

MISSOULA PARKING COMMISSION

Minutes

July 7, 2016

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Pat Corrick, Matt Ellis, John Roemer, Heidi Kendall and Joe Easton. From the Parking Commission office were Rod Austin, Director, and Tiffany Brander, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS and Linda McCarthy, Downtown Missoula Partnership.

I. Call to Order:

John Roemer called the meeting to order.

II. Introduction and Welcome to those in attendance:

John Roemer introduced new board member Joe Easton to the Board.

III. Public Comments and Announcements:

No public comments or announcements were given.

IV. Approval of Agenda:

The meeting agenda was amended to add the election of a new Board Chair as well as the scheduling of a strategic planning session to action items. John Roemer moved to approve these changes and Matt Ellis seconded. **The adjustments to the Agenda for the July 7, 2016 meeting were unanimously approved.**

V. Approval of Minutes:

Matt Ellis moved to approve the minutes with no changes. John Roemer seconded his motion and the **Minutes of the Board Meeting held on June 2, 2016 were unanimously approved.**

VI. Director's Report:

Rod Austin presented the Director's Report.

VII. Financial Statement:

Jim Galipeau gave the Board a brief update on the May financial statement and indicated that parking ticket revenue is down by \$52,000.00, meter revenue is up by \$130,000.00 and lease revenue is up by 85,000.00 from last year. Jim offered to set up a time to go over the Parking Commission financials with Joe Easton as a new Board Member and with any other Board Members who may be interested. Jim presented his draft of the cash flow projection for the Board's input and review. While they are still hammering out the intricacies of a few items like

the MRA credit and bond payments/interest, he feels confident that the sheet will be completed within the next month or so. Jim stated that the bond coverage ratio he is coming up with is different from what the auditors found so JCCS will be working with them to update that.

On a separate note, Jim indicated that he will be working towards making a dashboard for Board members to see pertinent information on a monthly basis. He would ask that each Board Member think about what they would like to see on the one page sheet and let him know.

VIII. Communications and Presentations: None.

IX. Action Items:

A. Election of new Board Chair

John Roemer asked the Board members for motions for a new Chair and Vice Chair of the Board. Matt Ellis moved that John Roemer be Chairman and Heidi Kendal moved that Matt Ellis be Vice Chairman. Pat Corrick seconded both motions and **John Roemer as Chairman and Matt Ellis as Vice Chairman were unanimously approved.**

B. Scheduling of strategic planning session

John Roemer explains that he and Rod have been discussing the need for a strategic planning session and he would suggest September 12, 13, 15, 16, 27, 27, 28, 29, 30th or October 3rd-7th for the planning session. Joe Easton indicated that it would be difficult for him to commit to a full day and a half day would be better for him for scheduling purposes. Jim Galipeau confirmed that he will make sure that the projection sheet is ready for the planning session and offered to be at the session free of charge. Rod indicated that he will send out an email to Board members for possible days and will let everyone know of the top days from there. Linda McCarthy suggested that Rod contact the facilitator of the planning session to confirm their availability as well.

X. Non-Action Items:

A. New Business - None

B. Old Business:

1. Discussion regarding MCAT for MPC meetings – John Roemer asked each board member to comment on their feelings regarding moving the monthly meetings into Council Chambers and having them recorded by MCAT instead of the meetings being in the Jack Reidy Conference Room with minutes being taken. Pat Corrick stated that he felt our current meeting place and minutes are sufficient and would like to continue using the existing format. Heidi Kendall and Matt Ellis agreed with Pat and Joe Easton stated he feels the location and our written minutes are fine. Joe indicated that if there was something that comes up in the future we could always contract with MCAT at that time. John Roemer also agreed and it was decided that the meetings would continue as normal.

2. Meagher Bar – Rod informed the Board that he met with the General Manager of the Meagher Bar who has permission to negotiate on behalf of the Meagher Bar. She accepted his offer of \$18.50 per day per space, Monday through Friday and they plan for the steetary to start in September. Matt Ellis suggested that someone arrange for Parking Commission representatives and City Council representatives to get together to discuss options for the requirements for future businesses to get a streetary.
3. Discussion regarding Quick Stop options –

Rod indicated that not very much has changed since last month’s meeting and he would like to take a step back and look at our existing loading zones and how people use them to determine any future recommendations.
4. Pay-by-phone selection committee discussion – Tiffany Brander explained to the Board that three pay-by-phone vendors will be coming to present their product and asked that a Board member be on the selection committee. Heidi Kendall agreed to be on the committee.

XI. Setting of next meeting date and adjournment:

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

Respectfully submitted,

Tiffany Brander
Administrative Services Manager