

**Billings Parking Board  
Meeting Minutes  
February 12, 2020**

**Board Members Present:** David Fishbaugh, Mark Kary, Brandon Scala, Mehmet Casey, Sean Lynch, Kevin Heaney, Todd Morgan, Kallie Parsons

**Board Members Absent:** Joni Harmon

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

**Guest Present:**

**Call to Order:** David Fishbaugh called the meeting to order at 2:05 pm

**Minutes:**

The December 11, 2019 minutes approved as presented by Mark, seconded by Sean. Board approved minutes as written.

**Reports:**

- **Monthly Reports**

The board received both December 2019 and January 2020 monthly reports.

Tracy reported that there is a significant decrease in reserved monthly parking spaces in both P1 and P2 comparing December 2018 and 2019. There are a couple of reasons for the change; one being that several large businesses cancelled their parking spaces and some of the reporting was not accurate from the Parking Garage Attendants in the past. The Empire Garage has stayed the same. Tracy reported that the cash sales have increased from last year, and that is due to the rate increase. The Park and Shops have also increased. Ms. Scott continued to report that the Library kiosk is still not working resulting in no revenue collection. Tracy did meet with the Library Director, Gavin Woltjer and Kevin Iffland; they decided that they are going to remove the T2 kiosk and go to 2 hour parking signs. Over the next 4 years, the Library will gradually pay for the expenses of the Library lot and at the 4<sup>th</sup> year, they will be paying 100% of the expenses. Currently the Parking Department covers the cost of the snow removal and ½ the property taxes. The hotel validations, green meters and token numbers are about the same.

Tracy reported in January that the monthly reserved spots decreased in the P1 due to a business moving out of the location. The cash sales for January were down due to the holidays and weather. However, comparison to last year the cash sales are higher. The Park and Shops are showing the same.

- **Operating Report**

The board received the Operating report through January 2020. Tracy reported that the fines are down, however she believes that will increase with the collection letters. The Fines and Forfeits are down due to being down an enforcement vehicle and officer. The Operations and Maintenance YTD is about \$37,000 more; the Capital and Dept. service is different due to the timing of the payments. Sean asked what the Encumbrance is showing; Tracy reported that it is the rest of what we owe Civicsmart. There was discussion between the board members about the issues and frustrations that they have had with the Credit Card Meters, and what the next step is. Sean asked Tracy what would happen with the money that has already been paid to Civicsmart if the meters are returned. Both Sean and Mark believe that we should receive some money back. Tracy will talk to the Legal Department and see what they suggest.

- **Credit Card Analyze Report**

The board received both December 2019 and January 2020 reporting of the Credit Card meters. The report showed that things are still static and that citizens are still using more coin then Credit Card, and the PayByPhone app usage has increased.

- **PBP Reports**

The board received both December 2019 and January 2020 PayByPhone revenue reports. There was an increase in all locations with the app. Tracy did report that Councilwoman Penny Ronning mentioned to her how wonderful the PayByPhone app is and that we need to market it more with the citizens.

### **Downtown Alliance Report**

Mehmet reported that the DBA is finalizing the St. Patrick's Day parade. Lindsay has secured all venues and bands for Alive After 5, which starts March 28<sup>th</sup>. Several DBA employees are out of the office for conferences. The website is being finalized. Molly is securing different grants for the downtown area; they are also looking into Pocket Parks throughout the downtown area. The new officer, Brad, started with Tony; Brad comes with a lot of energy and ideas. Mehmet has been busy with different TIF applications, one for the Wise Wonders area and Lou Talbert building, which was approved by City Council on Monday. They also have two new interns that started.

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

### **Discussion Items:**

- **Montana Ave Businesses**

Mehmet went to most of all the businesses on Montana asking if they were opposed or supportive of installing meters along Montana. The City Administrator, Chris Kukulski and Assistant City Administrator, Kevin Iffland, are having a meeting with the main business owner that is against it, Mike Shear. The board discussed some of the problems that the businesses might have with meters or even the confusion that businesses may have on installing meters. Kevin Iffland had mentioned it to the council members and they are not concerned about installing meters.

- **Collection Process**

Tracy reported that the Parking Division mailed out A-H and collected about \$3,700.00. The Parking Division now has access to the DMV so we can look up owner registration information.

- **Park 1**

Tracy reported that we are having a terrible time with the Park 1 vagrants in the stairwells and skybridge. The Parking Division will be hiring a temp employee in March to do runs through the garages to move them out of the garages. We are going to start locking the skybridge in P1, and they are going to also lock the bottom doors in the stairwells. The Hart Albin building locked their bottom doors and saw a 60% decrease of people in the stairwells. The board discussed different options to help with the issues. They brought up getting increased lighting, playing music, increase police patrol, etc.

Brandon inquired if there is any movement on selling the condo units at Park 1. Kevin Iffland reported that three units are close to being ready. Kevin reported that at this point many variables weigh in on the possibility of the city purchasing space at the Stillwater Building. If that does not go through, they will need to find office space for the City Attorney's department. The P1 office space might be the spot for them. Kevin hopes to have an answer by this summer. The City Attorney's office would lease the space, creating some revenue for the Parking Division.

Sean stated that the lighting issue should be our top priority. The board discussed the pros and cons of the lights. They all agree that lighting will help, however it probably will not resolve the issue.

- **Personal Parking for Businesses on City Street**

Kevin Heaney removed himself from this discussion; he had a conflict of interest as he represents the business.

Tracy received an inquiry from Steve Arveschoug, with the Big Sky Economic Development, requesting 2-reserved street parking for ROCK31. Tracy does not believe this is a good idea, as it will open more issues for the downtown area. Sean responded that they are a public entity, a tax paying entity. He was not sure if that would make a difference or not. The board recommends that they park in the garage with reserved spaces, but not on the street.

#### **Additional Items of Discussion**

David inquired on what the process is going with the Wells Fargo areas. Tracy responded that they removed the drive-thru lanes. We are currently waiting for the streets department to paint the lines; however, the weather has to be at a certain temperature in order to paint. We are also waiting on the Electric Car station installation.

Brandon asked how the evenings were going in the Park 3 booth. Tracy had the total comparison for the first 7 days. Total revenue that came in was close to \$900 more. Sean asked if we could speed up the process for how they process Credit Cards. Tracy will look into it with the Finance Department.

#### **Meeting Adjournment:**

David adjourned meeting at 3:17 pm.  
Next Meeting scheduled on March 11, 2020