



Board Meeting Minutes

Date: 10/25/2023

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, October 25, 2023, at 4:00 p.m.

I. Roll Call

A. **Present:** Ms. Lynn Cunningham, Chairperson; Mr. Eugene Gonzalez, Secretary; Mr. Mark Jobes, Treasurer; Ms. Karen Widrick, Board Member; Mr. Jim Broughal, Solicitor; Mr. Leo DeVito, Solicitor; Mr. Steve Fernstrom, Executive Director; Ms. Tiffany Wells, Deputy Director, Mr. Chris Betley, Consultant Buckno Lisicky and BPA Staff

II. Executive Session

- A. Ms. Lynn Cunningham asked for an Executive Session to discuss litigation matters.
- A. Mr. Jim Broughal stated the Executive Session lasted for thirty-five minutes to discuss litigation matters and contract negotiations.

III. Approval of Minutes

A. Ms. Lynn Cunningham requested a motion to approve the Minutes from September 27, 2023. Mr. Eugene Gonzalez motioned to approve the Minutes, and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.

IV. Courtesy of the floor

A. None

V. Reports

A. Director's Report



- i. Walnut Street Garage – Mr. Steve Fernstrom stated that City Council approved the COA for the demolition. A Public Displacement Meeting was held on October 11, 2023, and twenty people were in attendance. Notices have been sent out to all the current parkers in the Walnut Street Garage, informing them of their move date. Ms. Lynn Cunningham asked if everyone was assigned to their new location, and Mr. Steve Fernstrom said yes based on proximity. Design discussions have been had with THA and Whiting-Turner for cost adjustments based on the first proposal of the garage. Discussions have also been made with HBMS regarding the Spring Street Lot to agree with the usage of the lot. There's been a lot of interest in the Hospitality Permit for downtown employees for \$20 monthly.
- i. Smart Loading Zone - Ms. Tiffany Wells mentioned that there will be a five-minute grace period in the Smart Loading Zones. After the first five minutes, it will start invoicing. We've had multiple public meetings, went door to door, went to DBA Meetings, Southside Arts District and enforcement have been leaving brochures on vehicles with info on the new Smart Loading Zones. Ms. Lynn Cunningham asked if the merchants were responsible for notifying the drivers of the new loading zone. Ms. Tiffany Wells said that a month prior to going live, each merchant was visited and given information to pass on to their drivers. Automotus is working with FedEx and Amazon on a national level. The camera in front of Hotel Bethlehem is not live. Mr. Mark Jobes asked why the camera wasn't in front of Hotel Bethlehem live. Mr. Steve Fernstrom said Hotel Bethlehem is engaged with the City to extend the layby, so we felt we didn't want to go live to confuse the public in case the hotel was granted the extension. Ms. Lynn Cunningham asked if tour buses were included in collecting data if parked in the loading zones. Mr. Steve Fernstrom said we have worked with HBMS and the Hotel to bag meters. Automotus also picks up on double parking.

A. Solicitor's Report

Mr. Jim Broughal asked for a motion for an Access and Hold Harmless Indemnification Agreement with the contractor working on LANTA's Transit Center for storing construction material in the North Street Garage. The second Access and Hold Harmless Indemnification Agreement is with BEDCO to store their Christmas decorations in the S. New Street Garage. Mr. Mark Jobes motioned to approve both agreements, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

B. Financial Report



- i. Mr. Chris Betley reported total revenue for the month of September 2023 was \$6,283,634.18. The total investment earnings were \$179,724.23. Total expenses were \$2,925,511.18. Total net income was \$1,773,788.78. Ms. Lynn Cunningham asked for a motion to approve the Financials for the month of September 2023. Mr. Mark Jobes made a motion, and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.

VI. Old Business

- A. none

VII. New Business

- A. Mr. Scott Shearer from PFM Financial Advisors said that a good full proposal was received from Fulton Bank. If all goes well with Fulton Bank, we should be able to have all the legal documents drafted in December's Board Meeting and close by the end of the year or the beginning of next year. Mr. Mark Jobes asked what terms the bank offered. Mr. Scott Shearer did not have the proposal with him but said more work needed to be done on the split between taxable debt and tax-exempt. Mr. Jim Broughal asked about prepayment penalties. Mr. Scott Shearer said the current offer has a 2% prepayment penalty.
- B. Mr. Jim Broughal asked for a motion to approve the agreement between the Bethlehem Parking Authority and Market Street Villa Condominium Association and authorize execution upon receipt by the Bethlehem Parking Authority of an executed agreement by the Condo Association. Ms. Lynn Cunningham asked for a motion to approve the agreement. Mr. Eugene Gonzalez made a motion, and Mr. Mark Jobes seconded the motion. A motion was passed unanimously.
- C. Ms. Lynn Cunningham announced to the Board that she would not renew her term with the Bethlehem Parking Authority.

VIII. Adjournment at

- A. Ms. Lynn Cunningham asked for a motion to adjourn the meeting. Mr. Mark Jobes made a motion to adjourn the meeting and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.