

# MISSOULA PARKING COMMISSION

## Minutes

March 6, 2014

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those attending the meeting were Board members Theresa Cox, Matt Ellis, John Roemer, John Smith and Carol Williams. From the Parking Commission office were Anne Guest, Director and Mary Meyer, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS; Erin McCrady, Dorsey and Whitney; Dennis Burns, Kimley Horn and Associates; Vanessa Solesbee, The Solesbee Group; Jessica Morriss, Development Services; Heidi Starrett, Missoula Independent; Jenny Mueller, the Downtown Missoula Partnership and Jim Dayton, a Missoula downtown employee.

### Call to Order – Theresa Cox

### Introductions and Welcome to those in attendance

**Public Comments and Announcements** – No public comments and announcements were made.

### Adjustments to the Agenda

Anne Guest requested an adjustment to include a discussion regarding Mountain Line's Phase II implementation for January 2015 including a "fare free" option.

### Approval of Minutes

The Minutes of the February Board Meeting held 2-6-14 were approved unanimously.

### Action Items:

**1. Presentation – Out To Lunch shuttle bus for Out To Lunch – Heidi Starrett & Jenny Mueller, the Downtown Missoula Partnership**

Heidi Starrett representing the Missoula Downtown Association (MDA) distributed a summary handout and presented a request for funding for this coming summer's shuttle service for Out-To-Lunch. The service costs approximately \$2,652.00 which is a 3% increase from last year. They are asking for \$1,500.00 from MPC. Other sponsors include Blackfoot Telecommunications and Missoula in Motion. **After a brief discussion there was a motion to approve the request. The request was unanimously approved.**

**2. Presentation – Refinancing Bonds - Erin McCrady, Dorsey & Whitney**

Erin McCrady from Dorsey & Whitney has been working to assist the MPC with refinancing the bonds associated with the construction of the Park Place parking structure. Points discussed were the savings of anywhere from 100K to 125K by refinancing and that there would be no out-of-pocket expense for MPC to proceed. **After some discussion there was a motion to move ahead with refinancing both the 2014-1 and the 2014-2 bonds. The motion was unanimously approved.** Erin also reminded the board that the meter revenues have been pledged to pay back the bonds.

**3. Presentation – Meter Modernization Project - Dennis Burns, Kimley-Horn and Vanessa Solesbee, The Solesbee Group**

Dennis Burns with Kimley Horn and Vanessa Solesbee with the Solesbee group presented their proposal to develop a Request for Proposal (RFP) for new on-street technology and to oversee the implementation of what that technology will ultimately be. The presentation included different options for that technology along with a 6-Step process to implement. Dennis reiterated that the modernization of the meters was already approved in the Missoula Downtown Master Plan in 2009 and that their purpose was to move ahead in developing the RFP and assist with the implementation.

Vanessa spoke about the engagement process and education of the various stakeholder groups. The Kick-off meeting will be held this evening at 6:00pm at the Holiday Inn Downtown.

**4. January Financial Statement – Jim Galipeau, JCCS**

Jim Galipeau of JCCS presented the January, 2014 Financial Statements. It was noted that ticket revenue is down from last year but overall revenue is up due to increased leases and meter revenue. Expenses are showing an increase due primarily to an increase in repairs and maintenance on the lots and structures.

**Next Meeting Date – April 3, 2014 (Jack Reidy Conference Room)**

**Other Business - none**

**Adjournment**

Respectfully submitted,

Mary Meyer  
Administrative Services Manager