

**Billings Parking Board
Meeting Minutes
March 13, 2019**

Board Members Present: Brandon Scala, David Fishbaugh, Kallie Parson, Todd Morgan, Sean Lynch, Joni Harmon, Kevin Heaney, Mark Kary

Board Members Absent: Daniel Brooks

City Staff Present: Tracy Scott; Jennifer Mockel

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:02 p.m.

Minutes:

The February 13, 2019 minutes approved as presented by Brandon, seconded by Sean.

Introduction of new Board Members:

Tracy introduced new board member Todd Morgan.

Reports:

- **Monthly Reports**

Tracy presented the board with February monthly sales report. She did not have much to report. We are still up from last year; there was some fluctuation in the garages with the covered spaces. The Park and Shops were less, she is expecting it was from the snowstorm we recently had.

- **Operating Report**

The board received February's operating report. Revenues YTD difference is due to the restoration work. The expenditures show that there are a couple things in Encumbrances, for Civic Smart and for Thyssenkrupp Elevator Corporation. Tracy believes that we will end up doing better than what was originally budgeted for. She showed the board the most current statements that we received from A-1 for snow removal. Tracy submitted an SBR to cover the additional costs for the snow removal for the upcoming year.

- **Credit Card Analyze Report**

The board received February Credit Card Analyze reports. The report shows that the credit card revenue dropped for the month of February. It is believed to be caused from the recent snowstorm.

David asked if Tracy could give an update to the PayByPhone operation. Tracy reported that the City Council approved the request for PayByPhone application and they should be up and running by September, possible sooner.

Downtown Alliance Report

Nothing to report from the DBA. Once the DBA hires someone, there will be a monthly report. Brandon mentioned that he is on the DBA board and if we have any questions he can take it back to the board or even answer the question.

Public Comment (3 Minutes)

Discussion Items:

- **Rate Increase**

Tracy gave a recap of the rate increases that she is will be presenting to the City Council. She also mentioned that there will be 83 more Credit Card meters installed.

The board briefly discussed Montana Ave and Minnesota Ave. The board will review the issues and have subcommittee meetings with those affected.

Agenda/Action Items

- **Special Parking Application for STEP**

STEP is requesting a Handicap spot in front of their new downtown business location. The board members discussed that there is a Handicap spot close by currently.

Sean motioned to deny the request of the application, due to already having an existing Handicap spot. STEP can come back, reapply after they move in, and explain their situation to the board. Brandon seconded and board approved.

Next Meeting Scheduled on 4/10/2019 @ 2:00 in the City Hall Conference Room

Meeting Adjournment: 2:40 by David Fishbaugh