

MORGANTOWN LAND REUSE AND PRESERVATION AGENCY

REGULAR MEETING MINUTES

4 p.m.

January 23, 2020

Council Chambers

DIRECTORS PRESENT: David Satterfield, Jessica McDonald, Patrick Kirby, Brent Bailey, and Tim Stranko

DIRECTORS ABSENT: Laura Rye and Michael Mills are excused.

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

I. CALL TO ORDER AND ROLL CALL

After calling the roll, Satterfield noting a quorum was present and the Rye and Mills were excused.

II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

III. ELECTION OF OFFICERS FOR 2020 CALENDAR YEAR

Satterfield reported that City Council reappointed Mr. Mills and Mr. Stranko for new three-year terms.

Satterfield asked for nominations for office of Chair. Stranko moved nominate the entire slate of leadership positions to remain as they were for 2019 [Satterfield – President; McDonald – Vice-President; Kirby – Secretary; and, Rye – Treasurer]. Satterfield asked if those present would be agreeable to continuing to serve in these capacities for 2020. Satterfield, Kirby, and McDonald answered in the affirmative. Bailey seconded the motion. Stanko moved to close the nominations. Nominations being closed, Satterfield asked for a vote on the motion to retain the 2019 leadership slate. The motion carried unanimously.

IV. READING AND APPROVAL OF MINUTES OF PRECEDING MEETING

Satterfield asked for a motion to approve the minutes of the November 21, 2019 meeting. Bailey moved to approve as presented; seconded by Kirby. Mr. Stranko abstained due to his absence. The motion carried unanimously.

V. CORRESPONDENCE – None.

VI. PUBLIC COMMENT – None.

VII. PRESENTATIONS – None.

VIII. REPORT OF OFFICERS AND/OR DIRECTORS

Kirby inquired if the Agency was preparing a budget request for funding to City Council for the upcoming 2020-2021 fiscal year. Satterfield suggested that should be a discussion with the City Manager. Satterfield asked Fletcher to follow up with the City Manager asking for direction on how the Agency should submit a funding request as a part of the upcoming City budgeting process.

Kirby noted he is concerned with timing and whether it would be appropriate for the Board to discuss the budget request as a group at this meeting in terms of what the Board is thinking about for a request and the purposes of the funding request verses putting that back on the City Manager. Satterfield noted he would like to understand if the City Manager would welcome a request from the Agency or if he has something penciled in or has an expectation. Satterfield noted it would be good to let the City Manager respond. Satterfield noted a working meeting with the City Manager might be appropriate.

McDonald noted an application deadline requesting funds from the City was 31 JAN 2020. Simonton noted that deadline was for nonprofits and that the draft budget would be presented to City Council in late February.

McDonald asked if that deadline was applicable to the Agency. Simonton noted that because the Agency is a part of the City, it would probably merit consideration for funding at any time and there is the prospect of a budget amendment during the fiscal year.

Kirby noted Senate Bill 265 that is going through the Legislature now and there is discussion about demolition that could impact this area. If passed, there would be a program for demolition funds.

Satterfield brought to attention an item of business he would like to discuss at the February meeting. There have been the beginnings of conversations during the Agency's first year. At the next meeting, Satterfield would like to set aside 20-30 minutes to talk about the work plan for 2020 should be. He would like to follow up with the groups that have come to the Agency with potential projects. Example, where has the Greenspace Coalition been and what progress have they made; how can we talk about the trails or what may be needed; we learned a lot about the abandoned properties and tax sales. The information that Mr. Fletcher provided to us with the City, the holdings etc. He asked about what issues we would like to take on and be pro-active about.

Stranko noted a comprehensive plan for pedestrian and bike improvements has been completed and the efforts like the Greenspace Coalition and how the Agency might fit in needs to be coordinated.

IX. REPORT OF COMMITTEES

A. Property Management Committee.

Ms. McDonald referred to the memorandum included in the packet concerning 430 Spruce Street. McDonald noted the committee toured 430 Spruce Street, met with Emily Muzzarelli, Assistant City Manager and Alex Stockdale, Public Works Director, and discussed the demolition and renovation of the second-floor tenant space and common areas. The committee went

through the space and discussed what improvements could be made with the contractors already selected by the City to perform renovations to the first-floor space that will be occupied by the City and how to take advantage of that opportunity. The City completed some demolition Mills had suggested for the larger tenant space. McDonald noted she asked Muzzarelli and Stockdale about the City employee clinic concept that had mentioned before in the smaller tenant space. McDonald noted Muzzarelli and Stockdale had toured several similar municipal employee clinic spaces around the State. They thought the smaller tenant space would be good for the clinic. They committed to exploring a clinic for the smaller tenant space including costs. The Committee met with Russ Rogerson, President and CEO of Morgantown Area Partnership (MAP) about their building on High Street that is being leased to multiple small business to get an idea they are doing there. They offer their monthly leases to include all utilities, but parking is not included or available at the site. They discussed his potential interest in leasing parking at 430 Spruce Street to his tenants. The Committee met with Dana McKenzie of the Morgantown Parking Authority about managing the parking spaces at 430 Spruce Street. After pulling out several parking spaces for tenants of the second floor, McKenzie advised that he would have calculate the minimum number of parking spaces for MPA to lease to make management work financially.

Stranko asked if the Committee had explored the pocket park. McDonald noted that Committee did not yet discuss how to proceed with the pocket park project. Kirby asked if the pocket park funds were set aside. McDonald confirmed.

Satterfield noted there is some additional information or more depth that will be discussed in executive session.

Stranko asked if the Agency would see some design work for the pocket park project. Fletcher noted the Board will need to provide some direction, which suggestions for which will be discussed in executive session.

Stranko also inquired about the asphalt at the rear of the property remaining, which is contrary to what he thought the Board desired for the rear of the property.

Satterfield noted the Property Management Committee will be reporting each month on progress at 430 Spruce Street and other properties the Agency might take on in the future.

X. REPORT OF STAFF

A. Development Services Director

Fletcher referred to Page 12 of the meeting packet. Fletcher reminded the Board that the ordinance creating the Agency provides very specific Board member qualifications and staff provided the Board with a breakdown on how current Board members meet these ordinance qualifications. Fletcher noted the information in the packet is an update of these qualifications given the reappointment by City Council of Stranko and Mills and that staff will continue to manage tracking this information in the future. Fletcher noted the next Board member seats set to expire are Bailey and Kirby on 31 DEC 2020. Those reappointments or new appointments will be for the full three-year terms.

Fletcher noted that Jonell Strough contacted him the previous week requesting to make an update presentation to the Board. Fletcher advised her the next available Board meeting to do that would be in February.

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

XI. UNFINISHED BUSINESS – None.

XI. NEW BUSINESS

- A. Agency's 2020 Meeting Calendar.

Mr. Fletcher referred to Page 17 of the meeting packet and asked if the Board would accept the meeting schedule presented or make any changes. Satterfield asked for a motion to approve the 2020 meeting calendar as presented. Motion made by Stranko; seconded by Bailey. The motion carried unanimously.

- 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).

Satterfield asked for a motion to move into executive session. Motion made by Stranko; seconded by Kirby. The motion carried unanimously.

The Board entered executive session at approximately 4:20 p.m.

The Board returned to open session at approximately 5:30 p.m.

Satterfield asked for a motion to exit executive session and return to open session. Moved by McDonald and seconded by Stranko. Motion carried unanimously.

- C. Renovations to second floor tenant spaces at 430 Spruce Street

Satterfield asked for a motion to authorize Board officers to enter into contracts for renovations of the second floor of 430 Spruce Street as agreed to by the Property Management Committee and City Administration. Stranko moved and Bailey seconded. The motion carried unanimously.

- D. Towing Services at 430 Spruce Street

Satterfield asked for a motion to authorize Board officers to engage Summers Towing for 430 Spruce Street until the Morgantown Parking Authority is under contract or has appropriate powers and authorities to managing the parking spaces at 430 Spruce Street. Stranko moved with the condition the City Attorney review and approve the contract; seconded by Kirby.

Fletcher noted for the record that the three (3) parking spaces at the back of the site located on First Presbyterian Church property would be excluded from the towing area of operation. Satterfield confirm and also asked that people be treated equitably and be given property notice.

The motion carried unanimously.

E. Morgantown Parking Authority parking management at 430 Spruce Street

No discussion was made, and no action was taken on this matter.

F. Real Estate Brokerage Services

No discussion was made, and no action was taken on this matter.

Satterfield asked Fletcher to work with Public Works to prepare a property management budget to include cleaning, etc. for 430 Spruce Street.

Satterfield asked that Fletcher provide the Board a road map for the pocket park project that includes stakeholders who should be consulted in the design, construction, and delivery of that project.

Satterfield thanked McDonald and the members of the Property Management Committee for their work.

McDonald inquired about the material distributed concerning the Board's retreat work with Terrell Ellis. Fletcher noted he would upload the two documents distributed to the Agency's Dropbox. The document marked "draft" is the project proposal submission and evaluation guidelines. Fletcher covered the steps in the proposed structure of receiving and studying potential projects. Fletcher noted this information is provided for review in preparation of the Board's next meeting.

Stranko asked if approval of this document would be on the Board's next agenda. Fletcher noted the due diligence section is incomplete.

Satterfield asked the Board to review the material in advance of the Board's next meeting and send comments, revisions, questions to Fletcher in advance.

Stranko offered, with the assistance of the City Attorney, to prepare a draft due diligence section for the Board to review.

XII. ADJOURNMENT

Stranko moved to adjourn. The meeting was adjourned at approximately 5:45 p.m.

MINUTES APPROVED:

February 27, 2020

BOARD SECRETARY:


Patrick Kirby, Secretary