

MISSOULA PARKING COMMISSION

Minutes

June 2, 2016

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Pat Corrick, Matt Ellis, John Roemer, and John Smith. From the Parking Commission office were Rod Austin, Director, and Tiffany Brander, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS, Linda McCarthy, Downtown Missoula Partnership, Ellen Buchanan Missoula Redevelopment Agency Director and Chris Behan, Missoula Redevelopment Agency Assistant Director.

I. Call to Order:

Chairman, John Smith called the meeting to order.

II. Introduction and Welcome to those in attendance:

III. Public Comments and Announcements:

No public comments or announcements were given.

IV. Approval of Agenda:

The meeting agenda was adjusted to add Ellen Buchanan and Chris Behan to speak during non-action items about the upcoming new student housing project. A discussion regarding the Thomas Meagher Bar request was also added to the agenda under old business. John Roemer moved to approve these changes and Pat Corrick seconded. **The adjustments to the Agenda for the June 2, 2016 meeting were unanimously approved.**

V. Approval of Minutes:

John Roemer moved to approved the minutes with the suggested change that the word "to" be removed from two instances within the Financial statement overview. Pat Corrick seconded his motion and the **Minutes of the Board Meeting held on May 5, 2016 were unanimously approved.**

VI. Director's Report:

Rod Austin presented the Director's Report. He informed the Board that the Missoula Park Place Condo Association met for an annual meeting and he is currently working on getting insurance as required. Rod reminded the Board that the Parking Commission purchased a webinar on Board Member development and stated that it will be available for viewing until August 11, 2016. Rod will be attending the annual PIPTA training in Denver this year and will be out for three days in July.

Rod gave an update on our LumenAd Facebook advertising campaign and encouraged all board members to like the MPC Facebook page and share any posts that we create. Rod briefly discussed the need for a strategic planning session this Fall but is waiting to see what happens with the City's Master Plan update so we can make sure that any plans are in line with that. Lastly, Rod gave an update on our disability parking committee and let the Board know that Travis Hoffman is still working with Development Services to inventory handicap accessible parking spaces. The committee is waiting on the pay by phone app to move further before meeting again.

VII. Financial Statement:

Jim Galipeau gave the Board a brief update on the May financial statement. He informed the Board that there was some carry over between the March and April financials but everything should now be back in line. The Parking Commission is still ahead from last year and meter revenue continues to be higher with ticket revenue being almost \$50,000 less. Overall revenues are up over last year and expenses are down by \$58,000 overall. Jim reported that he is starting to work on a five year projection but he will be on a 60 day sabbatical during the months of July and August and may not finish it before that time. Matt Ellis stated that the current meter revenue numbers tell him that old meters were even more broken than we thought and that it seems like people are learning and using the kiosks. John Roemer mentioned that the Parking Enforcement Officers are going much slower with the new system and is curious about License Plate Recognition. He stated that it seems to be necessary to make things go faster. Rod indicated to John that while it is less expensive than he originally thought, it is still quite an expense and will be something he will continue to look in to. Jim Galipeau stated that if the purchase is something we go through with, he would recommend amortizing the expense over the course of a few years due to our bonding.

VIII. Communications and Presentations:

IX. Action Items:

A. Missoula Ravalli TMA Request for FY 17 Funding – standard request.

The Board had a brief discussion of how this program fits in to the Downtown area and our mission statement. There was some discussion as to who is benefitted by the program and John Roemer stated that their request shows that approximately 95% of the users appear to be employees. Rod stated that he would like to look in to ways to help publicize this service specifically for Downtown employees. John Smith stated that he thinks it fits within our mission and the amount they are asking for is not that high of a number. **Pat Corrick motioned to approve the request to provide a \$6,000.00 donation as requested and John Roemer seconded the motion. It was unanimously decided that the Missoula Parking Commission will donate \$6,000.00 to the Missoula Ravalli TMA for Fiscal Year 17.**

X. Non-Action Items:

A. New Business

1. Ellen Buchanan gave the Board an update on the upcoming Student Housing Project on Front Street. She indicated that they are looking at a different model for parking both at this project and at the Riverfront Triangle Hotel Conference Center. This model will allow for a portion of parking to be public parking which would potentially be owned by the City and/or the Parking Commission and then leased to private developers who would contract with the Parking Commission for management. As this would be a new model for the parking commission, Ellen wanted to come in and start the conversation so the Board can be prepared as the projects move forward.

Ellen indicated that one appealing item about Front Street Project is that it puts another 300 spaces in the same area as Park Place with more demand. There will be 488 beds and only 300 parking spaces, although not every student will want to pay for a parking spot. John Roemer asked if parking will be under the building and Pat Corrick indicated that it would be. Matt Ellis asked how much public parking is planned for and Ellen indicated that this is the part that still needs to be figured out as it is a policy decision that will have to be made in the near future.

Matt Ellis asked if we would manage all of the parking or how it would work and Ellen indicated that anything that is paid for with public money will be managed by the Missoula Parking Commission. John Roemer stated that he would like to take a look at the 5 year analysis on parking revenue before we decide on anything as it will help us see where we are at. At this point Chris Behan urged the Board to keep in mind that this will add many hours of operation and staffing etc., and it will be a large change for the Parking Commission.

Lastly, Ellen discussed the River Front Triangle Hotel and Conference Center. She indicated that the City will be subsidizing for the conference center and will be looking at revenue from parking, over and above maintenance and operating expenses to go back into the subsidy. Rod Austin indicated that the Parking Commission has always been a willing partner and feels that there should be some allowance that if other sources come up then the revenue should start going back to the Parking Commission.

2. Discussion regarding Quick Stop options – Rod Austin presented the Board with a photo of a quick stop option that is currently available at university. While he believes that the pay-by-phone app will be helpful, he does not think it will necessarily help to the extent that business owners wanted. Rod indicated that if we are to move forward with the quick stop options we will need to have a strict criteria to determine where they go and the length of time of a Quick Stop. Rod

indicated that he thinks a maximum of ten minutes would be preferable; John Roemer agreed and Pat Corrick disagreed. Matt Ellis stated that he doesn't think we should go any more than 15 minutes, and could go either way between 10 or 15 minutes. Rod indicated that he doesn't believe we would need more than a half dozen around town. Linda McCarthy commented that she thinks it will be harder to manage space by space instead of an all-inclusive time limit for the downtown area. Linda also stated that she could think of 40-50 businesses off the top of her head that would have the need for a quick stop and Rod argued that it would need to be far less. Rod would like input from the Board and the Downtown Partnership to figure out what the criteria is in order to get one. Matt Ellis stated that he would like to decide on a block face basis. He suggests that we look at what the needs are for the entire block face to determine where the quick stops are located.

Rod indicated that he would like to see something rolled out for the Board's further discussion and/or approval at our July meeting. Matt Ellis indicated that he would like to get a plan together of where they should go and then push it to the MDA for review. **The Board directed staff to add this as an action item on the agenda for the July meeting.**

3. Report on IPI Annual Conference – Rod reports to the Board that he and Tiffany Brander spent a lot of time on the vendor floor looking at different products and attended various training sessions that were extremely beneficial. He discussed our Accredited Parking Organization status and his desires to keep up with that accreditation.
- B. Old Business:
1. Update on Home Base (Missoula Mercantile Project) – Rod indicated that while we do not know who will fill the Missoula Mercantile, we do know that whatever business goes there, we will do our best to help them thrive. Contractually we are obligated to give whoever purchases the building 30 leased spaces and have those set aside currently. If a hotel does go in to that space we will need to start looking at the possibility of Park Place being enforced 24/7, but that is something to be decided at a later date.
 2. Discussion regarding MCAT options for MPC meetings – Pat Corrick moved to table this item until the July Board meeting so all Board Members can be present to discuss. Matt Ellis seconded this motion and **it was unanimously decided that this discussion will be moved to an agenda item for the July, 2016 MPC Board meeting.**
 3. Meagher Bar – The Thomas Meagher Bar application was on the consent agenda but has been taken off at this time. This proposal has changed from the original in that instead permanently utilizing six spaces, it is now only two spaces used from April through October. Matt Ellis indicated that he finds it frustrating that we

weren't brought to the table for the two meetings they have previously had before adding the new application to the consent agenda. Rod indicated that while the drawing has been approved it will not go through until the owner and MPC get a "revenue neutral" amount established. Rod would like them to pay at least \$18.50 per space per day as those particular spaces are located on one of our busiest block faces.

Currently, it looks like there will be a three year trial after which it will need to go back to council for review. Matt Ellis indicated that conceptually he really likes the idea of it but still has real angst and is concerned about the pricing as well as the loss of spaces. He stressed how important it is that there be some sort of criteria put in place for this and future business who would like to do the same. Rod indicated that he has a sense that City Council wants this to go through and we will just need to figure out a price. Pat Corrick stated that he likes the idea but does not think there should be any discount. Possible criteria was discussed and it was suggested that the duration of the test trial only be one year and the rate paid should be reset at each renewal.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, July 7, 2016 (Jack Reidy Conference Room).

Respectfully submitted,

Tiffany Brander
Administrative Services Manager