

MISSOULA PARKING COMMISSION

Minutes

September 5, 2019

A Regular Board Meeting of the Missoula Parking Commission was held on **Thursday, September 5, 2019** at the **Jack Reidy Conference Room, 140 W. Pine**, Missoula, MT 59802 at **12:00 p.m.** Those in attendance were Board members John Roemer, Joe Easton, and JR Casillas. From the Parking Commission office were Tiffany Brander, Interim Director and Zoe Walters, Administrative Assistant II. Also in attendance was Linda McCarthy from Downtown Missoula Partnership.

1. **Call to order** – John Roemer
2. **Introductions**
3. **Public Comments & Announcements**

Linda McCarthy from the Downtown Missoula Partnership presented a Downtown Master Plan update. Dover, Kohl & Partners (DK&P) will be in Missoula September 17-20 for a number of plan approval meetings. This is the adoption phase of the planning process. A joint Parking Commission and Missoula Redevelopment Agency meeting is scheduled for September 18. The contract with DK&P has been extended to complete more planning and design in the River Front Corridor. This planning process will be an additional six-eight months and has the potential to impact parking. There is a Parking and Transportation stakeholder meeting scheduled on September 20, as well as two public design workshops.

Linda asked where MPC currently stands with the updated parking section.

Tiffany answered that she has received two comments from two board members concerning organizational structure of the Parking Commission. John is concerned about the level of engagement from some board members.

Joe asked Linda if she feels Hip Strip individuals in a leadership position are aware of and support the plan and the Commission to expand the district south of the river. Linda believes the responses are mixed. She has heard positive feedback about the presentation in May. Linda feels that the Hip Strip District is informed and engaged. There is a majority of people that see and understand the need for managed parking in the Hip Strip District.

Joe asked Tiffany if the plan currently and accurately represents what MPC intends for managed parking in the Hip Strip District. Tiffany stated the plan provides MPC with an outline for moving forward. She does not think it is detailed enough to make it happen but is a good starting point. Joe does not feel that the expansion of the district south of the river is justified in the plan. Joe hoped that a definite recommendation and justification for this action would have been stated in the plan. Linda explained that DK&P wants the plan to be implementable and adoptable. Many plans will need more detail before they can be implemented. Linda questioned what type of approach MPC wants to take with the new district. John thinks the plan was written well and that it provides a guideline. However, John does not think MPC has the staff or the

administration to do what is presented. Linda mentioned that the plan focuses on transportation and reducing the demand for parking. The plan is not necessarily an outline for how to implement.

Linda asked what the Mayor's position on the plan is. Tiffany answered that she has had monthly meetings and conversations with Dale Bickell and not with the Mayor directly. In other meetings with the Mayor the plan has not been mentioned however, her general understanding is the updated chapter seems to be where it needs to be.

Joe is looking for clarification that this is our intention as a Commission to extend jurisdiction south of the river.

Joe asked where the parking requirement for the Central Business District exists right now. Linda answered that there has been no change to zoning or parking requirements.

Joe recommended John sends an agenda and a note to the Board to prepare to take vote on September 18. John agreed.

4. Adjustment(s) to the Agenda - None

5. Approval of Minutes

Joe Easton moved to approve the minutes from the Board Meeting held August 7, 2019. JR Casillas seconded the motion. The minutes from the regular board meeting held August 7, 2019 were unanimously approved.

6. Communications and Presentations

7. Interim Director's Report

Tiffany Brander provided her Interim Director's Report to the Board. She updated that the FY20 budget was adopted by City Council on September 19, 2019. She indicated that staff are moving forward with CIP and new request items. The Administrative Assistant I recruitment was posted September 4th with a closing date of September 12th. Tiffany is hopeful the position will be filled by the end of October at very latest.

To date, two companies, Interstate Alarm and Systems Northwest, have completed walk-throughs for operational cameras in Central Park and Park Place. We estimate quotes will be delivered by November with the electrical conduit likely being the most expensive portion of the project. Tiffany learned that we had a previously unknown CIP that is part of the city vehicles replacement plan. MPC is approved to buy a new vehicle with the FY20 Budget. We have \$50,000 to purchase a new vehicle that was approved by City Council. The new vehicle would replace the 1995 Chevy Sierra 3500 dually truck. This vehicle could be sent to the Parks department or auctioned off. It would be out of our inventory and allow us to add a new vehicle. The new vehicle will have a snow plow, ice melt spreader, and lift gate. The 2005 Chevy Sierra would replace the 1995 Chevy Sierra as a snow removal vehicle or back-up. Tiffany would like to proceed with this. The Board approves.

Tiffany indicated that Leigh Griffing is currently scheduled to present to the Board in October and discuss FY19 year-end financials, our bond coverage, and recommendations for a reserve policy. Tiffany stated that she would also like to review the 2016 strategic plan document at the October meeting. This included 1-year and 3-year goals. Tiffany would like to start the conversation of moving towards a strategic plan process with the Downtown Master Plan and Accredited Parking Organization goals in mind.

Lastly, John Roemer congratulated Tiffany and informed the Board that she has completed her certification as a Certificated Parking Professional through the National Parking Association.

8. Financial Statement

Tiffany informed the Board that July Financials have not come in yet although we should have an update at our October meeting. She indicated that it was a standard July for MPC with a payroll split between FY19 and FY20, which affects the payroll numbers. MPC has contributed \$37,500 to the second half of the Downtown Master Plan updates. Expenses for the month were \$117,000. Revenue was \$250,000, this is standard because of quarterly and semi-annual lease payments in July. It is also a little higher because of meter bag permit sales for the AC Hotel, Dick Anderson Construction, and Northwestern Energy. Gross revenue for July was \$132,000.

9. Executive Session

Joe Easton moved to enter Executive Session. JR Casillas seconded. Hearing no objection, Board Chairman Roemer moved the meeting into Executive Session at 12:47 PM.

Executive Session ended at 12:55PM

10. Action Item(s)

a. Interim Staffing

The Board asked for the interim period to be extended based on the recruitment timeline set by Human Resources. Tiffany and Jodi have agreed to continue the interim period another five months. The recruitment timeline would be through March 1, 2020.

Joe Easton moved that the Missoula Parking Commissioners authorize the Chair of the Parking Commission to enter into an extension of the interim period as set forth in Resolution 2018-001 on September 6, 2018. The elevation of Tiffany Brander to the position of Interim Parking Services Director and Jodi Pilgrim to Interim Administrative Services Manager will be extended for an additional five month term, expiring on or before March 1, 2020. The interim positions may be terminated with 30 days' notice.

JR Casillas seconded the motion. Joe explained that the five month term extension allows us to continue our search for a director and allows us to continue having services from a director. The motion was unanimously approved.

John explained that the position description of the director has not changed. HR will start advertising the position in October, screening and interviews will start in November. The salary was increased to \$70,000-\$86,000. This is Level 20 instead of Level 18. John emphasized that it is important to be nationally competitive. Joe stated his priority for the next director is experience with financial planning, financial capacity, and financial strategy for the next project. Staffing is expected to stay the same with the addition of an Administrative Assistant I. Tiffany asked Linda if anything has come out of the Downtown Master plan that needs to be included in the position description? Linda feels that the development piece has been avoided and it has been difficult for MPC to move forward with new projects. Linda thinks maintenance of facilities has been difficult for MPC.

11. Non-action Items

a. New Business - None

b. Old Business

i. Downtown Master Plan Update – Matt Ellis

Matt Ellis was not present. Downtown Master Plan update presented by Linda McCarthy during Public Comments & Announcements Item 3. No further discussion.

ii. Parking Services Director Recruitment – John Roemer

Discussion was incorporated into the Interim Period Action Item 10 A. and Chairman Roemer had no further comments.

12. Setting of next meeting (Thursday, October 10, 2019, 2:00-4:00, Jack Reidy Conference Room) **and adjournment.**

Respectfully submitted,

Zoe Walters
Administrative Assistant II