

# MISSOULA PARKING COMMISSION

## Minutes

October 7, 2010

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attending the meeting were Board members Rod Austin, Theresa Cox, Jinny Iverson, and Carol Williams. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also was in attendance was Jim Galipeau, JCCS; Tom Benson, First Night Missoula; Don MacArthur, MacArthur, Means and Wells Architects; and Scott Sproull, Hide and 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

No public comments.

### IV. Adjustments to the Agenda - None

### V. Approval of Minutes

#### A. September 2010 Board meeting held 9/9/2010.

**The minutes of the September Board meeting held 9/9/2010 were unanimously approved with the suggested amendments.**

### VI. Presentation(s)

#### A. Request for Funding for First Night Missoula – Tom Benson

Tom Benson, First Night Missoula, requested continued support from Missoula Parking Commission (MPC) in the amount of \$3,000. MPC has supported First Night Missoula for the past 17 years. The funding from MPC goes towards the cost of providing a shuttle bus service that is run by Beach Transportation. The ridership was down last year however the request to MPC has remained the same. MPC would be listed as a major sponsor and benefit from advertisement in the brochure. **A motion was made and the Board unanimously approved the \$3,000 continued support toward First Night Missoula.**

#### B. First Night Missoula – see above

### VII. Non-Action Items

#### A. New Business

##### 1. Marketing & Implementation Plan

Along with the acceptance by the Board of fine structure option #2 a marketing and implementation plan was introduced by Anne. The concept of the marketing and implementation plan is to be used as a working tool. MPC is embarking on numerous projects all at the same time. The document outlined in a time format as to what is happening and what will be to come.

The Board liked the document however showed interest in a marketing and implementation plan specifically for the proposed fine structure. They would like to see draft language of the ordinance and step-by-step marketing program for the new fine structure to make it easier for City Council to make a decision. Anne will prepare a more specific plan directed solely to the fine structure.

##### 2. Digital Shelby multi-space machines

As per email discussions the Board voted to replace the Miti machines in both the Bank Street Parking Structure and the New Park Lot. The Miti machines will be replaced with Digital Shelby multi-space machines. They are user friendly and are similar to what we are already been using. The Shelby machines will accept coin, bills and credit cards.

MPC negotiated a 40% reduction in the price for the new machines. This will also include a beta testing program of pay by license plate. This was expressed as a good decision and reinforces MPC's goal to moving forward with the Downtown Master Plan (DTMP).

### **3. IPS meters – sleeves and bases**

MPC will be installing new IPS meters in the N. Higgins project. The single space digital meters have the capability to accept both coin and credit cards. Basically, each credit card transaction will cost approximately \$0.13. For all of the meters on N. Higgins a cost was estimated at \$247.25 per month to be serviced.

### **4. Booth position**

The operational hours of the booth at Central Park are from 8 a.m. to 6 p.m. Currently the booth is covered from 10:30 a.m. to 6 p.m. Leaving 2½ hours unattended and patrons not paying for parking those first hours of the day.

A major piece of implementation of the DTMP is to introduce the first hour free parking in Central Park. This concept is viewed as a positive incentive for individuals to park in the structure rather than on the streets. In order to implement the project it is crucial to cover the booth during the entire operating hours. This would mean that MPC needs to hire a part-time person to cover the booth the early hours of the day.

MPC has already approved the job description for the booth position. The intention is to have the position filled prior to the Holiday season.

## **B. Old Business**

### **1. Fine structure & ordinance language – Rod Austin**

Anne contacted Jim Nugent to get his advice on how to write in the new fine structure ordinance. He stated that the ordinance language should be specific. Anne looked at the old language and tried to spell out the proposed fine structure. For the Board, Anne attached a draft of the fine structure proposal as a reminder. This will not be included in the ordinance language.

The ordinance language will have to go Jim Nugent then to A.F. committee then back to the Board to get the precise language written to present to City Council.

### **2. N. Higgins Project (placement of meters) – Rod Austin**

MPC received 43 IPS meters as a pilot program on N. Higgins project. It was decided to place the meters on the edge of the bike lanes bordering the parking spaces. The major reason of meter placement was due to the alignment of the parking spaces. As part of the project, the parking spaces were readjusted. Consequently, the existing meters were not in alignment with the new spaces.

### **3. Front Street Parking Structure Update (min. # of spaces) – Rod Austin**

The Development Agreement between First Interstate Bank (FIB) and Holiday Inn has not been finalized. One of the requirements of the contract between the two parties is a final design of the proposed parking structure. Missoula Redevelopment Agency (MRA) has sent out a RFP to architects to provide a design of the structure. Apparently, image is a major issue to Holiday Inn and they have placed various constraints on the design in the contract.

Previously the MPC has committed \$2M cash and \$2.5M bonding capacity. The estimated cost of the structure is approximately \$9M. There is a sense of time urgency to size the bonds by the end of the year. MPC Board members, staff, bond consultants and counsel have been working diligently to determine the best course of action for the Parking Commission's best interest. The Board discussed the possibility to utilize the full bonding capacity of approximately \$4 million if necessary to make sure the structure gets financed and built. There will be more discussion of the financing options in the near future.

The Board was questioned as to the minimum number a parking spaces that they would like to see in the structure. FIB has an agreement with Holiday Inn as to the height of the structure and would like to include the proposed number of intended parking spaces. The RFP states a minimum of 200 parking spaces. The Board showed concern to build a structure with so little number of spaces.

The Board expressed that they had very little knowledge of Holiday Inn's constraints and it would make it difficult to make a decision on the minimum number of parking spaces. **A motion was made and unanimously approved on 400 parking spaces to give the architects to use as guidance. The Board noted that the number of spaces could be adjusted if possible.**

**4. Parking Commission Advisory Committee (PCAC) – Rod Austin**

Nothing to report.

**5. Downtown Master Plan Update – Rod Austin**

Nothing to report.

**VIII. Director's Report**

**A. Financial Statements – August 2010**

Jim Galipeau, JCCS reviewed August 2010 financial statements. He pointed out that meter revenue and short term parking is down from last year. This could be possibility due to various construction projects downtown that consumed numerous parking spaces as well as economic effects.

Caras Park and Central Park lease revenue is also down from last year. This is most likely due to the timing of lease payments. Lessees have the option to pay monthly, quarterly, semi-annual or annually. Occasionally, lessees will change their payment to a different schedule depending on various reasons.

In May 2010, the city reported investment income at \$150K. However, at the fiscal year end the investment income was reported at a tremendous decrease to \$29K. The city stated that May 2010 figure was an estimate based on interest trends. They said that we are not earning the anticipated rate but rather at a much lower rate.

**B. Next Meeting Date – November 4, 2010 (Jack Reidy Conference room)**

**IX. Other Business**

**X. Adjournment**

Respectfully submitted,

Anne P. Guest  
Director