

**Billings Parking Board
Meeting Minutes
August 8, 2018**

Board Members Present: David Fishbaugh, Chairperson; Daniel Brooks; Kallie Parsons; Maisie Sulser; Joni Harman; Mark Kary; Andy Zoeller; Sean Lynch

Board Members Absent: Brandon Scala; Kelly Donovan

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

Guests: Marci Raihl, Billings Depot Business Manager

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:03 p.m.

Minutes:

The May 9, 2018 minutes were approved as presented

Reports:

- Monthly Report

The Board received both May and June 2018 monthly report.

Ms. Scott stated that May monthly parking went up 18 spaces, cash daily sales were down slightly, the Park and Shops and Library increased. Tokens were down for the month also. Cash sales increased \$1,700 in 2018. Comparing June and May 2018, we declined by 28 spaces and cash sales increased slightly. The Library, Hotel Validations and Tokens were all lower for June.

Mark Kary suggested the possibility of changing the appearance of the Financial Reports to a year comparison instead of monthly. He would also like to see a balance total including expenses. Andy stated that the Finance Department can produce a report showing the expenses. Joni would like to see current month, prior month, current YTD compared to prior YTD. The parking division will work on getting this information for the board and having the Financial Reports more readable.

- Credit Card Analyze report for parking meters (May, June and July 2018)

Ms. Scott presented a Credit Card Transaction report that was produced by CivicSmart for May, June and July 2018. The report indicated that only 6% of the patrons used credit cards, the remainder chose to use cash. Sean thinks that an app would increase the Credit Card sales and Mark believes that it will change as time goes on. The board members discussed all the pros and cons about adding the app. Sean mentioned that we should have an awareness meeting to all the citizens about how to use the Credit Card meters and the app.

- Northwest Elevator Issue @ Park 2

Ms. Scott mentioned that the Northwest elevator at Park 2 has been down for several months. The problem is with the elevator jack, the estimated cost is \$88,000 for the jack, the oil line also needs to be rerouted and that is estimated to be an additional \$23,000. After they remove the jack they will assess to see if there is more damage, which might lead to additional expenses. An RFP is out for bids that opens on, August 14, 2018, it is then scheduled to go to council on, August 27, 2018. The expense will have to work into the Parking Division budget. Andy mentioned that a Budget Amendment might have to be sent to City Council.

- Restoration work in Park 1,2 and 3

Ms. Scott stated that the contractors are hoping to finish by the end of August. P3 will be shut down on August 17-19. It will affect the Farmers Market for that weekend and we hope the weather cooperates.

- Update on the Mural @ Park 3

The mural is close to being finished and Terri Porta is hosting a reception event Saturday, September 22, 2018, from 9-12. There will be food, speakers, performing acts and etc. This will be going on during the Farmers Market.

- Park 1 Retail Spaces

Ms. Scott announced that we are looking into selling the retail spots at Park 1. Sean asked if we need to handle anything environmental like asbestos. Kevin Iffland responded that there is nothing we need do, the City is currently getting a market analysis on the space. Maisie stated that if we needed a Phase 1 that the Big Sky Economic Development has some funds available.

- Wells Fargo Drive Thru

Ms. Scott announced that she received a call from Wells Fargo that they would like to remove the drive lanes but would like to keep one or two ATMs. Walker Parking Consultants/Engineers will be coming through to look at the space. Discussion about if we want hourly parking in those spots or more monthly parking. If we do decide to go to hourly parking, a kiosk will need to be installed for a pay as you park situation. Dave asked if Wells Fargo pays for this space currently, Tracy responded with yes. Dave thought that Wells Fargo would be interested in those spaces for employees. Maisie suggested that with the parking spaces being on the ground level that we should have something for high turnover. Sean mentioned that it would be nice for big trucks that cannot park in the parking garages.

Downtown Alliance Report

Maisie reported that the DBA is hiring two new positions, Membership Director and Events Director. This will help the Alliance with marketing for parking. Membership Director will be talking to downtown businesses about all the parking options. She discussed the options about curbside parking and looking at it differently. Utilizing all the aspects of parking for pedestrians, vehicles and buses. She stated that if we have a good parking strategy, it can lead to a good return in investments. David asked Maisie if she was going to be proposing a parking plan and she replied that the DBA would be willing to take the lead on the parking plan.

Discussion about what should go into the parking plan. Discussion if the 10 hour spaces should be increased. Maisie gave examples of what we can do different with trees, flowers, curb parking, pedestrians and bus stops. She believes that we should identify the parking garages more and elevating more of what we do have. Sean thinks we need to explain what we have in a basic way; it should be 3 key points.

Sean asked what, if any, conversations have been with the other private parking company about the parking garage that they are building on 3rd and 26th. The garage will have some kind of impact on what we decide to do with our parking plan. Kevin stated that we haven't had any direct contact with the business building the parking garage. He stated that he does know they plan on having the garage done by the end of this year.

Public Comment / Special Parking Applications :

- Marci Raihl, representing the Billings Depot, presented her Special Parking Application involving the area that is currently a Commercial Parking Loading/Unloading Permit only zone on Montana Ave. She stated that ninety percent of the clients of the Billings Depot, which are usually family members of the event, are not Commercial and don't have

delivery permits. A suggestion was made to change the sign to a Passenger Loading/Unloading zone. Dan moved to approve the Special Parking request from the Billings Depot changing the Commercial Loading zone to a 24-hour Passenger Loading/Unloading zone and to be re-evaluated in 6 months. Sean seconded the motion, motion approved by the board.

- A letter was received from Ron Carlson at R & R Partnership about their parking lot and the City owned parking lot down the street. The letter was not a Special Parking Applications but more of a concern. Dan responded that we need to communicate back to him. David asked if Tracy could send him a letter letting him know that the Parking Board will be reevaluating that area in the near future.
- Special Parking Application from Clayton Fosjord with Billings Clinic. They are requesting that the meters on North 25th between 3rd and 4th be removed and changed to 10-hour parking permit parking. Sean mentioned that the new parking garage from EEC will be going up soon offering more parking in that area. Discussion about what kind of parking we should have over there. Sean motioned to table this application until we have further information about the new parking structure on 3rd and 26th street. Mark seconded the motion and all were in favor.

Discussion Items:

- Rate Increase
David suggested that we table the discussion about the rate increases. Andy commented that we need to stay on a time line with this discussion. It is to go to City Council in May, 2019. Board will be discussing the rate increase on September 12, 2019, meeting.
- Ms. Scott provided a map of the downtown area showing where parking meters, 10 hour permits, 2 hours and 10 min zones are located. Dan would like to have this map in a pdf or even on the city website. Tracy said she will get in contact with the GIS department to see if they can add it to the website.

Next meeting scheduled for Wednesday, September 12, 2018 at 2:00pm in the City Hall Conference Room

Meeting adjourned by Mark, seconded and approved.

Meeting Adjournment: 3:30 p.m.