



LAND REUSE AND PRESERVATION AGENCY

BOARD OF DIRECTORS REGULAR MEETING PACKET

Thursday, January 23, 2020

4:00 p.m.

City Council Chambers

Board of Directors:

David Satterfield

Jessica McDonald

Patrick Kirby

Laura Rye

Brent Bailey

Michael Mills

Tim Stranko



Board of Directors:

Brent Bailey

Patrick Kirby

Jessica McDonald

Michael Mills

Laura Rye

David Satterfield

Tim Stranko

A G E N D A

- I. Call to Order and Roll Call**
- II. Proof of Notice of Meeting or Waiver of Notice**
- III. Election of Officers for 2020 Calendar Year**
 - A. Chair
 - B. Vice-Chair
 - C. Secretary
 - D. Treasurer
- IV. Reading and Approval of Minutes of Preceding Meetings**
 - 21 NOV 2019
- V. Correspondence**
- VI. Public Comment** – Subject to rules established in the Board’s Bylaws
- VII. Presentations** – None.
- VIII. Report of Officers and/or Directors**
- IX. Report of Committees**
 - A. Property Management Committee
- X. Report of Staff**
 - A. Report of Development Services Director
 - B. Report of City Manager
 - C. Report of City Attorney
- XI. Unfinished Business** – None.



LAND REUSE AND PRESERVATION AGENCY

January 23, 2020

4:00 p.m.

Council Chambers

Board of Directors:

Brent Bailey

Patrick Kirby

Jessica McDonald

Michael Mills

Laura Rye

David Satterfield

Tim Stranko

XII. New Business

- A. Agency's 2020 Meeting Calendar
- B. Consideration of matters involving or affecting the purchase, sale, lease, or development of property in the downtown (it is anticipated that the Agency will discuss this matter in executive session).
- C. Renovations to second floor tenant spaces at 430 Spruce Street
- D. Towing Services at 430 Spruce Street
- E. Morgantown Parking Authority parking management at 430 Spruce Street
- F. Real Estate Brokerage Services

XIII. Adjournment

**MORGANTOWN
LAND REUSE
AND
PRESERVATION
AGENCY
[ONLINE](#)**

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MORGANTOWN LAND REUSE AND PRESERVATION AGENCY

REGULAR MEETING MINUTES

4 p.m.

November 21, 2019

Council Chambers

DIRECTORS PRESENT: David Satterfield, Jessica McDonald, Patrick Kirby, Laura Rye, Brent Bailey, Laura Rye, and Michael Mills.

DIRECTORS ABSENT: Tim Stranko

STAFF PRESENT: City Attorney Ryan Simonton and Director of Development Services Chris Fletcher

I. CALL TO ORDER AND ROLL CALL

After calling the roll and noting a quorum was present, Satterfield advised that Stranko was excused and that the others were on their way.

II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

III. APPROVAL OF MINUTES

Satterfield asked for a motion to approve the minutes of the September 26, 2019 meeting. Mills moved to approve as presented; seconded by McDonald. The motion carried unanimously.

Satterfield asked for a motion to approve the minutes of the October 24, 2019 meeting. Bailey moved to approve as presented: seconded by Mills. The motion carried unanimously.

IV. CORRESPONDENCE – None.

V. PUBLIC PORTION – None.

VI. PRESENTATIONS – None.

VII. REPORT OF OFFICERS AND/OR DIRECTORS - None.

VIII. REPORT OF COMMITTEES – None.

IX. REPORT OF STAFF

A. Development Services Director

- Fletcher reported that the retreat documents need a few final touches. Will be emailed to the group next week.

- B. City Manager – Absent.
- C. City Attorney -- No report.

X. UNFINISHED BUSINESS – None.

XI. NEW BUSINESS

A. Resolution establishing the Property Management Committee.

At the Board's meeting last month it was suggested by the chair that a committee be formed to be responsible for/advise on property management. Mr. Simonton prepared the resolution and this is what is recommended:

BE IT RESOLVED by the Morgantown Land Reuse and Preservation Agency (the "Agency") that a Property Management Committee is established by the Agency for the purpose of maintaining proper oversight and control of the real estate owned, leased, or managed by the Agency; for investigating appropriate uses and opportunities for the real estate owned, leased, or managed by the Agency; and for recommending to the Agency appropriate action in connection therewith; and

BE IT FURTHER RESOLVED, that the Property Management Committee shall consist of three members of the Agency's Board of Directors who shall be appointed by the Chairperson of the Agency and shall serve at his or her pleasure.

Satterfield stated that what he sees is a small group of members as a standing committee to handle property management issues. They can be more flexible and can report back to the board on issues that they think the agency needs to act on. Satterfield noted he has asked Ms. McDonald to chair this committee. Satterfield stated that at this time the resolution would apply to the 430 Spruce Street property and at some point, the resolution would need to be amended. At this time, it is mainly for property management concerns.

Satterfield asked for a motion to approve the resolution. Rye moved to approve; seconded by Mills. The motion carried unanimously.

Satterfield stated again that he has asked Ms. McDonald to chair and asked for volunteers to be on the committee. Mills and Bailey volunteered.

Satterfield asked for a motion to approve McDonald as chair with Mills and Bailey as members of the committee. Rye moved to approve; seconded by Bailey. The motion carried unanimously.

B. Consideration of leasing property/Spruce Street Tour.

Satterfield asked that the board go into Executive Session to discuss matters related to leasing real estate and then tour the 430 Spruce Street property. The board would adjourn the meeting following the tour. With that said, Satterfield asked for a motion to move into executive session, which was offered by Rye and seconded by Mills. The motion carried unanimously. At approximately 4:15 p.m., Satterfield stated that the board was now in Executive Session.

XII. ADJOURNMENT – Following the Executive Session and the tour of 430 Spruce Street, Satterfield asked for a motion to adjourn the meeting. Rye moved to adjourn; seconded by Mills. The motion carried unanimously. The meeting was adjourned at 5:40 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

Patrick Kirby, Secretary

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MEMORANDUM

Development Services
389 Spruce Street
Morgantown, WV 26505
304.284.7431

Date: THU, 16 JAN 2020
To: Jessica McDonald, Chair
LRaPA Property Management Committee
RE: Property Management Committee Report to BoD | THU, 23 JAN 2020

The purpose of this memorandum is to assist the LRAPA's Property Management Committee in reporting its work in the month of December 2019 at the LRAPA Board of Directors' THU, 23 JAN 2020 meeting.

- The committee met on MON, 16 DEC 2019 at 1 p.m. at 430 Spruce Street.
- Committee members present were Jessica McDonald and Michael Mills. Brent Bailey was unavailable. Guests included Development Services Director Chris Fletcher; Morgantown Parking Authority Director Dana McKenzie; Assistant City Manager Emily Muzzarelli, Public Works Director Alex Stockdale, and Morgantown Area Partnership President and CEO Russ Rogerson.
- I have not included the notes from this meeting you reviewed as it includes matters involving or affecting the purchase, sale, lease, or development of property in the downtown. Accordingly, I will distribute said meeting notes during the Board's executive session anticipated during its 23 JAN 2020 meeting.
- Mr. Rogerson provided the committee with an overview of leasing and current occupancy of 265 High Street (former Magistrate's Building). There is about 10,000 sq. ft. per floor. The first floor is 90% leased by small businesses with one or two employees. Lease rates currently include utilities and internet but not parking or phone lines. The second floor will be occupied by Morgantown Area Partnership and allied agencies. The third floor currently has a couple of tenants with additional space available for lease. He is not currently using a broker and marketing thus far has been word of mouth and Facebook. Exterior doors remain locked as the County is occupying some of the space. Tenants have access cards. This a challenge for tenants and restricts tenants who would be regularly interacting with customers. They are currently planning exterior façade renovations in Spring 2020 to improve the appearance of the building's High Street and Spruce Street façades.
- Mr. McKenzie explained how the Morgantown Parking Authority (MPA) manages parking on several privately owned parcels downtown. MPA is interested in managing the parking at 430 Spruce Street, but needs to identify the minimum number of spaces that will be reserved to lease permit sales to cover management expenses (parking permit sales, enforcement, patching / paving, lighting, snow removal, etc.). Additionally, utilization of a portion of the parking area for groups like the Farmer's Market will need to be explored.

From the Desk of:
Christopher M. Fletcher, AICP
Director of Development Services

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MEMORANDUM

Development Services
389 Spruce Street
Morgantown, WV 26505
304.284.7431

- Ms. Stockdale and Ms. Muzzarelli led committee members through the second floor of 430 Spruce Street to identify renovations prudent to attract tenants. The following items were identified and generally agreed to by committee members.
 - Demolition and renovations on the first floor to be occupied by the City were well underway with the goal of occupying the first floor on 01 APR.
 - Public Works agreed to perform most, if not all demolition work on the second floor as a cost savings measure. Demolition work will include removal of common area carpeting in the larger tenant space as well as ceramic flooring in the kitchenette, copy room, and foyer; removal of center divider half walls in larger tenant space; demo kitchenette completely; and, removal of glass around receptionist workstation.
- *As of 15 JAN 2020, all demolition work noted herein has been completed.*
- Renovations to the second floor will be funded and managed by the Public Works Department. Some work will be completed internally, and some work will need to be contracted by the City and/or the LRAPA.
- The following renovations were discussed and generally agreed upon by committee members:
 - Replace flooring where carpeting and ceramic tiling is removed.
 - Steam clean carpeting in individual office spaces as they appear to be in good condition.
 - Relocate electric outlets in divider half walls to floor mounted boxes.
 - Leave wallpaper but patch and repaint painted walls.
 - Kitchenette – replace flooring, cabinets, etc. Relocate refrigerator and microwave on first floor to second floor.
 - Partial removal of receptionist's bulkhead and capping it below the drop ceiling.
 - Replace damaged or stained ceiling tiles.
 - Inspect and clean HVAC units and ductwork.
- \$150,000 was included in the bond sale to create the greenspace / pocket park between the building and Spruce Street. City Attorney Ryan Simonton and Mr. Mills have discussed the merits, challenges, and opportunities of approaching this project as a design-build to reduce project design and construction costs. The LRAPA BoD will need to provide direction on its preferred design and construction approach soon so if the project can be completed in 2020.

I respectfully recommend the Committee seek authorization from the BoD to continue to work directly with City Administration on renovation matters to ensure expediency and cost savings. In speaking with Ms. Muzzarelli and Ms. Stockdale earlier this week, it appears doing so should make way for the two (2) second floor tenant spaces to be available for leasing on or about 01 MAY 2020. I also recommend the BoD authorize its Chair to, as necessary, execute agreements to contract renovation work funded by the City based on City Administration acquired proposals. I will include this matter on the BoD's 23 JAN 2020 agenda so action can be taken should the BoD agree.

From the Desk of:
Christopher M. Fletcher, AICP
Director of Development Services

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LAND REUSE AND PRESERVATION AGENCY

**Board Member Terms and Qualifications
UPDATED 01 JAN 2020**

CURRENT BOARD MEMBER TERMS

[Section 147.02 (f)] 3-Year Staggered Terms

Current Board Members	Term End Date		
	31 DEC 2020 Original 2-Year Term	31 DEC 2021 Original 3-Year Term	31 DEC 2022 3-Year Term
Brent Bailey	✓		
Patrick Kirby	✓		
Jessica McDonald		✓	
Michael Mills			✓
Laura Rye		✓	
David Satterfield		✓	
Tim Stranko			✓

CURRENT BOARD MEMBER QUALIFICATIONS

[Section 147.02 (c)(1)]

Board Member	Qualification Areas				
	At Least 3 must have experience in the following areas		At Least 3 must have experience in the following areas		
	A.	B.	C.	D.	E.
	Real estate transaction or financing	Development of commercial or residential property	Establishment or use of public lands	Land conservation or preservation	Development or management of program promoting access to public lands or conservation areas
Brent Bailey			✓	✓	✓
Patrick Kirby	✓	✓	✓	✓	✓
Jessica McDonald	✓			✓	
Michael Mills	✓	✓		✓	
Laura Rye	✓		✓		✓
David Satterfield	✓	✓			
Tim Stranko	✓	✓	✓	✓	

CURRENT BOARD MEMBER QUALIFICATIONS

[Section 147.02 (c)(2)]

Board Member	At least one (1) member must:	
	Yes	No
	(A) Be a resident of the City of Morgantown; (B) May not be a public official or municipal employee; and, (C) Must maintain membership with a recognized civic organization within the City of Morgantown.	
Brent Bailey	✓	
Patrick Kirby		✓
Jessica McDonald		✓
Michael Mills	✓	
Laura Rye		✓
David Satterfield		✓
Tim Stranko	✓	

CURRENT BOARD MEMBER QUALIFICATIONS

[Section 147.02 (c)(3) – majority of members must be residents of the City of Morgantown]

Board Member	City Resident	
	Yes	No
Brent Bailey	✓	
Patrick Kirby		✓
Jessica McDonald	✓	
Michael Mills	✓	
Laura Rye		✓
David Satterfield		✓
Tim Stranko	✓	

Board Member and Leadership Tracking

BOARD MEMBERS

Board Seat No.*	Board Member	Date of Original City Council Appointment	Original Term	Current Term	Filling Unexpired Term
1	Michael Mills	12/04/2018	01/01/19 – 12/31/19	01/01/20 – 12/31/22	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	Tim Stranko	12/04/2018	01/01/19 – 12/31/19	01/01/20 – 12/31/22	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	Brent Bailey	12/04/2018	01/01/19 – 12/31/20	01/01/19 – 12/31/20	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Patrick Kirby	12/04/2018	01/01/19 – 12/31/20	01/01/19 – 12/31/20	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5	Jessica McDonald	12/04/2018	01/01/19 – 12/31/21	01/01/19 – 12/31/21	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6	Laura Rye	12/04/2018	01/01/19 – 12/31/21	01/01/19 – 12/31/21	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7	David Satterfield	12/04/2018	01/01/19 – 12/31/21	01/01/19 – 12/31/21	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

* "Seat No." is assigned only for the purpose of tracking the filling of a vacancy with an unexpired term. Number assignment was based on the 1-, 2-, or 3-year period of the original board member's term alphabetically.

ELECTED LEADERSHIP

	2019	2020	2021	2022	2023	2024
Chair	David Satterfield	TBD				
Vice-Chair	Jessica McDonald	TBD				
Secretary	Patrick Kirby	TBD				
Treasurer	Laura Rye	TBD				

**Strategic Planning
Retreat Materials to be
distributed at meeting**

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Morgantown Land Reuse and Preservation Agency

2020 Meeting Calendar [TENTATIVE]

	3rd THU	4th THU
JAN		THU - 23
FEB		THU - 27
MAR		THU - 26
APR		THU - 23
MAY		THU - 28
JUN		THU - 25
JUL		THU - 23
AUG		THU - 27
SEP		THU - 24
OCT		THU - 22
NOV	THU - 19	
DEC	THU - 17	

4 p.m. City Council Chambers

**Remaining Packet
Materials
to be distributed
during
Executive Session**