

# **COUNCIL MEETING PACKET**

**Regular Meeting of the Clarksburg City Council**

**CITY OF CLARKSBURG**

**SEPTEMBER 16, 2021**

**5:30 p.m. – City Manager’s Conference Room**

**6:00 p.m.- Council Chambers**



- **Mayor Jimmy Marino**
- **Vice Mayor Lillie Junkins**
- **Councilmember Will Hyman**
- **Councilmember Gary Keith**
- **Councilmember Jim Malfregeot**
- **Councilmember Jerry Riffle**
- **Councilmember Wayne Worth**
- \* **Harry Faulk, City Manager**
- \* **Annette Wright, City Clerk**

**Clarksburg Municipal Building  
222 West Main Street  
Clarksburg, WV 26301  
304-624-1673**

# AGENDA

## CITY OF CLARKSBURG

AGENDA FOR **REGULAR** MEETING OF COUNCIL OF THE CITY OF CLARKSBURG TO BE HELD **THURSDAY, SEPTEMBER 16, 2021** AT THE CLARKSBURG MUNICIPAL BUILDING – COUNCIL CHAMBERS, 222 WEST MAIN STREET, CLARKSBURG, WEST VIRGINIA AT **6:00 P.M.**

**PRIOR TO THE REGULAR COUNCIL MEETING, COUNCIL WILL BE MEETING IN THE CITY MANAGER’S CONFERENCE ROOM AT 5:30 P.M. FOR A CONFERENCE SESSION**

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### ORDER OF BUSINESS

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1. ROLL CALL
2. PRAYER (*to be given by Councilmember Malfregeot*) & PLEDGE
3. APPROVAL OF MINUTES:  
REGULAR SESSION – SEPTEMBER 2, 2021  
CONFERENCE (WORK) SESSION – SEPTEMBER 9, 2021
4. PETITIONS, COMMUNICATIONS AND PUBLIC HEARINGS
5. CITY MANAGER’S REPORT/UPDATE
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. COUNCIL COMMENTS
9. ADJOURNMENT

## SEPTEMBER 9, 2021

The Clarksburg City Council met in CONFERENCE (Work) SESSION on Thursday, September 9, 2021 at 5:30 PM at the Clarksburg Municipal Building - Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Mayor Marino presiding.

### COUNCIL MEMBERS PRESENT:

Will Hyman  
Gary Keith  
Jim Malfregeot  
Jerry Riffle  
Wayne Worth  
Vice Mayor Junkins  
Mayor Marino

### ALSO PRESENT:

Harry Faulk, City Manager  
Annette Wright, City Clerk

With attendance taken upon arrival by the City Clerk, Council proceeded with the following agenda:

1. **American Rescue Act Funds - 60 minutes**
  - a. Review and discussion of the community survey on how funds should be used
  - b. Select and prioritize ideas of proposed use of funds (from community survey, Council and City Manager)
  - c. Schedule follow-up work session to develop strategic plan on each proposal

City Manager Faulk provided Council with several pages of comments received regarding citizen input as to the use of ARPA funds. Mr. Faulk also provided a graph detailing the results thereof noting that "no replacement revenue" received the highest amount with bridges receiving the least amount and small business grants also very favorable. Mr. Faulk apprised that \$2.2 million could be used to replenish the General Fund and provided Council with the formula utilized to arrive at said amount.

Councilmember Keith commented on the story regarding the list that was presented at the HCMA meeting and inquired as to the same with Mr. Faulk apprising that Mr. Whitmore and Engineering prepared such list of projects based on each department internally. Mayor Marino expressed his apologies for not reviewing said list prior to the meeting with Councilmember Keith commenting that he wanted the citizens to understand that said list is not Council's plans or intentions for the use of said funds and that such list made Council look "dumb." Mr. Faulk apprised that the city of Charleston gave out \$750 to all vaccinated employees.

Councilmember Worth inquired if small business grants were just for those businesses with lost revenue or could it be used to start new businesses such as an entrepreneur incubator

which could be a success. Mr. Faulk stated that current businesses could apply for grant money to help boost their business or for lost revenue.

Councilmember Keith commented that his ideal use of the monies would be to replenish the General Fund and put some monies in the Rainy Day Fund opining that there are a lot of possible unexpected expenses. Mr. Faulk informed that Engineer Tom Brown has provided information as to things that need to be done as well as the need to address the sink hole located next to the sewer plant. Mr. Faulk stated that police and fire are going to need portable radios at a cost of approximately \$500,000. Mayor Marino pointed out that the \$2.2 million for lost revenue could be transferred to the General Fund at the next meeting. Councilmember Hyman stated that he liked the idea of addressing public sidewalks with Councilmember Worth adding that we needed to do something with the money that is going to generate revenue. Mr. Faulk suggested a tax ordinance wherein some type of taxes/fees are waived. Vice Mayor Junkins remarked that a lot of people may be interested in starting a business but don't know how noting the success of Wytheville in revitalizing its downtown and its offering of classes and mentors for helping with a business plan and; thus, resulting in all storefronts being filled. Information was provided by Vice Mayor Junkins regarding Wytheville and its program(s).

Mayor Marino shared that he spoke with our Senators and Delegates at the HCMA meeting and learned that there is more money out there which may be contingent upon how these monies are spent. Councilmember Riffle suggested that \$1.1 million be put in the Rainy Day Fund now with an additional \$1.1 million deposited therein when the second round of funding is distributed. Noting the need for an excavator for Public Works and radios for Police and Fire, Councilmember Malfegeot suggested such items be purchased, as monies are available, as well as assist the Water Board at this time. Councilmember Hyman remarked that if we don't help the Water Board it will be difficult marketing downtown to anyone. City Manager Faulk apprised that the Administration is in communications with the Water Board and if the Water Board introduces phosphate, the Sanitary Board would have to upgrade the WWTP to accommodate the same. With Mayor Marino commenting on the need to narrow down the ideas, Councilmember Worth remarked that if a majority is in favor of a certain project, then we needed to go with that and make progress toward the same. Councilmember Worth suggested that Mr. Whitmore get in contact with Wytheville and start developing some sort of strategic plan as to what it would look like to do a business incubator. Councilmember Hyman again noted that the water system would be a factor as to whether or not someone wants to live here, etc. and suggested that we be proactive regarding this matter. Mr. Faulk stated that the Administration would take the ideas and put a group of scenarios together and present the same at a future work session with Mr. Whitmore confirming that he would get in contact with Wytheville.

With regard to the suggested Lowndes Hill project(s), Councilmember Riffle informed of a meeting next Wednesday at 11:00 a.m. with Craig White of Grandview Park and Park Board Superintendent John Cooper should any one else wish to attend. With Councilmember Keith being the Park Board representative, Mayor Marino asked that he get involved, as well. With regard to the snow tubing, various issues were raised such as who would be operating it, would the property be leased for someone else to operate with Councilmember Riffle noting that at this time, we are still in the feasibility stages with the same to be placed on the work session agenda when ready.

**2. Vacant City Lots - 15 minutes**

- a. Developing list of vacant city lots
- b. Discussion of potentially auctioning vacant city lots

City Manager Faulk provided Council with a list of the numerous properties that the City is maintaining stating that we needed to compile a list of those properties that we wanted to keep and a list of those properties to sell wherein the URA could sell the same. Mr. Faulk apprised that he and Mr. Whitmore would be working on this project and that such properties would be placed into the mapping system with information available on the City's website.

Discussion was held concerning liens with Mr. Faulk apprising that a new collection agency has been hired and that such agency will reap 25% of the monies collected. Finance Director Kim Karakiosis informed that \$783,000 has been billed with \$16,000 collected to date and that every time a bill goes out, a lien is placed thereon. The Finance Director informed that the collection agency will be starting with the collection of unpaid demolition bills and police citations and that she would report on their progress.

**3. City-Demolished Properties**

- a. Liens - demolition costs - maintenance costs

Discussion regarding this matter took place along with Agenda Item No. 2 hereinabove.

**4. Land Bank Initiative - 10 minutes**

- a. Brief discussion of Land Bank initiative
- b. Invite Huntington Land Bank Coordinator to do presentation at future work session

Noting that Mr. Whitmore touched on this matter wherein Huntington utilized Home Rule to allow for the right of first refusal to obtain properties, Councilmember Worth inquired of Mr. Whitmore if he thought we could have a thriving land bank initiative through a land reuse agency with Mr. Whitmore pointing out that the primary challenge would be funding. Mr. Whitmore recommended that we speak with Huntington should we want to pursue this

route. Mr. Whitmore stated that they would look at Huntington's financials and obtain more information with Council suggesting a web-ex with Huntington's Director to learn more about their program.

**5. Commercial property listing and marketing - 10 minutes**

- a. Follow up with City Manager on website
- b. Follow up with Economic Development Director on commercial property database

Mayor Marino inquired as to the status of the website with Mr. Whitmore apprising that he would need to solicit information from the community as to available property. Councilmember Keith noted the property information available on the Harrison County Economic Development's website with Councilmember Worth opining that such would be better on our City website. With Councilmember Keith cautioning as to the need to maintain the site and keep the information up-to-date, Mr. Faulk informed that the City has someone who could maintain the same.

Councilmember Malfregeot suggested that the Mayor, City Manager and Economic Development Director meet with Vandalia regarding the status/future of the Waldo. Mr. Michael Brown, being in attendance this evening, confirmed that he would work on setting up such a meeting.

**6. Clarksburg Business Summit - 15 minutes**

- a. Follow up with City Manager on survey/questionnaire
- b. If survey is completed, review and assign councilmembers to distribute to business owners

Mr. Faulk apprised that there are approximately 1,900 registered businesses in the City and referenced the four-question questionnaire seeking information from businesses as to the date/time for a business summit as well as topics of interest. Vice Mayor Junkins suggested that Council start with the downtown businesses and expand therefrom. Also, Vice Mayor Junkins inquired if the City had an Instagram page with Mr. Faulk informing that he would look into the same. The questionnaire will be mailed, as well as put on the City's website.

Mayor Marino read a thank-you letter from Matt Policano concerning the use of Jackson Square for the September 4<sup>th</sup> event and thanked all for the successful event.

Councilmember Worth apprised that the Fairmont City Planner, Mr. Straight, was available on September 23<sup>rd</sup> to make a presentation concerning hybrid zoning with Council in agreement to the same.

Meeting concluded.

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James Marino, Mayor

Approved: September 16, 2021

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Annette Wright, City Clerk