

**GREAT FALLS PARKING ADVISORY COMMISSION**  
**Minutes of October 21, 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

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

**Meeting Minutes:** Mr. Brown asked if there were any changes to the July 15, 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/Ballasts – Ms. Grigsby stated the installations are complete. Mr. Campbell said a light on the first floor of the garage flashes on and off. Ms. Grigsby will address it.
- b. Pigeon Netting – Mr. Raymond said the netting is currently on hold for budget reasons. He said that Mike Kynett with City Engineering is resigning from his position, and Mr. Raymond is not sure of the status of the bid process for the project. Mr. Brown said it's been two years since the original bid, and Mr. Raymond said they will send it out for bid again with the same scope of work. However, City Engineer Courtney Lyerly may be handling it. Parking Advisory Commission members encouraged the purchase of netting to be moved forward.
- c. South Garage Leak – Mr. Raymond and Ms. Grigsby had investigated water coming down a wall in the office area. There has not been any water since, even following rain. They will keep an eye on it.

**Item 2. Display windows in South Garage**

This item is referencing the moisture which collects in the window areas where the Urban Art Project has displays. Mr. Raymond said that the next time the art projects are changed out, one window will be left vacant so it can be inspected to see what the problem is.

**Item 3. Passport Parking**

Ms. Grigsby said she needs to inventory items used for the program. Mr. Raymond said implementation has been slow due to staff turnover, but the program is continuing.

**Item 4. Parking Collections**

The parking technician in P&CD is sending past due parking tickets out for collection with an agency.

## **NEW BUSINESS**

### **1. Monthly Revenue & Expense Reports (7/13, 8/13, 9/13)**

PAC members reviewed financial reports for Standard Parking for July, August and September 2013. Mr. Campbell noted that revenue was up for September. His said his store sales were also up for that month, which may be reflective of Canadian visitors.

### **2. Quarterly Revenue & Expense Report**

There were no comments on the Quarterly Report.

### **3. Final budget Report FY End 2013**

There were no comments on the FY End 2013 report. However, commissioners said that in the past, they had been able to compare previous year totals and will bring that up in a future meeting.

### **4. Elevator Repairs**

Mr. Raymond said the immediate mechanical issues for the elevator on the North Parking Garage have been addressed. Ms. Grigsby said a part had to be replaced and they were trying to locate building plans for the elevator. Consideration had been made as to condemning the elevator, but the final decision is to keep an eye on it. A significant amount of oil had leaked out. The current fix cost approximately \$3,000; rebuilding the elevator would cost \$40,000-\$50,000. Mr. Brown asked if both elevators at that location are needed. Mr. Raymond was not sure, but may be needed for customer convenience. He has asked the elevator company to review whether the elevators in the North Parking Garage meet ADA requirements. If not, there may be other funding sources available to help with updates.

## **OTHER BUSINESS**

Mr. Brown asked about the status of the new Library pay station. Ms. Grigsby said it has been returned. The old one has been re-installed with a little refurbishing. It has been moved slightly and should be more visible.

## **PUBLIC COMMENT**

Ms. Redeen invited PAC members to the Downtown Partnership Open House on Wednesday from 4:30-6:00 p.m. at the D.A. Davidson skywalk. Mr. Brown complimented Ms. Redeen on the BID Park(ing) Day event. Mr. Brown said that maybe next year there could be a contest between downtown businesses and groups. Mr. Raymond said that if an organization wants to use the national organization promotional materials, there are guidelines that must be followed.

Mr. Fulcher asked Ms. Redeen if the BID was involved in the trash can decorating at a downtown location, and she said they were. The business owner paid half of the costs, which totaled \$1,450. The BID will pay for half of an art project for downtown up to \$1,250 under their downtown art grant. The BID is also placing bike racks in the downtown area.

Mr. Brown inquired if there was anything to report on the Rescue Mission parking lot item, and there were no updates.

## **ADJOURNMENT**

There being no further business, Mr. Brown adjourned the meeting at 3:19 p.m.