

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, August 10, 2022**

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

Not Present: City Councilman Brian Butcher

Approval of the Minutes: Minutes of the July 13, 2022, meeting were unanimously approved.

UNFINISHED BUSINESS

132 South High Street – Director McKenzie and City Attorney Ryan Simonton met with the building commission, who agreed to place the property in their name if purchased. It's easier to have the property in the building commission's name than the city's due to all the red tape involved. Director McKenzie said Green Leaf Surveying Company is surveying the property for \$2,000. All utilities on the property are marked. Director McKenzie is meeting with John Keener this afternoon for the mold inspection. The price is \$150 for the site visit, with an estimated 3-5 samples at \$100 each.

Director McKenzie said Randy Neil is doing the property appraisal for \$5,000. Director McKenzie said he would meet with Lydia Work from Environmental Standards next Tuesday to begin phase 1 of the environmental study. The cost of Phase 1 is \$3,400.

Director McKenzie stated that the title search showed a fuel station on the property between the 1930s and 1950s. The EPA was not involved with the property transfer from a fuel station to a car wash. However, the gas station fuel tanks were filled with concrete in the 1960s.

Director McKenzie spoke with City Attorney Steve Higgins, who just finished a year long deposition involving environmental matters with a gas station. He has become well versed on the issues. He was confident that since there had not been any problems from the 60s until now, there would likely not be any problems, but he would note what Lydia Work from Environmental Standards has to say. Director McKenzie stated that after the original cost of Phase 1, there would be a recommendation for Phase II, which could cost up to 30,000 for the study.

City Attorney Steve Higgins is hopeful only two places will need core drilled for the Phase II study, which will be much less expensive. Director McKenzie stated that if Environmental Standards recommends a more extensive Phase II study, then at that point, the purchase price would need renegotiating. Director McKenzie is hopeful that the property purchase will be complete by October.

Armory Lot Repair Update – Director McKenzie gave an update on the Armory lot repairs. Initially, the work was to be completed before WVU classes started, but the superintendent had some health issues, so they would not be able to start until September 1.

University Ave Garage Repair Update – Director McKenzie stated that Nathan Contracting has completed all repairs and will be out by next Wednesday.

After the MPA maintenance department removed the stair treads, they found some metal damage that needed Repairing. So the maintenance department is working on that as we speak.

Spruce Street United Methodist Church Lot Paving – Director McKenzie stated that the Spruce Street United Methodist Church paving project was complete. Director McKenzie said what made it nice was that Jamie Craig also had his connecting lot paved, making it flow together nicely. Chairman McEwuen asked about the cost of the lot paving, to which Director McKenzie answered around \$38,000. Director McKenzie said the church would pay 40% of the price, and the Parking Authority would pay 60%. The church payment would come through the lot lease payments.

New Enforcement Office Employee – Director McKenzie said we began interviewing for a new Enforcement Officer position on Monday. The two applicants interviewed Monday were excellent candidates. There are a few more folks left to interview later this week. The goal is to choose an applicant in the coming days.

NEW BUSINESS

COVID – Employee Appreciation – Director McKenzie spoke with Finance Director Kevin Tennant regarding the COVID- Employee Appreciation Bonus voted on at the City Council meeting. City Council has approved a COVID appreciation bonus for all employees who worked through COVID. It will consist of \$2,000 total, given out in two increments. The first payment may be as soon as the end of this month. The second is still undetermined.

Director McKenzie asked The Parking Authority if they wanted to participate in the employee appreciation bonus totaling \$24,000.

Director McKenzie asked Finance Director Kevin Tennant to deduct \$24,000 from the \$48,000 the MPA pays for accounting services. Director Kevin Tennant stated it sounded like a good idea, although he would need to talk to City Manager Kim Haws for final approval.

Shane Mardis motioned to accept the City of Morgantown’s proposed COVID Employee appreciation bonus to include Parking Authority in some way or fashion. Amy Dale second the motion. The motion passed unanimously.

Cruise-In – Vice-Chair Jeanne Hagan voiced concerns regarding the bags for the Cruise-In. There do not seem to be enough cars on the 300 block to warrant bagging the entire block. Chairman McEwuen stated he was okay with not bagging meters below Wall Street.

Budget Performance Report – Director McKenzie presented the budget performance reports for May and June, which wraps up our fiscal year for 2020 – 2021. The MPA had a great year coming out of COVID. The revenue for May 2022 was \$147,000, and June was exceptional at \$167,000. Director McKenzie said revenues are currently around \$1.3 million, with investments of roughly \$500,000.

Director McKenzie stated that roughly \$20 - \$25,000 of due diligence would go into 132 South High St before purchasing the property. Then adding the \$715,000 purchase price will cut MPA cash funds in half.

Director McKenzie mentioned that expenditures were kept down last year by only purchasing necessities.

Also, Director McKenzie spoke with Ford last week, who noted that the ordered MPA truck is not ready to be built, so it will be at least a year before the new maintenance truck is received.

ADJOURNMENT

The meeting adjourned at 9:05 am



Parking Authority Chairman



Parking Authority Director