

**Billings Parking Board  
Meeting Minutes  
October 11, 2017**

**Board Members Present:** David Fishbaugh, Chairperson; Daniel Brooks; Mark Kary; Sean Lynch; Kallie Parsons; Andy Zoeller

**Board Members Absent:** Kelly Donovan; Leticia Hadley; Joni Harman

**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.

**Minutes:**

The September 13, 2017 minutes were approved as presented.

**Reports:**

- Monthly Report

Ms. Scott stated Park One decreased by 30 spaces, while Park Two and the Empire Garage increased by a few. There were no changes in the North and South lots. The cash sales, park & shops, tokens, and validations were all down from the previous month.

- Credit Card/Smart Single Space Parking Meters

The Board received an article from Ms. Scott regarding a situation Chicago, IL encountered with the Civic Smart meters. Ms. Scott suggested the circumstances happening with Chicago could be one reason why Civic Smart has not been communicating with the department. Ms. Scott stated there is no set deadline in the contract, however, if there continues to be non-performance and problems it would be sensible to set a deadline.

The Board advised Ms. Scott to contact Chicago's parking department to inquire more information regarding their experience with Civic Smart.

- Parking Garage Restoration Project – Phase II

Ms. Scott stated Park One will be completed after the doors are replaced. The contractors are currently working in Park Two, and there is a tentative plan to

completely close Park Three over Veteran's Day weekend for waterproofing. Ms. Scott stated John Rohrer Contracting has been excellent to work with during this project.

### **Downtown Alliance Report:**

- On October 25<sup>th</sup> Thomas P. Miller and Associates will conduct a public forum at the Billings Depot to discuss the future of downtown as part of the strategic planning process.
- Harvest Fest is Saturday, October 14<sup>th</sup>, from 9 am – 4 pm, and is the finale of the summer's Farmer's Market.

### **Public Comment:**

No public comment.

### **Strategic Plan Review:**

The Board discussed updating the City Council on the progression of the strategic plan and the primary actions. The Board and Staff agreed to present to City Council on the progress of the strategic plan by June 2018.

### **Discussion Items:**

- Criteria for Special Parking Application

The Board received a draft copy of the Special Parking Application Approval Guidelines. Ms. Scott stated the Parking Division and Billings Parking Board will advise the Engineering Department on any special parking applications received outside of the Central Business District. The Board suggested the applicant must submit pictures of the site being requested, and the application should include more contact information for the neighboring properties signing for/against, and what the building/property is classified as; single family, multi-family, commercial, or industrial. The application will be reviewed by the traffic engineers first, and if approved, parking staff will notify the applicant the application will be reviewed at the next board meeting for a final decision. Parking will coordinate with the Engineering and Streets Departments to install any approved signage.

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

- Special Parking Applications

The Board reviewed three special parking applications from the Engineering Department: Virginia Ketterling, Pamela Scott, and Kenneth Naasz.

Ms. Scott stated all three applications are requesting on-street handicapped parking spaces. The Engineering Department approved of the requests.

The Board approved the motion to support all three special parking application requests.

**Adjournment:** 3:20 p.m.