

**Billings Parking Board  
Meeting Minutes  
October 12, 2022 @ 2:00**

**Board Member Present in person:** Brandon Scala, Pete Sanderson, Mark Kary, Thom Greenwood, Kallie Parsons, Todd Morgan

**Ad Hoc Board Member Present :** Mehmet Casey

**Board Members Absent:** Sean Lynch, Jennifer Webber, Larry Matthews

**Guest:**

**City Staff Present:** Tracy Scott, Jennifer Mockel and Jim Hauck

**Call to Order:** Brandon called the meeting to order at 2:00 pm

**Minutes:**

The September 14, 2022, minutes were approved by Mark, seconded by Kallie, and approved by the board.

**Reports:**

- **Monthly Reports (September 2022)**

Tracy presented the September 2022 monthly reports, she reported that the garages are down by 17 spaces overall, compared to the previous year at 82 spaces. Cash sales are down compared from last month by \$632 and compared to last year we are over by \$12,149. Brandon asked about the Doubletree agreement. Tracy is waiting for the City Legal Department and the Purchasing Agent to get to agreement written up. Tracy reported that currently the Doubletree has not paid on their account for 2 months. Jim explained to Brandon that this is a fixed rate and that they will review this annually to see if things need to be adjusted. Brandon asked if we must continue the agreement with them without payment. Mark believes that they need to pay, or they need to stop receiving this agreement. Mehmet stated that the Doubletree is not a DBA member and wasn't sure why they are receiving the DBA rate. The board approved them having the DBA rate months ago. Jim stated that when they had a meeting with the Doubletree, they mentioned that they need to be within their budget and this fixed rate will work for them. Tracy will keep the board up to date with what the Legal Department says.

- **Operating Report (September 2022)**

In comparison to last year, we are up by \$35,000, Fines and Forfeits are up by \$4,000, Personal Services are up slightly. Operation and Maintenance are up by \$100,000, this is due to a down payment for an elevator repair at P2, charges for liability insurance and last year there was a reimbursement for a kiosk that was damaged. Mark asked about the Debt Services, Jim answered his question

- **Credit Card Analyze Report/PBP Report (September 2022)**

Tracy reported that the Credit Cards usage is down just under \$1,400. The Pay By Phone was down a little bit, by \$573. Brandon asked if we had paid CivicSmart for the rest of the encumbrance, Tracy reported that we have not paid them.

### **Downtown Alliance Report**

Mehmet reported that the Harvest Fest was a success, the vendors participation increased. This was the first sunny Harvest Fest so that made for a good turnout. He reported October 28th is the Downtown Trick or Treat event. A week later it is Day of the Dog, owners will be bringing their dogs down for a dog treat. Starting in November they will start 30 days of eats. Mehmet was at Council last week and they passed another housing project. It is 2 properties, that currently has 5 buildings, it will be a 13-unit complex, this is on 2<sup>nd</sup> Ave N, it is right by Hog Wild and Thirsty Street Garage. Mehmet mentioned that a lot of Signage grant applications are coming in. There was a meeting with Code Enforcement about the alley by Wise Wonders. They would like to clean it up and have some permanent murals and add security cameras. This might happen in the spring when the weather is nicer. He reported that the BID team will start putting up holiday decorations soon.

### **Public Comment (3 Minutes)**

No Public Comment

### **Discussion Items**

- **Jim Hauck from Finance**

Jim talked about cash and investments. Jim discussed the difference and why it is split between cash/parking and cash/investments. Parking cash is brought in and invested in large amounts, the interest earnings are low, and the Capital Gain is at a wash right now. The loss will recover at some point, maybe 6 months from now. Jim explained that even though the Parking Division has \$300,000 in cash and \$300,000 in investments, its all the

same pool of lose cash flow money. Mark asked Jim at the end of the year if there is a gain or a loss and does it get put back into that fund that is earmarked for parking, Jim said yes it does. Mark asked if there are any requirements for that money or is it just to be used as need be, Jim said it will be used as needed. Mark asked how much the Park 2 loan payment is, Jim stated that its close to 2 million left to be paid off, should be paid off by 2032.

Jim explained to the board about the cash flow reserve and how it is handled. The Parking Division doesn't need a large reserve. Jim did report that the revenue is up now for the Empire Garage due to the new gate control equipment. Brandon would like to see the numbers of each garage; how much is brought in for covered and roof, how much each garage produces as far as income. Tracy will get those numbers for him at the next meeting.

- **2 Year Residential Handicap Requests Review**

The board was given a list of the residential Handicap signs that are installed and up for review. Mark asked if the residents are contacted to see if they still need the signs in those locations. Tracy said she will contact the people on the list.

### **Agenda/Action Items**

- **Special Parking Application**
  - **Cindy Beers w/ Fresco Juice Co.**

The board received the special parking application for Fresco Juice Co from Cindy Beers for a 10 min sign to be installed in front of their business on 1<sup>st</sup> Ave N, between Walkers and the Northern Hotel. The board discussed why they denied the last request from Well Paired in 2019. The board discussed how busy that location is and the high traffic turnover. There was a lot of discussion on who pays for the signs and if there can be a cost to the business owners if a meter is removed. Mark motioned to deny the request, Pete seconded motion and the board agreed to deny the request. Tracy will contact the business to let them know it was denied.

### **Agenda Items for Next Meeting**

#### **Meeting Adjournment :**

Brandon adjourned the meeting at 3:15

Next meeting November 9, 2022 @ 2:00 pm

**Additional Comments:**

Mehmet asked about the Skate Park Lot and who manages the lot and how much we charge for that area. Tracy reported that the lot is free parking. She reported that Sean used it for the summer events, there was discussion on if we should start to charge for people using that lot for events. Tracy will investigate that next time there is a request.

Tracy talked about the Northern Hotel and the agreement that was made with them since the new equipment was installed. Tracy & Chris Kukulski met with Mike Nelson about the events that happen at the Northern Hotel. They made an agreement that the Parking Division will raise the gates at the Empire Garage during the event time and the Northern will pay for the average of what would come in for the hourly parking and for the Maintenance call out. This will only happen when the Northern has a big event.

Tracy reported that the Park 2 awnings have been painted and the signs will be installed later. When the awnings are installed, it will have 1<sup>st</sup> Ave Parking Garage on it.

Thom asked about delivery trucks on N Broadway, during the day. He is questioning why they are allowed to park in the middle of the street during the busiest time of the day. The board talked about who enforces it or would enforce it. Tracy said she will ask Kevin about it and report back to the board. Kallie suggested that she can call the companies and talk to them about the problems that they are causing, the main business is Sysco. The board agreed that they can park on the on one-way streets not on the two-way streets. They are also blocking the vehicles parked in the parking spots. Mehmet will ask the DBA officers as well to see what they suggest and report back to the board.