



**City of Clarksburg
Meeting Agenda
February 6, 2025 – Council Meeting – 6:00 pm**

Agenda for the regular meeting of Council in the City of Clarksburg to be held Thursday, February 6, 2025, in the Clarksburg Municipal Building – Council Chambers, 222 W. Main Street, Clarksburg, West Virginia at 6:00 pm.

Order of Business

- 1) Roll Call
- 2) Prayer and Pledge (Councilmember Deems)
- 3) Approval of Minutes:
 - a) Regular Session – January 16, 2025
- 4) City Manager's Report
- 5) Petitions, Communications and Public Hearings
- 6) Unfinished Business
- 7) New Business:
 - a) Consideration of two (2) appointments to the Clarksburg Visitors Bureau
- 8) Council Comments
- 9) Adjournment

JANUARY 16, 2025

The Clarksburg City Council met in REGULAR SESSION on Thursday, January 16, 2025 at 6:00 p.m. at the Clarksburg Municipal Building – Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Mayor Malfregeot presiding.

PRESENT:

Councilmember Ryan Deems
Councilmember Martin Howe
Councilmember Will Hyman
Councilmember Marc Jackson
Councilmember Wayne Worth
Mayor Jim Malfregeot

ALSO PRESENT:

Steve Pulice, Community
Planning & Admin. Project
Mgr.
Richard Marsh, City Attorney
Annette Wright, City Clerk

ABSENT:

Vice Mayor Jerry Riffle

- 1) **Roll Call**
- 2) **Prayer & Pledge** – following a moment of silence for family, friend and prominent business owner, Larry Policano, who passed away abruptly this week, the prayer and & pledge were given by Mayor Malfregeot.
- 3) **Motion** by Councilmember Worth, **Seconded** by Councilmember Hyman for approval of the minutes of the regular session of Council held on December 19, 2024. **Motion Approved Unanimously.**

Motion by Councilmember Howe, **Seconded** by Councilmember Worth for approval of the minutes of the regular session of Council held on January 2, 2025. **Motion Approved Unanimously.**

- 4) **Petitions, Communications, and Public Hearings:**

Victor Folio introduced Interim Library Director Shannon Beam who informed of the various activities taking place at the library and/or in conjunction with the library.

- 5) **Unfinished Business:** None.

- 6) **New Business:**

- a) **Consideration of award of bid for asbestos abatement and/or demolition of structures located at 25-27 Bailey Street, 403 Broaddus Avenue, 413 College Street, 428 S. 25th Street, 954 River Road, 1320 ½ Adams Avenue, 1412 Farland Avenue, 1627 Henderson Avenue, 1628 Richards Avenue and 2007 Pearlman Avenue in the City of Clarksburg (Contract 1)**

Motion By: Councilmember Howe

Seconded By: Councilmember Jackson

To award the above-referenced Contract 1 to Empire Builders, Inc., Parkersburg, WV in the amount of \$105,000.00. **Motion Approved Unanimously.**

- b) **Consideration of award of bid for asbestos abatement and/or demolition of structures located at 114 Grant Street, 216 Grant Street, 505 Milford Street, 629 Stealy Avenue, 631 Stealy Avenue, 631 ½ Stealey Avenue, 756 Locust Avenue, 756 Mulberry Avenue, 759 Mulberry Avenue and 937 Delaware Street in the City of Clarksburg (Contract 2)**

Motion By: Councilmember Howe

Seconded By: Councilmember Hyman

To award the above-referenced Contract 2 to Empire Builders, Inc., Parkersburg, WV in the amount of \$120,000.00. **Motion Approved Unanimously.**

- c) **Consideration of award of bid for asbestos abatement and/or demolition of structures located at 99 Watson Row, 101 Watson Row, 118 Flynn Street, 122 Flynn Street, 135 S. Park Avenue, 201 N. 7th Street, 323 Clay Street, 325 Clay Street, 329 Clay Street and 433 High Street in the City of Clarksburg (Contract 3)**

Motion By: Councilmember Howe

Seconded By: Councilmember Hyman

To award the above-referenced Contract 3 to Empire Builders, Inc., Parkersburg, WV in the amount of \$105,000.00. **Motion Approved Unanimously.**

- 7) **Council Comments:** Councilmember Howe inquired as to the status of the DROP program with Mr. Pulice informing that this would be brought back to

Council in the near future; noted the need to address the volumes of snow that is making it difficult for on-street parking; inquired as to the opioid fund balance with Finance Director Kim Karakiozis informing that she would get that information and suggested we look at reimbursing ourselves therefrom as other municipalities have done. With regard to the budget, Councilmember Howe encouraged Council to support the monies in the Sales & Use Tax Fund rather than transferring the same to the General Fund; inquired as to the removal of the front desk on the first floor; along with all of Council, thanked Public Works on the snow removal; congratulated Paul Jones who entered the United Way Wing Eating contest and thanked City Manager Fell for locating the old New Year's Eve ball. Councilmember Deems, along with all of Council, recognized the Public Works Department on the snow removal, extended condolences to the Policano family; and concurred with Councilmember Howe regarding the front desk. Councilmember Worth commented on the trash can ordinance and the unintended consequences associated therewith and suggested we discuss the ordinance at a future work session. Mayor Malfregeot closed by reminding all that if they see something to say something.

There being no further business to come before Council, **Motion** by Councilmember Hyman, **Seconded** by Councilmember Worth and **Approved Unanimously** for adjournment.

James L. Malfregeot, Mayor

APPROVED: February 6, 2025

Annette Wright, City Clerk



CLARKSBURG VISITORS BUREAU BOARD MEMBER APPLICATION

Thank you for your interest in becoming a board member of the Clarksburg Visitors Bureau. We ask that those considering membership have an affiliation with an amenity or organization in the Greater Clarksburg area, whether it be as a volunteer, board member, or employee (i.e. RGPAC, CHM, Cultural Arts Foundation, Clarksburg City Parks, etc) that provides services to those who live in and visit our city.

Please complete the following application to help us understand your background, experience, and motivations for joining our board.

APPLICANT INFORMATION

Full Name: DOUG COMER

Address: 111 JENNIFER LANE

City, State, Zip Code: BRIDGEPORT WV 26330

Cell Phone Number: 304-669-9907

Email Address: DCOMER@CITYOFCLARKSBURGWV.COM

Preferred Contact Method (text, phone, email): ALL

PROFESSIONAL BACKGROUND

Employed/Retired: CITY PARKS OF CLARKSBURG

Position/Job Title: SUPERINTENDENT

Employer/Organization: CITY OF CLARKSBURG



INTEREST IN CLARKSBURG VISITORS BUREAU

Why are you interested in serving on the board of the Clarksburg Visitors Bureau? FEEL THAT IN MY POSITION THAT I CAN HELP WITH WAYS TO PROMOTE THE COMMUNITY IN A POSITIVE MANNER. WE HAVE SOME OF THE BEST ASSETS THAT THE CITY OFFERS AND IT IS MY WAY TO USE MY RESOURCES AS A CROSS PROMOTE FOR MORE VISITATION FROM THOSE WHO DO NOT LIVE IN THE AREA.

What unique skills, expertise, or perspective do you bring to our board? (Please discuss relevant skills such as marketing, finance, nonprofit management, tourism development, etc.) IN MY LIFE EXPERIENCES AND NETWORKS, I FEEL THAT MY EFFORTS DURING MY TIME WITH THE COUNTY AND CITY LEVELS HAVE DEVELOPED AWARENESS TO WHAT THE AREA HAS TO OFFER. FROM OUR REVENUE DRIVEN FACILITIES TO NEIGHBORHOOD PARKS, OUR PROMOTIONS ARE HELPFUL

How would you like to contribute to the growth and mission of the Clarksburg Visitors Bureau? (Explain any specific areas or initiatives you're passionate about that align with the bureau's goals.) MORE OF AN ADVISORY POSITION TO HELP WITH IDEAS AND PLANS FOR THE LONG TERM AND TO PROMOTE REPEAT BUSINESS THROUGH ANNUAL EVENTS AND TRY TO FIND MORE ACTIVITIES THAT WILL DRAW MORE PEOPLE TO THE AREA IN WAYS OTHER THAN JUST IN A SEASONAL OR CELEBRATORY WAY.

What do you hope to achieve as a board member? (Describe any specific goals, priorities) LIKE MOST - WE WANT TO ATTRACT PEOPLE TO COME AND TAKE ADVANTAGE OF THE ATTRACTIONS WE CURRENTLY HAVE AND TO DEVELOP MORE OPPORTUNITIES THAT WILL KEEP THEM COMING BACK. "SHOW THEM A GREAT TIME AND EXPERIENCE AND MAKE THEM WANT TO COME BACK TO THE CITY OVER AND OVER AGAIN"...



COMMUNITY AND VOLUNTEER ENGAGEMENT

Describe any previous or current volunteer work and/or experience with boards, nonprofits, or community organizations particularly within Clarksburg or our surrounding area.

WVRPA BOARD MEMBER AND HAVE WORKED HAND IN HAND WITH VARIOUS BOARDS FOR RECREATION AND COMMITTEES INVOLVING FUND RAISING (PATRONS OF THE PARK / FRIENDS OF THE PARKS) AND HAVE VOLUNTEERED FOR SCHOOL ACTIVITIES - JUDGES, PTA, VETERANS.

How do you envision using your community connections or network to benefit CVB?

I AM SURE, LIKE MANY, WE ALL HAVE A NETWORK OF PEOPLE IN THE AREA (AND OUTSIDE) THAT HAS TIES TO THE CITY AND ALL WOULD LIKE TO SEE THE AREA PROSPER AND IT IS OUR JOB TO GIVE THOSE THE INFORMATION AND AWARENESS OF HOW THEY CAN HELP DO THEIR PART.

COMMITMENT AND AVAILABILITY

Board meetings are held monthly with additional committee work expected between meetings. Are you able to commit to this schedule?

- Yes
- No

Do you have any potential conflicts of interest or commitments that may affect your ability to serve effectively on the board?

- Yes
- No

If yes, please explain:



Please provide contact information for two professional or personal references who can speak to your qualifications and interest in this role.

Reference #1:

Name: MARTIN HOWE

Relationship: FRIEND

Phone Number: 304-629-5280

Email Address: MARTINGHOWE@GMAIL.COM

Reference #2:

Name: BILL REEP

Relationship: FRIEND

Phone Number: 304-669-7337

Email Address: WREEP@MA.RR.COM

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that, if selected, I will serve on the board in accordance with the bylaws, code of ethics & conduct, and mission of the Clarksburg Visitors Bureau.

Signature: _____

Date: _____

Please return your completed application ASAP to:
Aimeé J. Comer, BS, MSM, Executive Director
Clarksburg Visitors Bureau
aimee@visitclarksburgwv.com

CLARKSBURG

EST. *West Virginia* 1763

CLARKSBURG VISITORS BUREAU BOARD MEMBER APPLICATION

Thank you for your interest in becoming a board member of the Clarksburg Visitors Bureau. We ask that those considering membership have an affiliation with an amenity or organization in the Greater Clarksburg area, whether it be as a volunteer, board member, or employee (i.e. RGPAC, CHM, Cultural Arts Foundation, Clarksburg City Parks, etc) that provides services to those who live in and visit our city.

Please complete the following application to help us understand your background, experience, and motivations for joining our board.

APPLICANT INFORMATION

Full Name: MARTHA ROSE JETT

Address: 8365 PLAINWOOD AVE.

City, State, Zip Code: STONEWOOD WV 26301

Cell Phone Number: 304-622-5924 OR WORK-304-641-4549

Email Address: MARTHA@CLARKSBURG-HISTORY MUSEUM.COM

Preferred Contact Method (text, phone, email): PHONE OR EMAIL

PROFESSIONAL BACKGROUND

Employed/Retired: RETIRED BUT WORK PART TIME AT CLARKSBURG HISTORY MUSEUM

Position/Job Title: HISTORIAN & ORAL HISTORY CURATOR

Employer/Organization: WV BUREAU OF SENIOR SERVICES EMPLOYMENT PROGRAM

CLARKSBURG

EST. West Virginia 1783

INTEREST IN CLARKSBURG VISITORS BUREAU

Why are you interested in serving on the board of the Clarksburg Visitors Bureau? I LOOK AT IT AS A CIVIL DUTY AND HONOR

TO SERVE ON THE BOARD, LOOK FORWARD TO WORKING WITH OTHERS
WITH CREATIVE VISIONS TO BRING PEOPLE BACK TO
DOWNTOWN

What unique skills, expertise, or perspective do you bring to our board? (Please discuss relevant skills such as marketing, finance, nonprofit management, tourism development, etc.)

WAS A MARKETING ASSISTANT AT START OF MAPLEWOOD RETIREMENT COMMUNITY
ON 2 DIFFERENT BOARDS COORDINATING 2 SILENT FILM FESTIVALS
FINANCE EXPERIENCE AS PURCHASING BUYER FOR ALLIED HEALTH/WVU HOSPITAL
22 YEARS

How would you like to contribute to the growth and mission of the Clarksburg Visitors Bureau? (Explain any specific areas or initiatives you're passionate about that align with the bureau's goals.) AS HOST OF PODCASTS FOR CLARKSBURG HISTORY MUSEUM I AM

PASSIONATE TO BRING THE HISTORY AND VISION FOR THE FUTURE OF CLARKSBURG.

I VISION EXPANDING THE PARTNERSHIP BETWEEN THE VISITORS

BUREAU AND OTHER ORGANIZATIONS IN HARMONY CITY TO PROMOTE

CLARKSBURG

What do you hope to achieve as a board member? (Describe any specific goals, priorities) WANT TO HIGHLIGHT WHAT THE

VISITORS BUREAU HAS TO OFFER TO THOSE THAT LIVE HERE AND

OUT OF TOWN VISITORS WORK ON ADVERTISING AND WEBSITE

POSSIBLE PODCASTS FOR THE VISITORS BUREAU WEBSITE

COMMUNITY AND VOLUNTEER ENGAGEMENT

Describe any previous or current volunteer work and/or experience with boards, nonprofits, or community organizations particularly within Clarksburg or our surrounding area.

CHAIRPERSON/ORGANIZER FOR FILM CONVENTION MUSKOGEE MICHIGAN

BOARD MEMBER AND SPEAKER FOR FILM CONVENTION IN IOLA KANSAS

HISTORIAN & ORAL HISTORY CURATOR CLARKSBURG HISTORY MUSEUM

How do you envision using your community connections or network to benefit CVB?

PROMOTION VIA PODCASTS - POSSIBLY PARTNER WITH CLARKSBURG HISTORY MUSEUM

NETWORK WITH NEW BUSINESSES PROMOTING VISITOR BUREAU

MEDIA NETWORKING TO PROMOTE EVENTS IN CLARKSBURG

COMMITMENT AND AVAILABILITY

Board meetings are held monthly with additional committee work expected between meetings. Are you able to commit to this schedule?

- Yes
- No

Do you have any potential conflicts of interest or commitments that may affect your ability to serve effectively on the board?

- Yes
- No

If yes, please explain:

CLARKSBURG

EST. *West Virginia* 1785

Please provide contact information for two professional or personal references who can speak to your qualifications and interest in this role.

Reference #1:

Name: MIKE SPATAFORA

Relationship: PRESIDENT CLARKSBURG HISTORY MUSEUM

Phone Number: 304-641-5764

Email Address: CLARKSBURGHISTORYMUSEUM@GMAIL.COM

Reference #2:

Name: BETH GAIN

Relationship: SECRETARY FOR BOARD CLARKSBURG HISTORY MUSEUM

Phone Number: 304-641-4549

Email Address: BETH@CLARKSBURGHISTORYMUSEUM.COM

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that, if selected, I will serve on the board in accordance with the bylaws, code of ethics & conduct, and mission of the Clarksburg Visitors Bureau.

Signature: 

Date: 11/6/24

Please return your completed application ASAP to:
Aimeé J. Comer, BS, MSM, Executive Director
Clarksburg Visitors Bureau
aimee@visitclarksburgwv.com