

FAIRMONT PARKING AUTHORITY  
REGULAR MEETING  
WEDNESDAY, JANUARY 8, 2025  
11:00 A.M.  
CITY COUNTY COMPLEX – MEREDITH BUILDING  
200 JACKSON ST. – CITY MANAGER’S CONFERENCE ROOM  
3<sup>RD</sup> FLOOR  
FAIRMONT, WEST VIRGINIA

- I. CALL TO ORDER
- II. CONFIRMATION OF MEMBERS PRESENT
- III. APPROVAL OF MINUTES –  

Regular Meeting – October 30, 2024
- IV. CITIZENS PETITIONS
- V. AUTHORITY MEMBER COMMENTS
- VI. CONSIDERATION OF OLD BUSINESS
- VII. CONSIDERATION OF NEW BUSINESS
  1. Handicap Parking Request(s)
    - a. 312 Maryland Ave.
- VIII. STAFF REPORTS/REQUESTS
  - Chief Executive Officer Update
  - Financial Report
- IX. NEXT MEETING DATE
- X. ADJORNMENT

# MINUTES

## FAIRMONT PARKING AUTHORITY

October 30, 2024

Members present: Kenny Satterfield, Alex Petry, Dan Swiger, Laura Candel, Travis Blosser

Others present: Matt Hawkins (Parking Officer), Priscilla Hamilton (City Finance Director), Carly Jones (Planning Dept), David Kirk (Communications Manager), Sue Hawkins (City Mgr. Admin Asst)

The meeting was called to order at 11:01

### **APPROVAL OF MINUTES**

Dan made a motion to adopt the May 17, 2023 minutes, Alex seconded the motion. Motion was approved.

### **CITIZENS PETITIONS**

None

### **CONSIDERATION OF OLD BUSINESS**

No old business

### **CONSIDERATION OF NEW BUSINESS**

-Election of officers: Chairman, Secretary

Dan nominated Laura for chair

Laura nominated Alex for secretary

Dan motioned to close nominations, Alex seconded

All were in favor, motion carried

Kenny made a motion to accept nominees as presented, Dan seconded, motion passed.

-Handicap Parking Request(s)

Travis stated he had already instructed Public Works to install the handicap parking sign on Virginia Ave due to it was submitted on line and it was going to a staff member who no longer works here.

1023 Virginia Ave request just needs ratified

406 Spring Street is a new submittal

No issues or concerns with either of them

Discussion was had regarding making sure people understand what is required and how the process works.

Laura asked for motion to approve the ratification of 1023 Virginia Ave and approve the 406 Spring St. handicap parking request; Dan made the motion and Alex seconded; motion carried.

Kenny brought up the food truck parking at the post office and said he didn't think they should. Travis suggested to stick to the agenda that was publicized to the newspaper.

## STAFF REPORTS/REQUESTS

-Review FY24 Parking Enterprise Fund Year End

Priscilla, COF Finance Director, summarized report

Kenny asked what caused the loss. Priscilla said the biggest thing is the parking fund has assets and with assets comes depreciation; depreciation this year was \$91,000.

Priscilla discussed parking violations, and parking meter revenue. She stated Passport meter revenue, in 2023, we collected \$10,000; in 2024 it dropped to \$7,500.

Adams St. Parking garage - we are down to renting 11 spaces

Vet's Plaza – we rent out 19 spaces

2 leases – (1) Bowling Center – collect \$18,000 a year (2) State of WV leases 152 parking spaces (roughly half of the spaces) in the parking garage and we collect \$41,800

OIC lot by the barber academy - new lease we started in August 2023, we collected \$1,100

Operating Expenses: \$73,000

-We hired parking enforcement officer (Matt Hawkins) in 2023

-Police secretary- 33% of her wages are charged to this line item

-Meter collections - \$17,445 was for the coin collections

-Maintenance buildings and grounds – we changed 179 batteries in one year (batteries in the new meters)

Contracted Services: Police Reserves – paid \$20,412

Depreciation on the parking fund assets was \$91,939

Parking Garage bond debt - \$65,424 a year and we transfer that money over to the Building Commission to pay the bond debt

Dan asked what year are we in for paying off that debt. Priscilla said the parking garage debt start out as a 20 year debt at \$1.97 million. We are down to \$498,303 as of the end of June and there are 9 years remaining. It will be paid off in March 2033.

Travis had commentary on Priscilla's report: Parking fund has always operated on paper in the red; technically things are paid for; our goal is to shrink that back. He stated Priscilla had highlighted the \$20,000 out of the parking fund toward the Police Reserves that will potentially go away with the improvements to the parking garage. The minutes will be submitted to city council and from conversations with council, they are not wanting to raise rates. The Reserves are currently needed at the garage.

Travis stated that Priscilla will be attending quarterly meetings to provide a financial update.

Laura asked when the contract ends with the State for the 152 parking spots. Priscilla said it was a 10 year contract, not sure what year we are on, she thinks it started in 2018 or 2019, but it is renewed every year. When we come to the end, we will have to renegotiate terms.

Dan asked if there was any mechanism in the contract to re-evaluate the cost. Priscilla said there was a 10-year time frame worked into the contract with renewals by addendum.

Travis said there will be some conversations with the State regarding key cards. We haven't pushed for reimbursement on lost cards but will push a little heavier with the new system.

## **CEO Update**

### **Adams Street Parking Garage**

Parking garage funding and bids got started prior to his arrival and the bid had been sitting somewhere in limbo. David has worked with them on the designs and other things to move things forward.

The payment system, the gate arm; everything within the financial of the Adams Street parking garage will be completely updated. They will have tap to pay, a kiosk on the first floor by the elevator that they can pay in advance before exiting; there will be an app where we can let people out of the garage if there's an issue; we can track data, program things for special events, etc.

Due to the installation of these things, we are looking at significant upgrades to the security cameras and lighting upgrades. There will not be a need to have the police reserves. State office employees will be assigned a key fob. Fobs can be accessed on line for activation and turning them off.

Laura asked if there have been any communications with the Police Reserves that we would be using them less. Travis stated he has highlighted the potential upgrades but these changes will not be implemented for at least 6 months out.

Dan asked if there would be any change to the structure of the floor where the mechanism is sitting. Discussion was held regarding issues getting out of the garage.

Alex asked if the installation of this would remove the need for the Police Reserves entirely. Travis stated yes.

Carly asked if we will be numbering all the spots and stated she feels the leases need to be assigned spaces. Discussions were held regarding state employees and the Elks event parking and how to make the usage of the garage more user friendly.

Laura asked about the board being able to attend training for the new system. Travis said that we can do that as part of one of the board meetings as an agenda item. Priscilla suggested maybe we could have a training video on the city's web page.

Priscilla commented that there needs to be more handicap spaces on the first floor.

Dan asked if it would allow overnight parking. After much discussion, it was determined different options would be looked at. Also discussed was getting the word out about no charge for parking after business hours.

### **Outdoor Dining**

Travis stated we have looked at some of what Morgantown is doing and asked Carly to report.

Carly said Mama D Roma's has big plans for what they want, such as replacing the glass windows in the front with garage door type doors to have indoor/outdoor seating. She stated they looked at some restaurants on High Street in Morgantown for examples. There is a term called a pedlet where we would shift the pedestrian traffic into a protected parking lane to allow the restaurants to use the entirety of the sidewalk.

Google street view screen shots of the areas in Morgantown were distributed.

Travis stated downtown street paving is expected to happen this summer; Madison Street section, we will see a lot of storm water work. In front of the Veterans Square parking lot, there is water that ponds there to the point you can't tell there is an existing drain there; that will be replaced. He stated we are looking at improvements to down town sidewalks. Part of Adams Street, we are looking at working with DOH to build some bump outs which could change our meter locations.

Carly gave examples of how these improvements will slow down traffic, give opportunities for bigger street trees, and to improve safety.

Travis stated the Everest Drive bridge project is moving forward. That is a city owned bridge but the state is completely funding that project. With the Infrastructure and Jobs Act, money was provided to pay for it fully. Once completed, there will be no weight limit so we can shift the sand truck traffic away from down town.

Dan asked about the process of evaluating doing this for other businesses. Carly said she is looking at other city's policies for this and adapting it for our use. It would be an ordinance that would have to pass through city council.

Discussion was had about the structures (parklets) being movable.

Discussion was held regarding pedestrian crosswalks and traffic having to stop for pedestrians.

### **Parking Meter Upgrades/Locations**

Travis stated right now we are just dumping that revenue into the fund and he wants to be able to track money collected from specific areas.

Parking revenue is pledged to help pay the bonds on the parking garage. If we were to make changes to eliminate parking revenues, that could put us in violation of our bond covenants. We could look at whether or not it is a productive use of personnel's time for money collection.

He stated he plans to evaluate and then report back to the board with changing from Passport to Park Mobile that other WV cities are using.

Much discussion was had on new parking meters, creating efficiencies and making things better for the customer and closing the revenue gap.

Dan said the Ogden Street parking lot is not utilized and suggested we make it free parking.

Travis said our on line parking map is less than desirable so we are looking at updating that map.

We are looking at capital improvement on the Veterans Square lot and the green space gravel lot.

Laura asked about naming lots and signage. Carly said it will be kept simple, such as Lot A.

No further discussion.

Laura asked if it was Main Street Fairmont that worked with council in the past to make it free parking during the month of December to entice shopping in down town. Travis said he thought that was just a City Manager directive. Alex said it usually starts Feast weekend and goes through the end of December.

Laura asked if we could put Matt at the parking garage if we move forward with free parking for December since he won't have to monitor. Travis said he would take that under advisement.

Laura also said Morgantown did something where if an unpaid parking ticket was brought in, they could donate canned food and the ticket would be eliminated. Travis said he would have to have a conversation with the City attorney and judge but other cities have gotten into trouble with eliminating other fines. Priscilla said there is \$1,015 in outstanding parking tickets.

Travis recommended having quarterly meetings of the board since there is no bylaws yet. He said we would look at some of our existing boards' bylaws and then give them to Parking Authority board to review.

It was decided to have the next meeting on January 8, 2025 at 11:00 and keep the meetings on the 2<sup>nd</sup> Wednesday of each quarter so the next meeting would then be April 9, 2025.

Travis stated the next meeting agenda will have an added section for member comments.

Motion to adjourn was made by Dan and Alex seconded; motion passed.

Meeting adjourned at 12:34