

**MORGANTOWN LAND REUSE AND PRESERVATION AGENCY**

**REGULAR MEETING MINUTES**

**4 p.m.**

**February 27, 2020**

**Council Chambers**

**DIRECTORS PRESENT:** David Satterfield, Jessica McDonald, Brent Bailey, Michael Mills and Tim Stranko

**DIRECTORS ABSENT:** Patrick Kirby and Laura Rye

**STAFF PRESENT:** Chris Fletcher, Director of Development Services, Ryan Simonton, City Attorney and Paul Brake, City Manager.

**CALL TO ORDER AND ROLL CALL**

After calling the roll, Satterfield noted a quorum was present and that Kirby and Rye were excused.

**I. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

**II. READING AND APPROVAL OF MINUTES OF PRECEDING MEETING**

Satterfield asked for a motion to approve the minutes of the January 23 meeting. Bailey moved to approve as presented; seconded by McDonald. The motion carried unanimously.

**III. CORRESPONDENCE – None.**

**IV. PUBLIC COMMENT – None.**

**V. PRESENTATIONS – None.**

**VI. REPORT OF OFFICERS AND/OR DIRECTORS – None**

**VII. REPORT OF COMMITTEES**

**A. Property Management Committee.**

Ms. McDonald gave a report on the Farmer's Market and Handmade Cooperative. The Farmer's Market has a new director who did not see a need to expand right now. The Handmade Cooperative states they are growing and would like to use the pocket park area at 430 Spruce Street for additional vendors and music, etc. They also thought that including tables and benches in this area would be helpful because of lack of seating. Both were happy that we had involved them in future planning.

Ms. McDonald also stated she spoke with Pressley Ridge and that Ryan Simonton has been discussing an access agreement with them.

McDonald and Mills met with City Public Works Director Alex Stockdale and Assistant City Manager Emily Muzzarelli at 430 Spruce and made some decisions regarding the design of the space. Discussed an issue with the fence that Mr. Fletcher will address later on.

#### **VIII. REPORT OF STAFF**

- A. Development Services Director – No report.
- B. City Manager – Apologized for his recent absences.
- C. City Attorney – Received a return call from staff with Pressley Ridge and that he should be getting the signed access agreement from them today Simonton also stated he received an offer to sell the three parking spaces at the rear of 430 Spruce Street from the Presbyterian Church.

#### **IX. UNFINISHED BUSINESS – None.**

#### **XI. NEW BUSINESS**

- A. Logo/Branding Project.

Fletcher discussed the logo/branding project and that he and City Communications Manager Andrew Stacy met with Joseph Galbreath who works with Eve Faulkes at WVU. They do have students who will take on the logo/branding project. They requested if one or two Agency board members could be part of an ad hoc committee to help guide the students' work. That would include meeting with them either Tuesday or Thursday of next week to get started. The committee members will need to work with them and bring something back to the board for approval. There will not be a lot of time for tweaking the logo because of the student calendar. McDonald and Stranko volunteered to be on the ad hoc committee.

- B. 2020 Agency Work Plan.

Satterfield noted the board has discussed some vacant property issues, greenspace, trails, and affordable housing over the past year. There were no burning issues that needed taken care of right away. Brake noted previous suggestions of looking at city-owned properties and how the Agency might consider facilitating the transfer of some vacant properties located in neighborhoods to adjoining property owners. Satterfield discussed the Mon Valley Green Space Coalition's presentation earlier in the year concerning pedestrian and bicycle greenbelts connecting neighborhoods and commercial areas. Satterfield mentioned that the board will need some help to manage this and suggested interns would work. Stranko discussed Main Street Morgantown and that they may have some programs or initiatives the Agency could get involved in. Stranko also suggested the Fairmont-Morgantown Housing Authority as a stakeholder in affordable housing projects. Satterfield and McDonald discussed how to connect some of these activities and how it might work. Satterfield asked that board to come back and address these issues. McDonald mentioned inviting these groups to present to the board. Fletcher stated that the Mon Valley Green Space Coalition has requested to make a follow presentation to the board next month. There might be four or five different groups working parallel on pedestrian/bicycle connections and there has been some collaborative efforts.

### C. Workshop Item No. 2 – Project Proposal Submission and Evaluation Guidelines

Fletcher noted the draft guidelines were distributed in the meeting packet last week. Staff asked for review comments and revisions suggestions. McDonald provided several comments and recommended revisions. Stranko provided the due diligence component. Staff is requesting final revisions from the Board so the final version can be submitted for adopting by the Board, hopefully next month.

Comments to the document were discussed. Fletcher asked if the board would like a small group to work on a project proposal or wait until formal presentation to the entire Board. Satterfield suggested an ad hoc committee could be formed to work on each project proposal. Stranko noted he was in favor of an ad hoc committee to develop the proposal to bring to the entire board. Satterfield suggested this committee be involved from the beginning. When the Board receives a project proposal, an ad hoc can be assigned quickly. Fletcher noted Staff will help with anything needed during this process.

In response to additional comments and suggestions, Fletcher noted Staff will make appropriate revisions.

Satterfield asked for a motion to move into Executive Session to discuss matters involving or affecting the purchase, sale or lease of property in the downtown area of the City of Morgantown. Stranko made the motion and invited the Mayor to stay if he wishes. The motion was seconded by Mills. The motion carried unanimously.

The Board returned to public session.

### D. Morgantown Parking Authority parking management at 430 Spruce Street

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

### E. Real Estate Brokerage Services

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

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

Satterfield asked 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:

June 25, 2020

BOARD SECRETARY:



\_\_\_\_\_  
Patrick Kirby, Secretary