

MISSOULA PARKING COMMISSION

Minutes

October 5, 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 John Roemer, Heidi Kendall, Matt Ellis and Joe Easton. From the Parking Commission office were Rod Austin, Director, and Chelsea Porter, Administrative Assistant II. Also in attendance were Jim Galipeau, JCCS, Tom Trigg & Anne Marie Brinkman, International Choral Festival and Tom Benson, Arts Missoula.

I. Call to Order – John Roemer

II. Introductions and Welcome to those in attendance

III. Public Comments and Announcements

There were no public comments or announcements.

IV. Adjustment to the Agenda

Matt Ellis motioned to move action items ahead of financial statements, Heidi Kendall seconded, unanimously approved.

V. Action Items

1. First Night Trolley Request – Shuttle request in the amount of \$3,000

Tom Benson presented information about Arts Missoula, formerly the Missoula Cultural Council, and the upcoming 24th First Night which has around 80 events and activities on the schedule from noon until midnight throughout downtown Missoula, the University of Montana and Southgate Mall.

In the past MPC has helped with a grant that goes towards a Beach Transportation shuttle to go between the different venues. Arts Missoula is again asking for \$3,000 to cover the cost of those shuttles. Sponsorship of the shuttle would include the MPC logo in the guide and possibly in the First Night ad, as well as 30 buttons for staff and/or board members.

Heidi Kendall questioned both the Choral Festival and First Night requests being through Beach Transportation, and wondered if anybody has asked Beach Transportation for a discount. Tom Benson responded by stating that they do get a discount for the event through Beach Transportation, but there are certain costs that still have to be covered which is why they still ask for sponsorship. Anne Marie Brinkman from the Choral Festival added that Beach Transportation also gives them a discount, and because they use Beach Transportation frequently, Beach Transportation contributes \$500 towards the shuttle cost as a sponsor.

John Roemer remarked that it has already been budgeted for, and staff recommended approving. Rod Austin pointed out that the Choral Festival's newest request for funds aligns with this request, which has been approved for years. The board decided to hear both requests before moving to approve either.

2. International Choral Festival – Shuttle and associated costs requested in the amount of \$4,000

Tom Trigg reworked the International Choral Festival's initial proposal to better fit the MPC mission. The new proposal asks for funds to run two separate shuttles for the event. The first shuttle would be on the Wednesday of the festival to transport choirs and audience members between a satellite location, the University of Montana School of Music and the event in Caras Park. The second requested shuttle will run on Thursday of festival week and be used to transport choirs and audience members on a similar route to Wednesday's shuttle for the downtown choir crawl. Both of these events have previously required choirs to be transported in personal vehicles, but with a shuttle service it would be easier to get a larger number of people into the downtown area without increasing traffic load, and alleviating some need for parking spaces.

Anne Marie Brinkman added that with the requested contribution for a sponsorship level, MPC would be granted a website presence with a link and logo, a half page color ad in the festival program book, inclusion in media ads and festival buttons.

Matt Ellis asked for an explanation for the \$700 and \$800 amounts detailed in the request and received clarification. \$700 is requested for administrative costs to aide in communication with choirs, host families, and other necessary parties to oversee the running of these two shuttles. The \$800 is requested for marketing to advertise the shuttle service and to make choirs, host families and the general public aware that the transportation is available as a service for the event.

Joe Easton moved that MPC accepts and approves both requests for sponsorship from Arts Missoula and the International Choral Festival because these sponsorships and requests directly support the MPC Mission and these requests were already accounted for in the budget. They both directly support parking and alternative transportation modes.

Heidi Kendall seconded the motion.

Rod Austin clarified that the International Choral Festival request is not currently in the budget, but the request is for 2019 and it will be included in that budget.

Both requests for sponsorship funding were unanimously approved.

VI. Financial Statement

The documents provided by Jim Galipeau of JCCS are a draft and therefore marked as an incomplete, abbreviated version. As of the date of these reports, the information that has been given to JCCS is still incomplete - many expenses are not there yet. The fixed expenses are in the

reports, but many of the expenses will change as further numbers are reported to JCCS. In both July and August it was noted that ticket revenue is slightly lower than last year, but in both months the meter revenue is higher. Central Park also shows an increase in revenue, and lease parking as a whole shows an increase in revenue, though in July's report Central Park will show as down because of adjusted payments from the previous year. General expenses, such as payroll, are up slightly due to a higher staffing level, and meter expenses are noted to be down a little bit.

VII. Director's Report

Rod Austin noted his director's report for this month was very brief, but included information about submittals from the request for proposal for PARCS and Mobile LPR, including that the deadline was extended two weeks due to Hurricane Harvey, and that there were limited submittals for both parts of the request.

Matt Ellis asked how comfortable staff was with where the bids came in from a financial standpoint. Rod Austin stated that the amount for gate arm equipment was less than what was expected, even with the equipment installed. Cost of gate arm equipment is way lower than that, installed, but the total price for LPR may be higher than expected. He also noted that the consultant will need to review the proposals received. Rod Austin was unclear whether the proposal for LPR also included vehicles, but John Roemer was able to find where the proposal indicated a price for each vehicle. Rod Austin remarked that it may be possible to get the vehicles themselves through the City of Missoula Vehicle Maintenance Division at a better price and have them outfitted with the proper equipment.

Rod Austin wanted to set the next meeting, tentatively, for October 26, 2017 depending on the request for proposal review process. John Roemer noted he will be out of town that date and unable to attend. Rod Austin stated that if there is no meeting on October 26, 2017, he will not be able to meet again until mid-November. If the meeting on October 26, 2017 does not occur, a specific date will be set at that time for the next meeting.

VIII. Approval of Minutes

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

IX. Communications and Presentations

X. Non-action Items

A. New Business

1. On-Street Parking at the new Public Library

Rod informed the Board that there is currently an architect working on an analysis of the spaces near the site for the new library. Matt Ellis asked what components are making up the cost for the project, Rod explained because the project will be taking parallel parking spaces and changing them to diagonal parking and eliminating the boulevard in favor of

sidewalk trees, the majority of the cost will come from taking out the boulevard and installing new curbing, asphalt and concrete. The increase in cost due to the current plan, if parking were not to change, just includes replacing the boulevard trees and leaving all else as it is. Heidi Kendall inquired about any zoning changes, and Rod informed the Board that City Council has already approved the zoning change to include the new library in the Central Business District.

2. Potential implementation of Parking Impact Fees within the Central Business District and Parking Commission jurisdiction
Rod informed the Board that there is currently not a City Council person ready to take on this project, so it may not happen. After meeting with a consultant, the consultant voiced concerns about restrictions typically placed on money generated through these types of districts, and does not believe it would be the best way for MPC to proceed.

B. Old Business

1. Submittals for PARCS and Mobile LPR

The submittals for PARCS and Mobile LPR were addressed in the Director's Report, with no further questions.

XIII. Setting of next meeting and adjournment

Next meeting is scheduled for Thursday, October 26, 2017 (Jack Reidy Conference Room).

Respectfully submitted,

Chelsea Porter
Administrative Assistant II