

# MISSOULA PARK COMMISSION

## Minutes

November 3, 2011

A Board of Directors' meeting was held in the Mayor's Conference Room, 435 Ryman at noon. Those in attendance were Board members Rod Austin, John Roemer and Carol Williams. From the Parking Commission office was Anne Guest, Director. Also was in attendance was Jim Galipeau, JCCS; Jim Dayton, Hide & Sole; and Ben Sokolowski.

### Call to Order – Rod Austin

### Introductions and Welcome to those in attendance

### Public Comments and Announcements

Jim Dayton asked that the Parking Commission Board consider the needs of the part-time employees when considering the variable pricing rates for the multi-space pay machines. He would also like to see the multi-space pay machines installed where the ten-hour meters are currently located.

### Adjustment to the Agenda -None

### Approval of Minutes

October Board held 10-11-11.

**The minutes for meeting held 10-11-11 were unanimously approved.**

### Presentations - None

### Action Items

#### Mid Town Lot Agreement

Anne gave the history of the Mid Town Lot (previously called Worden's Lot). The Parking Commission has had an agreement with Tim France since 1991 that expired on 9-1-11. At this point, all of the conditions of that agreement have been met. Tim emailed the Parking Commission a proposal as to how we could proceed with having the Parking Commission manage their lot.

Anne handed out an analysis of the revenue and expenses associated with the Parking Commission managing such a parking lot. In addition to looking at the Mid Town Lot, the Board reviewed the same statistics for the W. Broadway Lot which is a very similar arrangement as the Mid Town Lot.

After considerable discussion, the Board felt that the Parking Commission needs to make a policy to be consistent when managing a private lot. Various numbers and percentages were entertained. It was agreed upon that the Parking Commission not pay any of the property taxes for the owners and that we only negotiate an arrangement based on revenue and expenses. The Parking Commission needs to make money yet, at the same time, have a win-win situation with the property owner. It is also important to factor in the increased cost of providing maintenance over the term of the agreement.

The Board agreed to have Anne negotiate the terms with Tim France and come back to the Board for a final decision.

### Non-action Items

#### New Business

##### Variable pricing for on-street rates

Anne began with information on the history of parking meters in Missoula. We have had mechanical meters since 1947. Throughout the years, we have been able to change the rate in

these meters but that is no longer possible because the parts necessary to do so are no longer being made. The Parking Commission needs to change how they are managing the on-street parking. The most important reason to change is to offer a variety of payment options to the users i.e. credit card, debit card, pay by phone, extend by phone, etc. We also need to adjust the rates high enough to cover the costs that are associated with providing these options – credit card fees, bank fees, transaction fees, etc.

Digital Technologies has offered the Parking Commission three units (Luke II) to do an on-street trial for 90 days. Anne is recommending that we accept their offer. If we do a trial, it will be necessary to increase our per hour rate as recommended in the Downtown Master Plan. Anne distributed an analysis including 3 options to help the Board understand how variable pricing works. The Board had a thorough discussion about it.

Rod stated that this concept was introduced to the Parking Commission Advisory Committee last week and highlighted the option that they recommended. It was the option that escalated the hourly rate by fifty cents an hour after the first two hours.

The trial may not begin until after the New Year because of all the staff changes occurring by the end of the year. This way, the new employees will have the opportunity to learn about this new concept before it is introduced to the public.

## **Old Business**

### **Front Street Parking Structure update**

Rod reported that the focus is on pouring concrete before the weather gets colder. Not much has changed since last meeting and sometime soon, the project will shut down for the coldest months. Then hopefully, begin in early spring if weather permits.

### **Downtown Master Plan Update – No report**

### **MDA Awarded Grant for Caras Park**

Rod informed the Board that the MDA received a \$50,000 grant funded from the Tourism Infrastructure Improvement Program from the Montana Office of Tourism. This is a wonderful boost to the funding raising for the improvements needed to the Cars Park tent and area i.e. painting the steel structure of the tent, new side walls, electrical and brick repairs.

## **Director's Report**

### **Financial Statement – September, 2011**

Jim Galipeau said that his staff has been working earnestly to complete the financials in order to get a sense of the Parking Commission's financial status for the first quarter of FY12. Earlier today, Jim and Anne met with Brentt Ramharther and went over Jim's findings. Even though the September financials are in draft form, it is clear that the revenues are in a good position. Jim compared Year to Date this year to last fiscal year and it looks like the first quarter is up approximately 25%.

### **Next Meeting Date**

December 1, 2011 in the Jack Reidy Conference Room

## **Other Business - None**

## **Adjournment**

Respectfully submitted,

Anne Guest  
Director