



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report

April 7, 2016

Submitted by Martin G. Howe

### General Updates

1. Special Meeting – A Special Meeting for the Levy Order is required on the 3<sup>rd</sup> Tuesday (April 19<sup>th</sup>) to lay the levy. This meeting is typically held at 8 a.m. It is a mandatory meeting and we must have a quorum.
2. Clarksburg Landfill LCAP Closure Project - Pre-bid meeting which was scheduled for Wednesday, April 13<sup>th</sup> will be rescheduled. City has finalized the construction agreements with adjoining property owners. Administration had a meeting with DEP and their engineer (MSES) to discuss the LCAP project and the City's C&D site.
3. Parill Court Fire – On Friday, April 1<sup>st</sup> at 12:03 a.m. a fire started at 319 Parill Court and spread to 321 Parill Court. Both structures needed to be razed. 317 Parill Court received moderate fire damage. 125 man hours utilized to extinguish the fire.
  - a) Bear Contracting, LLC – contractor retained to raze the structures.
  - b) Applied Construction Solutions – contractor retained to remove the asbestos.
  - c) Waste Management – contractor who is hauling debris. As of today, seven (7) 30 yard containers have been filled and hauled away to their approved site.
  - d) The appropriate property owners will be invoiced accordingly.

### Economic Development

1. Lowndes Hill/Sycamore Street Project –
  - a) Lowndes Hill non-mandatory Pre-Bid meeting was held Wednesday, April 6<sup>th</sup> at 10:00 a.m. Five (5) contractors were present for the Pre-Bid.
  - b) Sycamore Street Bridge Pre-Bid non-mandatory meeting was held Thursday, April 7<sup>th</sup> at 10:00 a.m. Three (3) contractors were present for the Pre-Bid.
  - c) Lowndes Hill Project Bid opening will be Thursday, April 21<sup>st</sup> at 2:00 p.m. in conference room.
  - d) Sycamore Street Bridge Bid opening April 28<sup>th</sup> at 2:00 p.m.
  - e) Council to consider awarding bids for both projects on Thursday, May 5<sup>th</sup>.
2. Robinson Grand –
  - a) Discussions with development team regarding the design as well as the application and submittal process for Historical Tax Credits and review process with West Virginia State Historical Offices and U. S. Department of Interior.
  - b) Executed a Geotechnical Agreement with Larson Design Group for soil testing on property adjacent to Robinson Grand located at 6<sup>th</sup> and Hewes.
3. Ribbon Cuttings –
  - a) WV Fitness 24 – Friday, April 8<sup>th</sup> at 12:00 noon, located at 119 Tolley Drive, Clarksburg.
  - b) Island Breeze Tanning Salon – Wednesday, April 13<sup>th</sup> at 12:00 noon, located at 664 W. Main Street, Clarksburg.
  - c) Diamond in the Rough Jewelry Repair – Monday, April 18<sup>th</sup> at 12:00 noon, located at 209 N. 4<sup>th</sup> Street, Clarksburg.

## FOIA Requests

1. A FOIA request was submitted on Tuesday, March 22<sup>nd</sup> by Steptoe & Johnson for information pertaining to 123 Stoneybrook Road in Clarksburg. The information will be provided on Monday, April 11<sup>th</sup>.
2. A FOIA request was submitted on Tuesday, March 29<sup>th</sup> (received Wednesday, March 30<sup>th</sup>) by Martin Shaffer for information regarding communication between council personnel and city employees. Responded Tuesday, April 5<sup>th</sup> that we did not have any. Upon further communication Mr. Shaffer followed up regarding the Charter which there is an email dated December 9<sup>th</sup>. This information was provided to him.
3. A FOIA request was submitted on Wednesday, March 30<sup>th</sup>, by Martin Shaffer for information pertaining to salary increases from January 1, 2015 to present for City personnel. This information will be provided on Friday, April 15<sup>th</sup>.