

Approved
PARKING ADVISORY BOARD
September 9, 2008

Brenda Burkhartsmeier ✓	Randy Hafer✓
Steve Bruggeman ✓	Scott Wetzal (esc)
Bruce Simon ✓	Don Olsen ✓
Nick Blake ✓	Leticia Moore ✓

NOTES:

The meeting was called to order at 4:19 p.m. Others present were: Bruce McCandless, Chris Mallow and Kelly Cox.

MINUTES:

Bruce motioned to approve the minutes from the August 18th meeting. Steve seconded the motion. It was stated that the minutes needed to be corrected to state the 10-minute zone requested by The Soup Place be corrected to say the south west corner and not the south east corner of N. Broadway between 1st Ave. N. and 2nd Ave. N. with this correction all members were in favor and the motion carried.

OLD BUSINESS:

Chris advised the Board, that in regards to paying down the debt on Park 2 garage with monies from the reserve fund, that he had spoke with Finance Director Pat Weber and was told that it would be best if the Board penned a letter to the City Council asking them to look into the possibility of using reserve funds to pay down the debt early. It was also stated that there was an early penalty for early pay off on this debt. Bruce McCandless stated that he believed it was indeed true and that he believed it was within the first five years but that he would look into the contract to reacquaint himself with the specifics and let the board know. Chris stated that part of the contract stated that enough money must be left in reserves to pay one year worth of payments. This amount is \$495,395.36.

Randy stated that the Old Town Neighbors are moving forward with the fund and cost analysis process to update the parking in the Minnesota Ave. area. He stated that the group is looking at funding through S.I.D.s, the Parking Division for the parking related items and the City for the curb cuts which are in the process doing at this time. Other possible areas for funding could be CTEP (Community Transportation Enhancement Program) monies and/or CDBG (Community Development Block Grant) monies.

The parking map project that Chris was asked to get for the board is still in the process. Tom Tulley has combined the signs and meter maps onto one map which needs to be updated by Parking Staff. He expects these updates to be completed and back to Tom sometime in October.

It was brought up at the August meeting to look at the area in front of the old Alphagraphics building. Chris stated that he did not get to that this month but would do so and get it on the agenda for the October meeting.

It was previously discussed that Bonnie Sutherland was working on revamping and standardizing the information in regards to Boards, Commissions and Ad Hoc Committees. Bruce McCandless handed out a rough draft of the qualifications for Boards and Commissions. He stated that he had circled some items that would be pertinent to the Parking Board. Bruce also stated that he would like input from the Board on the draft either via e-mail or by phone, which he provided, and that all questions or concerns be received by him by the 30th of September. The Board asked that Bruce take a specific change to the Legal Department in the form of changing the wording on page 15, paragraph 3, first sentence from "...within the central business district.", to "...within the City Of Billings." Bruce stated that he would take that information to the Legal Department right away.

MONTHLY REPORTS – August 2008:

There was very little change in garage rental spaces for August with an overall variance of -0.8%.

Cash sales for August were up by 27.2% from July.

Park & Shop was up by 5.7% from July. There was a significant jump in Park and shop sales in Parks 1 and 4 with a slight drop in Parks 2 and 3.

Crowne Plaza validations were up from July by 12.68%.

Adult Ed was up substantially by 92.3% from July.

Token usage was down -22.3% from July.

10-hour permits were down by 26 from July to 99. The variance from last year at this time is showing a 73.68% increase.

REQUEST AND RECOMMENDATIONS:

None to report.

MISSION STATEMENT:

Bruce Simon moved to adopt the second version of the mission statement without any type of changes. Randy seconded the motion. After discussion on whether to adjust the statement by adding in “within the City of Billings”, “strategies” to go along with policies and after pointing out that the mission statement was very close to what the ordinance stated the Bruce Simon asked for the question. It was voted upon and all members were in favor of adopting version two of the mission statement with no changes.

PARKING POLICY DISCUSSION:

Chris reworked the document that he handed out from the last meeting and had updated documents for this meeting. Don motioned that they pick two items each month and discuss them at the Board meetings. Steve seconded the motion. Brenda amended the motion to pick 3 items to discuss. Steve seconded the amended motion. All members were in favor and the motion passed.

INFORMATIONAL ITEMS:

Painting has begun at Park 3 garage on the bottom level. The garage will be completely closed for a total of 4 weekends as the painters will be using this time to spray the ceilings of the garage. The painters hope to be finished with the entire Park 3 garage by the end of the painting season sometime in October. Chris also stated that the painters are buying all the paint for all four garages now to avoid any price increase in paint and to be able to get a price for buying in bulk. Chris stated that he will not be closing down Park 2 garage and that the painters will have to section off areas or work around the cars that may be there.

As part of the capital improvement plan, which will be done by the end of this year, Chris is looking at putting in a new elevator in the Park 1 garage. He stated that he has estimated this project to cost somewhere in the area of \$150,000-\$250,000 and take somewhere in the area of 12-20 weeks depending on the work that will need to be done.

Chris has expedited the R.F.P. process for the parking study as the City Council would like this information to go along with the possible sale of the Park 4 garage.

The Parking Division has hired a new Meter Collection/Maintenance Worker, Mike Herem. Mike started with the Parking Division on September 2. The division is once again fully staffed.

Gunsmoke B.B.Q. has relinquished its rental space at the Park 1 garage as of September 1. Chris has listed this property for rent with NAI for advertising.

NEW BUSINESS:

Don Olsen asked at last month's meeting that the subject of motorized vehicles that are parked on the sidewalk be addressed. Don handed out a picture of what he believed could be a viable option for motorcycles and mo-peds. The picture showed hash-marked areas, also known as clear vision zones, within yellow zones at the end of block faces. Other areas that were brought up were the edge of sidewalks that would allow the mandatory 3 ½ foot access area for wheelchairs to maneuver by and even possibly the unused patio space on the west side of Broadway between 2nd and 3rd Avenues N. Chris stated that he would research what other cities do in regards to this and bring the information back to the board in October.

Additionally Don asked that Chris and the Board consider changing the lay-out of the agenda for easier reading. He gave everyone an example that he had from the Development Process Advisory Review Board. The Board agreed that the example was easier to read than the currently used format and Chris stated that he would have no problem changing the document to mirror the example. No vote was taken but it was understood that all were in agreement to change the format for the Agenda.

Leticia stated that there is a continuing problem with the alcove behind the Park 2 elevator that is between the Wells Fargo Building and Park 2 garage. She stated that there is an empty planter at this location that is being used by homeless people for various reasons including but not limited to urination. Leticia stated that it is creating quite a fowl smell and was asking if something could be done. The board stated that they didn't feel this needed to be brought to the Board as an agenda item and asked Chris if he would take care of closing off this area, which he agreed to do.

DBP Report:

None to report.

DBA Report:

None to report.

PUBLIC COMMENT:

None to report.

ADJOURNMENT:

The meeting was adjourned at 17:47 p.m.

