tracy met with Walker Consultants and the first phase is being scheduled in April 2016. The parking garages will be closed off for the concrete work. Tracy will further discuss with the Board the best way to not affect the public during the work. Most of the work will be done at Park One. The Board suggested having the work done at night.

Tracy explained there have been two spaces blocked off at Park Two because the spandrel wall is tilted.

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

- None to report.

#### **Public Comment:**

No public comment.

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

- Meter vs. Signed Parking

Don explained there is no consistency with on-street downtown parking. There are signed "2-Hour Parking" areas and metered areas. The difference between the two areas is one is free parking and the other is not free parking.

Staff has been working on updating information to help the Board make on-street parking more consistent. Tracy has been creating a spreadsheet detailing each meter's revenue by block to assist the Board in defining what areas are beneficial in keeping meters and which areas may not be as beneficial. The enforcement officers have explained enforcing the meters is more effective and efficient than enforcing the "signed" parking areas. Tracy advised the Board the plate recognition technology may not work in our area because of the snow and dirt that are on vehicles.

Staff will continue to gather information and report back to the Board.

- Meeting Date/Time

The Board suggested having the meetings earlier in the day, preferring 1 p.m., and on the second Tuesday of the month.

**Adjournment:** 4:58 p.m.