



December 4, 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, Doug Marquette, Drew Pomeroy, Fred Sartoris, Jeff Smell and Frank Sutton.

MEMBERS ABSENT:

Bill Hostutler

Member Andy Lang informed Community and Economic Development Director Andrea Kerr via email that he was recusing himself from this meeting due to a conflict of interest with Agenda Item 3.5 - Consider bid submitted to purchase real property located off Marcellus Way.

CITY STAFF AND VISITORS PRESENT:

City Manager Randy Wetmore, Community and Economic Development Director Andrea Kerr, Director of Finance Monica Musgrave, City Attorney Dean Ramsey, Connect-Bridgeport Jeff Toquinto and Secretary to the Board Staci Unger.

CALL TO ORDER:

The Bridgeport Development Authority meeting was called to order at 7:31 a.m. on Wednesday, December 4, 2019 in the Conference Room of the Bridgeport Municipal Complex at 515 West Main Street by President John Stogran.

APPROVAL OF MINUTES:

Minutes of the October 17, 2019 regular meeting were approved by an 8-0 vote as presented on a motion by Member Jeff Smell; seconded by Member Bridget Furbee (Member Pomeroy was absent for the vote).

NEW BUSINESS:

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

- Total permits issued for 2019 year to date is 965.
- Total cost of construction for 2019 is \$90.1 million, which is the most ever for a single year.

City Projects

- Indoor Sports and Recreation Center: Footers are being poured and work is progressing. The original target completion date was February 2021 but has been extended to March 2021.
- Rt. 131 Phase 1: The buildings are going up and will provide ancillary Parks and Recreation office space. The site will also include a salt storage facility. Future plans will allow for gas tanks to be placed on-site.
- Civic Center: The second-floor porch renovation is being finished and will be completed prior to Light Up Night on December 5, 2019.

Commercial Projects

- Audi/Volkswagen Dealership: A \$6.24 million construction permit has been issued for a new dealership located on Lodgeville Road.
- Aurora Flight Services: A permit has been issued for \$800,000 for a new addition to house equipment.
- BFS: Gas tanks have been installed and construction is continuing. They plan to complete construction before the end of 2019.
- Menard's: Site work is progressing.
- United Hospital Center: Has had multiple renovation projects (renovating surgery rooms, adding CT Scans, etc.) with permits nearing \$3 million in 2019.
- Lotus McDowell Property: The property which housed Artworks, Provence Market and Hempworks was under contract to be sold when a fire broke out in October 2019. The fire caused major property damage and delayed the sale of the property. The sale of the property is now moving forward and the new owners plan to rebuild on the site in the future. Artworks has reopened at a new location on Main Street.
- Vast Holdings, LLC was previously approved for a Façade Improvement Grant and work has started on the former Appalachian Tire location in the Square @ Bridgeport.
- South Wedge Street: Owner is currently moving dirt and plans to add a second building at this location in 2020.

Residential Projects

- Genesis Partners: A permit has been issued for \$1.44 million for sitework for 84 new townhouses to be built off Stonebridge Lane.

- **Worthington Place:** There are currently 3 available lots left on Salisbury Circle and a new phase is being started for 25 additional single-family homes.

Discussion

- Member Bonamico inquired about the entrance to the Menard's site and whether it would allow direct access from the interstate exit ramp. Andrea Kerr, Community and Economic Development Director, stated that the entrance would be off Jerry Dove Drive and not off the exit ramp.
- Member Smell asked if Vast Holdings, LLC has provided names of tenants for the renovated office spaces located at the former Appalachia Tire. Community and Economic Development Director Andrea Kerr said that the owners plan to divide the space into at least 4 units and they indicated that they had received commitment from at least two businesses but did not provide any specifics.
- Member Smell asked for an update on the Wingate renovation. Andrea Kerr, Community and Economic Development Director, stated that the outside renovations have been completed and they are in the process of completing the interior renovations.

Consider the request for Façade Improvement Grant for proposed project for Conservation Iron, LLC located on Thompson Drive

- Andrea Kerr, Community and Economic Development Director, stated that the property, located at 170 Thompson Drive, was purchased by Conservation Iron, LLC.
- Conservation Iron, LLC is owned by Trevor Flanagan of Flanagan Brothers and Bad Lizard Granite.
- They are planning to completely renovate the building and offer office space for smaller businesses as an affordable alternative to rental property at White Oaks or Charles Pointe.
- The exterior renovation will include columns and stone veneer. The interior will be built to suit.
- The exterior façade improvement cost is estimated at \$100,000, which is more than the maximum allowed grant amount.
- The maximum allowed grant reimbursement amount is \$10,000 for a qualified investment of \$50,000 or more.
- Community and Economic Development Director Andrea Kerr stated that the property owner would be required to submit documentation and receipts for audit once the work is completed.
- The total interior and exterior renovation costs are expected to cost approximately \$350,000.
- Finance Director, Monica Musgrave, stated that after the encumbrance of all the grants that have been approved by the BDA and City Council as of December 4, 2019, there is a balance of \$50,523.44 available to be used toward grants.

- Member Smell made a motion to approve the Façade Improvement Grant Application for Conservation Iron, LLC for the maximum allowed grant reimbursement amount of \$10,000. Motion was seconded by Member Pomeroy and unanimously approved.

Economic Incentive Completed Audit – Cava & Banko, PLLC

- Andrea Kerr, Community and Economic Development Director, informed the board that Cava & Banko PLLC had completed their Façade Improvement Grant project and had submitted receipts for audit and payment approval.
- Receipt copies were provided in the meeting packets for board members to review.
- The total renovation cost was over \$100,000 with approximately \$72,000 in façade improvement costs.
- Member Bonamico made a motion to approve the Façade Improvement Grant payment of \$10,000. Motion was seconded by Member Smell and unanimously approved.

EXECUTIVE SESSION:

At 7:49 a.m. Member Furbee made a motion to enter into executive session to discuss matters involving the sale or lease of property 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.

Consider and Act Upon Offering a Memorandum of Understanding Regarding Property Located on Platinum Drive

Consider Bid Submitted to Purchase Real Property Located off Marcellus Way

At 8:30 a.m. Member Pomeroy made a motion to reconvene into regular session. The motion was seconded by Member Smell and unanimously approved.

No action was taken during Executive Session.

Consider and Act Upon Offering a Memorandum of Understanding Regarding Property Located on Platinum Drive

- President Stogran stated for the record that no action was taken or required for this item at this time.

Consider Bid Submitted to Purchase Real Property Located on Marcellus Way

- President Stogran stated for the record that Member Lang recused himself from today's meeting because he is a partner in Energy Plaza Partners and his company bid on the Marcellus Way Property.
- Member Smell made a motion to accept the bid from Energy Plaza Partners subject to WV Ethics Commission review and approval. Motion was seconded by Member Bonamico and was approved by an 8-0 vote (Member Sartoris was absent for the vote).

DISCUSSION:

- Andrea Kerr, Community and Economic Development Director, told the board that she has been reaching out to potential new BDA Board Members. Ron Eagle, HQ Aero Management, has expressed interest and meets the requirements to serve on the Board. His information will be submitted to City Council in January 2020 for approval.

ADJOURNMENT:

Meeting adjourned at 8:36 a.m. on a motion by Member Smell. The motion was seconded by member Bonamico and was approved by an 8-0 vote (Member Sartoris was absent for the vote).

APPROVED:

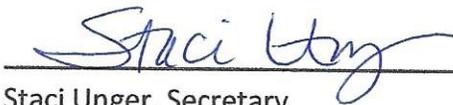


John Stogran, President



Date

PREPARED BY:



Staci Unger, Secretary