

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

Present: Chairman Charlie McEwuen, Shane Mardis, Amy Dale, Director Dana McKenzie

Not Present: Vice-Chair Jeanne Hagan, City Counselor Brian Butcher

Approval of the Minutes: Minutes of the May 11, 2022, meeting were unanimously approved.

UNFINISHED BUSINESS

Maintenance Shop update- Director McKenzie met with the City Council, who agreed for the Parking Authority Board to pursue the possible purchasing of the property at 132 South High Street. Director McKenzie spoke with Black Diamond Realty and offered \$695,000 (the asking price was \$745,000). After some discussion, the final purchase agreement price was \$710,000. Director McKenzie stated that the Parking Authority could purchase the property with cash reserves instead of bonding. Ryan Simonton, the City Attorney, is working on the letter of intent, and an appraisal, although we are still several months out.

Shane Mardis asked if the property included all the car wash equipment? Director McKenzie answered yes, it is as-is. Shane Mardis also questioned the repair cost for the site. Director McKenzie said he put \$400,000 in next year's budget for repairs.

Director McKenzie also stated that one thing brought up at the city council meeting was the possibility of sharing the space with Marchetta Maupin, the Urban Landscape director for the City of Morgantown. The requested area would be used for a greenhouse on the back of the property. Director McKenzie said he would discuss it with the Board.

City Pay Plan and Employee Handbook Update - Director McKenzie said he sent a copy of the New Employee Handbook to the Board this morning. Director McKenzie asked the Board to review it and let him know if there were any questions. Director McKenzie stated the handbook will not go into effect until July 1. Director McKenzie explained that he did not include the city pay plan for the Parking Authority employees because we are not in it yet. Director McKenzie will meet with John Bihun, Human Resources Director, and Carrie Nester to see the level and grade of the MPA employees. Once added, Director McKenzie will send a copy to the Board, and if there are any questions or concerns, he will address them then.

Director McKenzie also discussed the new city dress code. Employees in a few city departments are allowed to wear jeans daily. Director McKenzie asked the Board if that would be appropriate for MPA office employees. The Board decided to keep the Parking Authority dress code as-is for professional reasons, and Director McKenzie agreed.

2022-2023 Budget Discussion/Approval- Director McKenzie presented and discussed the 2022-2023 budget proposal with the Parking Authority Board members.

2022-2023 Budget Expenditures Adjustments

- 578-03.00 Salaries and Wages – Adjusted to \$1,172,747.000 from \$1,175,747 due to a missed section in the group health.
- 578-11.00 Telephone - Adjusted from \$2,000 to \$1,500 due to the unpredictable landline costs. Compared to last year's, \$1,500 should be sufficient.
- 578-24.00 Audit Costs - Adjusted from \$3,500 to \$3,600 because of audit increase.
- 578-26.01 Liability Insurance - Adjusted \$50,000 to \$60,500 because of increase in insurance.
- 578-56.00 Capital Outlay - \$400,000 was budgeted, so if we acquire the property on South High, we can use these monies for improvements.
- 578-59.02 Capital Outlay (equipment purchases) - Adjusted to \$113,365 to cover the costs for cameras for the garages (\$75,000) and the ParkMobile gated garage upgrades (\$38,365).

Director McKenzie stated total expenditures for the 2022-2023 budget are \$2,918,862, with revenue projections at \$3,055,000. Director McKenzie also noted that the 2022-2023 Revenues and Salaries have not changed since the last meeting. Director McKenzie informed the Board that the plan is still to hire an additional enforcement officer in the coming year.

Shane Mardis made the motion to accept the 2022-2023 budget as presented and stated by Director McKenzie. Amy Dale seconded the motion. A roll call vote was taken, and the motion was passed.

Director McKenzie also provided the Board with a copy of the new city holiday schedule.

NEW BUSINESS

Courtesy Spaces- Director McKenzie asked the Board their thoughts on pulling the meters off the courtesy spaces and replacing them with actual courtesy space signage. These are the spaces that the MPA provided during COVID. Chairman McEwuen thought it was a great idea; because of all the confusion with the yellow bags, the public thought they couldn't park there, not realizing it was a courtesy space. Chairman McEwuen suggested making a green sign corresponding with the green zone. The Board agreed that it would be more aesthetically pleasing for the downtown. Director McKenzie stated we would move forward with the courtesy space changes.

Director McKenzie stated that last weekend was the first weekend for the summer concert series at the HRM Amphitheater. The Wharf parking garage sold out for the first time. Director McKenzie said event parking is at the Wharf and University Ave garage. It is a \$4 flat rate from 5 pm-12 am. Director McKenzie plans to cut the time from 5 pm – 12 am to 5 pm -10:30 pm to avoid issues with the evening crowd pulling a ticket and paying \$4, especially at the University Ave garage. Shane Mardis asked if we cut back on time, will we still charge the same price? Director McKenzie said he doesn't think we should lower the cost because if the price rises in the future to cover costs, then the increase would not be as significant.

Budget Performance Report- Director McKenzie stated the budget performance reports were unavailable due to the finance department being behind.

Main Street Morgantown Report- Main Street Morgantown Director Barbara Watkins said there would be a West Virginia Birthday celebration on June 20 from 11-2 with food vendors and cupcakes scheduled. Director Watkins stated that some meters might need bagging. Director McKenzie replied

that since it is a city holiday, the meters would be bagged on Sunday before MPA officers leave. Director McKenzie will provide Director Watkins with a meter bag key so she can remove them after the event. Director Watkins mentioned that Main Street members asked for a list of city holidays and maps of all downtown parking areas. Director McKenzie said we plan to put the maps and holiday lists in the New Business Packets.

ADJOURNMENT

The meeting was adjourned at 9:05 am.


Parking Authority Chairman


Parking Authority Director