

APRIL 3, 2025

The Clarksburg City Council met in REGULAR SESSION on Thursday, April 3, 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
Vice Mayor Jerry Riffle
Mayor Jim Malfregeot

ALSO PRESENT:

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

- 1) Roll Call
- 2) Prayer & Pledge – given by Councilmember Deems
- 3) Progress Update Presentation regarding downtown line replacement projects – Mr. Dan Ferrell and Mr. Steve Haines with Thrasher provided a handout of the PowerPoint presentation they presented to Council and noted that the DOH is monitoring the various utilities' progress before paving.
- 4) **Motion** by Councilmember Worth, **Seconded** by Councilmember Howe for approval of the minutes of the regular session of Council held on March 20, 2025. **Motion Approved Unanimously.**
- 5) Petitions, Communications, and Public Hearings: None.
- 6) City Manager's Report:

City Manager's Report
April 3rd, 2025
Submitted by Tiffany Fell

City Parks

VA PARK

- Getting equipment ready for the cutting season. Tractor / Mowers /Small Engine getting cleaned, prepped, and ready for the spring.
- Splash Zone installed a new Weather/Lightning detection system for April delivery.
- The Pool Slide will be serviced in March. Gel Coating, Sealant, and replacement pieces (if needed) will ensure that the slides are safe and useable prior to state inspection.

Amphitheater

- Concert Releases for Music in the Park at the City Parks of Clarksburg Amphitheater includes Totally 80s on June 7th and Byron Cooper and the Flight 66 Band on August 2nd. Both concerts are free of charge. To Date – Gavin Adcock, We The Kingdom and Yacht Rock Revue are the ticketed events under contract. More information can be found under the Amp's webpage.

- The John Cooper stage sign will be installed this spring with a formal announcement on the day to be named later.
- The team has offers for three other ticketed shows which will be released when under contract.

Splash Zone / Mini Golf

- Rec Coordinator seeking the hire of all staff at the Splash Zone this year Lifeguards, Maintenance and Concessions are the three major P-T hires needed. If interested, please contact Joe Marple at the Parks office.
- We are continuing to make upgrades to Concessions including changes to the menu, a better floor plan for the food service, cameras, and a sign above the entrance.

Clarksburg City Park

- May 10 – The North Central WV Collectibles show will be hosted at the Indoor Facility at the Park. Vendors of all kinds (personal / small businesses) are encouraged to come and participate. Sports cards, Comics and both vintage and new toy collectibles are included in the show.
- Baseball is in the air as teams from Pony, Little League up through College are using the fields for practice/play. Soccer will be gearing up for its spring season as well.
- June 6-7-8 – Pickin' in the Park. Working along with the city-wide community yard sale with Nutter Fort – families will be able to use space at the park to sell their items while people will be able to walk the trail, shop and enjoy the park as summer begins.
- The maintenance staff is working on small engine repairs and some mower maintenance in order to get through 2025 cutting season.

Code Enforcement

- Condemnation/Demo
 - o 3 demo contracts continuing
 - o Reviewing submitted invoices
- Grant work
 - o Working on Code Enforcement ICC Materials Grant
 - o Discussing with DOH about Rail Trail Grant and Bike Trail Grant
 - o Compiling paperwork for Demo Grant
- Sanitary Board
 - o Board Meeting
 - o Progress meeting concerning Main St and Pike St Project
- Meetings
 - o Council
 - o ArcGIS licensing
 - o Internal Staff meetings
 - o Flowbird Launch Meetings
 - o Cloudpermit training
 - o 146 Kramer Drive Inspection
 - o Progress meeting with Hope, CWB, and us for Pike and Main Projects
 - o WVDOH Culvert Replacement Project Design Review
- General Code
 - o Building Permit – 100
 - o Total Job Cost - \$9,579081
 - o Fees Collected - \$35,328
 - o Notice of Violations – 340
 - o Citations – 2
 - o Municipal Court Cases -0
 - o Condemnation Orders – 8
 - o Boarding and Securing Orders – 5
 - o Demolition Orders - 0
 - o CAD Complaints – 3
 - o Residential Construction Inspections – 329

- o Commercial Inspections - 5
- Animal Control Officer - Matt Wilfong
 - o Dog -Running-At-Large Calls – 2
 - o Dog Bite Cases – 0
 - o Dog Barking Complaints – 2
 - o Road Killed Animals 0
 - o Animal Neglect Calls – 0
 - o Lost Dog Complaints - 0
 - o Trapped / Removed Cats – 0
 - o Animals to HCAC – 2
 - o Processed 135 Code Enforcement – Rental Notice of Violations
 - o Processed 18 Animal Code Notice of Violations
- Other
 - o All Inspectors – Keeping Daily Logs / Reviewed Each Week.
 - o All Vacant / Condemned Properties Checked Weekly.
 - o 6 Newly Condemned Structures
 - o 3 Condemned houses being renovated
 - o 28 vehicles tagged
 - o 98 Residential Certificates of Occupancy
 - o 1 Commercial Certificate of Occupancy
 - o New Work Orders Sent - PW – 0
 - o 11 Trash can violations
 - o More NOVs In-Process.
 - o Continued Reviewing Rental files for compliance (All registered rental properties have been sent compliance letters)
 - o MS4 Samples, annual report
 - o 1 FOIA Request
 - o Checked homeless encampments removed 3 people

Finance Department

- The FY 2023-2024 Audit was finalized on March 26, 2025. We received a great audit report with:
 - o an Unmodified Opinion
 - o No Material Weaknesses identified
 - o No Deficiencies identified with internal controls

see attached City of Clarksburg audit

Fire Department

- responded to a total of 298 service calls
- one fire that was on Milford St that was out of the city
- new East End Fire Engine was received on Friday Feb.28th

Grants & Community Development

- Received a working proposal for a Farmer's Market Downtown. Will continue to work out details for success.
- CDS Funding for 25 has been cancelled. Met with Senator Capito's office to discuss funding for fall and support of present projects.
- Change of Scope has been approved for AFG. Working with Chief Green to update documentation for remaining draw and close out. Audit scheduled April.
- Received notice and meeting request for next steps as the CDS has now been assigned to Pittsburgh office.
- Completed USDA Tubgrinder progress reports with Finance. Requested project extension due to issues with WVU and funding modifications.
- Environmental study completed for Brownfield Grant for revitalization project.
- Worked with DEP regarding update requests for Code training grant.
- Followed up with several state and federal entities on previous applications for status updates.
- Met with developers for CJIS building, Union/Chase, Goff, and two single family home builders.
- Notified of new business development to Emily Drive- Suntan in Buff Soap location.

- Met with three new businesses interested in available space downtown. Coordinated introduction with several building owners.
- Met with website development and redesign companies for City webpage update.
- Met with Parks to develop Christmas Village initiative and other community programs.
- Continued working through TIF update documentation and research for current project underway.
- Met with the Library Interim Director and staff to discuss needed funding and Waldomore issues. "Needs List" estimated at \$2.4M. Provided report to City Manager. Many identified needs will be directed to Public Works.
- Met with WVU students regarding Opioid Funding and narrative.
- Met with Brownfields experts to pursue funding.
- Worked on documentation and coordination of redevelopment economic development plan for investment in redevelopment- Worked with Tom Aman and Richard Marsh.
- Attended event Brownfields event and EDC meeting.
- Continued development of several projects to support revitalization of downtown and further community support initiatives.

➤ Meetings & Updates

- Working with Head Start on redevelopment project and community engagement initiatives. Have been asked to speak at Community Conference.
- Have been requested to participate in economic program through Pierpont.
- Continuing to identify needs lists from each department to provide ongoing support.
- Developing drafts of Community Engagement Plan, Beautification Plan, Social Services Plan, and Cultural and Arts Designations.
- Working on redevelopment projects for several buildings across town.

➤ 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.

New Submissions

T-Mobile- request of 35K no match for Parks Christmas Light project
Arc Inspire- request denied initial engagement

Current Active List

- Assistance to Firefighters (Competitive)- SCBAs- First draw received. Change of scope and progress reports submitted. Awaiting scope change approval.
- DOJ Cops (Competitive)- Ebike- Awaiting county documentation for draw and close out of this grant.
- DOJ Cops (Competitive)- Staffing- reports filed – unable to spend due to staffing.
- Benedum Foundation- Born & Bred Concert Series- closed (thank you to Finance).
- Splashpad Grant (Competitive)- Made modifications per CO request. Initiated environmental assessment for endangered species.

- USDA (Competitive)- Tubgrinder delivered, draw and progress report submitted, Outreach partnerships established and will complete outreach in the spring (weather). No word from WVU.
- DLAP Demo (Competitive) - demolition and reports in good standing.- Jason Lane coordinating demos and documentation. Awaiting next award notification.
- WVDOT- Glen Elk Sidewalk (Competitive) - Received approval to reallocate funding to the Rail Trail Grant.
- Motocross Bicycle Grant- (Competitive) Project site relocation recommended by CO. Awaiting response and approval for next steps. Reached out to HCBOE to discuss relocation.
- Rail Trail- Jason Lane- In progress
- Demolition Grant Round II (Competitive) - Submitted- notice anticipated 5/2025
- WV BRICS -Code Training (Competitive)- Received notification for resubmission request. Grant submitted by prior personnel does not align with project narrative. (*"Request deemed grossly disproportionate with narrative and professional standards."*) Addressed narrative and budget for grant submission to be cohesive with requirements. Preliminary award of 84,600 as approved by council.
- Cybersecurity Grant-(Competitive) Awaiting final approval for notice to proceed on Change of Scope- Followed up via email 2/10
- Cybersecurity Round II (Competitive)- Submitted- notice anticipated 3/2025
- HCEDA Phase I- Received. Environmental testing initiated 2/11. Environmental testing completed 2/28).
- WV First- Partnership with Resco (competitive)- Revision Submitted.
- WV First- Community Outreach (Competitive)- Revision Submitted.
- WV Hazmat Slippage- Draw submitted- closed by Finance

CDS Awards from 2024

CDS HUD FD- awaiting Notice to Proceed- approval on equipment and vehicle purchases. Notified of delivery to Pittsburgh.

CDS HUD Sidewalks- Due to Executive Stay. No progress has been made.
CDS Cops – Funding received. Initiated request to utilize remaining funds.
Executive Order has delayed progress.

CDS Requests Awaiting Final Budget Approval from 2025- Awaiting BUDGET approval- Remain under Continuing Resolution - CANCELLED- WILL Reapply this fall.

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

Police Department

- Clarksburg Police Department responded to 1620 calls for service in the month of March.
- Applicant testing for the police Department is continuing, currently the department is short two officers from full staff.
- The police department want to remind citizens of the construction projects on Main Street and Pike Street, and urge motorists to slow down and use caution, and try to use alternate routes when possible.

Public Works Department

- Maintenance to all lift stations.
- Responded to 25 sewer calls.
- 5 camera and line locations.
- Cleaned off drainage trough along Temple Terrace.
- Cleaned Ditch lines on Cabell Ave, and Winding Way.
- Removed broken staircases off Flynn St. ROW
- Replaced 1919 Goff Ave. 4 in lateral.
- Replaced 4 in. lateral at 113 Arbutus Dr.
- Replaced over 100 feet of main 8-inch line on N. 7th St.
- Raised main hole on Elk St. and Clark.
- Replaced 4 in. lateral at 410 Elm St.
- Tied storm line together at 1837 N. 22nd St.
- Installed a new tap at 305 Michael St.
- Replaced over 100 feet of the main 8-inch line on Camden Place.
- Repaired a lateral at 135 Oakland Ave.
- Repaired a lateral at 224 Wildwood Ave.
- Responded to 7 Nov's.
- Secured 5 vacant properties.
- Compost Site was opened early due to the windstorm.
- Compost truck started running early due to the storm.
- Sold 0 pounds of processed compost.
- Picked up 10,000 pounds of yard waste from residents.
- Received/processed 80,000 pounds of wood waste.
- The windstorm on March 16, 2025, did extensive damage to the area.
- Cleaned up roof from a collapsed building on Stealey Ave.
- Sweeper is running daily behind clean up routes.
- Hot patching potholes in neighborhoods when weather permits.
- The flowerpots for the hanging baskets have been picked up for the upcoming season.
- Continuing painting Public Works garage and light maintenance.
- Spring clean-up has begun with 1st week pick up completed 21 loads for 27.8 tons at cost of \$1,414.22

- Removed a fallen tree in the roadways from Wood St., Hart St., and Emerson from storm.
- Removed a fallen tree on Lowndes Hill Park from storm.
- Picked up trash along Emily Drive guardrail.
- Replaced 4 LED bulbs on streetlights around downtown area.
- Replace 2 LED bulbs in Jackson Square parking lot.
- They started renewing yellow in North View, Hartland, Chestnut Hills, and Stealey.
- Repaired ped pole at 4th and West Pike St.
- Maintenance Traffic light at 3rd and West Pike damaged by contractor.
- Repaired streetlight power that contractor cut through by Library.
- Hooked up generators for power outages during storm.
- Chestnut St and West Pike replaced 2 traffic heads, and 6 LED bulbs hit by contractors.
- Started hanging the brackets for the flowerpots.
- Crews are in the process of taking 3 online classes.
- Answered 19 after hours pages.
- Took in over 1,789 phone calls.

Robinson Grand Performing Arts

- April 4. Comedian Bill Bellamy
 - April 6. Artistry House Dance Performance
 - April 7. St. Mary's Spring Play Rehearsal
 - April 8. St. Mary's Spring Play Rehearsal
 - April 9. St. Mary's Spring Play School Performance
 - April 9. St. Mary's Spring Play Public Performance
 - April 9. Law enforcement training
 - April 10. Branford Marsalis Concert
 - April 11. WVDAR Cameo Club Luncheon.
 - April 11. Born & Bred Concert
 - April 12. Notre Dame High School Prom
 - April 13. Middleville Baptist Church Last Supper
 - April 25. Salem University Graduation
 - April 26. Randy Travis "More Life" Concert
- More info and tickets at www.therobinsongrand.com

Wastewater Treatment Plant

- The Sanitary Board is currently going through some different staff changes.
- Barscreen #1 chain has come off the sprocket at the bottom of the wetwell once again. We are working on repairing it. This Barscreen is scheduled for a complete rebuild in the coming fiscal year 25-26.
- The draft of the NPDES 5-year permit has been sent back to the Sanitary Board for review. We are working with various attorneys on some items of concern.
- Our CSO Inspector has begun walking the West Fork and Elk Creek spray painting the lids of manholes and CSOs.
- 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.

7) Unfinished Business:

- a) **Consideration of Second and Final Reading and Public Hearing of an Ordinance to Approve Current Replacement Pages to the Codified Ordinances**

City Clerk Wright announced that notices regarding the public hearing appeared in *The Exponent Telegram* on March 25, 2025 and April 1, 2025. With Mayor Malfregeot declaring the public hearing open and no one appearing therefor, the public hearing was closed.

Motion By: Councilmember Howe
Seconded By: Councilmember Hyman

For approval of the above-captioned ordinance on second and final reading. **Motion Approved Unanimously.**

8) New Business:

- a) **Consideration of petition filed by Matt Dakon of Dakon Development LLC requesting the rezoning of property located on Baltimore Avenue and B Street from its R (Residential)-4 designation to an I (Industrial)-1 designation**

Motion By: Councilmember Howe
Seconded By: Councilmember Hyman

To refer the above-captioned rezoning petition to the Planning & Zoning Commission for review, public hearing and recommendation. **Motion Approved Unanimously.**

- b) **Consideration of the purchase of a trommel for the Compost Facility**

Motion By: Councilmember Howe
Seconded By: Vice Mayor Riffle

For approval of the purchase of the trommel for the Compost Facility in an amount not to exceed \$125,000.00. **Motion Approved Unanimously.**

- c) **Consideration of the purchase of two (2) F-150 Supercab XL 4x4 pickup trucks from Matheny Ford for \$42,780 each for a total cost of \$85,560 utilizing monies from the Sales & Use Tax Fund**

Motion By: Councilmember Worth
Seconded By: Councilmember Deems

For approval of the purchase of the above-referenced F-150 Supercab XL pickup trucks. During discussion, City Manager Fell informed that said funds would come from this year's fiscal budget and that the trucks were for the street side of the Public Works Department. Councilmember Howe remarked that he did not doubt that the trucks were needed and that he supported the Public Works Department; however, he could not support the purchase of the same with monies taken from the Sales & Use Tax Fund. **Motion Carried-6-1.**

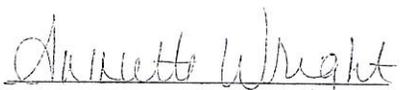
	FOR	AGAINST
Councilmember Deems	√	
Councilmember Howe		√
Councilmember Hyman	√	
Councilmember Jackson	√	
Councilmember Worth	√	
Vice Mayor Riffle	√	
Mayor Malfregeot	√	

- 9) Council dispensed with "Council Comments."

Motion by Councilmember Hyman, **Seconded** by Vice Mayor Riffle to adjourn into Executive Session pursuant to Chapter 6, Article 9A, Section 4 of the West Virginia Code to discuss personnel matters and that the following persons be present: Mayor, Members of City Council, City Manager, City Attorney, Finance Director and the City Clerk and, further, reserving the right to dismiss and/or call others into Executive Session, as necessary. **Motion Approved Unanimously.**

Motion by Councilmember Deems, **Seconded** by Councilmember Worth to reconvene into Regular Session. **Motion Approved Unanimously.**

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


Annette Wright, City Clerk


James L. Malfregeot, Mayor

APPROVED: April 17, 2025