

MISSOULA PARKING COMMISSION

Minutes

June 1, 2017

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Pat Corrick, John Roemer, Heidi Kendall and Joe Easton. From the Parking Commission office were Rod Austin, Director, Tiffany Brander, Administrative Services Manager and Chelsea Porter, Administrative Assistant II. Also in attendance were Jim Galipeau, JCCS, Ellen Buchanan, Missoula Redevelopment Agency Director, Heidi Starrett & Linda McCarthy, Downtown Missoula Partnership, and Tom Trigg, Director with Anne Marie Brinkman, Executive Director, from the International Choral Festival.

I. Call to Order - John Roemer

II. Introduction and Welcome to those in attendance

III. Public Comments and Announcements

There were no public comments or announcements.

IV. Approval of Agenda:

There were no suggested changes to the agenda.

V. Approval of Minutes:

Heidi Kendall moved to approve the April 6, 2017 meeting minutes with no changes. Joe Easton seconded her motion and the **Minutes of the Board Meeting held on April 6, 2017, were unanimously approved.**

VI. Financial Statement:

Jim Galipeau presented the monthly JCCS financial documentation to the Board. Jim noted that in April's statement merchant fees were reported for credit card transactions and may continue to be posted once per year as they are not currently being posted on a regular basis. Jim also noted that ticket revenue is increasing, as well as lease and total revenue for the year. Tiffany Brander suggested ticket revenue could be increasing because more tickets are being paid via the online payment portal, not necessarily because more tickets are being written. Lastly, Jim noted that the expenses for meters should match better to last year with June's report because of the way fees were recorded, but 26% of the meter revenue is being put toward the operation of the meters. Pat Corrick asked if that percentage is typical of the parking industry, and it was mentioned that the Passport Parking app is a significant savings in fees for the Parking Commission.

VII. Communications and Presentations:

1. Heidi Starrett & Linda McCarthy, Out to Lunch Committee– Request for 2017 Out to Lunch Trolley funding in the amount of \$1,500.00.

Heidi Starret presented information about Out to Lunch, including that it is now in its 32nd season and that the complimentary trolley has become a favorite mode of transportation for people attending. This year the Missoula Downtown Partnership is hoping to expand the route from the Lewis & Clark transfer center to Dornblaser Field, and then continue up Higgins Ave to stop at Caras Park and then on to the X's at the end of Higgins. The total cost to the Missoula Downtown Partnership for the trolley is \$2,650 and they are asking the Missoula Parking Commission to contribute \$1,500, the same contribution as the last two years. The trolley is also being sponsored in part by Blackfoot Telecommunications and Missoula In Motion as it ties in with efforts for alternative transportation.

Pat Corrick asked for clarification as to why service to the X's would be necessary, and it was explained by both Heidi and Linda McCarthy that the goal of the trolley is to extend and improve service to the people who ride it each year. Pat also asked for clarification of the funds, after receiving \$1,000 from Blackfoot Telecommunications and Missoula in Motion and \$1,500 from the Parking Commission, there would still be a \$150 gap in the total cost. Heidi explained the Downtown Partnership covers that gap, and that the cost of \$2,650 is only half of the service with Mountain Line covers the other half of the service. Heidi also reported that Mountain Line will be making a greater effort to track ridership this year but it is hard to determine which riders are riding specifically for Out to Lunch as all busses are Zero Fare.

John Roemer asked for any objections from board members since the money has already been approved for the trolley in the FY18 budget. No objections were brought up, and Rod Austin commented that the Out to Lunch season is a very busy time downtown and does have a significant impact on parking on days it is held.

2. Tom Trigg & Anne Marie Brinkman, International Choral Festival – Request for three-year grant in the amount of \$9,000.00 to begin in 2017 (\$3,000/year) for the July 17-20, 2019 International Choral Festival.

Anne Marie thanked Board Members and all present, and Rod and Heidi for meeting with them earlier. Anne Marie informed the Board that the International Choral Festival will be taking place in Missoula in July of 2017 and will be a four to five day event with choirs from around the world performing approximately, 20-30 concerts during the festival beginning with a Wednesday Out to Lunch Event and continuing through the weekend. The visiting choirs are housed throughout the community and thousands of people come from all over to attend with

approximately 23% of audience being from out of town.

Anne Marie indicated that the event has a positive financial impact on the Downtown economy with 372 choir member's spending money on gas, food, and souvenirs in addition to approximately \$260,000 from hotels and restaurants from participants. Anne Marie indicated that the total cost of the Festival is approximately \$300,000 over the course of three years. The Choral Festival is requesting that MPC's contribution be listed as a Thursday choir crawl sponsor and could be announced at all concerts as a partner.

Joe Easton asked to what level MPC participated in for the 2016 Choral Festival. Tiffany Brander, indicated that while there was no financial contribution in 2016 the Parking Commission is often approached for downtown events to help with free parking for volunteers, handouts, etc. so while there isn't a monetary amount attached MPC does provide assistance in many ways for various events. Joe questioned where, if at all, it is slotted into the budget. Rod indicated that it is not currently in the budget, and he has some reservations, but wanted it to come before the Board to discuss impact. Joe, thinks we should consider events like this but does have reservations about the dollar amount and the ongoing future commitment. He stated that he would like to be able to review the budget for FY18 and FY19 along with a review of MPC's current cash commitments and how the event fits into MPC's mission. Rod agreed that we should keep an eye on our budget even though the dollar amount is not something that is of major concern but with other things that may arise the commitment could be a concern.

Joe indicated that he would like more information on how the event would directly correlate to parking and our responsibilities. John Roemer indicated that he would like to look into the proposal and discuss further. Heidi Kendall indicated that she is unclear of our criteria for requests and wondered if we could adapt a policy for it, and wants to know what is allocated for grants, etc. Rod indicated that he would like to see the Board set a contribution policy so people know what to bring to Board meetings when asking for financial support. John Roemer stated that the Board needs more information before being able to make a decision, and **directed staff to add the International Choral Festival Financial Request to an action item at the next meeting.**

VIII. Director's Report:

Rod Austin began his report with an update that the Missoula Park Place Condominium Association will have its annual meeting on June 6, 2017 and Director's insurance will be a topic of conversation. Rod also indicated that his time at IPI was well spent investigating quick stop options, LPR, and gating equipment in addition to attending a variety of training classes. Joe Easton **requested Rod include a recap on the progress of the goals set at the October, 2016**

Strategic Planning Session in his next Director's report.

IX. Action Items:

1. Review and vote on proposed right of way policy

The updated right-of-way policy was presented to the Board. After a discussion regarding the possible effects the policy may have on Downtown development, Joe Easton **moved to amend to policy by changing the language “MPC will work with parkers...” right after “specific need” to add “and projected fees”** with the goal to give discretion and flexibility to MPC to review size, frequency and dollar amount for projects. He further stated that, “MPC needs to be economic development agency”. Pat Corrick seconded the motion, and further **moved to amend by striking out of the policy the second, third and fourth sentences in the first paragraph**, so as to remove any vagueness in policy. **Joe Easton seconded the amendment and called for the question. The Board voted on the amendments and all were in favor. Joe Easton moved to approve the amended motion and policy, Heidi Kendall seconded the motion and the motion was unanimously approved.**

2. Review and vote on proposed update to lease policy

The updated lease policy was presented to the Board. After brief discussion, Joe Easton **moved that the strikethrough and amendments as shown be incorporated into the policy to be finalized and distributed, Heidi Kendall seconded the motion and the motion was unanimously approved.**

X. Non-Action Items:

- A. New Business: n/a
- B. Old Business:

1. Update on discussion with Finance Department – Audit & Merchant Services fees – Rod briefly informed the Board that a meeting with members of City Finance was held on May 4th and he felt that the meeting was productive with the possibility of obtaining merchant fees on a monthly or quarterly basis. He also stated that he is considering the possibility of MPC acquiring their own merchant services.

2. Update on Kimley Horn gate arm contract - Rod provided a brief update to the Board to inform them that the Parking Consultant will be arriving on June 13th with a draft RFP to review and finalize so the RFP can be issued very soon.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, July 6, 2017 (Jack Reidy Conference Room).

Respectfully submitted,

Chelsea Porter
Administrative Assistant II