

MISSOULA PARKING COMMISSION

Minutes

January 7, 2016

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 Matt Ellis, Heidi Kendall, John Roemer and John Smith. From the Parking Commission office were Geoff Badenoch, Interim-Director and Tiffany Brander, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS and Linda McCarthy, Missoula Downtown Association.

Call to Order – John Smith

Introductions and Welcome to those in attendance

A. New Interim Director, Geoff Badenoch

Public Comments and Announcements: None

Adjustments to the Agenda: None

Approval of Minutes:

John Roemer requested that on page three, item number two, the record reflect that the suggestion for a Parking Commission dash board came from himself and not Matt Ellis. Matt Ellis requests that the suggested wording from Linda McCarthy, as shown below, regarding the new director recruitment be adopted:

"After HR narrowed the applicant pool from 44 to 14, the committee interviewed three candidates via video. One candidate advanced to a second-round interview, but the committee opted to not offer the position based upon a lack of experience in parking development and financial analysis. Therefore, the committee recommended reassessing the salary and re-posting the position with the hopes of acquiring a pool of candidates with more relevant experience."

After discussion, Matt Ellis moved to approve minutes with changes brought forth by himself and John Roemer. Heidi Kendall seconded his motion and the **Minutes of the December Board Meeting held 12-03-15 were approved unanimously with the adjustments as described above.**

Presentations: None

Action Items:

A. Approval of Interim Director Employment Agreement

Clarification was made that the Interim Director Employment Agreement does not entitle the Interim Director to vacation, sick or retirement pay but does provide coverage by Workman's Comp and Liability. Compensation will go through the City Finance department's payroll system and will include income tax deductions [usual deductions for SSN, taxes, etc.]. A letter of employment was signed by John Smith and Geoff Badenoch as Interim Director. John Roemer moved to approve the Interim Director's Employment Agreement, Motion seconded by

Matt Ellis. **The Board voted unanimously to approve the Interim Director's Employment Agreement.**

Non-Action Items:

A. New Business

1. Open Board Position – The Board discussed that there is currently one open Board position and they would like to get it filled. Matt Ellis and Heidi Kendall will speak with one candidate that they have in mind. If that candidate is unavailable Heidi Kendall and John Smith will volunteer to set up a meeting to speak with Mayor Engen about the recruitment of a fifth board member.

B. Old Business

1. Meter Modernization Project update with reports – Tiffany Brander

After a review of the Digital Iris program the Board members requested access to the program as well as the possibility of an addition of an Iris spreadsheet to the suggested Parking Commission Board of Directors Dashboard. **MPC Staff were directed to create a profile that allows viewing access only.**

2. Meagher Bar & right-of-way encroachment application review

Geoff Badenoch stated that at this point there is nothing for the Parking Commission to do. If Meagher Bar does submit anything it will have to be reviewed through City Council [process] and not through other administrative venues.

3. Interim Director – None

4. Permanent Director Recruitment Update – John Roemer, Heidi Kendall

Matt Ellis states that it would be beneficial to have the same people who did the first round of interviews do the second interviews. With that suggestion, John Roemer wanted to express a concern with his availability at the second round of interviews due to previously prescheduled events.

Financial Statement

Jim Galipeau gave the Board a brief update on the November financial statement. He informed The Board that November expenses were quite low and anticipates that December expenses will be higher due to for administrative services [such as payroll, legal, and HR] went up approximately 5%. Heidi Kendall suggested that someone from the City come in to explain to the Board what all is included in the City Services contract and how the annual amount is calculated.

Interim Director's Report

- A. General items of interest
- B. Next Meeting Date

Next Meeting is scheduled for Thursday, February 4, 2016 (Jack Reidy Conference Room)

Adjournment

Respectfully submitted,

Tiffany Brander
Administrative Services Manager