

## MISSOULA PARK COMMISSION

### Minutes

May 3, 2012

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attendance were Board members Rod Austin, Theresa Cox, John Roemer and Carol Williams. From the Parking Commission office was Anne Guest, Director and Mary Hanson, Administrative Services Manager. Also in attendance were Ellen Buchanan, MRA, Jim Dayton, Hide & Sole and Kim Kaufman, Prudential Montana Real Estate.

#### **Call to Order – Rod Austin**

#### **Introductions and Welcome to those in attendance**

#### **Public Comments and Announcements – None**

#### **Adjustment to the Agenda - None**

#### **Approval of Minutes**

**March 1, 2012**

**The Minutes of the March Board meeting held 3-1-12 were unanimously approved.**

#### **Presentations**

##### **Out To Lunch request for funding – Kim Murray**

Kim began by giving a brief summary of the utilization of the Out To Lunch (OTL) shuttle bus. Last year more than 1600 riders took advantage of the service. Since its inception in 1993, there have been more than 44,000 visitors riding the bus to Caras Park which represents an average of 2,445 riders each year. The committee expects this number to increase this OTL season because of higher gas prices. The costs to run the OTL shuttle have been holding at \$2,500 for the last several years but they may go up to \$3,000 next year. Kim named the main sponsors – Missoula Parking Commission, Mountain Line, Blackfoot Communications and Missoula in Motion - recognized the fact that the Parking Commission is having a challenging year with construction of the new parking structure. The other sponsorships have committed to doubling their commitment this year anticipating the Parking Commission may not be able to fund this year at the same level as in the past. The request for funding is reduced to \$500.

Rod stated that he appreciates the other sponsors stepping up with additional funding this year. Theresa also complimented Kim for being proactive with the other sponsors.

**The Board unanimously approved to fund \$500 for the Out To Lunch shuttle which is to be paid in Fiscal Year 2013.**

##### **Wayfinding – Theresa Cox**

Theresa began by reporting that a Wayfinding Committee has been working for a year to establish a wayfinding system for both cars and pedestrians to get around Missoula. A lot of information has been gathered and a process defined. Now there is a need to find a lead agency. The most likely agency is Destination Missoula though this agency does not have the personnel support needed to oversee the entire process. The Committee has been presenting the idea to various entities/agencies to get financial pledges of support to initially fund the Request For Proposal phase to hire a consultant. At this point, the City has committed \$25,000.

The Committee is requesting that the Parking Commission participate at the \$10,000 level for the initial planning phase. Then the Committee will need to determine how to raise the money to fund the implementation phase which could cost over a million dollars. Initially they will be looking at grants in addition to support from agencies, city and county government departments. Once implementation is complete, the City will maintain the signage. Rod said that the Parking Commission needs to look at our parking signage needs as outlined in the Downtown Master Plan. Hopefully implementation will occur next fall. A good

wayfinding system will help alleviate the perception that there isn't enough parking in downtown Missoula. This is an expense that could perhaps come out of next year's budget. Theresa commented on her concern being Chair of the Wayfinding Committee and a member of the Parking Commission Board.

The Parking Commission needs to determine if we can capitalize this expense. **John moved to approved to help fund \$10,000 for the first phase of the wayfinding project for fiscal year 2013 depending upon whether or not it can be accounted for as a capitalized expense. The Parking Commission would like it to benefit our mission and focus on the downtown and the Parking Commission's jurisdiction. The board unanimously approved \$10,000 for phase one. Theresa abs stained from the vote because of her role on the Committee.**

## **Action Items**

### **Offer(s) on retail space in Park Place**

Rod stated that we submitted another counter offer to the Buyer of the retail space in the new parking structure. Kim Kaufman reviewed for the Board the background of the original listing price, the initial offer from the Buyer and the current price being offered by the Buyer. This offer is subject to the mutual acceptance of the condominium agreement and the Buyer acceptance of the cost to build out the space. The Buyer has retained an architect. There has been some confusion as to what exactly was going to be purchased at the time of the closing even though early conversations and emails spelled it out quite thoroughly. The Buyer dropped their offer so the Parking Commission opened up the right to purchase to the other back up offer(s). The Parking Commission agreed to a counter the offer amount At this point, there is no exact closing date. Before that is scheduled, the Condominium Agreement needs to be approved. Kim will respond to the Buyer(s) regarding the Board's discussion and counter offer. Then Rod recommended that the Buyer's include an executed copy of the letter of acceptance from the Holiday Inn acknowledging the Buyer's use of the retail space.

**John moved to accept the counter offer as subject to the mutual acceptance of the condominium agreement, the agreed upon split of the costs involved in accommodating the exhaust venting and a formal acceptance from the Holiday Inn relative to the intended uses. This motion was unanimously approved.** Hopefully with the estimated closing date of June 15<sup>th</sup> the new market may be open at the same time as the structure.

### **Park Place Condominium Agreement**

Rod stated that Dan Cederberg and the Buyer's attorney were working on it and should be finalized fairly soon.

## **Non-action Items**

### **New Business**

#### **Bike Corral at W. Broadway & Ryman**

Anne began by reporting that the Palace will soon begin a total renovation of the building. Including all the changes is an interest to build additional bicycle parking for the tenants and the public. Anne has been working with the project manager to develop a suitable location. After considerable consideration and consultation with Phil Smith, the Bicycle Pedestrian Program coordinator, it was determined to install a bike corral at the southeast corner of W. Broadway and Ryman. The Palace project will pay for the installation. One meter space will be lost but it is a good exchange for the TDM option it provides.

### **Old Business**

#### **IPI Award of Excellence competition – Award of Merit for MPB**

Anne said that she just received notice that our submittal entitled, "Integrated Downtown Master Plan & Parking/Access Management Plan" was chosen for an Award of Merit by the International Parking Institute to be announced at this year's IPI conference in Phoenix. As always, it is rewarding to be recognized for our accomplishments here in Missoula.

#### **Front Street Parking Structure Update – Rod Austin & Ellen Buchanan**

Ellen stated that the final big concrete pour will take place at the end of this week. Next the stairs and other smaller items will be poured. The architects and construction team are working hard making decision about the skin that will wrap around the structure. Sample panels should arrive soon and we

will do a mock up and make decisions as to the size and density of the holes in the panels. Construction is still on schedule.

**Downtown Master Plan Update – Rod Austin**

Rod reported on the Downtown Master Plan Implementation Committee activities. The Committee is still meeting regularly and focusing on action items to be completed.

**Director's Report**

**Financial Statement – March, 2012**

**Next Meeting Date**

**June 7, 2012 in the Jack Reidy Conference Room at noon.**

**Other Business – None**

**Adjournment**

Respectfully submitted,

Anne Guest  
Director