

GREAT FALLS PARKING ADVISORY COMMISSION
Minutes of July 15, 2013

The Parking Advisory Commission meeting was called to order by Darren Brown at 3:00 p.m. in the Rainbow Room of the Civic Center.

Members Present: Chuck Fulcher, Darren Brown, David Campbell

Members Absent: Heidi Propp

Staff Present: Craig Raymond, Director P&CD; Jana Cooper, Planner II

Others Present: Tena Grigsby, Standard Parking; Joan Redeen, BID

Meeting Minutes: Mr. Brown asked if there were any changes to the May 20, 2013 meeting minutes. Mr. Fulcher made a motion to approve the minutes. Mr. Campbell seconded, and all being in favor, the motion passed.

OLD BUSINESS

Item 1. Capital Needs Assessment Update

- a. Exit Signs/Ballast – Ms. Cooper advised Commission that the City electrician scheduled time to complete this work on Wednesday of next week.
- b. Pigeon Netting – Ms. Cooper said that she and Mr. Raymond viewed the problem but that this item is still on hold due to cost. It was suggested that the City Manager and Commission take a look at the issue first hand so they're aware of its severity.
- c. South Garage Leak - Ms. Cooper said that she and Mr. Raymond viewed the problem. She advised that she did research and found that Dick Olsen Construction had done previous leak repair work in the garage. She's going to contact them to see if the work is under warranty however, noted that locating the origin of the leak might be a problem.

Item 2. Display windows in South Garage

Mr. Cooper advised that she and Mr. Raymond viewed the moisture issue within the display windows in the south garage. They decided to leave one of the windows empty during the transition between changing out art displays to leave room for investigation of the problem. Additional discussion with regards to the cause took place; it was noted by Ms. Redeen that Jean should be notified that one of the windows would need to be left unfilled. Ms. Cooper stated that she would speak to Jean.

Item 3. Purchases: Library Pay Stations & Handhelds

Ms. Cooper asked Ms. Grigsby to provide an update on the new handhelds. Ms. Grigsby advised that one handhelds had to be returned because of programming but that all others are working well. She advised that they still need to work on getting the photos to attach to the tickets. She confirmed that she can view the images but that Tammy, the Technician within Planning and Community Development cannot. Ms. Grigsby also confirmed that the units are running on the newest software. Ms. Cooper confirmed that the purchase of the library pay station is a no go but that Passport Parking was willing to cover all of the merchant fees leaving the City with just the purchase price of the device and associated monthly fees. Because of this, the recommendation to the City Commission was changed to in favor of keeping the

program. The old library pay station will be repaired and put back in a location close to where it was before it was removed. Signage indicating that you have to pay for parking was discussed, in addition to extending Passport Parking to this lot. Ms. Cooper confirmed that there was no money in the budget to purchase new used meters for the library lot but that she would do some research into pricing and availability.

NEW BUSINESS

1. Monthly Revenue & Expense Reports (5/2013)

PAC members reviewed the financial reports for May 2013. Ms. Grigsby advised that NEW is still purchasing parking permits after prices increased by \$1 and \$5 deposits for key cards had been implemented. Ms. Cooper advised that the ARVON building is being renovated and as a result, spaces in lot 7 and lot 2 are being purchased. She suggested that it might be a good place to test out the \$20 meter passes. There was discussion with regards to donating additional in-kind spaces to the Mission; the general consensus was that no additional spaces would be donated. It was noted that parking is becoming a bit of an issue between the Mission and new tenant, The ReStore, who is requesting additional enforcement. Possible resolutions and confirmation of parking enforcement areas were discussed.

2. Collections

Ms. Cooper confirmed that she had a phone call and meeting with Chris from Centron, the collections agency in Helena. He stated that in order to initiate collections, a list of delinquent parking tickets and offenders would need to be compiled and tracked each month. He advised that after three months a pre-collection notice will be sent to the offender and that if payment still had not been received, the outstanding fess would then be sent to collections. She was advised that we are paying \$5 per each collection notice emailed each month but that with Centron, their fee is 25% which would result in a cost savings for the City.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, Mr. Brown adjourned the meeting at 3:28 p.m.