

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

**4:00 p.m.**

**February 24, 2022**

**Council Chambers**

**DIRECTORS PRESENT:** Dave Satterfield, Jessica McDonald, Brent Bailey, Patrick Kirby, Tim Stranko, Laura Rye on the phone

**DIRECTORS ABSENT:** Michael Mills

**STAFF PRESENT:** Rickie Yeager, Director of Development Services

**GUESTS:** None

- I. **Call to Order and Roll Call-** Best wishes to Michael Mills who is in surgery today.
- II. **Proof of Notice of Meeting or Waiver of Notice**
- III. **2022 Leadership Election, Chair, Vice-Chair, Secretary and Treasurer.**  
Stranko moved to continue the entire slate of officers as previous. Seconded by Bailey. All in agreement, nominations were closed. Vote was unanimous.
- IV. **Reading and Approval of Minutes of Preceding Meetings**  
October 28, 2021. Yeager noted the minutes were not included in the packet and would be carried to the next meeting.  
November 18, 2021. Stranko moved to approve as presented, seconded by McDonald. Vote was unanimous, minutes were approved.
- V. **Correspondence-** Two items of correspondence from the City Clerk's office to appoint Satterfield and McDonald to another three year term.
- VI. **Public Comment – None**
- VII. **Presentations –** Yeager noted that Emily Muzzarelli may be joining the meeting shortly. Also, Rodney Bohner, our new Senior Planner has joined the team and is doing a great job so far. Yeager further went over the transfer of property spreadsheets. Satterfield noted it would be okay for Yeager to go over a few examples on the spreadsheet to show how it was drawn up and explain further. Yeager presented and answered a few questions regarding the results. Bailey asked for confirmation what these properties are, and Yeager noted these are mainly samples. If this is something we want to proceed with, Ryan Simonton noted a letter would need to come from the Chairman requesting such. Satterfield noted we should move this item to new business. Yeager thanked Marvin Davis, our GIS Specialist, for all his help on this project.

### **VIII. Report of Officers and/or Directors-**

Kirby discussed funding for dilapidated buildings. He noted that there was money supposed to be available, but has not been approved as of yet. McDonald noted this has not been funded as of yet.

Stranko noted that he discussed with Deputy Mayor Selin regarding a joint meeting at some point regarding the budget.

McDonald noted there is another piece of legislation that they are watching regarding the tax sales. McDonald noted that potentially land reuse agencies and their land bank to take properties from the purgatory property list.

Satterfield asked Yeager to discuss the Comprehensive Plan meetings coming up. The first meeting is scheduled at the Morgantown Event Center this coming Thursday, the second on March 5 being a virtual meeting. Yeager noted these meetings are very important to gather information to further develop the plan. There will be a third meeting following the Planning Commission meeting to get their input. Kirby noted that it would be important for the agency to provide some level of feedback for the plan, without using personal opinions but agency thoughts. Yeager noted a workshop with the consultants would be a definite possibility if requested. Satterfield noted this would be fine for the agency if there is interest from the group. Stranko stated that his opinion is that we should be advocates for the greenspace etc. Satterfield asked Yeager to explore the best way for us to contribute.

### **IX. Report of Committees**

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

Stranko volunteered to draft the letter from the agency requesting the properties Yeager discussed earlier.

### **X. Report of Staff**

- A. Report of City Manager- None
- B. Report of Development Services Director-
- C. Report of City Attorney- None
- D. Treasurer's report- Rye gave the report. Rye noted the income over the past three months was greater than the previous reports. Beginning \$17185.38, income \$5579.76 plus parking income and interest. Ending balance of \$23955.15.

Rye noted that she was also renewed for another three years, Satterfield had just

not received this notification yet.

**XI. Unfinished Business – none**

**XII. New Business**

**A. Discussion and or action on potential signage for 430 Spruce Street, Spruce Center.**

Yeager noted that in the meeting packet are two proposals for signage in front of 430 Spruce. One of the tenants had requested some signage in front of the building. There is a monument sign proposed for the front of building, and the Urban Landscape Commission is reviewing further and will provide options more than what we had proposed. They feel the space is not large enough for a monument sign. The consensus from the agency is to not use a monument sign by the road blocking the pocket park. They feel that signage on the front of the building will suffice. Kirby suggested possibly putting the street numbers on the Spruce Street side of the building for the purpose of finding the property.

**B. Discussion and or action on proposed FY22-23 Budget.**

Rye noted there is overall no action to be taken on this, but mostly just a placeholder for budget items that may be adjusted later based on priorities noted later on. Yeager confirmed this as a placeholder. He discussed travel and training for agency members to attend conferences. He reviewed the items on the spreadsheet included in the packet. Kirby noted that travel and training/training and education are one in the same, and maybe should be reworded. Satterfield noted that this possibly could be to bring experts in to present to us.

Satterfield asked for a motion to approve the budget as presented. Stranko motioned based on the wording draft budget, seconded by Bailey. Vote was unanimous.

Satterfield asked for a motion to draft a letter to City Council for the mentioned properties deeded over to us. Moved and seconded, vote was unanimous.

**XIII. Executive Session- Property Acquisition/Development**

Motion and second to move into executive session and will not return to the public meeting following.

**XIV. ADJOURNMENT**

Stranko moved to adjourn. The meeting was adjourned at approximately 5:00 p.m.

MINUTES APPROVED: 4/28/2022

BOARD SECRETARY:

  

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Patrick Kirby, Secretary