

Charleston Land Reuse Agency

November 5, 2019 2:00 pm

Meeting Minutes

Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage	City Manager (or designee)
Kevin Baker	City Attorney (or designee)
Ben Adams	City Council
Will Laird	City Council
Chris Campbell	Citizen Member
Marylin McKeown	Citizen Member

Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

1. Welcome and Introduction

All members being present, Kevin Baker called the meeting to order.

Members introduced themselves.

2. Review and Adoption of Bylaws

Kevin Baker provided an overview of the Charleston Land Reuse Agency (CLRA).

Kevin Baker provided an overview of the proposed CLRA bylaws.

Jonathan Storage moved the adoption of the proposed bylaws. Mayor Goodwin seconded the motion. The bylaws were adopted upon a voice vote.

In accordance with the newly adopted bylaws:

Kevin Baker nominated Jonathan Storage for the position of Treasurer. Will Laird seconded the motion. There being no further nominations, Jonathan Storage was elected Treasurer by acclamation.

Kevin Baker nominated Will Laird for the position of Secretary. Jonathan Storage seconded the motion. There being no further nominations, Will Laird was elected Secretary by acclamation.

Kevin Baker nominated Marylin McKeown for the position of Vice Chair. Mayor Goodwin seconded the motion. There being no further nominations, Marylin McKeown was elected Vice Chair by acclamation.

Ben Adams nominated Kevin Baker for the position of Chair. Will Laird seconded the motion. There being no further nominations, Kevin Baker was elected Chair by acclamation.

3. Overview of Funds in CLRA Account

Jonathan Storage provided an overview of funds in the CLRA account at which time he indicated a current balance of \$45,703.78 made available from the former Charleston Land Trust Account. Funds are for general use as may be directed by the CLRA.

4. Potential Jones Property Donation

Dan Vriendt provided an overview of the Jones Property.

Tom Lane with Bowles Rice LLP was recognized to provide an overview of the proposed donation and the Jones family deed to the City of Charleston.

Callen Jones McJunkin was recognized to comment on her family's proposed donation of the property.

Ben Adams moved to recommend to City Council that the City accept the donation. Mayor Goodwin seconded the motion. The motion was adopted upon on a voice vote.

5. Potential donation of 1238 Washington Street West

Tony Harmon provided an overview of the property.

A discussion was had regarding this property and other similar properties that may come before the board.

Marylin McKeown suggested that the board consider developing criteria for evaluating such properties including but not limited to proximity to public facilities, active neighborhood and community associations, historic districts, and opportunity zones.

No official action was taken on this agenda item.

6. Discussion of property sold to state and upcoming County tax sale

Kevin Baker provided an overview of the state and county tax sale process and the relevant laws pertaining to Land Reuse Agencies as outlined in state code.

John Butterworth with the city planning department provided an overview of the city's mapping project to identify tax delinquent and CURA owned properties.

Ben Adams moved to authorize board officers to expend up to \$10,000 from the CLRA fund to purchase properties at the upcoming County tax sale. Will Laird seconded the motion. The motion carried upon a voice vote.

7. Overview of Legislative Priorities

Kevin Baker gave a summary of potential legislative priorities identified by the administration for the consideration of the board. Including:

- The repeal or extension of a 2020 sunset provision on Land Reuse Agencies' First Right of Refusal for tax delinquent properties valued at under \$25,000;
- Raising the cap on the First Right of Refusal from \$25,000 to \$50,000;
- Revising provisions in state code relating to the process by which cities may demolish properties to establish a process for rehabilitating properties when desirable; and
- Legislation granting immunity from civil liability for property owners who provide easements for access to public property.

8. Setting date, time, and location for standing monthly meeting

After a brief discussion it was determined that the CLAR would anticipate regularly scheduled meetings on the Second Tuesday of each month at 2:00 pm in the AV Room on the Third Floor of City Hall.

9. Any other business

Jonathan Storage suggested that the board consider appropriate insurance policies for the CLRA. Will Laird moved that Jonathan Storage be authorized to explore insurance policy options and report back to the board. Mayor Goodwin seconded the motion. The motion carried upon a voice vote.

Jonathan Storage requested that the board consider its logistics and process for maintaining and managing official records. Kevin Baker agreed to work to develop a practical system for such record management.

10. Adjournment

There being no further business to come before the board Will Laird moved to adjourn until December 10, 2019 at 2:00 pm in the AV Room on the Third Floor of City Hall. Ben Adams seconded the motion and the meeting was adjourned.

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December 10, 2019 2:00 pm

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Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage	City Manager (or designee)
Kevin Baker	City Attorney (or designee)
Ben Adams	City Council
Will Laird	City Council
Chris Campbell	Citizen Member
Marylin McKeown	Citizen Member

Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

1. Welcome and silent roll call

All members being present, Kevin Baker called the meeting to order.

2. Adoption of Minutes from November 5, 2019, meeting

Mayor Goodwin moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

3. Public Comment

Kevin Baker offered the opportunity for members of the audience to make public comment. There were none.

4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage provided an overview of funds in the CLRA account at which time he indicated a current balance of \$37,526.80 following monthly interest accruals in October and November of \$73.63 and \$72.79 respectively and two expenditures in the amounts of \$5,238.72 and \$3,084.68, both for the purchase of tax liens on properties at the Sheriff's Tax Sale.

The Vice Chair had nothing further to report.

The Chair had nothing further to report.

5. Report of Redevelopment Division

Overview of County Tax Sale lien purchases and discussion of next steps

Kevin Baker and John Butterworth offered an overview of the County Tax Sale lien purchases:

- 1203 & 1205 Grant St.;
- 1400 Block 2nd Avenue;
- District 12, Map 17, Parcel 167 on Camden Dr.;
- 808 Hendrix Ave.;
- 602 Thompson St.;
- 1548 Lewis St.;
- 1593 Washington St. East; and
- District 11, Map 3, Parcel 6 near the Municipal Auditorium.

Kevin Baker and John Butterworth further facilitated a discussion regarding the next steps of the property acquisition/disposition process.

Kevin Baker indicated that notification letters were mailed to adjoining property owners on 12/9/19. A sample copy of this letter was provided to the LRA.

Mayor Goodwin moved that the city attorney and the LRA be authorized to conduct title searches on the purchased properties and report back to the LRA in January. The motion was adopted on a voice vote.

Discussion of tax liens currently available from State Auditor

John Butterworth provided an overview of tax liens currently available from the State Auditor.

Kevin Baker explained the process for the purchase of such properties.

Mayor Goodwin moved to authorize the CLRA to purchase properties on Rebecca St. and Adjacent to Cato Park as reviewed by Mr. Butterworth. The motion was adopted upon a voice vote.

6. Report of Conservation Division

Jones Property Donation Update

Kevin Baker provided an update on the status of the Jones property donation. It was indicated that the donation would be before the Finance Committee and then Council at the next City Council Meeting on 12/16/19.

7. Unfinished Business

1238 Washington Street West

Kevin Baker and Tony Harmon provided an update on the potential donation of 1238 Washington St. West to the city. Upon the recommendation of the Building Commissioner and the City Attorney, Chris Campbell moved that the city not accept the donation at this time and that the discussion held regarding this property be used to help draft an outline for use when considering any future potential donations. The motion was adopted upon a voice vote.

Legislative priorities update

Kevin Baker provided an overview of the LRA's potential state legislative priorities including legislation regarding rights of first refusal, statutory sunset provisions, structure demolition, and property easements. The LRA indicated general support for the proposed priorities and that formal support and prioritization would be discussed at the LRA meeting on 1/14/20.

8. New Business

Discussion regarding insurance policies

Jonathan Storage gave an overview and facilitated a discussion regarding insurance policies for the LRA. Mr. Storage indicated that the LRA is covered by the city's general insurance structures and that the city would be our guarantor until a more appropriate policy is attained. A quote has been requested from the Board of Risk and Insurance Management and should be available at the LRA meeting on 1/14/20.

Discussion regarding record management

A discussion was had regarding LRA record management. The city is exploring a system through "My Government Online" which may be a good system for managing these and other records for the city.

1514 2nd Avenue – December 30, 2019, Notice to Redeem deadline

Kevin Baker reviewed a notice of right to redeem from the State Auditor and the associated process with a deadline for authorizing the redemption of the property of 12/30/19. Will Laird moved that the LRA recommends that the City Manager redeem the property and that the LRA agrees to reimburse the City Manager. The motion was adopted upon a voice vote.

Amity Drive turnaround parcel

Kevin Baker explained the condition of Amity Dr. and the city's interest in permanently closing a portion of the road. Chris Campbell moved that the LRA proceed with the purchase, from the State Auditor, of the properties necessary to proceed with the development of a turnaround(s) to facilitate the closure of a portion of Amity Dr. The motion was adopted upon a voice vote.

Offer of donation of parcel at corner of Sissonville Dr. and Falcon Dr.

The LRA reviewed the property in question. No action was taken.

Examples of other Notice to Redeem letters received by the City

The LRA reviewed a sample letter of a Notice to Redeem from the Clerk of the Kanawha County Commission.

9. Adjournment until Tuesday, January 14, 2020, at 2:00 p.m.

Mayor Goodwin moved that the LRA adjourn until Tuesday 1/14/2020. The motion was adopted upon a voice vote.