

FEBRUARY 6, 2025

The Clarksburg City Council met in REGULAR SESSION on Thursday, February 6, 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 Wayne Worth
 Vice Mayor Jerry Riffle
 Mayor Jim Malfregeot

ALSO PRESENT:

Tiffany Fell, City Manager
 Richard Marsh, City Attorney
 Annette Wright, City Clerk

ABSENT:

Councilmember Marc Jackson

- 1) **Roll Call**
- 2) **Prayer & Pledge** – given by Councilmember Deems
- 3) **Motion** by Councilmember Worth, **Seconded** by Councilmember Howe for approval of the minutes of the regular session of Council held on January 16, 2025. **Motion Approved Unanimously.**
- 4) **City Manager's Report:**

**City Manager's Report
 February 6th, 2025
 Submitted by Tiffany Fell**

<p>City Parks</p> <p>Pickleball Courts</p> <ul style="list-style-type: none"> • All Pickleball Nets have been taken down except for one rollaway net in case we have any decent days before April. • Shading area (Green Space) Cunningham Recreation installed the concrete footers in December – plans for spring install of supports and shade system. • All Bathrooms have been cleaned, painted, winterized, and closed at the Sycamore and Fireplace shelters. <p>Mini Golf</p> <ul style="list-style-type: none"> • Everything shut down and winterized for the season – the pond was drained and the pump system removed to service – sasquatch and alligator have been moved indoors to protect from the cold climate. parking area has been blocked off (newly asphalt / striped area) since the assets there cannot be utilized and to prevent possible vandalism. <p>Indoor Building Mini Golf</p> <ul style="list-style-type: none"> • All items have been removed (video games / change machine) and the place will be ready for winter months. <p>Pool</p> <ul style="list-style-type: none"> • The pool is winterized and all things are closed / all repairs completed and ready for next year. • We have started interviews for all positions – maintenance, concessions, and lifeguards. Hope to have all filled and ready by April to begin an earlier orientation process.
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Grounds

- All focus has been directed to snow removal / cleanup and equipment inspection/repair. Tractors will need service and minor maintenance work to get ready for the spring.

Amphitheater

- All indoor rooms have been clean, winterized, and ready for the winter months.

CLARKSBURG CITY PARK

- Indoor Facility is almost at maxed bookings. Salem and Pony league Baseball are given first preference and have filled their allotted times. There have been some gutter issues that are being addressed due to the snow/ice on the roof of the facility.
- Snow removal and maintenance upkeep/repair have been primary roles of the team so far here in January, just like at Veterans.

Miscellaneous

- Concerts – We have three concerts (ticketed) locked in for the year and one free event ready to kick off the season. Two others have received offers and we are looking for finding one more to give us six shows.
To date
 - Totally 80s Concert in the Park June 7th
 - Gavin Adcock ticketed concert July 24th
 - We the Kingdom ticketed August 17th
 - YRR ticketed Sept 19th
 - Wheeling symphony / fireworks Thursday July 3rd
 - Shakespear in the Park – Sunday August 10th
- Cannot mention the artist(s) that we have offers on and potential options to add to the roster (breach of contract)

Code Enforcement**General Code**

- Building Permit – 28
- Total Job Cost - \$136,105
- Fees Collected - \$2,387
- Notice of Violations – 118
- Citations – 3
- Municipal Court Cases -0
- Condemnation Orders – 7
- Boarding and Securing Orders – 4
- Demolition Orders - 1
- CAD Complaints – 1
- Residential Construction Inspections – 18
- Commercial Construction Inspections – 3
- Rental Property Inspections – 11
- Commercial Inspections - 1

Animal Control Officer - Matt Wilfong

- Dog -Running-At-Large Calls – 12
- Dog Bite Cases – 0
- Dog Barking Complaints – 0
- Road Killed Animals 0
- Animal Neglect Calls – 0
- Lost Dog Complaints - 0
- Trapped / Removed Cats – 0
- Animals to HCAC – 2
- Processed 82 Code Enforcement – Notice of Violations.
- Processed 0 Animal Code Notice of Violations

Other

- All Inspectors – Keeping Daily Logs / Reviewed Each Week.
- All Vacant / Condemned Properties Checked Weekly.

- o 6 Newly Condemned Structures
- o 5 Houses Un-condemned
- o 3 junk vehicles tagged
- o 4 Certificates of Occupancy
- o New Work Orders Sent - PW – 0
- o More NOV's In-Process.
- o Reviewing Rental files for compliance
- o MS4 Samples, annual report
- o Testing for other certifications
- o 2 FOIA Requests
- o Fire burnt structures
- o Checked homeless encampments

Finance Department

January Collections

- B&O Taxes \$1,358,621.35
- Hotel Tax \$16,813.55
- License Fees & Penalties \$1,026.94
- Police Citations - \$6,022.31
- Dog Tax from Assessor \$67.50
- Use & Occupancy Fees \$100
- Building Permit Fees \$3,691
- Miscellaneous Permit Fees \$0
- Compost Center Fees \$0
- Payment Agreements \$800.97
- Late Payment Penalty \$8,617.08
- Vacant Property Registration Fees \$500
- Grass/Weeds/Garbage Removal - \$700
- BOCA Fines - \$0
- Board Ups - \$0
- Electrical Inspection Fees - \$0
- Fire Service Fees - \$659,361.68
- Fire Service Fee Lien Payments - \$2,624.58
- Planning Commission Fees - \$250
- Sale of Accident Reports - \$1,305
- Demolition Revenue - \$
- Burn Permit Fees - \$0
- Response & Rescue Billing - \$10,900
- Fingerprinting - \$0
- Animal Control Trap Fee - \$0
- Donations \$0

Grants Received

Federal Grants –COPS-Police Dept - \$412,900 – purchased Mobile Radios and a Mobile Emergency Response Center

Federal Grants – CDS - Fire Dept - \$270,102 – purchased SCBA Airpack equipment, fill station air compressor and air pack maintenance

We received an approved contract for our Audit for FY 2023-2024 to begin. Tetrick & Bartlett plans to begin this week and should be completed by the end of March 2025.

Fire Department

- responded to a total of 299 service calls for the month of January
- five of the services calls were fires, as one being vacant and the other four occupied.
- thank the Police Department and Public Works for their assistance on Kramer Drive
- EMTs in the Department went through a refresher class to keep their EMT cards current.

- new Firefighter started on January 2nd which brings the department to full staff

Grants & Community Development

Support of Current Initiatives and Funding Opportunities

- AFG Grant- Submitted initial draw and modification for remaining funds approval to FEMA with Finance
- Worked with Finance and County to extend DOJ Cops eBike award for closure.
- DOJ Cops Staffing award reports filed and current. Cannot draw funds due to staffing.
- Updated Benedum Foundation Born and Bred Award with Finance.
- Completed USDA Tubgrinder quarterly reports with Finance and established outreach locations and partnerships in accordance with award.
- Submitted change of scope with Director of IT for Cyber grant to more appropriate equipment. Awaiting notice to proceed.
- Submitted three more cybersecurity applications with Director of IT.
- Met with engineers to complete Phase I of Brownfield Grant for revitalization project.
- Worked with Finance to continue progress on CDS 24 awards.
- Followed up with several state and federal entities on previous applications for status updates.
- Met with three new businesses to support redevelopment and expansion of businesses.
- Met with Directors to determine needs and CDS 26 requests.
- Met with VA official to discuss partnering for projects with the VA Park and other initiatives.
- Met with Historic Revitalization expert to discuss funding opportunities and direction.
- Completed two environmental evaluations for CDS progress.
- Attended two funding onboard training seminars and registered for training in Charleston for ARC funding.
- Continued development of several projects to support revitalization of downtown and further community support initiatives.
- Worked with finance for Budget development and requests.

Meetings & Updates

- Met with Head Start to discuss partnering on redevelopment project and community engagement initiatives.
- Met with HCEDA regarding Brownfield project
- Supported environmental Phase I research.
- Met with experts on historic redevelopment/revitalization funding.
- Met with developer for Glen Elk project.
- Continuing to identify needs lists from each department to provide ongoing support.
- Reviewed 10 different grant management software/CMS programs. Identified Foundant as appropriate cost effective and efficient for full transparency. This will provide the City with continuity moving forward. Attended training for implementation of Foundant.
- Discussed potential for redevelopment opportunities with the Harrison County Board of Ed.
- Developing drafts of Community Engagement Plan, Beautification Plan, Social Services Plan, and Cultural and Arts Designations.
- Met with EDA for Brownfield opportunities.
- Developing a full list of CDS, grant, and other funding requests for the FY 25-26 year.
- Prepared MOU for several initiatives with the VA Center for Development and Civic Engagement

- Followed up to move Pierpont co-curricular activities and internship program forward.
- Met with Senator Capito's office to discuss CDS funding and projects.

Imminent

- Updates for Council regarding awards and funding.
- Continue working to identify funding and to support active projects.
- Continue working with community to engage and support community initiatives.
- Continue to support Department Directors in funding identification, requests, and management of funding projects.
- Continue to support the advancement of City of Clarksburg's growth and development.

Current Active List

Assistance to Firefighters- SCBAs- Submitted for draw and change of scope to potentially spend the difference for batteries and equipment. Awaiting draw request approval. Scope doc is in draft to be submitted.

DOJ Cops- Ebike- extended deadline for County to make purchases. Will do draw with Finance and close grant

DOJ Cops- Staffing- reports filed – unable to spend due to staffing.

Benedum Foundation- Born & Bred Concert Series- Waiting for final report from Jason Young. Will close on Friday.

Splashpad Grant- Doug signed and returned documents. You have submitted all final docs. Awaiting final award and notice to proceed.

USDA- Tubgrinder delivered, draw and progress report submitted, Outreach partnerships established and will complete outreach in the spring (weather). No word from WVU.

DLAP Demo- Jason Lane- In progress

WVDOT- Glen Elk Sidewalk- In progress- Emailed Jason for update today. Per Jason this has been folded into the Rail Trail Grant.

Motocross Bicycle Grant- Jason Lane- In progress

Rail Trail- Jason Lane- In progress

Demolition Grant Round II- Submitted- notice anticipated 5/2025

Cybersecurity Grant- Awaiting final approval for notice to proceed on Change of Scope- Followed up via email 1/15 and

Cybersecurity Round II – Submitted- notice anticipated 3/2025

HCEDA Phase I- Meeting with Stantec for Phase I on Waldo on Friday w/Steve.

WV First- Partnership with Resco- Awaiting feedback regarding 'missing' information- Revision Due 1/31

WV First- Community Outreach- Awaiting feedback regarding 'missing' information- Revision Due 1/31

WV Hazmat Slippage- Draw submitted- closed by Finance

WV BRICS -Code Training- Notice will be issued in Feb 25.

CDS Awards from 2024

CDS HUD FD- awaiting your approval on equipment and vehicle purchases. We will resubmit with revisions per HUD request.

CDS HUD Sidewalks- completed initial environmental and will submit updated financial requirements for review at the same time as FD.

CDS Cops – Submitted acceptance. Working with Finance and POC for notice to proceed with purchase.

CDS 4.4- Public Safety Grant- Followed up with Chuck Flannery from Capito's office via email 1/15. Still awaiting notification and award.

CDS Requests Awaiting Final Budget Approval from 2025

Commerce- Police- (Equipment-Cruisers) - 345- Capito & Manchin- Awaiting Budget Approval

AG FDA- Fire- ATV-Boats (Match Removed)- 84- Manchin- Rural Committee Approval- Awaiting Budget Approval

Labor HHS- Fire - Cancer Screening and Exhaust Systems- 266- Manchin- Awaiting Budget Approval

Homeland- Code- Training- 100- Manchin- Died in Committee

CDS List for 2026 Requests

350k for Park upgrades- Kayak launch, ADA upgrades, and exercise area

350k for Police Range Training Center and Upgrades

350k for Public Works equipment, vehicles, and pole building

250k for City of Clarksburg - Hx Museum renovation updates

500k for City of Clarksburg- Waldomore ADA upgrades

1.5M for City of Clarksburg -Smart City, Parking Garage Renovations, updates to City Hall HVAC, and Solar Installation

250k for City of Clarksburg – Tourism and Economic Development Program to establish Candy Cane Lane on Emily Drive, VA Park, Nutter Fort Park, and through the City

250k for Fire Department Equipment, gear, training, and wellness program

200k for RG – Emergency Shelter Designation and Equipment

Foundation and Grant Request Efforts

Memorial Statues

Code Training and Equipment

Arts and Cultural District

Beautification Efforts

Historic Building Restoration and Revitalization

Healthy Community Initiatives

Resource Hub

Community Development Initiatives and Projects

Fire- Training and Equipment

Police- Training and Equipment

RG- Programming

Parks- Upgrades/Programming

City- HVAC Upgrades

PW- Vehicles, Parking garage and Equipment

January 2025

Planning Report

Current Initiatives and Directive Updates

- Met with VA to discuss potential partnering projects with the City.
- Continued to verify active businesses in Clarksburg against list of all businesses registered through the WVSOS within Clarksburg in person.
- Met with Engineers for Brownfield Phase I competition of rehabilitation project.
- Continued the updating process for the list of registered business in Clarksburg.
- Met with development company looking to develop multifamily housing in Glen Elk. Provided guidance regarding zoning and life/safety requirements within the City. Supported discussion of redevelopment funding and tax incentive programs for this project.
- Continued to work with Community Development to support major historic redevelopment project.
- Met with community, state, and federal POCs regarding funding and redevelopment project support.
- Coordinated efforts with WV State Fire Marshals Office for Life Safety Code clarification on redevelopment projects.
- Provided guidance for redevelopment and business recruitment support for Director of Community Development.
- Met with Pierpont to discuss planning initiatives and development partnerships.
- Coordinated meeting with Head Start and Community Development for development project.
- Supported several meetings and business information requests.
- Working with developer regarding TIF district expansion and utilization.

- Discussed initiatives and facilitated redevelopment discussions with Senator Capito's Office.
- Met with local business owners to discuss issues and funding requests within the downtown historic district.

Imminent

- Continue to support the redevelopment of downtown.
- Continue working to identify and reconcile business registrations while supporting new business recruitment.
- Continue working with departments (i.e. Code, Community Development, Finance. etc.) to support redevelopment and revitalization initiatives.
- Continue to support the advancement of City of Clarksburg's growth and development.

Police Department

- Congratulations to Lt. Josh Cox completed 25 years of service in November 24 and Patrolman Zachary Iseli was promoted to Patrolman First Class on January 01, 2025.
- Congratulations to Sgt. Tasha Cox November 2024 Officer of the Month, Patrolman Franklin Sprouse December 2024 Officer of the Month, Patrolman First Class Kane Bender selected Officer of the Year in 2024, and Patrolman First Class Michael Blankenship received the Good Conduct Award.
- Clarksburg Police Department responded to 1641 calls for service in the month of January 2025.
- During the calendar year of 2024, the Clarksburg Police Department completed 152 Felony Arrest, 1,317 Misdemeanor arrest, 2,082 criminal reports, and 515 traffic crashes.

Project Department

Condemnation/Demo

- Opened bids, ran through Council
- Awarded demo of 30 structures to Empire Builders
- Working on adding 2 more structures via Change Order to current contract.

Grant work

- Various meetings with funding authorities
- Discussing with DOH about Rail Trail Grant and Bike Trail Grant

Sanitary Board

- Board Meeting
- Meetings concerning Main St and Pike St Project

Meetings

- Council
- Traffic Commission
- Internal Staff meetings
- Cloudpermit training
- LRA agenda and meeting
- URA Meeting
- Received and reviewed Parking Kiosk proposals

Public Works Department

- Repaired 6-inch sanitary line on Chestnut St. the gas company hit during explosion repair.
- Repaired 4-inch lateral water board hit on Jackson Ave.
- Cleaned catch basins off after snowstorms throughout neighborhoods.
- Repaired 4-inch lateral on alley off Milford St.
- Repaired sinkhole at N 16th St. and Gould.
- Maintenance of lift stations.
- Responded to 13 sewer calls.
- 12 camera and line locations.
- Cleaned off drainage trough along Temple Terrace.

- Cleaned Ditch lines on Cabell Ave, and Winding Way.
- Responded to 6 Nov's.
- Secured 5 vacant properties.
- Compost Site is closed, doing winter screening, turning of rows, equipment maintenance.
- Sold 0 pounds of processed compost.
- Picked up Christmas trees when the weather permitted.
- Picked up 1200 pounds of yard waste from residents.
- Received/processed 4500 pounds of wood waste.
- Snow from January 3rd to January 22nd.
- Cleaned and washed/maintenance to salt trucks after storms.
- Cleaned downtown area of snow on three different occasions.
- Cleaned streets around Chestnut Hills area after the explosion.
- Ran sweeper when the weather permitted.
- Took down all Christmas décor.
- Cold patching potholes in neighborhoods.
- Installed 2 stop signs hit during snowstorms.
- Cleaned downtown area sidewalks that city is responsible for.
- Cleaned city owned bridges.
- Barricaded Chestnut Hill's area when the explosion occurred.
- Replaced 4 burnt out LED lights on traffic signals.
- Answered 21 after hours pages.
- Worked on budget for the upcoming fiscal year.
- Had meetings with CSX over track issues at Life Science Center.
- Took in over 1,549 phone calls.

Robinson Grand Performing Arts

- Feb 2. Bridgeport HS championship celebration
- Feb 6. Ruben Studdard Concert
- Feb 7. First Friday's "Pepperoni Roll & Pizza Palooza"
- Feb 8. Beatdown Movie
- Feb 12-13. Healthy Harrison Video Shoot
- Feb 15-16. Area Thespian Festivals
- Feb 18. WVU Health System Board of Governors Events
- Feb 21. Comedian Jon Reep
- Feb 22. Jazz Night at the Robinson Grand
- Feb 23. August Wilson's "Tow Trains Running"
- Feb 25-26. Stage rigging annual inspection
- Feb 28-Mar 1. WV Southern Baptist Youth Convention
www.tickets.therobinsongrand.com

Sanitary Department

- We treated approximately 258 million gallons of wastewater for the month of January. We took in an additional 173,290 gallons of septage. Generated revenue from all sources \$7,062.16. No violations to report for the month of December.
- Patched and painted all front offices
- NPDES Permit 5-year renewal application is still under review with the DEP.
- Barscreen #1 chain came off the sprocket in bottom of wetwell. Operators were able to make a repair. Barscreen #1 is scheduled to be rebuilt in the upcoming 25-26 Budget.
- **Remind the Public to please not flush baby wipes or flushable wipes down the drains. They do not dissolve and can cause blockages in the Sewer line as well as damage to Pumps.**

5) **Petitions, Communications, and Public Hearings:**

Kennedy Roberts – introduced himself to Council informing that he is a representative of Congressman Riley Moore’s Morgantown office and provided contact information for various matters.

6) **Unfinished Business:** None.

7) **New Business:**

a) **Consideration of two (2) appointments to the Clarksburg Visitors Bureau**

Motion By: Councilmember Hyman

Seconded By: Vice Mayor Riffle

To appoint Martha Jett to the CVB Board. **Motion Approved Unanimously.**

Motion By: Councilmember Howe

Seconded By: Councilmember Worth

To appoint Doug Comer to the CVB Board. Under discussion, Councilmember Hyman inquired as to the appointment process with CVB Director Aimee Comer explaining the board makeup and the CVB process to fill vacancies. Following discussion, **Motion defeated 2-4.**

	FOR	AGAINST
Councilmember Deems	√	
Councilmember Howe	√	
Councilmember Hyman		√
Councilmember Jackson	Absent	
Councilmember Worth		√
Vice Mayor Riffle		√
Mayor Malfregeot		√

8) **Council Comments:** Councilmember Howe inquired as to the status of the new fire truck, congratulated the Fire Department on the handling of the explosion on Kramer Drive, and requested that the CVB Director reach out to Amy Wilson of the Harrison County Economic Development Corporation regarding a state-wide economic development conference. Councilmember Deems congratulated the City Manager on the newest addition to her family and remarked that he would like to see the City more involved with the County's emergency plan. In addition to noting the First Friday's event tomorrow, 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.

Annette Wright
Annette Wright, City Clerk

James L. Malfregeot
James L. Malfregeot, Mayor

APPROVED: February 20, 2025