

**Billings Parking Board
Meeting Minutes
September 12, 2018**

Board Members Present: David Fishbaugh, Chairperson; Kallie Parsons; Maisie Sulser; Joni Harman; Mark Kary; Sean Lynch; Kelly Donovan

Board Members Absent: Brandon Scala; Daniel Brooks; Andy Zoeller

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

Guests: Michelle Williams, Billings Depot; Quentin Eggart, ECC

Call to Order:

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

Minutes:

The August 8, 2018 minutes were approved as presented by Mark and seconded by Joni.

Reports:

- Monthly Report

The Board received both July and August 2018 monthly reports. Cash sales were down \$700 compared to last month and \$1100 from last year. The Library lot increased for both month and year, the hotel validations were down as well as the tokens. August was an overall good month, increased parkers by 60, cash sales increased by \$2000 from last month, year to day \$1,300. Park and shop, Library and hotel increased compared to July but decreased from last year. Tokens decreased to prior month as well, the green meters more than doubled then last month.

Ms. Scott also presented a new Expense report per the board's request for July and August. The board was satisfied with the new report.

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

Ms. Scott also presented the Credit Card Analyze Report for Parking Meters for the month of August 2018. The report is showing 77% using cash vs. 23% using credit card, it is staying about the same every month.

Announcements:

The board received the agenda for Park 3 City of Billings Mural reception. Tracy reminded everyone that the reception is being put on by Terri Porta and not the City or Billings or the Parking Division. Michelle Williams from the Billings Depot reports that they are also working with Terri and the Airport with the Augmented Reality. David mentioned that the mural is nice however the other garages don't need to go to that extreme. Maisie agreed, but maybe some add color or something similar to the Metra on different levels. David encouraged everyone to come to the reception on September 22, 2018.

Special Guest:

- Quentin Eggart with the EEC was representing for the Stillwater Parking Garage. Their intent is to be done with the garage by the end of 2018, weather permitting. David asked about the operation and tenants for the garage. Quentin stated that first priority is with the tenants, there are 417 spots available in the parking garage. There will be some hourly parking but not sure how many spots at this time. The garage will be manned by a Kiosk; it will be managed by Diamond Parking. There will be a Kiosk on each floor for payments. The monthly parking rate will be close to \$70.00 for a rented spot. The garage will only accept payment by Credit Card, no coin or cash.

Quentin mentioned that the City will lose some parking meters on 3rd Ave and gaining some parking spots on N 26th. Quentin did mention that changing the direction of N 26th Street to a one-way street would open up more parking, possibly diagonal parking. Kevin mentioned that there is a big traffic study for downtown for one ways and two ways.

- Michelle Williams with Billings Depot was presenting for the Billings Depot. The Depot has 141 spaces, 74 on the west and 67 on east. The lots are full until 5 pm, then it opens and is free to the community. The Billings Depot board has asked Michelle to come up with a formal parking strategy for ways to monetize the lot, secure it and protect tenants during the day. She was hoping that the Parking Board and the Billings Depot could do some collaboration together. The Billings Depot terminated the Diamond Parking agreement and they were hoping the City could co-share managing the lot. Sean mentioned that we should look into this for revenue in that area. The board discussed different strategies for that area. Michelle was looking for suggestions from the Parking Board, for what they should do with the lots before they go forward and start purchasing equipment. The board discussed about all the different options for that area. David suggested that we create a sub-committee to discuss both Montana/Minnesota Ave and the Billings Depot parking situations.

Downtown Alliance Report

Maisie had nothing to report as far as parking. She reported that some downtown businesses are cleaning up alley ways and putting up art and secondary pass ways for bikers. The DBA hired two new employees, Lindsay Richardson as the Event Director and Matt Headley as the Membership Director.

Joni asked if Maisie could help clarify where the parking funds go. Maisie stated that Matt will be looking into tips on parking for the retail people. Sean mentioned that this lands more on the Parking Board, Kelly added to the discussion there are different options for parking downtown it just needs to be marketed/advertised correctly. Maisie mentioned that we could do videos for the downtown stores and citizens. David mentioned that it lies on the Alliance because they have the marketing, Kevin mentioned that the City has Community 7 for getting information out to the community.

Sean suggested that we have a subcommittee for the parking plan. Maisie was asked to make up the committee.

Public Comment / Special Parking Applications :

- The Turley Dental Parking special parking request, Traci mentioned that the meters don't get used. It was suggested that we change them to 10-hour permit. The board discussed all different options for that area. One option that the board is considering is putting both a 10-hour permit sign with the meter. Tracy stated that she will talk to the enforcement officers. The board would like to have more information before making a decision.

Mark motioned to table this request until the next meeting, Sean seconded and approved by the board.

- The Friendship House is requesting a passenger loading and unloading zone. The board would like to have more information and to have a representative come and meet with the board.

Mark motioned to table this request until the next meeting, Sean seconded and approved by the board.

Discussion Items :

- Rate Increase

David wants to discuss the rate increase when board member Andy Zoeller is present. This will be discussed at the next meeting.

- Minnesota Ave Between 27-29th street

David mentioned that he was on Minnesota on Monday, September 10, 2018, between 10:30-11:30 and no one was parked down there. David suggested meters on the south side only. Michelle Williams brought up that she has files at the Billings Depot about a pedestrian bridge over Montana on 25th street. Joni mentioned that the City should resurrect this again.

Joni proposed that we resurrect the Time Property Owners Committee, with Stacie from KB Commercials, Randy Hafer and other Minnesota Ave property owners. David asked if Joni can invite Randy and Stacie to the next meeting.

- Meters on N 30th Street by the Lincoln Center

The board was given a picture of the area on N 30th Street by the Lincoln Center. Tracy explained the past history of why the meters were removed. The area needs to be re designated. Kevin stated that the other business workers are parking free all day in the spots. Kallie suggested that we put up the meters with the 10 hour permit together. Tracy will talk with SD2 and the enforcement officers.

- CivicSmart Visit

CivicSmart is coming to Billings to visit and to fix problems with the meters and sensors. Sean asked if they could meet with them. Tracy will let the board know what their agenda is and set up a meeting time with the board and a member from the DBA.

Next meeting scheduled for Wednesday, October 10, 2018 at 2:00pm in the City Hall Conference Room

Meeting adjourned by Sean, seconded by Joni.

Meeting Adjournment: 3:25 p.m.