

**Billings Parking Board
Meeting Minutes
September 11, 2019**

Board Members Present: David Fishbaugh, Sean Lynch, Brandon Scala, Todd Morgan, Kallie Parsons, Kevin Heaney, Mehmet Casey, Dan Brooks

Board Members Absent: Joni Harmon, Mark Kary

City Staff Present: Tracy Scott; Jennifer Mockel, Andy Zoeller

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:00 p.m.

Minutes:

The June 12, 2019 minutes approved as presented by Brandon, seconded by Todd.

David introduced Mehmet Casey, Development Director for the Downtown Billings Alliance.

Reports:

- **Monthly Reports**

Tracy presented the board with June, July and August reports. For June there was a 3% increase from last year. July sales were better in 2018. She continued to report that the park and shops were down from the previous year, which may be the result of a change in staff. Dan inquired about the Northern validations and why they were so low. Tracy responded by informing the Board that she did contact the Northern Hotel inquiring on the sudden decreases in July and August and concluded it was due to a high rate of turnover of desk staff that were not being properly trained.

August cash sales were up considerably; one factor is due to the charge for the first hour that City Council approved. The Park and Shops were off again due to the staff changes. Library is lower due to the malfunctioning kiosk.

- **Operating Report**

The board received the YTD expenditures as of August 31, 2019. The board did not have comments or concerns.

- **Credit Card Analyze Report**

The Board received June, July and August credit card reports. The reports reflected that credit card payments are becoming more popular. Andy asked what could be causing the increase of minutes. Tracy stated that it could be a multitude of factors, more meters working properly and/or more people coming downtown.

- **PBP Reports**

The Board received July and August reports for the new PayByPhone App. Citizens are using the App. The Board members reported that they use the App often. Dan asked if the number of tickets were decreasing; Tracy believes they are.

Downtown Alliance Report

Mehmet reported that he is becoming more acquainted with downtown businesses and the owners. The Downtown Billings Alliance is prepping for the TBEX, the Harvest Fest, Trick or Treating, and other fall events. The BID team is installing some turf for the downtown dog residents. The DBA is revamping their website, and are excited to see the new outcome. They are still searching for the Outreach Resource Coordinator.

The DBA staff were interested in whether the members of the DBA were being charged \$20 and non-members \$25 for the 10- hour permits. Tracy was unaware of the discount, however Mehmet stated that the information is on their website. Tracy and Mehmet will continue to look into the program.

The DBA staff were also curious about the tokens. They wanted to know if the tokens were the same domination; Tracy responded that they are.

Mehmet inquired if the DBA should field questions about permits and tokens. Tracy didn't see a reason why they couldn't. David mentioned that if they do have questions or concerns that the Parking Division should be notified either directly by the customer or by DBA staff; Mehmet agreed.

Public Comment (3 Minutes)

Discussion Items:

- **Gate Control**

Tracy reported that the consultant put together the drawing and specs. Tracy and the consulting firm, Walkers Consultant, are now putting together a RFP.

- **Elevator at P1**

Tracy reported that the elevator at Park 1 is not working due to the storm that came through on August 11, 2019. There has been some concern from the public as to when the elevator is going to be fixed. Tracy put through a contract from Kone. It was recently signed by Kone and is now being routed for signatures. Tracy reported that repairs should be getting started soon.

- **RFP for Collection Agency**

Tracy reported that she put together an RFP to find a collection agency. It will be going to council on October 28, 2019. There were some questions as to if we can piggyback on to other departments that currently use a collection. Andy is going to discuss this with Liz, the Purchasing Agent, and get back to Tracy.

- **Charging Stations**

Tracy was asked by Chris Kukulski, City Administrator, to connect with a couple of citizens who contacted the Mayor, Bill Cole, about applying for a grant from the Volkswagen Settlement that would help finance installation of EV Charging Stations. The Mayor would like to have the Airport and others from Public Works to get involved in it. Tracy suggested that we install the 2 Charging Stations in the Wells Fargo parking garage, where we are changing the layout to increase parking availability.

- **PaybyPhone Street Team Deployment**

PaybyPhone plans to have a street team in the downtown area on September 28th. They will have swag to hand out to citizens.

David asked if we have signs to put up to advertise PaybyPhone. There will be signs will be deployed as soon as the poles are installed.

Agenda/Action Items

- **N 26th St Parking Btw 3rd /4th Ave**

This area is in front of the old federal building. The street is going to be a two way street and planning asked what we wanted to have there for parking. Tracy suggested having metered parking. Sean mentioned that we might have to have a 10 min spot or a loading/unloading zone.

- **Wells Fargo Area**

Tracy presented two drawings for the Wells Fargo area from both Walkers Consultant and Sanderson Stewart. Wells Fargo is wanting 4 lanes now. The board originally suggested that we have this area become hourly parking, however, Tracy has been asked to have 60 spaces available for a future development. Sean was concerned with the straight angle parking; he suggested it be angled parking to accommodate big trucks. Dan mentioned that we need to do two things; one to make sure their businesses needs are met and that we get as many spaces as we can. Sean motioned to make a recommendation to approve Option 1 minus the 4 spaces of the Walker Consultant Plan. Dan seconded the recommendation.

Discussion from David, asked why we would get rid of the 4 spaces. Sean mentioned that they wanted to have those lanes free and clear, but it would give us the maximum spaces.

The board approved the recommendation.

The new parking spots must be monthly parking to accommodate the downtown development.

Next Meeting scheduled on October 9, 2019

Meeting Adjournment:

Meeting was adjourned by Chairperson Fishbaugh at 2:50 pm.