

**Billings Parking Board
Meeting Minutes
November 10, 2021**

Board Member Present in person: David Fishbaugh, Todd Morgan, Kallie Parsons, Brandon Scala, Larry Matthews, Joni Harmon, Sean Lynch

Ad Hoc Board Member Present : Mehmet Casey

Board Members Absent: Mark Kary

City Staff Present: Tracy Scott, Jennifer Mockel

Call to Order: David called the meeting to order @ 2:00 pm

Minutes:

The August 11, 2021, minutes were approved by Brandon, seconded by Larry. Approved by Board.

Reports:

- **Monthly Reports**

The Board received August, September, and October 2021 monthly reports. Tracy reported that the cash sales are increasing and are an improvement compared to 2020. The Park and Shops have fluctuated over the past months, and the validations decreased. The Empire Garage hourly showed a decrease; some of that has to do with the faulty gate control equipment.

- **Operating Report**

Tracy reported that the Parking financial status is looking good. There is a new line item "License and Permits" for the Delivery Permit revenue that is now transferred to Parking. Once the Curbside Delivery starts, we will receive that revenue as well. The Intergovernmental line item is from Covid-19 money that the Parking Division received. We are collecting some restitution from damages to our gate control equipment. Operations and Maintenance shows that the department is \$31,000 less in 2021 than 2020, involving property insurance costs, due to a timing as to when the report was printed, same with Debt service. Sean asked about the Encumbrance line item. Tracy reported that it is the amount that we still owe CivicSmart and Cardinal for the Parking Enforcement Officers handhelds.

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

The Board received the Credit Card and PayByPhone reports for the last 3 months. It is showing a decrease of people using Credit Cards. Tracy reported that 67% pay with cash and 10% by PayByPhone.

Downtown Alliance Report

David asked about the “Free Parking” that the DBA is promoting. Mehmet stated that the TIF is paying for the Holiday promotion, and \$30,000 will be transferred to the Parking Division to cover the revenue for the month. Mehmet talked about posters that are being made and the ribbons that are being attached to the meters. The signs and ribbons will go up on Thanksgiving or the Friday after. Also, Mehmet will be talking to the businesses letting them know that it is for the customers, not their employees. It was discussed how this is a PR for the downtown area and the Parking Division. Mehmet also discussed how this is a test run and if it is successful that the DBA’s hope is to have it again in the future.

Mehmet discussed the 30 days of eats promotion. The businesses are liking the change compared to the previous year. The businesses, DBA and Valley Building have BINGO cards available; there are 19 businesses that are participating. Holiday parade is scheduled the day after Thanksgiving using the new parade route. December 3rd is the Artwalk and Holiday Stroll. Mehmet mentioned that Officer Tanis is no longer with the DBA; Officer Weston is the new DBA Police Officer. Holiday decorations will be going up very soon.

Tracy also mentioned that enforcing Free Parking will be a challenge for the Enforcement Officers . The Parking Enforcement Officers will issue tickets on complaints from the businesses.

Public Comment (3 Minutes)

Discussion Items :

- **Upcoming Board & Commission Vacancies**

Tracy reported that there are a total of 5 vacancies. Both Joni Harman and David Fishbaugh are terming out this December. Brandon Scala and Mark Kary need to be reappointed and there is a vacant position due to Kevin Heaney resigning. The Board will discuss this at the next meeting in December.

- **Curbside/Permits**

The signs and permits are ready. Tracy requested ideas from the Board on how to advertise the new program. Kallie suggested installing signs with information on where to get the permits and when they can be purchased. There are 5 spots that have been picked as a testing site; they were presented at the last meeting. Sean suggested that we need to go directly to UBER, LIFT, etc. and let them know; let the company tell their drivers what is expected. They will be informed as to where they can pick up, drop off or park and how to purchase the permits. There was talk about, maybe, later in time, adding the insignia of the companies. Tracy discussed contacting the media about the new program.

Agenda/Action Items

- **2022 Pedlet Open Application Date**

The Board approved to keep the open application date from Jan-March 2022. Mehmet asked if we want to change the name to Parklet or keep it Pedlet. Board would like to change it to Parklet; it is identified Nationwide, Pedlet is only being used in Great Falls.

Additional comments/discussion:

David asked about the awnings and signage at the Park 2 Garage and maybe the TIF money could cover the cost. Tracy would rather have funds go to Empire Garage for new gate control equipment. The Empire Garage is losing money daily for hourly parking. Tracy discussed the plan for upgrading the gate control equipment with the remaining funds from the 2-Way Street Conversion. The price ended up being over what was available. The price for the awnings and signage came to under \$80,000, which is higher than what is available. Sean wants to see the replacement of the gates at Empire Garage. He suggested that the Board send letters to the City Administration requesting that the money be assigned to the Empire Garage. Also, Sean suggested that it be about the safety concerns at the Empire Garage. There was discussion about the pros of having the new gate control equipment at the Empire.

David asked about the Back-in parking; is it working now that there are more signs? Mehmet stated it is working, except for in the evening. Sean asked if we could talk with the city about how they implemented the roundabouts; maybe they could do the same for the Back-In Parking. Mehmet asked Mac, City Engineer, and he will investigate the marketing of the roundabouts. Mehmet stated that whole downtown will be converted by Summer of 2023 between 2nd and 3rd Ave from 22nd through Division. Montana Ave is slated to be done by 2023, with Back-in parking as well as future installation of meters. There was discussion about the changes on Montana Ave, things that they would like to have done and what MDT will do. There was discussion about the crosswalks on Montana and if they were going to install a crosswalk light on 25th Ave.

Sean talked about promoting the garages for parking for the new business that he is opening. He is asking the Board to help and assist with the promotion of garage usage in the evenings. His hope is to have a commuting bus/shuttle transport patrons from his business to the parking garages.

Tracy talked about the CIP on the garages. She would like to know if the Board would be interested in changing the names of the garages. Planning is in place for Park 1 to be updated including painting and signage, but that will be done later, after we find out what is happening with the retail spaces. Park 3 doesn't need much work. Mehmet suggested we change the names; Sean agrees. Sean suggests not renaming them but put up an image that they can relate to, "The Elk" or the "The Bear". Renaming will be a struggle but an image or Historical name might be easier. Mehmet says that we need to have the "P" on the garage. There was talk about branding them with businesses, like they do with the Metra Park and First Interstate Bank Arena.

Agenda Items for Next Meeting

Changing the garage names

Meeting Adjournment:

David adjourned at 2:55

Next meeting December 8, 2021 @ 2:00 pm