



Minutes

Tucker County Development Authority

February 13, 2020 – 6:00 PM 494 Riverstone Road, Davis, WV 26260

Board Members Present:

Wayne Smith – President, Al Tomson – Vice President, Roscoe ‘Ronnie’ Beall – Treasurer, Sandra Frank – Secretary, Matt Quattro, Robert McClung, Bruce Kolsun, JR Helmick, Cory Chase, Dan Dilly, April Miller

Board Members Not Present: Jon Bush – County Commissioner (excused), Dennis Filler (excused), Kennetha Greenlief (excused), Ben Nelson (excused)

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority
Dave Clark, Executive Director, Woodlands Development Group

Call To Order

The meeting was called to order at 6:00 PM by President, Wayne Smith.

Minutes

Ronnie Beall motioned to approve the minutes from the December 18, 2019 meeting. The motion was seconded by Sandra Frank. The minutes of the previous meeting were approved unanimously.

Communications and Billing

No communication or billing

Treasurer’s Report

The financial report was emailed to the board. President Smith asked if there were any questions about the report. There being none, the financial report will be placed on file for audit.

Executive Director’s Report



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Broadband to Industrial Park

- The relay tower at National Youth Science Foundation has been installed and a new receiver was installed at the shell building in the Tucker County Industrial Park. The new system through Micrologic will allow up to a half gig of service to tenants of the Industrial Park.

NDC Mixed Use Real Estate Finance in West Virginia

- I applied to attend a nationally recognized training on Main Street – Mixed Use Real Estate Finance presented by National Development Council (NDC) on March 31 - April 2 in Charleston, WV.
- Participated in a course overview webinar on February 6. This 3-day course is normally \$1,375, but approved applicants will be provided the course free of charge. However, meals and lodging will be at the expense of the applicant.

WV Legislative Conference

- Attended the West Virginia Legislative Conference in Charleston. This gathering of economic developers from across the state included a legislative update and sessions on economic development websites, utility finance, and brownfields.

Corridor H Authority

- Participated in the Corridor H Authority meeting in Charleston. Marvin Murphy provided an update on Corridor H construction. Mr. Murphy stated that Corridor H is a high-level project for the DOH. The Kerens to Parsons project is very active. The second project, from Moore to the WV Route 72 interchange, has begun.

Mon Forest Towns Meeting

- Mon Forest Towns held a meeting at the Linwood Library at the base of Snowshoe Mountain. The Mon Forest Towns partnership consists of eleven communities including Davis, Thomas, and Parsons in Tucker County. The organization is being developed to help build the recreation economy in Monongahela National Forest gateway communities. The meeting included the first election of officers for the partnership.

Working with Entrepreneurs

- Working with various entrepreneurs in various stages of business development.

Blueprint Communities

- Continue to work with the Blueprint Communities program in Parsons.

Old Business



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Industrial Park Expansion

First Energy sent a letter dated January 3, 2020 reporting that First Energy had received the Real Estate Request Form dated May 8, 2019 requesting property donation near Davis, West Virginia. FirstEnergy has reviewed the request and is not currently interested in donating or selling this property but will keep the request on file.

Tucker Accelerator Project (TAP) Room

Executive Director Leyh reported that an announcement on the award of the Abandoned Mine Lands (AML) Grant is still pending. In the meantime, Dave Clark Executive Director of Woodlands Development Group and Executive Director Leyh traveled to Charleston and met with Tracey Rowan from U.S. Economic Development Administration (EDA) to discuss several projects. They discussed the TAP Room project and asked if the first-floor incubator space would be eligible for EDA funding. Ms. Rowan thought it would be eligible if EDA funding wasn't used for the housing portion. Furthermore, if Tucker County could demonstrate coal job loss, EDA could potentially fund up to 80% of the first-floor cost. However, EDA would take a lien position on the first floor for 20 years. Also, if the first floor is sold, then EDA gets back the same proportion of their investment (i.e., 80%). This would still leave a gap of approximately \$150,000 that would be needed as a non-federal match.

Industrial Park Wastewater Project

If the AML grant were to be fully funded, it would allow for a feasibility study of wastewater to be completed. Executive Director Leyh reported that through discussions with Tracey Rowan, in Charleston, she informed us that U.S. Economic Development Administration could also be a potential funder of the feasibility study if AML falls through.

Redevelopment of Board of Education Building

Dave Clark of Woodlands Development Group spoke about the redevelopment of the Board of Education building and presented a handout to the members of the Development Authority. He explained that a group of stakeholders including the City of Parsons, Board of Education, Woodlands Development Group and the Development Authority have been meeting for the past 4-5 months to develop a plan. The consensus is that the Board of Education doesn't want to own the building anymore but would like to continue to occupy the building. Woodlands Development Group has put together a proposal for the redevelopment of the property.

Mr. Clark explained that because of the demand for housing, Woodlands has proposed converting the upper floor of the building into ten apartments - a mix of one bedroom and two-bedroom units. The downstairs would be converted into office space. Two primary tenants who currently have space in the building, Tucker County Family Resource Network and Tucker



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Community Foundation, have expressed interest in staying in the building and could pay rent. Mr. Clark explained that additional work is needed to get lease commitments before we can move forward on the project.

The proposal would request the Board of Education transfer the property to the Development Authority at no cost. The Development Authority would lease the upper floor to Woodlands who would take care of all the housing as well as manage it. Woodlands would also be responsible for the initial redevelopment of the entire building. The gym would be transferred to the City of Parsons Parks and Recreation Department to be continued to be used as a gym. The Board of Education would like to keep the football field and ensure the parking lot is available for events.

The proposal estimates 7 commercial tenants on the first floor. The entire building would need some upgrades including a new sprinkler system, a new elevator, and an improved fire escape. The Board of Education would keep their space and although they won't own the building anymore, they would be responsible for maintaining their portion of it. The Board of Education section of the building would be metered separately, so they would be responsible for their own utilities. The proposal also suggests the Board of Education could help provide outside maintenance including snow removal of the parking lot and grass cutting.

Dan Dilly asked if the building had been checked for asbestos? Mr. Clark believes the building is clean based on the information provided but agreed that it would need to have it formally checked. The board questioned the utilities estimates in the pro forma. Mr. Clark explained that the utilities estimates are for the first floor only. The proposal would keep the existing heating system for the first floor and put a new heating system on the second floor for each apartment.

The total cost of the project would be of 1.3 million and about \$940,000 would come from Woodlands for the housing. The Development Authority would need to take out a loan for \$360,000 the first floor. Mr. Clark believes this project could access USDA Community Facilities funds.

JR Helmick made a motion that the Development Authority pursue interest in the Board of Education building. The motion was seconded by Bruce Kolsun. April Miller abstained from the vote, but all other board members supported the motion unanimously.

Sandra Frank asked Mr. Clark about the confidence of the estimates to redevelop the building. Mr. Clark explained that he has been through several times with an architect, the facilities manager, but overall, he feels they have a good handle on what the needs are. There are still



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some questions about the condition of the roof. Also, whether the historical society has the ability of the to pay rent.

6:51 PM - Mr. Clark left the meeting.

Industrial Park Broadband

Micrologic has completed the installation of the broadband internet relay site at the National Youth Science Center. It also has completed the installation at the Pro Poly plant and the connection is active. The Tucker County Development Authority agreed to pay up to \$5,000 towards the installation to serve the industrial park. In addition, NYSF will also be served with the new connection and has graciously agreed to not only host, but also provide electricity for the relay site.

Tucker County Day at the Legislature

Tucker County Day at the Legislature was held on February. We had productive meetings with the leadership of various departments including: Highways, Tourism, Commerce and Department of Natural Resources. The Tucker County Chamber of Commerce has requested the Development Authority donate \$250 towards Tucker County Day.

Robby McClung motioned to contribute \$250 towards Tucker County Day and April Miller seconded the motion. The motion passed unanimously,

New Business

Accounting Services

Executive Director Leyh reported that our accountants, Vandevander & Nypl, sent a contract for continued service for the year ahead. After some discussion, Dan Dilly motioned to table this item of business until the next meeting. Bruce Kolsun seconded the motion and it passed unanimously.

Letter of Interest - Industrial Park Property

The letter was not received, so no further action was warranted.

Change April Meeting Date

The board agreed to change the dates of two upcoming Development Authority meetings: The March meeting will now be held on Thursday, March 19, 2020 at 6 PM and the April meeting will now be held on Thursday, April 23, 2020 at 6 PM.



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Public Comment

There was no public comment.

Adjourn

The meeting was adjourned at 7:16 PM following a motion by Ronnie Beall and a second from Cory Chase. The motion carried unanimously.

The next regular Tucker County Development Authority meeting will be held on Thursday, March 19 at 6 PM in the Clower Run Conference Room at the National Youth Science Foundation Building, 494 Riverstone Road, Davis, West Virginia.

Minutes respectfully submitted by:

Sandra Frank, Secretary

Approved by the Tucker County Development Authority this **23rd** day of **April** 2020.