

MISSOULA PARKING COMMISSION

Minutes

August 5, 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, and Carol Williams. 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; 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 - None

IV. Approval of Minutes

A. July 2010 Board meeting held 7/1/2010.

The minutes of the June Board meeting held 7/1/2010 were unanimously approved.

V. Presentation(s) – None

VI. Action Items

A. **Handheld computers - upgrade**

Kathy Lathrop discussed the need to upgrade the handheld (HHUs) computers that issue parking citations. The current HHUs (Casio 3000) are approximately five years old with a lifetime expectancy of 3 years. She explained that at the Cardinal Conference last April the company was heavily discussing the new HHUs (Casio 3100) and preferred not to discuss the old units. For the first time ever, Cardinal is offering a \$350 rebate per unit until the end of August on the return of the 3000 model with the purchase of the 3100 models. They never have offered a rebate and most likely will not again in the near future.

The four HHUs 3000 models have been experiencing electronic malfunctions and have been sent in for repairs several times. The cost of repairs varies based on the issue with the unit. The new 3100 units have better readability; keypad placement and instantaneous citation download capability to name a few of the benefits. **The Board unanimously approved the purchase of four Casio 3100 handheld computers with clarification regarding the wireless technology.**

VII. Non-Action Items

A. **New Business**

1. **Kimley-Horn Parking Demand Model**

Dennis Burns provided four cities as references as per the Board request. However, Dennis has been thinking about Missoula and is not sure whether it is necessary at this time to purchase the model. MPC has been busy with a lot of projects and this model may not be urgent. Dennis recommends to tabling the purchase of the model at this time.

Rod stated he feels the information gained from the model will help when new businesses are looking to move into the downtown. He said that he will personally watch the Mayor's "Best Place" project to determine whether the model would benefit more than the Parking Commission. Rod stated that parking is a key factor to businesses.

B. Old Business

1. Fine structure – Rod Austin

Rod mentioned that Scott Sproull has been gathering information from Randy Hensley of Fort Collins, CO on their fine structure. Rod also spoke to Randy to discuss their system. Randy told Rod that their program is fundamentally different than Missoula's which makes it difficult to compare the two cities. Fort Collins does not have meters – only time zones. In a recent letter clarifying the difference, he states that the reason they have an "oops" ticket is to educate the public about overtime violations. He also states that they would not recommend having an "oops" ticket in a parking program that has meters. Employees in Ft. Collins pay only \$30 per month to park in structures whereas in Missoula, all of our long term lease lots and structures spaces are already over sold as per industry standards.

Rod suggested that a parking SID be re-implemented to assist with parking funding. He stated that Downtown employees are the biggest parking issue.

Anne met with Randy in Boulder, CO during the PIPTA conference and discussed Fort Collins' program as well. Randy stated that he would like to utilize parking meters and do away with the "oops" ticket. Again, he made recognition that the two programs are completely different.

Anne pointed out that ticket fines and short-term revenue is down from last fiscal year at approximately \$78,000 in total. It may be possible that parking boundaries, 10 hour meters and other issues need to be addressed.

PCAC will finalize their discussions on fine structure at their next meeting.

2. N. Higgins Project – Rod Austin

The owners of the N. Higgins Lot opened their parking lot to the public and it is being utilized. Per the owner's request MPC moved the boundaries (approximately 1/3 of the lot size) and change the wording on the signage from "free" to "open". BID has been maintaining the lot as proposed. They have been cleaning and sweeping the lot.

N. Higgins project to be scheduled for completion approximately the 2nd week of September. The asphalt must be completed the end August before the plant is shut down for the season.

It was suggested that a ribbon cutting ceremony be held upon completion of the project. It was discussed that possibly the MDA could take on the project.

3. Front Street Parking Structure Update – Ellen Buchanan

The contract still has not been signed between Holiday Inn and First Interstate Bank. Time is running out to start construction this year. It is also possible that MPC will not be able to take advantage of Federal stimulus bonds which expires December 2010.

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

The previous agenda for PCAC meeting was changed due to Dennis Burns' presence in Missoula during his vacation. Dennis requested that he practice his PIPTA power point presentation with the committee. He felt that his presentation dealt with MPC current issues and projects.

Rod gave an overview the July 2010 PCAC meeting. The committee briefly talked about meter technology testing and problems, mainly battery issues. IPS will send all new equipment for further testing. MPC will test the technology at all possible locations for solar and connectivity issues. The single meter is not meant and/or cannot meet the needs of all parking locations. A mixture of meters, pay by license plate, multi space machines etc. will need to be addressed.

The PCAC will discuss fine structures and meter technology at their next meeting. Hopefully, the Board will be able to start making decisions soon.

5. Downtown Master Plan Update – Rod Austin

Rod noted that Missoula's economy is behind the rest of the country and noticing a decline. He said that he is optimistic due to the inquiries he had received about new business looking at Missoula. The inquiries are a good sign for both the downtown and Missoula as a whole.

VIII. Director's Report

A. Financial Statements – June 2010

The draft copy on FY2009-2010 financial statements was handed out to the Board. Fiscal year 2009-2010 experienced a decline in revenue in fines and short-term parking.

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

IX. Other Business

Kathy Lathrop represented MPC during Anne Guest's absence due to her attendance to the PIPTA conference in Boulder, CO at the last MDA meeting. Rod mentioned that Kathy represented MPC very well.

Carol Williams has joined the Board for the Missoula Downtown Foundation Board. This is an important foundation and Carol will serve the Board well with her knowledge and experience. She stated that she likes the energy of the Board and looks forward to serving them. Theresa Cox showed interest in the Board as well and it was suggested that she serve as a sub attendee in Carol's absence.

X. Adjournment

Respectfully submitted,

Anne P. Guest
Director