

**Billings Parking Board
Meeting Minutes
November 18, 2020**

This meeting was held over a Zoom call due to Phase II of Covid-19.

Board Members Present by Zoom: Todd Morgan, Dave Fishbaugh, Mark Kary, Joni Harmon, Brandon Scala, Larry Mathew, Sean Lynch

Board Member Present in person:

Ad Hoc Board Member Present : Jenny Ross, Mehmet Casey

Board Members Absent: Kallie Parsons, Kevin Heaney

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

Call to Order: Dave Called the meeting to order @ 2:05pm

Minutes:

The October 14, 2020 minutes approved by Mark, seconded by Brandon and approved by the Board.

Reports:

- **Monthly Reports**

Tracy presented October 2020 reports for the Garages stating that the numbers have not changed, and the cash sales are about the same. The Empire garage was down from the prior month, and the tokens count remained the same.

- **Operating Report**

Tracy presented the YTD Operating report; the expenditures from last year increased due to hiring the second Facilities Maintenance position.

- **Credit Card Analyze Report**

Tracy presented the October CC report, the revenue is down about \$1800 in comparison to last month.

- **PBP Reports**

Tracy presented the October Pay By Phone report and the revenue is also down by about \$450. She stated that the decrease is due to COVID-19.

Downtown Alliance Report

Mehmet reported that they installed the lights above the Park 1 alley. They removed the flower baskets and are putting up the New Christmas decorations. They did implement the 30 Day of Eats program. The DBA is working on the Downtown Gift Card Program. Cody is working on the Low Barrier Shelter, and the Spare Change for Real Change. The Holiday Exchange is going to take over instead of the Holiday Stroll.

Public Comment (3 Minutes)

Discussion Items :

- **Pedlets (Parklets)**

David asked if they are Pedlets or Parklets. Mehmet stated that nationwide they are Parklets but regionally they are known as Pedlets. The Board received the sample of the Parking Space Use Agreement-Pedlets. Dave had some corrections to make to the Agreement. He also mentioned that we need to have an application and a form with requirements. Sean agreed that there needs to be an application process for those that are requesting to have a Pedlet.

The Board discussed what some of the other cities in Montana have or use. Mehmet said he would reach out to Great Falls and see what procedures they follow. He also stated that he would create a draft of what the DBA requires and then the city can add their requirements, such as City Coding issues and Public Works requirements. Sean also stated that we need to make sure we follow ADA requirement and other legal issues to prevent a lawsuit. The other Board members agreed. Mehmet also asked if a check list can be made for those that are requesting a Parklet/Pedlet, that way the businesses do not feel like they are missing anything and are safe and confident in having one. Sean would like to have the application set up and ready to go by March so it can go into place for the businesses in May. The board discussed a pricing point and how to figure the amount that is charged to the businesses.

Mark suggested that a subcommittee with maybe three board members be set up to further discuss this situation. Brandon, Tracy, Mark and Sean agreed to be on the subcommittee.

- **10 Hour Yearly Permits/Discount**

Tracy presented to the board that we would like to start selling a Yearly Permit for the 10-hour permits. The board agreed that it would be a great idea to offer the Yearly Permit. Tracy asked if we wanted to offer a discount for those sold. The Board did not want to offer a discount on the Yearly Permits.

The Yearly Permits will be available with no discount or refunding.

Agenda/Action Items

No agenda items or actions

Agenda Items for Next Meeting

Discuss Pedlets/Parklets in our January Meeting

Meeting Adjournment:

David adjourned meeting at 3:05 pm.

Next Meeting scheduled on January 13, 2021 @ 2:00