

MISSOULA PARKING COMMISSION

Minutes

October 4, 2018

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 John Roemer, Joe Easton, and Pat Corrick. From the Parking Commission office were Tiffany Brander, Interim Director, and Jodi Pilgrim, Interim Administrative Services Manager. Also in attendance, Linda McCarthy from the Downtown Missoula Partnership.

1. **Call to order:** John Roemer called the meeting to order
2. **Introductions:** None
3. **Public Comments & Announcements:** None
4. **Adjustment(s) to the Agenda:** No adjustments
5. **Approval of Minutes**
 - a. John called for questions and comments. Joe Easton asked if Tiffany Brander talked to City Attorneys about our procedure and order of the executive closed session to ensure it was done in accordance with the public meeting laws. Tiffany has not, but will and will follow up with an answer at the next meeting. John Roemer asked if Financials were ready yet. He also asked about lot signs and if MPC is able to update them without unplugging them. Tiffany addressed this in her Director's report. T2 is going to open a test database for our environment for nights and weekends with a separate sign setting for week days. Right now our option is to freeze the signage on open, but the numbers would be incorrect. We will continue covering the signs on weekends until testing is done. Joe Easton moved to approve September 6, 2018 minutes with no changes. Pat Corrick seconded motion. **The minutes were unanimously approved.**
6. **Communications and Presentations:** None
7. **Interim Director's Report:**
 - a. ROAM update – Tiffany is working on a declaration of condominium and bylaws. She met with Courtney Ellis of Dorsey & Whitney yesterday, and will send the board an update soon. The sticking point at this time is that there are no floor drains in the garage, which causes a safety concern. We are also working on a striping plan, but need to know how City Engineering Department will review striping after this project. They will either review based on the initial build, which is the entire project (around 300 spaces), or just our portion (around 140 spaces). The way they review the building will affect ADA accessibility requirements. We need to know how they will review it so we can stripe accordingly. Jim, the contractor, sent plans to the Engineering Department for review. Engineering will let Tiffany know what they decide, and she will update the board.

John asked about drainage and floors. He's not excited about taking occupation of floor that can't drain in the winter. The liability in freezing weather is dripping water from cars staying on floors and creating an ice rink. MPC can't use salts on our concrete floor. Pat explained that in the initial designs floor drains were not

included. He understands it is a concern, but it needs to be an ongoing conversation keeping in mind that the surface was not designed with adequate slope to get water to drains. John explained that contractors propose to flood the garage to identify low spots. John said we need to come up with a solution before we take occupancy, and we need to get it resolved as soon as we can.

- b. Occupancy signs – this was covered in the minutes section above.
- c. Paperless billing – The option to do paperless billing is in the works.
- d. Boone and Crocket – This is also known as the Penwell building and is located at 3rd and Higgins. Tiffany will be meeting with other City Department representatives about this building and parking area. Linda explained that the building was once rundown apartments that have been getting updated to Airbnb's. Tiffany will update the board when she has more information after her meeting.
- e. Parking Day – This event went great. It was an opportunity for positive community outreach and to team up with Missoula In Motion.
- f. Central Park Mold update and quotes – Tiffany is working with the City Attorney's Office to determine if we can close legally. Linda asked where the mold was. Tiffany explained that it is in the walls from the front of the MPC office all the way back to the Directors' office. Maintenance fixed the water leak last spring effectively stopping more moisture from getting in. MPC is receiving quotes for the removal of the mold. John would like us to find a way to remove the mold without moving out of the building. From a public service standpoint, it's difficult to explain where we'll be, and there isn't really anywhere for us to go. Linda suggested that BCE is finishing up their project and won't need their temp office that is across the street from the MPC office. That may be a good option for us. Also, Matt Ellis may have space in the HUB building. Tiffany is waiting to hear what City Attorneys have to say before she talks to Dale Bickell about options of city offices.

Linda asked if business owners on the hip strip feel a need for managed parking. Tiffany explained that we would wait until it comes up through the Penwell project. If there is a request, we would be working on it and there would be public meetings and hearings. Pat suggested a public meeting to see where business owners stand. Linda suggested surveying business owners and property owners.

8. Financial Statement:

- a. The audit still has not taken place. Jim Galipeau, JCCS, is out at the Leadership Missoula board retreat, so he won't be presenting today. MPC just received July and August financials from the City Finance Department yesterday. Brenda, JCCS, was on vacation the last 3 weeks. City had issues with the accounting software, Edens, crashing and had to update, which put everyone behind. Anderson ZurMuehlen will have a site visit the first week of November to begin the Audit process. We will not see FY18 audited numbers for a while.

9. Action Items

- a. Temporary Administrative Assistant I position during interim period
 - i. During the extended interim period decided on last meeting, there is a concern that current staff can't keep up with what we have to do. The

issue is that we just don't have enough bodies in the office to do everything. It's not sustainable for the length of time 9-12 months. Joe mentioned that this does not rise to a board level decision. It is good for the Director's report as a notification, but doesn't require board approval.

- b. November Food for Fines Initiative
 - i. Last year we credited less than \$700.00, and this is a positive program for the community. Joe said go go go! MPC does not need board permission for this item.

10. Non-action Items

- a. Upcoming meeting with Dover, Kohl, and Partners regarding Downtown Master Plan
 - i. Joe has committed to going to this meeting. Linda explained that it's more of an interview meeting. People will just ask questions. Travis Hoffman and Dennis Burns will be there, as well as Meredith Bergstrom and Jason King from Dover, Kohl. They are here to learn about the community and determine our priorities and needs. There will be a kickoff at the Wilma on October 18, which starts the yearlong planning process. They will be back in mid-January, May and mid to late summer – when the plan will be presented for approval. John thanked those who have agreed to participate in the process.

Tiffany asked if someone from our board need to be present at both the parking and transportation events? Linda said they go together and you can't talk about one without talking about the other. If a board person can't make it to the transportation one, Tiffany will make sure she is there to represent the Parking Commission. Tiffany asked, with the project budget of \$400,000.00, is there a specific budget set for parking and what is that amount. Linda explained that MPC allocated \$75,000.00 out of our budget for the planners to work with. We don't have a breakdown of what each component, deliverable, or visit will cost, so there is not a specific number for parking. At the moment, parking should get \$75,000.00. A fee structure will be provided for anything that exceeds \$75,000.00.

- b. Ordinance Revisions
 - i. 10.22.040, Marking No-Parking Zones
 - 1. Tiffany explained that last year, this ordinance was presented to other department heads for consideration. It is confusing because it doesn't have to do with marking of parking zones. It has to do with parking in time-limited free areas – 20 minute free around Post Office, 2 hour by the Health Department and Public Defenders Office, etc. There have been complaints that employees downtown park in the 2 hour areas and move their cars within the area after 2 hours, so they're not in the same parking space, but they are still occupying a space within the free area. The request is to update the ordinance to make sure the vehicle leaves the area for at least 2 hours before returning. John asked for questions or comments. There were none.

ii. 10.33.010, Vehicle Immobilization

1. This ordinance written in a confusing way with a broken sentence “or Parking Tickets”. Currently the ordinance states that a vehicle is eligible for immobilization when it has 5 outstanding violations, an outstanding balance of \$50 or more that is more than 30 days past due, and the vehicle is currently in violation. LPR has brought light to how frequently people would be bootable without being in violation. Essentially, someone can park in our garage with \$400 in citations and be bootable, but we can’t boot them because they are not in violation. There are over 800 vehicles that are currently bootable.

We are requesting a change of the ordinance to either remove the broken sentence and the part about being in violation or just remove the broken sentence.

Removing the part about being in violation would lower the number of bootable people we have. Pat asked why we can’t tow people? That’s a different ordinance and would need to be changed separately. Pat stated that he feels we should change that ordinance. John asked where they would go. Tiffany said we work with Red’s towing when we have to tow cars. Then the person pays Red’s when they get their car back, Red’s pay us. Tiffany stated that she feels that immediately towing all bootable vehicles is too aggressive for Missoula.

Other option, just leave the ordinance how it is, policy how it is, and just remove the broken part of the sentence with the “or parking tickets”. Joe believes the person should have to be in violation to get a boot. If legally parked, they should still have the option to just pay their 5 tickets without having a boot. John doesn’t agree. He feels that at this point a lot of people are ignoring their circumstance and skating. They need to understand that we’re serious about our parking fees. What’s going on is we have an opportunity, through LPR, right now to know in an instant where these people are and hold them responsible.

Pat asked about a supplemental ticket that states – we have changed the ordinance and you will be booted whether in violation or not in x-months. John asked if that notice could be noted in T2 so we know they’ve been notified. Joe likes the interim step, but still doesn’t like the idea of being booted when not in violation. Pat believes once you’ve passed the limit, you should get the boot and come pay. Tiffany appreciated the comments from the public standpoint.

11. Setting of next meeting (November 1, 2018) and adjournment

Next Meeting is scheduled for Thursday, November 1, 2018 (Jack Reidy Conference Room).

Respectfully submitted,

Jodi Pilgrim
Interim Administrative Services Manager