

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

Board Members Present: Todd Morgan, Mark Kary, Kallie Parsons, Joni Harmon, Brandon Scala, Mehmet Casey

Board Members Absent: David Fishbaugh, Dan Brooks, Sean Lynch, Kevin Heaney

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

Guest Present: Lloyd Mickelson

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

Minutes:

The October 9, 2019 minutes approved as presented by Mark, seconded by Mehmet. Board approved minutes as written.

Reports:

- **Monthly Reports**

Tracy presented the October 2019 monthly reports. She is looking at increasing the oversell percentages in both parking garages. The Park 3 garage has been over sold for quite some time; roof is at 91.5% and covered is at 123%. The monthly cash sales were close to \$1,600 higher than last month. Tracy believes that it could be higher due to all the construction in the downtown area, forcing people to park in the garages. The Park and Shops, Hotel Validations, and Tokens also increased from last month. The Library kiosk is still not operating; a battery has been ordered and replaced, however there are still issues.

- **Operating Report**

Tracy presented the October 2019 Operating Report to the board. The revenue is still higher than expenditures. There is a small amount in encumbrance involving the consultant fee for the PARCS and the remaining amount due to Civicsmart. Mark asked how long the contract is with Civicsmart and Tracy responded that she would look into it and let him know. Mark also asked if we were on budget and the reply was yes.

- **Credit Card Analyze Report**

Tracy presented the October Credit Card Analyze report to the board. The report is still showing that the meters are collecting more coin.

- **PBP Reports**

The board received the PayByPhone report for October. The report shows that the overall increase is about the same, with some increase in the county lot and street parking.

Downtown Alliance Report

Mehmet reported that they had a successful October and now they are getting ready for the Holiday Parade slated for November 29, 2019. The DBA is collaborating with Big Sky Economic for Shop Small Saturday, then following that on December 6, 2019 the Holiday Stoll. Those will wrap up the events for the year.

DBA memberships are increasing. Matt is getting the new DBA Ally cards designed, ordered and shipped so they can get them out to the members. They are also getting gift cards ready to give out to businesses that are participating in the DBA; something that had been done a while ago and they are implementing it again.

Matt and Nel are working on the new website and are hoping that it is up by Black Friday and ready by Shop Small Saturday.

Mehmet reported that more businesses are coming to the downtown area. The old DBA business is going to be a produce store that sells bulk to restaurants. They promote and focus with local produce. The DBA is excited about all the businesses coming to the downtown area.

Mehmet reported that there will be more murals and sculptures coming to the downtown area. He also reported that Officer Frank is leaving the DBA; a new officer will be assigned soon.

Public Comment (3 Minutes)

Lloyd Mickelson was present for the NOVA's special parking request. His comments are below in the Special Parking Request.

Discussion Items:

- **Charging Stations**

Tracy reported that the grant was approved. We will be moving forward with the next step. Mark asked what our 10% projection amount to be, Tracy responded with under \$10,000.

- **RFP for Gate Control**

Tracy reported that all the RFPs are due November 14th, 2019. On December 16, 2019 Tracy will present to City Council with the committee's recommendation.

- **Changing the DBA Tokens**

Civic Smart has asked Tracy if we can go to one token instead of having the four different tokens. Some of the tokens are recording different amounts of time and are causing issues with the meters. The tokens are sold to the downtown business members enabling them to provide paid parking for their customers.

- **Additional Discussion items:**

The board asked a few questions about the Park 1 condo issue. Brandon wanted to know the status. Kevin Iffland responded that once CTA gets the drawings back of the space, the legal department will then write up the paperwork. He is hopeful that it will be finalized in 2020.

Agenda/Action Items

- Special Parking for NOVA Center

Lloyd Mickelson was present for the NOVA center requesting a 10 Minute Parking spot in front of his business on Montana Ave. The Depot has several 10 min parking across the street but it is dangerous for patrons to cross the street. The board discussed if it should be a 24 hour sign or limited time. The only problem that they could foresee is the enforcement side of it. Enforcement would only be there from 8-5 M-F; Lloyd was aware of that. Tracy believes that it should be 24 hour due to the residents that live in that area. They might park there at night and not move their vehicle in the morning in time for when NOVA opens.

Mark made the motion to approve request with it being a 24 hour 10 Min sign, Joni seconded the motion, and the board approved the request.

Tracy will get in contact with the Streets Department and Lloyd.

Meeting Adjournment:

Brandon adjourned meeting at 3:02 pm.

Next Meeting scheduled on December 11, 2019