



# City of Charles Town

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**FROM:** Alissa Meeks, Interim City Clerk and Director of Community Development

**SUBJECT:** City Manager's Report

**DATE:** July 17, 2023

### ADMINISTRATION AND OPERATIONS

**July 14 Storm Damage:** Friday evening Charles Town and parts of Ranson sustained heavy storm damage. The storm caused power outages throughout the City, downed large trees, flooded the JMP pool and in many areas tree debris and downed power lines blocked roads and sidewalks. The Maintenance team were on top of the storm and had their crew and equipment out into the late hours of the night working to clear areas. The City did utilize the services of Tabbs to have brought dumpsters brought in and Kable's Excavating who were here today to help clear out the areas that required more manpower. They worked on the north/east end of the town while City crews focused on the south end. It is expected by Tuesday or Wednesday most of the debris should be removed.

**City Finance:** The Star-Chapman Group will be providing interim financial/accounting assistance to the Finance Department during the Finance Director's vacancy. They will have a person on-site at City Hall several days a week for the next three (3) months or as determined.

**Permit Technician:** The Permit Tech position has been filled and the new hire will start on Monday, July 31<sup>st</sup>. By filling that position, the Community Development Division will be fully staffed.

### COMMUNITY AND ECONOMIC DEVELOPMENT

**Mr. Glenn Edwards:** Long time resident and the community's coach, Mr. Glenn Edwards passed away last week. He was certainly an iconic fixture at Jefferson Memorial Park and he continued throughout his life to share his passion for the parks and tennis/swim programs through the development of programs and coaching. His celebration of life will be held Tuesday, July 18<sup>th</sup> at 1:00PM at Jefferson High School Gymnasium.

**Printz Property:** – Matt and Jessie Printz closed on the APUS parcel next to their Depot property project this past Friday. They are well underway on construction and Depot improvements.

Huntfield Proffer Updates: On Monday, June 26<sup>th</sup>, city staff, the Mayor and Councilmen Hynes and Tester met with DRB personnel to collaborate on updates and revisions to the Huntfield Conditions of Annexation Agreement. The Special Committee had a subsequent meeting with WV DEP regarding the Voluntary Remediation Program as it relates to soil remediation. Negotiations are ongoing and a continued follow-up meeting is scheduled for July 31<sup>st</sup>.

Master Parks Planning: The Board of Parks and Recreation has been actively engaged in selecting a firm to conduct the Master Park Planning process. The Board selected Kimley-Horn as the engineering firm to execute the planning process. City staff and members of the Board will be meeting in the near future to refine the scope and deliverables and will have more feedback in the near future.

Augustine Trail: – The City is beginning to engage in early discussions on phase 3 of the Augustine Avenue Trail. The federal funding will provide an opportunity to build out various trail points/features and the community will be asked to engage and provide feedback on what they wish to see for the trail connections. Further, with the Master Parks planning process launching, it's the perfect time to start having these discussions. As for the status of Phase I and II, the trail design is approximately 90% complete, and City staff is still waiting to hear back from Department of Highways concerning a question posed by the City's legal division involving imminent domain.

Seminary Street – Potter's Field Update:

Timeline:

January 2023, John Barkley advised staff was currently researching the topic and use of GPR (Ground Penetrating Radar) for body remains.

March 20, 2023 – Todd Wilt advised staff was waiting on response from firms to conduct the work.

July 2023 – I reached out to Todd to see exactly what he did or did not do regarding the solicitation of firms and he advised he had previously reached out to the same company who did the work for the City with the Brooke Street sinkhole. They were in the process of acquiring a new piece of technology that potentially could be used for the Potter's Field project and that was where communications ended.

Addison Reese will be on the agenda for the next meeting to provide a brief presentation on whether GPR can even be done at this location given the soil disturbance. In the meantime, I've asked Ms. Rodd to meet with Mr. Rutherford and provide a document outlining explicitly what is desired relating to Potter's Field.

Vacant Structures/Building Code Revisions: On July 12, city staff, the Mayor, and Mr. Mike Funk met to discuss the on-going procedural process for the reconciliation of the Vacant Structure's Board/Contractor's Board and state building code provisions. There is a follow-up meeting on Wednesday, July 26 concerning Article revisions and progress made to 1759 and 1705.