

**MISSOULA PARK COMMISSION**  
**REVISED Minutes**  
**September 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 was Anne Guest, Director, and Mary Meyer, Office Manager. Also in attendance were Ellen Buchanan, Missoula Redevelopment Agency, and Jim Galipeau of JCCS.

**Call to Order – John Smith**

**Introductions and Welcome to those in attendance**

**Public Comments and Announcements - None**

**Adjustments to the Agenda - None**

**Approval of Minutes**

The Minutes of the August Board Meeting held 08-06-15 were approved unanimously.

**Presentations - None**

**Action Items - None**

**Non-Action Items**

New Business – None  
Old Business

**Meter Modernization Project**

Anne Guest began by updating the board on the status of the meter project. With the funding approved, there has been a wave of documentation from Digital T2 regarding the shipment of the meters. The Parking Commission received a cashier's check for the amount of the project which was promptly taken to the City of Missoula Finance Department for deposit. After that, MPC was tasked with acquiring insurance to cover the meters during shipment. Once the insurance was in place, MPC was given an estimated ship date of the meters. Maintenance has prepared a secure location in the Park Place parking structure for storage of the meters. Other items that she discussed were that the Parking Commission is anticipating a "go live" date of November 1, 2015, and that the Commission is working on several different plans for introducing the public to the new system. Those plans include downtown volunteers to be available at the machines to assist the public, and the development of a brochure (almost ready for print) to hand out to retailers explaining how the new machines work.

## **Financial Statement**

Jim Galipeau of JCCS reviewed the June financial statement with the board. He noted that the operational side was a “mirror image” of last year, and that at this point the ratio for the bonds is solid.

## **Director Recruitment**

The Board began discussion on the recruitment of a new Director with Anne retiring at the end of this year. An exact date has not yet been set. Anne stated that she reminded the City’s Human Resource Department in June of her intention to retire at the end of 2015. The Board discussed how to move forward and to work with the City staff to hire a new Director quickly. Anne reminded everyone that the Board has final approval of the new Director.

**Next Meeting is scheduled for Thursday, October 1, 2015 (Jack Reidy Conference Room)**

## **Adjournment**

Respectfully submitted,

Mary Meyer  
Administrative Services Manager