

# MISSOULA PARK COMMISSION

## Minutes

November 5, 2015

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 Anne Guest, Director, Jodi Pilgrim, Administrative Assistant and Chelsea Beckwith, Administrative Assistant. Also in attendance were Jim Galipeau, JCCS and Julie Emmett, a person from the public.

### **Call to Order – John Smith**

### **Introductions and Welcome to those in attendance**

Anne introduced the two new Administrative Assistants – Chelsea Beckwith and Jodi Pilgrim. Each one took a few minutes to tell about themselves. MPC is honored to have these two new employees and look forward to working together for a long time.

### **Public Comments and Announcements - None**

### **Adjustments to the Agenda - None**

### **Approval of Minutes**

The Minutes of the September Board Meeting held 09-03-15 were approved unanimously.

### **Presentations**

#### **A. First Night Missoula – Tom Bensen**

Tom Bensen began by stating that this year will be the 22<sup>nd</sup> First Night Missoula and noted that Anne Guest was a member of the first Board of Directors that introduced the concept of First Night to Missoula.

He thanked the Parking Commission for being a partner all these years. During this time there have been a lot of changes to the Downtown. It is more vibrant, active and culturally diverse. There will be 80 events focusing on art with an emphasis on the interactive arts with performances for all ages.

Originally there were 200 cities that celebrated First Night and now there are only 40 cities still providing this experience for everyone. Missoula has succeeded in maintaining it because it is locally focused.

The Parking Commission's contribution helps fund the Mountain Line free shuttle bus. Tom requested \$3,000 which is the same as the last several years. This designates the Parking Commission as a Sponsor so it is recognized in the program with a free ad, buttons and media coverage.

After entertaining a few questions, **the Board voted unanimously to approve \$3,000 to fund the shuttle bus for First Night Missoula.**

#### **B. Missoula In Motion – Alicia Vanderheiden and Lisa Dworak**

Alicia handed out a letter addressed to the Parking Commission Board of Directors along with Planned CMAQ Match Requests 2016, a Five Year History Match Support MPC and several pictures of recent First Friday parklets.

Then Alicia gave some background of Missoula In Motion. It was formed in 1997 with various partners. MPC was one of them. The mission has been to implement TDM strategies and educate the public about these strategies. She highlighted the recent

campaign of First Friday Parklets where local businesses transformed parking spaces into temporary people places for a unique respite in the Downtown.

Missoula In Motion is funded by CMAQ and MPC has approved the matching funds required by CMAQ. MPC has provided these funds for decades.

Alicia asked the Board to consider the amount of \$16,000 which represents two years of support of \$8,000 for FY16 and FY17 representing a two year budget cycle.

After a short discussion, **the Board voted unanimously to approve the matching fund of \$16,000 - \$8,000 for FY16 and \$8,000 for FY17 representing a two year budget cycle.**

## **Action Items**

### **A. Meter Modernization** – Placement of new multi-space meters.

At the October Board meeting, Anne Guest presented the “Inventory of Parking Spaces and Placement of Electronic Meters” which includes detailed maps of the proposed locations of the meters. She explained that the map does not represent the exact location on the block face because of obstacles like tree grates, driveways, etc. However, it does represent the multi-space meter and the general location on each block face. The Board requested that Anne send the full document to each Board member for their review. The Board received the document and had a month to review it. After a few questions, **the Board voted unanimously to approve the “Inventory of Parking Spaces and Placement of Electronic Meters” document with the understanding that the staff will need to make some changes as to the exact location of the meters on each block face.**

## **Non-Action Items**

### **A. New Business**

#### **1. Administrative Services Manager resignation**

Anne informed the Board that Mary Meyer has submitted her resignation to move to Trout Creek where she will be the new Business Manager for the Thompson Falls School District #2. She has been working with the City Human Resource Dept. in hiring her replacement. The timing is tight so we will need to move quickly and make accommodations for her training.

During the Board discussion, Matt Ellis brought up his concern about the close timing of replacing both the Administrative Service Manager and the Director. He suggested that we hold off on hiring the Manager’s position until we hire the new Director and get to know his/her skillset. There were various other concerns raised about holding off on either process.

### **A. Old Business**

#### **1. Meter Modernization Project**

Anne passed out the new key fobs and “Meet LUKE” brochures. She updated the Board as to the progress of installing the meters on street and the process of the data conversion. Technicians will be spending three days with the staff in training on the LUKE machines. Then another technician will follow with training on the software. We are still on schedule to go live on December 9<sup>th</sup>.

#### **2. Director Recruitment**

Anne gave an update on the recruitment for the new Director. The closing date for the applications was Friday, October 30<sup>th</sup>. Human Resource will do an initial screening of the applications and then will narrow the field down to approximately 10 candidates at which point the Selection Committee will score them and meet to discuss. The intention is to have someone in place before Anne’s retirement date of December 31, 2015.

Again, the Board voiced concern about the low salary being offered and the effect that may have on recruiting qualified candidates. John Roemer and Heidi Kendall will be the Board representatives on the Selection Committee and will report back to the Board with updates.

**3. Meagher Bar Proposal**

Anne reported that there will be a Public Hearing on the Meagher Bar Proposal at the City Council meeting scheduled for Monday November 16<sup>th</sup>. This hearing is on the added language that will require the City Council to review all encroachments to the right-of-way that may impact existing multimodal traffic patterns and/or removal or relocation of parking spaces. The Meagher Bar Proposal will continue a public process through the City Council.

**Director's Report**

**A. Missoula Downtown Foundation**

Anne gave a heads up to the Board that next meeting the Missoula Downtown Foundation will be presenting a proposal regarding the old parking meters.

**B. MPC Board position open**

Anne reminded the Board that we still have a position on the Board vacant and to be thinking about possible candidates.

**Next Meeting is scheduled for Thursday, December 3, 2015 (Jack Reidy Conference Room)**

**Adjournment**

Respectfully submitted,

Anne Guest  
Director