

**Billings Parking Board
Meeting Minutes
January , 11, 2023 @ 2:00**

Board Member Present in person: Todd Morgan, Brandon Scala, Jennifer Weber, Larry Matthews, Pete Sanderson, Mark Kary, Jim Hauck

Ad Hoc Board Member Present : Mehmet Casey

Board Members Absent: Thom Greenwood

Guest:

City Staff Present: Tracy Scott, Jennifer Mockel and Kevin Iffland

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

Minutes:

The November 9, 2022, and December 14 2022, minutes were approved by Larry, seconded by Mark, and approved by the board.

Reports:

- **Monthly Reports (November and December 2022)**
Tracy reported that in November there was a slight increase compared to last month and last year. There was also an increase with the Park and Shops. Tracy reported that in December the monthly leases had a decrease from last month but there was an increase from last year. The cash sales showed an increase from last month and there was an increase of about \$2000 from last year. The Park and Shop increased also, both monthly and yearly.
- **Operating Report (November and December 2022)**
The board reviewed the December Operating Report. Tracy reported that there was a revenue difference from last year. There was an increase in License and Permits due to the Parking Division receiving the revenue for the delivery permits now. The Fines and Forfeits revenue is higher compared to last year. There was a \$90,000 difference in expense due to snow removal and elevator damage. Tracy reported that there was a refund due to some kiosk damage.

- **Credit Card Analyze Report/PBP Report (November 2022 and December 2022)**

Tracy reported that the November CC report showed a decrease from October to November. December was low due to the Holiday Bags. PBP was down for November, and December showed no revenue.

Downtown Alliance Report

Mehmet discussed the Holiday bags and the pros and cons of having the bags this year. Jennifer Weber believes that the bags did help. The DBA is discussing maybe having something different next year but not sure what that will be at this time.

The BID is working on cleaning up the Downtown area in their down time. Depending on snow activity they will take down the Snowflakes. Lindsay is working on events, the first event will start in February, which is the Coffee Mug Crawl.

The Partnership is a little slow right now, as they are waiting on development and constructions.

Mark inquired about the old hardware store on Montana Ave, Mehmet stated that they will start remodeling once they get the approval and money from the TIF and other loans. Mehmet reported that they have the ground level already leased as well as the apartments are claimed and rented.

Public Comment (3 Minutes)

Discussion Items

- **February Meeting/Quarterly Meetings**

Brandon brought up the thought of maybe having quarterly meetings now instead of monthly meetings. Pete asked if we should go longer than an hour, and Brandon thought that we could possibly do 90 mins, but 2 hours would be too difficult. Mark asked about the Special Parking requests that come in between the meetings, Brandon mentioned that they can be approved through emails.

Mark asked about the PEDLETS and when those are due for 2024. Mehmet mentioned that the applications are due at the end of March. Mehmet did mention that the current PEDLET that belongs to the DBA will not be going to Sassy Biscuit this year. Mehmet thought that it may go in front of the DBA or the House of Books.

There was a motion on the floor to move the Billings Parking Board meetings to quarterly meetings, instead of monthly by Mark, it was seconded by Pete. Discussion between the board members was if this was an option if it needed to be changed in the bylaws or by resolution. Kevin stated that bylaws can be changed by the board and resolutions must go through City

Council. Tracy will find out if it is in the bylaws or resolutions, she will email the board. This motion has been tabled at this time until further information is given.

Larry requested to have the bylaws sent to the board members, Tracy will check with the City Clerk to get it sent to them.

Kevin did find that the Board was set by ordinances, he is checking with the City Clerk to see if there is a resolution. Once Kevin verifies that it is not set by resolutions, he will let the board or Tracy know.

Agenda/Action Items

- **Fresco Juice Company 10 Min Denial from October 2022**

Jennifer Weber talked to the board about what happened at the December meeting and what the Fresco Juice company stated during that meeting. The board listened to what Jennifer, Jim, Mehmet, and Tracy had to say, as they all were at the December meeting and meet with the representative from the Fresco Juice Company. One of the concerns that the Fresco Juice Company had was the safety of the downtown area, Mehmet did say that he met with the business after the meeting to talk about their concerns. Jennifer did state that the Parking Board does not have a formal appeal process.

The board discussed and reconsidered and motioned to uphold the original motion of denial.

Todd motioned and Mark seconded, and the board approved. Motion carried.

- **Appoint new Vice President**

Brandon mentioned to the board that Sean Lynch is no longer on the board and the board needs to appoint a new Vice President. The VP covers when the President is not available and needs to be present 99% of the time. Mehmet is not a voting member of the board; however, he suggested Mark. Mark stated that he is not available to attend the meetings 99% of the time. Mark nominated Larry; however, Larry does not believe he can be around 99% of the time. Mark then nominated Jennifer Weber, Larry seconds that nomination. Motion is to have Jennifer Weber as the VP position, board approved unanimously. The board will be recruiting to find someone to fill Sean Lynch's term.

Agenda Items for Next Meeting

Increase Prices

Meeting Adjournment:

Brandon adjourned the meeting at 3, Todd seconded.

Next meeting March 8, 2023 @ 2:00 pm

Additional Comments:

Kevin gave an update to the board about the parking garage sales. Tracy is looking at what the displacement will be for the city staffs and parkers that park in the Park 3 garage. There is one RFP going out, but the items could be separated. Kevin talked about the Park 1, he is not sure if the retail spaces are going to be condoed out or if someone will purchase it all. He is anticipating

that the RFP will go out in February, he does know that there are 5 developers interested. Kevin also mentioned that there was some talk about the selling of the Skate Lot. Kevin advised the board that there will be work on the Stillwater Building starting in February 2023. Some discussion involving the use of the Stillwater Garage.

Brandon asked what the RFP would say, if it will exclude making the area a parking lot. Kevin stated that it will exclude parking lots and that the Council wants to see development and new businesses in the downtown area.

Mehmet asked about the Community Senior Center. Kevin mentioned that the Parks Admin is being moved over to the Stillwater building and then the Parks building will be the Senior Center. Brandon did state that he would like to see an increase in charges, something the board needs to be discussed at a later meeting.