

**Billings Parking Board
Meeting Minutes
May 11, 2016**

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

Board Members Absent: Kevin Odenthal; Kelly Donovan

City Staff Present: Tracy Scott; Megan Hodson

Guests: Greg Krueger

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:03 p.m.

Minutes:

The April 13, 2016 minutes were not submitted for approval.

Reports:

- Monthly Report

Ms. Scott advised there was a correction on the grand total of spaces for the prior month due to a formula error on the spreadsheet. Ms. Scott stated the overselling percentage has been adjusted in the garages due to vacancy and capacity issues.

Park Two and the Empire increased in leased spaces, while Park One decreased and Park Three stayed the same. The Park & Shops and revenue decreased from the prior month. The Crowne Plaza had a significant increase in validations.

- Restoration Project Report

Ms. Scott stated the contract has been signed; however, the Legal Department made a note regarding a couple of documents that need to be completed. Ms. Scott will send the "Notice to Proceed" letter to Restocon with a copy of the signed contract once the documents have been completed. Restocon will also submit a material list. Ms. Scott stated there will be a pre-construction meeting, and then Parking will notify all parking patrons on the timeline of construction, which will hopefully begin in June.

- City Link Insert

The summer issue of the City Link will be published June 20, with a deadline to submit information to Liz Kampa-Weatherwax, City's Purchasing Agent, by May 20. Ms. Scott advised not including any rate information until the rate increase proposal has been presented to City Council and approved. Ms. Scott will assign Staff to assist with this project.

- International Parking Institute Conference

Ms. Scott will be attending the International Parking Institute (IPI) Conference in Nashville, Tennessee, from Monday, May 16 – May 24. One of Ms. Scott's main focuses this year will be on-street parking. Ms. Scott will be meeting with a lady who worked with Dave Wilcox, who was the Parking Supervisor before Liz Kampa-Weatherwax. The lady helped install the Eagle parking meters and is familiar with downtown Billings' parking dynamics.

Ms. Scott stated the Library is attempting to move the kiosk inside the building to help with the weather issues, to ease the congested lines of people waiting to use the machine, and to help view the screen better. Parking will not be assisting with the cost of moving the machine.

Ms. Scott will be traveling to Missoula on June 21 to learn about Missoula's parking system.

The Board reviewed a finalized parking meter map of downtown Billings. The map shows the location of each meter and what type of meter. Ms. Scott will be taking the map to the IPI Conference.

Downtown Alliance Report:

- The Billings Parking Board has been invited to the Quarterly Board meeting being held at the Petroleum Club, at 8:30 a.m., on Thursday, May 19.
- The building on North 29th Street and 1st Avenue North has been purchased and a development agreement is being created. The developer has hired Kimley-Horn, the consultant for the Parking Strategic Plan, and CTA Architects. There could be a potential for a new parking structure, which could have between 600-700 parking spaces.

Public Comment:

No public comment.

Discussion Items:

- **Special Parking Permits**

The Parking Division has received numerous enquiries regarding special permits to allow vehicles to park longer than 20 minutes in the downtown area. For example; the Depot is a downtown venue, which holds multiple events throughout the year and involves multiple vendors delivering and setting up during business hours that are limited parking options.

Currently, the City only offers a delivery permit, which is attached to the business owner's business license, and only allows a vehicle to be parked for 20 minutes in either the alley or a "Commercial Loading" zone. The delivery permit is mostly designated for businesses making quick deliveries in and out of downtown businesses.

The Board suggested Staff create a draft policy to allow a business, with a clear business purpose, to purchase "X" amount of permits at "X" cost, and the business would control, monitor, and manage these permits per an agreement with their vendors. Staff will bring the draft policy back to the Board for review.

- **Special Parking Applications**

Ms. Scott explained Perkins submitted a Special Parking application to add "2-Hour" signed parking on 9th Avenue North. Ms. Scott stated the area is out of Parking's jurisdiction and the application will be handed over to the City Engineering office to handle. Ms. Scott does not know who would enforce the timed parking if the change were to occur.

Ms. Scott also stated Critelli Glass has discussed adding "2-Hour" meters back on the streets by their business to have turn-over for their business. Ms. Scott advised changing the meter zone would have to go to City Council for approval. The Board suggested "2-Hour" signed parking. Ms. Scott stated Parking has not received a Special Parking application from Critelli Glass to start the process of reviewing the area.

- **10-Minute Zones Review**

Ms. Scott had the enforcement officers locate all of the "10-Minute" zones in the downtown area. The enforcement officers suggested which zones are not being used for high turn-over and could be converted back to meters. Ms. Scott will visit with the businesses in these areas to clarify the information before converting the spaces.

The Board adopted a “10-Minute” zone policy multiple years ago, and suggested reviewing the policy to assist with the decisions being made on converting the areas.

Agenda/Action Items:

- Garage Rates

The Board reviewed and discussed the three proposals to increase the monthly garage rates and the one proposal to increase the hourly (transient) rate. Staff clarified one of the main reasons the City offers the discount to the accounts/groups that have greater than 5 spaces is to help alleviate the management of the accounts that fall under the main account/group, and to receive one bulk payment instead of multiple payments.

The Board discussed one of the main reasons to increase the rates is to help build a maintenance reserve for the garages, which would not be funded for the first few years. The Board discussed reasons why the proposal was for three years and not for a longer term, and the possibility of using the CPI (Consumer Price Index) to increase rates.

Mr. Kary motioned to approve the second proposal entirely; which would increase the monthly garage rate by 5% for the next three years, totaling an overall increase of 15% and would continue offering the discounts for the accounts/groups having greater than 5 spaces leased. Also, the hourly (transient) rate increase would change to; the first hour would become 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. Mr. Rossiter seconded the motion. Ms. Harmon suggested altering the discounts to a 10% maximum. Ms. Hadley opposed the motion. The motion passed.

Adjournment: 3:31 p.m.