

MISSOULA PARKING COMMISSION
Minutes
December 3, 2009

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 Rod Austin, Theresa Cox, Jinny Iverson, Carol Williams and John Smith. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also in attendance was Ellen Buchanan, Missoula Redevelopment Agency; and Scott Sproull, Hide & Sole.

I. Call to Order

The meeting was called to order by Rod Austin.

II. Welcome and Introductions

Introductions were made.

III. Public Comments and Announcements – None.

IV. Approval of Minutes

A. November Board meeting held 11-5-09.

The minutes of the November Board meeting held 11-5-09 were unanimously approved with the added phrase "up to" \$1,500 for "Cash for Commuters".

V. Presentations

A. EZ Pass Program – Steve Earle, Mountain Line (ML) and Alex Stokman, Missoula In Motion (MIM)

Steve began by saying that the Parking Commission Board of Directors are familiar with the EZ Pass Program. He stated that he is asking for us to consider a contract for three years rather than one on an annual basis to keep the accounting simpler. This year, 768 bus passes were distributed. Ridership is down only 2.6% mainly due to the impact of the price of gas though recently it is picking up due to the colder weather. Steve acknowledged Alex Stokman from MIM who administers the program. Missoula In Motion distributes the information about the EZ Pass Program and follows up with all the businesses and users. The trend is definitely going up over the last several years. Youth ridership has gone down a little which means that MIM and ML need to get the word out more effectively.

As a result of a question from Jinny, Steve took a few minutes to review the basic elements of the EZ Pass Program. It was interesting for the rest of the Board member to refresh their memory of the program as well.

Alex spoke about their employer outreach. MIM designs and prints the brochure and distributes them to businesses. The EZ Pass is valid for three years. MIM markets the packets and they visit each business in person. When a business becomes a new member of the Missoula Downtown Association (MDA), the MDA contacts MIM

and they in turn follow up with a visit including a packet about the program. Information is sent out to the public through both the MDA's monthly Downtown Dialogue and the MIM's quarterly newsletter. MIM also hosts educational breakfasts which helps get out the information. Alex and Steve then described the Guaranteed Ride Home Program paid for by MIM for EZ Pass holders to help with emergency situations. The Parking Commission has been a partner in this program since its inception. Since that time, the MDA has increased their level of funding which has been important to the Parking Commission. After a little discussion, **the Board unanimously approved to fund a three year contract including \$15,000 per year for the EZ Pass Program.** The Board acknowledged Tom Wilkins, past Parking Commission Board President, for his leadership in shaping this program.

Alex then mentioned that MIM is currently accepting nominations for the 2009 Transportation Best Practices Award and encouraged the Board to think about nominating worthy organizations for this honor. The Parking Commission was given a Honorable Mention in 2004.

VI. Action Items

A. EZ Pass Program Request for Funds

See minutes above.

B. MPC On-Call Services Agreement Proposal with Dennis Burns, Kimley-Horn

Anne began by giving the background on the Parking Commission's relationship with Dennis Burns when he was with the firm of Carl Walker. Most of the work that Dennis has performed for the Parking Commission has been done under the contract associated with the Downtown Master Plan. Dennis has one more site visit included in that contract and then it ends. After this site visit, the Parking Commission will need to have Dennis' expertise and advice on various issues and new programs. The On-Call Service Agreement would be a useful arrangement to maintain an on-going relationship with Dennis. The Board felt comfortable with the Agreement as written though the Rate Schedule was not attached. The Board asked Anne to follow-up with Dennis to have him provide that for us. The Board wanted to go ahead and accept the contract as proposed contingent upon final review of the rate schedule up to \$50,000.

VII. Non-Action Items

A. New Business

1. 202 E. Main Street

Anne began by stating that she met with the owner of this property who indicated that he is interested in selling it and wanted the Parking Commission to know that it is available to purchase. The Board discussed the history of the location and the possible uses for the footprint. The Board also discussed all the other possible opportunities in the Downtown and felt that our focus should be to build the Front Street Structure as big as possible utilizing the Parking Commission's cash reserves and bonding ability.

2. N. Higgins Project

Anne filled in the Board as to the status of the N. Higgins Project and that there was an informational meeting held the day before for the property and business owners. The feeling of the meeting was very positive and there is a commitment to continue having such meetings throughout the construction period. The project is scheduled to begin in March and go through September 2010. Anne spoke about utilizing this project as an opportunity to showcase new parking technology. The Parking Commission will seek input from the property and business owners to make sure they approve of the new technology.

B. Old Business

1. Front Street Parking Structure Update

Ellen reported that the Board of Adjustment recently unanimously approved the sign variance for the Holiday Inn. This was a very important step in bringing together the Holiday Inn and the First Interstate Bank (FIB) on the Buy/Sell Agreement that FIB is negotiating. She went on to say that the Holiday Inn still wants to have "reasonable approval" on the final design of the parking structure which is difficult language for the City to accept. Ellen said that we need to keep the big picture in mind and make sure we have everything secured in order to build a parking structure at this location.

2. Downtown Master Plan Update

Rod reported that a Downtown Master Plan Implementation Committee has been formed with Matt Ellis and Linda McCarthy as the lead persons. This committee will look at the various projects and determine which agency will take the lead in implementing them. It is acknowledged that the level of commitment from the various members is amazing and ensures that the Master Plan will be honored as we proceed with new projects.

VIII. Director's Report

A. Financial statement - None

B. Next meeting date – January 7, 2010 (Jack Reidy Conference Room)

IX. Other Business – None.

X. Adjournment

Respectfully submitted,

Anne P. Guest
Director