

**Billings Parking Board
Meeting Minutes
October 10, 2018**

Board Members Present: David Fishbaugh, Chairperson; Kallie Parsons; Maisie Sulser; Kelly Donovan; Andy Zoeller; Mark Kary; Daniel Brooks

Board Members Absent: Brandon Scala; Joni Harmon; Sean Lynch

City Staff Present: Tracy Scott; Jennifer Mockel; Ronda Huggins; Gail Sweatt; Bruce Smith

Guests: Matt Lundgren, Director of Friendship House

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:01 p.m.

Minutes:

The September 12, 2018 minutes were approved as presented by Mark and seconded by Kallie.

Reports:

• **Monthly Reports**

The Board received September 2018 financial reports. Tracy reported that she increased the number of garage spaces in both Park 2 and Empire garage. There was an increase in the green meter tokens this month. Cash sales decreased between August and September in all areas. There was a yearly increase in the garage sales, park and shops, library, hotel validations and green meter tokens. Tokens have decreased considerably with the monthly comparison. Tracy is not sure what is causing that decrease.

• **Operating Report**

Operating report for September 2018, revenue is showing more than expenses. Charge for services were up from last year, by about \$17,000. The fines are slightly ahead also. There is a slight increase in personal services and operation and maintenance.

- **Credit Card Analyse Report**

Ms. Scott also presented the Credit Card Analyze Report for parking meters for the month of September 2018. The report is showing that cash is being used more than credit card, the reports are staying about the same, not much has changed.

- **Northwest Elevator Issue @ Park 2**

Tracy reported that the contract has been accepted for the Northwest elevator at Park 2. The purchasing department is collecting documentation and proof of insurance before work can be started. She doesn't anticipate that it will get started until Spring of 2019, unless they can start when the ground is cold.

- **Restoration Work in P I,II, and III**

Tracy stated that the Restoration work in Park 1, 2 and 3 plans to be done within the week.

- **Enforcement Report**

Tracy asked the Parking Enforcement Officers to come to the Board meeting for question and answers from the Board. The board asked them about the problems they have had with 2-hour parking/meters/10-min parking and loading and unloading zones. The enforcement officers stated that it is difficult to enforce the 10-min zones and the 2-hour zones. Tracy mentioned that the enforcement officers enforce a large zone during the day. They go North all the way to MSU-B down to 1st Ave South. They also as far West as the Billings Central area and East as far as 22nd Street. The board thanked the Parking Enforcement Officers for their hard work and dedication.

Special Guest:

Matt Lundgren, Director of the Friendship House. The Friendship house agreed 2 years ago to the City Council and Board of Adjustment, when they had their parking lot poured and ready that they would get their vans off the street. The parking lot is close to being finished and now they are requesting 15 min loading/unloading zones, on 8th Ave. And are asking for 20 feet beyond on 32nd street for drop off and loading for the parents, right now it says 10 min loading/unloading zone. He doesn't want people to be parking in front of Friendship house all day.

Mark Kary asked why 15 instead of 10 min, Ronda, Parking Enforcement Officer stated that they do either 10 or 20 min.

Andy Zoeller asked who would be responsible for paying for the signs, Tracy replied that if it's over \$100 they would let company/person requesting know.

Discussion between the Parking Enforcement Officer and Board Members about what they need. Mark motioned to accept the request for 20 min Loading/Unloading zone between 6 am- 6pm. Dan seconded and approved by the board.

Downtown Alliance Report

Maisie stated that the parking communication/marketing committee was set up and they are looking at the Billings Depot right now. David asked if that committee could take on the task of the Montana and Minnesota Plan. Maisie announced the names of the people on the committee, David asked to have Tracy part of the committee.

Discussion Items:

- **Rate Increase**

David asked if Andy could speak about the need for a rate increase. This needs to go to council in April or May 2019. We are currently in the last year of our 3-year rate increase. We need to have the rate increase for long term funding, we need to build up a reserve for expenses that might come up, ex: elevator shaft, gate control equipment, signage and repainting for P2 and P1. Tracy mentioned that we need to have another condition audit on the garages, they are every 5-10 years. Mark asked if there is a standard for reserve, 3-6 months of operating expenses is what Andy mentioned. David asked if we can put money into a maintenance fund, there is a vehicle replacement in place. Mark mentioned that we should look into a 10-year maintenance required, but we need to know what we are asking for and what we need.

- **CivicSmart Visit**

Tracy mentioned that CivicSmart is in Billings installing more meters and looking at the areas that are having issues. They are also installing ground sensors.

- **Wells Fargo Sketch of area**

The board received a sketch of the new Wells Fargo drive thru area. They are removing the drive thru lanes and will be leaving one ATM area in there. There was discussion about what kind of parking needs to be put in that area. They mentioned to have hourly parking at a higher rate, monthly parking, meters or a kiosk. The board all agreed that hourly would be more beneficial. Andy and other board members would rather have meters instead of a kiosk.

- **Meters on N 30th and 29th S by Lincoln Center**

Tracy mentioned that the 10-hour permit parking spaces have been in place and the meters were left in place.

Agenda/Action Items

- Turley Dental Special Parking Application

Turley Dental special parking application was discussed. Enforcement stated that having both the 10-hour permit and a 2-hour meter would be work.

Mark motioned to accept Turley Dental request. Install the 2 hour meters with the 10-hour permit, Maisie

Next meeting scheduled for Wednesday, November 14 at 2:00pm in the City Hall Conference Room

Meeting adjourned by David, seconded by Dan.

Meeting Adjournment: 3:13 p.m.