

# MISSOULA PARKING COMMISSION

## Minutes

December 21, 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 MPC Board members Rod Austin, Theresa Cox, Jinny Iverson, John Smith 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, MRA; Jim Galipeau, JCCS; Scott Sproull, Hide & Sole; Kevin Gordon, Gordon, Construction; Steve Hall, Gordon Construction; Don MacArthur, MacArthur Means and Wells; Shane Morrissey; MacArthur Means and Wells; and Erin Crady; Dorsey Whitney.

### **I. Call to Order – Rod Austin**

The meeting was called to order by Rod Austin.

### **II. Introductions and Welcome to those in attendance**

Introductions were made.

### **III. Public Comments and Announcements**

No public comments and announcements were made.

### **IV. Adjustment to the Agenda**

None.

### **V. Approval of Minutes**

None.

### **VI. Presentation(s)**

#### **A. MacArthur, Means and Wells design update**

MacArthur, Means and Wells (MMW) held a presentation on the Front Street Parking Structure. They have been working through the initial assumptions since they were awarded the bid. The scope of the project depends on various issues. MMW started with the budget assumptions that included the number of spaces, retail space and site utility. The construction budget of \$6.8M includes bonds and cash plus a 5% contingency. The target budget is \$6.46M.

MMW has spent several hours on design of the structure. They used Carl Walker's diagrams as an outline. MMW went back and looked at similar structures and allocated for allowances. They looked at the number of levels, number of parking spaces and retail space to be more efficient. Construction cost for 316 spaces is \$6.7M which includes plus or minus 10% contingency with 2,700 square feet of retail space. The second proposal construction cost for 350 spaces is \$7.3M. This was modeled from Bozeman MT structure at \$21,678 cost per parking space. The current cost per parking space is \$20,800.

The current design shows an entry/exit on the E. Front Street. This increased efficiency of steepness of parking and continues to three levels above ground. This design allows for 350 parking spaces; one lower level, front street level and three levels above ground. An entry on Holiday Inn side was eliminated from the design. The Pattee Street entry/exit was moved further south due to the steepness of the hill.

Holiday Inn is concerned about losing access. However, they will gain parking on the south side of the parking structure. Holiday has looked into changing the flow of their traffic which would gain parking spaces. They have been thinking of redoing their parking lot and were hoping to get help from Missoula Parking Commission due to the new parking structure. The cost share would be approximately \$200K to \$300K with the additional spaces. It is possible that the nine dedicated spaces in the structure could be replaced with the cost sharing idea.

### **VII. Action Items**

#### **A. Parking Bond Resolution – Erin McCrady, Dorsey Whitney**

Resolution of two series of bonds rating A- was sold to D.A. Davidson and is available for sale by investors. The first bond 2010A for \$635K was issued to refund the existing bond. This paid off the old bonds which created substantial interest cost savings. The second bond 2010B for \$7.5M is to

provide funding to construct the new parking structure. The closing date is schedule for December 29, 2010 at which the funds will be transferred to Missoula Parking Commission. A motion was made to approve the parking bond resolution. **The Board unanimously approved the parking bond resolution.**

**VIII. Non-action Items**

**A. New Business**

None

**B. Old Business**

**1. Front Street Parking Structure Update – Rod Austin & Ellen Buchanan**

An agreement with Macy's potential owners was made when purchasing the land at E. Front and Pattee Street to provide 30 parking spaces to be transferred to the new owner of the building. Missoula Parking Commission has asked to enter into an agreement to have an easement with Holiday Inn to get across to parking spaces until construction. There are no obligations during construction.

Missoula Parking Commission plans to lease parking spaces in the lot on a short term basis until construction begins approximately March 2011. All lessees will be notified on a timely basis.

**2. Central Central Park – First Hour Free – Anne Guest**

The first hour free program is going well and is well received by the public. Interviews were held for the 8:30 am to 10:30 am position and to cover for absences. Fifty-nine applications were received.

The current toll collector has been working 10 hour days to cover the hours of operations. She will be training the new position to make sure that there is a smooth transition.

**3. New Digital Shelby machines – Anne Guest**

Last week two consultants from Digital Technologies spent intense hours in the office and in the lots installing the Shelby machines. They are optimistic about the beta testing. The current MITI machines' software is "pay by license plate". Currently, the Parking Enforcement Officers print a list and go through the lot. They check each license plate and compare them with the list to see if the vehicles are paid up. The Shelby machines are "pay and display" using the license plate number. We will need to evaluate the public's feedback of the pay and display system.

In order to accept credit card transactions, we will need a new merchant account. The City's Finance Department is working on getting a new merchant account for the Shelby machines. The Shelby machines accept only quarters and dollar coins for the exact change only. The machine cannot offer the first hour free because it will not print a receipt. The Shelby machine also has the capability to accept prepaid cards.

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

The Implementation Committee is working on a strategic plan. They identified too many items to focus on. They are going to hold a planning session with a steering committee to identify the 20 most pressing items. Front Street and Main conversion is one of the main topics.

**VIII. Director's Report**

**A. Financial Statement – September, 2010**

The September 2010 financial statements were sent out in draft format. The October 2010 financial statements will be review on January 6, 2011 meeting.

**B. Next Meeting Date – January 6, 2011 (Jack Reidy Conference room)**

**X. Other Business**

**XI. Adjournment**

Respectfully submitted,

Anne P. Guest  
Director