

**Parking Advisory Board  
Meeting Minutes  
February 11, 2014**

**Board Members Present:** Don Olsen, Chairperson; Leticia Moore; Bob Carr; Joni Harman; Edward Arnold; Mike Craighill; Patty Nordlund

**Board Members Absent:** Will Gilbert

**City Staff Present:** Bruce McCandless; Saree Couture; Megan Hodson

**Guests:** Councilman Yakawich; Greg Krueger

**Call to Order:**

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

**Minutes:**

January 14, 2014, minutes approved as presented.

**Reports:**

- Garage Summary

Saree advised Park One's waiting list has been filled. Parking rented the City eight roof spaces in Park One. Saree is still working on the audit at Park Two and there is still a lot of work to be done there. Saree advised the garages have been pretty steady.

- FY 15 Budget

Saree asked the Board last month if they had any suggestions for the FY15 budget. She advised Parking will be purchasing equipment to help better the maintenance program.

The Condition Audit report showed there is almost \$1 million worth of repairs; however, the garages overall, seemed to be in good condition. Parking will phase the repairs into a three year plan. There are no emergency repairs, but there is an urgency to get the repairs done. Saree explained to the Board some of the repairs that need to be done.

The Board asked if the budget would accommodate an increase in the Supervisor's salary. Bruce advised he has not yet arranged that, but believes that would help attract a quality applicant.

- Empire Parking Garage Update

Construction shut down for 3 ½ days due to the cold weather. The west elevator has been erected, and the first pour for the fifth deck has been done. The gas line was also relocated.

The City received two offers on the retail spaces. The documents are being prepared for discussion with Council on the February 18<sup>th</sup> work session. One of the offers has requested 22 spaces in the garage.

Completion for the project is now looking at the middle of May depending on the weather.

**Information Items:**

- Northern Hotel/1st Avenue North Parking Meters

Saree advised the City has received approval from the State to replace the meters on 1<sup>st</sup> Avenue North, next to the Northern Hotel. Saree is going to hire a contractor to install the meters and involve a City engineer to help. Completion will be done when there is a break in the weather.

- Minnesota Avenue/North 27<sup>th</sup> Parking Lot Layout

Work has not yet begun on this project due to the weather. Saree will be starting on the quotation documents.

**Downtown Alliance Report (Greg Krueger):**

- The Northern Hotel valet parking will continue after the garage is built because it has been successful.
- The BID campaign will be starting for the next 10 years.
- Purple people have been clearing the gutters to open up the drains.
- A new bridal boutique opened up downtown, Belle en Blanc.
- Not in Our Town's national gathering is being held in Montana.

**Public Comment:**

No public comment.

## **Agenda:**

- Parking Strategic Master Plan

Bruce advised he reported to Council on February 3<sup>rd</sup> about the RFP for the Strategic Plan and hiring a supervisor. The discussion ended up being about personnel. Council did not assign a member to work with the PAB through the planning process yet.

- Parking Manager Description

The Board received six Parking Manager descriptions. Bruce advised the Board to email him with any comments or suggestions to add to the job description. The job advertisement will go out at the end of the month. The Board could help develop a profile and identify attributes they would like to see in a manager at next month's meeting.

Bruce asked the Board if there were a couple of members who would like to be on the interview panel. Don, Mike, and Bob all showed interest on being on the interview panel. This would help the hiring authority identify a successful candidate.

The Board asked about changing the title from a manager to a director. Bruce advised a director specifically means a department head; however, they are looking at upgrading the position from what it currently is.

- Empire Space Allotment

Don asked Leticia and Bob to abstain from this topic because of a conflict of interest, since they both work for companies who are interested in spaces.

The Board received a list of companies and people who are interested in monthly parking spaces in the Empire. Parking has been taking inquiries since last year. The Board would like to further discuss how to allocate the spaces, since there is a higher demand for spaces than what the City will have available. The Board suggested having a special meeting on this topic before March's regular scheduled meeting.

Bruce advised he would contact everyone on the list to verify their commitment and bring that information back to the Board at their special meeting.

The Board approved a motion to reserve up to 40 monthly spaces for the retail businesses, and to reserve 110 monthly spaces for the Management Group. Patty abstained from voting because of a conflict of interest.

- Vacancy on the DBP

Don asked the Board if anyone was interested on being on the Downtown Billings Partnership Board. He explained the Board is a very powerful group and meets at 7:30 a.m. every fourth Friday of the month.

**Adjournment:** 6:05 p.m.