

MISSOULA PARKING COMMISSION

Minutes

December 3, 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, Tiffany Brander, Administrative Services Manager, and Jill Gilliam, Toll Collector (as a public observer). Also in attendance were Jim Galipeau, JCCS, Noreen Humes, Missoula Downtown Foundation, Ellen Buchannan, MRA, Pat Corrick, Farran Group, Dale Bickell, City of Missoula Chief Administrative Officer and Linda McCarthy, Missoula Downtown Association.

Call to Order – John Smith

Introductions and Welcome to those in attendance

John Smith introduced the new Administrative Services Manager, Tiffany Brander.

Public Comments and Announcements - None

Adjustments to the Agenda - None

Approval of Minutes:

The Minutes of the November Board Meeting held 11-05-15 were approved unanimously.

Presentations:

A. Missoula Downtown Foundation Old Parking Meter Project Summary & Memorandum of Understanding – Noreen Humes

Noreen Humes began by describing the mission of the Missoula Downtown Foundation (MDF) and explained that the MDF would like to be the steward of any proposals regarding the old meters, including the current possible options of art sculptures, donation meter banks to benefit the MDF, bike rack art, and sales to independent buyers. Anne explained that while the meters are an asset of the Parking Commission, they can be enjoyed by the public in a variety of ways.

Action Items:

A. Old Parking Meter Project Summary & Memorandum of Understanding

A Memorandum of Understanding is needed in order to bequeath the old meters to the Missoula Downtown Foundation. Dale Bickell commented that any disposal of government property needs to be done in accordance with governing laws and the Parking Commission will need to state the meters are surplus assets and will only donate them to a non-profit organization. Jim Galipeau indicated that the meters were paid for a long time ago and there are no assets and any depreciation will just go away with the old meters. Dale Bickell stated that a resolution will be needed which states that any donations will in fact go to a 501(c) organization. **The Board voted unanimously to approve a Memorandum of Understanding to bequeath the old meters to the Missoula Downtown Foundation contingent upon a resolution stating such as approved by the City Attorney, Jim Nugent.**

B. Maegher Bar & the Right-of-Way Encroachment Application Review

Anne gave an update that this proposal was vetted and is going through City Council. Doug Harby requested staff respond with comments due on December 6, 2015. Anne requested that comments be discussed so they could be in sync and combined in to one response. Anne explained the process as this proposal moves through City Council; Doug Harby takes comments from staff and businesses, Doug Harby prepares a report with comments included, proposal goes to public works committee, and then there is an opportunity for additional public input. There are three opportunities for public comment and Anne suggests that comments are made at each opportunity.

After further discussion, The Board determined their comments to Doug Harby would be as follows:

- 1) We feel our parking inventory in this high demand area is extremely valuable and that we need to make sure any changes to the inventory are done so with great consideration.**
- 2) We feel that compensation to the Parking Commission for loss of six meters is very important and needs to be at a higher level than what is proposed in Mr. Schmechel's letter attached to the application. We have discussed different options for compensation for the loss of revenue from the six (6) parking spaces and feel that it would fall within the range of \$1,200.00 - \$1,600.00 per space per year.**
- 3) We feel that the idea of a seasonal/temporary patio should be explored to avoid the space not being utilized for most of the year. It is our understanding that there are rules in place for the Meagher Bar to work with the City and DOR to have this service be seasonal/temporary which we highly recommend.**
- 4) We feel it is important for Development Services to develop a formal policy to address future requests such as this and to insure consistency & equity in the process.**
- 5) The Board and staff feel that the proposal is in keeping with the 2009 Downtown Master Plan that encourages enhancements of the public ROW to include features that make the Downtown more vibrant and pedestrian friendly.**

Non-Action Items:

A. New Business – None

B. Old Business

1. Meter Modernization Project

Anne updated the Board to let them know that T2 project manager Alan Muir spent three days of training with maintenance and office staff. He stated that the MPC staff were outstanding and he was impressed with their ability to learn everything so quickly. Out of the 117 total meters, 90 have been installed thus far, due to snow conditions the rest will not be installed until this spring when concrete will set. The Go-Live date is set for December 9, 2016 with a press conference starting at 10:30 a.m. Ginny in the Mayor's office is handling PR/distribution of materials to the Media and everything else is on schedule. Another T2 employee, James Pascascio, is

scheduled to arrive for Go-Live week and will be available to assist staff members from Monday-Thursday.

2. Director Recruitment

In preparation of Anne's retirement, John Roemer suggests that a Parking Commission Dash Board be implemented for all important Parking Commission information. He would like this dash board to include an inventory of all metered and leased property and would like to utilize the information to measure the health of the business. He would like Anne's historical knowledge to be added and especially wants to make sure that the bonding covenants and their eligibility requirements are included.

Heidi gave an update on the recruitment for the new Director. The original closing date for the applications was Friday, October 30th. 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. This leaves The Board with that to do in the meantime.

Dale Bickell presented a salary range analysis prepared by the City of Missoula Human Resources and would recommend going up in range from \$56,000.00-67,000.00 to \$67,000.00-75,000.00. He stated that as soon as an amount was determined they could have the recruitment process start again immediately. After further board discussion Dale agreed that a salary range of \$70,000.00-\$80,000.00 within the grade 19 range would be acceptable and that the job posting would go out with no changes to the description with the new salary set at \$70,000.00-\$80,000.00 annually.

John Smith states that this is Anne's last board meeting and we will need an Interim Director as it will be likely that the new Director will not be hired until approximately March. Two candidates were selected and after deliberation it was decided that interviews would be held with the two candidates during the week of December 16th.

Financial Statement – None

Director's Report

A. Next Meeting Date

Next Meeting is scheduled for Thursday, January 7, 2016 (Jack Reidy Conference Room)

Adjournment

Respectfully submitted,

Anne Guest
Director