

December 11, 2018

BRIDGEPORT DEVELOPMENT AUTHORITY MINUTES

City of Bridgeport
County of Harrison
State of West Virginia

REGULAR SESSION:

At 7:34 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 Mark Bonamico, Doug Marquette, Fred Sartoris, Frank Sutton, Andy Lang, Drew Pomeroy, and Jeff Smell (via teleconference)

MEMBERS ABSENT:

Okey Bowers, Jeff Barger, and Bridget Furbee

CITY STAFF PRESENT:

Community and Economic Development Director Andrea Kerr, Finance Director Monica Musgrave, City Manager Kim Haws, City Attorney Dean Ramsey, and Administrative Assistant Tyler S. Grogg

APPROVAL OF MINUTES:

Minutes of the October 30, 2018 regular meeting were unanimously approved as presented on a motion by Member Drew Pomeroy; seconded by Member Jeff Smell.

NEW BUSINESS:

1. General Economic Development Update – Andrea Kerr
 - Total cost of construction for the year is about \$58,700,000.00.
 - Total permits issued this year are 922.
 - Meadowbrook Mall
 - One tenant within the mall is planning on doing a \$125,000.00 renovation. Plans have been approved and a permit will be issued in the near future.
 - Dan Ryan Builders
 - Three permits issued three permits were issued within the last month.
 - Each home built is near \$450,000.00 to complete.
 - The Crossings
 - A permit was issued for a leasing trailer.

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- Energy Plaza Partners
 - Was issued a \$550,000.00 permit for grading and infrastructure on Dunham Road.
 - Ribbon Cuttings
 - Twinkles and Sprinkles opened on Main Street.
 - My Little Cupcake opened on Main Street.
 - Adam's Hallmark opened in the Meadowbrook Mall.
 - Beyond Measure opened at Charles Pointe.
 - The City of Bridgeport is working on updating their comprehensive plan and it should be finalized soon.
 - Inspection Program
 - 425 out of 560 application packets have been received for the rental inspection program.
 - There have been three inspections done in December and have five inspections scheduled before January. Those inspections include both rental houses and businesses.
 - The Meadowbrook Mall will be done in one inspection. The inspection is scheduled towards the end of January.
 - A reminder, the Levy Election is coming up in February. If passed \$1,600,000.00 goes to the City's General Fund, which helps every department within the City.
2. Consider request for Façade Improvement Grant for proposed project for Twinkles and Sprinkles, LLC.
- Community and Economic Development Director Andrea Kerr stated Twinkle and Sprinkles has submitted a request to add a front entrance with steps, a ramp, and a porch. A portion of the request has been completed for the business to open, but it is the owner's intent to add a porch that runs the extent of the structure and an ADA accessible ramp.
 - The estimate in total construction is \$5,000.00 and twenty percent would be \$1,000.00.
 - Member Drew Pomeroy made a motion to approve the Façade Improvement Grant for proposed project for Twinkles and Sprinkles, LLC. Motion was seconded by Member Mark Bonamico, and unanimously approved.
 - Finance Director Monica Musgrave stated that the worksheet (Exhibit A) shows all the grants that are outstanding, how much has been awarded, and the balance is the total amount available. There is \$54,148.89 still available for use, and \$31,699.90 in grants waiting to be dispersed.

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3. Consider request for Façade Improvement Grant for proposed project for Amelia Properties, LLC.
 - Community and Economic Development Director Andrea Kerr stated Amelia Properties is located at 237 E. Main Street. Their request is to install new windows and awnings. The owner is planning on replacing the two windows boarded up in the back and the two windows in the front, as shown in the picture (Exhibit B). All four windows can be seen from the road. He has not done the awnings as of now, and his long-term plan is to renovate the garage in the back to add additional offices and a conference space. His estimate in renovations is \$8,000.00 and twenty percent would be \$1600.00.
 - Member Mark Bonamico made a motion to approve the Façade Improvement Grant for proposed project for Amelia Properties, LLC. Motion was seconded by Member Fred Sartoris, and unanimously approved.

4. Economic Incentive Complete Audit – M&M Realty Partners
 - Community and Economic Development Director Andrea Kerr stated this building is where My Little Cupcake and Allstate are located. The invoices were submitted by Bonamico Construction and the total for the renovations was \$41,800.10. Twenty percent of the total is \$8,360.02, which is what M&M Realty Partners will be awarded for the grant.
 - Member Kim Haws made a motion to approve the Economic Incentive Complete Audit for M&M Realty Partners. Motion was seconded by Member Doug Marquette, and unanimously approved.

DISCUSSION:

- Member Kim Haws asked if an audit has been done on Main Street Corridor to identify areas that might make a difference once updated, and Community and Economic Development Director Andrea Kerr stated yes. She had Code Enforcement Officer Andrew Junkins make note of any improvements he might see.
- Community and Economic Development Director Andrea Kerr stated she has been in contact with the realtor of the Town House Motel. There is someone interested in purchasing the motel to turn it into another motel. She stated she has submitted her list of restrictions and updates the motel would need in order to reopen as a motel. She also mentioned she has been approved to get an appraisal of the motel, the land for sale with the motel, and the property where Tom Davis Greenhouse was located. The appraisals should be done before the end of the year.

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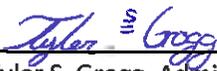
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- Member Andy Lang stated Pratt & Whitney is working on getting a new engine line and Aurora is looking to expand 3,000 foot to bring robotics in.
- Community and Economic Development Director Andrea Kerr stated the grading work with the Recreational Complex is about 85% complete.
- Member Andy Lang stated the Department of Highways is going to be rebuilding the I-79 and Route 50 exchange.

ADJOURNMENT:

Meeting adjourned at 8:15 a.m. on a motion by Member Fred Sartoris, seconded by Member Jeff Smell, and unanimously approved.

PREPARED BY:

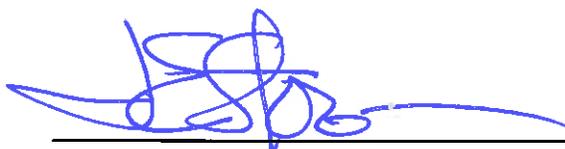


Tyler S. Grogg, Administrative Assistant

Approved:



Date



John Stogran, President

Economic Incentives/Grants

BDA Approval	Council Approval	Business Name	Amount Paid	Date Paid
Business Sustainability Incentives - Credit of 90/40/40 on B&O Taxes				
8/30/2016	9/12/2016	Linea Esthetics		
3/15/2017	3/27/2017	Menards		
5/1/2018	5/14/2018	Johnstone Supply		
Exterior Improvement Incentives - 20% of qualified investment to a max of \$10,000 grant				
6/13/2016	6/13/2017	Bpt Dairy Queen	\$6,724.32	10/25/2016
8/30/2016	9/12/2016	Carder Motors	*	\$24,873.12 1/3/2017
9/27/2016	10/10/2016	Jason Underwood	*	\$25,000.00 3/30/2018
9/27/2016	10/10/2016	Main Street Fitness	*	\$25,000.00 3/30/2018
3/15/2017	3/27/2017	Wendy's	\$10,000.00	10/3/2017
3/19/2018	3/26/2018	Nancy Chandler	\$6,235.00	10/30/2018
3/19/2018	3/26/2018	Tyler Mountain Properties - 202 E Main	\$10,000.00	
3/19/2018	3/26/2018	M&M Realty - 140 W Main	\$10,000.00	
7/17/2018	7/23/2018	Expressions Hair Designs LLC	\$10,000.00	
8/6/2018	8/13/2018	Bridgeport Physical Therapy	\$1,488.47	10/30/2018
8/6/2018	8/13/2018	J5 LLC	\$3,884.10	10/30/2018
8/6/2018	8/13/2018	J5 LLC - Balance	\$1,699.90	

* Grants awarded prior to revised incentives

City Economic Development Grant - Maximum grant up to 50% of the B&O on construction

8/30/2016 9/12/2016 Mt State Brewing Company

11/30/2018

Available balance is after the grants approved above

General Fund	\$0.00
Capital Reserve Fund	\$31,819.53
BDA Account	<u>\$22,329.36</u>
TOTAL AVAILABLE	<u>\$54,148.89</u>

(Exhibit B)

