

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

4:00 p.m.

August 25, 2022 County Commission Chambers

DIRECTORS PRESENT: David Satterfield, Laura Rye, Tim Stranko, Brent Bailey, Jessica McDonald

DIRECTORS ABSENT: Patrick Kirby, Michael Mills (excused)

STAFF PRESENT: Rickie Yeager, Director of Development Services

GUESTS: None

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

Approval of July 28, 2022 minutes. McDonald moved and Stranko seconded. Minutes were approved.

IV. Correspondence- None

V. Public Comment – Subject to rules established in the Board's Bylaws.

VI. Presentations – None

VII. Report of Officers and/or Directors

McDonald no report.

Satterfield gave the Treasurer's report. Beginning balance of \$34,762.72, no expenses and income of \$3088.73, \$37,851.45. Stranko moved and seconded approving the report. Vote was unanimous.

Stranko will defer to committee report.

Kirby no report.

Bailey no report.

VIII. Report of Committees

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

No report.

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

Stranko reported that the Board ran an ad for request for proposals for a property aged from real estate agents to support our project in lower Greenmont. We received no response from this ad. The committee searched out on their own with assistance from the Chair and Petropoulos Properties has agreed to do this work. Included in the packet are the scope of services Mr. Bossio has provided to us. Stranko stated the committee recommends approval of engaging Mr. Bossio and Petropoulos Properties to take on this project.

IX. Report of Staff

A. Report of City Manager- not present, no report.

B. Report of Development Services Director

Yeager reported that the property previously discussed for donation to the Board, is currently unavailable. They have received offers from potential buyers. If this becomes available in the future, we will give report. Yeager noted that he will be out of town the first week of September and committee meeting schedules were discussed for rescheduling. Stranko noted that his committee would like to meet in the field with Mr. Bossio and would like to invite him to the next committee meeting. Satterfield noted that maybe we could schedule to tour the property before Yeager is out of town. Yeager will work on getting this scheduled.

C. Report of City Attorney- not present, no report.

X. Unfinished Business – None

XI. New Business-

A. Discussion and/or action on RFQ submission for real estate services.

Discussion on the motion from Mr. Stranko to accept and approve the RFQ submission. Seconded by Bailey. Satterfield asked if there was any discussion on this topic. Stranko noted that it is very exciting to get started on this. Being no other discussion, the vote was unanimous. Stranko asked about signing off on this, Yeager noted that the Chair will be able to sign off on this as soon as the City Attorney has it prepared.

B. Discussion and/or action on Project Proposal Submission and Evaluation Guidelines.

Satterfield stated that McDonald has rekindled this project that started at our retreat a while ago. Satterfield stated his goal would be to accept and memorialize these guidelines.

McDonald discussed the project and how things have been cleaned up and simplified. She discussed the application for submission and a structural description that will be provided in the guide. Yeager noted this process is a more simplified process. Satterfield stated that sometimes the processes will need amended depending on the project, but as far as these guidelines he feels they are very complete and appreciated. Rye noted that a helpful addition would be if a property owner wanted to add a long-term deed restriction, just to have all bases covered. Yeager noted that a review by staff would still be completed for every property, so issues could be caught in the beginning. Rye asked about a proforma budget in the application, and Yeager noted that it is currently included.

McDonald has made a motion to approve the project proposal submission with staff adding the deed restriction clause, seconded by Stranko. Lacking discussion, vote was unanimous. There was discussion about adding a short form application. Yeager said he will follow up and develop this based on the guidelines just adopted.

XII. Executive Session

Satterfield asked for a motion to move into Executive Session noting nothing will be voted on at this time. Bailey motioned to move into executive session seconded by Stranko. The meeting was transitioned at 4:21 p.m.

XI. ADJOURNMENT

MINUTES APPROVED: 9/22/2022

BOARD SECRETARY:



Patrick Kirby, Secretary