



September 18, 2019

**BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES**

City of Bridgeport  
County of Harrison  
State of West Virginia

**MEMBERS PRESENT:**

President John Stogran, Members Mark Bonamico, Jim Christie, Bridget Furbee, Andy Lang, Doug Marquette, Drew Pomeroy, Fred Sartoris and Jeff Smell.

**MEMBERS ABSENT:**

Jeff Barger, Bill Hostutler and Frank Sutton.

**CITY STAFF PRESENT:**

City Manager Randy Wetmore, Community and Economic Development Director Andrea Kerr, Assistant Director of Finance Kathy Yost, City Attorney Dean Ramsey and Secretary to the Board Staci Unger.

**CALL TO ORDER:**

The Bridgeport Development Authority meeting was called to order at 7:30 a.m. on Wednesday, September 18, 2019 in the Conference Room of the Bridgeport Municipal Complex at 515 West Main Street by President John Stogran.

President Stogran introduced the members of the Bridgeport Development Authority to the new City Manager Randy Wetmore.

Community and Economic Development Director Kerr introduced Staci Unger as the new Secretary to the Board.

**APPROVAL OF MINUTES:**

Minutes of the June 11, 2019 regular meeting were unanimously approved as presented on a motion by Member Doug Marquette; seconded by Member Jeff Smell.

## **NEW BUSINESS:**

### **General Economic Development Update – Andrea Kerr Community and Economic Development Director**

- Total permits issued for 2019 year to date is 765.
- Total cost of construction for 2019 is \$64.9 million, which is \$7 million over total for 2018.
- Jeff Barger has decided that he will not seek reappointment to the BDA. His current term expires 10/24/2019.
- Community and Economic Development Director Kerr asked the board members to contact her with names of anyone that may be willing to serve on the board.

### **City Projects**

- Indoor Sports and Recreation Center: Site prep is nearing completion and construction equipment is being mobilized on-site. A \$38.1 million building permit has been issued to A.M. Higley.
- Cava Banco: \$100,000 permit issued for an approved Façade Grant Improvement project and work has started.
- Rt. 131 Site Work: Bear Contracting is completing initial site work which should be complete in about 3 weeks. Underwood General Builders has been selected to complete Phase 1, beginning with the salt storage building, followed by the Parks and Rec buildings.
- Harrison County Board of Education (BOE): The City of Bridgeport is working with the BOE to get a new sidewalk in front of Johnson Elementary School leading to Woodside Heights. They have developed a tentative plan and the board will be updated once more information is available.
- Towne House Motel: Demolition is complete, and property has been seeded and mulched. The permit was for \$196,000. The City of Bridgeport does not have any concrete plans for this property.
- Civic Center: The second-floor porch is being renovated. The permit is for \$85,000 and includes repairing the porch floor, railing and roof over the porch.
- Rt. 131 Slip: A permit had been issued for \$40,000 for slip repair and the work has been completed.
- Annexations: There are a couple of annexation projects in the works that could lead to significant development and growth for the city. Once additional details are available, they will be shared with the board.

### **Commercial Projects**

- Pike Creative Studios (Exemplar Building): A sign permit has been issued and they will be opening soon.
- Toys R Us Building: Centerbranch Church has been issued a \$3 million renovation permit. They are planning to renovate approximately 47,000 sq. ft. Work is scheduled to begin late September and they plan to be open for services on or before Easter 2020.

- Dyer Insurance: \$1.2 million buildout is nearly complete, and they plan to open in October or November 2019. They will be closing their Clarksburg location and relocating the entire operation to Bridgeport.
- Harmony Assisted Living Center: Construction is nearly complete, and they have a leasing trailer on-site to accept applications. Opening is scheduled for late October 2019.
- Tom Davis Property: Plans are being reviewed for a potential business to build on this property. The board will be updated when a permit is issued.
- BFS: The Circle K building has been demolished and the steel is in place for gas pumps. A permit has been issued for \$1.19 million for the new site and 4,200 sq. ft building.
- Antero: \$100,000 permit has been issued for a first-floor renovation project.
- Leeson's Import Motors: A permit has been issued for \$150,000 for a new LED sign.
- Minard's Spaghetti Express: A permit has been issued for a \$36,000 interior renovation project which includes a new sign.
- Meadowbrook Mall: Children's Place, Cinemark and Planet Fitness have all completed some minor interior renovations and improvement projects.
- Planet X: A permit has been issued for \$20,000 for a new gaming center renovation in the Meadowbrook Mall.

#### **Residential Projects**

- Dan Ryan: Several houses have been completed in Worthington Village. They currently have 6 open permits.
- The Vale: Beau Henderson is developing an area off Platinum Drive. The 21 estate lots range from 1-8 acres. Seventy percent of the available lots have been sold and the infrastructure is nearly complete.
- Garden Circle: The home that was damaged by fire will have to be demolished but the owners plan to rebuild on the lot. A \$23,000 demolition permit was issued.

#### **Discussion**

- Director Stogran requested an update on Menards. Community and Economic Development Director Kerr informed him that there was a significant announcement to be made during the County Commission press conference scheduled for 10:10 a.m. on September 18, 2019.
- Director Stogran asked Mayor Lang for an update on the airport. Mayor Lang stated the "forgivable" loan was received from the state to help fund the excavation for the new terminal site. Once that is complete, the concrete work for the tarmac, parking and taxiways for the new terminal will begin. Most of the funding for the concrete work will come from the FAA. The last part will be constructing the new terminal building which could take up to three years to complete.

## **EXECUTIVE SESSION:**

At 7:47 a.m. Member Furbee made a motion to enter into executive session to discuss matters involving the sale or lease of property, personnel matters, or advance construction planning which, if made public, might adversely affect the interests of the City, to discuss matters with counsel pursuant to the attorney/client privilege and as to matters not included on this agenda to determine if official action is necessary. Motion was seconded by Member Marquette and unanimously approved.

### **Discussion of 3.17-acre undeveloped lot on Marcellus Way off Meadowbrook Rd., Bridgeport WV Appraisal**

- At 7:48 a.m. Member Lang recused himself from this discussion due to a potential conflict of interest.

### **Discussion of Petroplus Property located on Platinum Drive**

- At 7:55 a.m. Member Lang rejoined the board for this discussion.

At 8:08 a.m. Member Smell made a motion to reconvene into regular session; seconded by Member Bonamico and unanimously approved.

No action was taken during Executive Session.

### **Discussion of 3.17-acre undeveloped lot on Marcellus Way off Meadowbrook Rd., Bridgeport WV Appraisal**

- Member Furbee made a motion to place a legal advertisement announcing a thirty-day public bidding period for the sale of the 3.17-acre undeveloped lot on Marcellus Way, along with a notice that the appraisal is available upon request. Motion was seconded by Member Smell and unanimously approved with Member Lang abstaining.

### **Discussion of Petroplus Property located on Platinum Drive**

- No motion or public discussion.

### **Consider the request for Façade Improvement Grant for proposed project for Alghadban, LLC located at 316 W Main St.**

- Community and Economic Development Director Kerr requested an update on the monies currently available for the Façade Improvement Grants. Assistant Finance Director, Kathy Yost, stated that after the encumbrance of all the grants that have been approved by the BDA and City Council as of July 31, 2019, there is a balance of \$70,514.12 available to be used toward grants.

- Community and Economic Development Director Kerr stated that the owner plans to install a dryvit stucco system on the front and side of the building, replace front awnings and paint as needed.
- There are four apartments on the upper level and the owner is working with the State Fire Marshall to add a fire escape. The cost of the fire escape is not included in their estimate.
- Member Pomeroy inquired whether this property would be eligible due to being partially residential rentals. City Attorney Dean Ramsey, who drafted the ordinance for the city, stated that he believed the purpose of the ordinance was to improve the appearance of downtown and therefore they wouldn't be excluded because it's a mixed-use building.
- Community and Economic Development Director Kerr noted that a grant was previously approved for JS, LLC which was also a mixed-use building.
- The estimated cost of this project is \$63,000 which is more than the maximum allowed grant amount. Community and Economic Development Director Kerr stated that the property owner would be required to submit documentation and receipts for audit once the work is completed.
- The maximum allowed grant reimbursement amount is \$10,000 for a qualified investment of \$50,000 or more.
- Member Pomeroy made a motion to approve the Façade Improvement Grant for Alghadban, LLC. Motion was seconded by Member Bonamico and unanimously approved.

#### **Economic Incentive Completed Audit – Batman's Trophies and Awards**

- Community and Economic Development Director Kerr stated that Batman's Trophies and Awards had replaced their roof and submitted the \$8,265.00 receipt with a copy of the canceled check for audit.
- Community and Economic Development Director Kerr reminded the board that during their June 11, 2019 meeting, they had not approved the full amount for this project but instead had approved 20% for the percentage of the roof that is visible to the public, which is 50%, thus reducing the approved incentive to \$826.50.
- Member Bonamico made a motion to approve the Façade Improvement Grant payment of \$826.50. Motion was seconded by Member Christie and unanimously approved.

#### **Consider an amended Corporate Resolution for WesBanco which authorizes the Mayor, new City Manager and Finance Director to sign checks.**

- This is a signature card for WesBanco, per City Attorney Dean Ramsey.
- Member Smell made a motion to amend the Corporate Resolution for WesBanco and authorize the Mayor, new City Manager and Finance Director to sign checks. The motion was seconded by Member Furbee and unanimously approved.

**DISCUSSION:**

- President Stogran thanked everyone and noted that Bridgeport had recently been recognized as the "16<sup>th</sup> Most Livable City in the US" as reported by USA Today.
- Community and Economic Development Director Kerr told the board that Drew Pomeroy's term was set to expire in October, but he agreed to another 3-year term. City Council will vote on his reappointment during the September 23, 2019 meeting.

**ADJOURNMENT:**

Meeting adjourned at 8:28 a.m. on a motion by Member Furbee, seconded by Member Smell, and unanimously approved.

**APPROVED:**

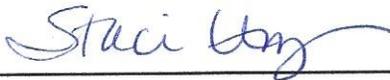


John Stogran, President



Date

**PREPARED BY:**



Staci Unger, Secretary