

MISSOULA PARK COMMISSION

Minutes

January 18, 2011

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attending the meeting were Board members Rod Austin, Jinny Iverson, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also was in attendance was Brenda Peyton, JCCS; Paul Sepp, Anderson Zurmuehlen; Chris Roberts, Anderson Zurmuehlen; and Scott Sproull, Hide & Sole.

I. Call to Order

The meeting was called to order by Rod Austin.

II. Welcome and Introductions

Introductions were made.

III. Public Comments and Announcements

No public comments and announcements were made.

IV. Adjustment to the Agenda

None.

V. Approval of Minutes

A. September 2010 to December 2010 Board meetings.

The minutes for meetings 9/9/2010, 10/7/2010, 10/20/2010, 11/4/2010, 11/16/2010 and 12/2/2010 were unanimously approved.

VI. Presentations(s)

A. Audit of FY2010 – Paul Sepp & Chris Roberts of Anderson Zurmuehlen & Co.

Paul Sepp and Chris Roberts presented and reviewed an outline of fiscal year 2010 audit. The audit went smoothly and there were no changes in the scope for 2010. Anderson Zurmuehlen issued an unqualified opinion on the Fiscal Year 2010 audit.

Anderson Zurmuehlen expressed a couple of management comments. The first comment was in regards to deferred revenue. Lessees have different payment options based on a calendar year (monthly, quarterly, semi-annual and annual). Since, Missoula Parking Commission is on a fiscal year from July to the following June this would create prepaid revenue. The Auditors suggested that we keep watching the revenue and possibly do journal entries to reflect the revenue according to accounting standards.

In the second comment the Auditors felt that it would be a good idea that Missoula Parking Commission kept a hard copy of lease invoices to keep a good audit trail.

VII. Action Items

None.

VIII. Non-Action Items

A. New Business

1. Sawmill District – Rod Austin

The Sawmill District from Craig Lane to Russell Street has received money to open the street. They are interested in building a parking structure with the possible input from Missoula Parking Commission. They recognize that they need a revenue generating property.

The Sawmill District is required to build an underground parking structure along with commercial, restaurants and residential properties.

B. Old Business

1. Front Street Parking Structure Update – Rod Austin

Missoula Parking Commission (MPC) signed all of the necessary the paperwork. Closing was 1/6/2011 and First Interstate Bank was reimbursement for their costs. MPC coordinated with the City's Finance Department to write checks to Macy's and Holiday Inn.

MacArthur, Means and Wells are still working on layout issues i.e. elevators, entrances and exits, and the general design.

A press release was sent out 1/6/2011 advertising the new structure and offering individuals to sign up on a waiting list. MPC developed a waiting list application that must be signed. MPC will date stamp any applications that are mailed to the office. It was suggested that a notice be sent out with lease invoices to give everyone an opportunity to get on the waiting list.

2. Central Park- New employee – Anne Guest

Monica Kronenweller started working in the toll booth position. Everything is going well and she is doing a really good job. Monica has been expanding her skill set and is a substitute to fill in the booth position. Missoula Parking Commission is trying to protect revenue and so far everything is going smoothly.

3. New Digital Shelby machines – Anne Guest

Missoula Parking Commission (MPC) is eliminating issues regarding the ability to provide credit card transactions at Bank Street and New Park Shelby machines. DSL lines and modems still need to be installed. The wiring needs to be hard wired as well.

MPC is having a slight problem with the receipt paper curling under the spitter. They have ordered an anti-static component.

4. Downtown Master Plan Update – Rod Austin

No update.

IX. Director's Report

A. Financial Statements – November 2010

Financial statements will be reviewed next month.

B. Next Meeting Date – February 3, 2011 (Jacky Reidy Conference room)

X. Other Business

No other business.

XI. Adjournment

Respectfully submitted,

Anne Guest
Director