

**Billings Parking Board
Meeting Minutes
May 8, 2019**

Board Members Present: Brandon Scala, David Fishbaugh, Sean Lynch, Joni Harmon, Dan Brooks, Mark Kary

Board Members Absent: Kevin Heaney, Kallie Parson, Todd Morgan

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

Call to Order:

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

Minutes:

The March 13, 2019 minutes approved as presented by Mark, seconded by Brandon.

Reports:

- **Monthly Reports**

Tracy presented the board with March and April 2019 monthly sales report. She reported that there was a slight increase from 2018 to 2019 and March 2019 was a better month than April 2019 for cash sales.

- **Operating Report**

The board received April's operating report. Charge for services are doing better this year than last year. Tracy reported that citation payments have increased. There was an increase in Operational and Maintenance from last year due to the increase in snow removal and repairing some pipes that froze in Park 1 for the retail spaces. Mark asked about the 2020 budget, Tracy will be presenting her budget on June 3, 2019 to City Council. Tracy reminded the board that she is going to request a rate increase for both on street parking, garage parking, 10 Hour Permits, meter bags and hotel bags. Tracy will also be purposing a 5% increase to monthly parking for the next 3 years. Tracy will be projecting what expenses are going to be for the next year and for the years to come. Kevin asked Tracy and staff to compile information of foreseen expenses for the Parking division so a Parking Improvement plan can be implemented.

- **Credit Card Analyze Report**

The board received March and April Credit Card Analyze reports. Tracy stated that things are going well and nothing has changed.

Downtown Alliance Report

Nothing to report from the DBA.

Public Comment (3 Minutes)

Discussion Items:

- **PayByPhone Update**

Tracy stated that the Parking Department has been having weekly meetings with PayByPhone. She presented the PayByPhone marketing campaign plan to the Board. She also showed the board what the stickers and signs will look like. The signs will be installed on the poles that are already in place; however, we might need to install more poles.

Brandon stated that he would donate some window space for a PayByPhone ad. Tracy mentioned that we could have some of the board members come to the training/marketing day when PayByPhone arrives in Billings. Sean asked if when they come if they could come on a Thursday, Friday or Saturday, when it is the busiest downtown. Sean asked about having table tents for the businesses downtown. Tracy will talk to PaybyPhone about having those made.

- **Montana Ave/Chalking**

Tracy mentioned the Michigan trial about the city being sued for chalking tires. The City of Billings Legal Department said the Parking Enforcement Officers could continue to chalk.

The Board believe that it is time to discuss having the city move forward with putting meters on Montana Ave. The board supports the decision about installing meters on Montana Ave. Kevin mentioned that we have to know what the cost is to install the meters. This will go to the City Administrator and then possibly have discussion with the City Council. Kevin will look into if it is an operational decision or if it needs to be Council approved. Kevin also mentioned that we would need to have a discussion with the State Of Montana, since Montana Ave is a state owned street.

- **Parking Garage Gate Control Consulting Bids**

Tracy mentioned there were two consulting bids that came in, Walker Consultants and Desman Design Management. The committee selected Walker Consultants. The recommendation will go to City Council.

- **Compiling Info for KULR8**

KULR8 would like to do a story about the number of outstanding tickets. They filed a Request for Information. The Parking Department is continuing to compile information. Once the information is finalized, it will be given to the city Legal Department. This will in turn start the collection process for the Parking Department.

- **Increased crime in three Parking Garages**

Tracy stated that the crime has increased in all three parking garages. Tracy has gotten a hold of the Captain of Police Operations to have more assistance with the situations.

Agenda/Action Items

- **Healthy by Design Gardeners Market**

Melissa Henderson with Healthy By Design Collision spoke about their organization and what it is about and what it does for the community. They received a Grant from the USDA to address seniors and their healthy eating. They hold their Gardeners Market at South Park. They are requesting pop up (mobile) Handicap parking signs for spots by the park for the seniors during this event. Kevin asked if they could keep some kind of statistics of how many people are using the parking spots.

Mark moved to approve up to a maximum of 5 mobile Handicap signs. Sean seconded the motion and board approved.

- **Broadwater Elementary School**

Broadwater Elementary School is requesting a handicap spot on the south end that is currently a bus-parking lane.

Sean moved to approve the request. Brandon seconded and board approved.

Next Meeting Scheduled on 6/12/2019 @ 2:00 in the City Hall Conference Room

Meeting Adjournment: 3:10 by David Fishbaugh