

# MISSOULA PARK COMMISSION

## Minutes

February 6, 2014

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 Theresa Cox, Matt Ellis, John Roemer and John Smith. From the Parking Commission office were Anne Guest, Director, Mary Meyer, Administrative Services Manager and Administrative Assistants, Brittany Cowan and Rita Hackett. Also in attendance were Jim Galipeau, JCCS; Chris Roberts, CPA and Jan Schweitzer, CPA both of Anderson Zurmuehlen; Alexandria Stockman and Lisa Dworak both from Missoula In Motion; Jessica Morriss with Development Services, and Jim Dayton, a Missoula downtown employee.

### Call to Order – Theresa Cox

### Introductions and Welcome to those in attendance

Anne Guest introduced the two new employees of the Missoula Parking Commission, Brittany Cowan and Rita Hackett.

**Public Comments and Announcements** – No public comments and announcements were made.

### Adjustments to the Agenda

Anne Guest requested an adjustment to include a presentation of a proposal by Kim Johns of MSO Hub regarding a community event “Color Me Rad”. The proposal required action. John Smith moved to approve the addendum. Theresa Cox seconded.

Also added to the agenda was a request by Anne Guest to include board discussion and approval of adding a public relations specialist, Vanessa Solesbee, to assist MPC and Dennis Burns with the public process associated with the new on-street technology.

### Approval of Minutes

The Minutes of the November Board Meeting held 11-7-13 were approved during the December board meeting.

The Minutes of the Special Board Meeting held 11-19-13 were approved during the December Board meeting.

The Minutes of the December Board Meeting held 12-5-13 were approved unanimously

The Board Meeting for January was canceled therefore there were no minutes to be approved.

### Action Items:

#### 1. Presentation - Audited Financial Statements by Anderson Zurmuelen

Chris Roberts and Jan Schweitzer reviewed the Audited financial statements for Fiscal Year 2013. Chris summarized the audit making note that most changes in the financial status of the Parking Commission were due to the completion of the new parking structure, Park Place. Parking revenues increased largely due to the lease spaces in Park Place. Operating expenses also increased as a result of deferred maintenance costs and construction of the new structure. At the end of the FY13 Financial Report, Theresa asked Chris and Jan about the Board members' responsibility to be aware of any risk of fraud in the Parking Commission's operations. Chris acknowledged that this was a good comment and suggested that Anne keep the Board members informed of their cash handling and reconciliation procedures. In summary, fiscal year 2013 ended with an increase in total net position. **After discussion and questions by the Board members, the Board approved unanimously to accept AZ Audited Financial Statement for Fiscal Year 2013.**

**2. Presentation - Kim Johns of MSO Hub – Request for funding – “Color Me Rad” charity run/walk event shuttle bus.**

Kim Johns presented information regarding the 2<sup>nd</sup> Annual “Color Me Rad” run/walk event taking place in downtown Missoula on May 3, 2014. The event is a fundraiser for Missoula’s local non-profit, The Zootown Arts Community Center; an organization that provides art education and experience for both youth and adults. Last year, the event boasted an estimated attendance of 5000 participants/friends. This year the event is taking place in the heart of the Missoula Downtown area, where participants are being encouraged to park downtown and take a shuttle bus to the Osprey Park Allegiance Field where the race starts. Tucker Transportation has committed to running shuttle buses from the MPC Park Place and Central Park parking structures to the Park all day for a flat fee of \$900. Kim highlighted the potential boost for downtown businesses by bringing 5000 people into the downtown area for a day of fun.

**John Smith made a motion to fund the shuttle bus at an amount of \$600.00 noting that MPC could fund two-thirds and the Missoula Downtown Association could fund one-third. John Roemer seconded the motion. Funding of \$600.00 was approved with Matt Ellis abstaining.**

**New Business –**

**Dennis Burns visit on new on-street technology.**

Anne Guest began the discussion by introducing a request to include funding for a public relations specialist to assist the Missoula Parking Commission and Dennis Burns with the public process associated with the new on-street technology. Anne passed out an informational packet which outlined the credentials of Vanessa Solesbee. Anne stressed the need for the Missoula Parking Commission to make sure that public process is followed and that the public have every opportunity to hear about and understand the new technology. She felt that funding Ms. Solesbee would be extremely beneficial for both the public and the Missoula Parking Commission. The board continued the discussion and concluded that it was a worthy addition to the project. **John Roemer moved to approve the funding. John Smith seconded. The Board voted unanimously to fund Vanessa Solesbee.**

**Old Business -**

**Downtown Master Plan Update – Matt Ellis –**

Matt noted that there were no updates as to the downtown master plan. He did mention that the next project coming up will be changing 5<sup>th</sup> and 6<sup>th</sup> streets from one-ways to two-ways.

**Next Meeting Date – March 6, 2014 (Jack Reidy Conference Room)**

**Other Business - none**

**Adjournment**

Respectfully submitted,

Mary Meyer  
Administrative Services Manager