OHIO COUNTY DEVELOPMENT AUTHORITY
02/24/2022

The Ohio County Development Authority met in regular session on Thursday, February 24, 2022, at 6:00 p.m. at the Highlands Event Center.

Present at the meeting were Raymond Helbling, Jeff Doyle, Jim Murray, Mary Pockl, Zachary Abraham, President Randy Wharton, Treasurer John Olejasz, William Tanner Russell, Glenn Elliott, Robert Smith, Randy Russell, Cody Koehler, John McColloch, Brian Taylor, Don Tennant and Adam Weidner, and John Aderholt from Century Equities.

**Minutes from 12/16/2021 OCDA meeting**

Jim Murray made a motion to approve the minutes. Second by Ray Helbling. Motion carried with all voting in favor.

**Treasures Report**

President Wharton reported that the Development Authority members have a copy of the Treasurers report as it is up to date. Take a minute to look over. If you have questions, I am sure Cody Koehler can answer them. Randy Russell stated that he wanted to introduce Cody Koehler to everyone in case you did not meet him at the last meeting. He joined the County Commission office as our Assistant Finance director, with a focus on the Ohio County Development Authority and the Highlands financials. Cody has been here for almost four months and is doing a wonderful job. Cody will also be working on the Sports Complex too. Tanner Russell made a motion to approve the Treasurers report. Second by Ray Helbling. Motion carried with all voting in favor.

**Unaudited Financial Report**

Cody Koehler reported there are two different reports, one is the annual report July of 2020 through June 2021 that was completed in late November of 2021. The other one is similar which is year to date through December 31, 2021.

UNFINISHED BUSINESS

Highland Sports Complex-GM

Harvey Greenidge, General Manager of the Highlands Sports Complex reported he just wanted to give the Development Authority an update on the Sports Complex. There are a lot of sports happening right now, Basketball, Soccer, Volleyball, Cheer, and Wrestling. There is a list of local rentals in your packet. Summer camps, and Spring classes are listed also, one camp that is missing is the YMCA camp. He is collaborating with the YMCA this summer and are trying to get that going. He calculated they had generated dover two million dollars in economic impact of the fifteen million projected for this year. They have had over 16000 visitors from Tournaments attended on the weekends this fiscal year, in the last few months. He has worked hard to keep the expenses down in the facility and will work hard to maintain that. He is looking to create new revenue, selling of apparel during tournaments. He stated that he has had some staffing turnover, so he restructured and promoted some staff. He does have an opening that he has posted for and will start interviews soon.

Master Planning, Bohler Proposal

Zach Abraham reported that if you all remember we had a planning session with Boehler and the development authority asked them to come back to us in terms of phasing out the next pieces of this. This is their initial pricing sheet, so we ask them to come back, we do not want to have an unlimited checkbook here to give us and idea of what the phases would look like. So, they outlined five separate phases and the total for all phases is like $35,000.00 as the result. This plan is how we can move forward on projects and aesthetics throughout the whole Highlands development. He stated he did not think that was a bad cost. He read the phases. The first phase will be the to look at plans and figure out what they will look like in a design perspective. Two, setting a goal of priorities of what we are wanting to do. Three, working with a subcommittee that we will talk about a little later. Phase Four will be refinement final design approach and Phase Five will be the final design and show the results. Zach Abraham stated that Phase One will be $3,000.00, Phase Two will be $2,000.00. Phase Three is the design fees which is more t $15,000.00, Phase Four is $5,000.00 and Phase Five is $8,000.00. This will be a three-to-six-month endeavor. President Wharton stated this seems like a building plan. Zach Abraham responded yes and reported they will be working with the Development Committee we already have in place. Administrator Russell reported this is to make the area more user friendly and create an identity. John McColloch asked what their cost estimates are. Zach Abraham reported he can ask them, but he thinks that it would be at the end of the phases. President Wharton feels that Boehler will need to work closely with Brian Taylor. Zach Abraham stated he will need to add Brian Taylor to the committee. Zach Abraham made a motion to approve Boehler with the phases as presented. Second by Jim Murray. Motion carried with all voting in favor.

Committees

Zach Abraham reported as a reminder the Development Authority members have a copy of the committee sheet in your packet what we approved for each of the committees. He would like to discuss forming the committees. Assign chair of the committees to each committee. If we can get the committee structure operating a little bit more effectively then they can report back to the Development Authority meetings. The first one obviously is finances, the next busiest will be planning user, and construction maintenance will also be a busy one, and personnel will be ad hock, and the executive committee obviously has according to move forward operationally so they would meet more frequently as well. He would like to vote on chair people for a two-year term and then rotate those out. My suggestions would be this, Randy Wharton obviously the President with the executive committee, Mary Pockl for Finance, Jim Murray on Personnel, Tanner Russell will be under the Planning and Bob Smith under the Construction and Maintenance. Zach Abraham made a motion to approve all the chair for each committee and to start working on the committees. Second by John McColloch. Motion carried with all voting in favor.

Bylaws Review

Zach Abraham reported he had put a notice out about the bylaws and gave all members changes that he had. Solicitor Tennant asked that this be tabled until the next meeting. He does not know if there is anything that needs renovated in it, but what he does know from past bylaws you should make sure and even looking forward that you take care of things so that you are not coming back routinely to amend bylaws. He would appreciate the opportunity of another meeting to suggest any additions or

renovations to what we currently and must make sure that we get it out to the group prior to the meeting. Then vote upon. Zach Abraham made a motion table but to have changes ready to give to Solicitor Tennant at the end of March and have it ready to bring to the next meeting in April. Second by Tanner Russell. Motion carried with all voting in favor.

Operations Update

Construction

Brian Taylor reported at the construction stage right now it is slow. At the Sport clip's location, we are having the contractors put the utilities underground before concrete slab is poured, but they said it may be a while. Also, he is getting a plan together at the Sports Complex. There is a space towards Marquee Cinema where there is a connector, we want to enclose it and have more storage and more freezers for the Sports Complex usage.

Also, we are assisting the Animal Shelter with some projects that are minor to be completed.

He reported it is getting close to spring maintenance season here at the Highlands so there are a few projects to work on. Like some painting, cleaning, etc. Parking lots are becoming an issue also they are about fifteen years old so there are a lot of cracks, I am afraid what the costs will be on that. Possibly using crack sealer on some of them, maybe an answer. Also still working on the 911 project of putting up signs.

There was light project at TSG, there were thirty-six lights out, also Silgan has about 150 light bulbs out that we are scheduled to do next week. Zach Abraham asked if we would have an operating budget soon for 2022-2023. Cody Koehler responded yes.

President Wharton stated he wanted to comment on you having the employees working on the Animal Shelter, which is an effective use of employees that we have that are talented. When they do go out to other County owned structures that we have to maintain we get an exceptionally excellent job completed at a very good price, and in proper time. Also, Brian operates an incredibly good maintenance garage over there with an incredibly good mechanic who maintains all the equipment that is used here at the Highlands. The employees in the last few months have taken over the Public Service Equipment, which has kept their equipment maintained properly and is an important part of what they do.

NEW BUSINESS

Randel Russell asked President Wharton to please go into executive session. Randel Russell made a motion to go into executive session WV code 6-9A-4 (9) and WV Code 6-9A-4 (2) A. Second by Jim Murray. Motion carried with all voting in favor.

Randel Russell made a motion to go back into regular session and come out of executive session. Second by Zach Abraham. Motion carried with all voting in favor.

Resolution of Litigation Items

President Wharton reported that legally the Development Authority has been recommended a settlement with a former tenant by legal staff. Jim Murray made a motion to accept the settlement. Second by Tanner Russell. Motion carried with all voting in favor.

Zach Abraham made a motion to approve a settlement with a contractor/ vendors/ professional service. Second by Tanner Russell. Motion carried with all voting in favor.

Lease with unnamed tenant, in Building Five

President Wharton reported the Development Authority has lease for an unnamed tenant for building five. Jim Murray made a motion to approve a lease for an unnamed tenant in building five. Second by Tanner Russell. Motion carried with all voting in favor.

Lease renewal with Cardinal Pediatrics

Zach Abraham made a motion to approve the lease renewal with Cardinal Pediatrics. Second by Mary Pockl. Motion carried with all voting in favor.

Lease Renewal-WVU Medicine

President Wharton stated there is lease renewal for WVU Medicine in building three. Zach Abraham made amotion to approve the renewal with WVU medicine. Second by Mary Pockl. Motion carried with al voting in favor.

LOI with unnamed tenant, 17,040 square feet in Power Center

President Wharton reported all the details have been discussed in executive session until it gets farther down the road there will be no announcement of names. John McColloch made a motion to approve the LOI. Second by Tanner Russell. Motion carried with all voting in favor.

President Wharton reported the next meetings are tentatively Thursday, April 14, 2022, and Thursday, June 16, 2022, both held here at the Highlands Event Center. Meeting adjourned.

President, Randy Wharton

Secretary, Mary Pockl