



LAND REUSE AND PRESERVATION AGENCY

BOARD OF DIRECTORS

MEETING PACKET

Thursday, March 28, 2019

4:00 p.m.

City Council Chambers

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko



A G E N D A

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko

- I. Call to Order and Roll Call**
- II. Proof of Notice of Meeting or Waiver of Notice**
- III. Reading and Approval of Minutes of Preceding Meeting – 28 FEB 2019**
- IV. Correspondence**
- V. Public Comment – Subject to rules established in the Board’s By-laws**
- VI. Presentations**
 - A. Mon Valley Green Space Coalition
- VII. Report of Officers and/or Directors**
- VIII. Report of Committees**
 - None
- IX. Report of Staff**
 - A. Report of Development Services Director
 - B. Report of City Manager
 - C. Report of City Attorney
- X. Unfinished Business Requiring Action**
 - A. Approval of By-laws
- XI. New Business Requiring Action**
 - A. Approval of Agency Logo
- XII. Other Business not Requiring Action**
- XIII. Adjournment**

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MORGANTOWN LAND REUSE AND PRESERVATION AGENCY

MINUTES

4:00 p.m.

February 28, 2019

Council Chambers

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

DIRECTORS ABSENT: Tim Stranko (excused)

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

I. CALL TO ORDER AND ROLL CALL

II. **APPROVAL OF MINUTES** – Bailey moved to approve the January 15, 2019 minutes as presented; seconded by Kirby. Motion carried unanimously.

III. CORRESPONDENCE

Satterfield read a letter from Mon Valley Green Spaces Coalition asking to make a presentation to the Board regarding their efforts and a contemplated greenbelt pedestrian cyclist trail system. Fletcher to make arrangements for a presentation at a future Board meeting.

IV. **PUBLIC PORTION** – None.

V. **ACTION ITEMS – UNFINISHED BUSINESS** – None.

VI. ACTION ITEMS – NEW BUSINESS

A. **APPROVAL OF 2019 BOARD'S MEETING CALENDAR.** Fletcher stated that based on the availability of the Directors, the fourth Thursday of each month at 4 p.m. in City Council is suggested, with the third Thursday of November or December given scheduling conflicts with holidays. Mills moved to accept 2019 Board's Meeting Calendar as presented; seconded by Kirby. Motion carried unanimously.

B. ELECTION OF OFFICERS FOR THE 2019 CALENDAR YEAR

1. **SECRETARY.** Satterfield nominated Kirby. Nominations were closed. Motion carried unanimously.

2. TREASURER. McDonald nominated Rye. Nominations were closed. Motion carried unanimously.

C. CITY COUNCIL RESOLUTION 2019-01 – COOPERATIVE AGREEMENT WITH THE CITY OF MORGANTOWN CONCERNING TAX DELINQUENT PROPERTIES

Simonton provided further explanation of the agreement. Bailey suggested to modify the language in the agreement to read “\$25,000 or less”. Simonton noted the correction to the agreement would be made. Satterfield made a motion to authorize the Chair to execute the cooperative agreement relating to City Council Resolution 2019-01 on behalf of the Agency. Motion carried unanimously.

D. APPROVAL OF BY-LAWS

Ryan provided further explanation of the Board’s draft By-laws. McDonald referred to the voting section and questioned if the list should include property purchased. Simonton explained the provisions are taken from City Code by way of State Code and stated the Board could require via its bylaws to include property purchased.

Satterfield referred to the quorum section and asked if the person attending the meeting via telephone has the right to vote. Simonton provided further explanation and stated that only members present at the meeting can count towards the quorum and vote.

Mills referred to the absence section and asked if there would be dismissal from the Board if a certain number of meetings are unattended. Simonton provided further explanation of the process and stated that missing three consecutive meetings would be a violation of the Board’s rules.

Fletcher suggested delaying further consideration of the draft By-laws to allow additional time for review. Staff will solicit and assemble comments, questions, and suggested revisions by Directors and report at the Board’s March meeting. Board members agreed.

E. APPROVAL OF BOARD MEMBER TERMS AND QUALIFICATION CATEGORIES

Fletcher referred to the meeting packet to provide further explanation. Kirby made a motion to forward Board member terms to City Council as presented; seconded by Mills. Motion carried unanimously.

VII. OTHER BUSINESS

A. COMMITTEE REPORTS – None.

B. STAFF REPORTS

1. NOTIFICATION TO MONONGALIA COUNTY SHERIFF'S OFFICE CONCERNING OBLIGATION TO DISCLOSE FIRST OPTION PROPERTIES

Simonton provided further explanation and stated he will follow up with Kelly Palmer, Chief Tax Deputy, County Sheriff's Department to establish a procedure for notifications.

2. BOARD LIABILITY COVERAGE

Simonton stated he is working with the City's insurance provider to Agency added to the City's existing policy.

3. MERIDIAN TOWNSHIP, MI LAND PRESERVATION ADVISORY BOARD

Brake provided further explanation and stated he worked with the Land Preservation Advisory Board at his past employer.

Fletcher referred to a website link provided in the meeting packet and encouraged Board members to explore the site to learn more about how Morgantown could replicate some of their successes.

Rye stated that the City of Clarksburg uses a matrix and suggested Morgantown use one for affordable housing in determining best use of properties and balancing community priorities.

4. SABRATON PROPERTY

Brake stated he did not have an update but asked to keep the item on the agenda for next month.

5. GIS MAPPING OF CITY PROPERTIES, PRESERVATION AREAS, AND VACANT OR CONDEMNED BUILDINGS

Fletcher referred to the maps included in the meeting packet and provided a PowerPoint presentation to discuss 2013 Comprehensive Plan identified reserve areas, parkland, city-owned properties and vacant or condemned buildings.

Rye asked for clarification on the process for condemned properties. Fletcher provided further explanation on vacant properties and stated the Code Enforcement Department condemns properties based on unsanitary or unsafe conditions.

Simonton added there are routine inspections for vacant properties.

McDonald asked for further clarification on annexation in which Simonton provided explanation on the process.

Fletcher showed Board members how to utilize an online GIS mapping system to obtain information on certain properties and parcels. Staff is still exploring methods for Board members to have access to the mapping.

Brake stated a major development to include 81 townhomes is proposed for a portion of the Haymaker Village property.

6. STRATEGIC PLANNING RETREAT DISCUSSION

Fletcher stated the purpose of a retreat would be to discuss and develop ideas, priorities, and direction for the Land Reuse and Preservation Agency moving forward.

Rye encouraged inviting people with knowledge and background on the subject to attend and aid in discussions.

VIII. FOR THE GOOD OF THE BOARD

Kirby encouraged the Board to build expertise to parallel both land reuse and preservation.

Rye questioned the process for someone wanting to donate land to the Board. Fletcher stated the Board will need to develop processes and policies for evaluating offers and accepting real estate.

IX. ADJOURNMENT

Rye moved adjourn at 5:17p.m.; seconded by Kirby. Motion carried unanimously.

MINUTES APPROVED:

BOARD SECRETARY:

Patrick Kirby, Secretary

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Draft By-laws
to be distributed electronically
by City Attorney prior to
THU, 28 MAR 2019
LRaPA Meeting

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Contemplated Logo Designs

Circle Option



MORGANTOWN
LAND REUSE &
PRESERVATION AGENCY

Tree Option

