

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, February 9, 2022**

Present: Chairman Charlie McEwuen, Vice-Chair Jeanne Hagan, Shane Mardis, Amy Dale, and Director Dana McKenzie

Not Present: Brian Butcher

Approval of the Minutes: Minutes of January 12, 2022, were unanimously approved.

UNFINISHED BUSINESS

Capital Improvement Updates- Director McKenzie stated that the University Avenue garage repairs are proceeding as planned. Kone has the elevator up and running. Nathan contracting is installing the handrails in the stairwell on University Avenue, which should take close to three weeks to complete. Director McKenzie stated that Nathan Contracting will not be back until spring to finish the remaining repairs on the garage. The additional repairs will take several weeks but hopefully will be wrapped up by summer's end.

Chairman McEwuen asked if Nathan Contracting was addressing the ceiling issues? Director McKenzie stated yes and that most of the ceiling repairs are complete.

Chairman McEwuen spoke with Republic regarding the B lot corral improvements. Director McKenzie stated he was forwarded an email from Republic regarding the corral in B-lot. Additionally, Director McKenzie spoke with Assistant City Manager Emily Muzzarelli, who was initially involved in this project. She told him the funds were still available, and she would follow up on this matter.

NEW BUSINESS

New Vehicles- Director McKenzie stated that two new vehicles, one for enforcement and one for maintenance, needed to be purchased. Director McKenzie said that he has spoken with the city garage regarding leased vehicles from Enterprise. The city garage lease terms are for 60 months, with the option to trade or purchase the vehicle for \$1 after 60 months. In addition, Director McKenzie stated that the city garage had leased a 2020 GMC one-ton truck for \$55,440 and a 2021 Ford dual-wheel truck for \$73,000. Both trucks came with a plow, a salt spreader, and a stainless dump bed.

Director McKenzie stated that if leasing is something the Parking Authority is interested in, a decision needs to be made soon because it takes close to a year once ordered. Director McKenzie said the enforcement vehicle should not be too hard to find.

Vice-Chair Hagan thought it sounded like a good deal. Shane Mardis asked about damages. Director McKenzie replied that the city garage had done work for the Parking Authority in the past as far as body damages, and they do great work. Chairman McEwuen thought that buying it for \$1 after five years would be irrelevant whether it had damage or not. Vice-Chair Hagan asked about mileage. Director McKenzie stated he doesn't think the mileage is an issue. Chairman McEwuen agreed that it sounded like a good idea.

Chairman McEwuen asked if electric vehicles would be an option we could explore? Director McKenzie replied that charging time might be an issue. Chairman McEwuen stated if we could get over the charging aspect, they would be a perfect vehicle. Director McKenzie noted that he was not opposed to the option of electric vehicles. Shane Mardis suggested looking into grants for a designated parking authority charger. Vice-Chair Hagan said that it would also cut down on fuel costs.

Shane Mardis asked, how important is the dump bed? Director McKenzie answered it is important because we must borrow a dump truck from the city garage to remove the snow from the tops of the garages. Director McKenzie said in his opinion, a truck with a dump bed would be a good investment for the Authority to make.

Director McKenzie asked the Board to vote on exploring the possibility of leasing vehicles. Shane Mardis made the motion to examine the option of leasing through Enterprise for either the single-rear-wheel or dual-rear-wheel truck. Amy Dale seconded the motion. Vice-Chair Hagan asked if there would be a price limit in this motion? Director McKenzie stated before we sign anything, we will review price options. A roll call vote was taken, the motion passed unanimously.

Director Barbara Watkins Main Street Morgantown asked Chairman McEwuen if he could present the revenues/expenses of the Parking Authority to Mainstreet Morgantown. Chairman McEwuen replied, it's a coincidence you brought that up because Director McKenzie is working on a document to present to the Main Street Board members and business owners entitled "Why paid parking is necessary?" And in that document is a general breakdown of the Parking Authority's budget income and expenses.

Budget Amendment-Director McKenzie stated when he initially submitted this year's budget, not knowing where the finances would be in 6 months (Due to COVID), some of the budget lines were cut as low as possible to get us through those six months. However, because most COVID restrictions have been lifted and more folks are coming to town, some lines need to be adjusted.

Director McKenzie asked the Board to approve the following budget amendments.

Expenditures

- Move \$6,000 from 245.00 Repairs & Maintenance Building & Grounds to 343.00 Supplies and Materials – Automobile, increasing the total for 343.00 to \$10,000 – (Fuel)
- Move \$4,900 from 245.00 Repairs & Maintenance Building & Grounds to 459.00 Capital Outlay Equip – Equipment. (New Brush and attachment for Ventrax)
- Move \$1,500 from line 245.00 Repairs & Maintenance Building & Grounds to 248.00 Repairs & Maintenance Autos & Truck – (Auto repairs)
- Move \$6,000 from line 245.00 Repairs & Maintenance Building & Grounds to 246.00 Repairs & Maintenance – Equipment, increasing the total to \$10,000 – (Bobcat and sweeper repairs)
- Move \$1,500 from line 245.00 Repairs & Building Maintenance & Grounds to 344.00 Supplies & Materials – Office Supplies – (Office supplies)

Revenue Increases

- 342.01 Lot A – \$10,000 to \$35,000
- 342.05 Lot E – \$40,000 to \$60,000
- 342.09 H-Permits – \$215,000 to \$260,000
- 342.11 K-Permits – \$160,000 to \$185,000
- 342.18 Quickpass – \$1,000 to \$1,500

Shane Mardis made the motion to approve the budget amendments and revenue increases that the Executive Director has put forth. Vice-Chair Hagan second the motion. A roll call vote was taken, the motion passed unanimously.

Budget Performance Report-Director McKenzie reported comparing the current month's transactions for February 2020 at \$61,000 to February this year at \$155,000; it looks like the numbers are getting back to where they should be.

Director McKenzie stated that at this point, we have 12 employees. For years the Parking Authority operated with 14 employees. Director McKenzie hopes to hire one or two more employees next fiscal year to bring the total to 14. Director McKenzie prefers two enforcement officers together at night for safety purposes, and right now, it is hard to schedule that way with only four officers working at night.

Director McKenzie said revenues and expenditures are looking good. In last month's meeting, Shane Mardis asked about the new line that was to be created for the Revenue Bonds. Director McKenzie spoke with City Finance Director Kevin Tennant and Lori Livengood to see if they had created that line yet, but they have not.

Director McKenzie also wanted to mention that line 350.00 \$48,500, which is the budgeted amount to pay the city for finance, they have once again agreed to waive that fee this year.

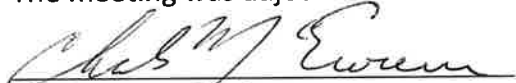
Director McKenzie informed the Board that we had a little over \$800,000 in operating funds \$623,000 investments, so we are at \$1,423,550.00 all in at the end of December.

Main Street Morgantown Report- Director Barbara Watkins Main Street Morgantown commented that the design committee had mentioned coming up with a new design for the roofs over the Luke pay stations. Director Watkins also talked about doing something with the planters in the lots and the possibility of closing High Street for events. Director McKenzie stated that the city received permission from the DOH to close High Street temporarily for events. However, the DOH is waiting on City Engineer Damien Davis to develop a traffic plan before it is finalized.

Director Watkins discussed the Arts Walk and the Vintage Walk beginning in March. They are also looking to bring back Hops on the Mon and West Virginia's birthday.

ADJOURNMENT

The meeting was adjourned at 9:20 am


Parking Authority Chairman


Parking Authority Director