

MISSOULA PARKING COMMISSION

Minutes

November 4, 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, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also in attendance was Ellen Buchanan, MRA; Jim Galipeau, JCCS; Scott Sproull, Hide and Sole; Karl Englund, MRA; Hal Fraser, MRA; Dan Kemmis, MRA via telephone; and Leslie Jensen, FIB.

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

Scott Sproull, Hide and Sole discussed his observation on how many tickets a vehicle can get with the tier system. He stated that it is important that the habitual abusers get their due process. Scott said that consideration should be made to change the reset period to 6 months instead of 1 year.

IV. Approval of Minutes

A. October 2010 Board meeting held 10/7/2010.

The minutes of the October Board meeting held 10/7/2010 were unanimously approved.

V. Presentation(s) – None

VI. Action Items

A. Selection of Architecture/Engineering (A/E) and Construction Manager At Risk (CMAR) for Front Street Parking Structure

The selection committee has made their decision for A/E and CMAR. As per Ellen Buchanan, all of the committee members were present at the board meeting with the exception of Greg Wood from the City Public Works Department. The committee spent numerous hours on the selection process. They arrived at a conclusion this morning. The decision was difficult and they wanted to make sure that they best serve MPC.

There were three A/Es (CTA; MacArthur, Means and Wells; and OZ) and two CMARs (Gordon Construction and Quality Construction). Each and every contender was well qualified. The committee recognized and approved MacArthur, Means and Wells as the A/E and Gordon Construction as CMAR. If the Board approves of the committee's select then MPC and MRA will have a joint meeting to continue the process.

There are tight time requirements in order to obtain the Recovery Zone bonds by the end of the calendar year. The selected A/E and CMAR are team players and ready to start immediately. The contract agreement will be signed after development agreement has been finalized.

The Board moved that MPC approve the selection of MacArthur, Means and Wells and Gordon Construction. The Board unanimously approved the selection of the committee.

VII. Non-Action Items

A. New Business

1. Preliminary Bond Resolution

2. Development Agreement

There is the potential of using MPC resources differently than discussed at previous meetings. First Interstate Bank (FIB) asked if MPC would use their resources to develop at least 200 parking spaces. FIB wants to make sure that the structure is built. Currently, FIB has ownership of the land. MPC still needs to control the land before they can commit to the number of parking spaces that will be built.

The bonds still need to be rated and FIB is fearful that if the market falls “How will MPC get the parking structure built”? MPC has \$4.4M cash available and with capacity in excess of \$4M to build FIB’s request of 200 spaces. The Board stated that they want a minimum of 400 spaces in the structure. MPC and MRA have an agreement of MRA funding of 125 spaces via a tax increment.

3. IPS Meters

The IPS meters were installed in time for the N. Higgins project grand opening. They were dressed up with new decorative sleeves and bases. The meters were featured on the front page of the Missoulian.

The meters will be evaluated for three months. At that time, Missoula Parking Commission (MPC) will determine whether they will keep the meters or return them back to the manufacturer. MPC has had a few challenges with the meters varying from coin blockage, not receiving malfunction alerts and battery charging issues.

For the month October 2010, 7% of transactions are from credit cards. The convenience of the option to use credit cards has been well accepted especially for those who do not carry coin.

4. Booth position

The booth position for Central Park has gone to City Council's A&F committee for review. Once the A&F committee approves the position, the request will be placed on City Council’s agenda.

Central Park is open for 10 hours from 8 a.m. to 6 p.m. The booth is currently covered for only 8 hours. It is important to cover the booth for the entire 10 hours in order to offer the first hour free parking program and promote good public relations. The estimated cost to MPC for the position is \$9K per fiscal year.

MPC will be accepting credit card transaction at the booth. The conduit has been installed while IT department is working on the electronics.

B. Old Business

1. Fine structure & ordinance language – Rod Austin

MPC is still preparing fine structure and ordinance language to present to City Council. They are working on a detail and comprehensive plan. Dates have not been finalized as to when MPC plans to approach City Council. The language may be delayed until the first of next calendar year.

2. Front Street Parking Structure Update – Rod Austin

See discussion above.

3. Parking Commission Advisory Committee (PCAC) – Anne Guest

Anne lead the last PCAC meeting in Rod Austin’s absence. Rod was attending a meeting on the financial structure of the new parking structure.

The PCAC meeting was conducted for informational purposes to catch up the members on MPC progress. A lot of questions were raised to further the member’s knowledgeable of ongoing projects. The meeting was very educational and the group was pretty engaged.

4. Downtown Master Plan Update – Rod Austin

The DTMP committee is planning a three hour retreat to identify buckets and reenergize the group. They are aware of MPC and Missoula Redevelopment Agency (MRA) busy schedules and will make sure that they meetings do not conflict with each other.

VIII. Director’s Report

A. Financial Statements – September 2010

Jim Galipeau, JCCS pointed out that lease revenue had increased for the month of September 2010. The meter revenue is coming back as well. The revenue changes are partially due to timing issues and the completion of some construction projects downtown.

JCCS stills do not have the investment income figures from the city. Apparently, the City still working on the audit. Jim stated that that JCCS has the capability to do a five year recap if necessary.

B. Next Meeting Date – December 2, 2010 (Jack Reidy Conference room)

IX. Other Business

X. Adjournment

Respectfully submitted,

Anne P. Guest
Director