

**Billings Parking Board
Meeting Minutes
August 11, 2021**

Board Member Present in person: David Fishbaugh, Kelli Parsons, Larry Matthews, Brandon Scala, Joni Harmon

Ad Hoc Board Member Present :

Board Members Absent: Todd Morgan, Mark Kary, Sean Lynch,

City Staff Present: Tracy Scott, Jennifer Mockel

Call to Order: David called the meeting to order @ 2:01 pm.

Minutes:

The June 9, 2021, minutes were approved by Brandon, seconded by Joni and approved by the Board.

Reports:

- **Monthly Reports**

Tracy presented the June and July 2021 monthly reports. The hourly and validations improved for all the garages compared to previous months. Compared to last year, there are no changes and the hourly did increase.

- **Operating Report**

Tracy mentioned that the department is under the estimated budget amount from last year; COVID did influence that. Tracy also mentioned that the Department is doing better this year than last year.

- **Credit Card Analyze Report/PBP Report**

Tracy reported that the revenue for June 2021 was higher than July 2021. The payments from PaybyPhone, Credit Cards and Coin are all being used equally. Brandon asked if CivicSmart had been paid. Tracy said that they will be paid once CivicSmart comes and removes the sensors from the meters.

Downtown Alliance Report

No one present to present report.

Public Comment (3 Minutes)

Discussion Items:

- **Budget**

Tracy reported that the budget was approved. A new position was approved for a Fulltime Security/Facility Maintenance staff member. Tracy talked about the damages that have occurred in the garages over the past few months. She also talked about how we have been receiving restitution for some of the damages. The revenue is budgeted lower than before due to uncertainty of what is going to happen over the year. She also stated that one Enforcement vehicle is being purchased this year as well as new Parking Enforcement equipment.

- **Fees and Signage for Curbside**

The board received examples of what the signs and permits will look like. Tracy found that the Delivery Permit fee is \$1/month or \$12/month. She talked to Andy and the revenue can be switched to the parking division. The board talked about increasing the permit fee to \$50. Tracy will check with Kevin to see what steps need to be done to have the increase implemented. David asked what the cost would be for the signs and permits. Tracy and Jenny will get that information. Kallie suggested that for 2021 we charge a lower amount and then increase the next year. Tracy provided a map of where she thought the curbside signs should be located. Tracy asked the Streets Department to have 25 signs printed up for now; she found 13 spaces that she thought would work. Kallie suggested that the signs be on the front and back of the poles so people can see them on the sidewalk and street. Joni suggested that there be one in front of the Fieldhouse on Minnesota. The board talked about the possibility of having more added on Minnesota later as that area is going to grow with businesses.

Larry suggested that we prorate the rest of the 2021 year to \$25 and then start charging \$50/year.

Brandon moved to charge \$50/year with a prorate for 2021 to \$20, seconded by Larry and board approved.

- **Back In Parking**

Tracy talked about the new Back In Parking on N 29th and N 30th. She mentioned that the Parking Enforcement Officers are currently giving friendly reminders to those that are not backed in. Tracy asked the Board when the Parking Enforcement Officers should start ticketing; the Board suggested September 1, 2021.

- **Sassy Biscuit Pedlet Payment**

The Sassy Biscuit was not able to have their Pedlet installed due to the two-way street conversion and due to Sassy Biscuit having to temporarily shut down. Tracy talked to Mehmet and he said that they do plan to have the Pedlet installed in 2022 and if not at Sassy Biscuit the DBA would be willing to have it installed at their location as a showcase for other businesses. The Board agreed to have the Pedlet Payment moved to 2022.

Agenda/Action Items

- **Special Parking**
 - **Noah Price**

Noah filled out a Special Parking permit for Mountain Motors requesting that the 10 Hour Permit signs be removed in front of his business on 19 S Broadway and requested to have them replaced with 2 Hour signs.

Joni motioned to approve his request with only having 3 of the spots changed, Kallie seconded and Board approved.

Additional comments/discussion:

Agenda Items for Next Meeting

Meeting Adjournment:

David adjourned meeting at 3:12.

Next Meeting scheduled on September 8, 2021 @ 2:00 pm.