

## MISSOULA PARKING COMMISSION

### Minutes

March 3, 2016

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 Matt Ellis, Heidi Kendall, John Roemer, Pat Corrick and John Smith. From the Parking Commission office were Rod Austin, Director, Geoff Badenoch, Interim-Director and Tiffany Brander, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS, Sue Thompson, Otis McCullough and Mark Hlebichuk as Downtown business owners.

#### **Call to Order – John Smith**

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

John Smith welcomed all and introduced Rod Austin as the new Parking Services Director.

#### **Public Comments and Announcements:**

Otis McCullough and Sue Thompson presented The Board with surveys that were taken at various downtown business for the Board to review. Mr. McCullough informed the Board that he met with an attorney to potentially sue the Board as well as the City due to the new parking meters but chose not to proceed based on a recent medical condition. Mr. McCullough and Ms. Thompson told the Board that their business is still declining and they believe it is a direct result of the new parking meters. They will continue to operate downtown until they are faced with paying more for their rent than they are actually bringing in as income. They would like The Board to consider dropping the lowest meter price option to .25 as having the minimum rate go from the past rate of .05 to .50 is astronomical. After some discussion, The Board thanked Otis and Sue for their comments and **directed staff to scan all of the surveys received and send them to Board Members for review.**

#### **Approval of the Agenda:**

The agenda was approved with no changes or additions.

#### **Approval of Minutes:**

John Roemer moved to approve the minutes with the suggested changes that throughout the document the last name of McCullough be added to Otis' first name and that Dick Ainsworth's last name be spelled the same throughout. Matt Ellis seconded his motion and the **Minutes of the Board Meeting held on February 4, 2016 were approved unanimously with the adjustments as described.**

#### **Director and Interim Director's Report:**

Rod Austin informed the Board that he is excited to take on the Director of Parking Services position and would like to meet with all of Board members individually in the near future. He informed the Board that he will be leaving for 2.5 weeks at the end of the March for a previously scheduled matter and will not be available to attend the April Board Meeting. He indicated the Geoff Badenoch will be available during this time to assist staff as Interim Director. He informed

the Board that he is working on signing up to attend the International Parking Institute's (IPI) annual conference which is in Nashville this year and would like to possibly have Tiffany Brander attend as well. The Board **directed staff to further look into the pricing of adding an additional attendee at IPI and will address their decision at the April Board Meeting as an Action Item.**

Geoff Badenoch reported to the Board that the Interim Directors Report was included with the pre-meeting packet and he would touch on the high points. He stated that MPC is getting closer to completing the roll out every day but we still have LUKE's to place and then we will be focused on further old meter removal and placing signage. MPC has had some mechanical issues Park Place recently which resulted in a two week period that public parking was free in Park Place. At this time all MPC gate arm systems are ran by the Federal ADP system which was purchased by 3M. With the purchase, 3M decided to cut all support for that system and MPC along with multiple other parking agencies are left without any official mechanical or software support. This is an issue that will need to be looked at in the future; however, it will be costly to replace and/or update the system. Rod Austin indicated that this is something he intends to look at in great detail as the Parking Services Director.

### **Communications and Presentations:**

#### **A. Parking by Montana Distillery – Mark Hlebichuk**

As the owner of the Montana Distillery, Mark Hlebichuk came to speak with the Board about the parking meter outside of his establishment. He informed the Board that having the LUKE in front of his business set as a Long-Term machine is detrimental to his business and does not provide his customers with feasible parking options. In principle he is okay with the new LUKE system and its intent and he is excited about the meters being in his area, he just wants the meter to be short-term instead of long term. Mr. Hlebichuk provided the Board with a history of the area of the Montana Distillery as well as his reasons for operating his business in that area of Downtown and how the area has positively changed since the Montana Distillery started operating there. Mr. Hlebichuk presented his thoughts on how the LUKE's in the area could be changed in an effort to better serve the businesses and customers of the area. Geoff Badenoch requested that the Board consider the facts and data surrounding the reasoning for having that LUKE as a long term machine before they make a final decision. Mr. Hlebichuk indicated to the Board that there are days when he needs to send staff home because they do not have enough customers coming in, which he believes is a result of having a long-term LUKE in front of his business. He requested the Board make a decision as quickly as possible as the Spring and Summer tourist season will be starting soon and he does not want the meter to have a negative effect on his business during those peak seasons.

Geoff Badenoch requested that going forward it would be beneficial if the Board were to create a protocol to be followed in these types of situations as downtown needs to be looked at as a community and any changes can have an effect on the whole picture. **The Board directed MPC staff to look at the data and address Mr. Hlebichuk's issue.** Rod Austin committed to having a conversation and looking into the possibility of a shorter option. John Smith suggests that MPC get the data and that at the next meeting an action item should be added to make a decision about the LUKE machine in front of the Montana Distillery.

#### **B. Update on Pay-By-Phone Application – Tiffany Brander**

Tiffany Brander provided The Board with an update on implementing a pay-by-phone app for parking in MPC jurisdiction. She requested that the Board allow an RFP to be published in an effort to choose the best and most cost efficient option for the Parking Commission as well as their customers. An RFP timeline was proposed as follows:

Meeting with applicable City Departments – Friday, March 18, 2016

Request for Proposals Issued – Monday, March 28, 2016

Deadline for Respondents to submit questions & requests for clarification – Monday, April 11, 2016

Anticipated MPC Board Action – Thursday, May 5, 2016

Marketing Strategy Implementation - Monday, June 27, 2016

Go Live Date – Tuesday, July 5, 2016

After further discussion and questions, The **Board directs MPC management to proceed with creating a Request for Proposals for a Pay-by-Phone application and follow the timeline as proposed in presentation.**

### **Old Business:**

The Board reported that Rod Austin needs to create a committee to establish a new disability parking policy. Rod indicated that he is aware of that request and has started to speak with individuals of the disabled community to set up meetings to discuss their willingness to participate in a committee. Heidi Kendall and Matt Ellis both volunteered to be Board representatives at those committee meetings.

### **Action Items:**

#### A. MPC Bylaws

John Roemer provided The Board with an update as to the status of the revisions of MPC Bylaws. He stated that he and John Smith met with Jim Nugent on Tuesday, March 1<sup>st</sup> to discuss them. They have made minor changes and updates as the document goes back to 1996 and there has since been updates to Montana Code Annotated. Additionally, they have made clarifications on who is eligible to be appointed to the Board as well as crafted a further definition of the Board and how it relates to the Mayor and City Council. A new article regarding supervision of the parking commission has been added as well. **The Board directs MPC Staff to provide Board Members with the updated Bylaws as suggested by John Roemer and John Smith so that by the next meeting a reviewed product can be discussed.**

### **Non-Action Items:**

Heidi Kendall discussed the possibility of having all Board meetings in City Council Chambers instead of in the Jack Reidy Conference Room for process, openness and transparency. She recently spoke with Ginny Merriam, City of Missoula Communications Director, and is curious about the different ways our meetings could possibly be recorded. Ginny offered to come to a meeting and talk to The Board about the options available. Heidi will contact her to see if she would be available to come to our April meeting.

John Smith informed The Board that his term is up on April 1<sup>st</sup> after 16 years and he has emailed Mayor Engen to indicate that he would be interested in staying on as a Board Member. He is

awaiting a response from Mayor Engen and will continue to serve The Board until he is either replaced or reappointed.

**Financial Statement:**

Jim Galipeau gave the Board a brief update on the December financial statement. He informed The Board that while we are still waiting on the City Audit to come in, the comparisons show that ticket revenue is down \$32,000.00, Lease Revenue is up by \$21,000.00 and Meter revenue is up as expected with the new rate structure.

**Setting of next meeting date and adjournment**

Next Meeting is scheduled for Thursday, April 7, 2016 (Jack Reidy Conference Room)

Respectfully submitted,

Tiffany Brander  
Administrative Services Manager