

**CLARKSBURG LAND REUSE AGENCY (LRA)  
FEBRUARY 22, 2024**

The Clarksburg Land Reuse Agency met for a meeting on February 22, 2024, in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

**Members Present:** Tiffany Fell, Chairperson  
Mary Hunt, Vice-Chairperson  
Kim Karakiozis, Treasurer  
James Swiger

**Also Present:** Ashley Carr, Director of Code Enforcement  
Richard Marsh, City Attorney  
Paula Hardman, Recording Clerk  
Tom Brown, City Engineer

The meeting was called to order by City Manager, Tiffany Fell, followed by recording of attendance.

**CONSIDERATION OF ELECTION OF OFFICERS:**

**MOTION** by Ashley Carr, **SECONDED** by Kim Karakiozis to appoint Tiffany Fell as Chairperson. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by Tiffany Fell, **SECONDED** by Kim Karakiozis to appoint Mary Hunt as Vice-Chairperson. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by Tiffany Fell, **SECONDED** by Ashley Carr, to appoint Kim Karakiozis as Treasurer. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by Kim Karakiozis, **SECONDED** by Ashley Carr, to appoint Annette Wright as Secretary/Recorder. **MOTION APPROVED UNANIMOUSLY.**

**DISCUSSION REGARDING BY-LAWS AND/OR OTHER OPERATING PROCEDURES**

Richard Marsh, City Attorney reviewed the By-Laws and discussed the rules and regulations of the Board at this time explaining the handout provided in their packets. A detailed discussion ensued addressing any area of concern. He advised that he would put together a rough draft

for the board to review sending them via email sometime before the next meeting.

It was decided that information needed for future meetings would be emailed in advance to the board members, along with the agendas in their packets. Also, the board would like to have a copy of other municipalities that have established the same board, their existing By-Laws for review of how things are handled. Attendance and budget were also discussed at this time.

### **DISCUSSION REGARDING FUTURE PLANS/PROJECTS OF THE AGENCY**

Funding and codes for Tiny Homes was briefly discussed for future reference, along with properties the city already owns.

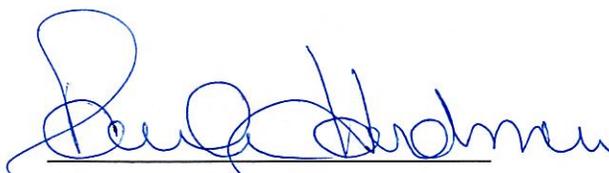
Creative uses for properties, parking lots, etc. were touched upon at this time and different ways to market said properties. Insurance was also discussed.

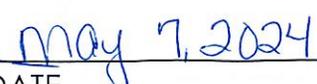
The City Attorney advised that Public Works was looking to take down approximately Fourteen (14) structures at this time and this would be discussed at a future meeting.

Tom Brown, the City Engineer, addressed the Board at this time explaining the demolition process. Ashley Carr at this time, said he would provide documentation as such for the board to review for the next meeting. The benefits for the city when they take over properties were discussed in detail at this time.

There being no further business to come before the Board, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.

  
\_\_\_\_\_  
CHAIRPERSON OR VICE-CHAIRPERSON

  
\_\_\_\_\_  
PAULA HARDMAN  
RECORDING CLERK

  
\_\_\_\_\_  
DATE

## CLARKSBURG LAND REUSE AGENCY (LRA)

The Land Reuse Agency (LRA) of the City of Clarksburg met on **Tuesday, May 7, 2024** at 1:00 p.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

**Members Present:** City Manager Tiffany Fell, Chair  
Mary Hunt, Vice Chair  
James Swiger, Secretary  
Finance Director Kim Karakiozis  
Code Enforcement Director Ashley Carr

**Also Present:** Richard Marsh, City Attorney  
Jason Lane, Project Director  
Vice Mayor Jerry Riffle  
Shana Nicholson, Grant/Community Development  
Annette Wright, City Clerk

The meeting was called to order by Chair Tiffany Fell with roll taken by the City Clerk.

**MOTION** by Mary Hunt, **SECONDED** by James Swiger for approval of the minutes of the session held on February 22, 2024. **MOTION APPROVED UNANIMOUSLY.**

### **DISCUSSION OF BYLAWS AND/OR OTHER OPERATING PROCEDURES**

With regard to the Bylaws, City Attorney Marsh confirmed that the members have to be physically present to vote and they could not vote by proxy per State Code. Should this be amended in the Code, the Bylaws could be updated therefor, stated City Attorney Marsh.

Concluding review of the proposed Bylaws, **MOTION** by Ashley Carr, **SECONDED** by James Swiger for approval of the above-captioned Bylaws. **MOTION APPROVED UNANIMOUSLY.**

### **DISCUSSION OF TAX SALE**

**MOTION** by Ashley Carr, **SECONDED** by James Swiger to adjourn into Executive Session pursuant to Chapter 6, Article 9A, Section 4 of the State Code and that the following persons be present: All board members, City Attorney Marsh, Jason Lane, Shana Nicholson, Vice Mayor Riffle and City Clerk Wright. **MOTION APPROVED UNANIMOUSLY.**

Following Executive Session, **MOTION** by Mary Hunt, **SECONDED** by James Swiger to reconvene into Regular Session. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by Mary Hunt, **SECONDED** by James Swiger to authorize the Chair or her designee to acquire parcels at the tax sale on behalf of the Land Bank Reuse Agency with authority to spend up to a total of \$30,000. **MOTION APPROVED UNANIMOUSLY.**

There being no further business to come before the Agency, **MOTION** by James Swiger, **SECONDED** by Mary Hunt for adjournment. **MOTION APPROVED UNANIMOUSLY.**

James Swiger  
Chairman or Vice Chairman

November 22, 2024  
Date

Annette Wright  
Annette Wright, City Clerk

## **CLARKSBURG LAND REUSE AGENCY (LRA)**

The Land Reuse Agency (LRA) of the City of Clarksburg met on **Friday, November 22, 2024** at 10:00 a.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

**Members Present:** City Manager Tiffany Fell, Chair  
Mary Hunt, Vice Chair  
James Swiger, Secretary  
Finance Director Kim Karakiozis  
Project Director Jason Lane

**Also Present:** Richard Marsh, City Attorney  
Shana Nicholson, Grant/Community Development  
Steve Pulice, Community Planner/Admin. Project Mgr.  
Annette Wright, City Clerk

The meeting was called to order by Chair Tiffany Fell with roll taken upon arrival by the City Clerk.

**MOTION** by James Swiger, **SECONDED** by Mary Hunt for approval of the minutes of the session held on May 7, 2024. **MOTION APPROVED UNANIMOUSLY.**

### **DISCUSSION REGARDING YMCA**

City Manager Fell stated that the YMCA is interested in having the facility transferred back to them in order to apply for grants. Ms. Nicholson informed that she has been working with the YMCA and they now have a better handling of their finances but not having ownership of the facility has hindered their ability to apply for or obtain grants. With regard to the property, City Manager Fell confirmed that the City is keeping the property where the cell tower(s) are located with Mr. Lane adding that the City has a grant opportunity for a bike trail in the vicinity and would like to maintain ownership of that portion, as well. City Attorney Richard Marsh noted the existing loan for the HVAC with Finance Director Kim Karakiozis informing that this debt would be paid off in 2027. City Manager Fell informed that she would try to get a meeting set up with the YMCA Board and the LRA in December or January.

### **UPDATE ON LAND ACQUISITION/CREATION OF PLAN FOR LRA PROPERTIES**

City Attorney Marsh informed that the LRA would be receiving ownership in the near future of various properties, if not redeemed. Ms. Hunt inquired if we could get a map of these properties to use as a working document. Ms. Hunt suggested that the City send a letter with pictures of the properties to the

DEP and elected officials. Brief discussion was held concerning the demolition program and the side lot program. City Manager Fell informed that the old City Hall lot has now been placed with the LRA. With regard to the properties in the LRA's inventory, City Attorney Marsh noted that much of the lots were not suitable for building due to size. Brief discussion was held concerning zoning for tiny homes with City Manager Fell apprising that the City is working with WVU on our zoning ordinances, in general, but also to address tiny homes. Ms. Hunt suggested that we look at other LRA plans with City Manager Fell informing that the staff could create a draft for the Board to review and have the same ready within the next few meetings. Ms. Hunt noted that the plan should probably have funding sources to support activities, programs, etc.

There being no further business to come before the Board, **MOTION** by Finance Director Kim Karakiozis, **SECONDED** by Mary Hunt for adjournment. **MOTION APPROVED UNANIMOUSLY.**

Steve Fell  
Chairman or Vice Chairman

December 12, 2024  
Date

Annette Wright  
Annette Wright, City Clerk

## **CLARKSBURG LAND REUSE AGENCY (LRA)**

The Land Reuse Agency (LRA) of the City of Clarksburg met on **Thursday, December 12, 2024** at 10:00 a.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

**Members Present:** City Manager Tiffany Fell, Chair  
Mary Hunt, Vice Chair  
James Swiger, Secretary  
Finance Director Kim Karakiozis  
Project Director Jason Lane

**Also Present:** Richard Marsh, City Attorney  
Shana Nicholson, Grant/Community Development  
Steve Pulice, Community Planner/Admin. Project Mgr.  
Annette Wright, City Clerk

The meeting was called to order by Chair Tiffany Fell with roll taken upon arrival by the City Clerk.

**MOTION** by Mary Hunt, **SECONDED** by James Swiger for approval of the minutes of the session held on November 22, 2024. **MOTION APPROVED UNANIMOUSLY.**

### **DISCUSSION AND/OR CONSIDERATION REGARDING YMCA**

With Board members of the YMCA (Rick Johnson, Hal Green and David McHenry) present, discussion was held concerning the YMCA's overview with Mr. Johnson informing of the corporation's desire to have the property deeded back to the YMCA in order to take advantage of grant funding opportunities. City Manager Fell referenced the monies spent by the City on the HVAC system noting the existing loan therefor. Brief discussion was held concerning the water issues that the YMCA faces due to its location and the placement of the water tank with Mr. Johnson informing that they would be meeting with Thrasher Engineering regarding the water tank. The YMCA Board was in agreement to the reversionary clause in the deed wherein the property would revert back to the City should the property no longer be used for recreational and/or educational purposes. Concluding discussion, City Attorney Marsh informed that he would have the necessary documents prepared for the December 19<sup>th</sup> LRA meeting to transfer the property to the YMCA.

### **DISCUSSION AND/OR CONSIDERATION OF AN RFP REGARDING THE OLD CITY HALL LOT**

Chair Fell informed that the administration would be presenting a downtown plan to City Council in March or April at which time this matter could

be revisited. Chair Fell informed that the City wanted to retain the property in some manner.

**MOTION** by Jason Lane, **SECONDED** by Chair Fell to adjourn into executive session pursuant to Chapter 6, Article 9A, Section 4 of the WV Code and that the following persons be present: Members of the Agency, Richard Marsh, Shana Nicholson, Steve Pulice and Annette Wright. **MOTION APPROVED UNANIMOUSLY.**

Concluding executive session, **MOTION** by Jason Lane, **SECONDED** by Kim Karakiozis to reconvene into regular session. **MOTION APPROVED UNANIMOUSLY.**

**DISCUSSION REGARDING A REDEVELOPMENT PLAN**

Chair Fell advised that various plans are being reviewed and anticipates those plans, as well as a proposed draft of a plan of our own, to be presented to the Agency in January.

There being no further business to come before the Board, **MOTION** by Jason Lane, **SECONDED** by Mary Hunt for adjournment. **MOTION APPROVED UNANIMOUSLY.**

Jeffery Ell  
Chairman or Vice Chairman  
Annette Wright  
Annette Wright, City Clerk

December 19, 2024  
Date

## CLARKSBURG LAND REUSE AGENCY (LRA)

The Land Reuse Agency (LRA) of the City of Clarksburg met on **Thursday, December 19, 2024** at 9:30 a.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

**Members Present:** City Manager Tiffany Fell, Chair  
Mary Hunt, Vice Chair  
James Swiger, Secretary  
Finance Director Kim Karakiozis  
Project Director Jason Lane

**Also Present:** Richard Marsh, City Attorney  
Shana Nicholson, Grant/Community Development  
Steve Pulice, Community Planner/Admin. Project Mgr.  
Annette Wright, City Clerk

The meeting was called to order by Chair Tiffany Fell with roll taken upon arrival by the City Clerk.

**MOTION** by Mary Hunt, **SECONDED** by James Swiger for approval of the minutes of the session held on December 12, 2024. **MOTION APPROVED UNANIMOUSLY.**

### **Consideration of Transfer of Property to the YMCA**

Referencing the purchase agreement provided, City Attorney Marsh stated that said amount is the remainder of monies owed on the HVAC loan and also noted that both parcels are not included in the conveyance as the City will keep the tower property. Mr. Marsh apprised that a restrictive covenant is included wherein the property is to be used for recreational and/or educational purposes with City Manager Fell informing that the City will not be responsible for any upgrades. Mr. Swiger remarked that he would like the City to waive the HVAC loan with Ms. Fell noting the loan amount balance being a compromise from the original offered amount of \$100,000. Concluding discussion, **MOTION** by Mr. Lane, **SECONDED** by Ms. Karakiozis to approve the purchase agreement in the amount of \$39,933.23 and to remove the clause which would allow for the YMCA to transfer the property to a non-profit, as well as reserving rights-of-way and utility accesses. **MOTION CARRIED 4-1 with Mr. Swiger casting the dissenting vote due to the purchase price not being waived.**

There being no further business to come before the Board, **MOTION** by James Swiger, **SECONDED** by Jason Lane for adjournment. **MOTION APPROVED UNANIMOUSLY.**

  
\_\_\_\_\_  
Chairman or Vice Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Annette Wright, City Clerk

## CLARKSBURG LAND REUSE AGENCY (LRA)

The Land Reuse Agency (LRA) of the City of Clarksburg met on **Thursday, February 13, 2025** at 11:00 a.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

**Members Present:** City Manager Tiffany Fell, Chair  
Mary Hunt, Vice Chair  
James Swiger, Secretary  
Finance Director Kim Karakiozis  
Project Director Jason Lane

**Also Present:** Steve Pulice, Community Planner/Admin. Project Mgr.  
Annette Wright, City Clerk

The meeting was called to order by Chair Tiffany Fell with roll taken upon arrival by the City Clerk.

**MOTION** by Mary Hunt, **SECONDED** by James Swiger for approval of the minutes of the session held on December 19, 2024. **MOTION APPROVED UNANIMOUSLY.**

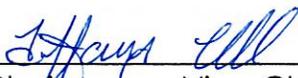
**Unfinished Business:** None.

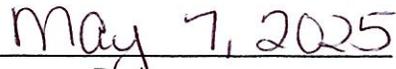
### **New Business:**

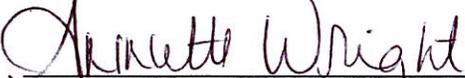
#### **a) Consideration of the Duff Street Recreational Center Property**

City Manager Fell informed that the above-referenced property is home to the Tommy Thomas Boxing Club, a non-profit corporation, and that the Club wanted to expand its operations; however, in order to obtain grants, the non-profit would need to own the building. City Manager Fell noted the reversionary clause in the deed wherein the property would revert back to the LRA should the property not be used for the purpose of operating a recreational facility and that the consideration for the property would be \$1.00. Concluding brief discussion, **MOTION** by Jason Lane, **SECONDED** by James Swiger to approve the transfer of the above-captioned property to the Tommy Thomas Boxing Club. **MOTION APPROVED UNANIMOUSLY.**

There being no further business to come before the Board, **MOTION** by James Swiger, **SECONDED** by Jason Lane for adjournment. **MOTION APPROVED UNANIMOUSLY.**

  
\_\_\_\_\_  
Chairman or Vice Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Annette Wright, City Clerk