

**Billings Parking Board  
Meeting Minutes  
October 9, 2019**

**Board Members Present:** Sean Lynch, Brandon Scala, Todd Morgan, Kevin Heaney, Mehmet Casey, Dan Brooks, Joni Harmon

**Board Members Absent:** Mark Kary, David Fishbaugh, Kallie Parsons

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

Guest Present: Joe Holden, Tyler Kerns, John Ostlund

**Call to Order:** Brandon Scala called the meeting to order at 2:00 pm

**Minutes:**

The September 11, 2019 minutes approved as presented by Sean and seconded by Todd.

**Reports:**

- **Monthly Reports**

Tracy presented the Board with September reports. The garage sales were up from last month and cash sales were down a little bit, possibly due to the time of the year. Comparing 2018 and 2019, the cash sales increased and Park and Shops and tokens decreased. Green meter totals remained the same. The Library kiosk is still down for multiple reasons and we are still waiting for a response from the T2 Company. We continue to have issues with the validator for the Northern. The vendor, DGM, is now involved and is trying to get things working again. Sean had questions about the Northern validation system as well as to why the Northern's validations were extremely lower than the Double Tree's. Tracy responded that the Northern doesn't report all of their validations, since they are co-owners of the Empire Garage.

- **Operating Report**

The Board received the September Operations Report. Tracy reported that everything is on target and looking accurate. She is, however, a little concerned about the snow removal budget.

- **Credit Card Analyze Report**

The Board received the September Credit Card Analyze Report, Tracy pointed out that we are still showing a 75% cash usage; however, the PBP app is being used more as time goes on.

- **PBP Reports**

The Board received the September report for the Pay by Phone App. Tracy mentioned that the usage is increasing with few problems with the app.

### **Downtown Alliance Report**

Mehmet reported there are quite a few different events happening at the Downtown Business Alliance: The DBA is preparing for Harvest Fest; some DBA staff will be traveling to Missoula for training on October 23<sup>rd</sup> -25<sup>th</sup>; they will be hosting their first Howl-O-Ween and Oct.26; and, of course, the popular Downtown Trick or Treating on October 31<sup>st</sup>.

Mehmet has been visiting some west end, heights, midtown and mall locations about the possibility of some businesses opening a second branch in the downtown area. Mehmet is also going to visit with businesses in the surrounding areas, like Red Lodge, Laurel, Cody and Powell. He will then venture to Great Falls, Bozeman, Helena, Butte and possible go to some businesses out of state. The BID team is busy doing outside projects.

The DBA is still working on updating their website and getting it up and running.

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

Joe Holden, Tyler Kerns and John Ostlund were present and spoke in regards to the WCC Commercial, LLC Special Parking Application. Their comments are below in the Agenda/Action Items.

#### **Discussion Items:**

- **Elevator at P1**

Tracy reported that the Elevator is now working.

- **RFP for Collection Agency**

Tracy reported that the RFP is on hold, the purchasing agent is checking to see if we need to go through the process of an RFP. Tracy will give an update on this when she finds out more information.

- **Charging Stations**

Tracy reported that the application for the charging stations has been completed and submitted. She has been working with both Karen Stears and Janny Kirk with this grant. The charging stations would be located in the Wells Fargo area and in the Medical Corridor. The grant will pay 90% for the charging stations and the parking division will be responsible for paying for the other 10%. We are going with the Level 2 charging stations, that would charge not only the Tesla's but will charge all electrical vehicles. We cannot charge for the energy as per Northwestern Energy, instead we will put meters at the locations. Tracy is suggesting that the meters at the charging stations be at a higher rate, which will hopefully deter other motorists from parking there.

- PaybyPhone Signs

Tracy reported that the signs have to be 7' high so there is a hold on installing the signs, until new poles can be installed. The thought was to put the signs on the existing poles but they are not high enough.

### Agenda/Action Items

- WCC Commercial LLC

Joe Holden and Tyler Kerns showed up from EEC representing the Stillwater Parking Garage. Tyler Kern is the engineer on the Stillwater Parking garage project. They provided a drawing for different street parking in front of the Stillwater building on 26<sup>th</sup> street. The street will be changing to a 2-way street. Tyler did talk to Billings Federal Credit Union and they are wanting more 10 min parking spots due to their high turnover. Sean stated that the application is requesting 10 min parking and Commercial Loading Zone on the West side of the street not the East.

Joni asked what the occupancy is for the Stillwater building. Joe responded with it is designed for 400 people. Sean asked if there are any other locations in the downtown area that have that many 10 min spots. Tracy responded that in front of the Post Office there are close to 10 spots.

Kevin asked if there was a way that we could have 30 min parking meters. Joe responded that the 10 min zones would be better since there are more citizens dropping things off for a quick second and the 30 min parking/2-hour parking would tie spots up. Joe also mentioned that the parking garage is available for people who want to stay a longer period of time.

John Ostlund responded that currently there are not enough 10 min parking or loading zones in front of the courthouse.

Sean gave his concern that if we put that many 10 min spots they will still be abused and Brandon agreed. Dan stated that we could approve this application and, if either Joe or the City notice that it isn't working, then we can change the layout. There were some questions regarding the requirements for handicap spots. It was discussed that since Handicap Permit people can park anywhere, there is no need to have a handicap designated area.

Sean motioned to approve the request as written with 10 min parking and loading/unloading zones on the west side of N 26<sup>th</sup> street. Dan seconded the motion, Board approved.

**Meeting Adjournment:**

Meeting was adjourned by Brandon and Dan at 3:02 pm.  
Next Meeting is scheduled on November 13, 2019