



# **LAND REUSE AND PRESERVATION AGENCY**

## **BOARD OF DIRECTORS REGULAR MEETING PACKET**

**Thursday, September 26, 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,  
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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 Meetings**
  - 25 JUL 2019 Regular Meeting
  - 19 AUG 2019 Special Meeting
- IV. Correspondence**
- V. Public Comment** – Subject to rules established in the Board’s Bylaws
- VI. Presentations** – None.
- 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**
  - A. To consider for adoption a Mission Statement for the Morgantown Land Reuse and Preservation Agency [tabled at 19 AUG 2019 special meeting].
- XI. New Business**
  - A. Consideration of acquisition and development of real estate in the Sabraton area of the City of Morgantown (it is anticipated that the Agency will discuss this matter in executive session as a matter relating to the acquisition or development of real estate).
- XII. Adjournment**

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**MORGANTOWN LAND REUSE AND PRESERVATION AGENCY**

**REGULAR MEETING MINUTES**

**4 p.m.**

**July 25, 2019**

**Council Chambers**

**DIRECTORS PRESENT:** David Satterfield, Jessica McDonald, Patrick Kirby, Laura Rye, Michael Mills and Tim Stranko

**DIRECTORS ABSENT:** Brent Bailey

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

**I. CALL TO ORDER AND ROLL CALL**

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

**III. APPROVAL OF MINUTES –**

Rye moved to approve the May 23, 2019 minutes as presented; seconded by Kirby. Motion carried unanimously with Stranko abstaining due to his absence.

Stranko moved to approve the June 4, 2019 minutes as presented; seconded by McDonalds. Motion carried unanimously with Mills abstaining due to his absence.

Rye moved to approve the July 17, 2019 minutes as presented; seconded by Kirby. Motion carried unanimously.

**IV. CORRESPONDENCE – None.**

**V. PUBLIC PORTION – None.**

**VI. PRESENTATIONS – None.**

**VII. REPORT OF OFFICERS AND/OR DIRECTORS**

Mills stated he is working on evaluating Greenbelt proposal presented by the Mon Valley Green Space Coalition.

Kirby stated he has colleagues who are attending a conference on “Reclaiming Vacant Properties” in October and has asked them to report back with information on topics related to Community Development Block Grant (CDBG) funds.

Satterfield thanked Staff and Board members for a successful retreat.

**VIII. REPORT OF COMMITTEES – None.**

**IX. REPORT OF STAFF**

A. Development Services Director

- Fletcher stated the Board has completed two retreat sessions working on vision and mission statements along project evaluations processes. He stated the Board will have a third and final session in September.

B. City Manager – Absent.

C. City Attorney

- Simonton stated that he and Board Chair Satterfield met with the Monongalia County Sherriff's Tax Office representatives regarding the Agency's authority to purchase delinquent properties thru the tax sale process and a written summary will be provided to the Board members in September for review and approval.

**X. UNFINISHED BUSINESS**

**XI. NEW BUSINESS**

Satterfield moved to adjourn to an executive session to discuss matters relating to the acquisition or development of real estate within the downtown area of the City of Morgantown; seconded by Stranko. Motion carried unanimously.

**XII. ADJOURNMENT** – Stranko moved to adjourn the meeting; seconded by Kirby. The meeting was adjourned by unanimous consent at 4:45 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

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Patrick Kirby, Secretary

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# MORGANTOWN LAND REUSE AND PRESERVATION AGENCY

## SPECIAL MEETING MINUTES

1 p.m.

August 19, 2019

Council Chambers

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

**DIRECTORS ABSENT:** Brent Bailey and Tim Stranko

**STAFF PRESENT:** City Attorney Ryan Simonton; Director of Development Services Chris Fletcher; Tom Aman, Steptoe & Johnson, Bond Counsel; and, Robert Steptoe, Crews & Associates, Bond Placement Agent

### I. CALL TO ORDER AND ROLL CALL

### II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

### III. PUBLIC COMMENT – None.

### IV. NEW BUSINESS

- A. To consider for adoption a Resolution of the Morgantown Land Reuse and Preservation Agency (the “Agency”) which would authorize and approve (i) the acquisition, equipping and improvement by the City of Morgantown (the “City”), working in conjunction with the Agency of real property located at 430 Spruce Street to be used as a City Hall Annex and related purposes and all real estate, rights of way, improvements, fixtures, equipment, personal property and appurtenances associated therewith (the “Annex Property”); (ii) the leasing of such Annex Property by the Agency to the City; (iii) the sale and issuance by the Agency of its not to exceed \$2,000,000 principal amount of Lease Revenue Bonds to finance the costs of the acquisition, equipping and improvement of the Annex Property; and (iv) the execution and delivery by the City of an Agreement and Lease and other documents in connection with such financing.

Kirby moved to approve the resolution as presented; seconded by Mills. The motion passed unanimously.

- B. To consider for adoption a Supplemental Resolution of the Agency which would supplement the Resolution adopted by the Agency providing for the issuance of its Lease Revenue Bonds in an amount not to exceed \$2,000,000 for the purpose of financing the acquisition of real property located at 430 Spruce Street to be used as a City Hall Annex and related purposes for the purpose of specifying certain terms for the issuance of such Bonds.

Kirby moved to approve the supplemental resolution as presented; seconded by Rye. The motion passed unanimously.

- C. To consider for adoption a Mission Statement for the Morgantown Land Reuse and Preservation Agency.

Fletcher discussed a memorandum included in the board's meeting packet that provided two (2) mission statement options following the board's 20 JUN and 24 JUL retreats facilitated by Terrell Ellis and Associates, Inc. Option 1 reflected a recommended statement developed through the retreat process. Option 2 was prepared by McDonald as a more simplified mission statement but also reflected the board's retreat discussions.

After some discussion, the board agreed to hold the matter in abeyance until the next regular business meeting.

- V. **ADJOURNMENT** – Rye moved to adjourn the meeting; seconded by Kirby. The meeting was adjourned by unanimous consent at 1:13 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

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



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Date: MON, 23 SEP 2019  
To: LRaPA Board of Directors  
RE: Agency Mission Statement

At the Board's 19 AUG 2019 Special Meeting, two (2) mission statements were presented to the board for consideration following the Board's related discussions during strategic planning retreat sessions held on THU, 20 JUN and WED, 24 JUL of this year and facilitated by Terrell Ellis and Associates, Inc. One suggested statement was prepared by Terrell and staff and the other was prepared by Director McDonald as a more simplified mission statement but also reflecting the Board's retreat discussions.

Director McDonald has since suggested presenting the first version to see if any members of the board have edits rather than presenting two alternative choices. Accordingly, the following suggested mission statement is presented for the Board's consideration.

The Morgantown Land Reuse and Preservation Agency (LRaPA) is dedicated to preserving the unique character of our natural environment, our resources, and our quality of life and promoting the social and economic vitality of our community now and for future generations. We shall accomplish this by pursuing the acquisition, management, and disposition of property suitable for conservation, public space, affordable housing, and commercial uses and by promoting their productive use.

Staff recommends the Board complete this mission statement task during its regular meeting on 26 SEP 2019 by either:

1. Moving to accept as presented; or,
2. Amending as desired by the majority of the Board present and accepting the amended version.