

## **MISSOULA PARKING COMMISSION**

### **Minutes**

**January 5, 2017**

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, John Roemer, Matt Ellis, and Heidi Kendall. From the Parking Commission office were Tiffany Brander, Administrative Services Manager and Rod Austin, Director, via telephone. Also in attendance were Linda McCarthy, Downtown Missoula Partnership, Ellen Buchanan Missoula Redevelopment Agency Director and Chris Behan, Missoula Redevelopment Agency Assistant Director.

#### **I. Call to Order:**

John Roemer 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:**

Heidi Kendall moved to approve the minutes with no changes. Pat Corrick seconded her motion and the **Minutes of the Board Meeting held on December 1, 2016 were unanimously approved.**

#### **VI. Director's Report:**

No Director's Report was given.

#### **VII. Financial Statement:**

Jim Galipeau was unable to attend the Board Meeting. Tiffany Brander reported on financials on his behalf and indicated that the November financials were prepared by JCCS with a few questions on the status of a few normal monthly invoices. Tiffany stated that due to staffing changes in the Finance department there were some Journal Vouchers that were not processed but would show up within the December financials. Tiffany noted that the Parking Ticket revenue for November was down by approximately \$1,300.00 from the previous year, which was mostly due to the payments received for the Food for Fines program. John Roemer asked about

the possibility of lease increases in the future and Rod stated that we will likely see an increase in the future.

### **VIII. Communications and Presentations:**

No communications or presentations were given.

### **IX. Action Items:**

#### **A. Parking access for current structures and License Plate Recognition**

Rod informed the Board that in fleshing out the Development Agreement for the Student Housing Project, he quickly realized that it was time to start visit the idea of The Parking Commission becoming a financial partner in the project. Rod explained that in order for the garage to have the gating equipment that is up to the standards and recommendations of the Parking Commission, it will be necessary to contribute financial assistance to the program in the amount of approximately \$100,000.00. Rod requested the board approve the Missoula Parking Commission to join as a partner in the Student Housing Project Development Agreement. With there being no questions or concerns, Matt Ellis moved to approve the Parking Commission to join in the Student Housing Project Development Agreement Heidi Kendall seconded the motion. Pat Corrick abstained from a vote but a quorum was reached with the aye of John Roemer. **Joining the Student Housing Project Development Agreement was approved by the Board.**

Rod requested the Board also consider allowing the Parking Commission to explore financing options in an effort to finance new and/or updated gate arm equipment for other MPC facilities in conjunction with the Student Housing Project. In his initial research Rod informed the Board that his early cost estimate is \$385,000.00 to outfit the Student Housing facility, Park Place, Central Park and the Caras lot with new gate equipment. In addition to financing new gate equipment, Rod would also like to tie in License Plate Recognition (LPR) hardware and software for an estimated additional \$185,000.00. Rod will continue to explore avenues to finance all gate arm projects. Rod indicated that in his early discussions with the Finance department, it appears that all of these projects would fall under a financing program he is interested in, and he is seeking approximately \$570,000.00 to include the \$100,000.00 from the Student Housing Project Development Partnership. With the Board's approval, Rod indicated that he will determine which of the components we need and then determine the financial of financing. Rod requested that the Board authorize further exploration into financing options for deployment of new equipment. Matt Ellis moved to authorize exploration into financing options anticipating that we may deploy new equipment and Pat Corrick seconded the motion. **Moving forward with the exploration of financing options for gate arm equipment was unanimously approved.**

In light of the LPR discussion, Tiffany informed the Board of MT HB149 which is currently in the legislature and involves LPR. While the current text looks to allow for MPC's use of LPR, Tiffany stated it would be important for MPC to monitor the bill as it proceeds through legislation. Ellen suggested that a request to the City's Lobbyist be asked to track any bills

related to the Parking Commission. Pat Corrick moved to approve LPR subject to meeting the financing package and other requirements and Matt Ellis seconded the motion. **Implementing LPR for the Missoula Parking Commission was unanimously approved by the Board subject to meeting financing and other requirements.**

**X. Non-Action Items:**

A. New Business. None.

B. Old Business:

1. Pay-by-phone:

Tiffany informed the Board that the contract with Passport was signed on December 29<sup>th</sup> and we are moving forward with implementation. Linda McCarthy suggested a possible launch date during Winter Brew Fest or the Big Sky Film Festival to which everyone agreed. Tiffany indicated that she had a meeting with Passport the following day and would see if a launch date during either of those events would be possible.

2. Strategic plan:

Rod informed the Board that the possibility of updating garage access equipment and implementing LPR has stalled the completion of the strategic plan as he wanted to wait on a decision from the Board before moving forward. Now that he has direction from the Board he hopes to have a general outline by February or March for the Board's review.

**XI. Setting of next meeting date and adjournment:**

Next Meeting is scheduled for Thursday, February 2, 2017 (Jack Reidy Conference Room).

Respectfully submitted,

Tiffany Brander  
Administrative Services Manager