

MISSOULA PARKING COMMISSION

Minutes

December 1, 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 Joe Easton, Pat Corrick, Matt Ellis, John Roemer, and Heidi Kendall. From the Parking Commission office were Rod Austin, Director, and Tiffany Brander, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS, Linda McCarthy, Downtown Missoula Partnership, Mike Haynes, Development Services Director, Don Verrue, Development Services Assistant Director, and Ellen Buchanan, MRA Director.

I. Call to Order:

Heidi Kendall called the meeting to order.

II. Introduction and Welcome to those in attendance:

III. Public Comments and Announcements:

No public comments or announcements were given.

IV. Approval of Agenda:

There were no suggested changes to the agenda.

V. Approval of Minutes:

Joe Easton moved to approve the minutes with no changes. Pat Corrick seconded his motion and the **Minutes of the Board Meeting held on October 6, 2016 were unanimously approved.**

VI. Director's Report:

Rod Austin presented the Director's Report. Heidi Kendall requested more information about the creation of a stakeholders meeting and wanting a board member to be a part of those meetings. Rod indicated that they don't necessarily need to volunteer to be on the committee today but he feels it is important for a board member to be there for those meetings. He also indicated that he would like to see representatives from other city department and other Missoula agencies including MRA, Summit, and the Chamber of Commerce. Pat Corrick requested that staff provide him with real time updates on the pay-by-phone app so he is aware of where it is at throughout the process.

VII. Financial Statement:

Jim Galipeau gave the Board a brief update on the September financial statements and indicated that overall the financials are looking positive. MPC's expenses are currently higher than projected due to changes in personnel and the Caras Park Outfall project contribution of \$25,000.00. The Dashboard and projections worksheet are almost done and should be available by the next meeting. The financial statement has been updated to be more streamlined and easier to read.

VIII. Communications and Presentations: n/a

IX. Action Items:

A. Downtown Development and MPC -

Rod Austin indicated to the Board that he would like to have a discussion about developing a policy regarding development projects Downtown. He stated that the discussion mainly revolves around the spaces that are needed for the Merc construction project. Rod stated that MPC past practice has been to not charge for any spaces utilized during construction that have been blocked off as part of a right-of-way encroachment permit and he would like the Board's opinion on continuing past practice at this point. Rod's recommendation to the Board was that the Merc not be charged for the 30 spaces they have asked in their Right of Way (R.O.W.) Encroachment permit to block. He feels that it is too far along in the process to add such a large charge to the project. He would like to use this project as a reference in forming a policy for future projects as he feels it is important to consider parking disruptions during large and lengthy construction projects. Rod indicated that MPC staff had a meeting with City Development Services staff and would like to work with them to get a streamlined process going so developers will understand the cost involved up front before moving forward with their project. Ellen Buchanan suggested that once this policy is in place, Rod should plan to attend Development Services Design Review Team meetings for construction projects in the downtown area. Don Verrue and Mike Haynes stated that Rod would be welcome to attend those meetings and felt that it would be helpful to get the information to developers at that level instead of waiting until further into their projects.

After further discussion, the Board determined that they will direct staff to create a policy for their review starting with the next board meeting. At that time they would like to use the Merc project as a model for crafting the policy and would like to see quantified numbers and loss of revenue to be used in policy discussions. Joe would like the policy to take in to account the differences between R.O.W. Encroachment permit space uses for public safety and those used for lay down access/storage.

X. Non-Action Items:

A. New Business

- i. Electric vehicle charging stations in Park Place – Rod updated the Board and stated that the contract has been sent back to Northwestern Energy and we are just waiting on it to be finalized. Once the plan is in place, we will have separate electrical meters

to track usage. The electronic vehicle charging stations should be installed by next month. Pat Corrick stated that he would like to see us charge for their usage in the future. Rod stated that he doesn't think there will be a large demand, but is looking forward to seeing what the use will be.

ii. Food for Fines program

Tiffany Brander reported that 417 nonperishable food donations were received by MPC with a total of \$834.00 being reduced from accounts. Staff participated in five media interviews and multiple Facebook posts. Tiffany stated that staff felt like this program was a success and is one that we would like to continue doing with the permission of the Board.

B. Old Business:

i. Strategic Plan

a. Rod provided the Board with an update and printout indicating the top initiatives for the next 12 and 36 months. Staff are working on a business plan and will provide much more detail in the coming months. Currently staff is working on obtaining quotes and further information.

ii. Downtown Partnership report on old meters

a. Linda McCarthy with the Downtown Partnership quickly stated that the Partnership has raised approximately \$20,000 from the sale of old meters and indicated that they are very thankful for our contribution.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, January 5, 2016 (Jack Reidy Conference Room).

Respectfully submitted,

Tiffany Brander
Administrative Services Manager