

MISSOULA PARK COMMISSION

Minutes

May 5, 2011

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, Theresa Cox, Jinny Iverson, and Carol Williams. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also was in attendance was Ellen Buchanan, Missoula Redevelopment Agency (MRA); Michael Tree, Mountain Line; and Bruce Bugby, citizen.

Call to Order – Rod Austin

Introductions and Welcome to those in attendance

Public Comments and Announcements

None

Adjustment to the Agenda

Approval of Minutes

April Board meeting held 4-7-11.

Theresa Cox made a motion to approve the minutes and Carol Williams seconded the motion. The minutes were unanimously approved.

Presentation

1. Mountain Line Transfer Station Project contribution – Michael Tree

Michael Tree began his presentation with praise to Anne on her good insight and willingness to partner with other City organizations.

Mountain Line Board has received funds to update the transfer center. The purpose of the update is to replace the pavement. During this process Mountain Line felt that it would be a good time to update the breakaway bollards. The current bollards have a temporary look and they would like to make updates and add landscaping. Ellen Buchanan questioned whether hardscape has been considered instead of landscape. She stated that there are ongoing costs to landscape which should be considered.

There would be a 7 ½' wide stripe with trees, more inviting appearance and open mediums which is a current issue for pedestrians. The project would entail removing three parking spaces on W. Pine at the corner of Ryman to allow for traffic. Missoula Parking Commission would lose \$2,880 revenue per year by removing those parking spaces.

Anne spoke to the Parking Enforcement Officers (PEOs) regarding the loss of the parking spaces at the location. The PEOs did not foresee any issues with losing those parking spaces.

The total cost of the project is estimated at \$30K. Dale at the County has committed to contributing \$8K and the City is contributing \$4K. Mountain Line is requesting MPC to match the City's contribution of \$4K.

Action Items

1. Mountain Line Transfer Station Project contribution – Michael Tree

Carol Williams made a motion that MPC would agree to vacate 3 parking spaces to facilitate the design and not commit to the \$4K contribution until the Board knows the fiscal year end financial statement standing. Carol suggested that the Board makes an effort to replace the 3 parking spaces elsewhere. Theresa Cox seconded the motion. The motion received 3 yeas (Carol Williams, Theresa Cox and Rod Austin) and 1 nay (Jinny Iverson).

Non-action Items:

New Business

1. Strategic Planning, Annual report, Capital Plan – Anne Guest

Anne and Dennis Burns (Kimley-Horn) have started working on the annual report. They have worked with the media and been keeping City Council well informed.

Old Business

1. IPS meter analysis – Anne Guest

Anne spoke to Laurie (IPS representative) regarding the Board's decision on the IPS meters. IPS has very tolerant. The first three months Missoula Parking Commission (MPC) has not paid rent on the meters. However, the Board needs to make a decision.

Anne requested Kathy Lathrop to do another IPS meter analysis from February to March 2011.

2. New fines structure

MPC Board has put together a strategy like no other. The Board is willing accept whatever proposal that is made by City Council. The whole process has been very political and the Board does not understand City Council stance.

The Board has committed to take the high road on the fine structure in spite of the negative feedback from a few downtown business owners. A major portion of the advertisements in the Missoulian are not accurately revealing information and not forth right.

MPC has three revenue sources of which they have control only on one which is lease rates. The other two, meter and fine revenue, cannot be controlled and is dependent upon public behavior.

3. Front Street Parking Structure Update – Ellen Buchanan

The Holiday Inn parking lot is being worked on as well as the entrance/exit into their lot.

Ellen is getting numbers on bids from contractors.

MPC has been getting questions from property owners in the area of the structure (i.e. pedestrian access, lighting and etc.). Not all of the property owners like the design. They feel that the design is substantially different than the surrounding buildings. The design could become dated if it is not done right. Ellen said that we are in good shape.

Bruce Bugby questioned whether the design is related to the cost estimation and do we need to have a bid to do the drawings. He also questioned if there are any design changes does the public have the ability to interact with the decision making. If there a trade off on the design it will come to the solar panels versus aluminum. The design team would like to use a more traditional skin. They are as well concerned about the design becoming dated. The ultimate trade off would come to the number of levels that are built.

4. Downtown Master Plan Update – Rod Austin

Mountain line has put down \$30K for a street car study. The committee is still working on Front Street and Main street conversion.

Director's Report

1. Financial Statement - March 2011

Jim Galipeau was not able to attend the meeting. However, he sent the Board an email on the analysis on March 2011 financial statements.

Bottom line fine income through March is right at \$82,000. Last year at this point it was right at \$244,000 so a drop of \$162,000. MPC had a \$23,000 income from a Touch America settlement last year that will not be repeated. General expenses are up \$37,000 over last year mostly because of an increase in repairs of \$26,000 and a \$15,000 increase in printing – ticketing (may be a timing issue). The big driver is the overall decrease in revenues of just under \$100,000. All three sources of revenue are down. Tickets are down \$13,000 but that is because last March 2010 had a huge amount because of a billing problem that finally got resolved in February 2010 that led to huge payments in March. Short term parking is down about

\$33,000 which is all in the meters. Leased parking is down \$45,000 but March 2011 is ahead of March 2010 by almost \$10,000. I think that trend will continue. The anomaly is really in last year because one very large lessee paid for a full year in advance in December 2009 so that made FY end 6/30/2010 artificially high and the period from July, 2010 to December, 2010 artificially low. Now that lessee is paying monthly or quarterly in 2011 so year to year comparisons should keep being favorable until year end.

2. Next Meeting Date – June 2, 2011 (Jack Reidy Conference Room)

**Other Business
Adjournment**

Respectfully submitted,

Anne Guest
Director