

**Billings Parking Board  
Meeting Minutes  
September 14, 2022 @ 1:00**

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

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

**Board Members Absent:** Sean Lynch, Jennifer Webber, Mark Kary,

**Guest:**

**City Staff Present:** Tracy Scott

**Call to Order:** Brandon called the meeting to order at 1:00 pm

**Minutes:**

The August 10, 2022, minutes were approved by Brandon, seconded by Todd, approved by board.

**Reports:**

- **Monthly Reports (August 2022)**

Tracy presented the August Monthly report, all the garages have a slight increase for both roof and covered. The monthly cash sales increased as well as a yearly increase of over \$10,000. Tracy reported that there was an increase in the park and shops in all the garages. Brandon asked for a copy of the contract/agreement between the parking division and the DoubleTree. Tracy will get him a copy of the contract/agreement as soon as it is signed between the two parties.

- **Operating Report (August 2022)**

Tracy presented the current Parking Operating Fund report, there was a \$14,000 increase from FY'22 to FY'23 for Charges for Services. She stated that it is mostly for the Empire Garage with the new equipment. Fine and Forfeits increased due to the parking fine increase. The expenditures show an increase in Personal Services, which include Step Increases and COLAs as well as Overtime Expenses due to a big landscaping project at Park 2. She also reported that there is a difference of \$5,900 in Debt Services due to a timing of the charges. There is a \$59,000 difference in Operations and & Maintenance,

she will have to get back to the board on that next month once Jim Hauck returns to the office.

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

Tracy presented the CC Meter report, there was an increase between the months. There was also an increase with PayByPhone.

### **Downtown Alliance Report**

Mehmet reported that he presented to City Council for another housing project. It is at the old Billings Hardware building; it will be a mix used housing unit. Housing on the top two floors and businesses in the bottom floors. Mehmet shared that there are several events happening in the Downtown area including the Downtown Trick or Treating on Friday October 28<sup>th</sup>. The Harvest Fest will be happening on October 8<sup>th</sup>, as well as the Holiday parade on November 25<sup>th</sup> and the Christmas Stroll on December 2<sup>nd</sup>.

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

No Public Comment

### **Discussion Items**

- **Painting at Park 2**

Tracy reported that the awnings are being painted and the Park 2 vertical signs are being removed.

The next project is to have the horizontal signs replaced; this will happen once finances are available.

- **Hand out Board Commission Volunteer Appreciation Dinner Invite**

Tracy handed the BCV Appreciation Dinner invites to the board members that were present. Jenny sent the three absent board members their invites via email before the meeting. Brandon encouraged the board members to attend the dinner.

### **Agenda/Action Items**

- **Special Parking Application**

- **James Murray @ 505 Burlington Ave**

The board received James special parking application for one Handicap Parking spot. James is requesting the sign and for the parking to be approximately 80 ft length; however, the board agreed to 46ft. Kallie said to ask him if he wants the sign to the east or to the west of his property. There was discussion on how the city determines where the handicap parking spots start and stop. Pete was concerned that other neighbors would start to ask for a handicap spot in front of their houses. Thom asked if there was a

yearly fee for putting up a sign in the residential area. Tracy said no there is no fee, she believes that it is a service that the city provides for the handicap. Kallie does not believe that other neighbors will be asking.

Kallie motioned to approve one Handicap spot for a standard vehicle at 505 Burlington Ave, Thom seconded the motion and board approved.

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

#### **Meeting Adjournment:**

Brandon adjourned the meeting at 1:38

Next meeting October 12, 2022 @ 2:00 pm

#### **Additional Comments:**

Mehmet asked how the Empire Garage was doing with the new gate control, Tracy reported that things are going well.

Tracy reported that there are new cameras being installed at every entrance and exit of all garages. The cameras will be set so there is a good view of the drivers if vandalism is done.

Pete reported that he is putting up cameras in all his lots as well.