

**Billings Parking Board  
Meeting Minutes  
October 14, 2020**

**This meeting was held in person in the City Hall Conference and over a Zoom call due to Phase II of Covid-19.**

**Board Members Present by Zoom:** Mark, Todd, Sean

**Board Member Present in person:** Dave, Brandon and Kallie

**Ad Hoc Board Member Present :** Jenny Ross (in for Mehmet)

**Board Members Absent:** Larry, Joni

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

**Call to Order:** Dave Called the meeting to order @ 2:15

**Minutes:**

The August 12, 2020 minutes approved by Brandon, seconded by Sean and approved by the board.

**Reports:**

**• Monthly Reports**

The board received both August and September 2020 reports. The monthly parkers did increase slightly over the months. Tracy did not report on the Park and Shops totals due to the installation of the new gate control equipment. The cash sales dropped in August but increased in September.

**• Operating Report**

The Board received the Operating report through September 2020. Tracy reported that the revenue is down about \$57,000 from this time last year; might be due to COVID-19 with people staying home. The expenses were down from last year resulting from a vacancy in employment this year. Mark asked Tracy if she thinks we will be in par with how our revenue is so far. Tracy believes that we will be fine, but it does depend on what future restrictions are put in place for the businesses in the downtown area.

- **Credit Card Analyze Report**

The board received August and September 2020 reports. Tracy reported that the credit card meters have remained stagnant.

- **PBP Reports**

The board received August and September 2020 reports. There was a gradual increase between the months. Things seems to be going well with the Pay By Phone option.

### **Downtown Alliance Report**

Jenny Ross filled in for Mehmet to report for the DBA. She reported on events that are coming to the Downtown area. They did a virtual 5K and involvement met their expectations. They are working on some Downtown Gift Cards; if people are interested or need more information you would need to talk to Mehmet. They are sending out a press release about how the parades are going to be this year. She also reported that Katie is working on a 30 day downtown eats, there will be more information about later.

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

#### **Discussion Items:**

- **Gate Control Equipment**

Tracy reported that all the new gate control equipment was installed, and like everything new with technology, there were some issues at first. Park 2 and Park 1 are Credit Card and Flash Parking only for payments, P3 can take cash until 11:00 pm. There is a booth attendant in the Park 3 garage from 7:00 am till 11:00 pm, Monday through Friday. All the garages do not charge on Saturdays and Sundays, as of now. When the city goes into Phase III we will see if we want to start charging on Saturdays.

- **Help Me Parker**

Tracy discussed the Help Me Parker service of the Garages. Instead of having a staff member on call 24/7, we contracted with the Help Me Parker. Assistance is available via video and audio. The parker will have to push the Help button and there is a person that will come on the screen to help the parker exit the garage. It will be a good investment for the Parking Department.

- **Commercial Filming at P2**

Tracy reported that on September 16<sup>th</sup> there was a filming of a commercial for Geico in the Park 2 garage. They did pay for the overtime for our staff members and a small fee for using the garage.

- **Pedlets (Parklets)**

Tracy is not sure where DBA is with the Pedlets; she has not heard anything about this since the last board meeting. Mark asked if we could set up a meeting. Tracy stated that we need to dedicate a meeting to discuss this. David asked if we should have someone from Engineering come to talk to us also. Mark wanted to know if what the board decided had to go to Council or if it could be decided with just the Parking Board. Tracy stated that the Board is an advisory board and it must go to the CC for approval. Mark wants to have a meeting and Dave thinks we need to get ahead of it and start talking more about it before next Spring. Sean agreed, especially with COVID19, businesses would want to move more outside. Tracy thinks we can discuss this at the next meeting on November 18<sup>th</sup>.

- **CIPT (Capital Improvement Project)**

The Finance Director asked Tracy to get a price on new signs and awnings at all the Parking Garages. The interior painting and signage was about \$300,000 for all three garages. There was discussion between Sean and Tracy about the price for the painting and signage. Mark asked if we got several Bids, Tracy reported yes. If we do move forward with this, we will need to follow the City's protocol for bids.

- **Flood Lights in Alley @ P1**

Mehmet had reached out to Tracy and asked if the DBA could add Flood Lighting in the alley behind Park 1 for the Pocket Park next to the Peter Yegan Building. Tracy didn't see why that would be an issue. At the time of the meeting, the DBA had already started stringing the lights.

- **Double Tree Validations**

Tracy talked about how we had to change the validations with the new gate control equipment on how we charge the Double Tree. Tracy discussed how the validations worked with the DBA and how it worked with the Double Tree. If the businesses are under the DBA membership they are charged .64/hr, she would like to have the other businesses that want to utilize the validations but not sign up with the DBA be charged .75/hr. Tracy was not aware that the agreement with the Sheridan was signed in 1979 for a 75-year signed contract. The contract was to be revisited every 3 years, which has not happened since the contract was signed in 1979. The legal department suggest that we renegotiate the pricing with the Double Tree. Tracy was

asking the board for their suggestions for negotiations with the Double Tree. Sean discussed that we should be able to change it, and Kallie agreed with Sean.

Tracy suggested changing it to .64/hour like the businesses that are with the DBA. Brandon moved to approve and Sean seconded. The board approved.

### **Agenda/Action Items**

- Special Parking Application for Kenneth Dierenfield @ 521 Alderson Ave. The board received his applications and Kallie does not believe there another Handicap sign in that area. Sean said that we should treat it like all other applications, just to let him know it is not his spot. Mark moved to approve the application. Sean seconded and board approved.

### **Additional Items of Discussion**

Mark asked about what happens after the Handicap signs are installed. Tracy replied that they are removed if someone calls. Sean asked if we could come up with a process to review these spots every 2 years. Jenny will create a document that the board can review every 2 years.

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

Discuss Pedlets (Parklets) Sean will talk to Joe with the DBA and get information from him.

### **Meeting Adjournment:**

David adjourned meeting at 3:15 pm.

Next Meeting scheduled on November 18, 2020 @ 2:00 over Zoom