

**Morgantown Parking Authority  
Minutes of Regular Monthly Meeting  
8:30 am Wednesday, July 6, 2022**

**Present:** Chairman Charlie McEwen, Vice-Chair Jeanne Hagan, City Councilman Brian Butcher, Shane Mardis, Amy Dale, Director Dana McKenzie

**Not Present:**

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

**UNFINISHED BUSINESS**

**Maintenance Shop Update** - Director McKenzie stated that City Attorney, Ryan Simonton, prepared a purchase and sales agreement for the sellers and Black Diamond Realty to purchase 132 South High Street. Black Diamond representative Jeff Stenger returned the signed agreement from Donald Stenger with an increase in the price by .02¢. The pennies are for a plaque for the former owners. City Attorney Ryan Simonton said the purchasing process could take 6- 8 months.

**Armory Lot Repair Bids** - Director McKenzie reported the bids for the Armory Lot Repairs.

- Parotta Paving - \$130,588.50
- Green River Group - \$126,088.00
- Mountaineer Contractors, Inc - \$151,448.00
- Anderson Excavating, Inc - \$148,282.14
- Wolfe's Landscapes Plus, LLC - \$168,428.54

Director McKenzie said that after GAI engineering reviewed the bids, Green River Group was the successful low bidder.

Director McKenzie gave an overview of the Armory Lot repairs. The blacktop will be removed, any loose or uncompacted material will be taken out, additional drains added to the current ones, additional gravel, recompact, and blacktopped back over. Director McKenzie stated the project should not take longer than three to four weeks. Director McKenzie said at the pre-bid meeting that the goal was to have the lot finished by the time WVU classes started.

Vice-Chair Jeanne Hagan asked if the Parking Authority had ever used Green River Group. Director McKenzie replied no, but they have done other projects for the city.

Shane Mardis motioned to accept the Green River Group proposal for the Armory Parking Lot Repair. Amy Dale second the motion. The motion passed unanimously.

**University Avenue Garage Repair Update** – Director McKenzie met with Brian Pflueger from Nathan contracting, who stated they would wrap up most of the work by July 31. Nathan will return in 28 days to seal the concrete once it has time to cure.

Director McKenzie said MPA Maintenance Supervisor Rick Whisler had replaced the existing lights with LED lights on the Walnut Street side of the garage, making a tremendous difference in the lighting. Rick

plans to upgrade the Wall Street side and the top of the garage. In addition, emergency lights in the stairwells were updated.

**HRM Park Concerts** – Director McKenzie stated the concerts are going great. The Wharf garage has filled up almost every Friday evening. Vice-Chair Jeanne Hagan asked if the elevators were up and running in the Wharf garage. Director McKenzie stated yes, they are operating.

## **NEW BUSINESS**

**2022-2023 Budget Adjustment** – Director McKenzie presented the GovHr Class/Comp study to the board for review. Director McKenzie has been working with city HR to create new position titles and pay grades for MPA employees. Director McKenzie explained pay grades range from 1-15 based on the job descriptions, with 40 steps within each pay grade.

Director McKenzie stated the titles for MPA employees are as follows:

- Director of Parking – Grade 14
- Superintendent – Grade 10
- Operations Manager – Grade 9
- Customer Service/Safety Coordinator – Grade 6
- Enforcement Officer – Grade 5
- Maintenance – Grade 4
- Customer Service – Grade 3

Director McKenzie said the most significant pay increase was in the enforcement officer position from \$15.38 to \$18.28.

Director McKenzie plans to promote Michael Bukrim from a nighttime enforcement officer to a nighttime Superintendent. His salary will go from 21.25 to around \$24 an hour.

Director McKenzie stated that the changes in grades and steps increased the salaries and wages from \$1,175,747 to \$1,187,202.00.

Shane Mardis motioned to accept the budget adjustment presented BY Director McKenzie. Vice-Chair Jeanne Hagan second the motion. The motion passed unanimously.

**Budget Performance Report** – Director McKenzie stated the MPA did well financially in the 21-22 fiscal year with an ending cash balance of \$1.4 million and investments over \$600,000. Director McKenzie stated the goal is to pay off the revenue bonds as soon as possible so that the MPA can start doing more to give back to the downtown.

## **ADJOURNMENT**

The meeting adjourned at 9:10 am

  
Parking Authority Chairman

  
Parking Authority Director