

**GREAT FALLS PARKING ADVISORY COMMISSION**  
**Minutes of the September 19, 2024 Meeting**

Chair Inge Buchholz called the Parking Advisory Commission meeting to order at 3:30 p.m. in the Planning and Community Development Conference Room at the Civic Center.

**Members Present:** Inge Buchholz, Chair  
Jayson Olthoff, Vice Chair  
Carol Berg  
Katie Hanning  
Nathan Laidlaw – via Zoom

**Ex-Officio Member:** Kellie Pierce

**Members Absent:** None.

**Staff Present:** Lonnie Hill, Deputy Director  
Alaina Mattimiro, Associate Planner  
Jamie Nygard, Sr. Administrative Assistant

**Others Present:** Jenn Rowell, with the Electric, Tena Grigsby with SP+, Matt Gambardella with Metropolis, Evan Pryor with Metropolis

**Meeting Minutes:** Ms. Buchholz asked if there were any comments or corrections to the August 15, 2024 Parking Advisory Commission meeting minutes. Seeing none, Ms. Hanning motioned to approve the minutes, and Ms. Berg seconded.

**Vote:** All in favor, the motion passed.

**New Business**

**Staff Presentation of the Free 2-hour Parking Holiday at the North Parking Garage/Proposed action to recommend that the City Commission support improvements to the North Garage, including signage, structural improvements, and a new gate system.**

Alaina Mattimiro, Associate Planner, presented to the Commission. She offered a PowerPoint presentation with the total number of daily North Garage users, daily fees collected, total Police Department calls, and the total parking program revenue from 2023 and 2024.

Ms. Mattimiro stated that the 2-hour free North Parking Garage did not lose any money and that summer utilization increased by 144.8%. She noted that the next steps will be to keep track of the data, update the North Parking Garage signage, replace the gate, and add some immediate structural improvements.

Ms. Mattimiro stated that Staff recommends that the Parking Advisory Board recommend that the City Commission continue with regular parking fees until the spring of 2024 and that improvements commence to the North Parking garage, including new signage, structural improvements, and a new gate system.

Ms. Pierce stated that the Business Improvement District and the City Manager discussed putting the garages into the mural program and commissioning a piece saying "Parking."

**MOTION:** The Parking Advisory Commission recommends that the City Commission continue with regular fees until the spring of 2025. Let's see what the data tells us.

Made by: Ms. Hanning

Second by: Mr. Olthoff

VOTE: All in favor, the motion passed 5-0

MOTION: The Parking Advisory Commission recommends to the City Commission that we commence improvements to the North Parking Garage, including new signage, structural improvements, and a new gate system.

Made by: Ms. Hanning

Second by: Mr. Olthoff

VOTE: All in favor, the motion passed 5-0

**Discuss Mr. Olthoff/Ms. Buchholz's findings concerning Downtown ADA parking spots.**

Mr. Olthoff mentioned that he and Ms. Buchholz visited several downtown businesses that could be affected by the handicapped parking situation, and they discussed some of the reported issues. He emphasized the difficulties with making payments, the need for longer parking durations, and the lack of awareness. He also mentioned that the convenience fees charged through the app are very frustrating because they are added for each transaction. Mr. Hill noted that the staff will review the agreement terms with Passport regarding the convenience fees. Mr. Olthoff noted that anyone with a handicap plate should be able to park in any spot for free. Mr. Hill stated that the correct number of handicapped spots is according to the code. Ms. Hanning also mentioned that the handicapped spots are free and have no time limit because it is difficult for handicapped individuals to return to their vehicles every two hours to move them. Ms. Berg inquired about possibly imposing a 4-hour time limit for handicapped parking. Ms. Mattimiro agreed to investigate why a time limit was absent from the previous parking meeting minutes over the years.

**Inform the Parking Advisory Commission regarding future booting and unpaid parking violations.**

Mr. Hill reported that in 2022, invoices were being sent to the wrong people because the software couldn't read the counties on the license plates. Passport has fixed the problem, so we will resume sending out invoices. If anyone has five or more unpaid parking tickets that are 30 days old, their vehicle will be booted until they pay the tickets and the booting fee. The vehicle will be impounded if the fees are not paid within 48 hours.

Mr. Hill stated that staff is working on the signage proposal and hoping to present something to the Commission at the next meeting.

Ms. Buchholz inquired about the release date of the holiday parking schedule. Mr. Hill responded that it will be included in a future agenda.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 4:17 P.M.