



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report

September 21, 2017

Submitted by Martin G. Howe

### General Updates

1. Chestnut Street Project – The contractor, Mountaineer Contractors, has predominantly completed the roadway project. The paving has been completed and centerline painted. There is some miscellaneous work to be completed. We anticipate the roadway to be open within a week.
2. Fall Cleanup - The City's Annual Fall Clean-Up will begin Monday, October 2<sup>nd</sup>. The Clean-Up will run the weeks of October 2<sup>nd</sup> through October 6<sup>th</sup>, October 16<sup>th</sup> through October 20<sup>th</sup> and conclude the week of October 23<sup>rd</sup> through 27<sup>th</sup>. Full details and route schedule has been posted on the City's website as well as social media sites.
3. Rail Trail (Wendy's) – The City Administration had a meeting with the owner of Wendy's to address vagrancy along the proposed rail trail. The City's Public Works Department has begun cleaning and opening the rail trail from Wendy's to Camden/Thorn Street. Over a week's period the trail has been cut back 20 feet wide and has a usable trail of about 9 feet wide. The section of trail from Wendy's toward Hite Field (approximately 400 feet) has been prepared with fabric stabilization and covered with milling material from our recent 2017 Milling & Paving Program. We anticipate being completed within another week. This will also allow for Law Enforcement access to patrol the area.
4. Flag Pole Project (Hewes Avenue Parking Building) – The City participated in the project to install flag poles to assist with an Eagle Scout Project. The installation and flying of the flags will be completed by Friday, September 22, 2017. The Eagle Scout will complete the landscaping and additional concrete work by the end of October.
5. Hewes Avenue Parking Building Sign Project – A 6' x 24' sign has been ordered. The timeframe for installation is still being determined.
6. Demolition –
  - a. C & D Project Landfill – The City's Public Works is continuing to work towards opening C & D Landfill #3. We have received verbal notification from the DEP that we can begin utilizing a portion of C & D #3 as C & D #2 has officially been inspected and closed.
  - b. The Clarksburg Urban Renewal Authority had its meeting Thursday, September 21<sup>st</sup> and approved the following:
    - i. A resolution to enter into a loan with MVB Bank for \$400,000.
    - ii. Approving the modification of the URA Plan, which is on Council's agenda under New Business as a first reading to approve the modification of the Plan.
  - c. Lawsuit – Henry Carpenter & Ruth Florence vs. City Code Department in regards to a demolition of a structure located at 206 Tuna Street has been dismissed without prejudice from this Civil Action.
  - d. 116 Dodge Court – City has received interest from several parties inquiring to purchase the property. The Administration will be placing this property out for sealed bid. Council will then need to consider the purchase amount from the highest bidder.
7. Clarksburg Uptown – The Diversity Statue was ordered and is fully funded by private contributions. City Administration had a meeting with the Library Director to discuss the location and installation of the statue.

## Economic Development

1. M.O.R.E. (Monticello On-going Revitalization Effort) – The City is continuing its project partnership while hauling debris. To date, six (6) tons of material has been hauled from the former Kelly Miller School site. The City assisted in securing a per ton tax exemption waiver as well as secured \$500 Disposal Fee Grant from Waste Management.
2. Robinson Grand Performing Arts Center –
  - a. USDA Funding – The administration recommends Council approve the two (2) resolutions for USDA funding which would become the permanent financing to replace the Bond Anticipation Note (BAN) with MVB Bank.
  - b. Construction Update:
    - i. The ground floor is being prepared for concrete to be poured next week.
    - ii. In preparation for the roof replacement the material was delivered this week and the sub-contractor will begin next week.
    - iii. The outside restoration of building will be completed in approximately 2 weeks.

## Police/Fire

### Police –

1. Governor's Highway Safety –
  - a. Administration hosted a meeting with the Director of the Governor's Highway Safety Program to discuss the Coordinator position.
  - b. Executed the contract on behalf of the City with the DMV to accept the \$473,800 grant for the WV High-Technology Corridor Regional Highway Safety Program.
2. Recently received a resignation from Sergeant Quinn. Quinn gave a two (2) day notice of his resignation. The department to date has 40 officers.
3. Police Civil Service Commission (PCSC) –
  - a. Held a meeting on Monday, September 18<sup>th</sup> and approved the schedule to begin the new eligibility list. The application process is now open. The new \$5,000 sign-on incentive approved by Council is also in effect. The Physical Agility Test will be held Saturday, October 28<sup>th</sup> at 10:00 a.m. at RCB High School.
  - b. PCSC will be Meeting Monday, September 24<sup>th</sup> at 10:00 a.m. to begin the process for the testing for the Rank of Sergeant. There are currently two (2) vacancies which both will be filled with this test.

## Events

1. Jackson Square –
  - a. The Cultural Foundation of Harrison County will be hosting the WV Music Hall of Fame Trailer for general public viewing on Friday, September 22<sup>nd</sup> beginning at 2:00 p.m. – 7:00 p.m. and Saturday, September 23<sup>rd</sup> from 10:00 a.m. – 7:00 p.m.
  - b. Area churches gathering together for worship music on Friday, September 22<sup>nd</sup> from 6:00 p.m. to 11:00 p.m.
2. 37<sup>th</sup> Annual Liberty High School Band Spectacular will be held on Saturday, September 23<sup>rd</sup> with gates opening at 11:00 a.m. at the John Mazzei-James L. Reaser Athletic Complex located above the high school.
3. Marty Stuart concert Saturday, September 23<sup>rd</sup> at RCB High School at 7:00 p.m.

## FOIA

1. Received a FOIA request on Wednesday, September 6<sup>th</sup> from Chad L. Taylor, Simmerman Law Officer, requesting any and all documents relating to:
  - a. Vehicle vs. pedestrian accidents on North 12<sup>th</sup> Street from March 29, 2006 to March 29, 2016.
  - b. Documents reflecting a plan, suggestion, and/or need to install sidewalks, overhead lighting and/or pedestrian warning signs on North 12<sup>th</sup> Street from March 29, 2006 to March 29, 2016.
  - c. City Council and City of Clarksburg Traffic Commission meeting minutes where the installation of sidewalks, overhead lighting and/or pedestrian warning signs North 12<sup>th</sup> Street from March 29, 2006 to March 29, 2016 were discussed.
  - d. All traffic and/or pedestrian studies performed of North 12<sup>th</sup> Street in Clarksburg.

We responded to Mr. Taylor on Thursday, September 14<sup>th</sup> and will provide the requested information on Friday, September 22<sup>nd</sup>.

2. Received a FOIA request (Police Department) on Wednesday, September 6<sup>th</sup> from John L. DePolo requesting any and all records, reports, investigations, summaries relating to the structure/property located at 1311 Philippi Pike. We responded to Mr. DePolo on Thursday, September 14<sup>th</sup> and will provide him with the requested information on Thursday, September 21<sup>st</sup>.
3. Received a FOIA request (Code Enforcement) on Wednesday, September 6<sup>th</sup> from John L. DePolo requesting any and all documents relating to any inspections, violations, or occupancy permits for the property located at 1311 Philippi Pike. We responded to Mr. DePolo on Thursday, September 14<sup>th</sup> and will provide him with the requested information on Thursday, September 21<sup>st</sup>.
4. Received a FOIA request (Fire Department) on Wednesday, September 6<sup>th</sup> from John L. DePolo requesting any and all records, reports, investigations, summaries relating to the structure/property located at 1311 Philippi Pike. We responded to Mr. DePolo on Thursday, September 14<sup>th</sup> and will provide him with the requested information on Thursday, September 21<sup>st</sup>.