

MISSOULA PARKING COMMISSION

Minutes

June 6, 2013

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attendance were Board members Theresa Cox, John Roemer, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Mary Hanson, Administrative Services Manager. Also in attendance were Jim Galipeau of JCCS; and Jim Dayton, downtown worker.

Call to Order – Theresa Cox

Theresa welcomed all in attendance

Adjustment to the Agenda - None

Approval of Minutes of the May Board meeting held 5-2-13

The board requested that the Minutes of the Board meeting held on 5-2-13 be re-submitted for review and then they will approve at the July meeting.

Presentations - None

Action Items

- A. **Maintenance Agreement/MPC & FIB re: Bank Street Structure** – John Smith received documents from Anne on May 9th from First Interstate Bank regarding the maintenance agreement on the Bank Street Structure and Pedestrian Mall. Discussion ensued with the determination that John is in need of additional information before he is able to make a recommendation to the Board.

- B. **Amendment to Memorandum of Understanding/MPC & FIB re: Bank Street Structure** – John Smith noted the original date of this document is June 11, 1999. It has a length of 30 years expiring June 11, 2029. First Interstate Bank is requesting to extend the date to December 31, 2041 or earlier if they choose to terminate the memorandum. Per the original document First Interstate Bank receives 34 short term free public parking spots for 30 minutes of free parking courtesy of First Interstate Bank. They are willing to pay market rate for these spots once the 30 years expire. Payment will be made monthly on a calendar basis. There was some discussion in particular that 30 years would be June 11, 2029, not June 11, 2030 as the current document states. **John Smith motioned to move to accept new memorandum of understanding with First Interstate Bank on the condition that the date is changed to June 11, 2029 to correctly reflect 30 years. Carol Williams seconded the motion. The motion passed unanimously**

Non-action Items

New Business - None

Old Business

A. **Park Place Parking Block Party 6-7-13** – Anne Guest

Anne reported nice weather is forecasted. Three Eared Dog will be the band performing at Pattee Street entrance. The Mayor and several guest speakers will speak beginning at 5 pm. Gift Certificates for door prizes will be drawn at 6:30. The center section of structure will be cordoned off to set up tables, etc... Beer & wine and food samples are being donated by Pearl and Market on Front. Anne would like to do this neighborhood block party annually for the First Friday every June.

B. Downtown Master Plan Update – Theresa Cox (Wayfinding)

Teresa reported that the Wayfinding consultants are returning next Wednesday and Thursday. An open house will be on Wednesday at the Holiday Inn. The consultants will share their presentation and is seeking public comment. Theresa stated a restructure of the Wayfinding Committee will occur after this gathering.

The Parking Commission Advisory Committee

No report.

Director's Report

Financial Statement – April, 2013

Jim reported April resulted with negative revenue due to a large maintenance invoice. The final invoice of painting the Central Park structure was paid in April. Lease revenue continues to be down from budget but other areas are exceeding budget. Debt coverage at end of April is 1.63. As long as the next two months continue close to budget the debt coverage should be met for this year.

Next Meeting Date

July 11, 2013 in the Jack Reidy Conference Room at noon.

Other Business –

International Parking Institute - Anne attended the annual IPI conference in Florida. On street parking was the number one topic. She stated many companies have had multi-space meters but not pay by plate. One company has switched to pay by plate and in January they are going into production of single meter for two spaces. This will allow agencies to work with one company for all their hardware. Currently you have one company for multi-space machines and a second for the individual meters. Anne offered Missoula as a beta site She will request Dennis Burns to prepare an RFP for the meters purchases.

City-County Board Training - Theresa attended City-County Board training. Contentious meetings were the major topic. Matt Ellis is the new board member joining the parking commission next month. Theresa suggested providing Matt copies of the document to show the resolution that created this parking commission. Also a copy of the bylaws and mission statement. Theresa also recommended that the bylaws be reviewed annually.

Adjournment at 1:18 pm

Respectfully submitted,

Mary Hanson