

**Billings Parking Board  
Meeting Minutes  
August 10, 2022**

**Board Member Present in person:** Brandon Scala, Larry Matthews, Jennifer Webber, Mark Kary, Todd Morgan, Thom Greenwood

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

**Board Members Absent:** Sean Lynch, Kallie Parsons, Pete Sanderson

**Guest:**

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

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

**Minutes:**

The June 29, 2022, and July 20, 2022, Work Session minutes were approved by Mark seconded by Larry, approved by board.

**Reports:**

- **Monthly Reports (May, June and July 2022)**

Tracy presented the May 2022 monthly reports to the board. She reported that the garages increased 69 monthly parkers for the year. She also reported that the cash sales dropped from the previous month but increased from last year.

Tracy presented the June 2022 reports, there was a decline in monthly parkers throughout the month, the cash sales dropped from the previous months but increased from last year. The park and shops indicated an increase.

Tracy presented the July 2022 reports and reported that the monthly parkers increased by 2 and the cash sales increased dramatically. The cash sales increase is due to the Empire Garage due to the new gate equipment that was installed at the end of June of 2022. She reported that the Park and Shops did decrease. Tracy reported to the board that there is a signed agreement with the Doubletree Hotel that they will be billed each month at \$12,287.00. The board asked if this new agreement would bring in more money and Tracy said it will. Mark also asked Tracy if the contract is an annual contract/agreement and can be reassessed annually if the price needs to be increased and Tracy told him it will be.

- **Operating Report (May, June and July 2022)**

Tracy presented the board with May, June and July 2022 Operating Reports, with June being the end of FY'22. There is a difference of \$30,000 and that is from the Free Parking during the holiday season. Tracy went over the different line items and stated that the Charge for Service is different due to the changes in times, with everything increasing in price. Mark asked Tracy how much we have in investments and Tracy responded that she will have to get back to him with that answer, she will ask the Finance Department. Mark would like to see where the Investment earnings come from, Tracy said she will get that information for him at the next meeting. Tracy reported that there was a decrease in the expenditures, that was due to personal changes, losing the Park 3 Evening Booth Attendant. There was also a decrease due to some changes that HR had planned for but ended up being less than expected. The Operations and Maintenance and the Cost Allocations were off due to the purchase of new Enforcement Equipment and snow removal.

Tracy reported that for July the income is close to last year, and the expenditures are lower than last year. Tracy did report that another jack is needed to be replaced in an elevator at the P2 Garage. Mark asked about the funds and where the balances are coming from, he would like to see that in the next meeting, he would also like to see what our resources are. Tracy will get that information for him.

- **Credit Card Analyze Report/PBP Report (May, June and July 2022)**

Tracy reported that the meter income has been gradually decreasing month to month, she is not sure what has caused that. The credit cards are about the same. The PBP usage increased throughout the months and the EV stations are showing some activity. Mehmet asked Tracy if Victoria Hill could do a press release about the PBP meters. Showing the public how they work and the benefits behind using the app rather than Credit Cards or Cash. Tracy said she will check with her about that.

### **Downtown Alliance Report**

Memet was unable to report anything at this meeting, due to what was on the agenda. He will report at the next meeting.

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

### **Discussion Items**

- **Introduce New Board Member**

Jennifer Webber was introduced to the board. She was present at the last Work Session. The board introduced themselves and Jennifer told the board a little about herself and her background.

- **Questions for Rusty Logan with MET Transit**

Tracy reported that Rusty was not able to make the meeting but if the board had questions for him, Tracy could take the questions back to him. The board did not currently have any questions.

- **Residential Parking**

Brandon mentioned that Sean, Tracy and himself met with Kevin Iffland to discuss the residential parking and what needs to be done to move forward.

- **Clarifying Prices**

The board discussed the Residential/Work Permit passes for the 10-hour spots. Tracy did mention to the board that the Lincoln Center would have to be different than the others due to the relationship that the city has with SD2. The board agreed that the permits would be \$75 for a Garage Only permit. Tracy reminded the board that the Park 3 garage could not dedicate a whole floor to these permits, but the other garages would have room. Brandon would like to try the permits now and see what happens before we are forced to have to come up with a plan. Jenny Mockel suggested that a new pass like the hotels use for their overnight permits could be created for the new Garage Only Residential/Work Passes. Jennifer Weber was concerned that a landlord would say that parking is available in the garages and then finding out that there are no spaces available. Brandon did state that Kevin Iffland was opened to what the board suggested, when they met with him. The board members all agreed that we need to move forward now, Larry suggested that we should start with P1 with that garage having the most available spaces. There was discussion as to what floor they should have the Residential/Work spots, the discussion was to have them on the 4<sup>th</sup> Level, but Tracy suggested also to have them close to the elevator. Jennifer agreed with Tracy that the Residential/Work spaces should be close to an elevator. Tracy will look into what floor would be best for these spots.

- **Garage Name Changes**

The board discussed the name changes for the garages and agreed that we should move forward with naming them: 1<sup>st</sup> Ave Parking Garage, 2<sup>nd</sup> Ave Parking Garage and 3<sup>rd</sup> Ave Parking Garage. Chris Kukulski told Tracy that she will need to notify City Council of the change.

- **Painting at Park 2**

Tracy reported that the painting will start at the P2 garage soon. The signage will go up later, once we have the funds to have the signs replaced.

### **Agenda/Action Items**

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

### **Meeting Adjournment:**

Brandon adjourned the meeting at 3:09, seconded by Todd.  
Next meeting September 14, 2022 @ 2:00 pm

### **Additional Comments:**

Mehmet had asked Tracy who was responsible for the landscaping around the garages, Tracy was told at one point when she first started that Parking was responsible; however, then she was told different when the City Administration changed. Tracy will find out who is responsible and get back to the Mehmet.

Tracy reported that Officer Freeman spoke to her about the Jimmy Johns drivers. Officer Freeman mentioned that during the Downtown events when there are barricades up, the JJ drivers go around the barricades and other citizens follow. Tracy did reach out to the owner of JJ and he said it does become a problem with all the closers during the weekends for his business. Tracy suggested that maybe JJ could talk to Pete with Diamond Parking to see if he can offer anything for them when events are happening. The board did suggest that the JJ drivers could park in the garages also.