

# MISSOULA PARKING COMMISSION

## Minutes

June 3, 2010

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attending the meeting were Board members Rod Austin, Jinny Iverson, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also was in attendance was Scott Sproull, Hide and Sole.

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

The meeting was called to order by Rod Austin.

### **II. Welcome and Introductions**

Introductions were made.

### **III. Public Comments and Announcements**

Scott Sproull, Hide and Soul, commented that he is in favor of the Parking Advisory Committee however he has concerns regarding the formation of the committee. He expressed his concerns that the committee members were handpicked. Scott stated that the committee needs to develop a more collaborate process and be open to the public. He encouraged that the committee do more advertising of the meeting schedules and get more involvement from the public. Scott stated that the agendas are not timely and there are no minutes.

### **IV. Approval of Minutes**

#### **A. May Board meeting was held on May 6, 2010.**

The minutes of the May Board meeting held 5/6/2010 were unanimously approved.

#### **B. May special Board meeting was held on May 27, 2010.**

The minutes of the May Board meeting held 5/27/2010 were unanimously approved.

### **V. Presentation(s)**

No presentations were made.

### **VI. Action Items**

#### **A. Lease Lot Rates**

Rod led a discussion regarding the lease lot rates. He reviewed a handout on the current rates and Dennis Burn's, Kimley-Horn, recommendation. Carol Williams expressed her opinion that \$5.00 increase of lot rates was not apportioned to the \$10.00 increase of the structures. She stated that the structure rates where a higher increase per month and questioned the purpose. It was mentioned that the structures have always been at a higher rate due to the amenity of covered parking.

The proposed lease lot rates would be effective January 1<sup>st</sup>, 2011. The Parking Commission plans to notify the leasees three months in advance of the lease rate changes.

Carol Williams made a motion to accept Dennis Burn's recommendation with a three month notification. **The Board unanimously approved the motion.**

#### **B. Parking Demand Model Proposal – Kimley-Horn**

The purpose of Dennis Burn's visit was to review the N. Higgins Project, signage, new technology and to fulfill his service contract. He also served as a liaison between different Missoula entities. Dennis has proven to be helpful in implementing the Downtown Master Plan (DTMP). The Parking Commission plans to rely on his valuable parking expertise and knowledge.

It was questioned as to purpose of Dennis' visit and the costs associated with it. As to the purpose, it was discussed above. The cost of Dennis' visits is an administrative cost associated with implementing the DTMP.

It was mentioned that all of the meters downtown will need to be replaced eventually. The N. Higgins Project will be considered as a pilot project. However, there are big issues that need to be addressed i.e. cellular service, effectiveness and connectivity issues. During this process the parking spaces will also need to be readjusted.

The installation of the new technology on N. Higgins is expected to be completed by the end of August 2010. The project is estimated to be finished September 2010.

### **C. Parking Advisory Committee – Rod Austin**

On 5-25-10, the Mayor received a citizen complaint that there were no agendas and minutes taken at the Parking Commission Advisory Committee (PCAC) meetings and that the members of the PCAC were individually selected by the Parking Commission. The Mayor and Jim Nugent requested that the Parking Commission post agendas and minutes on the City's website and that this procedure should continue for all further PCAC meetings. Rod recommended that the PCAC comply with the request. It was also determined that the Mayor's approval is not required for appointing members to the committee. The PCAC members were selected by the agency they represent – not by the Parking Commission.

Rod Austin stated that there was no referral in the Task Report regarding the creation of a Parking Advisory Committee as previously thought. His original reaction was to disband the committee when Scott Sproull brought his concerns and criticisms to City Hall. Rod stated that at no time he and/or the Board felt that the committee would bring such great adversity. After further thought Rod stated that he felt that the committee was providing the Board with valuable information, suggestions and that the committee should continue its process. He said that if the City Attorney's Office requests that the committee post agendas and minutes than that should not be a problem for future meetings.

The PCAC has evolved since its inception. The original concept was to have a diverse group that conducted research and informally report to the Board. Invitation letters were sent out to various entities that outlined the committee objective and requested the they choose a representative.

A comment was addressed as to the effect that PCAC had a predetermined agenda which was addressed by Rod. Technically the PCAC meetings did have a predetermined agenda due to the fact that the meetings were addressing issues from the DTMP. The meetings are run by Rod and everyone has the ability to comment and input on topics. The meetings allow participants to state their opinion and get involved with the meeting.

Jinny Iverson brought up the topic of Dennis Burn's letter that was addressed to the Mayor and City Attorney regarding the PCAC. She expressed concern on how the situation was handled and preferred that the concerned party(ies) could have handled things differently.

The name has been changed to Parking Commission Advisory Committee (PCAC) due to a conflict in names from another City committee.

### **D. Lease Lot Wait List policy**

Anne stated that the lease lot wait list numbers are skewed because the same people are on multiple wait lists. Currently, the lists are so extensive that the Parking Commission is not accepting any new individuals. As new lease lots and structures become available the Parking Commission would like to have a clear and fair plan in place issuing lease spaces.

First Interstate Bank (FIB) is requesting 70 guaranteed parking spaces for 25 years in the possible future Front Street Structure for GT Solar. Currently, they are parking in the public parking spaces on the top floor of the Bank Street Structure. It was questioned to the fairness of the guarantee select individuals versus honoring the current wait list. To date, the Parking Commission does not have a written buy/sell agreement to purchase the land from FIB.

A discussion was held regarding putting together language that includes GT Solar, other special requests and public demand. It was decided that the language should address the general intent and concept. Anne Guest will draft language that outlines the lease lot wait list policy.

## **VII. Non-action Items**

### **A. New Business**

#### **1. Fine Structure**

Prior to the Downtown Master Plan (DTMP), the Parking Commission attempted to propose a new fine proposal without success. The \$2.00 meter violation has been perceived as out dated and change is necessary to proceed with the DTMP. The major obstacle is to change and review parking behavior in relation with the fine structures.

Various discussions were held regarding numerous fine structures and suggestions. Topics varied from leaving the structure as is, attempting to collate meter and overtime fines, offering the first time free and etc. However concerns were brought up about maintaining the Parking Commission's revenue and bonding capacity. The fine structure will be on the next PCAC agenda.

### **B Old Business**

#### **1. Parking Advisory Committee (PAC) – Anne Guest**

Discussion held previously in the meeting.

#### **2. Front Street Parking Structure Update – John Smith**

First Interstate Bank and Holiday Inn still have not come upon an agreement on the sale of the land. There are three agreements left on the table. Holiday Inn is requesting in the final easement that nine parking spaces be reserved in the new structure to replace the spaces that they would lose in the sale. They also are requesting that the parking spaces would be free of any maintenance costs. The hotel has 200 rooms and wants to be able to provide parking in the case of all of their rooms are filled.

It was questioned whether a government entity could make special agreements with various individual(s). This would set precedence and give Florence Hotel the ability to reserve parking spaces for valet parking.

#### **3. Downtown Master Plan Update**

No updates on the Downtown Master Plan.

## **VIII. Director's Report**

### **A. Financial Statements**

No discussion on the financial statements.

### **B. Next Meeting Date – July 1, 2010 (Jack Reidy Conference Room)**

## **IX. Other Business**

## **X. Adjournment**

Respectfully submitted,

Anne P. Guest  
Director