

## **BILLINGS PARKING BOARD**

### **Meeting Minutes**

**October 9, 2024 @ 2:00**

**Board Member Present:** Thom Mclean, Brandon Scala, Todd Morgan, Jim Hauck, Pete Sanderson, Jennifer Webber, Thom Greenwood

**Board Members Absent:** Larry Matthew and Mark Kary

**DBA Representative Absent:** Mehmet Casey

**City Staff Present:** Tracy Scott and Brianne Logan

**Call to Order:** Brandon called the meeting to order at 2:02 pm

**Minutes:** There were no minutes to approve as this was an additional meeting intended for further discussion after September's meeting. September's minutes would be available in December.

**Reports:** The financial and operating reports were given at the last meeting and would not be given at this time.

#### **Escalating ticket update**

Tracy stated that she had completed 386 of the 500 escalation tickets she was reviewing. There had been a little over 2k refunded and 1.2k had been credited. 70 people had been refunded or credited.

**Public Comment** (3 Minutes) No public comment.

#### **Discussion Items:**

- **Downtown Events**
  - Tracy stated that the early shutdown of streets on weekdays resulted in a loss of revenue. The board wondered if the Downtown Business Alliance (DBA) would be able to shorten amount of time setting up for downtown events. Parking could not afford the loss in revenue. The board discussed the impact of the events on downtown businesses and the possibility of DBA changing times for set up, mic checks, and the start of the band performances. It was stated our focus should be on meters. The board commented that we could require compensation for lost meter revenue. There was a question if there could be an agreement for this? The DBA uses special event applications through the Planning department. It was reiterated Parking is self-funded. Members of the board suggested inviting Katie, Mehmet, and Joe from the DBA to the next board meeting to present discussion. Parking employees would get data of typical credit card meter revenue on Thursday afternoons. There was a question about making the amount charged to DBA the same for all events or only charge for downtown events on Broadway. There was a recommendation to look at garage numbers for those dates as revenue was gained from AA5 participants. Using meter bags for these events was suggested as the charge didn't change for location. Parking would confirm number of

meters affected by these events; mostly from 1<sup>st</sup> and 2<sup>nd</sup> and 28<sup>th</sup>. There was a suggestion that we charge \$10 per meter. The board wanted to propose concerns to the DBA. Parking would email meter and garage research to the board before the next meeting.

- A board member asked if free parking in December was planned as usual. Tracy had not heard from the DBA on this. There was comment about donating the revenue from Parking starting Christmas eve through New Years Day to a local charity like the downtown art project. Lost revenue from pre-Covid was 30k. Parking was still receiving that through TIF even though recently it had been closer to 40k. Metered parking encouraged turnover for shoppers and helped businesses. Parking had found that downtown employees use the free parking, hindering the intended shopper's use during that time. There was comment about tokens businesses could use to pay for customer's parking. Parking already had tokens that the DBA sold to businesses, but tickets could be written while the customer was in the business getting the tokens. There was a possibility that Parking would no longer receive TIF funds. This year TIF funds were in the Parking budget, but next year might be a different story. Tracy was told all TIF revenue would be diverted from Parking. Jim stated that 139k in TIF are in the budget for the current year. The board agreed to have a conversation with DBA November 13<sup>th</sup> at 2 pm. Brandon stated we could hold it at Valley if the City Hall conference room was not available.

- **Skate lot**

- Tracy stated there was confusion on when the skate lot would be used by the Pub Station. Originally \$2 / ticket was to go to the Parks department and \$1 / ticket was to go to a skate park group. At that time there was conversation with Parks and the skating group where Parks said they didn't need the revenue and suggested the \$2 / ticket be given to Parking. Tracy believed the agreement was that the Pub Station would give \$2 to skateboarding group and \$1 to Parking for every ticket sold. December's minutes stated we would receive 1k / month, including \$500 for September as he would only be using the location for half of that month. Previously Sean informed Tracy that he wanted to pay Parking's portion of the revenue after each concert. Tracy had contact with Sean from the Pub Station recently when Sean stated he would get payment to Parking no later than the end of October 2024. There was a question if a contract was signed. Parking would look at the minutes and Tracy would talk with Chris Kukulski, Kevin Iffland, and Parks to see what documentation there was about the agreement with the Pub Station. Tracy believed Sean filled out a special event application. Tracy discussed communication issues surrounding this event. Brandon stated Sean told him he would pay the City soon. There was discussion that there should always be documentation stating Parking's fee as a set price instead of asking for a certain amount per ticket. It was stated that Legal would have to create or approve a contract / agreement for this.
- Parking would check minutes and emails for all discussions on what the board voted on and approved previously. It was agreed that Parking needs some sort of legal binding in the future. The board wanted copy of the special even application form for review.

- **School District 2 (SD2)**

- Tracy stated that Karen Yost might request parking on 30<sup>th</sup>. SD2 still wanted the city to work with them on the lot. Tracy left them to check with Wyeth Friday in Planning. Parking had previously agreed to change to 10-hour, and they were paying full price. They might be able to acquire the Lincoln Center lot in the future at which time they might not need 10-hour parking.
- **Special Parking Application**
  - **Downtown Family Pharmacy**  
 Jamie Logan with the Downtown Family Pharmacy is requesting one 10-minute spot and one handicapped spot in front of their business at 214 N Broadway.
    - Why the zone is needed (note from form): For accessible prescription pick-up and drop-off. Help to streamline foot and vehicle traffic so customers / patients don't have to park blocks away. To accommodate needs for handicap patients for easier accessibility to pick up and/or drop of prescriptions.
    - Tracy stated Parking would only be able to accommodate one spot at this location. Parking officers have talked with the pharmacy owners. Tracy approved allowing one 10-minute spot. Those meters had high turnover, and it would have been a loss in revenue. There are three handicapped spots within a block of the pharmacy. Tracy reminded the board that Velvet Cravings was also getting a handicap spot nearby. The board commented that the pharmacy received quite a bit of traffic. It was stated that a handicap spot allowed people to stay all day instead of providing turnover like a 10-minute spot would. Thom Mclean proposed adding one 10-minute parking spot at this location and Jenn seconded. Board agreed. Jim asked what would happen if the pharmacy closed? Tracy stated Parking could remove 10-minute parking if needed.
  - **Richard King**  
 Richard King is requesting one handicapped parking spot at 3415 2<sup>nd</sup> Ave South.
    - Why the zone is needed (note from form): Bad knees, hips, COPD, and heart attack.
    - Tracy stated this house was just west of a building currently utilized as an administrative building by the Catholic schools. Tracy stated the gym space inside the administrative building was priceless for traveling teams and there could potentially be a lot of parking needed in that area. Tracy believed in that event there would be a need for the handicap spot. There was a handicap spot just east of this residence. The board believed the resident did not have access to the driveway at his residence. The private handicap sign that was there needed to be removed. It was stated that the spot could be used by anyone with a handicap placard. The board had approved residential handicap spots before. It was asked if we need more information. The application did not mention issues of current parking congestion. Motion to deny was made by Todd, Pete seconded, and the board approved the denial.

**Additional Discussion:**

- Board discussed the closure of Lil' Market downtown.

- There was discussion about delivery trucks downtown blocking traffic specifically on 28<sup>th</sup>. Tracy stated this is not something Parking can control. Todd said there would need to be a complaint made with Police.
- There was a question about who had the authority to make Parking decisions, whether it was the parking board or the City. Tracy confirmed this is an advisory board and the City makes final decisions.
- Jennifer stated we need to start discussing revenue sources.

**Agenda Items for Next Meeting**

- Downtown Business Alliance discussion about downtown events including Alive After 5 and free holiday parking.
- Further discussion about renting Parking space for events specifically pertaining to the Pub Station agreement.
- Discussion about a universal parking garage pass and the possibility of speed bumps at the exits of the garages.

**Meeting Adjournment:** Brandon called the meeting closed at 3:33 pm, motioned by Todd, and seconded by Jen.

**Next meeting November 13, 2024**