

MISSOULA PARKING COMMISSION

Minutes

April 1, 2010

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 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 was in attendance was Ellen Buchanan, Missoula Redevelopment Agency; Jim Galipeau, JCCS; Colleen Rudio, Missoula Downtown Foundation; Kim Murray, Missoula Downtown Association; and Jim Dayton, citizen.

I. Call to Order

The meeting was called to order by John Smith.

II. Welcome and Introductions

Introductions were made.

III. Public Comments and Announcements

No public comments and announcements were made.

IV. Approval of Minutes

A. March Board meeting was held 3/4/2010.

The minutes of the March Board meeting held 3/4/2010 were unanimously approved.

V. Presentations(s)

A. Missoula Downtown Association Out To Lunch Request for Funding – Kim Murray

Kim Murray, Missoula Downtown Association (MDA), announced that they are getting ready for 2010 Out-to-Lunch series. It will be their 25th anniversary this year. The first Out-to-Lunch will be held on Wednesday, June 2nd.

Past sponsors include Mountain Line, Missoula Parking Commission, Blackfoot Communications and Missoula in Motion. Mountain Line is their largest contributor by funding half of the total cost. In the past, Missoula Parking Commission has donated funds to operate the bus shuttle in accordance to their mission statement to provide parking alternatives. The ridership has remained strong and served approximated 2,300 riders last year.

B. Missoula Downtown Foundation Request for Funding – Colleen Rudio

Colleen Rudio, Missoula Downtown Foundation presented a funding option to help with the implementation of the Downtown Master Plan (DTMP). The Missoula Downtown Foundation has put together a task force to look at alternative funding options. The task force proposed to create a 501C3 Foundation in order to write grants for Downtown Missoula organizations. Their focus is on such topics

as culture, education and charitable organizations. They looked at four cities (Spokane WA, Albuquerque NM, Denver CO and Billings MT) to create their Foundation. They primarily looked at Spokane's model and economic development.

It was questioned by Theresa Cox as how this will benefit Missoula Parking Commission and how it fits in with the mission statement. It was discussed that it will eventually alleviate funding requests from other Missoula organizations by providing alternative funding sources through grants as well as giving the Parking Commission alternative funding sources.

VI. Action Items – None

A. Missoula Downtown Association Out To Lunch Request for Funding – Kim Murray

Kim Murray, Missoula Downtown Association (MDA) asked for the continued support from the Parking Commission in the amount of \$1,500. Last year's donation from the Parking Commission was \$2,200. It was \$700 higher than this year's request. The costs were adjusted down partially due to reduced fuel costs and past down to the Parking Commission. Kim stated that the MDA greatly appreciates the Parking Commission's involvement. **The Board unanimously approved the request to fund \$1,500 for the Missoula Downtown Association's Out To Lunch program.**

C. Missoula Downtown Foundation Request for Funding – Colleen Rudio

Colleen Rudio, Missoula Downtown Foundation requested a one time contribution from the Parking Commission in the amount of \$500. They had requested the same amount from three other organizations (Business Improvement District (BID), Missoula Downtown Association (MDA) and Missoula Area Economic Development Corporation (MAEDC)). The formal request of donations would be used as seed money to start up the foundation. **The Board unanimously approved the request to fund the Missoula Downtown Foundation \$500.**

A. Non-action Items

A. New Business

1. Missoula Parking Commission Ordinances – Anne Guest

Anne Guest, Missoula Parking Commission stated that she has not received the new language from the City Attorney's office. However she felt that the issue should be discussed and reviewed for future reference. The ordinances were previous reviewed 3 to 4 times but nothing was finalized. It became difficult because the language included new fine rates and how collections should be handled. The current ordinances indicate that the Municipal Court would handle the collection of violations and place the money into the general fund. As to date, this process had not been followed. The Parking Commission has a very efficient process and guidelines to handle violations.

The Parking ordinances' language needs to be cleaned and fine tuned. There are approximately 15 to 20 changes that need to be made. It was mentioned that this would be good educational process for the City Council members.

Anne reiterated that the Parking Commission needs City Council approval for only the expansion of jurisdiction and increase of fines.

2. Lease Lot Rates – Anne Guest

Anne Guest reviewed the Parking Advisory Committee (PAC) proposed summary of new least lot rates and a comparison to the current rates. This item is next on the PAC agenda on implementing the Downtown Master Plan. The PAC understands the importance to increase lease rates and maintain the rates in proportion with other parking options in Missoula. They will review the lease lot rates next month and come up with a recommendation to the Board. Then the Board can make their decision and set aside the task item for the next item.

The last increase was three years ago and previously the rates were raised in a five year progression at \$5 per year. If lease rates were increased there will be a shift of parking habits as seen in the past. It was noted that the private sector charges closer to market rates of the land that is being leased than the does the Parking Commission.

B. Old Business

1. Parking Advisory Committee (PAC) – Anne Guest

Anne Guest mentioned that there has been good interest resulting from the Parking Advisory Committee (PAC). The Committee recently met on 3-30-10 and discussed Central Park rate structure with the first hour free. She reported to them the discussion held at the Parking Commission Board of Directors' meeting on 3-4-10. Several PAC members expressed appreciation that their discussions are being reported back to the MPC Board.

Anne also gave an introduction to the forth coming ordinances changes and a little about the history of this effort. This topic will be discussed at the next PAC meeting.

Lease lot rates were also discussed generally and again, will be addressed in more detail and the next meeting.

2. Front Street Parking Structure Update – Anne Guest

Anne Guest stated that First Interstate Bank (FIB) is in the final stages of negotiations with Holiday Inn. The process is continuing to be challenging due to new language being added and old issues brought back. The buy/sale agreement should be signed by the end of the week.

John Smith brought his legal expertise to use by reviewing the 25 page document. He stated that negotiations began two years ago. Missoula Parking Commission has a verbal agreement with FIB to purchase the land after buy/sale is finalized between FIB and Holiday Inn. However, FIB has control over the property but it is highly unlikely that they will go on their own.

In his absence, Rod Austin (BID) requested that Anne Guest bring forth to the Board his opinion that the Parking Commission make the sale of the Holiday Inn property to the FIB contingent upon a completed agreement between the Parking Commission and FIB. The Board

expressed that there are too many unknowns and that they should wait for finalization on the Holiday Inn and FIB agreement. Then at that point MPC would work directly with FIB.

3. Downtown Master Plan Update – Anne Guest

No discussion at the meeting.

B. Director's Report

A. Financial Report

Jim Galipeau, JCCS said that he is still working with the City's finance department to get figures. He mentioned that revenue is still down. Kathy Lathrop, Missoula Parking Commission stated that March's parking ticket revenue increased approximately \$23,000 due to sending out notice and immobilization statements. The notices and immobilization statements are currently working in TickeTrak software and the Parking Commission is back on a regular schedule.

B. Next Meeting Date – May 6, 2010 (Jack Reidy Conference Room)

C. Other Business

No other business.

D. Adjournment

Respectfully submitted,

Anne P. Guest
Director