

MISSOULA PARK COMMISSION

Minutes

March 1, 2012

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attendance were Board members Rod Austin, Theresa Cox, John Roemer and John Smith. From the Parking Commission office was Anne Guest, Director and Mary Hanson, Administrative Services Manager. Also in attendance was Ellen Buchanan, MRA.

Call to Order – Rod Austin

Introductions and Welcome to those in attendance

Public Comments and Announcements – None

Adjustment to the Agenda

Approval of Minutes

January 5, 2012

The Minutes of the January Board meeting held 1-5-12 were unanimously approved.

Presentations – None

Action Items - None

Non-action Items

New Business

Private Lot Lease Policy

Anne began by referring to an analysis of the revenue and expenses for the Parking Commission to manage a privately owned parking lot. She gave the history of Mid Town Lot which was previously called Worden's Lot. Tim France proposed a monthly amount for the Parking Commission to pay to utilize the lot as a lease lot. In looking at the analysis, the Board felt that the revenue from the leases and expenses including the cost of personnel and maintenance should be at least a break even situation. The ticket revenue was not included in the discussion because of the unpredictable nature of tickets and the fines at this time. The Board agreed that this is a good perspective to entertain other proposals to manage private lots.

Old Business

Front Street Parking Structure Update – Retail Space Contract

Rod stated that the parking structure is on schedule and they are continuing to pour concrete. The retail space is shaping up and now one can get an idea of what it is going to be like. The Parking Commission has received another back up offer in case the offer under contract fails. The offer under contract seems stable and there is increasing interest and resources being devoted to the due diligence. The current offer has until April 1st to let us know if they are going to keep the original offer. Any back up offer should be equal to if not higher than the current offer.

Downtown Master Plan Update

Rod reported on the Downtown Master Plan Implementation Committee activities and said that the committee is retrenching and that wayfinding is still high in priority on the list of projects to be completed. The committee has identified the need to find an organization/agency to manage the process. In general, the committee feels that Destination Missoula would be the most likely entity to oversee this project though they do not have the necessary personnel to do so.

Front and Main conversion is still a priority but will not happen before the Montana Department of Transportation's (MDOT) project to repave Main St. from Woody St. to Madison St. It has also been determined that the water main that is located under Main St. needs to be repaired and that project should take place before MDOT begins their project.

The committee is also focused on trying to raise the level of average style family dwellings in downtown Missoula.

Director's Report

Financial Statement – January, 2012

Jim referred to the Supplemental Schedule II for comparison of actual revenue and expensed to budget by month and year to date. Basically for the month of January, we hit our projected budget figures for the month though we are down in ticket revenue and down in meter revenue. Jim spoke about the Johnson Control's new lighting project and questioned where the \$20,000 saving is being reflected. The measuring period has not begun so the savings impact cannot be factored in at this point. If there is not a savings then the Parking Commission will be reimbursed the amount the Parking Commission has already paid into the project.

Standard & Poor's agents are in the process of evaluating the Parking Commission's financial status relative to operations.

Rod thanked Jim and JCCS for their constant support and good work in assisting the Parking Commission.

Dennis Burns' Visit

Anne reported about Dennis Burns' upcoming visit to Missoula regarding the St. Patrick Hospital parking study. There will be a public meeting to provide the opportunity for the neighborhood and stakeholders to give input about any concerns, issues or comments about the study. Dennis will also meet with St. Pat's administrative team to obtain more statistical information that will help him shape recommendations that he will present during his final visit. Dennis will also set aside some time to meeting with Rod and John Roemer to discuss and plan for a possible strategic planning session during his next visit.

Next Meeting Date

April 5, 2012 in the Jack Reidy Conference Room at noon.

Other Business – None

Adjournment

Respectfully submitted,

Anne Guest
Director