

MISSOULA PARKING COMMISSION

Minutes

February 5, 2009

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those attending the meeting were Board members Rod Austin, Theresa Cox, John Smith, Tom Wilkins, Anne Guest, Director; and Kathy Lathrop, Administrative Services Manager. Also in attendance were the following: Ellen Buchanan, Director of the Missoula Redevelopment Agency; Jim Galipeau, JCCS; and Scott Sproull from Hide and Sole.

I. Call to Order – Tom Wilkins

The meeting was called to order by Board President – Tom Wilkins.

II. Welcome and Introductions

Introductions were made.

III. Public Comments and Announcements - None

IV. Approval of Minutes

A. **January Board meeting held 1-8-09. The Board unanimously approved the minutes of the Board meeting held 1-8-09.**

V. Presentations

A. **Bike Corral – Phil Smith, Bicycle Pedestrian Program**

Phil began by stating that he has been working with Anne and Rod regarding the idea to establish a bike corral in Downtown Missoula to be used as a pilot project in hopes of developing several more throughout the Downtown and the Hip Strip. The intent is to keep the sidewalks free of lots of bicycles and allow them to be more pedestrian friendly. This way, bicycles will utilize a parking space in the public right-of-way and not on the sidewalks. Phil's committee has identified a specific location on the 400 block of N. Higgins in front of Taco del Sol by the alley. Phil has spoken to all of the adjacent business owners as well as others further down and on the other side of the street. Phil then passed around photographs and examples of other bike corrals that have been built in other communities. This also included a schematic drawing of the one that is being proposed for this location. He spoke about how to delineate the space with safety being a primary concern. There are several options available to enhance it which will depend upon financing. It is possible to remove the corral when it is winter and the need for bike parking demand is less.

The bid for construction the space including the "U" shaped bike racks, pin downs and markers is approximately \$1,500. Missoula In Motion has already pledged \$500. Phil is making the same request to the Parking Commission and will make the same request to the Missoula Downtown Association for \$500 each. There was a question about utilizing the yellow zones rather than a parking space. Phil responded by stating that visibility is critical for those areas for trucks turning into the alley. Another question arose as to how to determine the success of this space – perhaps photos would be sufficient. Phil mentioned several other locations that would be good for a bike corral i.e on the Hip Strip. Tom stated that he likes the idea that it is seasonal so it can be returned to a parking space in the winter. After a short discussion, **the Board approved unanimously to commit \$500 to help fund the establishment of a pilot bike corral on N. Higgins.**

VI. Action Items - None

A. **Request for funding for a Bike Corral – see minutes above.**

B. Front Street Parking Structure – Reimbursement Resolution

Anne began by explaining the purpose of the Reimbursement Resolution. It is a document that will give the Parking Commission some added flexibility in cash flow and covering preliminary expenses regarding the Front Street Parking Structure. It will allow the Parking Commission to spend money toward the project and then reimburse itself from the proceeds of the bonds. It can avoid an early issuance of bonds or take the pressure off the issuing the bonds to get money for preliminary expenses. Basically, this Resolution allows the project to preserve the New Markets Tax Credit funding for other costs as well as the tax increment funds from the Missoula Redevelopment Agency. Following a general discussion, **the Board unanimously approved to adopt the Reimbursement Resolution based on the advice of our bond counsel.**

VII. Non-Action Items

A. New Business

B. Old Business

1. Front Street Parking Structure RFQ – Tom

Tom began by saying that Ellen did a very good job of putting together the fourteen proposals, an individual criteria sheet for each one and an overall scoring sheet to evaluate all the 14 responses. A selection committee met and reviewed them. The final selection included three architects and two contractors. – CTA, OZ, MMW , Gordon Construction and Quality Construction. They have been notified. The next step is to publish the Request For Proposal (RFP). Carl Walker will be the structural engineer and the contractor will be working with the design team. All of the selected firms have worked well together in the past. Again, Tom thanked Ellen for the good process. Then Ellen stated that, at this point, we have not issued the RFP and won't until we have more contact with the Holiday Inn. The First Interstate Bank has contracted with WGM to conduct a survey and perform a Phase I environmental assessment of the land.

2. Downtown Master Plan process and schedule – Rod

Rod stated that the Steering Committee has been restructured to proceed with monitoring the Downtown Master Plan. Currently there is a draft document of the Master Plan that is being reviewed extensively for content and grammar. The sub documents to the Master Plan are also being reviewed. Hopefully in April the Plan will be submitted to the Planning Board after which it will be referred to the Planning and Zoning Committee and finally to the City Council for adoption.

Then, the Parking Commission will hold another public meeting on Task Report #3 with the recommendations from Dennis Burns. The Parking Commission Board will then take the comments from the public meeting under advisement and proceed with getting Council approval on the appropriate elements.

VIII. Director's Report

A. Financial statement – None

B. Next meeting date – March 5th (Jack Reidy Conference Room)

C. Report from Kathy Lathrop

Kathy gave a brief report about her new job and items that she will be focusing on in the next several weeks. She stated that she is please to be with the Parking Commission.

IX. Other Business

X. Adjournment

Respectfully submitted,

Anne P. Guest
Director