

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

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

**Board Members Absent:**

**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 4:04 p.m.

**Minutes:**

February 11, 2014, and February 24, 2014, minutes approved as presented.

**Reports:**

- Garage Summary

Saree advised Parking has increased the over renting of roof spaces in Park One. Snow removal from the garages has been a challenge this year, and leaving the snow on the top decks is structurally unsafe for the garages. Saree advised the first expenditure will cost around \$9,000 for hauling the snow away. Parking needs to look into snow hauling alternatives for the future.

Saree advised Parking is implementing the new meter bag policy in the department.

- FY 15 Budget

Saree advised there are no great surprises for the FY15 budget. There will be an increase in revenues with the anticipation of rate increases in the garages. There was a reduction in meter collections, which could be caused from removing the meters.

The Condition Audit will be a three year phased plan, which would be \$33,000/year. Parking will be splitting the cost of a new sweeper with the BOC. Saree advised there were items removed from the previous budget that will be in the FY15 budget, for example window cleaning. The Parking Manager position will be at the same rate as before.

Saree advised she will bring information on the proposed FY15 budget to next month's meeting.

**Information Items:**

- Empire Parking Garage Construction Update

The garage is starting to take place. There are still a few more deck pours and columns to be poured. The masonry work has also started. Snow removal has made it hard for construction; however, they have been working very hard on removing the snow. The completion date for the garage has moved closer to June.

The City Council approved Asian Sea Grill and First Montana Title to purchase the retail spaces. The Right of First Refusal letters were delivered to the Northern Hotel and Bill Honaker. The Northern Hotel has 30 days to respond, and Mr. Honaker does not have a deadline. Both, the Asian Sea Grill and First Montana Title, are working on conceptual plans.

- Parking Strategic Master Plan

There were five responses to the RFP for the Parking Strategic Master Plan. A selection committee, which included Council members, Parking Advisory Board members, and City Staff, narrowed the RFP's down to three consultants. The committee selected Kimley-Horn and Associates, Inc., and shared the reasons why they selected them.

The recommendation to hire Kimley-Horn and Associates, Inc. will be on the agenda for the March 24 City Council meeting.

- Parking Manager hiring

The job description was slightly revised. The job posting will be advertised on the City of Billings website and on the International Parking Institute's website. The posting will be open until filled, and Staff would like the person to be hired during the strategic planning process.

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

- The biggest project currently is the BID renewal for the next 10 years and having everyone sign the petition.
- More signal boxes will be wrapped after the snow disappears. The goal is to wrap 4-6 per year, and the panels on the signal boxes are graffiti proof.

**Public Comment:**

No public comment.

**Agenda:**

- Vacancy on the DBP

Don advised the seat is very important to fill, and Steve Bruggeman was the most recent Board member to sit on the DBP.

- Saree asked the Board to add Special Parking Applications to the Agenda. The Board agreed.

Saree advised Billings Clinic has requested adding posted 2 hour parking on 8<sup>th</sup> Avenue North between North 27<sup>th</sup> Street and North 28<sup>th</sup> Street, and on 9<sup>th</sup> Avenue North between North 27<sup>th</sup> Street and North 28<sup>th</sup> Street.

The Board would like more information on the cost of putting up the signs and the cost of enforcement. Staff will bring more information and a map to the next meeting.

Saree advised Brian Thompson, owner of Rocket's Burrito, has requested a posted 10 minute sign next to the alley on 1<sup>st</sup> Avenue North between North Broadway and North 29<sup>th</sup> Street. The Board discussed the area and the policy on 10 minute signed parking.

Saree said she would re-discuss the options with Mr. Thompson.

**Adjournment:** 5:00 p.m.