



A Regular Board Meeting of the Missoula Parking Commission was virtually held on **Tuesday, August 11, 2020 at 12:00 p.m.** Those in attendance were Board members Joe Easton, John Roemer, Glenda Bradshaw, and JR Casillas. From the Missoula Parking Commission (MPC) was Tiffany Brander, Parking Services Director and Jodi Pilgrim, Parking Services Manager.

- 1. Call to order** – Joe Easton
- 2. Introductions**
- 3. Public Comments & Announcements** - None
- 4. Adjustment(s) to the Agenda** - None
- 5. Approval of Minutes**
 - a. Board Meeting held July 2, 2020. JR Casillas motioned to approve the minutes. Glenda Bradshaw seconded this motion. The minutes from July 2, 2020 were unanimously approved.
- 6. Communications and Presentations**
- 7. Financial Statement** – Jim Galipeau was unable to attend today’s meeting to provide the June financials. Tiffany Brander provided an overview. Meter revenue was \$80,000.00. This is a significant difference compared to the last few months. Pre-COVID meter revenue was about \$100,000.00 per month. Long-term debt payments are on schedule. The majority of expenses are due to personnel services.
- 8. Director’s Report** – Tiffany Brander

Based on availability, virtual MPC board meetings will be held on the second Tuesday of the month. When the board is able to meet in person again, meetings will return to the first Thursday of the month.

Tiffany presented the pre-audited July financials. Expenses were \$60,000.00. \$35,000.00 was attributed to personnel services. Revenue was \$280,000.00. \$150,000.00 of revenue was for leases. Meter Revenue was up to about \$77,000.00. There has been an increase in parking ticket payments. Net Revenue was \$200,000.00.

MPC has received a notice from the Montana Department of Transportation to vacate Bridge Lot by October 1, 2020. Bridge Lot leaseholders will be relocated to the bottom of the Bank Street structure. When Riverside Lot spaces are blocked due to construction, leaseholders will utilize Riverside Lot spaces closer to Pattee Street, or they will be relocated to the Bank Street structure. There is no intention to cancel leases due to bridge construction. MPC will be working with Big Sky Public Relations to send out information to leaseholders regarding lease space relocation and information about the Bridge Project. These notices will go out to our leaseholders on September 16, 2020.

Tiffany and Joe Easton previously talked with Linda McCarthy and Robert Giblin from the Missoula Downtown Association (MDA) about the Business Improvement District (BID) police officer position. JR Casillas and Glenda Bradshaw will be meeting with Linda to learn more about the program. They discussed the previously approved MPC budget and MDA’s desire to add another officer that will be

mostly grant funded. They also discussed the possibility of the MDA attending a future board meeting to request additional funding.

9. Action Items - None

10. Non-action Items

a. New Business - None

b. Old Business

i. Jurisdictional boundary discussion

Joe Easton recalled a strategic planning meeting three years ago related to expanding MPC's jurisdiction. Joe would like to continue the discussion of the role that MPC can or may play in other areas. Joe would like MPC to consider new responsibilities when discussing jurisdiction expansions and communicate with City Council and the Mayor to better understand MPC's ability to expand. Joe previously thought a formal request for expansion would be necessary. Tiffany has informed Joe that formal action is not needed. Joe would like to hear comments and concerns from other board members. Tiffany stated that jurisdictional expansion is an action of City Council. She does not think that an action item is needed within the board, but a statement from the Board would likely be useful.

John Roemer is concerned that the community would expect MPC to manage all areas immediately if the jurisdiction is expanded to city limits. JR is not sure if expanding to the entire city limits is feasible. Joe is looking for discussion about the Hip Strip jurisdiction and general future parking planning. Glenda Bradshaw would like businesses and residents of the Hip Strip to be informed about expansion of MPC's boundaries. She would like to have people engaged in the expansion. Tiffany added that even if MPC's jurisdiction is expanding it does not automatically mean that parking management strategies will apply.

11. Setting of next meeting (September 8, 2020, Jack Reidy Conference Room or via virtual meeting) and adjournment

Respectfully submitted,

Zoe Walters
Administrative Assistant II