

MISSOULA PARKING COMMISSION

Minutes

May 5, 2016

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Pat Corrick, Heidi Kendall, John Roemer, and John Smith. From the Parking Commission office were Rod Austin, Director, and Jodi Pilgrim, Administrative Assistant. Also in attendance were Jim Galipeau, JCCS, Ginny Merriam, Communications Director for City of Missoula, Linda McCarthy, Downtown Missoula Partnership, and Nancy Zadra, a member of the public.

Call to Order – John Smith

Introduction and Welcome to those in attendance:

Approval of Agenda:

The agenda was **approved unanimously** with no changes or additions.

Approval of Agenda and Minutes:

John Roemer moved to approve the April meeting minutes with no changes or additions. Heidi Kendall seconded his motion and the **Minutes of the Board Meeting held on April 7, 2016 were unanimously approved.**

Public Comments and Announcements:

Nancy Zadra informed the Board that her husband, Charles, has a handicap placard. He received a parking ticket in January. He has a problem with ambulation, which makes it too difficult to walk down the block to pay at a machine. It is not fair or kind to expect him to do so. Nancy acknowledged that Rod had informed her via voicemail that he may park with his placard under the old rules while the policy is under review. Nancy encouraged the Board to keep with the old tradition, which is kind and generous. Asking people to utilize an app on their phones is also too difficult and too much to ask. **Nancy was invited by John Smith to give her contact information to Rod Austin so that he may contact her for the next committee meeting**

Director Report:

Rod Austin presented the Director's Report. Rod informed the Board that the Toll Booth Collector Position has been filled by Bill Lake. Bill is passionate about working for the Parking Commission and has been a loyal employee. Rod noted he had met with Laura Millin at the Missoula Art Museum to discuss moving the Saturday market from E. Pine Street to W. Pine Street. Signs for parking are planned for this change. In late June, T2 will be doing a showcase of the Missoula Parking Commission meter roll out to several Montana parking authorities. Rod

provided the Board with copies of the Anderson Zurmuehlen Financial and Audit Reports and mentioned specifically pages 40-41 regarding Bond Coverage Ratio which is at 256%, exceeding the goal of 135%.

Nancy Zadra entered the meeting late. Director's report was paused to take her public comment which is detailed in the Public Comments section of these minutes.

Rod reported, in response to Mrs. Zadra's concerns, that the first handicap committee meeting was held on April 18, 2016. Travis Hoffman, Hadley Ferguson, and Bob Liston were in attendance for that meeting. Travis and Doug Harby are working on identifying all handicap spaces and determining their ADA compliance. The pitch in the crown of the road is too steep to meet ADA requirements for handicap spaces and striping is not correct on several spaces. Ben Weiss from the Bicycle Pedestrian Office has an intern surveying downtown parking spaces which will provide a starting place for fixing the problem spaces. John Smith informed Nancy Zadra that the committee for handicap parking policy was called for in the February, 2016 meeting and that Rod Austin is heading the committee. Rod Austin informed Nancy Zadra that the Board will ultimately make the decision on whether handicap parking remains free. He then informed the Board and Nancy that the committee is on hold until the phone application is in place. Rod will call Nancy Zadra to inform her when the meeting is scheduled.

Financial Statement:

Jim Galipeau confirmed that each member had received a copy of the March financial report. Comparison from this year to last year in March show ticket revenue is down \$42,000, meter revenue is up \$84,000, and lease revenue is up \$105,000. Overall, revenue is up around \$179,000. Expenses are about \$45,000 less than last year. Rod Austin pointed out that some of the on-going expenses for the new meters have yet to hit the Parking Commission because there was a substantial purchase at the beginning of the project. Meter expenses are expected to be reflected in future financial reports. Total Operating Income to date is around \$670,000.

Communications and Presentations:

Ginny Merriam presented some options to the board on making meeting more public and transparent. The city contracts with MCAT for 400 hours per year of public T.V. programming. The MCAT Commission has unanimously approved use of some of those hours for the MPC Board meetings. The options available to the Board are to broadcast the meetings live in City Council Chambers and record meetings in Sire or record the meetings for a later air date and have meetings archived on the MCAT site. **The Board agreed to add this as a discussion topic for the June 2, 2016 Board meeting.**

Action Item:

Missoula Park Place Condominium Association meetings need to be held annually. Current members of the association are Ben Sokoloski, Anne Guest, and Rod Austin. Rod Austin requested a new member. Pat Corrick volunteered. John Roemer moved to nominate Pat Corrick. Heidi Kendall seconded. **Pat Corrick was unanimously approved as the member of the Missoula Park Place Condominium Association Board.**

Non-Action Items:

Update on the Mercantile building - construction will cause a need for parking access. Construction will bring 100-150 workers. Rod has been working on expanding the Kiwanis lease area, converting the loading zone outside of Century Link into on-street parking, and purchasing the lot across from the Masonic Temple. Pat Corrick recommended considering a shuttle as a solution for construction workers. There are 30 spaces in the Park Place garage held for the future owner of the Mercantile building. Rod has put a hold on another 30 lease spaces in the Park Place garage at this time.

Update on Meter Modernization Project – the Parking Commission has ordered 17 additional meters in order to complete the project.

Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, June 2, 2016 (Jack Reidy Conference Room)

Respectfully submitted,

Tiffany Brander
Administrative Services Manager