

BOZEMAN PARKING COMMISSION MINUTES

Thursday, October 10, 2019 @ 7:30 AM

A. Call to Order - 7:30 AM – City Commission Chamber, City Hall, 121 North Rouse

Mayor - Cynthia Andrus: Present
Committee Member - Ben Lloyd: Absent
Committee Member - James Ness: Present
Committee Member - Shasta Winston: Absent
Committee Member - Kelly Wiseman : Present
Committee Member - Mark Egge: Present
Staff - Ed Meece: Present
Committee Member - Paul Neubauer: Present

B. Changes to the Agenda

None

C. Approval of minutes for September 12, 2019 (Exhibit 1)

Motion to approve:

Committee Member - Mark Egge: Motion
Committee Member - Kelly Wiseman : 2nd
Mayor - Cynthia Andrus: Abstain
Committee Member - Ben Lloyd: Absent
Committee Member – Paul Neubauer: Approve
Committee Member - James Ness: Approve
Committee Member - Shasta Winston: Absent
Committee Member - Kelly Wiseman : Approve
Committee Member - Mark Egge: Approve
Staff - Ed Meece: N/A

D. Public Comment – Members of the audience or their agent may be invited to present testimony or evidence. To be recognized, each person desiring to give testimony or evidence shall step forward and, after being recognized, give their name and address for the record. The presiding officer may establish a time frame for each public comment but in no case shall

such timeframe be less than three (3) minutes per speaker. The presiding officer may lengthen or shorten the time allotted for public testimony.

07:32:45 AM (00:02:02)

Neil Gregersen, 2400 Durston Rd #39; stated that he works with the Ellen Theater, and on September 4th he ran into an issue with the downtown Parking Garage pay system. He commented on the convenience of the parking garage and how he liked the ability to add minutes via txt message. He thinks the ability to add time from the 2 free hour screen on the kiosk would be helpful.

E. Ex Parte Disclosures of Parking Commissioners

None

F. Action Items

1. Discuss/Approve/Deny citizen request to consider expansion of the MSU Residential Parking Permit District for the 500 & 600 blocks of South 13th Avenue. **(Exhibit 2)**

Commissioner Neubauer asked when the dorm at the University is going to be occupied and if that is going to impact the parking in that area.

Commissioner Egge asked about the Parking Benefits district and where it is in the process. He also commented that when the parking district is expanded it just moves the problem outward to the next streets.

Chair Ness pointed out, that in a letter received about the expansion, it sounded like the domr is not yet occupied and recommends tabling this item until after the dorm is finished.

Commissioner Egge agrees with the recommendation to table this item for future discussion.

Commissioner Wiseman motions to approve the expansion of the district:

07:50:02 AM (00:19:19)

Committee Member - Kelly Wiseman : Motion

Committee Member - James Ness: 2nd

Mayor - Cynthia Andrus: Abstain

Committee Member - Ben Lloyd: Absent

[Committee Member - James Ness: Disapprove](#)
[Committee Member - Shasta Winston: Absent](#)
[Committee Member - Kelly Wiseman : Disapprove](#)
[Committee Member - Mark Egge: Disapprove](#)
[Staff - Ed Meece: N\A](#)
[Committee Member - Paul Neubauer: Disapprove](#)

2. Discuss/Approve/Deny Resolution 2019-08 A RESOLUTION OF THE BOZEMAN PARKING COMMISSION OF THE CITY OF BOZEMAN, MONTANA, AUTHORIZING THE PARKING PROGRAM MANAGER TO SIGN AN AGREEMENT WITH EXEC U CARE SERVICES FOR OFFICE/BATHROOM CLEANING SERVICES AT THE BRIDGER PARK DOWNTOWN GARAGE. ([Exhibit 3](#))

Mr. Meece stated that the Parking Services Division had moved to work out of the Parking Garage in June. They have worked with HRDC to solicit bids, and recommend approval of the bid from Exec U Care Services.

Commissioner Egge moved to approve the motion:

[07:53:23 AM \(00:22:40\)](#)

[Committee Member - Mark Egge: Motion](#)
[Committee Member - Paul Neubauer: 2nd](#)
[Mayor - Cynthia Andrus: Abstain](#)
[Committee Member - Ben Lloyd: Absent](#)
[Committee Member - James Ness: Approve](#)
[Committee Member - Shasta Winston: Absent](#)
[Committee Member - Kelly Wiseman : Approve](#)
[Committee Member - Mark Egge: Approve](#)
[Staff - Ed Meece: N\A](#)
[Committee Member - Paul Neubauer: Approve](#)

3. Discuss/Approve/Deny Bozeman Parking Commission Resolution 2019-09 A RESOLUTION OF THE BOZEMAN PARKING COMMISSION OF THE CITY OF BOZEMAN, MONTANA, APPROVING THE EXTENSION OF A LICENSE AGREEMENT (DATED SEPTEMBER 11, 2015; AMENDED 10/11/2016 AND 4/30/2018) WITH THE ETHA HOTEL FOR USE OF CITY PROPERTY, ARMORY PARKING LOT, AS LEGALLY DESCRIBED IN THE LICENSE AGREEMENT. ([Exhibit 4](#))

Mr. Meece reviewed the lease agreement with the Etha Hotel that began September 11, 2015. The Armory Lot is currently being used as a staging area for

the construction of the Etha. He explained that this resolution simply extends the current license agreement to March 30, 2020

Commissioner Neubauer asked about the current charge for the lot and if when the lease agreement is over if the lot will be used for public parking.

Mr. Meece explained that, per the agreement with the Etha, the lot will be returned to the City. He also explained that the entrance to the lot may change from Willson to Mendenhall to improve the flow of parking.

Commissioner Wiseman pointed out that this lot is not new use but an upgrade of current existing use. He asked that when considering the upgrade to this lot we stay mindful of not putting in excessive landscaping that would take away valuable parking.

Commissioner Egge asked Mr. Meece to explain the current Garage Lease agreements with the Etha Hotel.

Mr. Meece pointed out that the lease agreement began in 2010 and that the language in the agreement is unique only to the Etha. It designates the use of 100 spaces in the basement. Currently they are using 54 main garage permits which will be converted into basement permits. They will eventually have full use of the basement, 100 spaces. The Etha is paying the current permit rate.

Chair Ness asked about the process of conversion of the basement permit holders to the main garage level.

08:04:24 AM (00:33:41)

Mr. Fontenot commented that there are no exclusive parking spots in the parking garage; no parking spot in the garage is assigned to specific individuals

Commissioner Wiseman made a motion to approve the resolution.

08:05:20 AM (00:34:37)

Committee Member - Kelly Wiseman : Motion

Committee Member - Paul Neubauer: 2nd

Mayor - Cynthia Andrus: Abstain

Committee Member - Ben Lloyd: Absent

Committee Member - James Ness: Approve

Committee Member - Shasta Winston: Absent

Committee Member - Kelly Wiseman : Approve

Committee Member - Mark Egge: Approve

Staff - Ed Meece: N/A

Committee Member - Paul Neubauer: Approve

4. Discuss FY 20 Annual Budget Performance Measures (Exhibit 5)

Mr. Meece explained the performance measures for the Parking Division and how they are developed internally with each department.

Commissioner Egge asked if we have existing scores for the performance measures.

Mr. Meece explained how the calculations will be determined. Mr. Fontenot pointed out that these performance indicators are new and should strategically point us in the right direction, but we do not have the data from prior years.

08:10:24 AM (00:39:41)

Commissioner Neubauer asked about the capital line item for the IVR voice messaging system.

Mr. Meece explained what the Integrated Voice Recognition system is, and how it will convert voice messages to emails or texts and send them out to the officers.

08:15:02 AM (00:44:19)

Kathy Powell, 1215 S 3rd Ave; commented about the 2020 budget and the large increase in the parking operations and enforcement budgets.

H. Parking Program Manager Report (Exhibit 6) (Exhibit 6A: Occupancy Report)

08:19:36 AM (00:48:53)

Mr. Meece gave Brandi Higgins credit for arranging the fund balance report into a more legible table.

Mr. Meece commented that Mr. Fontenot, Mr. Fine, and he, have been in discussions with the FTA about what type of financial reporting is required for the Parking Garage and the Public Transit Center.

Mr. Meece also commented on the continued effort of the logo design and upgrade.

Commissioner Neubauer asked about the parking lot permit revenues and if it runs on a calendar year.

Mr. Meece explained that the annual renewal for parking permits is January 1st, so we should see a large increase in that revenue item during December.

Commissioner Egge asked about the document that describes the terms and requirements for accepted funding from the FTA.

Mr. Fontenot explained that there has been several versions of this document issued and it is currently being discussed with FTA which document is the most accurate.

08:31:32 AM (01:00:49)

Chair Ness asked about the balance in Cash in Lieu and its history and what the money can be used for.

Mr. Meece gave a brief history about this item, and explained that the funds are designated for new parking capacity only.

Mr. Fontenot pointed out that Cash in Lieu is at \$25,000 per space and the current cost for a structured parking space is approximately \$35,000 to \$40,000.

08:34:10 AM (01:03:27)

I. New Business

Mr. Meece stated that there has been an inquiry about gathering data for on street inventory occupancy before new developments open and comparison data collection after the facility opens.

Chair Ness pointed out that some later evening occupancy data may also be helpful.

Commissioner Wiseman pointed out that weekend occupancy data would be helpful for making decisions.

Mayor Andrus commented on the efforts of gathering more data.

Chair Ness asked if there is any other projects that would be beneficial to collecting data. He also pointed out the Sobo Project that may have an impact on residential districts.

Mayor Andrus stated that the City Commission just completed their ethics training and wanted to clarify her role is as a liaison to the Parking

Commission. She does not direct staff, but she can make suggestions for staff to consider.

Mr. Fontenot commented on the Montana Parking Summit that took place during the 2019 Montana League of Cities and Towns Annual Convention. He congratulated Mr. Meece, and his enforcement team, for the value they brought to the conference.

08:49:27 AM (01:18:44)

Commissioner Egge stated that he would like to have a data collection publishing policy or process to better analyze and share data being collected.

J. Adjournment.

08:51:37 AM (01:20:54)

K. Upcoming Items (Tentative):

November 2019:

* Annual Board Ethics Training (required by Bozeman City Charter)

The next Bozeman Parking Commission meeting will be held November 14, 2019, 7:30 am, at City Hall.

Bozeman Parking Commission meetings are open to all members of the public. If you have a disability that requires assistance please contact our ADA Coordinator, Chuck Winn 582-2307.