

**Billings Parking Board  
Meeting Minutes  
March 15, 2023 @ 2:00**

**Board Member Present in person:** Jennifer Webber, Brandon Scala, Pete Sanderson, Larry Matthews, Jim Hauck, Thom Greenwood, Mark Kary

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

**Board Members Absent:** Todd Morgan

**Guest:**

**City Staff Present:** Tracy Scott and Jennifer Mockel

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

**Minutes:**

The January 11, 2023, minutes were approved by Mark, seconded by Larry. Approved by the board.

**Reports:**

• **Monthly Reports (January and February 2023)**

Tracy reported that there was a decrease in the hourly parking of about \$2,400; however, there was an increase of \$5,200 for yearly. The yearly increase has a lot to do with the new gate equipment with Flash at the Empire Garage. Tracy reported that the Park and Shops have increased.

Tracy reported that in February there was a slight increase with the monthly accounts, there was also an increase of \$5,500 compared to last year. The Hourly income increased both monthly and yearly, nearly \$5,000 for the year. There was a decrease in the Park and Shops.

• **Operating Report (January and February 2023)**

Tracy skipped the January operating report and looked at the February report. Difference of \$4,800 for permits, there was a difference of \$68,000 in Charge for Services due to the increase of the monthly and hourly rates, Fines and Forfeits are up by \$21,000 due to the increase of the citation amounts. Expenditures are down in Personal Services; it will

continue to decrease as the department is down by two full time employees. The increase of maintenance is due to elevator repairs. Tracy stated that the overall operating budget is looking good.

- **Credit Card Analyze Report/PBP Report (January and February 2023)**

There was an increase of \$1,100 between January and February.

The Pay by Phone report showed a slight decrease from January to February.

### **Downtown Alliance Report**

Mehmet reported that the BID team is currently taking down the snowflakes. They are getting ready for the St. Patrick's Day parade and Celtic Day. Tracy does have staff working in the parking garage during the parade to help parkers.

The board mentioned that Thom McClane will be joining the board next month.

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

#### **Discussion Items**

- **FY'24 Budget**

Tracy presented to the board the FY'24 Budget that is being presented to the City Council in June. Parking rates will increase in Delivery Permits, Parking Meters, Hotel Bus Bags, Meter Bags, 10 Hr permits, Hourly and Monthly Garage rates. Tracy is suggesting increasing the max stay to 4 hours at the meters. The lots will increase; however, those lots maybe going away soon. The board talked about the problem parking will have once the City staff and departments move to the Stillwater building.

Tracy stated that \$5 will continue to go back to the DBA from the 10 Hr permits. Mehmet will check to see if that price needs to be increased and if the DBA wants to continue to manage that program. Tracy stated that it would be helpful if they could continue to manage it. Tracy asked the board about giving a discount for those that purchase a yearly pass. Brandon stated that if we aren't giving one now, why would we start to give one. The board decided to table this until we see more of a need to offer a discount.

Tracy proposed that the garages start charging on Sundays, 24/7 and have the max day rate increase to \$15 instead of \$8.

The monthly garage price will increase also, with a 5% increase for the next 3 years. Tracy stated that the discount will stay the same for large groups.

Larry asked if there is still talk about extending enforcement hours, Tracy said not at this time, maybe down the road. Currently she wants to extend enforcement to out of the downtown area but needs to talk with Code Enforcement first.

Tracy asked Mehmet if the DBA is going to continue to do the Holiday "No Parking" for December, Mehmet stated that it might not move forward. Tracy discussed that maybe in December the revenue will go to art for the downtown area, or a dog park or anything that will help improve the downtown area. The board thought it was a great idea, especially the art projects. It will take some of the negative perception out of parking. This has been tabled now until City Council approves the budget.

### **Agenda/Action Items**

- **Koinonia Management Company**

The board discussed and approved a Loading and Unloading Passenger Zone Only. Mark motioned and it was seconded by Pete, board approved.

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

Allocating funds for Downtown Art

### **Meeting Adjournment:**

Brandon adjourned the meeting at 3:20 pm.

Next meeting June 14, 2023 @ 2:00 pm

### **Additional Comments:**

Mehmet asked if the Parking Department would like to join the DBA Downtown Gift Cards for people to use their Downtown Gift Cards for the parking garages and meters. Tracy and Jenny will investigate what needs to be done to be able to add this.

Larry asked about the bylaws. Tracy reported that the City Clerk looked and there are no bylaws. The board voted and approved to start meeting quarterly.

Thom brought a list of questions to the board:

Thom asked if there is a downtown map showing the meters, Tracy stated there is a map. Thom asked if there is a map that shows Credit Cards, Coin and Pay By Phone options. Tracy said at this time there wasn't a map. Tracy stated that all the meters accept Coin and Pay By Phone, and the ones in the core accept Credit Cards also.

There was discussion about getting rid of the Credit Card meters and just having PBP and Coin meters. Pete suggested that we investigate the Kiosk options again and possibility the Flash App which is used with a QR code.

There was discussion between the board members about the PBP and if someone pays with the wrong plate number how and why they receive a ticket. It was explained to Thom how the Pay By Phone system works.

Thom asked about the back-in parking and the problem that there is with it. Tracy stated that is a City Engineering issue and not the Parking Department.

Thom asked about the snow and ice conditions, he stated how difficult it is to see the lines and where motorists can park.

Jennifer informed the board that she changed her email address.