

June 11, 2019

BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES

City of Bridgeport
County of Harrison
State of West Virginia

REGULAR SESSION:

At 7:30 a.m. the Bridgeport Development Authority met in the Conference Room of the Bridgeport Municipal Complex at 515 West Main Street.

MEMBERS PRESENT:

President John Stogran, Members Doug Marquette, Andy Lang, Drew Pomeroy, Jeff Smell, Bridget Furbee, Bill Hostutler, Jim Christie, and Frank Sutton.

MEMBERS ABSENT:

Jeff Barger, Fred Sartoris, and Mark Bonamico.

CITY STAFF PRESENT:

Community and Economic Development Director Andrea Kerr, Finance Director Monica Musgrave, Assistant City Manager Jim Smith, City Attorney Dean Ramsey, and Secretary to the Board Connie Hamilton.

APPROVAL OF MINUTES:

Minutes of the February 2, 2019 regular meeting were unanimously approved on a motion by Member Bridget Furbee; seconded by Member Andy Lang, with the following correction:

- Page 4, Topic: Airport; Bullet #2 should read as follows:
 - Flights to **Dulles** will be seven (7) days a week as a Hub for United

INTRODUCTION:

John Stogran introduced the newest members of the Bridgeport Development Authority, Jim Christie and Bill Hostutler.

NEW BUSINESS:

1. General Economic Development Update – Andrea Kerr
 - Total cost of construction for the year 2018 was \$58,800,000.00.
 - Total cost of construction for the year 2019 is about \$16.2 million.
 - Total permits issued this year are 441, which were mostly residential updates.

BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES

June 11, 2019

Page Two

- City Projects:
 - Towne House Motel was purchased by the City and the demolition process has begun. The asbestos removal is expected to begin in July, followed by the demolition of the building.
 - Indoor Recreation Complex: Site work is nearing completion; bids were open for construction of the building and will be presented to City Council soon.
 - Route 131: City purchased property located across from Forrester Blvd. Storage buildings, as well as a salt storage facility and gas pumps for the city vehicles, are planned for this site. The site will also serve as overflow parking for the Recreation Complex.
 - Minor improvements to city structures include replacing steps at the Civic Center and improvements to the shelters at the parks.
- Commercial Projects:
 - Jenkins Hyundai Subaru (Lodgeville Road): A permit was issued in the amount of \$146,000.00 for grading and infrastructure. The plans are to eventually have a used car lot.
 - Dyer Insurance (White Oaks): A permit was issued for a 5,000 sq. ft.; \$1.2 million dollar build out.
 - Airport: Improvements to the airport include adding a 100 person waiting room at a cost of \$224,000.00. They also added a room for a TSA machine at a cost of \$88,000.00.
 - Circle K (E. Main Street): The building will be demolished and the new tenant will rebuild.
 - Koin Coffee (State Street): A permit was issued for a \$10,000.00 build out.
 - Applied Construction Solutions (The Market Place): The company completed a \$200,000.00 build out on the second floor of the building.
 - Accelerated Construction (The Market Place): Two buildings were built next to Applied Construction Solutions. One building is a two story, 14,000 sq. ft. building at a cost of \$778,000.00. The second building will be a 5,000 sq. ft. building at a cost of \$257,000.00.
 - Dollar General Plaza (Virginia Avenue): Fat Tire opened with a \$30,000.00 build out. A pharmacy offering a drive-thru is also planning to open in this complex.
 - Hammer & Stain (Wedge Street): Opened where Colours was located.

BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES

June 11, 2019

Page Three

- Main Street Offices: In the building where Smokin' Bear was located, Jason Underwood, who owns the building, opened his office in one section of the building, and the Law Office of Sarah Nealis Bohan PLLC will occupy the other section.
- Audi Dealership (Lodgeville Road): Site work plans have been submitted.
- Residential Projects:
 - Dan Ryan Home Builders: Located in Worthington Village, permits have been pulled for fifteen houses.
 - Genesis Partners: A new housing development on Route 131 is being discussed.
- Properties owned by the Bridgeport Development Authority
 - Director Kerr presented a PowerPoint presentation to review the properties currently owned by the BDA that are not developed. The following properties were discussed:
 - Platinum Drive (approx. 57 acres): The BDA owns the property but has a limited obligation and is not responsible for repaying the \$3 million dollars. Petroplus Properties is responsible for the debt. It was agreed to meet with Perry Petroplus to see where he is at and report next meeting
 - Marcellus Way (3.17 acres): The BDA owns the property, along with property adjoining it that is outside city limits, which equals approximately 20 acres. Selling the 3.17 acres was discussed. A motion was made by Member Pomeroy to move forward with advertising the sale of the 3.17 acres parcel on Marcellus Way to any potential developer. Motion was seconded by Member Marquette, and unanimously approved. If interest is shown from developers, the property will be appraised.
 - The PowerPoint presentation also reviewed undeveloped BDA owned parcels, and parcels owned by the City:
 - Lodgeville Road (11.09 acres): Owned by the City, the property is located behind Lodgeville Estates.
 - Conference Center: BDA owns only the parcel the Conference Center sits on. Genesis Partners owns the parking lot.
 - List of properties owned by the BDA will be comprised and presented to the Board.

BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES

June 11, 2019

Page Four

2. Consider the request for Façade Improvement Grant for proposed project for Batman's Trophies & Awards, 245 E. Main Street.
 - Finance Director Monica Musgrave stated the BDA has \$32,790.62 available. City Council has appropriated an additional \$10,000.00 in the new fiscal year budget to be used towards grants.
 - Director Kerr stated that the owner plans to replace the roof of Batman's Trophies & Awards at an estimated cost of \$8,265.00 and the twenty percent for the incentive is \$1,653.00.
 - After reviewing the photographs submitted with the request, the board agreed the amount granted should be for the percentage of roof visible to the public, which is 50%, thus reducing the incentive to \$826.50.
 - Member Pomeroy made a motion to approve the Façade Improvement Grant for proposed project for Batman's Trophies & Awards in the amount of \$826.50, which is 20% of the amount to replace 50% of the roof which faces the street. Motion was seconded by Member Andy Lang, and unanimously approved.

3. Consider the request for Façade Improvement Grant for proposed project for Nationwide Insurance: Marquette Agency.
 - Director Kerr stated Doug Marquette has applied for a grant to improve the Nationwide Insurance, 120 E. Main Street. The following improvements were submitted:
 - Power wash and paint
 - Replace front and west-side facing windows
 - Replace front doors
 - Install lighting to front
 - Front facia repair
 - Address foundation issues
 - The estimated investment amount is \$7,250.00 and the twenty percent for the incentive is \$1,450.00
 - Member Pomeroy made a motion to approve the Façade Improvement Grant for proposed project for Nationwide Insurance: Marquette Agency in the amount of \$1,450.00. The motion was seconded by Member Lang and was unanimously approved, with Member Marquette recusing himself.

BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES

June 11, 2019

Page Five

DISCUSSION:

- Updating the Façade Improvement Grant Ordinance
 - The board discussed the need to update the Façade Improvement Grant Ordinance.
 - Director Kerr sent the board the packet which includes three ordinances.
 - Director Kerr will meet with the ABB to discuss their views on the successes and failures of the Façade Improvement Grant program and will report the findings to the board.

ADJOURNMENT:

Meeting adjourned at 8:29 a.m. on a motion by Member Furbee, seconded by Member Pomeroy, and unanimously approved.

PREPARED BY:

Connie Hamilton

Connie Hamilton, Secretary to the Board

Approved:

September 18, 2019

Date

John Stogran

John Stogran, President