

**Morgantown Parking Authority  
Minutes of Regular Monthly Meeting  
8:30 am Wednesday, September 13, 2023**

**Present:** Chairman Charlie McEwuen, Vice-Chair Jeanne Hagan, Director Dana McKenzie

**Not Present:** Shane Mardis, Amy Dale, and City Councilman Brian Butcher

**Approval of the minutes:** Minutes of the August 9, 2023, meeting were unanimously approved.

**UNFINISHED BUSINESS**

**Verkada Cameras-** Director McKenzie said the camera installation is going well. We did run into some unforeseen issues, which ended up being a blessing in disguise. When the gate system was installed initially, networking switches were installed; from those switches, the connection would go to various places. Those switches were original to the gate system. When we got the cameras up and running, it caused the internet connections to fail, causing the gate system to go down in the garages. We then got Citynet involved. They are working on getting the switches updated and separated. The total cost for the upgrades was \$12,000.

**Lot B Corral-** Director McKenzie stated that the framework for the corral is complete. The structure was built at the city garage. The cost for just the metal was \$13,000. We are now waiting on MUB for the sanitary drain. We hope to have it up and running before winter.

**Donations for Citations-** Director McKenzie stated that he spoke with Pantry Plus, the City Manager and Assistant city manager, regarding Donations for Citations, who both support the program. Pantry Plus is compiling a list of needed items and suggests beginning the food drive in either October or November. Director McKenzie will attend the City Council Committee of the Whole meeting at the end of the month to present the program.

**NEW BUSINESS**

**Updating Municipal Parking Codes-** Director McKenzie attended last month's CoW meeting to support repealing code 155.05, the \$5,000 member's bond.

Director McKenzie plans to work with City Attorney Simonton to update the language for Codes 363.07 (street meters) and 365.00 (off-street and parking garages) meters being operative on Sundays.

Code 367.05 allows permanent residents to purchase two-year permits instead of just one year, and section 365 pertains to the immobilization of vehicles (booting). Director McKenzie asked the Parking Authority Board for their thoughts on a penalty of \$100 for individuals who tamper with or remove the boot before satisfying their past violations.

Chairman McEwuen and Vice-Chair Jeanne Hagan suggested that instead of using the word "tamper," use the phrase "if you move the vehicle," "attempt to remove the boot," or "damage the boot," you will be subject to a \$100 fine.

**Citynet Updating Network Switches-** Director McKenzie stated that with the switches, the cameras and garage gate system will be on separate networks, so if either one loses connection, it won't affect the other.

**Sunday Evening Movies in the Park-** Director McKenzie talked about Sunday Evening Movies in the Park. Last Sunday was the first of the series, and we brought staff in in case of any issues. Since there was not a large turnout, Sunday staff will be put to the side, and we will monitor future events.

**Habitual Parking Violations-** Director McKenzie stated that he had spoken to City Attorney Ryan Simonton regarding this issue. City Attorney Ryan Simonton noted that under section 155, we can ban people from our lots or parking garages. Director McKenzie suggested we have escalated fines like the green zone instead of banning them from our parking facilities. Let's say your first offense will be a \$100 fine 2<sup>nd</sup>, a \$200 fine, and a \$500 fine after that.

**Employee Retention Bonus-** Director McKenzie stated that he was informed two weeks ago about the Employee Retention Bonus. There will be two bonuses of \$1,000 each for city employees—one on the next pay in September and the other in March. We were not involved in the budgeting of the bonuses. Director McKenzie asked the board's thoughts on giving the bonus to our employees. The city paid for them last year. They deducted it from the amount we pay them to do our financials.

Vice-Chair Jeanne Hagan suggested that we ask the city again this year. Chairman Charlie McEwuen agreed. Director McKenzie stated that he would inquire with the city.

**Budget Performance Report-** Director McKenzie commented that revenues are on track to meet projections.

Director McKenzie met with Mike Shuman and Mark Downs to discuss a possible parking lease agreement for their downtown tenants. They asked about a reduction in price if multiple permits were purchased. Director McKenzie stated that he has no problem working with the property owners, although he will have to take it before the City council for approval.

Mark Downs noted they are close to beginning renovations to the Warner Theatre. It will be a 1200-seat capacity music venue. Mark also commented that there would be a need for another parking garage in that area once the project is completed.

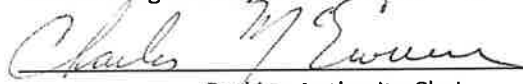
Director McKenzie said a power pole has rusted and needs to be replaced in lot C. The power company will temporarily move the primary power source until the pole is replaced. Lot B will need similar work done after the new corral is installed.

Director McKenzie told the parking authority board that there is around 1.8 million in operating revenue, which will mainly be used for the Spruce Street garage repairs, lot paving, and the electric work in both C & B lots.

The new dump truck has been delivered, and the new salt spreader and plow have been ordered.

#### **ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.

  
Parking Authority Chairman

  
Parking Authority Director