



MORGANTOWN
LAND REUSE AND
PRESERVATION AGENCY

BOARD OF DIRECTORS
REGULAR MEETING PACKET

Thursday, March 25, 2021
4:00 p.m.
By Electronic Means

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko



BOARD OF DIRECTORS

March 25, 2021

4:00 p.m.

By Electronic Means

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko

City buildings remain partially closed to the public to protect public health during the COVID-19 pandemic. Personal attendance at this meeting will not be permitted. The public may participate in the public portion through the following Cisco Webex videoconference access methods:

Meeting Link: <https://cityofmorgantown.my.webex.com/meet/cityofmorgantown>

Meeting Number: 793 734 477

Phone: 415-655-0001

Access Code: 793 734 477

All members of the public may view the meeting on Channel 15 and by streaming hosted on the City's website at www.morgantownwv.gov. If you do not wish to speak at the meeting, please view it by these methods to conserve capacity on the videoconference.

Any person who wishes to speak at the meeting may complete the form at: <http://bit.ly/LRaPA032521> or provide their name and phone number they will use to participate by texting or calling 304-685-7813. You may sign up to speak at any time until the meeting begins. Additionally, the public may submit written comments for the public comment portion of the meeting by sending an email to the Development Services Department at bmcdonald@morgantownwv.gov. In the email, please use the subject line "Public Comment LRA 01/28/2021" and indicate in the body of the email if you would like your comment to be read aloud during the public comment portion.

AGENDA

- I. **Call to Order and Roll Call**
- II. **Proof of Notice of Meeting or Waiver of Notice**
- III. **Election of Officers for 2021 Calendar Year** - Postponed in accordance with Morgantown Land Reuse and Preservation Agency Bylaws Article V, Section 2.
- IV. **Reading and Approval of Minutes of Preceding Meetings**
 - January 28, 2021 Regular Meeting
- V. **Correspondence**
- VI. **Public Comment** – Subject to rules established in the Board's Bylaws

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



BOARD OF DIRECTORS

March 25, 2021
4:00 p.m.
By Electronic Means

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko

VII. Presentations – Fairmont-Morgantown Housing Authority

VIII. Report of Officers and/or Directors

IX. Report of Committees

- A. Property Management Committee (standing) – McDonald, Chair
- B. Green Belt Connections Committee (ad hoc) – Kirby, Chair
- C. City and Underutilized Properties Committee (ad hoc) – Stranko, Chair

X. Report of Staff

- A. Report of City Manager
- B. Report of Development Services Director
- C. Report of City Attorney

XI. Unfinished Business

XII. New Business

XIII. Adjournment

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

**MORGANTOWN LAND REUSE AND PRESERVATION AGENCY
REGULAR MEETING MINUTES**

4:00 p.m.

January 28, 2021

By Electronic Means

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

DIRECTORS ABSENT: None

STAFF PRESENT: John Whitmore, Interim Director of Development Services

GUESTS: None

I. Call to Order and Roll Call

II. Proof of Notice of Meeting or Waiver of Notice

III. Election of Officers for 2021 Calendar Year - Postponed in accordance with Morgantown Land Reuse and Preservation Agency Bylaws Article V, Section 2 when we can have an in-person meeting.

IV. Reading and Approval of Minutes of Preceding Meetings

December 17, 2020 Regular Meeting. Satterfield noted that hearing no discrepancies he noted that the minutes are approved.

V. Correspondence- None

VI. Public Comment – None

VII. Presentations - None

VIII. Report of Officers and/or Directors

Mr. Satterfield noted that Mr. Simonton, City Attorney, had developed a Conflict-of-Interest form per our Bylaws. Satterfield will forward this to the committee this week to be signed and returned prior to the next meeting.

Rye gave the treasurer's report. Beginning balance of \$5178.98. No expenses. Income was rent in the amount of \$477.25. Interest of \$20.22. Ending balance of \$5656.45 as of December 31, 2020.

Rye stated that going forward she will do a report from month beginning through month end. Rye stated that she could share the additional financial reports on our share drive so that others would have access to them. Rye stated that Whitmore asked to investigate when it may be a good time to refinance, and Rye deferred to the committee for advice. Rye also mentioned it may be a good time for the board to explore some grant initiatives.

IX. Report of Committees

A. Property Management Committee (standing) – McDonald, Chair

McDonald discussed some parking rental agreements that Mr. Simonton has been working on. She also discussed working with the City regarding how they could use some of the space at 430 Spruce.

B. Green Belt Connections Committee (ad hoc) – Kirby, Chair

Kirby noted that a meeting was held on January 21 noting good participation. He stated that there is good progress being made on the trails. Kirby stated that the letters Satterfield had referenced earlier, are ones that are being sent to the property owners. Kirby stated that he has notes shared from Whitmore, and Rye reminded him that these should be placed on the sharedrive. Kirby noted that possibly need to start including MUB in the meetings.

Kirby noted that he had tried to resign as chair, and asked Mr. Simonton if the chair needs to be a member of the agency or a citizen volunteer serving on the committee. Satterfield stated his thoughts were that the committee leadership works well when the chair is an agency member. He prefers to keep it within the agency if possible, not knowing the legal answer. Simonton says that he will review the bylaws in more detail. He stated that presumably this is possible, but he will confirm after review. Satterfield also again referenced the letters and stated that maybe his signature is not the best to be on the letters, but maybe he could be copied. Kirby stated that the Agency was listed instead of the City and that is why Satterfield's signature should be on the letter. Satterfield stated that would not be an issue, but he would need more information and possibly a name to refer callers with questions to. The topic is still up for further discussion.

C. City and Underutilized Properties Committee (ad hoc) – Stranko, Chair

Mr. Stranko wants to talk about two issues, the Greenspace Preservation and second is the lower downtown. Stranko stated that the Greenspace effort is within our mission and stated that if we approach the City and MUB regarding parcels available and inventory them. Stranko noted that after this inventory in a GIS format is completed, we could move forward with acquiring these

properties. Stranko asked Whitmore if this may be something the City would be willing to work with us on, basically asking if we would need a third party to help facilitate this. Kim Haws, City Manager, stated that he would talk to Mike regarding this at his next meeting.

Stranko also stated the next issue is lower downtown, lower High Street, Pleasant street etc. Stranko stated that there has been a lot of development in this area and wants to discuss can we form a plan and market some of these areas, and do we need to ask someone to help us to push these properties into the marketplace. Satterfield mentioned that the walking tour will help us to explore these areas to see what development is planned and what our role may be in this area.

X. Report of Staff

A. Report of City Manager

Mr. Haws is getting oriented into the agency. He asked that anyone from the agency would explain any expectations from the City Manager for him. Haws stated that the interest in the downtown area is highly needed and feels it is very exciting to explore.

B. Report of Development Services Director

Whitmore stated that there are links in the packet and were updated from the previous years since there have been no board member changes. Whitmore stated that the walking tour will be rescheduled next month due to the weather. He stated that we will meet at the Spruce Center to begin the tour.

Whitmore stated that the Fairmont Morgantown Housing Authority will be taking over their office space at 430 Spruce starting next week. Their director would like to do a presentation to the Agency on how they may be able to help us in achieving some of our missions.

C. Report of City Attorney

Mr. Simonton discussed the walking tour and stated that there is a possibility to do these tours without noticing a public meeting as an option. Simonton discussed the church and waiting to come to terms on this. Also, the parking lease with Wincor Properties. Simonton suggested a few changes and Whitmore confirmed the committee had no issues with this. Simonton mentioned that the City Manager needs to approve this and he will run it by Kim Haws. Simonton discussed the physical presence for meetings. He has received positive comments on this, and noted this is not really an official ruling, and could ask the City to amend this issue.

XI. Unfinished Business – None

XII. New Business

- A. Agency’s 2021 Meeting Calendar. Satterfield noted that the 2021 calendar is included in the packet. No concerns being noted, consider this calendar formally adopted.
- B. Bylaws Discussion – Committee membership. Satterfield mentioned that he would like to accommodate Mr. Kirby’s request. Based on Simonton’s statement, it appears this would be a possibility. Satterfield asked for comments or other suggestions from the committee. Kirby brought up the subject of co-chairs or other people from the committee chairing. He noted that he is trying not to put additional work on City Staff or other committee members. Satterfield asked Simonton if co-chairs would be allowed. Simonton stated that yes, this would be allowable. He stated that you can not delegate powers to other committee members as those of the Agency. Simonton stated that a resolution would need to be adopted to modify the committees.
- C. Public Participation and Outreach Discussion – Satterfield stated that we do want to encourage outreach and discussion. Asked for thoughts from the committee on how to handle this so that people feel they are being heard. Whitmore added again that we need to keep our eyes and ears open to further possibilities of properties available.
- D. 2021 Programing:
 - i. Green Belt Considerations/Property Owner Engagement – had previously in this meeting discussed the letters.
 - ii. Future Partnerships – Whitmore stated that he had met with Rye discussing properties along Decker’s Creek. Whitmore stated that we need to keep options like this available and add some other agencies to have a seat at the table to share thoughts and ideas. Kirby noted that this ties into what we had discussed earlier with the pocket park etc and that we will continue to be more noticed and judged for what we have done, and not what we have in the works for the future. This would open the door for people to come to us with other options for investment.

XI. ADJOURNMENT

Kirby moved to adjourn. The meeting was adjourned at approximately 4:47 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

Patrick Kirby, Secretary