

# MISSOULA PARKING COMMISSION

## Minutes

June 7, 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, John Smith and Carol Williams. From the Parking Commission office were Anne Guest, Director and Mary Hanson, Administrative Services Manager. Also in attendance were Ellen Buchanan, MRA; Alex Stokman, Missoula in Motion; and Jim Galipeau, JCCS.

### **Call to Order – Rod Austin**

### **Introductions and Welcome to those in attendance**

### **Public Comments and Announcements – None**

### **Adjustment to the Agenda - None**

### **Approval of Minutes**

May 3, 2012

**The Minutes of the May Board meeting held 5-3-12 were unanimously approved.**

Mary will be taking minutes going forward to free up Anne so she is able to participate in discussions.

### **Presentations**

#### **Missoula In Motion (MIM) – Alex Stokman, Program Coordinator**

Alex began by distributing a three page handout. This handout provided the past ten year history with the Parking Commission, along with the current programs in place; more than 5800 rides are provided each month to EZ pass holders; and the new programs they plan to implement going forward. Some of the current employers they have worked with are Rocky Mountain School of Photography and Allegiance Health Services in their Midtown Lot. The Holiday Inn is in conversation with MIM in developing a bike share program for their guests. They want to expand this program to have guests extend their stays in Missoula. The Commuter Challenge has just completed with overwhelming participation. Over 100 businesses and 35 commuters participated. MIM has largely focused on marketing public education. Going forward they are shifting to individualized marketing. Conversation ensued about various topics in the handout.

MIM requested \$3000 for this current fiscal year and \$5000 for FY13 to receive leverage funding from CMAQ. John Smith made a motion to request the staff to review finances to find the funds. MIM stands to lose \$18,000 if these funds cannot be matched. John Roemer seconded the motion. Conversation ensued and Anne commented that all donations, contributions had been removed from our budget early this year when it became apparent that the bond coverage was in question. The budget has been reduced to its minimum and with the bond coverage still in question she could not recommend this motion. A vote was taken with four members voting yes and one no. It was suggested for Alex to solicit other organizations and attempt to obtain the \$3000 this fiscal year and that the Parking Commission would donate \$8000 in FY13.

Teresa made a motion for MPC to budget \$8000 for FY 13. A vote was taken and it was unanimously passed.

**The Board unanimously approved to fund \$8000 for Missoula In Motion which is to be paid in Fiscal Year 2013.**

#### **Park Place Condominium Agreement – Rod Austin**

Anne distributed copies of the Declaration of Condominium, Bylaws, Legal Description and Resolution regarding the condominium space at Park Place. Anne had emailed these documents to the board members just prior to the meeting because she had just received them from Dan Cederberg. A motion was made to appoint Anne Guest and Rod Austin as initial Directors to represent the Missoula Parking Commission. The initial closing was set for June 15<sup>th</sup>; it will be slightly delayed, hopefully occurring at the end of June. John Smith moved to accept the resolution, John Roemer seconded it. **The Board unanimously approved the motion for Anne Guest and Rod Austin as initial directors to represent the Missoula Parking Commission in this transaction.** Ellen Buchanan noted that nothing has been received in writing at this time from Holiday Inn stating that the Missoula Parking Commission is not in violation of use of the condominium

space in the Park Place parking structure. Jim Galipeau then stated that a tax return would be required for the condo association and asked who will be servicing this agreement? Will the City or the Parking Commission's accountant provide these services?

**Action Items - None**

**Non-action Items**

**New Business - None**

**Old Business**

**Update on new fines structure and revenue**

Anne reviewed the FY12 new fine structure analysis from January through May. She stated that behavior has changed. Approximately 75 % of vehicle owners are complying with the new fine structure and paying meters or leasing spots or making other arrangements. 25% still have discretionary spending to pay for parking tickets. Anne stated that fewer tickets are being written, construction downtown will have an impact on meter revenue and the University revenue will also decrease significantly for the summer. It was noted that eight major construction jobs are occurring in the downtown area this summer.

**Front Street Parking Structure Update – Rod Austin & Ellen Buchanan**

Ellen stated it is going well. Rod stated that Park Place has a different feeling from Central Park. It may be due to the higher ceilings, etc... The Board will be touring the site following this meeting.

**Downtown Master Plan Update – Rod Austin**

Rod reported conversations continue in the group. This year they are working on solving downtown residential issues. The Wayfinding group is moving forward. They are working on donations to bring in a consultant this fall. Ellen reported that an RFP to convert Main and Front Streets to two ways will be forthcoming per the Master Plan.

**Parking Commission Advisory Committee – Rod Austin**

Rod reported they have been meeting monthly with positive comments and minimal feedback. Going forward they plan to meet quarterly or on an as needed basis

**Director's Report**

**Financial Statement – April, 2012**

Anne reported that Jim Galipeau informed her at if we meet the budget JCCS proposed for May and June then our bond ration coverage should come in at 1.4. The minimum requirement is 1.33. Jim amended and revised the budget for fiscal year 2012.

Anne commented that all Kontrol Kards for Caras and Central Park were changed out this past week. New proximity readers were installed by Mike Sealund of Entrance Controls. She stated it went seamlessly due to the efforts of her staff.

**Next Meeting Date**

**July 10, 2012 in the Jack Reidy Conference Room at noon.**

Please note this date is the second Tuesday of the month, due to the holiday the prior week.

**Other Business – None**

**Adjournment**

Respectfully submitted,

Mary Hanson  
Administrative Services Manager