

## MISSOULA PARKING COMMISSION

### Minutes

April 7, 2016

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those attending the meeting were Board members Heidi Kendall, John Roemer and John Smith. From the Parking Commission office were Geoff Badenoch, Interim-Director and Tiffany Brander, Administrative Services Manager. Also in attendance were Sue Thompson as a Downtown business owner and Leidy Wagener and Heidi Starrett representing the Downtown Missoula Partnership.

#### **Call to Order – John Smith**

#### **Introductions and Welcome to those in attendance:**

#### **Public Comments and Announcements:**

Sue Thompson the owner of Bagels on Broadway informed the Board that she does not believe the meter situation is getting better and provided the Board with additional surveys from downtown businesses. She believes the surveys are approximately 92% against the meters and 8% for them. She sees her regular business on the weekends but not during metered week day times and she believes this could devalue her business. After some discussion, the Board thanked Sue for her comments and **directed staff to scan all of the surveys received and send them to Board Members for review.**

#### **Approval of the Agenda:**

The agenda was **approved unanimously** with no changes or additions.

#### **Approval of Minutes:**

The Minutes of the March Board Meeting held March 3, 2016 were **approved unanimously.**

#### **Director's Report:**

In Rod Austin's absence, Geoff Badenoch provided the Board with a Director's Report. He informed the Board that the Montana Distillery parking area has been resolved to their liking and the matter should be considered closed. Geoff indicated that Rod is going to do an in depth investigation of MPC's current gate arm situation and will update the Board on his progress. An update on the pay by phone RFP was given stating that it was being finalized and will be given to Jim Nugent for review. It will then go to Dennis Burns for review before final publishing.

#### **Financial Statement:**

Jim Galipeau was unable to attend the April meeting due to a busy schedule during tax season. In his absence Tiffany Brander updated the Board and informed them that Meter revenue is almost doubled what it was for February for the last five years. Sue Thompson asked to receive a copy of the financial statement and staff was **directed to send a copy of the February Financial Statement to Sue Stanley via email.**

## Communications and Presentations:

Leidy Wagener and Heidi Starrett prepared a presentation to ask the Board for financial support for the Out to Lunch Trolley which MPC has done for many years in the past. Heidi indicated that the Parking Commission has been a great supporter of the Trolley since it started in 1993 and they would like to continue the partnership this year. The Out to Lunch Trolley has provided approximately 53,000 free rides to Out to Lunch patrons and provides a unique service for their event. This year, Mountain Line (MUTD) has agreed to extend the operating cost of \$3,000.00 to utilize the Trolley, Blackfoot Communications is providing a \$500.00 donation, and Missoula in Motion may be a sponsor as well. There will be an appreciation day at the June 22<sup>nd</sup> Out to Lunch where sponsors could have a booth for advertising. John Smith stated that a donation for the Out to Lunch trolley is in line with the goals and mission of the Missoula Parking Commission and is something that we typically budget for on a yearly basis. **John Roemer motioned to approve the request to provide a \$1,500.00 donation as requested and Heidi Kendall seconded the motion. It was unanimously decided that the Missoula Parking Commission will donate \$1,500.00 to the Downtown Missoula Partnership for the 2016 Out To Lunch Trolley.** Geoff Badenoch requested that the Downtown Missoula Partnership provide Rod Austin with a written letter or agreement stating MPC's commitment which Leidy Wagener and Heidi Starrett agreed to.

## Old Business:

- A. Parking by Montana Distillery - The meter in front of the Montana Distillery was changed from long term to short term and the meter in front of the Public Defender's office was changed from short term to long term. It was an event swap with no change in inventory and based on the comments received from citizens who use the meters, it seems to be a good fit for the area.
- B. Updates to parking ordinances – Geoff Badenoch reported to the Board that the ordinances have been updated to reflect the proper naming of the meters. They were updated as an emergency ordinance on March 21, 2016 and on Monday April 4, 2016, City Council unanimously accepted the term “Multi-space parking meter kiosk” instead of parking meter. No further action needs to be taken.

## Action Items:

- A. MPC Bylaws – The Board went through each section of the MPC Bylaws and approved or amended as follows:
  - a. Article I – No changes. John Roemer moved to adopt as written, seconded by Heidi Kendall. **The Board unanimously approved Article I as written;**
  - b. Article II – No changes. John Roemer moved to adopt as written, seconded by Heidi Kendall. **The Board unanimously approved Article II as written;**
  - c. Article III – John Roemer moved to adopt as amended, seconded by Heidi Kendall. **The Board unanimously approved the changes to Article III;**
  - d. Article IV – No changes. John Roemer moved to adopt as written, seconded by Heidi Kendall. **The Board unanimously approved Article IV as written.**
  - e. Article V - John Roemer moved to adopt as amended, seconded by Heidi Kendall. **The Board unanimously approved the changes to Article V;**

- f. Article VI – Heidi Kendall moved to adopt as amended, seconded by John Roemer. **The Board unanimously approved the changes to Article VI;**
- g. Article VII - Heidi Kendall moved to adopt as amended, seconded by John Roemer. **The Board unanimously approved the changes to Article VII;**
- h. Article VIII – No Changes. John Roemer moved to adopt as written, seconded by Heidi Kendall. **The Board unanimously approved Article VIII as written.**

**Non-Action Items:**

- A. IPI Conference – John Smith stated that he favors Tiffany Brander going to IPI. John Roemer indicated that he would like to see her go as well. Geoff Badenoch indicated that he doesn't think you can go wrong with the networking and staff development of going to the conference. He thinks it would be a good investment for Tiffany to go.

**Setting of next meeting date and adjournment:**

Next Meeting is scheduled for Thursday, May 5, 2016 (Jack Reidy Conference Room)

Respectfully submitted,

Tiffany Brander  
Administrative Services Manager