

MISSOULA PARKING COMMISSION

Minutes

January 7, 2010

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attendance at the meeting were Board members Rod Austin, Theresa Cox, Jinny Iverson, Carol Williams and John Smith. From the Missoula Parking Commission (MPC) office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also in attendance was Brenda Peyton, JCCS; Linda McCarthy, Missoula Downtown Association; and Scott Sproull, Hide & 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. December Board meeting held 12/3/2009.

The minutes of the December Board meeting held 12/3/2009 were unanimously approved.

V. Presentations

A. Missoula in Motion (MIM) – Alex Stokman, Coordinator and Ryan Newhouse, Program Manager.

Alex introduced Ryan Newhouse who joined MIM last summer. Ryan's duties at MIM consist of outreach, presentations, follow-ups and marketing. Alex provided the Board with a copy of MIM's flyer for review describing updates on programs and partners.

Alex began her discussion reviewing highlights of MIM's past year. The highlights were anywhere from new memberships (i.e. FIB, Missoulian and DNRC), new website, installation of bus benches in partnership with Mountain Line, online newsletter instead of paper print, renewed EZ Pass program as well as other successes. However, membership has gone down last year. MIM has 3,500 members of which only 1,600 are active members.

Anne brought up the issue of FIB membership and needs. FIB joined MIM to look at their parking problems and alternatives. FIB is looking for incentives for their employees not to drive and find other transportation alternatives. Anne stated that she will arrange a meeting GT Solar discuss their options.

Rod questioned Alex how the reduction of participation has affected the impact of MIM programs. She responded that they will focus on Downtown EZ Pass outreach. Beginning February they will have face to face meetings with new members and then proceed with follow-up calls. They will also hold promotional membership luncheons.

MIM roadblocks were brought up by Rod and how MIM plans to deal with them. Various roadblocks were mentioned such as changing habits, the effect of gas prices, fear of change, familiarity of using the buses, and parent and children school/daycare schedules. Alex explained that they are working on different strategies to make bus usage friendlier.

Alex requested of \$6,400 for MPC a decrease of \$200 from the previous year due to less costs for the coming year. **The Board unanimously approved to fund MIM at the \$6,400 request amount.**

VI. Action Items

A. MIM Request for funds.

Note the above presentation.

B. MPC On-Call Services Agreement Proposal with Dennis Burns, Kimley-Horn

Anne Guest reviewed Dennis Burns' standard rate schedule. She stated that the schedule is the same as when Dennis worked for Carl Walker. Dennis would fall under the Senior Professional category approximated \$218 per hour. This is less than the high rate for that category.

It was mentioned that Carl Walker's Denver office closed their doors. However, Rob McConnell was retained as an architect and works out of his home.

A motion was made to approve the rate schedule and was passed unanimously.

VII. Non –Action Items

A. New Business

1. N. Higgins Project – Anne Guest

Anne mentioned that not much was happening on the project at this time. However, she had met with Rob the owner of the old Missoulian building. They discussed the possibility of utilizing his parking lot during construction to help alleviate parking demand. MPC entertained the thought of cost sharing with Rob with the installation of new gate arms from Federal APD. Jinny questioned as to what constituted in the management of a private lot. Anne discussed the various duties that MPC would perform.

As per Carol's question, it was confirmed that the parking on N. Higgins will remain as parallel.

The project will change the access to the lease lot resulting in parking space adjustments. MPC will gain and lose parking spaces in various areas. The total number of spaces cannot be determined until the program is completed but the net change is minor.

This would be a good opportunity to coordinate with engineers and Anne to look at different technology and introducing it to the public.

Construction is scheduled from March to September 2010.

B. Old Business

1. Front Street Parking Structure Update – Ellen Buchanan not in attendance

Anne Guest led the discussion in Ellen's absence. We are down to the final detail of the language with Holiday Inn. Some issues that were previously resolved have resurfaced back into the negotiations.

2. Downtown Master Plan Update – Rod Austin

No discussion at this time.

3. MPC Strategic Planning Update – Anne Guest

Dennis Burns will be in Missoula February 3– 5, 2010 to fulfill his final contract obligation on the behalf of Carl Walker for the Downtown Master Plan (DTMP). An itinerary is being created setting up meetings with various individuals involved with the DTMP.

The Board will meet with Dennis on February 4th at the regular scheduled Board meeting. The Board members felt that it was important to talk to Dennis first to layout the foundations of the strategic plan. The Board decided that it was important to formulate a Parking Advisory Committee (PAC) prior to Dennis' arrival. The PAC would consist of approximately 12 individuals in the Missoula business and residential community (i.e. MRA, BID, City Council,

RPP and etc.). The PAC appointees would be determined by the selected entities and not MPC. They would focus on setup, purpose and implementation of the DTMP.

The Board discussed the necessity of a public meeting with Dennis. It was determined that it would be crucial for Dennis to present the DTMP to the public as a professional in the field. An expert from out-of-town would be beneficial in answering questions concerning Missoula in comparison to other cities.

VIII. Director's Report

A. Financial Statements – November 2009

Rod Austin questioned the data on November's financial statements. Anne Guest explained the differences between November and December's figures.

B. Next Meeting Date – February 4, 2010 (Jack Reidy Conference Room)

IX. Other Business

A. Anne Guest mentioned that MPC is in contract with First Interstate Bank to manage two of their parking lots. FIB1 located at their drive-through bank facility and FIB2 located at the future Front Street structure location.

B. Rod Austin stated that he will contact Macy's management about MPC taking control of their parking lot after the store is closed.

C. Linda McCarthy, MDA attended the meeting to discuss with the Board about the recent news of Macy's closure. The Macy closure was a corporate discussion and not on the local level. There will be approximately 55 employees laid off due to the closure. Select individuals will have the opportunity to transfer to other Macy locations. While the remaining will be permanently laid off by the company.

The closure will definitely have an impact on the downtown. However, MDA is optimistic that someone will purchase the building and enhance the Downtown. The Historical Registry of the building will not be compromised. MDA is working hard on to fill the vacancy.

X. Adjournment

Respectfully submitted,

Anne P. Guest
Director