CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MARCH 16, 2026

Regular Session **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

: **2026-1269:** City Council Special Meeting Minutes - February 26, 2026
City Council Special Meeting - February 26, 2026 - draft.pdf

: **2026-1270:** City Council Workshop Meeting Minutes - March 2, 2026
City Council Workshop Minutes - March 2, 2026 - draft.pdf

: **2026-1263:** City Council Meeting Minutes - March 2, 2026
City Council Meeting Minutes - March 2, 2026 - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

: **2026-1264**: Mayor's Report - March 16, 2026

6. COMMITTEE REPORTS

: **2026-1265:** Personnel Committee Report - March 9, 2026
Personnel Committee Report 3-9-26.pdf

: **2026-1266:** Board of Parks and Recreation Report - February 12, 2026
CT Parks and Rec Report February 2026.pdf

7. CITY MANAGER REPORT

: **2026-1267:** City Manager's Report - March 16, 2026
CMR 16 March 2026.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2026-1268:** Public Statement of Charles Town Utility Board (CTUB) Service Area

: **2026-1271:** WV Legislative Update

: **2026-1272:** Legal Update - Charles Town Utility Board (CTUB) - Possible Executive

Session

: **2026-1276:** Discussion on Waiving of Business and Occupation Fees for City Projects
SKM_C360i26031111190.pdf

: **2026-1284:** Discussion on Financing/Possibly Purchasing Vacant County Buildings

10. NEW BUSINESS

: **2026-1273:** Appointment of a Representative to the Eastern Panhandle Transit Authority

: **2026-1274:** BR2026-01: Norborne Glebe Phase 15 - Bond Reduction
1. Staff Report.pdf
2._Application.pdf
3._Estimate.pdf
4._KH_Review.pdf

: **2026-1275:** BR2026-02: Avalon Phase 1 - Bond Initiation
1. Staff Report.pdf
2._Application.pdf
3._Estimate.pdf
4. KH Review.pdf

: **2026-1281:** FY2026 Capital Budget Revision #8
Capital Budget 8th Revision.pdf

: **2026-1282:** Charles Town Now Market Analysis Presentation
FINAL Charles Town WV Market Analysis Feb 2026.pdf

: **2026-1283:** Cease and Desist Letter Concerning Utility Area - Possible Executive Session

: **2026-1285:** Augustine Avenue Trail Phase 3 Update
Augustine Avenue Phase 2 Bid Totals.docx

: **2026-1286:** City of Charles Town Court Magistrate Position Discussion

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2026-1277:** Payment of Bills - March 16, 2026
GEN FUND COUNCIL REPORT 2026-03-16.pdf
COUNCIL REPORT PCARD 03-16-26.pdf
CAPITAL RESERVE COUNCIL REPORT 2026-03-16.pdf
PARKS N REC COUNCIL REPORT 2026-03-16.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, Monday, April 6, 2026

: **2026-1287:** Charles Town Utility Board (CTUB) Meeting Minutes - February 11, 2026, February 18, 2026, and February 25, 2026
2026.02.11 UB MINUTES .pdf
2026.02.18 UB MINUTES .pdf
2026.02.25 UB MINUTES .pdf

: **2026-1288:** Charles Town Community Priorities 2026/FY2027
Charles Town Earmark Matrix FY27_Approved via Council.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1269: City Council Special Meeting Minutes - February 26, 2026

ATTACHMENTS:

- City Council Special Meeting - February 26, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • February 26, 2026

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Remote	
Alden Roth	Councilmember	Absent	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Remote	

Ms. Alissa Meeks, Assistant City Manager, and Ms. Stephanie Grove, City Attorney, were also in attendance.

2. NEW BUSINESS

2026-1192: Charles Town Tree Board Grant Request - Mid-Atlantic Community Forestry Fund

Mr. Kratovil moved to approve the Charles Town Tree Board application for the Mid-Atlantic Community Forestry Fund. Ms. Smith seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Julie Smith
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Smith, Sugrue
ABSENT:	Roth

2026-1193: Article 147 - Utility Board and Purchase Agreement Discussion - Possible Executive Session

Mr. Hynes moved to enter into Executive Session for this agenda item and agenda item 2026-1194: Petition for Zoning Amendment to receive legal advice. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Smith, Sugrue
ABSENT:	Roth

DRAFT

Mayor George declared the council in Executive Session.

Mayor George declared the council out of Executive Session. No action was taken on this agenda item.

2026-1194: Petition for Zoning Amendment

Mr. Hynes moved to Table this agenda item until after the Executive Session to receive legal advice. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLE [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Smith, Sugrue
ABSENT:	Roth

After Mayor George declared the council out of Executive Session, Ms. Ricketts moved to initiate the rezoning process for the properties presented from Neighborhood Residential to General Commercial. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Elizabeth Ricketts
SECONDER:	Andie Sugrue
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Smith, Sugrue
ABSENT:	Roth

3. ADJOURNMENT

Mayor George asked if there was any objection to adjourning the meeting. Hearing none he adjourned the meeting.

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1270: City Council Workshop Meeting Minutes - March 2, 2026

ATTACHMENTS:

- City Council Workshop Minutes - March 2, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 2, 2026

Workshop Meeting **Council Chambers** **6:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

2. WORK SESSION

2026-1214: FY2027 Budget Discussion

Ms. Lori Nice reviewed the FY2027 Budget with the council.

3. ADJOURNMENT

Mayor George asked if there was any objection to adjourning the workshop. Hearing none, he adjourned the meeting.

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1263: City Council Meeting Minutes - March 2, 2026

ATTACHMENTS:

- City Council Meeting Minutes - March 2, 2026 - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 2, 2026

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Micheal George	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Nate Hartman	Councilmember	Present	
Alden Roth	Councilmember	Present	
Julie Smith	Councilmember	Present	
Andie Sugrue	Councilmember	Present	

Ms. Alissa Meeks, Assistant City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2026-1195: City Council Meeting Minutes - February 17, 2026

The following change was made to the February 12, 2026, meeting minutes.

Packet page 6, Ward Reports - Ward 2 Mr. Hynes' report: the phrase "**when it comes to decisions pertaining to the Charles Town Utility Board (CTUB)**" was added to his report to read, "Mr. Hynes clarified that when it comes to decisions pertaining to the Charles Town Utility Board (CTUB), his fiscal responsibility as a councilmember is to the rate payors of CTUB and he does not make decisions based on what will bring economic development to the City of Charles Town.

Ms. Ricketts moved to approve the minutes with the change. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Elizabeth Ricketts
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

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3. PUBLIC COMMENT

One person signed up for public comment.

Ms. Paonessa, president of Charles Town Now, spoke on her support of the City of Charles Town purchasing the buildings on the 100 block of E. Washington Street.

4. WARD REPORTS

Ward 1

Mr. Kratovil had nothing to report.

Ms. Ricketts reported that the Jefferson County Community Ministries is holding a meet and greet at the Charles Town Library at 10:00AM on Saturday, March 7, 2026.

Ward 2

Mr. Hynes reported that on his way into Charles Town for the council meeting he observed a person running on the Augustine Trail and not having to run on the road.

Mr. Tester had nothing to report.

Ward 3

Mr. Hartman had nothing to report.

Mr. Roth had nothing to report.

Ward 4

Ms. Smith reported she attended the Charles Town Now Murder Mystery Dinner at Charles Washington Hall on February 21, 2026.

Ms. Sugrue reported she attended the downtown merchant meeting which was well attended. She reminded everyone that the next "Walk About Nothings" is on Wednesday, March 4, 2026, at 6:00PM.

5. MAYOR'S REPORT

2026-1216: Mayor's Report - March 2, 2026

Mayor George reported that applications for the Community Grants Program are now available on the city website.

6. COMMITTEE REPORTS

2026-1196: Personnel Committee Report - February 18, 2026

Ms. Sugrue reviewed the Personnel Committee Report.

2026-1197: Ordinance Committee Report - February 19, 2026

Mr. Tester reviewed the Ordinance Committee Report.

2026-1205: Charles Town Parks and Recreation Report - January and February 2026

Ms. Rickett's reviewed the January Parks and Recreation Report. The February Report was placed on the agenda in error and will be reported at the next council meeting after approved by the Board of Parks and Recreation.

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8. POLICE CHIEF REPORT

Chief Kutcher reported that one officer is currently at the police academy and should graduate in April and a conditional employment offer was made to a candidate. There is a police officer testing date scheduled for March 16, 2026.

7. CITY MANAGER REPORT

2026-1198: City Manager Report - March 2, 2026

There was no City Manager's Report this meeting.

9. UNFINISHED BUSINESS

2026-1200: WV Legislative Update

Ms. Grove updated the council on the 2026 legislative bills that could impact municipalities.

2026-1201: Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

Ms. Ricketts moved to enter into Executive Session for this agenda item as well as agenda item 2026-1204: Article 147 - Utility Board and Purchasing Agreement to receive legal advice. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**EXECUTIVE SESSION [UNANIMOUS]**
MOVER:	Elizabeth Ricketts
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

Mayor George declared the council in Executive Session

Mayor George declared the council out of Executive Session and no action was taken on this agenda item.

2026-1204: Article 147 - Utility Board and Purchasing Agreement - Possible Executive Session

This agenda item was discussed in agenda item 2026-1201's Executive Session, and no action was taken on this item.

10. NEW BUSINESS

2026-1199: Jefferson County Convention and Visitors Bureau Year-End Report

Ms. Annette Gavin Bates, CEO of the Jefferson County Convention and Visitors Bureau, presented a 2025 year-end report.

2026-1202: Augustine Trail Phase #3 Presentation

Mr. Hynes moved to approve Alpha Engineering for the design and construction planning of the Augustine Avenue Trail Phase #3 to include the southern terminus, Page Jackson Road, the Perry Fields trail, the street crossing at Mt. Parvo Street, the possible replacement of the current bridge over Evitts Run and the remaining portions presented on the map and to include all lighting, amenities and safety features

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discussed. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2026-1203: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code Article 741 Municipal License Tax

Mr. Kratovil moved to approve the First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part Seven Business Regulation and Taxation Code Article 741 Municipal License Tax. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2026-1206: Employee Handbook Revision

Mr. Hynes moved to approve the proposed employee handbook revisions. Mr. Hartman seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Nathanael Hartman
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2026-1207: Discussion on Financing/Possibly Purchasing Vacant County Buildings

Ms. Ricketts moved to Table this agenda item until a future meeting. Mr. Roth seconded the motion, and it passed by a 5-4 vote.

RESULT:	**TABLED [5-4]**
MOVER:	Elizabeth Ricketts
SECONDER:	Alden Roth
AYES:	George, Ricketts, Hartman, Roth, Smith
NAYS:	Kratovil, Hynes, Tester, Sugrue

2026-1208: Discussion on Waiving of Business and Occupation Fees for all City Projects

Mr. Hynes moved to Table this agenda item. Mr. Hartman seconded the motion, and it passed by an 8-2 vote.

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RESULT:	**TABLED [8-2]**
MOVER:	Jeff Hynes
SECONDER:	Nathanael Hartman
AYES:	George, Ricketts, Hynes, Tester, Hartman, Smith, Sugrue
NAYS:	Kratovil, Roth

2026-1215: Financial Policy for Emergency Maintenance

Mr. Hynes moved to empower the mayor to work with city staff to bypass the bid process to fix the sink hole. If the cost exceeds $100,000 approval for more funds needs to come back before the council. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Elizabeth Ricketts
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2026-1217: Discussion on Congressionally Directed Spending (Earmarks)

Mr. Hynes moved to direct the mayor and city staff to work with Mr. Matt Ward to draft a letter from the mayor requesting money for Happy Retreat Upgrade, West Charles Town Connector Project, and Town Square Revitalization Project. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	James Kratovil
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

2026-1218: Public Statement of Charles Town Utility Board (CTUB) Service Area

Mr. Hynes moved to reaffirm that the Charles Town City Council commits to serving the Summit Point Raceway project with water and sewer should it be found upon analysis technically and financially feasible. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Andie Sugrue
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

Mr. Kratovil moved to draft a letter to the Charles Town Utility Board (CTUB) stating the council's position as voted on in the previous motion and have it brought back to the council at the next regular meeting for approval. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Elizabeth Ricketts
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

11. REFERRALS TO COMMITTEES/COMMISSIONS

Mr. Hynes moved to refer the Financial Policy to the Finance Committee to update the Emergency Powers of the Mayor. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

12. APPROVAL OF BILLS

2026-1209: Payment of Bills - March 2, 2026

Mr. Kratovil moved to approve the bills for payment. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Smith, Sugrue

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council.

Ms. Ricketts requested an agenda item at the next meeting to appoint a Charles Town representative to the Eastern Panhandle Transit Authority.

Mr. Hynes moved to adjourn the meeting and hearing no objections Mayor George declared the meeting adjourned.

14. INFORMATION ONLY - NEXT MEETING, Monday, March 16, 2026, at 7:00PM

2026-1210: Building Commission Oath of Office - Ezra Griffith

2026-1211: Public Safety Practices Resolution Concerning Immigration Enforcement Within the Municipal Limits of Charles Town - signed

2026-1212: Charles Town Utility Board Meeting Minutes - January 14, 2026, January 28, 2026, February 5, 2026

2026-1213: City Manager Report - February 17, 2026

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

DRAFT

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1264: Mayor's Report - March 16, 2026

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1265: Personnel Committee Report - March 9, 2026

ATTACHMENTS:

- Personnel Committee Report 3-9-26.pdf

City of Charles Town Personnel Committee Report

March 9, 2026 Meeting

1. **CALL TO ORDER**

   Meeting was called to order at 5:05pm. Persons present: Councilmember Andie Sugrue, Councilmember Jeff Hynes, Councilmember Kevin Tester and Operations Director Cindy Rezmer and Karin Campbell from Paypoint HR via Zoom.

2. **UNFINISHED BUSINESS**

   2026-1142: Total Compensation Study Update

   Karin Campbell from Paypoint HR led the committee through the draft benefit report for the City. The next step will be to review both the salary report and benefit report at the April 13, 2025 Personnel Meeting to determine what, if any, changes will be made.

3. **NEW BUSINESS**

4. **ADJOURNMENT**

5. **Next regularly scheduled Personnel Committee meeting is March 9, 2026 at 5:00pm.**

2026-1266: Board of Parks and Recreation Report - February 12, 2026

ATTACHMENTS:

- CT Parks and Rec Report February 2026.pdf

City of Charles Town

Parks and Recreation Commission Report

February 2026

February 12, 2026 / 6:00 PM / City Hall

Meeting video access:
https://charlestownwv.granicus.com/player/clip/2063?view_id=1&redirect=true

I. CALL TO ORDER: 6:00PM

Persons Present: Commissioners Present: Alden Roth, Elizabeth Ricketts, Nick Zaglifa, Mike Slover (remote), Trudy Roth, Kevin Derr (remote), Steven Galleher

Staff: Gavin Bailey, John Wysong, Cindy Rezmer

Guest: None

II. APPROVAL OF MINUTES:

January 2026 - *Approved* - **Motion:** A. Roth; **2nd:** K. Derr - *Unanimous*

III. UNFINISHED BUSINESS

2026-1153: Jefferson Memorial Park Pool Contract Update

Staff provided an update on the pool contract and project progress.

No Action.

2026-1154: Tennis Program - Summer/Fall 2026

The Commissioners discussed pricing for the tennis program.

Motion: to set tennis lesson pricing to $84 for full sessions, $47 for 50-minute sessions.

Motion: K. Derr; **2nd:** E. Ricketts

Ms. Roth - *Abstain*; All others - *Aye*

The board discussed the tennis staffing split and agreed to keep the current hybrid structure in partnership with Jefferson County Parks and Recreation. The board requested a staffing discussion for March regarding tennis instructor pay and structure.

No Action.

2026-1155: Pool Staffing and Operations - Summer 2026

The Commissioners discussed pool use pricing, scheduling uses, and staffing for the seasonal positions. Pool admission fees were discussed. Swim lesson schedule was reviewed.

Motion: to schedule weekday M-F youth swim lessons through July 31st, while not implementing weekend lessons at this time

Motion: K. Derr; **2nd:** T. Roth

Unanimous

Pricing of swim lessons was discussed.

Motion: to keep the price of swim lessons at $65 for one set of lessons

Motion: T. Roth; **2nd:** N. Zaglifa

Unanimous

Lifeguard pay was discussed

Motion: to set lifeguard pay to $15/hr

Motion: K. Derr; **2nd:** N. Zaglifa

Unanimous

Pay of pool managers and assistant pool managers was discussed.

Motion: to increase Assistant Pool Manager pay to $18/hr and Pool Manager pay to $20/hr

Motion: S. Galleher; **2nd:** T. Roth

Unanimous

The board discussed having a Concessions/Admissions Clerk position open for applications for this pool season.

Motion: to approve the creation of Concessions/Admissions Clerk position and set pay at $10/hr.

Motion: K. Derr; **2nd:** E. Ricketts

Unanimous

Motion: to authorize staff to advertise pool positions with discussed edits

Ms. Ricketts amended to include reimbursement for lifeguard training costs per last year's structure and to add payment information to job listings. Ms. Ricketts made the amendment, Mr. Galleher seconded. The board requested these edits be brought back for review at the next meeting.

Motion: E. Ricketts; **2nd:** S. Galleher

Unanimous

2026-1156: Pickleball Court Contract

The Commissioners unanimously approved blue dominant court color with red playing area.

Motion: N. Zaglifa; **2nd:** S. Galleher

Unanimous

2026-1157: Update on Maintenance Yard Study

Board discussed giving support for potential land swap at the Charles Town Skate Park with the current maintenance yard.

Motion: Parks and Recreation board supports land swap.

Motion: K. Derr; **2nd:** N. Zaglifa

Unanimous

IV. NEW BUSINESS

2026-1158: Parks Master Planning Discussion

The board discussed a previous quote for parks master planning that came in at $119,036.

Motion: to table discussion

Motion: E. Ricketts ; **2nd:** N. Zaglifa

Unanimous

2026-1159: Managers' Report

Parks Manager Bailey provided updates including the Little Library made the front page of the newspaper, the status on a draft letter to property owners regarding land donation/purchase, park financials review, and that the trail extension previously discussed will now be managed under Augustine Trail Phase 3.

No Action.

2026-1078: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

No comments or updates given.

No Action.

V. ADJOURNMENT: Motion: N. Zaglifa; **2nd:** S. Galleher to adjourn 8:32PM

VI. NEXT MEETING: Thursday, March 12th 6PM at City Hall

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1267: City Manager's Report - March 16, 2026

ATTACHMENTS:
- CMR 16 March 2026.pdf

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

Memorandum to Mayor and City Council

From: Brent T. Manuel, City Manager
Subject: City Manager's Report
Date: 16 March 2026

ADMINISTRATION

- Continue to work through details of the Class and Compensation Study with PayPoint HR.
- Participation in Directors Meeting for updates and discussions on various pending matters
- Attendance at CTUB Meeting with the Board taking the following actions:
    - Approval of Water and Wastewater Rate Study
    - Approval to publish an RFP for a Preliminary Engineering Report (PER) for Summit Point
    - Executive Session on the Utility Manager Recruitment and Selection Process
- Meeting with representatives of State Highway on the West Washington Street project and various other transportation related updates
- Participation in agenda meeting
- Participation in Personnel Committee meeting
- Participation in Liberty Street progress meeting
- Staff continue to work on the strategic planning document to return to City Council for consideration.

COMMUNITY AND ECONOMIC DEVELOPMENT

- Jefferson Memorial Pool - Palmer Construction will be drafting a letter requesting an extension for the pool construction. The anticipated opening will be early July 2026.
- Gavin Bailey, Parks Manager, just completed his certified Pool Operator's Course on 3/11 & 3/12.
- Duane Dunn & Corey Lewis attended the 2026 WVCOA Spring Seminar on 3/5 &3/6 – 101 Life Safety Code and NFPA Resources & Engineering Seals and Spotting Counterfeit Seals.
- Liz Cook, Economic Development Coordinator, provided a presentation to Shepherd University students on 3/11 on her economic development work with the City.
- Homespun is awaiting Final Inspection from the Building Division and will soon be opening next month.

- A new Use & Occupancy permit has been submitted for 132 W. Washington Street, the former Poke Boba location. A full-service restaurant will be opening. Stay tuned for more information.
- Staff met with HLC Chair to discuss project scoping options for HLC Design Guidelines updates.
- Staff met with developers to listen to proposed Langlet Property zoning options.
- Participation in Staff continues to work with Department of Transportation/Division of Highways on Augustine Avenue Trail, Congress & Lawrence Street, & Wayfinding projects.

FINANCE

- The FY2025 Audit is in progress.

OPERATIONS

- Liberty Street: Estimated completion date of 15 May 2026
- City Hall Renovations: Estimated completion date of 17 March 2026

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1268: Public Statement of Charles Town Utility Board (CTUB) Service Area

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1271: WV Legislative Update

ATTACHMENTS:

2026-1272: Legal Update - Charles Town Utility Board (CTUB) - Possible Executive Session

Legal Update - Charles Town Utility Board (CTUB)

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1276: Discussion on Waiving of Business and Occupation Fees for City Projects

This agenda item was Tabled at the March 2, 2026, meeting. It needs to be removed from the Table.

ATTACHMENTS:

- SKM_C360i26031111190.pdf

SHOCKEY
THE PARTNER OF CHOICE

PROPOSAL CONTRACT
HOWARD SHOCKEY & SONS, INC.

P.O. BOX 2530, WINCHESTER, VIRGINIA 22604-1730
(540) 667-7700 **FAX (540) 723-4180**

Project:	City Hall Interior Renovations	**Proposal Date**	January 22, 2026
Proposal Submitted To:	Cindy Rezmer	**Proposal Prepared by:**	Jeff Mohn
Firm Name:	City of Charles Town	**Phone:**	540-532-9476
Street:	101 East Washington Street	**Email:**	jmohn@howardshockey.com
City, State, ZIP Code:	City of Charles Town, WV 25414	**Plan Date:**	11/13/2025
Phone:	304-724-3260	**Shockey's Job #:**	TBD
Project Location:	City of Charles Town, WV		

Exhibit(s) A - Shockey's Proposal dated January 22, 2026 are attached and made a part hereof.

1. Work: **Howard Shockey & Sons, Inc.** ("Shockey") proposes to furnish the required supervision, labor, materials and equipment necessary for construction of the Project in accordance with the terms of this Contract and the following description and specifications (the "Work"):

We propose to complete the scope of work as described in the attached Exhibit A as clarifications and a summary of the scope of work in our proposal dated January 22, 2026.

While the Request for Proposal dated November 13, 2025 was used as a basis for the scope, several adjustments to that scope have been incorperated into the modified scope of work included in the attached Exhibit A.

2. Contract Price:

[X] a. Fixed Price of One Hundred Twenty One Thousand Seven Hundred Sixty Dollars and No Cents ($ 121,760.00).

[ ] b. Cost Plus Fee of _____ and _____ of Cost, as defined in Section 7 hereof.

Terms of Payment are outlined in Sections 7 and 8 hereof.

[ ] Any allowances included in the Contract Price are shown on the attached Exhibit. The final Contract Price shall be adjusted by written Change Order to reflect the actual Cost to complete an Allowance item.

This is a firm offer which, unless accepted by Purchaser, is deemed to be revoked upon the earlier of (a) withdrawal of this offer by Shockey or (b) the date which is thirty (30) days from the date of this Proposal.

HOWARD SHOCKEY & SONS, INC. **BY** _____
Rob Wagoner - Vice President of Operations

ACCEPTANCE OF PROPOSAL - The above specifications, Contract Price, Terms and Conditions are satisfactory and are hereby accepted. Howard Shockey & Sons, Inc., its employees and agents, are hereby authorized to perform the above-described Work. Payment shall be made in accordance with the terms and conditions hereof.

Firm Name: _____ **By:** _____
Authorized Signature

Date of Acceptance _____ _____
Printed Name & Title

IMPORTANT: SEE REVERSE SIDE FOR TERMS AND CONDITIONS OF THIS PROPOSAL WHICH ARE SPECIFICALLY HEREBY MADE A PART OF THIS CONTRACT

Terms and Conditions

3. Changes: This Contract may be modified only by a written Change Order or Amendment signed by authorized representatives of Purchaser and Shockey. Purchaser may initiate a change by advising Shockey in writing of the proposed change, whereupon Shockey shall, as soon as reasonably practicable, prepare and forward to Purchaser a proposal for the change. If Purchaser decides to proceed with the change, a Change Order shall be issued in accordance with the proposal and Shockey shall perform the Work as changed. If Purchaser decides not to proceed with the change, Shockey shall be reimbursed for the costs incurred to prepare the proposal. Shockey may initiate changes by advising Purchaser in writing that in Shockey's opinion a change is necessary. If Purchaser agrees, it shall advise Shockey and, thereafter, the change shall be handled as if initiated by Purchaser.

4. Differing Jobsite Conditions: Shockey shall promptly notify the Purchaser in writing before proceeding with any Work which relates to:

a. subsurface or latent physical conditions at the jobsite differing materially from those indicated in this Contract; or

b. unknown physical conditions at the jobsite, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in services of the character provided for in this Contract.

Purchaser shall promptly investigate such conditions and, if such conditions impact the cost or time required for the performance of the Work, a Change Order shall be issued in accordance with Section 3.

5. Delays and Extension of Time: In the event a commencement date or a completion date is set forth in Section 1, such dates shall be extended for any delays beyond Shockey's reasonable control and Purchaser shall pay Shockey the daily rate for overhead applicable to the Work for each day of such delay.

6. Permits, Laws and Regulations: Permits, approvals, and licenses necessary for the Work shall be secured and paid for by Shockey unless otherwise agreed by the parties. The Work shall comply with the applicable laws and regulations in effect at the time such permits and licenses are secured, and if Shockey discovers that the plans and specifications are at variance therewith, Shockey shall notify Purchaser. Notwithstanding the above, any extraordinary permits, approvals or licenses necessary for the Work (including, without limitation, zoning or subdivision variances or approvals, or environmental permits) shall be the responsibility of the Purchaser.

7. Cost: Cost is defined as (i) the wages paid for labor in the direct employ of Shockey in the performance of the Work, plus all benefits, taxes, and assessments with respect thereto; (ii) the cost of all materials, supplies, fuel and equipment, including transportation and maintenance, used in the performance of or incorporated in the Work; (iii) amounts billed to Shockey by subcontractors and professional consultants for Work performed under this Contract; (iv) building permits, license fees, sales, use or similar taxes related to the Work; (v) Shockey's home office expense, which amount is calculated at eight percent (8%) of the total Cost of the Work, exclusive of this charge; (vi) applicable insurance and bond premiums; (vii) utility charges and fees; (viii) costs of reproduction, communications, postage, courier, and travel necessary in the performance of the Work; (ix) costs of safety, security and sanitary facilities necessary to perform the Work; and (x) any other actual and reasonable costs incurred by Shockey in the performance of the Work.

8. Terms of Payment: In the event the performance of the Work continues for a period longer than thirty (30) calendar days and the Contract Price stated in Section 2 exceeds Ten Thousand Dollars ($10,000.00), Shockey may bill Purchaser in monthly progress payments in accordance with paragraphs a. and b. below. In all other cases, the Purchaser shall be billed upon completion in accordance with paragraph b. hereof.

a. Progress Billing: Shockey shall send Purchaser a statement on or before the tenth (10th) of the month showing amounts due equivalent to either (i) the value of all progress completed on the Work during the preceding month for a Fixed Price Contract, or (ii) the Cost plus Shockey's Fee for Work completed during the preceding month for a Cost Plus Fee Contract, plus, in either case, the value of all materials stored for use in the Work during the preceding month. All Costs shall be itemized on Shockey's statement when Contract is on a Cost Plus Fee basis.

b. Final Payment: Shockey shall notify Purchaser when it deems the Work is complete, whereupon Shockey shall submit to Purchaser a final statement showing the balance due on a Fixed Price Contract or the Cost plus Shockey's Fee still unpaid on a Cost Plus Fee Contract. Purchaser shall pay Shockey the amount shown on the final statement within ten (10) days of such final invoice. The making and acceptance of the final payment shall constitute a waiver of all claims by Purchaser against Shockey, except for latent defects as provided in Section 9, and claims by Shockey against Purchaser, except for those previously identified to Purchaser and still outstanding.

c. Payment Due Date: All payments shall be due and payable by Purchaser on or before the tenth (10th) day following Shockey's invoice for same. Payments due and unpaid after such tenth (10th) day shall thereafter bear interest at 18% per annum, from the due date until fully paid. If Shockey places any amount due under this Contract with an attorney for collection, Purchaser shall also be liable for all costs of collection, including attorney's fees equal to fifteen percent (15%) of the amount due.

9. Acceptance and Warranty of Work: Shockey shall notify Purchaser when it deems the Work is completed. Unless Purchaser notifies Shockey otherwise within seven (7) days thereafter, the Work shall be deemed accepted by Purchaser and this shall conclusively establish that the Work has been completed satisfactorily and in accordance with this Contract. Shockey shall be responsible for latent defects, faulty materials, and faulty workmanship for a period of one (1) year from the date the Work was completed by Shockey. Latent defects, faulty materials and faulty workmanship do not include consumables or ordinary wear and tear. Correction of defects, materials, or workmanship under the warranty period shall not serve to extend the warranty period. Shockey's responsibility under this warranty shall be limited to correction of the defect and shall not extend to other direct or consequential damages that may be suffered or incurred by Purchaser. THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OR FITNESS FOR A PARTICULAR PURPOSE OR FOR MERCHANTABILITY. PURCHASER SPECIFICALLY WAIVES THE RIGHT TO RECOVER CONSEQUENTIAL DAMAGES FROM SHOCKEY FOR ANY ACTIONS ARISING OUT OF OR RELATED TO THIS CONTRACT.

10. Protection of the Work and Insurance: Shockey shall provide reasonable protection for the Work, adjacent property, and the public during performance of the Work and, subject to the terms of this Contract, shall be responsible for any damage or injury due to its willful or wanton acts. Shockey shall maintain insurance for claims under applicable workmen's compensation and other employee benefits acts, for claims for bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this Contract. The Purchaser shall be responsible for and shall maintain such insurance as will protect it from its contingent liability to others for damages including death. Purchaser shall effect and maintain fire insurance with extended coverage in an amount not less than the dollar value of the Work, including items of labor, materials and equipment owned or rented by Shockey whether in or adjacent to the Project. Both parties shall file certificates of their respective insurance coverages required herein with the other party, upon request by such party. The Purchaser and Shockey waive all rights of subrogation against each other for damages caused by fire or other perils covered by such insurance except such rights as they may have to the proceeds of insurance.

11. Termination: Should Work be stopped by any public authority for a period of thirty (30) days or more, through no fault of Shockey, or should the Work be stopped through an act or neglect of the Purchaser for a period of ten (10) days, or should Purchaser fail to pay Shockey any payment within ten (10) days after it is due, then Shockey, upon 48 hours written notice to Purchaser, may either terminate the Contract or may suspend the Work without terminating the Contract and thereafter recover from the Purchaser payment for all Work executed, any Costs incurred as a result of the termination/suspension and Shockey's reasonable profit.

12. Dispute Resolution. Unless the parties mutually agree otherwise, all claims, disputes, and matters in question arising out of, or relating to, this Subcontract Agreement, or the breach thereof, shall be decided by arbitration, which shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect.

13. Miscellaneous:

a. Neither party to this Contract shall assign any of its rights under this Contract without the written consent of the other.

b. The invalidity of any portion of this Contract shall not affect the force and effect of any remaining portion thereof.

c. All terms, covenants and representations, warranties, and conditions of the Contract are set forth herein, and no other prior negotiations, agreements, or representations, oral or written, shall bind the parties. Any acknowledgment of this Contract sent by Purchaser which contains terms in addition to or inconsistent with the terms of this Contract or a rejection of any term of this Contract, shall be deemed a counteroffer to Shockey and shall not be binding on Shockey unless acceptance is specifically made in writing by Shockey to Purchaser.

d. This Contract shall be interpreted and governed in accordance with the laws of the State where the Project is located.

Exhibit A

rfp

City Hall Interior Renovations
Charles Town, WV
January 22, 2025



SHOCKEY
THE PARTNER OF CHOICE®

Howard Shockey & Sons, Inc.
PO Box 2530 Winchester, VA 22604
tel 540.667.7700 fax 540.665.3201

January 22, 2026

Ms. Cindy Rezmer
City of Charles Town
Charles Town, WV
crezmer@charlestownwv.us

Re: City Hall Interior Renovations

Dear Ms. Rezmer:

We are pleased to submit our proposal for the interior renovations of City Hall as indicated in the Request for Proposals for the existing building located at 105 South George Street.

The estimate for the project is **$121,760.00** and is based on the attached clarifications.

We look forward to working together through the successful completion of this project. If you have any questions, please contact us.

Sincerely,

Jeff Mohn
Director of Partner Services
(540) 532-9476

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Estimate Clarifications

1. **Estimate Scope** – The purpose of this document is to serve as a communication tool for the project team by clarifying any assumptions made for this project. This estimate has been prepared based specifically on this information.

2. **Building Gross Area** – The Building Gross Square Footages listed in this document are based on field measurements taken during our site visit in November 2025.

Area	BGSF
First Floor Approximate Working Area	436
Second Floor Approximate Working Area	1,395
Third Floor Approximate Working Area	855
Total	2,686

3. **Design Documents** – This estimated is based on the following design documents:

Title	Date
Request for Proposals	11/13/2025

4. **Bonds** – Performance and Payment Bonds <u>are not</u> included for Shockey, as well as subcontractor work.

5. **Contingency** – The estimate includes the following contingencies:

   a. Construction Contingency (5%) – intended for Shockey's use to address unanticipated work scope gaps and field coordination issues.

6. **Builders Risk Insurance** – The estimate <u>includes</u> Builders Risk Insurance.

7. **Clarifications** – The estimate is based on the following clarifications:

Division 1 – General Requirements	
Inclusions	1. Pricing is valid for 30 days from the date of this proposal. 2. Schedule is based on a 4-week onsite construction duration. 3. Project shall not commence until all necessary permits are obtained, and all materials have been procured. Once material delivery dates have been confirmed, the project commencement will be scheduled to coincide with those projected delivery dates. 4. This proposal includes current market prices for materials, labor, equipment, and fuel. If changing market conditions result in increased materials, labor, equipment, or fuel costs, Shockey will be able to recoup any of these additional unforeseen costs. At the completion of

	the project the project contingency may be utilized for this, but if market condition changes exceed the remaining contingency amount, a change order will be required for the remaining difference in additional market condition costs. 5. We have assumed our workers can park onsite in the adjacent parking lot. 6. We have assumed we may utilize onsite restroom facilities while performing work onsite in order to avoid placing a temporary toilet outside the building.
Exclusions	1. Costs for building permits. If permits are required, the costs for these shall be refunded for any costs incurred. 2. Costs associated with LEED certification. 3. Costs for 3rd party testing & inspection services. 4. Design costs. 5. Comm check analysis. 6. Professional surveying. 7. Cost associated with preconstruction. 8. Exterior work of any kind. 9. Security / watchmen during construction. 10. Overtime and/or shift premium to perform work outside normal working hour requirements. 11. Prevailing / mandated wage rates. 12. City of Charles Town B&O tax of 2%. 13. Temporary toilets. 14. Parking fees for construction worker's vehicles.
Division 2 – Demo	
Inclusions	1. Remove the 13' wall as indicated in documents. 2. Demolished materials will be placed in a dumpster and hauled off site. Several parking spaces must be allocated to accommodate the dumpster.
Exclusions	1. Hazardous material testing and abatement. 2. Removal of any existing items above ceiling.
Division 3 – Concrete	
Exclusions	1. Concrete work of any kind.
Division 4 – Masonry	
Exclusions	1. Masonry work of any kind.
Division 5 – Metals	
Exclusions	1. Metals work of any kind.
Division 6 – Wood, Plastics, and Composites	
Inclusions	1. Refinish existing wood stairs. Sand and finish to Natural with 3 coats of poly. This work may need to be completed overnight or weekend and access will be restricted during curing times.
Exclusions	1. Installing new wood blocking behind existing drywall partitions. It is assumed that adequate blocking exists for any new wall mounted fixtures being replaced. 2. Structural work of any kind.

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Division 7 – Thermal and Moisture Protection		
Inclusions	1.	Sound batt in new partition wall.
Division 8 – Openings		
Inclusions	1.	New paint grade door with hardware in new wall.
Exclusions	1.	Glass or glazing work.
Division 9 – Finishes		
Inclusions	1.	Build new partition wall perpendicular to demolished wall (in line with ~2'x2' window) to close off reception area from corridor. Existing exit signs direct flow of egress to other exits, so this door is not expected to require exit signs or panic device exit door hardware.
	2.	Flooring 1st floor: Vinyl Plank: Pergo Outlast 12mm in the color of Tanned Walters Oak in the 1st floor; men's room, women's room, corridor, office, corridor, and back office. This includes removal & disposal of existing vinyl plank, removal & disposal of existing VCT, ardex floor prep, and Johnsonite 4" cove base in the color of TBD.
	3.	Flooring 2nd & 3rd floors: Vinyl Plank: Shaw Indwell 20mil in the color of TBD on the 2nd floor; corridor, office, corridor, bathroom, main open hall, office, Newman Office, Cook office, Meeks office. 3rd floor; bathroom, corridor, office #1, office #2, and office #3. This includes adhesive, luan plywood, removal & disposal of existing laminate, removal & disposal of existing carpet, removal & disposal of existing VCT, rubber nosing, and white primed shoemold. (Copier room, Mayor Office, to be carpet tile)
	4.	Flooring in relation to stairwells: At rear exit door on first floor ceramic tile. At rear step landing Vinyl Plank: Shaw Indwell 20mil in the color of TBD. This includes adhesive, luan plywood, rubber nosing, white primed shoemold, and removal & disposal of existing VCT.
	5.	Painting of walls with similar color tone, priced as 2 coats.
Exclusions	1.	Complete leveling of floors. We will fill existing voids as much as possible while maintaining transitions between rooms.
	2.	Skimming of entire walls before painting. Any major dents (1/4" or larger) or nail holes will be patched.
	3.	Existing ceiling work except at reception area as impacted by demolished wall and new wall.
	4.	Carpet on third floor.
Division 10 – Specialties		
Inclusions	1.	Toilet accessories at 5 individual restrooms. Includes the following items: Bobrick stainless soap dispenser, Bobrick stainless seat cover dispenser, Bobrick grab bars as able to be installed (note that 3rd floor will not be able to be made code compliant due to no wall on side of toilet), and Bobrick channel frame mirror 18" wide x 30" high.
Exclusions	1.	Toilet paper dispenser per site walk instructions.
Division 11 – Equipment		
Exclusions	1.	Equipment work of any kind.
Division 12 – Furnishings		

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Exclusions	1.	Furnishings work of any kind.
Division 14 – Conveying Systems		
Exclusions	1.	Elevator work of any kind.
Division 21 – Fire Suppression		
Exclusions	1.	Sprinkler work of any kind.
Division 22 – Plumbing		
Exclusions	1.	Owner will pull and reinstall all toilets for coordination with flooring installation
Division 23 – Heating Ventilating and Air Conditioning		
Exclusions	1.	HVAC work of any kind.
Division 26 – Electrical		
Inclusions	1. 2. 3.	Vanity light fixtures at 1st and 2nd floor restrooms (total of 4 locations). Fixture allowance up to $200 each. Relocate lines in wall to be demolished to adjacent wall to remain. Relocation of fire alarm panel is priced as an allowance in the amount of $2,000. We have assumed we can disconnect, run existing lines down adjacent wall, and reconnect at new location. This is contingent on having enough slack in the lines. Location of panel may need to shift one way or another to accommodate existing lines.
Exclusions	1.	Any other light fixtures.

8. **Allowances** – The following allowances are included in the estimate. Allowances shall cover the total cost of materials, labor, and equipment. This includes material delivery, unloading and handling at the site, installation costs, overhead, profit, and all other expenses contemplated for stated allowance.

Allowance	Value
Fire alarm panel relocation	$2,000

9. **Proposal Required Items per RFP**

Item #1	
RFP	Name of business, address, telephone #, year organized, brief history of the company.
Response	Howard Shockey & Sons, Inc. 1057 Martinsburg Pike Winchester, VA 22603 540-667-7700

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	Founded in 1896, Howard Shockey & Sons is one of Virginia's oldest and largest commercial builders. With over 125 years of experience, Shockey delivers exceptional value through general contracting, construction management, and design-build services. Known for complex projects in education, healthcare, and municipal markets, the firm combines financial strength, safety excellence, and a reputation for quality to serve clients across the Mid-Atlantic region.
	Item #2
RFP	Name of the company representative that will be responsible for this contract and will serve as the principle contact for the city.
Response	Currently Jeff Mohn will serve as primary contact. Timing of contract award may require other personnel to be assigned as needed.
	Item #3
RFP	Describe how you would propose to manage and complete the project.
Response	Our Partner Services team specializes in providing dedicated customer service, ongoing maintenance, and high-quality construction for small to mid-sized projects. This division is structured for responsiveness and flexibility, ensuring projects are managed efficiently from start to finish. Our approach of keeping the team that estimates the job involved throughout construction helps ease client concerns through the project ensuring it progresses smoothly.
	Item #4
RFP	A timeline for completing the project.
Response	We anticipate approximately 4 weeks of construction, focusing on a level at a time. Work relating to the stairs will need to be well coordinated with the City in order to allow for proper work to be performed.
	Item #5
RFP	Note if the company has ever done any other work for the City of Charles Town during the last 5 years and, if so what was the outcome.
Response	Over the long history of Shockey, it's likely that we have performed work for the City of Charles Town, but not within the past 5 years. In 2008-2009 Shockey performed an expansion to the main office of the Bank of Charles Town, the adjacent structure to City Hall.
	Item #6
RFP	Provide proof of general business and liability insurance and an agreement to keep in effect while working with the City of Charles Town.
Response	Shockey maintains insurance coverages meeting all industry standards for general contracting. A sample certificate of insurance is included and will be updated to be contract specific once awarded the project.
	Item #7
RFP	Provide proof that the company has a West Virginia License and who has or will obtain a Charles Town business license prior to conducting business in the City of Charles Town.

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Response	Shockey's West Virginia contractor's license is included in this package. Shockey will obtain a Charles Town business license upon award of the project.
	Item #8
RFP	If applicable, attach a copy of the applicant's standard contract containing terms and conditions (subject to negotiations with the city).
Response	Shockey has several different contract options, and can enter negotiations of which contract structure to utilize upon notice of intent to award the contract to Shockey.

Cindy Rezmer

From: Cindy Rezmer
Sent: Thursday, January 8, 2026 9:26 AM
To: Jeff Mohn
Subject: City Hall Reno contract

Hi Jeff,
I spoke to our Finance Director and the 2% B&O tax is the only thing to back out of the contract.

The sales tax is for goods and not services.

Thanks!
Cindy

Cindy Rezmer
Operations Director
City of Charles Town
101 E. Washington Street, Charles Town, WV 25414
Direct: 304-724-3260
Email: crezmer@charlestownwv.us

rfp

City Hall Interior Renovations
Charles Town, WV
December 12, 2025



SHOCKEY
THE PARTNER OF CHOICE®

Howard Shockey & Sons, Inc.
PO Box 2530 Winchester, VA 22604
tel 540.667.7700 fax 540.665.3201

December 12, 2025

Ms. Cindy Rezmer
City of Charles Town
Charles Town, WV
crezmer@charlestownwv.us

Re: City Hall Interior Renovations

Dear Ms. Rezmer:

We are pleased to submit our proposal for the interior renovations of City Hall as indicated in the Request for Proposals for the existing building located at 105 South George Street.

The estimate for the project is **$118,500** and is based on the attached clarifications.

We look forward to working together through the successful completion of this project. If you have any questions, please contact us.

Sincerely,

Jeff Mohn
Director of Partner Services
(540) 532-9476

SHOCKEY
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Estimate Clarifications

1. **Estimate Scope** – The purpose of this document is to serve as a communication tool for the project team by clarifying any assumptions made for this project. This estimate has been prepared based specifically on this information.

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Total	2,686

3. **Design Documents** – This estimated is based on the following design documents:

Title	Date
Request for Proposals	11/13/2025

4. **Bonds** – Performance and Payment Bonds are not included for Shockey, as well as subcontractor work.

5. **Contingency** – The estimate includes the following contingencies:

   a. Construction Contingency (5%) – intended for Shockey's use to address unanticipated work scope gaps and field coordination issues.

6. **Sales Tax** – The estimate includes West Virginia sales tax for working in the City of Charles Town, as well as the 2% B&O tax.

7. **Builders Risk Insurance** – The estimate includes Builders Risk Insurance.

8. **Clarifications** – The estimate is based on the following clarifications:

Division 1 – General Requirements	
Inclusions	1. Pricing is valid for 30 days from the date of this proposal. 2. Schedule is based on a 4-week onsite construction duration. 3. Project shall not commence until all necessary permits are obtained, and all materials have been procured. Once material delivery dates have been confirmed, the project commencement will be scheduled to coincide with those projected delivery dates.

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Inclusions	1. Refinish existing wood stairs. Sand and finish to Natural with 3 coats of poly. This work may need to be completed over night or weekend and access will be restricted during curing times.

SHOCKEY
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Exclusions	1. Installing new wood blocking behind existing drywall partitions. It is assumed that adequate blocking exists for any new wall mounted fixtures being replaced. 2. Structural work of any kind.
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Inclusions	1. Sound batt in new partition wall.
Division 8 – Openings	
Inclusions	1. New paint grade door with hardware in new wall.
Exclusions	1. Glass or glazing work.
Division 9 – Finishes	
Inclusions	1. Build new partition wall perpendicular to demolished wall (in line with ~2'x2' window) to close off reception area from corridor. Existing exit signs direct flow of egress to other exits, so this door is not expected to require exit signs or panic device exit door hardware. 2. Flooring 1st floor: Vinyl Plank: Pergo Outlast 12mm in the color of Tanned Walters Oak in the 1st floor; men's room, women's room, corridor, office, corridor, and back office. This includes removal & disposal of existing vinyl plank, removal & disposal of existing VCT, ardex floor prep, and Johnsonite 4" cove base in the color of TBD. 3. Flooring 2nd & 3rd floors: Vinyl Plank: Shaw Indwell 20mil in the color of TBD on the 2nd floor; corridor, office, corridor, bathroom, main open hall, office, 3rd floor; bathroom, corridor, office #1, office #2, and office #3. This includes adhesive, luan plywood, removal & disposal of existing laminate, removal & disposal of existing carpet, removal & disposal of existing VCT, rubber nosing, and white primed shoemold. 4. Flooring in relation to stairwells: At rear exit door on first floor Shaw/Philadelphia Succession II TL 24x24 in the color of TBD. At rear step landing Vinyl Plank: Shaw Indwell 20mil in the color of TBD. This includes adhesive, luan plywood, rubber nosing, white primed shoemold, and removal & disposal of existing VCT. 5. Painting of walls with similar color tone, priced as 2 coats.
Exclusions	1. Complete leveling of floors. We will fill existing voids as much as possible while maintaining transitions between rooms. 2. Skimming of entire walls before painting. Any major dents (1/4" or larger) or nail holes will be patched. 3. Existing ceiling work except at reception area as impacted by demolished wall and new wall. 4. Carpet on third floor.
Division 10 – Specialties	
Inclusions	1. Toilet accessories at 5 individual restrooms. Includes the following items: Scott paper towel roll dispenser, Bobrick stainless soap dispenser, Bobrick stainless seat cover dispenser, Bobrick grab bars as able to be installed (note that 3rd floor will not be able to be made code compliant due to no wall on side of toilet), and Bobrick channel frame mirror 18" wide x 30" high.
Exclusions	1. Toilet paper dispenser per site walk instructions.

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Division 11 – Equipment		
Exclusions	1.	Equipment work of any kind.
Division 12 – Furnishings		
Exclusions	1.	Furnishings work of any kind.
Division 14 – Conveying Systems		
Exclusions	1.	Elevator work of any kind.
Division 21 – Fire Suppression		
Exclusions	1.	Sprinkler work of any kind.
Division 22 – Plumbing		
Inclusions	1. 2.	Pull existing toilets for installation of flooring. Provide new wall hung sinks, toilets, and faucets at 5 restrooms. All items shall be similar models and finishes as existing. Replace maintenance sink (laundry tray) in 3rd floor restroom with similar model.
Exclusions	1. 2.	Touchless sensor fixtures. Water line work of any kind. All valves are assumed to hold, and any shut off valve replacements are not included.
Division 23 – Heating Ventilating and Air Conditioning		
Exclusions	1.	HVAC work of any kind.
Division 26 – Electrical		
Inclusions	1. 2. 3.	Vanity light fixtures at 1st and 2nd floor restrooms (total of 4 locations). Fixture allowance up to $200 each. Relocate lines in wall to be demolished to adjacent wall to remain. Relocation of fire alarm panel is priced as an allowance in the amount of $2,000. We have assumed we can disconnect, run existing lines down adjacent wall, and reconnect at new location. This is contingent on having enough slack in the lines. Location of panel may need to shift one way or another to accommodate existing lines.
Exclusions	1.	Any other light fixtures.

9. **Allowances** – The following allowances are included in the estimate. Allowances shall cover the total cost of materials, labor, and equipment. This includes material delivery, unloading and handling at the site, installation costs, overhead, profit, and all other expenses contemplated for stated allowance.

Allowance	Value
Fire alarm panel relocation	$2,000

10. **Alternates** – The following alternates are not included within the estimate and may be elected for selection by the Owner.

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Alternate	Value
Additional cost to install Rubber Stair Treads instead of sanding and finishing stairs.	Add $3,765
Deduct for not installing new partition wall and door.	Deduct $6,570
Deduct for not providing any new plumbing fixtures.	Deduct $4,350
Deduct for not providing any new toilet accessories, or if client would like to purchase and have us install.	Deduct $2,300

11. Proposal Required Items per RFP

Item #1	
RFP	Name of business, address, telephone #, year organized, brief history of the company.
Response	Howard Shockey & Sons, Inc. 1057 Martinsburg Pike Winchester, VA 22603 540-667-7700 Founded in 1896, Howard Shockey & Sons is one of Virginia's oldest and largest commercial builders. With over 125 years of experience, Shockey delivers exceptional value through general contracting, construction management, and design-build services. Known for complex projects in education, healthcare, and municipal markets, the firm combines financial strength, safety excellence, and a reputation for quality to serve clients across the mid-Atlantic region.
Item #2	
RFP	Name of the company representative that will be responsible for this contract and will serve as the principle contact for the city.
Response	Currently Jeff Mohn will serve as primary contact. Timing of contract award may require other personnel to be assigned as needed.
Item #3	
RFP	Describe how you would propose to manage and complete the project.
Response	Our Partner Services team specializes in providing dedicated customer service, ongoing maintenance, and high-quality construction for small to mid-sized projects. This division is structured for responsiveness and flexibility, ensuring projects are managed efficiently from start to finish. Our approach of keeping the team that estimates the job involved throughout construction helps ease client concerns through the project ensuring it progresses smoothly.
Item #4	
RFP	A timeline for completing the project.
Response	We anticipate approximately 4 weeks of construction, focusing on a level at a time. Work relating to the stairs will need to be well coordinated with the City in order to allow for proper work to be performed.

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Item #5	
RFP	Note if the company has ever done any other work for the City of Charles Town during the last 5 years and, if so what was the outcome.
Response	Over the long history of Shockey, it's likely that we have performed work for the City of Charles Town, but not within the past 5 years. In 2008-2009 Shockey performed an expansion to the main office of the Bank of Charles Town, the adjacent structure to City Hall.
Item #6	
RFP	Provide proof of general business and liability insurance and an agreement to keep in effect while working with the City of Charles Town.
Response	Shockey maintains insurance coverages meeting all industry standards for general contracting. A sample certificate of insurance is included, and will be updated to be contract specific once awarded the project.
Item #7	
RFP	Provide proof that the company has a West Virginia License and who has or will obtain a Charles Town business license prior to conducting business in the City of Charles Town.
Response	Shockey's West Virginia contractor's license is included in this package. Shockey will obtain a Charles Town business license upon award of the project.
Item #8	
RFP	If applicable, attach a copy of the applicant's standard contract containing terms and conditions (subject to negotiations with the city).
Response	Shockey has several different contract options, and can enter negotiations of which contract structure to utilize upon notice of intent to award the contract to Shockey.

Sample Certificate of Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	**CONTACT NAME:** Willis Towers Watson Certificate Center **PHONE (A/C, No, Ext):** 1-877-945-7378 **FAX (A/C, No):** 1-888-467-2378 **E-MAIL ADDRESS:** certificates@willis.com
INSURED Howard Shockey & Sons, Inc. 1057 Martinsburg Pike Winchester, VA 22603	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Travelers Indemnity Company — 25658 **INSURER B :** Travelers Indemnity Company of CT — 25682 **INSURER C :** Travelers Property Casualty Company of Ame — 25674 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			VTC2K-CO-473D9627-IND-20	07/01/2020	07/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY [ ]			VTE-CAP-473D9639-TCT-20	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 2,000,000 $ $ $ $
C	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			CUP-7N17371A-20-25	07/01/2020	07/01/2021	EACH OCCURRENCE AGGREGATE [ ]	$ 10,000,000 $ 10,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [No] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			UB-0N989393-20-25-G	07/01/2020	07/01/2021	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Melody H. Mayer

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SR ID: 19760730 BATCH: 1722769

CONTRACTOR LICENSE

AUTHORIZED BY THE

West Virginia Contractor Licensing Board

NUMBER: WV003932

CLASSIFICATION:

GENERAL BUILDING
SPECIALTY

HOWARD SHOCKEY & SONS INC
PO BOX 2530
WINCHESTER, VA 22604-1730

DATE ISSUED	EXPIRATION DATE
SEPTEMBER 12, 2025	SEPTEMBER 12, 2026

Authorized Signature

Chair, West Virginia Contractor Licensing Board

WEST VIRGINIA CONTRACTOR LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

Additional Information

- Contractor to work with the owner (City of Charles Town) to pull all necessary permits, with permit fees paid by the owner.

I, Jeffrey Mohn Jr acting on behalf of the firm of Howard Shockey & Sons, Inc. certify that I have reviewed and fully understand the City of Charles Town's request for qualifications for the city hall interior renovations. I further certify and swear that the information submitted in response to the request for proposal is a true, correct, and complete representation of our firm's ability to provide such services.

Signature  Date December 12, 2025

2026-1284: Discussion on Financing/Possibly Purchasing Vacant County Buildings

This agenda item was Tabled at the March 2, 2026, council meeting.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1273: Appointment of a Representative to the Eastern Panhandle Transit Authority

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1274: BR2026-01: Norborne Glebe Phase 15 - Bond Reduction

ATTACHMENTS:

- 1. Staff Report.pdf
- 2._Application.pdf
- 3._Estimate.pdf
- 4._KH_Review.pdf

Bond Reduction Request
BR2026-01

Date: For the March 16, 2026 City Council Meeting
Applicant: Gary Endler on behalf of Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Bond reduction for performance bond

Norborne-Glebe Phase 15



BACKGROUND

The applicant has submitted a bond reduction request for their performance bond for Norborne-Glebe subdivision Phase 15.

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond amount is a reasonable assessment of the work completed thus far.

Existing Performance Bond: $1,342,383.94
Proposed Performance Bond: $547,821.51
Reduction Amount: $794,562.43

The performance bond was established in December 2022 at $3,086,207.27

The performance bond was reduced in March 2024 to $1,342,383.94

The reason the bond estimate sheet shows the original total of $3 million is because the applicant has been using the same bond estimate sheet and updating it every time there has been a reduction/proposed reduction.

The Planning Commission requested a revised cost sheet that showed the current $1.3 million performance bond amount and the cost of work done as part of this reduction request. The applicant states that they are unable to use the current cost spreadsheet as it represents costs adopted after their bond was established (the bond was established in Dec. 2022, the current cost sheet was adopted in May 2024). Kimley-Horn was aware of the past bond reductions when reviewing this request.

BOND COMMITTEE

The Bond Committee reviewed this item at their February 19, 2026 meeting. The Committee recommended approval of the bond reduction request.

PLANNING COMMISSION

The Planning Commission reviewed this item at their February 23, 2026 meeting, and voted unanimously to recommend approval of the bond initiation.

RECOMMENDATION

Approval.

Bond Request No._____

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE 26 JANUARY 16, 2026, 2026

2. APPLICATION TYPE ☐ Bond | Initiation ☑ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME NORBORNE GLEBE Phase 15

Address Seeback Drive, Winterplace Drive & Telluride Drive

4. APPLICANT'S NAME* Arcadia Land, Inc.

Address 108 N. George Street, 2nd Floor, Charles Town, WV 25414

Telephone Number (703) 771-8000 Fax Number (___) _____

Email Address [redacted]

5. PROPERTY OWNER'S NAME Same as Applicant

Address _____

Telephone Number (___) _____ Fax Number (___) _____

Email Address _____

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No._____

6. DESCRIPTION OF REQUETED INITIATION, REDUCTION, OR RELEASE:

Reduction of Performance Bond # PB02762300232

7. A) CURRENT BOND AMOUNT $ 1,324,823.33

B) PROPOSED BOND AMOUNT $ 547,821.51

8. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12-209				
3-12-212				
3-12-215				

9. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date
SDL 2022-03-SP	Norborne Glebe PH 15	Acitve	

Bond Request No._____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts 8-22-2024 Prepared By MRA

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. For private roadways, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond in accordance with this Section.

G. Private Roadway Maintenance Bonds. Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate in accordance with Section 1335.07 (F) of the Subdivision Ordinance.

H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which every is greater.

Bond Request No._____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant _____ Date 1/16/2026

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Builts to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Subdivision Administrator Approval:_____ Date:_____

Engineer Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

CITY OF CHARLES TOWN

PUBLIC IMPROVEMENT BOND UNIT COST LIST AND BOND REDUCTION FORM

This form shall be used to calculate the amount of the bond required to guarantee public improvements to be constructed under the approved Final S/LD Application. This form shall also be used in calculating the amount of bond reductions to be approved by the Planning Commission. **Note**: No bond shall be reduced until completion of at least thirty (30) percent of the physical
Improvements secured by the bond.

PROJECT NAME:	Norborne Glebe - Phase 15
PREPARED BY:	Greenway Engineering
DATE OF SUBMISSION	10/11/2022, Reduction 12/14/2023, Revised 01/18/2024, Revised 12/15/2025

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL								
Mobilization	LS	$6,250.00	1	$6,250.00	1.0	$6,250.00	100%	
Field Office	EA	$3,000.00						
Job Sign	EA	$1,150.00						
SURVEYING								
Steel Pipe Property Corner Marker Incl. Survey	EA	$275.00	355	$97,625.00	355.0	$97,625.00	100%	
R.O.W. MONUMENTS SURVEYED IN PLACE								
RM -- 1	EA	$825.00						
RM -- 2	EA	$575.00						
EARTHWORK EXCAVATION								
Regular Bulk used as Fill	CY	3.86	28,397.00	$109,612.42	28,397.0	$109,612.42	100%	
Rock, Rip	CY	17.30						
Rock, Blast	CY	38.48						
BORROW MATERIAL								
Buy, Load, Haul 10 Mi. Select Material	CY	28.90						
Fill and Compaction of On-site Borrow	CY	5.95	58,594.00	$348,634.30	58,594.0	$348,634.30	100%	
UNSUITABLE MATERIAL								
Load and Haul, 20 mi R/T	CY	$21.95						
Dump Charge	CY	37.50						
Site Grading	SY	0.75						
CLEAR & GRUB								
Light	AC	6,675.00	20	$133,500.00	20.0	$133,500.00	100%	

Moderate	AC	9,750.00							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	$12,250.00							
Very Heavy	AC	$14,250.00							
PLANTING SHRUBS									
18”	EA	$40.00							
24”	EA	$70.00							
TREES									
6’ – 8’ (1-2 in. Caliper)	EA	$400.00	270	$108,000.00		270.0	$108,000.00	100%	
8’ – 10’ (2.5-3 in. Caliper)	EA	$700.00							
Tree Protection	LF	$9.00							
MISCELLANEOUS SITE IMPROVEMENTS									
RETAINING WALLS									
Timber Wall (Less Than 6 ft)	LF	$325.00							
Dry Rubble RW-1 (H=6')	LF	$450.00							
Mortared Rubble RW-1A (H=6')	LF	$535.00							
Concrete Gravity RW-2 (H=6')	LF	$339.00							
Concrete Gravity RW-3 (H=6')	LF	$378.00							
FENCING									
Std. Fence (H=5’) FR-5	LF	$9.31							
Farm Fence (H=5’) FR-3A	LF	$10.90							
Chain Link Fence (H=6’)FR 2-B	LF	$14.52							
Board Fence (H=6’)	LF	$19.35							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
TOT LOTS									
Tot Lot	EA	$16,495.00	1	$16,495.00		1.0	$16,495.00	100%	
STORM DRAINAGE									
STORM SEWER									
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill									
Rock Excavation for All Pipe Types									
Less than 1,500 CY (Blasting)	CY	$110.00							
More than 1,500 CY (Blasting)	CY	$90.00							
Less than 1,500 CY (Hoe Ram)	CY	$135.00							

More than 1,500 CY (Hoe Ram)	CY	$110.00							
Trench De-watering									
Trench De-watering	LF	$2.95							
RCP CLASS III ROUND T & G W/MASTIC									
12" Pipe (RCP III)									
0' – 8' Cut	LF	$44.50							
8' – 14' Cut	LF	$62.50							
Add cost for Class IV	LF	$0.85							
O-Ring	LF	$5.50							
15" Pipe (RCP III)									
0' – 10' Cut	LF	$49.75							
10' – 16'	LF	$77.50							
Add Cost for Class IV	LF	$0.95							
O-Ring	LF	$5.50							
18" Pipe (RCP III)									
0' – 10' Cut	LF	$50.00							
10' – 16' Cut	LF	$80.00							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Add Cost for Class IV	LF	$2.00							
O-Ring	LF	$7.00							
21" Pipe (RCP III)									
0' – 10' Cut	LF	$57.50							
10' – 16' Cut	LF	$87.50							
Add Cost for Class IV	LF	$2.75							
O-Ring	LF	$13.00							
24" Pipe (RCP III)									
0' – 10' Cut	LF	$67.50							
10' – 16' Cut	LF	$95.00							
Add Cost for Class IV	LF	$3.15							
O-Ring	LF	$14.00							
27" Pipe (RCP III)									
0' – 10' Cut	LF	$60.00							
10' – 16' Cut	LF	$95.00							
Add Cost for Class IV	LF	$4.00							
O-Ring	LF	$15.00							
30" Pipe (RCP III)									
0' – 10' Cut	LF	$82.50							
10' – 16' Cut	LF	$125.00							
Add Cost for Class IV	LF	$6.00							
O-Ring	LF	$17.25							

33" Pipe (RCP III)									
0' – 12' Cut	LF	$115.00							
10' – 18' Cut	LF	$160.00							
Add Cost for Class IV	LF	$6.50							
O-Ring	LF	$21.95							
36" Pipe (RCP III)									
0' – 12' Cut	LF	$120.00							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12' – 18' Cut	LF	$175.00							
Add Cost for Class IV	LF	$7.75							
O-Ring	LF	$22.75							
42" Pipe (RCP III)									
0' – 12' Cut	LF	$140.00							
12' – 18' Cut	LF	$200.00							
Add Cost for Class IV	LF	$12.00							
O-Ring	LF	$35.45							
48" Pipe (RCP III)									
0' – 12' Cut	LF	$155.00							
12' – 18' Cut	LF	$215.00							
Add Cost for Class IV	LF	$12.50							
O-Ring	LF	$43.35							
54" Pipe (RCP III)									
0' – 12' Cut	LF	$190.00							
12' – 18' Cut	LF	$275.00							
Add Cost for Class IV	LF	$18.75							
O-Ring	LF	$44.45							
60" Pipe (RCP III)									
0' – 12' Cut	LF	$225.00							
12' – 18' Cut	LF	$335.00							
Add Cost for Class IV	LF	$22.50							
O-Ring	LF	$48.65							
ELLIPTICAL PIPE – RCP CLASS III									
23" X 14" (18" Equiv-RCP III									
0' – 10' Cut	LF	$75.00							
10' – 16' Cut	LF	$110.00							
Add Cost for Class IV	LF	$16.45							
O-Ring	LF	$43.35							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved

30” X 19” (24” Equiv-RCP III)									
0’ – 10’ Cut	LF	$90.00							
10’ – 16’ Cut	LF	$130.00							
Add Cost for Class IV	LF	$5.95							
O-Ring	LF	$43.35							
38” X 24” (30” Equiv-RCP III)									
0’ – 10’ Cut	LF	$120.00							
10’ – 16’ Cut	LF	$167.50							
Add Cost for Class IV	LF	$8.45							
O-Ring	LF	$51.35							
45” X 29” (36” Equiv-RCP III)									
0’ – 10’ Cut	LF	$165.00							
10’ – 16’ Cut	LF	$235.00							
Add Cost for Class IV	LF	$11.35							
O-Ring	LF	$53.35							
53” X 34” (42” Equiv-RCP III)									
0’ – 12’ Cut	LF	$210.00							
10’ – 18’ Cut	LF	$300.00							
Add Cost for Class IV	LF	$15.35							
O-Ring	LF	$58.95							
60” X 38” (48” Equiv-RCP III)									
0’ – 12’ Cut	LF	$255.00							
10’ – 18’ Cut	LF	$375.00							
Add Cost for Class IV	LF	$18.35							
O-Ring	LF	$69.95							
HDPE PIPE									
8" Pipe									
0'-8' Cut	LF	$28.65							
8'-14' Cut	LF	$43.15							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe									
0'-8' Cut	LF	$38.95	30	$1,168.50		30.0	$1,168.50	100%	
8'-14' Cut	LF	$57.75							
15" Pipe									
0'-8' Cut	LF	$50.25	1,993	$100,148.25		1,993.0	$100,148.25	100%	
8'-16' Cut	LF	$74.85							
18" Pipe									
0'-8' Cut	LF	$66.00	275	$18,150.00		275.0	$18,150.00	100%	
8'-16' Cut	LF	$98.55							
21" Pipe									
0'-8' Cut	LF	$71.45	548	$39,154.60		548.0	$39,154.60	100%	

8'-16' Cut	LF	$106.90							
24" Pipe									
0'-8' Cut	LF	$76.90	606	$46,601.40		606.0	$46,601.40	100%	
8'-16' Cut	LF	$115.25							
30" Pipe									
0'-8' Cut	LF	$91.33	419	$38,267.27		419.0	$38,267.27	100%	
8'-16' Cut	LF	$137.27							
36" Pipe									
0'-8' Cut	LF	$101.68	267	$27,148.56		267.0	$27,148.56	100%	
8'-16' Cut	LF	$152.33							
42" Pipe									
0'-8' Cut	LF	$113.99							
8'-16' Cut	LF	$171.00							
48" Pipe									
0'-8' Cut	LF	$129.55							
8'-16' Cut	LF	$195.66							
60" Pipe									
0'-8' Cut	LF	$275.00	48	$13,200.00		48.0	$13,200.00	100%	
8'-16' Cut	LF								
66" Pipe									
0'-8' Cut	LF	$365.00	94	$34,310.00		94.0	$34,310.00	100%	
8'-16' Cut	LF								
STORM STRUCTURES									
END SECTIONS									
End Section (ES-1), Concrete Pipe Size									
15”	EA	$485.00	1	$485.00					
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
18”	EA	$565.00							
21”	EA	$645.00							
24”	EA	$755.00							
27”	EA	$1,065.00							
30”	EA	$1,195.00	1	$1,195.00		1.0	$1,195.00	100%	
36”	EA	$1,765.00							
42”	EA	$1,795.00							
48”	EA	$2,135.00							
54”	EA	$2,795.00							
60”	EA	$3,455.00	1	$3,455.00		1.0	$3,455.00	100%	
ENDWALLS									
EW-1(Pre-cast) Round Pipe Size									
15”	EA	$800.00							
18”	EA	$1,337.00							

24”	EA	$2,021.00							
30”	EA	$2,133.00							
36”	EA	$2,366.00							
EW-1 Cast in Place [Round Pipe Size]									
15”	EA	$852.00							
18”	EA	$1,053.00							
24”	EA	$1,495.00							
30”	EA	$2,144.00							
36”	EA	$2,383.00							
EW-1A (Pre-Cast) Elliptical Pipe Size									
23” X 14” (18”)	EA	$695.00							
30” X 19” (24”)	EA	$969.00							
38” X 24” (30”)	EA	$1,165.00							
45” X 29” (36”)	EA	$1,445.00							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
53” X 34” (42”)	EA	$1,840.00							
EW-1A (Cast in Place) Elliptical Pipe Size									
23” X 14” (18”)	EA	$667.00							
30” X 19” (24”)	EA	$939.00							
38” X 24” (30”)	EA	$1,247.00							
45” X 29” (36”)	EA	$1,618.00							
53” X 34” (42”)	EA	$2,109.00							
EW-2 (PreCast) Round Pipe Size									
42”	EA	$5,445.00							
48”	EA	$5,695.00							
54”	EA	$6,660.00							
60”	EA	$7,140.00	1	$7,140.00		1.0	$7,140.00	100%	
72”	EA	$7,990.00							
84”	EA	$9,490.00							
EW-2 (Cast in Place) Round Pipe Size									
42”	EA	$4,723.00							
48”	EA	$6,039.00							
54”	EA	$6,972.00							
60”	EA	$8,179.00							
72”	EA	$10,713.00							
84”	EA	$12,288.00							
(EW-6PC) [Double Pipe] Pipe Size									
2-15”	EA	$999.00							
2-18”	EA	$1,235.00							
2-24”	EA	$1,510.00							

2-30"	EA	$2,165.00							
2-36"	EA	$2,647.00							
MANHOLES									
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)									
6' Depth	EA	$3,750.00							
Depth below 6'	VF	$163.00							
Standard Precast Manhole Std Frame & Cover (MH-2)									
6' Depth	EA	$3,100.00	4	$12,400.00		4.0	$12,400.00	100%	
Depth below 6'	VF	$177.00	1.140	$201.78		1.1	$201.78	100%	
Additional Cost (Amounts in parentheses to be added to the above unit costs)									
Watertight Fr/Cover (Add 110)	EA	$579.00							
Heavy Duty Fr/Cover (Add 82)	EA	$599.00							
DROP INLETS									
Cast in Place 48"									
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	$3,697.00	5	$18,485.00		5.0	$18,485.00	100%	
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	$5,593.00							
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	$6,911.00							
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	$8,833.00	1	$8,833.00		1.0	$8,833.00	100%	
CURB DROP INLETS									
Curb Drop Inlet (DI-3A)									
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$4,088.00							
Curb Drop Inlet (DI-3AA)									
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	$5,357.00							
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length									
4'	EA	$4,279.00	1	$4,279.00		1.0	$4,279.00	100%	
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6'	EA	$4,573.00	14	$64,022.00		14.0	$64,022.00	100%	
8'	EA	$4,889.00	19	$92,891.00		19.0	$92,891.00	100%	
10'	EA	$5,052.00							
12'	EA	$5,227.00							
16'	EA	$5,543.00							

20’	EA	$5,859.00							
Curb Drop Inlet (DI-3BB) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
4’	EA	$4,276.00							
6’	EA	$4,848.00		$0.00					
8’	EA	$5,429.00		$0.00					
10'	EA	$5,732.00		$0.00					
12’	EA	$6,011.00							
16’	EA	$6,296.00							
20’	EA	$6,599.00							
Curb Drop Inlet (DI-3C) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$4,013.00		$0.00					
8’	EA	$4,588.00							
10'	EA	$4,893.00	3	$14,679.00		3.0	$14,679.00	100%	
12’	EA	$5,178.00							
16’	EA	$5,766.00							
20’	EA	$6,339.00							
Curb Drop Inlet (DI-3CC) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$4,746.00							
8’	EA	$5,293.00							
10'	EA	$5,627.00							
12’	EA	$5,988.00							
16’	EA	$6,772.00							
20’	EA	$7,465.00							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Curb Drop Inlet (DI-3D)									
12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length 2’-6”	EA	$3,633.00							
Curb Drop Inlet (DI-3DD)									
12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length 2’-6”	EA	$4,367.00							
Curb Drop Inlet (DI-3E) 12”-30” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
4’	EA	$4,093.00							
8’	EA	$4,756.00							
10'	EA	$5,724.00							
12'	EA	$5,833.00							
16’	EA	$6,072.00							
20’	EA	$6,709.00							
Curb Drop Inlet (DI-3EE) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
6’	EA	$7,562.00							
8’	EA	$7,869.00							

10'	EA	$7,999.00							
12’	EA	$8,166.00							
16’	EA	$8,471.00							
20’	EA	$8,767.00							
Curb Drop Inlet (DI-3F) 12”-30” Pipe Inlet Length (Invert Depth (H)=0’-8’)									
6’	EA	$3,765.00							
8’	EA	$4,419.00							
10'	EA	$4,749.00							
12’	EA	$5,085.00							
16’	EA	$5,742.00							
20’	EA	$6,395.00							
Curb Drop Inlet (DI-3FF) 12”-30” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
6’	EA	$8,077.00							
8’	EA	$8,288.00							
10'	EA	$8,480.00							
12’	EA	$8,669.00							
16’	EA	$9,047.00							
20’	EA	$9,446.00							
Curb Drop Inlet (DI-4A) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4’	EA	$4,868.00							
Curb Drop Inlet (DI-4AA) 36”–48” Pipe (Invert Depth (H)=0’-8’) Inlet Length									
4'	EA	$6,817.00							
Curb Drop Inlet (DI-4B) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6’	EA	$5,172.00							
8’	EA	$5,499.00							
10'	EA	$5,698.00							
12’	EA	$5,870.00							
16’	EA	$6,221.00							
20’	EA	$6,571.00							
Curb Drop Inlet (DI-4BB) 36”-48” Pipe (Invert Depth (H) =8’-20') Inlet Length									
6’	EA	$10,292.00							
8’	EA	$10,643.00							
10'	EA	$10,810.00							
12’	EA	$10,974.00							
16’	EA	$11,309.00							
20’	EA	$11,669.00							
Curb Drop Inlet (DI-4C) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
8’	EA	$5,612.00							
10'	EA	$5,794.00							
12’	EA	$5,968.00							

16’	EA	$6,315.00							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
20’	EA	$6,657.00							
Curb Drop Inlet (DI-4CC) 36”-48” Pipe (Invert Depth (H) =8’-20’) Inlet Length									
8’	EA	$13,371.00							
10'	EA	$13,693.00							
12’	EA	$14,097.00							
16’	EA	$14,712.00							
20’	EA	$15,365.00							
Curb Drop Inlet (DI-4D)									
36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length 4'	EA	$4,933.00							
Curb Drop Inlet (DI-4DD)									
36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length 4'	EA	$9,455.00							
Curb Drop Inlet (DI-4E) 36”-48” Pipe (Invert Depth (H) =0’-8’) Inlet Length									
6'	EA	$5,267.00							
8’	EA	$5,605.00							
10'	EA	$5,896.00							
12'	EA	$6,233.00							
16’	EA	$6,996.00							
20’	EA	$7,695.00							
Curb Drop Inlet (DI-4EE) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length									
6’	EA	$9,165.00							
8’	EA	$9,495.00							
10'	EA	$9,839.00							
12’	EA	$10,167.00							
16’	EA	$10,838.00							
20’	EA	$11,483.00							
Curb Drop Inlet (DI-4F) 36”-48" Pipe Inlet Length (Invert Depth (H)=0’-8’)									
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
8’	EA	$5,877.00							
10'	EA	$6,209.00							
12’	EA	$6,568.00							
16’	EA	$7,259.00							
20’	EA	$7,963.00							
Curb Drop Inlet (DI-4FF) 36”-48” Pipe (Invert Depth (H) =8’-16’) Inlet Length									
8’	EA	$8,866.00							

10'	EA	$9,147.00							
12’	EA	$9,435.00							
16’	EA	$9,997.00							
20’	EA	$10,584.00							
Median Drop Inlets - CIP									
Median Drop Inlet **(DI-6A)** 12”-24” Pipe Inlet (H=8’)	EA	$4,205.00							
Median Drop Inlet **(DI-6B)** 12”-24” Pipe Inlet (H=8’)	EA	$4,267.00							
Median Drop Inlet **(DI-6C)** 30”-48” Pipe Inlet (H=10’)	EA	$5,589.00							
Median Drop Inlet **(DI-6D)** 30”-48” Pipe Inlet (H=10’)	EA	$5,692.00							
Median Drop Inlet **(DI-7)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$5,748.00		$0.00					
Median Drop Inlet **(DI-7A)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,338.00							
Median Drop Inlet **(DI-7B)** Type III Top 12”-42” Pipe Inlet (H=10’)	EA	$6,797.00							
BOND ESTIMATE						**BOND REDUCTION**			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
MISCELLANEOUS INLETS									
Ditch Drop Inlet, **(DI-5)** Type III Tip 12”-42” Pipe Inlet (H=8’)	EA	$5,226.00							
Standard Yard Inlet **(YI-1)** 12”-48” Pipe (Invert Depth (H)=0’-8’) Inlet Length 4’(No Aprons)	EA	$4,749.00		$0.00					
Add Yard Inlet Apron	THROAT	$255.00							
Standard Yard Inlet **(YI-3)** 12”-48” Pipe (Invert Depth (H)=0’-8’) Inlet Length 4’(No Aprons)	EA	$5,127.00							
Add Yard Inlet Apron	THROAT	$255.00							
CULVERTS									
Single Box Culvert (BC-1A) Fills to 25’									
4’ X 4’	LF	$336.00							
5’ x 5”	LF	$410.00							

6’ X 6’	LF	$498.00							
8’ X 8’	LF	$699.00							
10’ X 10’	LF	$845.00							
Double Box Culvert (BC-2b) Fills to 25’									
4’ X 4’	LF	$566.00							
5’ x 5”	LF	$705.00							
6’ X 6’	LF	$854.00							
8’ X 8’	LF	$1,148.00							
10’ X 10’	LF	$1,411.00							
Oversized Single Box Culvert (BBC-1) Fills to 25’									
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
12’ X 6’	LF	$1,026.00							
12’ X 8’	LF	$1,144.00							
12’ X 10’	LF	$1,239.00							
12’ X 12’	LF	$1,348.00							
Triple Box Culvert (BC-3B) Fills to 25’									
4’ X 4’	LF	$779.00							
5’ x 5”	LF	$965.00							
6’ X 6’	LF	$1,211.00							
8’ X 8’	LF	$1,633.00							
10’ X 10’	LF	$2,488.00							
Quadruple Box Culvert (BC-4B) Fills to 25’									
4’ X 4’	LF	$987.00							
5’ x 5”	LF	$1,225.00							
6’ X 6’	LF	$1,523.00							
8’ X 8’	LF	$1,497.00							
10’ X 10’	LF	$2,835.00							
Standard Wing for Box Culvert (1 Side Only) Height of Box									
4’	EA	$675.00							
5’	EA	$995.00							
6’	EA	$1,337.00							
8’	EA	$2,489.00							
10’	EA	$3,315.00							
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box									
6’	EA	$1,351.00							
8’	EA	$2,189.00							
10’	EA	$3,269.00							
12’	EA	$4,763.00							
MISCELLANEOUS STORM									
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**

ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Connection to Existing Structure									
15"-36" Pipe	EA	$735.00							
42"- 60" Pipe	EA	$1,125.00							
Casing Pipe, Bore and Jack (3/8" wall)									
22" ID (6"-8" Carrier Pipe)	LF	$411.00							
24" ID (10" Carrier Pipe)	LF	$451.00							
30" ID (12" Carrier Pipe)	LF	$569.00							
Plug Pipe									
6" –12" Pipe	EA	$142.00							
15"-36" Pipe	EA	$323.00							
42"- 60" Pipe	EA	$522.00							
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	$19.00							
Riprap									
Dry, Class I, 18"	SY	$47.87	28.00	$1,340.36		28.0	$1,340.36	100%	
Dry, Class II, 18"	SY	$51.46							
Grouted, Class I, 18"	SY	$69.97							
Filter Fabric									
Class I	SY	$3.50							
Class II	SY	$3.00							
Class III	SY	$2.25							
Gabions (No excavation)									
Mattress	CY	$130.00							
Revetment	CY	$164.33							
Wall	CY	$212.25							
Paved Ditch (4" Thick)									
Concrete (Non-reinforced)	SY	$62.00							
Bituminous Concrete(4")	SY	$30.00							
Sodded Ditch									
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Sodded Ditch (Incl Fine Grading)	SY	$9.86							
STREET CONSTRUCTION									
ROADS AND PARKING									
Soil Stabilization	**Inches**								
Cement 6%	SY/Inch Depth	$2.70							
Depth (in Inches):									

Lime 6%	SY/Inch Depth	$1.89							
Depth (in Inches):									
Subbase, Aggregated Material									
Base Type I	SY/Inch Depth	$1.75	16,213	$226,982.00		16,213.0	$28,372.75	100%	
Depth (in Inches):		8							
Bituminous Concrete									
Base Course	SY/Inch Depth	$5.59	16,213	$271,892.01		16,213.0	$90,630.67	100%	
Depth (in Inches):		3							
Intermediate Course	SY/Inch Depth	$5.49							
Depth (in Inches):									
Top Course	SY/Inch Depth	$5.49	16,213	$178,018.74		16,213.0	$89,009.37	100%	
Depth (in Inches):		2							
Prime Coat	SY	$1.10							
Tack Coat	SY	$1.10							
Driveway Restoration									
4” Concrete & 4” Gravel	SY	$79.95							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
2” S-5 & 7 6” Gravel	SY	$31.96							
Shoulders, Type I									
Aggregated Base, 4” (Sidewalk)	SY	$11.50		$0.00					
Concrete Curbing									
Curb & Gutter CG6 & CG7	LF	$22.50	9,412.00	$211,770.00		9,412.0	$211,770.00	100%	
Curb Cut, CG-12 Detectable Surf.	EA	$569.00	25	$14,225.00		25.0	$14,225.00	100%	
Entrances/Driveways									
Commercial Entrance CG-11	SY	$52.88							
Commercial Entrance CG-13	SY	$64.67							
Residential Driveway Apron	SY	$51.79							
Guardrails									
Std. Blocked-out W beam (GR2)	LF	$42.50							
Std. W beam, Weak Post GR8	LF	$28.50							
Terminal, GR-6 (L=12’-6”)	EA	$2,929.00							
Terminal, GR-7 (L=6’-3”)	EA	$2,659.00							
Type I, GR-8 Terminal (L=25’)	EA	$1,399.00							
Type II, GR-8 Terminal (L=13’-6”)	EA	$695.00							

Terminal, MB-4 (L=37’-6”)	EA	$3,495.00							
Type I, MB-5 Terminal (L=27’-1)	EA	$2,925.00							
Type II, MB-5 Terminal (L=13’-6)	EA	$1,675.00							
Miscellaneous									
Trash enclosure - Brick 6' high	LF	$325.00							
Reinforced Concrete Pad 6" to 8"	SY	$62.00							
Striping 4" width (VDOT Type	LF	$2.25							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
B)									
Concrete Wheel Stops	EA	$70.00							
Parking Lot Striping	EA	$50.00							
Sign Island	EA	$850.00							
Traffic Barricade	LF	$43.45							
Street Name Signs	EA	$435.00	5	$2,175.00		5.0	$2,175.00	100%	
Traffic Control Signs	EA	$375.00	13	$4,875.00		13.0	$4,875.00	100%	
Street Light (pole, bracket, light)	EA	$4,285.00	47	$201,395.00		47.0	$201,395.00	100%	
SIDEWALKS AND TRAILS									
Sidewalk									
Concrete 4” w/WWF, No base	SY	$45.23	3,353	$151,656.19		3,353.0	$151,656.19	100%	
Bitum. Conc, 2” w/4” Base	SY	$30.00							
4” Conc, No Reinf., No Base	SY	$41.00							
HANDRAIL									
Handrail 3 Rail 1-1/4” #4 Finish	LF	$96.50							
Wood Chip Trail									
Trails(Incl Excavation & Grading) Wood chip, 4’ wide	SY	$17.69							
Bituminous Trail									
6’ to 10' wide	SY	$49.25	1,169	$57,573.25		1,169.0	$57,573.25	100%	
CRITICAL SLOPE STABILIZATION									
Paved Flume	SY	$67.00							
Stmwtr Conc Channel-Excav	SY	$7.75							
ADD Grass Lined-seeded	SY	$5.37							
ADD Grass Lined-sodded	SY	$10.89							
Outlet Protection									
Non-grouted Riprap 18”	SY	$52.00		$0.00					
Concrete 4”	SY	$53.50							
BOND ESTIMATE						**BOND REDUCTION**			**City Use Only**

ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	$4.44							
Struc Streambank Protection									
Non-grouted Riprap 18”	SY	$58.00							
Gabions	CY	$147.00							
Vegetative Erosion Control									
Sodding incl Fertilizing – Banks	SY	$7.77							
Sodding incl Fertilizing – Flat	SY	$5.36							
Seeding incl Fertilizing	SY	$2.44							
Soding W/Soil Treat & Watering	SY	$3.25							
Seeding W/Soil Treat & Watering	SY	$6.46							
Straw Mulch w/Tack	SY	$1.40							
Jute Mesh	SY	$1.77							
SPECIAL ITEMS									
FEMA Processing LOMR/CLOMR	EA	$7,500.00							
As Built (Record Drawings)	EA	$9,500.00	1	$9,500.00		0.0	$0.00	0%	
SWM/BMP POND	LS								
SIGNALIZATION	LS								
Subtotal				$2,697,733.63			$2,218,868.67		

TOTAL ESTIMATE OF COMPLETED WORK:		
SubTOTAL:		$2,697,733.63
CONTINGENCIES:	10.0%	$269,773.36
TOTAL:		$2,967,506.99
INFLATION FACTOR:	4.0%	$118,700.28
Grand Total:		$3,086,207.27

TOTAL ESTIMATE OF REDUCTION:	
SubTOTAL:	$2,218,868.67
CONTINGENCIES:	$221,886.87
TOTAL:	$2,440,755.54
INFLATION :	$97,630.22
Grand Total:	$2,538,385.76
Bond Remaining:	**$547,821.51**

Kimley»Horn

Memorandum

To: Mr. Gary Endler, Attn
Arcadia Land, Inc.
108 N. George Street - 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

Through: Mr. James Newman, AICP
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: February 19, 2026

Subject: Norborne Glebe Subdivision Phase 15 Bond Reduction Review

This memorandum summarizes our review of the Bond Reduction request for the Norborne Glebe Subdivision Phase 15 Erosion and Sediment Control and the Performance Bond Initiation application (dated December 14, 2023, prepared by Arcadia Land, Inc.) for Performance Bond reduction of $1,324,823.33 to $547,821.51. Using the Final Subdivision/Land Development Plat dated May 25, 2023, As-Built Plans dated February 18, 2026, site visit observations, and the respective bond reduction application, we have no further comments.

Thank you for the opportunity to review this Bond Reduction request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1275: BR2026-02: Avalon Phase 1 - Bond Initiation

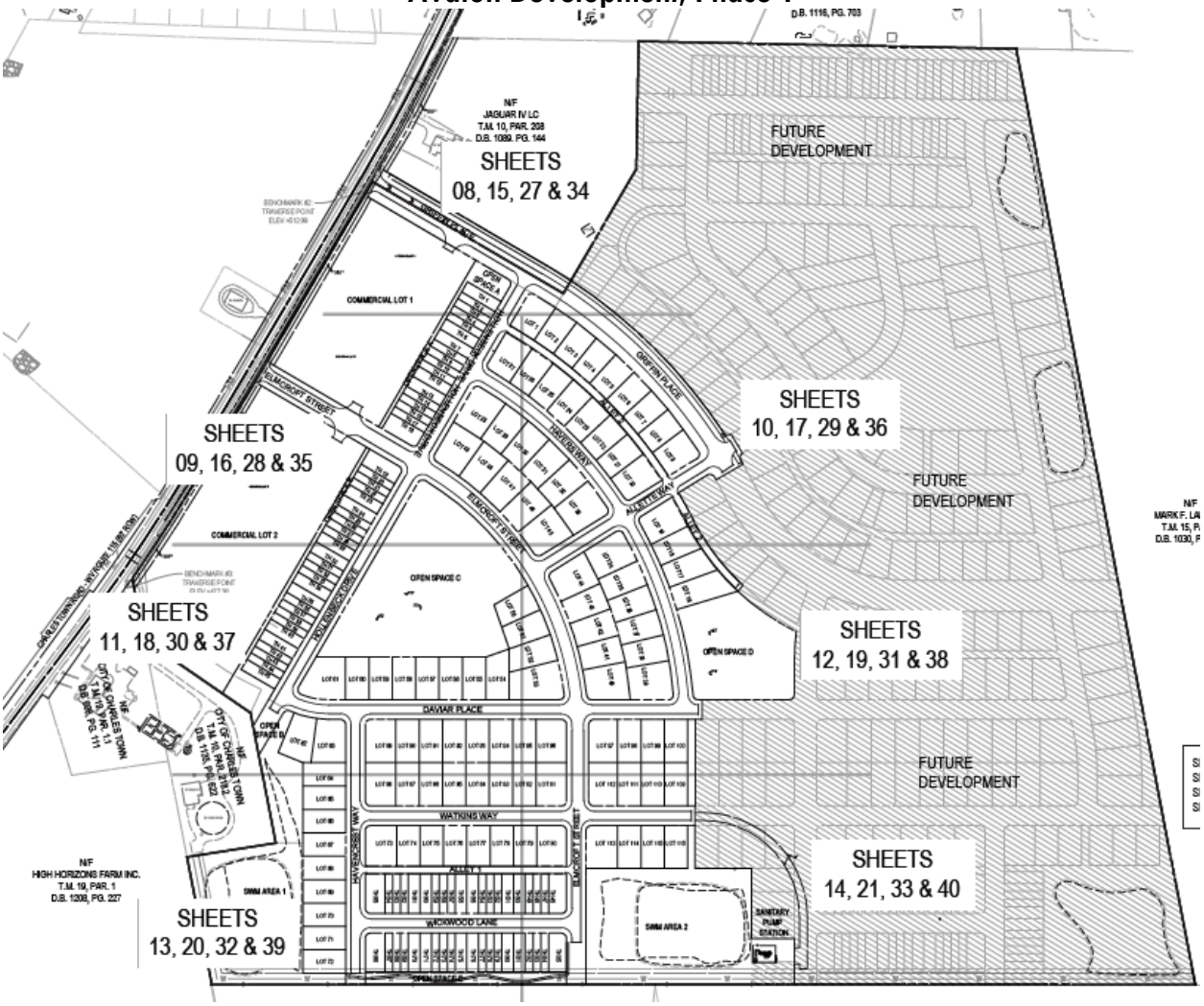
ATTACHMENTS:

- 1. Staff Report.pdf
- 2._Application.pdf
- 3._Estimate.pdf
- 4. KH Review.pdf

Bond Initiation Request
BR2026-02

Date: For the March 16, 2026 City Council meeting
Applicant: Integrity Federal Services
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $13,991,381.90

Avalon Development, Phase 1



BACKGROUND

The applicant, Integrity Federal Services, has submitted a bond initiation request for the Avalon development Phase 1. Phase 1 is 45 acres for residential and commercial land uses, and contains 102 single-family detached homes, 85 townhomes, and two commercial pad sites.

The applicant is requesting a bond initiation in the amount of $13,991,381.90. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond initiation amount is a reasonable for the proposed work.

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

BOND COMMITTEE

At their February 19, 2026 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed initiation.

PLANNING COMMISSION

The Planning Commission reviewed this item at their February 23, 2026 meeting, and voted unanimously to recommend approval of the bond initiation.

RECOMMENDATION

Approval.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☑ Bond Initiation – No application fee

☐ Bond Reduction – No application fee

☐ Bond Extension – No application fee

☐ Bond Release – Application Fee: $60

2. FEES

Third-party review fees are assessed separately for each application, and will be sent to the applicant. All fees must be paid prior to approval.

3. PUBLIC NOTICE

Only bond release applications require a public hearing, which is held by the Planning Commission. City Council approval is still required.

4. APPLICATION REQUIREMENTS

Please submit one application set with supporting materials in paper, and one copy in PDF format.

1. DATE 05/07/2025

2. PROJECT NAME Avalon - Section 1

Address Parcel: 03 10021800010000

3. APPLICANT'S NAME* Integrity Federal Services

Address 148 S. Queen St. Martinsburg, WV 25401

Telephone Number (304) 725-8456

Email Address

4. PROPERTY OWNER'S NAME LGI Homes- West Virginia, LLC

Address 1803 Research Blvd, #406, Rockville, MD 20850

Telephone Number (301) 356-5970

Email Address

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

5. DESCRIPTION OF REQUEST:

Initial bond estimate for Avalon Section 1.

6. A) CURRENT BOND AMOUNT $ N/A

B) PROPOSED BOND AMOUNT $ 13,991,381.90

C) CHANGE IN BONDED AMOUNT $ N/A

7. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
10	218.1		

8. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date
SLD2023-04	Fairview Sketch Plan	Approved	02/26/2024
SLD2023-04	Avalon - Sec. 1 Prelim. Plat	Approved	02/24/2025
SLD2023-04	Avalon - Sec. 1 Final Plat	Approved	05/21/2025

9. <u>BOND RELEASE</u> – SUPPLEMENTAL MATERIALS REQUIRED:

A. Copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements.

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

Continued on next page.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. **For private roadways**, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond.

   Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate.

G. **Landscaping Surety** is required to ensure the landscaping shown on a Major S/LD plan is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which ever is greater.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant

Thomas M Evans Digitally signed by Thomas M Evans DN: cn=Thomas M Evans, c=US, o=Integrity Federal Services, ou=Engineering, email=tevans@ifs-ae.com Date: 2025.05.07 17:40:53 -04'00' Date _____

Signature of Property Owner (If different than Applicant)

Mike Dropik Digitally signed by Mike Dropik Date: 2026.01.29 09:13:41 -05'00' Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Subdivision Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Subdivision Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BOND ESTIMATE						BOND REDUCTION					City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price	QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL											
Mobilization	LS	$12,440.00	1	$12,440.00		$0.00		0		0%	
Field Office	EA	$3,490.00	1	$3,490.00		$0.00		0		0%	
Job Sign	EA	$1,340.00	1	$1,340.00		$0.00		0		0%	
SURVEYING											
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	603	$193,189.14		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1	EA	$825.00	13	$10,725.00		$0.00		0		0%	
RM--2	EA	$764.00		$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50	115000	$517,500.00		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00		$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$11.06	115000	$1,271,900.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56		$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00		$0.00		0		0%	
Site Grading	SY	$1.25	253000	$316,250.00		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	1.38	$20,076.93		$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	175000	$525,000.00		$0.00		0		0%	
Sodding	SY	$8.50		$0.00		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00		$0.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	885	$354,000.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00		$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00		$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00		$0.00		0		0%	

Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00	1535	$85,960.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00	230	$14,260.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00	1	$16,495.00		$0.00		0		0%	
STORM DRAINAGE											
STORM SEWER											
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill											
Rock Excavation for All Pipe Types											
Less than 1,500 CY (Blasting)	CY	$110.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00	7	$700.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	

27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20		$0.00			$0.00		0		0%
10' -16' Cut	LF	$195.03		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$6.40		$0.00			$0.00		0		0%
O-Ring	LF	$24.00		$0.00			$0.00		0		0%
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00			$0.00		0		0%
8'-14' Cut	LF	$256.66		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$9.60		$0.00			$0.00		0		0%
O-Ring	LF	$27.60		$0.00			$0.00		0		0%
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00			$0.00		0		0%
10'-16'	LF	$333.00		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$13.50		$0.00			$0.00		0		0%
O-Ring	LF	$45.80		$0.00			$0.00		0		0%
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00			$0.00		0		0%
10' -16' Cut	LF	$363.92		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$12.40		$0.00			$0.00		0		0%
O-Ring	LF	$36.40		$0.00			$0.00		0		0%
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00			$0.00		0		0%
8'-14' Cut	LF	$413.46		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$19.20		$0.00			$0.00		0		0%
O-Ring	LF	$56.72		$0.00			$0.00		0		0%
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00			$0.00		0		0%
10'-16'	LF	$442.31		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$20.00		$0.00			$0.00		0		0%
O-Ring	LF	$69.36		$0.00			$0.00		0		0%
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$541.38		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$30.00		$0.00			$0.00		0		0%
O-Ring	LF	$70.96		$0.00			$0.00		0		0%
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$498.48		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$36.00		$0.00			$0.00		0		0%
O-Ring	LF	$77.84		$0.00			$0.00		0		0%
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$278.60		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$41.60		$0.00			$0.00		0		0%
O-Ring	LF	$109.80		$0.00			$0.00		0		0%
30"x19" (24" Equiv- RCP III)											

0'10' Cut	LF	$190.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$329.25		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$15.07		$0.00		$0.00		0		0%	
O-Ring	LF	$109.79		$0.00		$0.00		0		0%	
38"x24" (30" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$423.78		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$21.38		$0.00		$0.00		0		0%	
O-Ring	LF	$129.92		$0.00		$0.00		0		0%	
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00		$0.00		$0.00		0		0%	
10'-16' Cut	LF	$526.88		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$25.45		$0.00		$0.00		0		0%	
O-Ring	LF	$119.63		$0.00		$0.00		0		0%	
53"X 34" (42" Equiv-RCP III)											
0'12' Cut	LF	$370.00		$0.00		$0.00		0		0%	
10'-18' Cut	LF	$528.36		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$38.87		$0.00		$0.00		0		0%	
O-Ring	LF	$149.26		$0.00		$0.00		0		0%	
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00		$0.00		$0.00		0		0%	
10'-18' Cut	LF	$543.90		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$46.46		$0.00		$0.00		0		0%	
O-Ring	LF	$177.11		$0.00		$0.00		0		0%	
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$75.30		$0.00		$0.00		0		0%	
12" Pipe											
0'-8' Cut	LF	$67.50		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$100.04		$0.00		$0.00		0		0%	
15" Pipe											
0'-8' Cut	LF	$87.08	6021	$524,308.68		$0.00		0		0%	
8'-16' Cut	LF	$129.65	125	$16,206.25		$0.00		0		0%	
18" Pipe											
0'-8' Cut	LF	$114.33	675	$77,172.75		$0.00		0		0%	
8'-16' Cut	LF	$170.69	255	$43,525.95		$0.00		0		0%	
24" Pipe											
0'-8' Cut	LF	$132.62	728	$96,547.36		$0.00		0		0%	
8'-16' Cut	LF	$197.61		$0.00		$0.00		0		0%	
30" Pipe											
0'-8' Cut	LF	$157.42	1153	$181,505.26		$0.00		0		0%	
8'-16' Cut	LF	$236.13	515	$121,606.95		$0.00		0		0%	
36" Pipe											
0'-8' Cut	LF	$200.00	268	$53,600.00		$0.00		0		0%	
8'-16' Cut	LF	$298.00	93	$27,714.00		$0.00		0		0%	
42" Pipe											

0'-8' Cut	LF	$224.20		$0.00		$0.00		0		0%	
8'-16' Cut	LF	$334.06		$0.00		$0.00		0		0%	
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00		$0.00		0		0%	
8'-16' Cut	LF	$377.49		$0.00		$0.00		0		0%	
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00	4	$5,556.00		$0.00		0		0%	
18"	EA	$1,583.46	5	$7,917.30		$0.00		0		0%	
21"	EA	$1,805.14		$0.00		$0.00		0		0%	
24"	EA	$2,057.86	3	$6,173.58		$0.00		0		0%	
27"	EA	$2,345.97		$0.00		$0.00		0		0%	
30"	EA	$2,674.40	1	$2,674.40		$0.00		0		0%	
36"	EA	$3,048.82	1	$3,048.82		$0.00		0		0%	
42"	EA	$3,558.50		$0.00		$0.00		0		0%	
48"	EA	$4,056.69		$0.00		$0.00		0		0%	
54"	EA	$4,624.63		$0.00		$0.00		0		0%	
60"	EA	$5,272.07		$0.00		$0.00		0		0%	
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00		$0.00		$0.00		0		0%	
18"	EA	$2,724.96		$0.00		$0.00		0		0%	
24"	EA	$3,051.96		$0.00		$0.00		0		0%	
30"	EA	$3,418.19		$0.00		$0.00		0		0%	
36"	EA	$3,828.37		$0.00		$0.00		0		0%	
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15		$0.00		$0.00		0		0%	
18"	EA	$2,902.08		$0.00		$0.00		0		0%	
24"	EA	$3,250.33		$0.00		$0.00		0		0%	
30"	EA	$3,640.37		$0.00		$0.00		0		0%	
36"	EA	$4,077.22		$0.00		$0.00		0		0%	
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00		$0.00		$0.00		0		0%	
30" X 19" (24")	EA	$1,495.20		$0.00		$0.00		0		0%	
38 X 24" (30")	EA	$1,879.50		$0.00		$0.00		0		0%	
45 X 29" (36")	EA	$2,105.04		$0.00		$0.00		0		0%	
53" X 34" (42")	EA	$2,791.50		$0.00		$0.00		0		0%	
EW-1A (Cast in Place) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50		$0.00		$0.00		0		0%	
30" X 19" (24")	EA	$1,318.50		$0.00		$0.00		0		0%	
38 X 24" (30")	EA	$2,257.00		$0.00		$0.00		0		0%	
45 X 29" (36")	EA	$2,257.00		$0.00		$0.00		0		0%	
53" X 34" (42")	EA	$3,217.50		$0.00		$0.00		0		0%	
EW-2 (PreCast) Round Size Pipe Size											
42"	EA	$8,324.00		$0.00		$0.00		0		0%	
48"	EA	$9,322.88		$0.00		$0.00		0		0%	

54"	EA	$10,441.63		$0.00			$0.00		0		0%	
60"	EA	$11,694.62		$0.00			$0.00		0		0%	
72"	EA	$12,675.50		$0.00			$0.00		0		0%	
84"	EA	$14,196.56		$0.00			$0.00		0		0%	
EW-2 (Cast in Place) Round Size Pipe Size												
42"	EA	$9,255.50		$0.00			$0.00		0		0%	
48"	EA	$10,366.16		$0.00			$0.00		0		0%	
54"	EA	$11,610.10		$0.00			$0.00		0		0%	
60"	EA	$13,003.31		$0.00			$0.00		0		0%	
72"	EA	$15,747.00		$0.00			$0.00		0		0%	
84"	EA	$17,636.64		$0.00			$0.00		0		0%	
EW-6PC [Double Pipe] Pipe Size												
2-15"	EA	$2,123.00		$0.00			$0.00		0		0%	
2-18"	EA	$2,377.76		$0.00			$0.00		0		0%	
2-24"	EA	$2,663.09		$0.00			$0.00		0		0%	
2-30"	EA	$4,096.00		$0.00			$0.00		0		0%	
2-36"	EA	$4,587.52		$0.00			$0.00		0		0%	
MANHOLES												
Standard Brick Manhole Std Frame & Cover (MH-1)												
6' Depth	EA	$6,048.00	3	$18,144.00			$0.00		0		0%	
Depth Below 6'	VF	$230.00	12	$2,760.00			$0.00		0		0%	
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00		$0.00			$0.00		0		0%	
Additional Cost (Amount in parentheses to be added to the above unit costs)												
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00			$0.00		0		0%	
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00			$0.00		0		0%	
Drop Inlets												
Cast in Place 48"												
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00	8	$61,520.00			$0.00		0		0%	
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00	1	$7,690.00			$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00			$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00			$0.00		0		0%	
Curb Drop Inlets												
Curb Drop Inlet (DI-3A)												
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3AA)												
12"-30" Pipe (Invert Depth (H) =8'-	EA	$9,772.60		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
4'	EA	$7,758.40	11	$85,342.40			$0.00		0		0%	
6'	EA	$8,534.24	32	$273,095.68			$0.00		0		0%	
8'	EA	$9,387.66	18	$168,977.88			$0.00		0		0%	
10'	EA	$10,326.43	18	$185,875.74			$0.00		0		0%	

12'	EA	$11,359.07	5	$56,795.35			$0.00		0		0%	
16'	EA	$12,494.98		$0.00			$0.00		0		0%	
20'	EA	$13,744.48		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
4'	EA	$7,680.82		$0.00			$0.00		0		0%	
6'	EA	$8,448.90		$0.00			$0.00		0		0%	
8'	EA	$9,293.79		$0.00			$0.00		0		0%	
10'	EA	$10,223.17		$0.00			$0.00		0		0%	
12'	EA	$11,245.48		$0.00			$0.00		0		0%	
16'	EA	$12,370.03		$0.00			$0.00		0		0%	
20'	EA	$13,607.03		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
6'	EA	$7,204.61		$0.00			$0.00		0		0%	
8'	EA	$7,925.07		$0.00			$0.00		0		0%	
10'	EA	$8,717.57		$0.00			$0.00		0		0%	
12'	EA	$9,589.33		$0.00			$0.00		0		0%	
16'	EA	$10,548.26		$0.00			$0.00		0		0%	
20'	EA	$11,603.09		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
6'	EA	$8,573.48		$0.00			$0.00		0		0%	
8'	EA	$9,430.83		$0.00			$0.00		0		0%	
10'	EA	$10,373.91		$0.00			$0.00		0		0%	
12'	EA	$11,411.30		$0.00			$0.00		0		0%	
16'	EA	$12,552.43		$0.00			$0.00		0		0%	
20'	EA	$13,807.68		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3D)												
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3DD)												
12"-30" Pipe (Invert Depth	EA	$7,587.53		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
4'	EA	$7,460.00	5	$37,300.00			$0.00		0		0%	
8'	EA	$7,982.20		$0.00			$0.00		0		0%	
10'	EA	$8,540.95		$0.00			$0.00		0		0%	
12'	EA	$9,138.82		$0.00			$0.00		0		0%	
16'	EA	$9,778.54		$0.00			$0.00		0		0%	
20'	EA	$10,463.04		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$11,509.34	6	$69,056.04			$0.00		0		0%	
8'	EA	$12,314.99	3	$36,944.97			$0.00		0		0%	
10'	EA	$13,177.04	1	$13,177.04			$0.00		0		0%	
12'	EA	$14,099.44		$0.00			$0.00		0		0%	
16'	EA	$15,086.40		$0.00			$0.00		0		0%	
20'	EA	$16,142.44		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length												
6'	EA	$6,855.74		$0.00			$0.00		0		0%	
8'	EA	$7,335.64		$0.00			$0.00		0		0%	

10'	EA	$7,849.14		$0.00			$0.00		0		0%	
12'	EA	$8,398.58		$0.00			$0.00		0		0%	
16'	EA	$8,986.48		$0.00			$0.00		0		0%	
20'	EA	$9,615.53		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$14,671.28		$0.00			$0.00		0		0%	
8'	EA	$15,698.27		$0.00			$0.00		0		0%	
10'	EA	$16,797.15		$0.00			$0.00		0		0%	
12'	EA	$17,972.95		$0.00			$0.00		0		0%	
16'	EA	$19,231.06		$0.00			$0.00		0		0%	
20'	EA	$20,577.23		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
4'	EA	$10,020.00	1	$10,020.00			$0.00		0		0%	
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
4'	EA	$10,020.00		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
6'	EA	$8,802.77	2	$17,605.54			$0.00		0		0%	
8'	EA	$9,418.96	1	$9,418.96			$0.00		0		0%	
10'	EA	$10,078.29		$0.00			$0.00		0		0%	
12'	EA	$10,783.77	1	$10,783.77			$0.00		0		0%	
16'	EA	$11,538.64		$0.00			$0.00		0		0%	
20'	EA	$12,346.34		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
6'	EA	$17,429.48	1	$17,429.48			$0.00		0		0%	
8'	EA	$18,649.55	1	$18,649.55			$0.00		0		0%	
10'	EA	$19,955.02		$0.00			$0.00		0		0%	
12'	EA	$21,351.87		$0.00			$0.00		0		0%	
16'	EA	$22,846.50		$0.00			$0.00		0		0%	
20'	EA	$24,445.75		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
8'	EA	$9,418.96		$0.00			$0.00		0		0%	
10'	EA	$10,078.29		$0.00			$0.00		0		0%	
12'	EA	$10,783.77		$0.00			$0.00		0		0%	
16'	EA	$11,538.64		$0.00			$0.00		0		0%	
20'	EA	$12,346.34		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length												
8'	EA	$22,417.13		$0.00			$0.00		0		0%	
10'	EA	$23,986.33		$0.00			$0.00		0		0%	
12'	EA	$25,665.38		$0.00			$0.00		0		0%	
16'	EA	$27,461.95		$0.00			$0.00		0		0%	
20'	EA	$29,384.29		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4D)												
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4DD)												
36"-48" Pipe (Invert Depth (H)	EA	$16,392.95		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												

6'	EA	$9,016.12		$0.00			$0.00		0		0%	
8'	EA	$9,647.25		$0.00			$0.00		0		0%	
10'	EA	$10,322.56		$0.00			$0.00		0		0%	
12'	EA	$11,045.14		$0.00			$0.00		0		0%	
16'	EA	$11,818.30		$0.00			$0.00		0		0%	
20'	EA	$12,645.58		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length												
6'	EA	$15,688.06		$0.00			$0.00		0		0%	
8'	EA	$16,786.22		$0.00			$0.00		0		0%	
10'	EA	$17,961.26		$0.00			$0.00		0		0%	
12'	EA	$19,218.54		$0.00			$0.00		0		0%	
16'	EA	$20,563.84		$0.00			$0.00		0		0%	
20'	EA	$22,003.31		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length												
8'	EA	$10,040.36		$0.00			$0.00		0		0%	
10'	EA	$10,743.18		$0.00			$0.00		0		0%	
12'	EA	$11,495.20		$0.00			$0.00		0		0%	
16'	EA	$12,299.87		$0.00			$0.00		0		0%	
20'	EA	$13,160.86		$0.00			$0.00		0		0%	
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length												
8'	EA	$15,140.86		$0.00			$0.00		0		0%	
10'	EA	$16,200.72		$0.00			$0.00		0		0%	
12'	EA	$17,334.77		$0.00			$0.00		0		0%	
16'	EA	$18,548.20		$0.00			$0.00		0		0%	
20'	EA	$19,846.57		$0.00			$0.00		0		0%	
Median Drop Inlets - CIP												
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00			$0.00		0		0%	
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00			$0.00		0		0%	
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00			$0.00		0		0%	
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00			$0.00		0		0%	
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00	7	$59,836.00			$0.00		0		0%	
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%	
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%	
MISCELLANEOUS INLETS												
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00			$0.00		0		0%	

Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54		$0.00		$0.00		0		0%	
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00		$0.00		0		0%	
Add Yard Inlet Apron	THROAT	$320.54		$0.00		$0.00		0		0%	
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00		$0.00		0		0%	
5' X 5'	LF	$563.00		$0.00		$0.00		0		0%	
6' X 6'	LF	$689.00		$0.00		$0.00		0		0%	
8' X 8'	LF	$944.00		$0.00		$0.00		0		0%	
10' X 10'	LF	$1,159.00		$0.00		$0.00		0		0%	
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00		$0.00		0		0%	
5' X 5'	LF	$987.00		$0.00		$0.00		0		0%	
6' X 6'	LF	$1,195.60		$0.00		$0.00		0		0%	
8' X 8'	LF	$1,607.20		$0.00		$0.00		0		0%	
10' X 10'	LF	$1,975.40		$0.00		$0.00		0		0%	
Oversized Single Box Culvert (BBC-1) Fills to 25'											
12' X 6'	LF	$1,488.50		$0.00		$0.00		0		0%	
12' X 8'	LF	$1,488.50		$0.00		$0.00		0		0%	
12' X 10'	LF	$1,771.50		$0.00		$0.00		0		0%	
12' X 12'	LF	$1,771.50		$0.00		$0.00		0		0%	
Triple Box Culvert (BC-3B) Fills to 25'											
4' X 4'	LF	$1,129.55		$0.00		$0.00		0		0%	
5' X 5'	LF	$1,399.25		$0.00		$0.00		0		0%	
6' X 6'	LF	$1,755.95		$0.00		$0.00		0		0%	
8' X 8'	LF	$2,367.85		$0.00		$0.00		0		0%	
10' X 10'	LF	$3,607.60		$0.00		$0.00		0		0%	
Quadruple Box Culvert (BC-4B) Fills to 25'											
4' X 4'	LF	$1,431.15		$0.00		$0.00		0		0%	
5' X 5'	LF	$1,776.25		$0.00		$0.00		0		0%	
6' X 6'	LF	$2,208.35		$0.00		$0.00		0		0%	
8' X 8'	LF	$2,170.65		$0.00		$0.00		0		0%	
10' X 10'	LF	$4,110.75		$0.00		$0.00		0		0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box											
4'	EA	$926.50		$0.00		$0.00		0		0%	
5'	EA	$1,390.00		$0.00		$0.00		0		0%	
6'	EA	$1,853.50		$0.00		$0.00		0		0%	
8'	EA	$3,426.50		$0.00		$0.00		0		0%	
10'	EA	$4,558.00		$0.00		$0.00		0		0%	
Standard Wing for Box Culvert (BBC-W) Height of Box											

6'	EA	$1,817.00		$0.00			$0.00		0		0%	
8'	EA	$3,007.50		$0.00			$0.00		0		0%	
10'	EA	$4,497.50		$0.00			$0.00		0		0%	
12'	EA	$6,567.00		$0.00			$0.00		0		0%	
MISCELLANEOUS STORM												
Connection to Existing Structure												
15"-36" Pipe	EA	$1,584.00		$0.00			$0.00		0		0%	
42"-60" Pipe	EA	$1,584.00		$0.00			$0.00		0		0%	
Casing Pipe, Bore and Jack (3/8" wall)												
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00			$0.00		0		0%	
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00			$0.00		0		0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00			$0.00		0		0%	
Plug Pipe												
6"-12" Pipe	EA	$444.50		$0.00			$0.00		0		0%	
15"-36" Pipe	EA	$444.50		$0.00			$0.00		0		0%	
42"-60" Pipe	EA	$574.50		$0.00			$0.00		0		0%	
Pavement Edge Pipe												
Standard Pipe Underdrain	LF	$20.50		$0.00			$0.00		0		0%	
RipRap												
Dry, Class I, 18"	SY	$82.00		$0.00			$0.00		0		0%	
Dry, Class II, 18"	SY	$82.00		$0.00			$0.00		0		0%	
Grouted, Class I, 18"	SY	$84.00		$0.00			$0.00		0		0%	
Filter Fabric												
Class I	SY	$4.13		$0.00			$0.00		0		0%	
Class II	SY	$4.13		$0.00			$0.00		0		0%	
Class III	SY	$4.13		$0.00			$0.00		0		0%	
Gabions (No excavations)												
Mattress	CY	$237.50		$0.00			$0.00		0		0%	
Revetment	CY	$237.50		$0.00			$0.00		0		0%	
Wall	CY	$237.50	40	$9,500.00			$0.00		0		0%	
Paved Ditch (4" Thick)												
Concrete (Non-reinforced)	SY	$94.50		$0.00			$0.00		0		0%	
Bituminous Concrete (4")	SY	$43.50		$0.00			$0.00		0		0%	
Sodded Ditch												
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00			$0.00		0		0%	
STREET CONSTRUCTION												
ROADS AND PARKING												
Soil Stabilization												
Cement 6%	SY/ Inch	$20.00		$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						
Lime 6%	SY/ Inch	$14.00		$0.00			$0.00		0		0%	
Depth (in Inches):	Depth					0						
Subbase, Aggregated Material												
Base Type I	SY/ Inch	$12.95	33390	$2,594,403.00			$0.00		0		0%	
Depth (in Inches):	Depth	6				6						
Bituminous Concrete												

Base Course	SY/ Inch	$7.00	33390	$934,920.00		$0.00		0		0%	
Depth (in Inches):	Depth	4			4						
Intermediate Course	SY/ Inch	$7.00		$0.00		$0.00		0		0%	
Depth (in Inches):	Depth				0						
Top Course	SY/ Inch	$7.00	33390	$467,460.00		$0.00		0		0%	
Depth (in Inches):	Depth	2			2						
Prime Coat	SY	$1.38	33390	$46,078.20		$0.00		0		0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0		0%	
Driveway Restoration											
4” Concrete & 4” Gravel	SY	$75.00		$0.00		$0.00		0		0%	
2” S-5 & 7 6” Gravel	SY	$29.98		$0.00		$0.00		0		0%	
Shoulders, Type I											
Aggregated Base, 4”	SY	$15.00		$0.00		$0.00		0		0%	
Concrete Curbing											
Curb & Gutter CG6 & CG7	LF	$31.50	16860	$531,090.00		$0.00		0		0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	92	$96,048.00		$0.00		0		0%	
Entrances/ Driveways											
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0		0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0		0%	
Residential Driveway Apron	EA	$2,254.50	162	$365,229.00		$0.00		0		0%	
Guardrails											
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0		0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0		0%	
Terminal, GR-6 (L=12’-6”)	EA	$3,880.50		$0.00		$0.00		0		0%	
Terminal, GR-7 (L=6’-3”)	EA	$3,880.50		$0.00		$0.00		0		0%	
Type I, GR-8 Terminal (L=25’)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, GR-8 Terminal(L=13’-6”)	EA	$1,701.00		$0.00		$0.00		0		0%	
Terminal, MB-4 (L=37’-6”)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type I, MB-5 Terminal(L=27’-1)	EA	$3,580.50		$0.00		$0.00		0		0%	
Type II, MB-5 Terminal(L=13’-6)	EA	$1,701.00		$0.00		$0.00		0		0%	
Miscellaneous											
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0		0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00	22	$3,300.00		$0.00		0		0%	
Striping 4" width (VDOT Type B)	LF	$2.50	7331	$18,327.50		$0.00		0		0%	
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0		0%	
Parking Lot Striping	EA	$50.00		$0.00		$0.00		0		0%	
Sign Island	EA	$850.00		$0.00		$0.00		0		0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0		0%	
Street Name Signs	EA	$594.50	14	$8,323.00		$0.00		0		0%	
Traffic Control Signs	EA	$512.00	23	$11,776.00		$0.00		0		0%	
Street Light (pole, bracket,light)	EA	$5,938.00	53	$314,714.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4” w/WWF, No base	SY	$58.50		$0.00		$0.00		0		0%	
Bitum. Conc, 2” w/4” Base	SY	$42.00	8648	$363,216.00		$0.00		0		0%	

4” Conc, No Reinf., No Base	SY	$58.50		$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4” #4 Finish	LF	$143.00		$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00		$0.00		0		0%	
Grading) Wood chip, 4’ wide	SY	$21.00		$0.00		$0.00		0		0%	
Bituminous Trail											
6’ to 10' wide	SY	$22.00	1275	28050		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00		$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00		$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18”	SY	$87.00	668	$58,116.00		$0.00		0		0%	
Concrete 4”	SY	$70.00		$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77	2	$11.54		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18”	SY	$87.00		$0.00		$0.00		0		0%	
Gabions	CY	$255.00		$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00		$0.00		$0.00		0		0%	
Soding W/Soil Treat &Watering	SY	$9.00		$0.00		$0.00		0		0%	
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00		$0.00		0		0%	
Straw Mulch w/Tack	SY	$2.00		$0.00		$0.00		0		0%	
Jute Mesh	SY	$2.00		$0.00		$0.00		0		0%	
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00		$0.00		0		0%	
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50		$0.00		0		0%	
SWM/BMP POND	LS	$75,000.00	3	$225,000.00		$0.00		0		0%	
SIGNALIZATION	LS	$0.00		$0.00		$0.00		0		0%	

EFFECTIVE PERIOD OF BOND (IN MONTHS)	24
TOTAL ESTIMATE OF COMPLETED WORK	$11,759,835.51
+ 10% CONTINGENCY	$1,175,983.55
GRAND TOTAL	$12,935,819.06
FINAL PRICE (+ 4% ANNUAL INTEREST)	$13,991,381.90

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL BOND REDUCTION REQUEST	$0.00
+ 10% CONTINGENCY	$0.00
GRAND TOTAL	$0.00
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	$0.00

TOTAL ESTIMATED - BOND REMAINING	############

Kimley»Horn

Memorandum

To: Tom Evans
Integrity Federal Services
148 S. Queen St., Suite 201
Martinsburg, WV 25401

From: Mark Phillips, P.E.
Diego Carreira

Through: James Newman, AICP
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: February 26, 2026

Subject: Avalon Section 1 Bond Initiation Review – 1st Submission

This memorandum summarizes our review of the Bond Initiation for the Avalon subdivision – Section 1 (dated May 7, 2025, prepared by Integrity Federal Services, Inc) for a residential development on 54.89 acres. The Bond Initiation amount is proposed at $13,991,381.90. The site is currently zoned Neighborhood Residential.

Kimley-Horn's review of this application is limited to the approved plans, Bond Initiation Request form, and the Bond Estimate Form provided.

Kimley-Horn finds the bond initiation request to be in conformance with the plans and materials provided by the Applicant and recommends approval of the Bond Initiation Request.

Thank you for the opportunity to review this bond initiation request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1281: FY2026 Capital Budget Revision #8

ATTACHMENTS:
- Capital Budget 8th Revision.pdf

the city of Charles Town, WV

FY 2026 Capital Reserve Budget

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 7 PROPOSAL	REVISION 8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #7 &8 NOTES
CAPITAL BUDGET REVENUES												
Capital Reserve Carryover		$ 5,572,904	$ 3,002,355			$ 8,575,259	$ 8,567,259	$ 8,000	100%	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025	
36800 Contributions from GF			$ 427,386			$ 427,386	$ 427,386	$ -	100%	Contributions from GF (Determined in July 2025 1st Revision)		
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000				$ 810,000	$ 665,000	$ 145,000	82%	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.		
36880 Contributions from Building Commission						$ 578,395	$ 578,395	$ -	100%			
33000 Developer Fees		$ 150,000				$ 150,000	$ 166,296	$ (16,296)	111%	Developer Proffer fees.		
38000 Interest on Bank Accounts & Other Sources		$ 80,000				$ 80,000	$ 90,576	$ (10,576)	113%			
38600 Insurance Claims						$ -	$ 26,612	$ (26,612)				
TOTAL REVENUES	**$ -**	**$ 6,612,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ 10,621,040**	**$ 10,521,525**	**$ 99,516**	**99%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 7 PROPOSAL	REVISION 8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #7 &8 NOTES
CAPITAL BUDGET EXPENSES												
975 GENERAL GOVERNMENT												
Information Technology												
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ (7,000)		$ 3,000	$ 2,629	$ 371	88%			Transfer to 977-57 City Hall Interior Repair/Maintenance.
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000				$ 15,000	$ 1,804	$ 13,196	12%	Computer replacement program for all General Government departments. (5 replacements are planned.)		
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000				$ 15,000	$ -	$ 15,000	0%			
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000				$ 71,000	$ 6,152	$ 64,849	9%	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)		
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ (7,000)**	**$ -**	**$ 104,000**	**$ 10,585**	**$ 93,415**	**10%**			
Other - General Government												
Drone - 975-15 General Government Capital Outlay Equipment			10,000			$ 10,000	$ -	$ 10,000	0%		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.	
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000				$ 140,000	$ -	$ 140,000	0%	$140,000 carried over from FY25.		
Salary Study - 975-23 General Government Professional Services			$ 30,000			$ 30,000	$ 20,031	$ 9,969	67%		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.	
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000				$ 246,000	$ 50,635	$ 195,365	21%	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)		
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ -**	**$ -**	**$ 426,000**	**$ 70,667**	**$ 355,333**	**17%**			
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ (7,000)**	**$ -**	**$ 530,000**	**$ 81,251**	**$ 448,749**	**15%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 7 PROPOSAL	REVISION 8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #7 &8 NOTES
976 PUBLIC SAFETY												
Equipment												
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -	$ 1,160		$ 19,660	$ 19,657	$ 3	100%	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)		Additional funds needed for chargers.
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000			$ 21,000	$ 20,223	$ 777	96%		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.	
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ 1,160**	**$ -**	**$ 40,660**	**$ 39,880**	**$ 780**	**98%**			
Information Technology												
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ (1,160)		$ 50,840	$ 47,886	$ 2,954	94%	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)		Transfer to 976-60 Officer Equipment.
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000				$ 27,000	$ 18,288	$ 8,712	68%	Possible grant funding.		
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500				$ 18,500	$ 14,175	$ 4,325	77%	9 Routers at $14,400 and $4100 installation labor.		
Uninterruptible Power Supply System Repair - 975-60 General Government Capital Outlay Technology PD				$ 50,000		$ 50,000	$ -	$ 50,000	0%			The UPS System that supports the City and PD servers is failing. This repair is essential to ensuring that the City and the PD repain operational.
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ 48,840**	**$ -**	**$ 146,340**	**$ 80,348**	**$ 65,992**	**55%**			
Vehicles												
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000				$ 118,000	$ 116,854	$ 1,146	99%	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.		
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000				$ 12,000	$ 9,732	$ 2,268	81%	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.		
Police Cars #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000			$ 60,000	$ 61,163	$ (1,163)	102%		Replace vehicle due to fire loss	
Police Vehicle Upfit Costs #19 - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000			$ 45,000	$ 33,026	$ 11,974	73%		Replacement Vehicle uplift cost due to fire loss	
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ -**	**$ -**	**$ 235,000**	**$ 220,775**	**$ 14,225**	**94%**			
Parking												
Parking Meters - 976-62 Public Safety		$ 16,000				$ 16,000	$ 4,923	$ 11,077	31%	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.		
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ -**	**$ -**	**$ 16,000**	**$ 4,923**	**$ 11,077**	31%			
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ 50,000**	**$ -**	**$ 438,000**	**$ 345,927**	**$ 92,073**	**79%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 7 PROPOSAL	REVISION 8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #7 &8 NOTES
977 STREETS & TRANSPORTATION												
Buildings												
Building Improvements - 977-57 Streets & Transportation Capital Outlay Buildings				$ (8,000)	$ (210,000)	$ 360,395	$ 11,232	$ 349,163	3%			Transfer to 977-57 City Hall Interior Repair/Maintenance.
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500			$ 50,000	$ -	$ 50,000	0%		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.	
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000			$ 8,000	$ 641	$ 7,359	8%		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.	
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000			$ 10,000	$ -	$ 10,000	0%		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.	
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000			$ 20,000	$ -	$ 20,000	0%		Replacement of ballroom blinds.	
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000			$ 55,000	$ 9,270	$ 45,730	17%	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units	
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000	$ 21,000		$ 126,000	$ 2,406	$ 123,594	2%	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.	Additional funds needed to level 2nd floor, refinish back staircase and labor to move furniture.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000			$ 25,000	$ 15,717	$ 9,283	63%		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.	
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000				$ 150,000	$ -	$ 150,000	0%	Current building is maxed out on space. ($150,000 carried over from FY25.)		
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000			$ 250,000	$ 24,061	$ 225,939	10%	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.	
Rouss Hall - 1st Floor HVAC Unit - 977-57 Streets & Transportation Capital Outlay Buildings						$ 14,000	$ 13,800	$ 200	99%			
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000		$ 210,000	$ 290,000	$ 24	$ 289,976	0%		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.	
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000			$ 25,000	$ 26	$ 24,974	0%		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.	
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500			$ 42,500	$ 11,247	$ 31,253	26%		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.	
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 13,000**	**$ -**	**$ 1,425,895**	**$ 88,424**	**$ 1,337,471**	**6%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 7 PROPOSAL	REVISION 8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #7 &8 NOTES
Streets/Infrastructure												
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000			$ 80,000	$ -	$ 80,000	0%		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.	
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000			$ 50,000	$ -	$ 50,000	0%		Design for potential uses and amenities of the City's new town square.	
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000				$ 60,000	$ 54,757	$ 5,243	91%	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)		Transfer to 977-57 City Hall Interior Repair/Maintenance.
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000				$ 204,000	$ 29,102	$ 174,898	14%	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)		
Sinkhole Repair - 977-58 Streets & Transportation Capital Outlay Other Improvements					$ 100,000	$ 100,000						Allowance to repair sinkhole on Belvedere Dr.
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ -**	**$ 100,000**	**$ 494,000**	**$ 83,859**	**$ 310,141**	**17%**			
Vehicles												
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000				$ 175,000	$ -	$ 175,000	0%	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)		
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000				$ 90,000	$ 84,819	$ 5,181	94%			
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000				$ 65,000	$ 48,535	$ 16,465	75%			
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ -**	**$ 330,000**	**$ 133,354**	**$ 196,646**	**40%**			
Other - Streets & Transportation												
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000			$ 18,000	$ 16,574	$ 1,426	92%	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.	
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000		$ (6,000)		$ 60,000	$ 59,970	$ 30	100%	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)		Transfer to 977-57 City Hall Interior Repair/Maintenance.
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ (6,000)**	**$ -**	**$ 78,000**	**$ 76,544**	**$ 1,456**	98%			
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 7,000**	**$ 100,000**	**$ 2,327,895**	**$ 382,181**	**$ 1,845,714**	**16%**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	REVISION 7 PROPOSAL	REVISION 8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #1 NOTES	REVISION #7 &8 NOTES
979 CULTURE & RECREATION												
Parks & Recreation												
Bridges at Happy Retreat & Skate Park - 979-58 Culture & Recreation Other Improvements		$ 92,000		$ 920		$ 92,920	$ 92,916	$ 4	100%	$84,000 carried over from FY25.		Increase for bridges overage.
JMP Slide - 979-59 Culture & Recreaption Capital Other Impovements		$ 14,200		$ 25		$ 14,225	$ 14,224	$ 1	100%			Increase for slide overage.
Pickle Ball Courts - 979-58 Culture & Recreation Capital Other Improvements			$ 65,000			$ 65,000	$ 16	$ 64,984	0%		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets	
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000				$ 5,000	$ 5,000	$ -	100%	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)		
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000		$ (945)		$ 49,055	$ 33,880	$ 15,175	69%	This truck will be for the use of the Parks Manager.		$8920 transferred to 979.58 Bridges at Happy Retreat & Skate Park. $25 transferred to 979-59 JMP Slide.
Skate Park Paving from entrance to skate ramp - 977-58 Culture & Recreation Other Improvements						$ 10,000	$ 9,400	$ 600	94%			
TOTAL PARKS & RECREATION	**$ -**	**$ 161,200**	**$ 65,000**	**$ -**	**$ -**	**$ 236,200**	**$ 155,436**	**$ 80,764**	**66%**			
Culture												
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000			$ 6,000	$ -	$ 6,000	0%		Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.	
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000			$ 60,000	$ 27,003	$ 32,997	45%		Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)	
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000				$ 17,000	$ 1,621	$ 15,379	10%			
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000			$ 15,000	$ -	$ 15,000	0%		25 X 14 movie screen with inflatable frame for event use.	
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400				$ 197,400	$ -	$ 197,400	0%	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)		
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000			$ 6,000	$ -	$ 6,000	0%		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.	
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ -**	**$ -**	**$ 301,400**	**$ 28,624**	**$ 272,776**	**9%**			
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 375,600**	**$ 152,000**	**$ -**	**$ -**	**$ 537,600**	**$ 184,060**	**$ 353,540**	**34%**			
Contingencies		$ 166,000	$ 2,485,741	$ (50,000)	$ (300,000)	$ 2,240,641	$ -	$ 2,240,641	0%	This amount will be adjusted in the 1st Revision in July 2025.		Revision #7 - Transfer to 975-60 Uninterruptible Power Supply System. Revision #8 - Transfer $200,000 to Liberty Street Flooding Mitigation Grant 977-61. Transer $100,000 to Sinkhole Repair 977-58.
Encumberances for Subsequent Years		$ 350,000				$ 350,000	$ -	$ 350,000	0%	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project		
Transfer to Grant Projects		$ 3,987,304			$ 200,000	$ 4,196,904	$ -	$ 4,196,904	0%	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.		Transfer to Liberty Street Grant
TOTAL EXPENSES	**$ 100,000**	**$ 6,612,904**	**$ 3,429,741**	**$ -**	**$ -**	**$ 10,621,040**	**$ 993,419**	**$ 9,527,621**	**9%**			
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,528,105**					

GRANT PROJECTS BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 & 8 NOTES
AUGUSTINE AVENUE GRANT PROJECT									
REVENUES									
Capital Reserve Carryover	$ 250,000	$ 76,444		$ 86,044	$ -	$ 86,044	0%	This is a State project with 4 Federal grants that require upfront matches. The State will administer the project, therefore the City will only need to pay the matches. We will not receive any revenue or pay expenses that need to be reimbursed. All matches have been paid in previous years except a 76,444 match that is allocated for Phase I Construction. The $76,444 is budgeted for FY 2026 and carried over from FY25. There is a $250,000 encumberance set aside for estimated potential overages that the City may have to pay.	Allowance for Phase 1 overages.
TOTAL REVENUES	**$ 250,000**	**$ 76,444**		**$ 86,044**	**$ -**	**$ 86,044**	0%		
EXPENSES									
Augustine Avenue Trail Construction - Construction Phase I - 979-58 Culture & Recreation Other Improvements				$ 9,600	$ -	$ 9,600	0%	Construction - Phase 1 Funded through WVDOT Grant with a City match of $76,444. This is the only match left to pay for this project. All other matches have been paid in prior years.	Allowance for Phase 1 overages.
Augustine Avenue Trail Construction - Construction Phase II & III Encumberance for FY27 - 979-58 Culture & Recreation Other Improvements	$ 250,000	$ 76,444		$ 76,444	$ -	$ 76,444	0%	This encumbrance is for potential overages on the project in which the City may be responsible.	
TOTAL EXPENSES	**$ 250,000**	**$ 76,444**		**$ 86,044**	**$ -**	**$ 86,044**	0%		
AUGUSTINE AVENUE REVENUES OVER EXPENSES	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 & 8 NOTES
LIBERTY STREET FLOODING MITIGATION GRANT PROJECT									
REVENUES									
Capital Reserve Carryover		$ 861,555	$ 200,000	$ 1,061,555	$ -	$ 1,061,555	0%	This is the City's portion of the cost of this project after receiving the Chesapeake Bay and FEMA Grants listed below totaling $469,845. The $861,555 includes the City's $305,774 FEMA Grant match and the remaining $555,811 is the City's out of pocket expenses not supported by grants.	Allowance for anticipated change order overages.
36500 Federal Grants - Chesapeake Bay Foundation		$ 94,845		$ 94,845	$ -	$ 94,845	0%	Total award is $172,445. This grant does not require a match. $77,600 was received in FY24, which leaves a remaining balance of $94,845 to be received. This is a reimbursable grant so we must budget all expenses and administer the project.	
36500 Federal Grants - FEMA		$ 375,000		$ 375,000	$ -	$ 375,000	0%	Total award is $680,774. FEMA will pay the City $375,000 and the City is required to match $305,774. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 1,331,400**	**$ 200,000**	**$ 1,531,400**	**$ -**	**$ 1,531,400**	0%		
EXPENSES									
Liberty Street Flooding Mitigation - Phase I - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 1,331,400	$ 200,000	$ 1,531,400	$ 571,381	$ 960,019	43%	Total construction cost is $1,420,000. We have received two grants to support this project, both of which are reimbursable, therefore we must budget the entire cost of the project. $88,600 was paid in prior years, leaving the remaining cost at $1,331,400.	Allowance for anticipated change order overages.
TOTAL EXPENSES	**$ -**	**$ 1,331,400**	**$ 200,000**	**$ 1,531,400**	**$ 571,381**	**$ 960,019**	43%		
LIBERTY STREET FLOODING REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ (571,381)**	**$ 571,381**			

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #8 PROPOSAL	FY 2026 CURRENT BUDGET	FY 2026 YEAR TO DATE ACTUAL	FY 2026 BUDGET BALANCE	% OVER/UNDER BUDGET	NOTES	REVISION #6 & 8 NOTES
JEFFERSON MEMORIAL POOL GRANT PROJECT									
REVENUES									
Capital Reserve Carryover		$ 3,049,305		$ 3,049,305	$ -	$ 3,049,305	0%	This is the City's portion of the cost of this project after receiving the Pool House LWCF and Pool LWCF Grants listed below totaling $1,850,695. The $3,049,305 includes the City's $250,000 Pool House LWCF Grant match and $1,600,695 Pool LWCF Grant match and the remaining $1,198,610 is the City's out of pocket expenses not supported by grants.	
Pool House LWCF Grant		$ 250,000		$ 250,000	$ -	$ 250,000	0%	Total award is $500,000. National Park Service LWCF will pay the City $250,000 and the City is required to match $250,000. This is a reimbursable grant so we must budget all expenses and administer the project.	
Pool LWCF Grant		$ 1,600,695		$ 1,600,695	$ -	$ 1,600,695	0%	Total award is $3,201,390. National Park Service LWCF will pay the City $1,600,695 and the City is required to match $1,600,695. This is a reimbursable grant so we must budget all expenses and administer the project.	
TOTAL REVENUES	**$ -**	**$ 4,900,000**		**$ 4,900,000**	**$ -**	**$ 4,900,000**	0%		
EXPENSES									
JMP Pool House Renovation - 979-58 Culture & Recreation Other Improvements **Pool 1**		$ 1,400,000		$ 1,400,000	$ 407,774	$ 992,226	29%	Total construction cost is $1,400,000. We have received a $500,000 grant to support this project, $250,000 will be received from National Park Service and the City must match $250,000. This grant is reimbursable, therefore we must budget the entire cost of the project.	
JMP Pool Upgrade - 979-58 Culture & Recreation Other Improvements **- Pool 2**		$ 3,500,000		$ 3,500,000	$ 1,202,078	$ 2,297,922	34%	Total construction cost is $3,500,000. We have received a $3,201,390 grant to support this project, $1,600,695 will be received from National Park Service and the City must match $1,600,695. This grant is reimbursable, therefore we must budget the entire cost of the project.	
TOTAL EXPENSES	**$ -**	**$ 4,900,000**		**$ 4,900,000**	**$ 1,609,852**	**$ 3,290,148**	33%		
JEFFERSON MEMORIAL POOL REVENUES OVER EXPENSES	**$ -**	**$ -**		**$ -**	**$ (1,609,852)**	**$ 1,609,852**			

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1282: Charles Town Now Market Analysis Presentation

ATTACHMENTS:

- FINAL Charles Town WV Market Analysis Feb 2026.pdf

Charles Town, WV

Market Analysis

2026

PLACE +MAIN ADVISORS


N. GEORGE ST.
E. WASHINGTON ST.

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Disclaimer
This Market Analysis is intended for planning and informational purposes only. The data and projections in this report are based on sources believed to be reliable, including geofencing mobility data, Claritas datasets, ESRI segmentation, survey results, and field observations. Although care was taken to ensure accuracy, Place + Main Advisors, LLC does not guarantee the completeness or precision of the information provided. Market conditions, demand, and economic factors can change, and all estimates should be considered subject to future variability.

This report is not an appraisal, legal document, engineering study, or financial guarantee. It should not be used as the sole basis for investment, lending, development, or policy decisions. Users are encouraged to conduct their own due diligence and consult appropriate professionals. Place + Main Advisors, LLC assumes no liability for actions taken based on this report.

Executive Summary

Charles Town is experiencing a period of rapid growth, demographic change, and rising expectations that are reshaping its position within the region. The data presented in this Market Analysis reveals a city that already functions like a much larger community, with strong incomes, steady daily visitation, and significant unmet demand for retail, dining, and housing. At the same time, the analysis highlights structural shortages in housing and business supply that are preventing the local economy from capturing its full potential.

This Executive Summary outlines the core findings across geofencing, demographics, retail leakage, segmentation, survey responses, and housing demand. It also identifies the deeper stories that emerge when these data points are viewed collectively, revealing Charles Town's current trajectory and its most strategic opportunities.

A Strong and Reliable Customer Base

Geofencing shows that downtown Charles Town sees 1,416 visits per day and nearly 9,700 visits per week, volumes far higher than what is typical for a city of its size. Visits remain stable across all seven days, with no dependency on weekend events or seasonal tourism. Downtown's busiest hours fall between late morning and late afternoon, confirming its strength as a daytime district driven by courthouse activity, government functions, employment, and routine errands.

Most visitors originate from Charles Town and surrounding Jefferson County communities, illustrating that downtown already operates as a regional service hub. The demand exists; the challenge is converting that traffic into stronger economic outcomes.

Population Growth and Income Strength Support New Investment

The Primary Trade Area (PTA) is projected to add more than 2,100 households between 2025 and 2030. With a median income of $102,076, the PTA has significant purchasing power, and the age distribution skews heavily toward working-age adults, young families, and active older adults.

One- and two-person households dominate, indicating strong demand for rental housing, smaller units, and walkable environments. These households tend to support restaurants, personal services, fitness uses, and everyday retail at higher levels.

A Dramatically Underserved Retail Market

Retail leakage is one of the most critical findings. In 2025, the PTA produced $1.48 billion in retail and dining demand but captured only $739 million in local spending. This represents a $736 million annual gap, projected to exceed $954 million by 2030.
Major gaps include:

- Full-service restaurants: $61.9 million unmet demand
- Supermarkets: $14 million unmet in 2025, doubling by 2030
- Furniture and home furnishings: More than $22 million combined
- Sports, hobbies, gifts, and used goods: Strong downtown-aligned leakage
- Beer, wine, and liquor stores: $11.8 million unmet

Residents are not failing to support local businesses; local businesses simply do not exist in the categories they need. Survey responses confirm widespread frustration with limited dining options, inconsistent hours, and a lack of everyday retail.

Executive Summary

Consumer Lifestyles That Support Downtown Growth
Market segmentation shows a mix of affluent suburban households, mid-income families, and practical rural or exurban residents. Together, these groups favor: Quality dining, Home goods and improvement retail, Personal services, Recreation and entertainment, Walkable mixed-use districts. These household types align strongly with the unmet demand categories and signal an unusually broad and stable customer base.

Survey Results Reveal Demand for Both Amenities and Identity
Nearly 1,400 survey responses point to consistent themes:

- Strong desire for more restaurants, bakeries, breakfast cafés, and evening options
- Need for everyday retail such as home goods, apparel, and small grocery offerings
- Preference for locally owned businesses
- Interest in expanded walkable housing options
- Frustration with limited hours and lack of variety

Respondents consistently view downtown as the heart of the community and the place where new businesses "should" locate.

An Immediate Need for Walkable Housing
The analysis shows market support for 580 to 870 new downtown-oriented housing units over five years, including:

- Upper-story apartments
- Small walk-up buildings (8 to 20 units)
- Live-work and mixed-use units
- Missing Middle infill in the downtown fringe

This housing is essential not only to meet residential demand but to support the evening economy, create year-round downtown vibrancy, and strengthen business performance. The retail challenge cannot be solved without solving the housing challenge. Housing is the retail strategy.

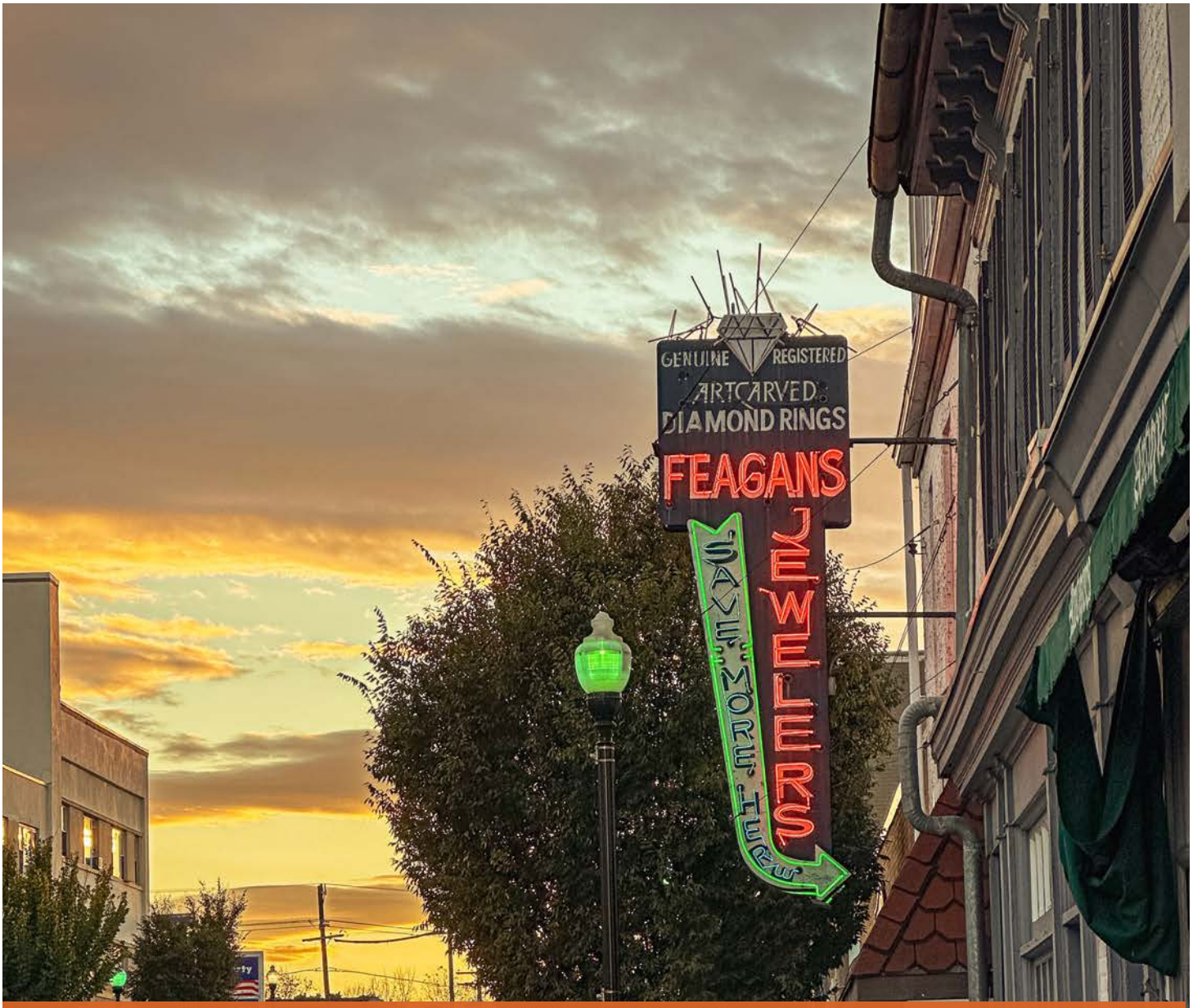
Key Themes:

Charles Town is behaving like a much larger market.
Demand is far ahead of supply across retail, dining, and housing.

Downtown's daytime economy is strong, but its nighttime economy is undeveloped.
Restaurants and entertainment will not thrive until more people live near downtown.

Residents are trying to support local businesses but cannot find what they need.
Leakage is a symptom of insufficient business supply, not insufficient interest.

Downtown is the geographic and economic focus of future growth.
It is the only location where housing, retail, walkability, history, and identity converge.



About This Market Analysis

This retail market analysis provides a comprehensive overview of current conditions and future opportunities within the trade area by examining key demographic trends, foot traffic patterns, and retail leakage data. Demographic shifts, such as changes in population size, age distribution, income levels, and household composition, offer insight into evolving consumer demand. Visitor data, derived from mobility tracking, highlights when and how often people visit the area, identifying peak times and core customer segments. Retail leakage analysis reveals categories where local spending is flowing to businesses outside the area, pointing to gaps in the local market. Together, these findings help identify high-potential business recruitment targets that align with community needs and have a strong chance for success. Funding, in part, of this market analysis was made possible by West Virginia Main Street/ ON TRAC.



Methodology

This analysis combines geofencing-based trade area definition, demographic and economic data from Claritas, and Place + Main's refined retail leakage calculations to evaluate current and future retail and housing demand in Charles Town. The foundation of the study is the establishment of a reliable primary trade area using geofencing. Mobility patterns were mapped to identify where most of Charles Town's visitors, workers, and customers originate. This trade area forms the basis for all demographic and market calculations throughout the report.

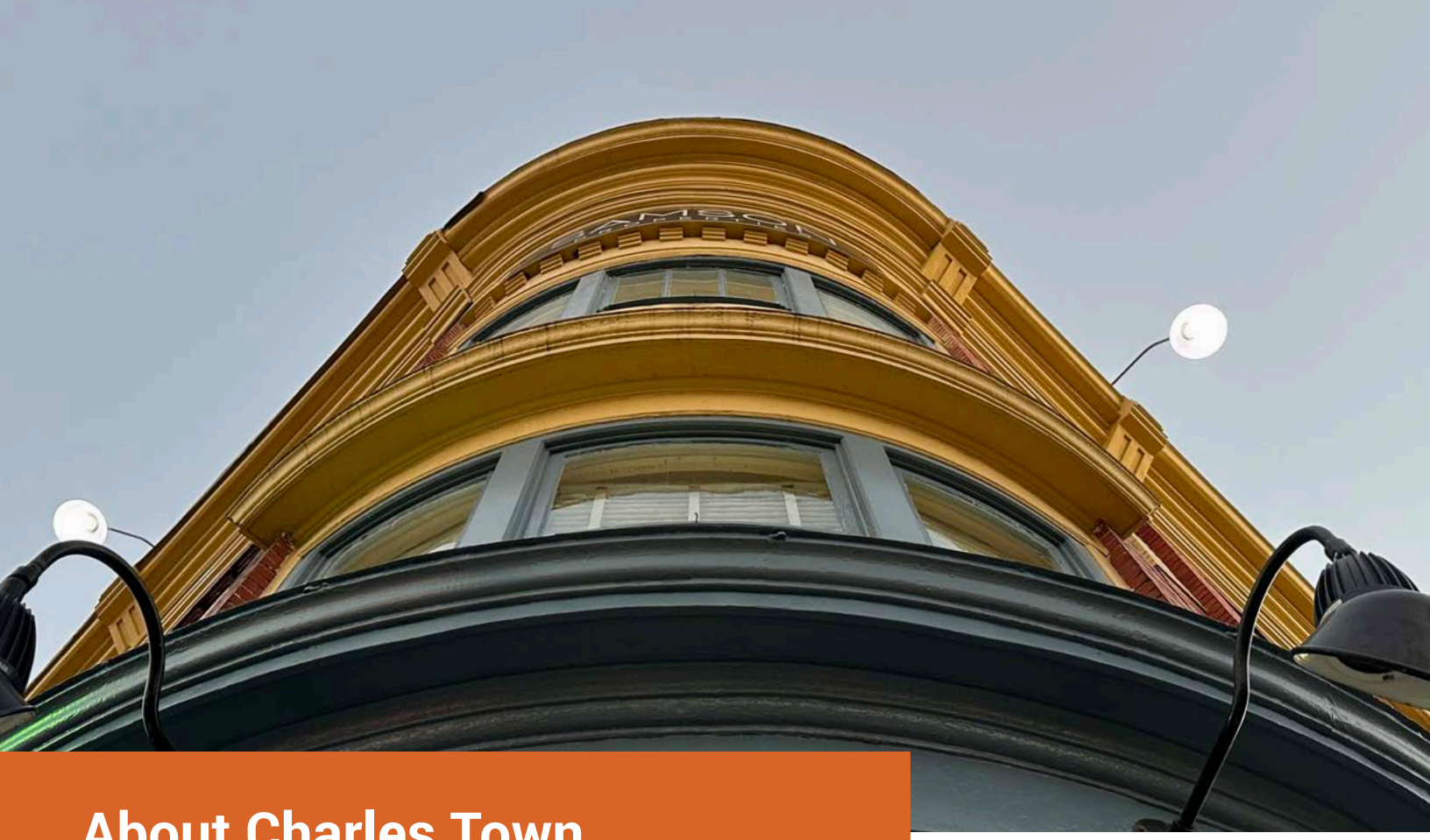
Claritas demographic and economic data was then applied to the defined trade area to build a detailed profile of the households, income levels, age distribution, consumer behavior, and lifestyle characteristics that influence local market potential. These data points were used to model household purchasing power, spending patterns, and population growth trends that are relevant to downtown businesses and redevelopment opportunities.

Retail leakage analysis was built from Claritas data and further refined by Place + Main to reflect on-the-ground conditions in Charles Town. Leakage compares local demand to existing sales within the defined trade area, which helps identify categories where local spending is leaving the community or where the market is already saturated. The refinement process incorporated local context, business mix, visitor behavior, and qualitative insights gathered by Place + Main during fieldwork. This produces more accurate estimates of where retail opportunities truly exist and which categories have realistic potential for success.

Labor market dynamics were evaluated using available employment and occupational data for the larger Jefferson County region. This information provides a sense of workforce characteristics, commuting patterns, and how existing economic conditions influence downtown demand. Construction employment was reviewed separately to avoid overstating long-term job impacts.

Housing demand analysis was integrated to understand how demographic trends and market behavior contribute to demand for new housing units. Household formation patterns, income levels, and consumer profiles were used to estimate the types of housing most likely to be supported in or near downtown Charles Town.

Finally, consumer spending patterns derived from Claritas were paired with the refined leakage estimates to determine the scale and type of retail and service opportunities that align with the community. This combined methodology ensures that the study captures both the current market realities and future possibilities for Charles Town's downtown business and housing environment.



About Charles Town

Charles Town, West Virginia is a historic, fast-growing small city located in the heart of the Eastern Panhandle. Founded in 1786 by relatives of George Washington, the city blends a rich architectural heritage with a vibrant, walkable downtown anchored by the Jefferson County Courthouse, independent shops, restaurants, and cultural destinations. Its location less than an hour from major employment centers in Northern Virginia and the Washington D.C. region has made Charles Town an attractive home for commuters seeking a high quality of life, strong schools, and a welcoming community setting.

Today, Charles Town is experiencing sustained residential and commercial growth driven by its livability, affordability relative to the D.C. metro, and strong sense of place. The city serves as a regional hub for government services, small businesses, entertainment, and tourism, while maintaining the charm and character that define its historic downtown. With a diverse population, expanding amenities, and strategic position along key transportation corridors, Charles Town is well positioned for continued reinvestment and long-term economic vitality.



About Charles Town Now

Charles Town Now serves as the city's dedicated platform for promoting local businesses, community events, and the unique character of downtown Charles Town. It acts as both a marketing engine and a community connector, highlighting the shops, restaurants, cultural venues, and public activities that make the city's historic core an attractive destination for residents and visitors. Through consistent messaging, storytelling, and brand-focused outreach, Charles Town Now helps reinforce the identity of downtown as a lively, walkable, and welcoming place.

In addition to showcasing downtown assets, Charles Town Now plays an important role in community engagement and economic development. The platform supports small business visibility, strengthens partnerships among local stakeholders, and elevates the profile of the city as a whole. By celebrating local successes, encouraging participation in events, and driving foot traffic, Charles Town Now contributes directly to downtown vibrancy and the continued growth of Charles Town's commercial and civic life.

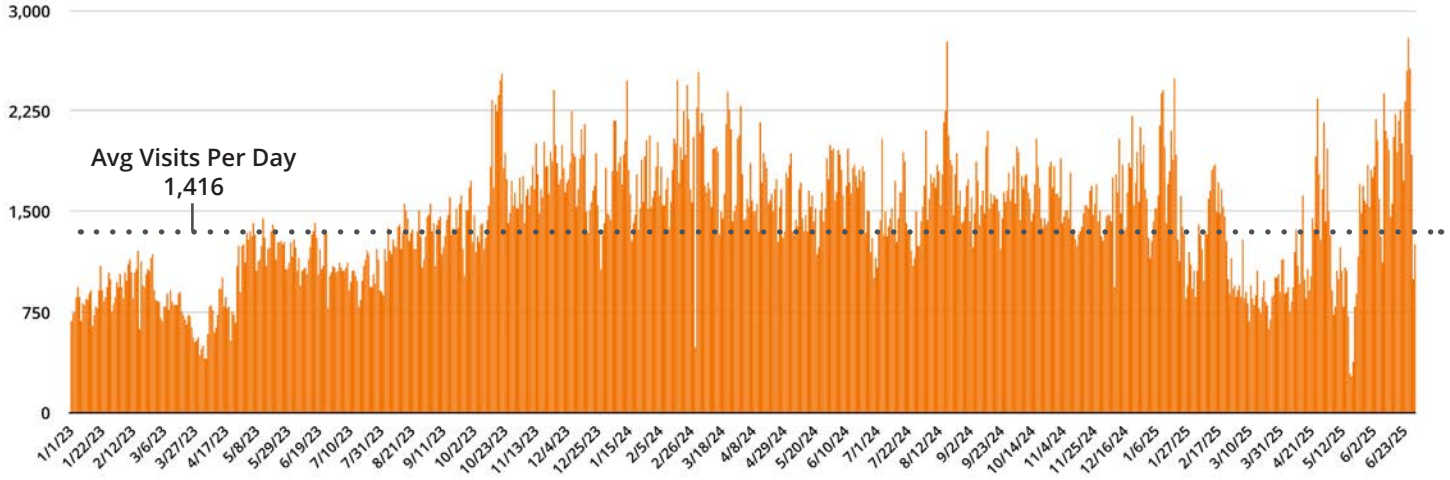
CHARLES TOWN NOW

LIVE · WORK · PLAY

Downtown Visitor Data

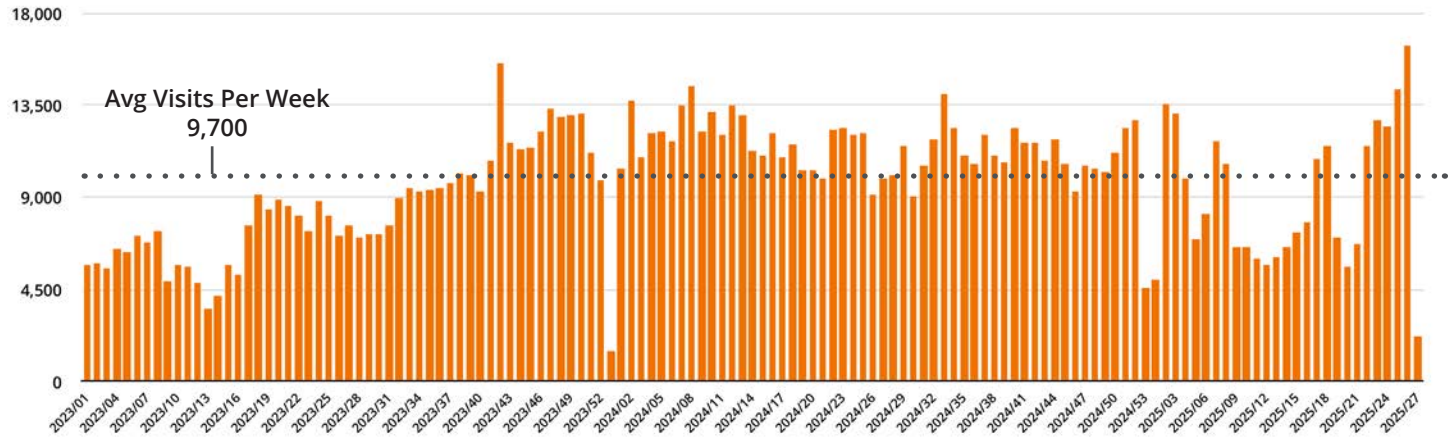
The market analysis begins with defining Charles Town's primary trade area through GPS-enabled geofencing, which uses anonymized cell phone mobility data to pinpoint where downtown visitors originate, down to the census block level. This provides a real-world view of customer behavior and spending potential, helping identify the kinds of businesses most likely to succeed in the district. After establishing this trade area, Place + Main Advisors overlaid it with demographic and retail market data from Claritas, the U.S. Census, and ESRI, and further refined through internal analysis. For this study, a "visitor" includes any individual who entered the geofenced downtown area for at least five minutes during the timeframe of January 1, 2023 – June 30, 2025.

Daily Visits



Source: Cobalt Community Research, 2025

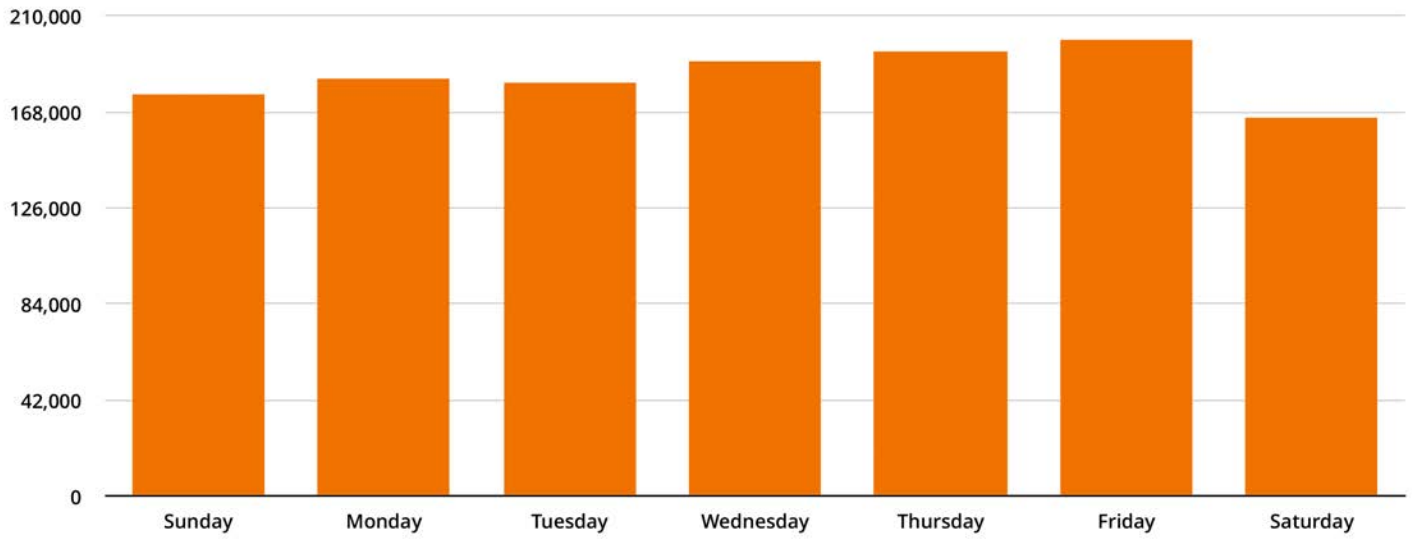
Weekly Visits



Source: Cobalt Community Research, 2025

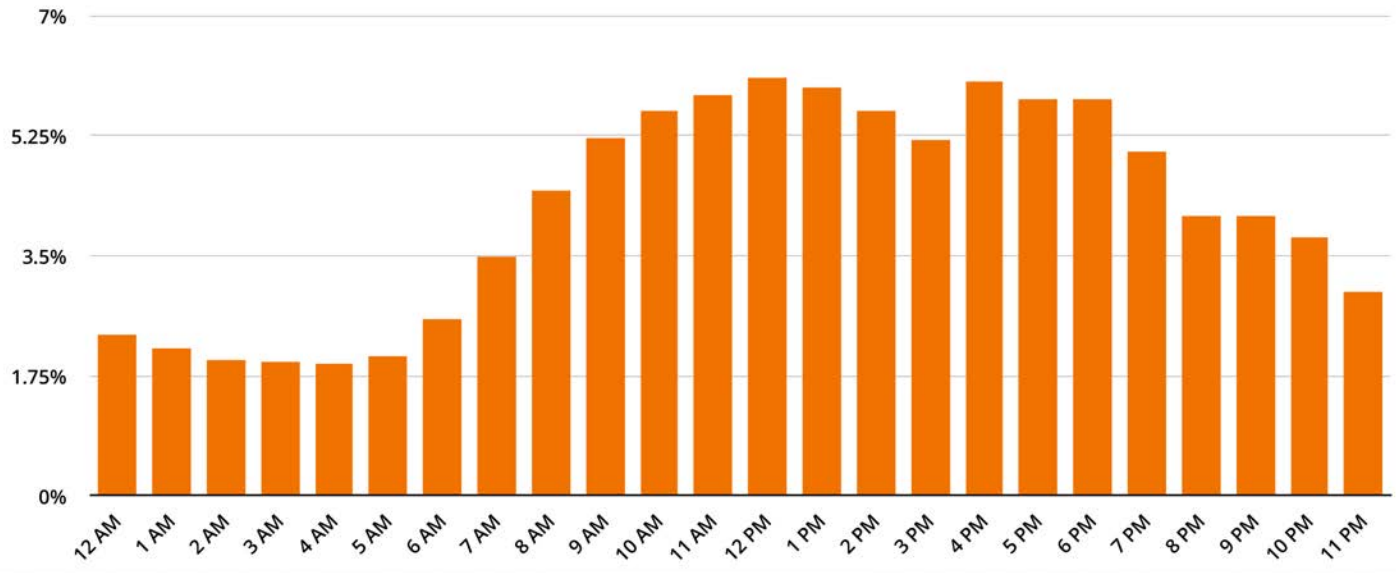
Downtown Visitor Data

Visits By Day of the Week



Source: Cobalt Community Research, 2025

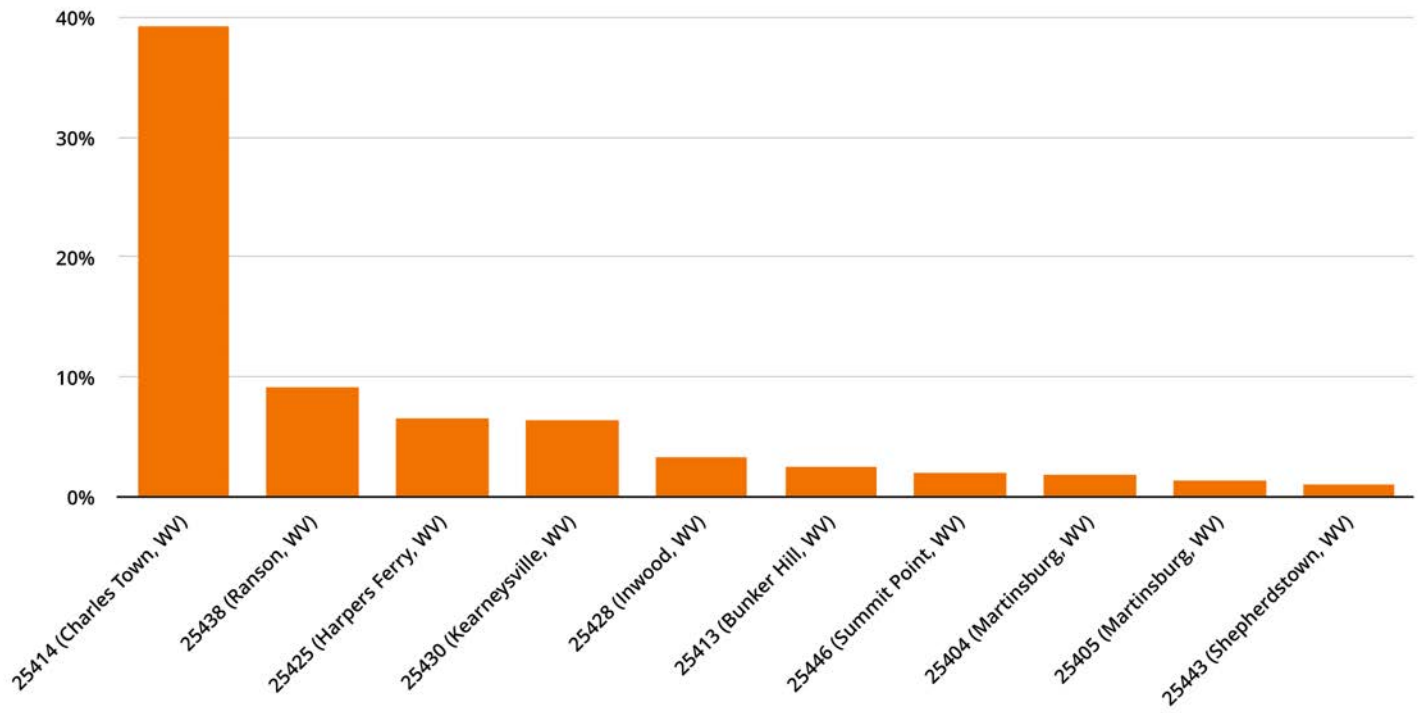
Visits By Time of Day



Source: Cobalt Community Research, 2025

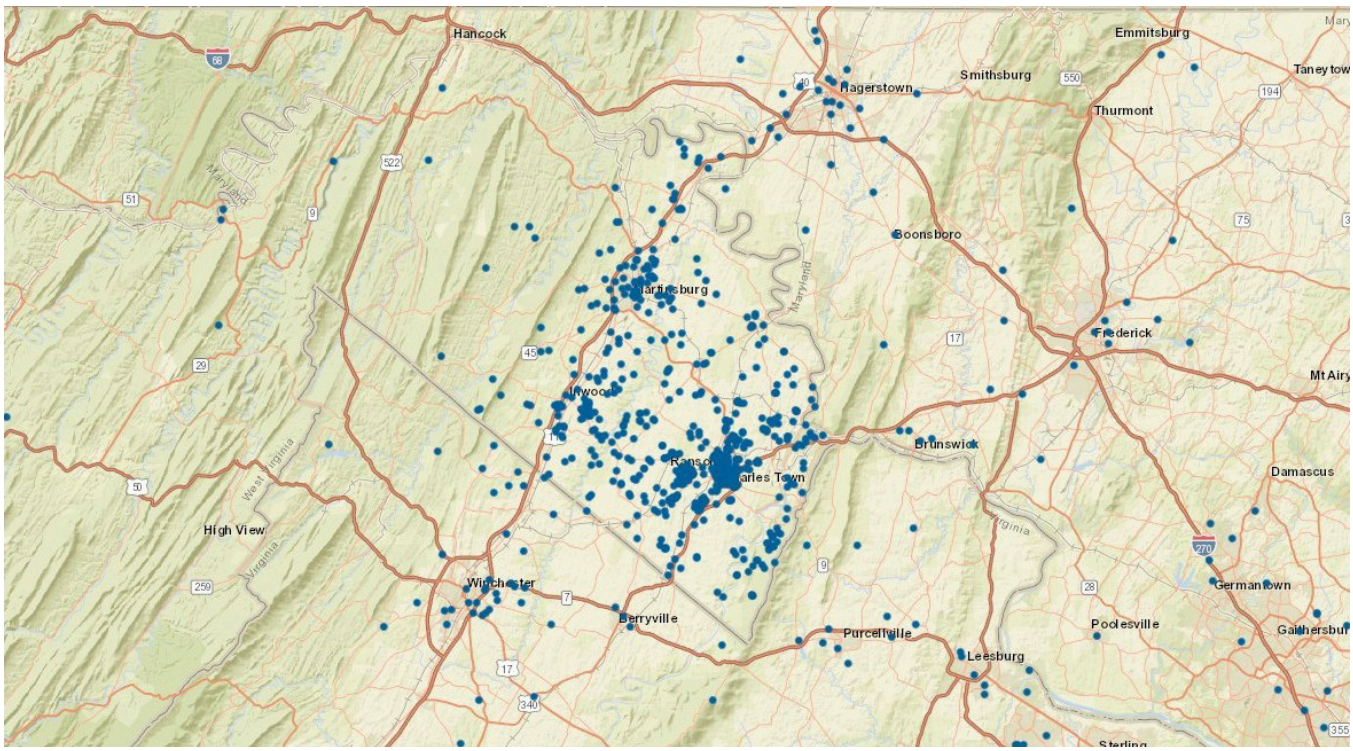
Downtown Visitor Data

Top Visitor Zip Codes



Source: Cobalt Community Research, 2025

Top Visitor Origin



Downtown Visitor Data

What Does This Mean?

The geofencing data shows that downtown Charles Town is already a heavily used district, averaging 1,416 visits per day and nearly 9,700 visits per week. This level of consistent activity is significant for a community of this size. It demonstrates that people are choosing downtown regularly for work, services, government functions, errands, and daily needs. In other words, downtown has a strong built-in customer base before any additional growth or investment occurs.

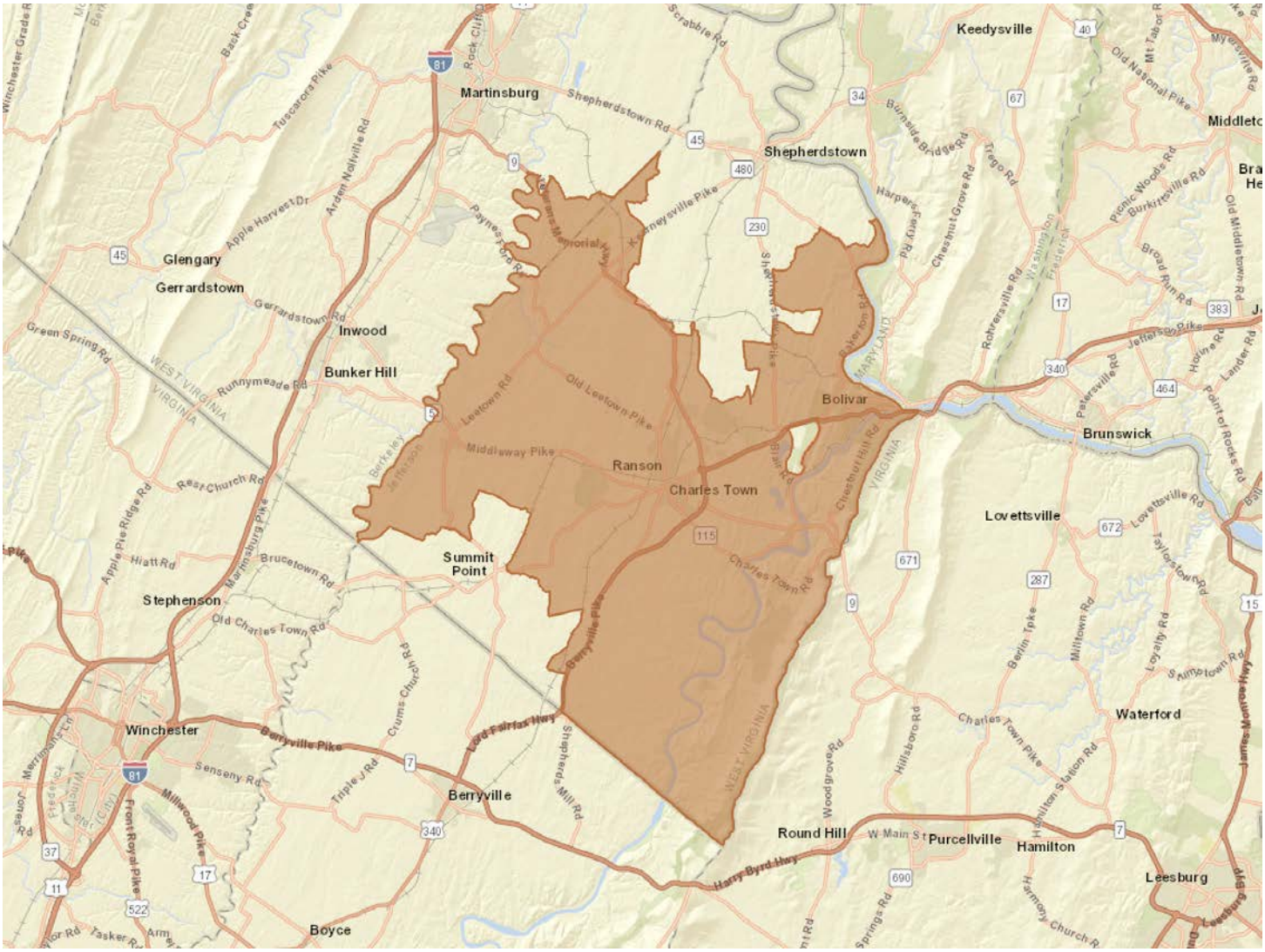
The distribution of visits across the week reinforces this point. Downtown is not dependent on weekend events or tourism surges. Instead, visitation remains steady from Sunday through Friday, reflecting a district that serves residents, workers, and visitors on a routine basis. This makes downtown a reliable location for businesses that depend on daytime and weekday traffic.

Hourly visitation patterns highlight why the downtown economy performs the way it does. Activity rises sharply during the morning, peaks around lunchtime, and remains strong into the late afternoon before tapering off into the evening. This confirms that downtown is a daytime district supported by employment centers, civic uses, and daily errands. It also signals a major opportunity to grow the dinner and evening economy with more restaurants, entertainment, and mixed-use residential development.

Visitor origins further strengthen the story. Nearly 40% of all visitors come from the 25414 zip code, and the next several highest contributors are neighboring Jefferson County communities. This shows that local and regional residents, not tourists, make up the core user base. The mapped data reveals a wide distribution of origins across the county and into adjacent regions of Maryland and Virginia, confirming that downtown Charles Town functions as a regional service center with a far broader reach than its municipal boundaries.

Taken together, the data shows that downtown Charles Town does not have a demand problem. The demand is already present, daily and predictable. The opportunity lies in converting that demand into stronger economic outcomes. More evening-focused uses, a broader restaurant mix, higher-quality retail, and expanded downtown housing will allow the district to capture a larger share of the spending associated with the 1,416 daily and 9,700 weekly visits already occurring. In short, the geofencing data demonstrates that downtown Charles Town has the activity base most communities wish they had. The task now is to leverage it.

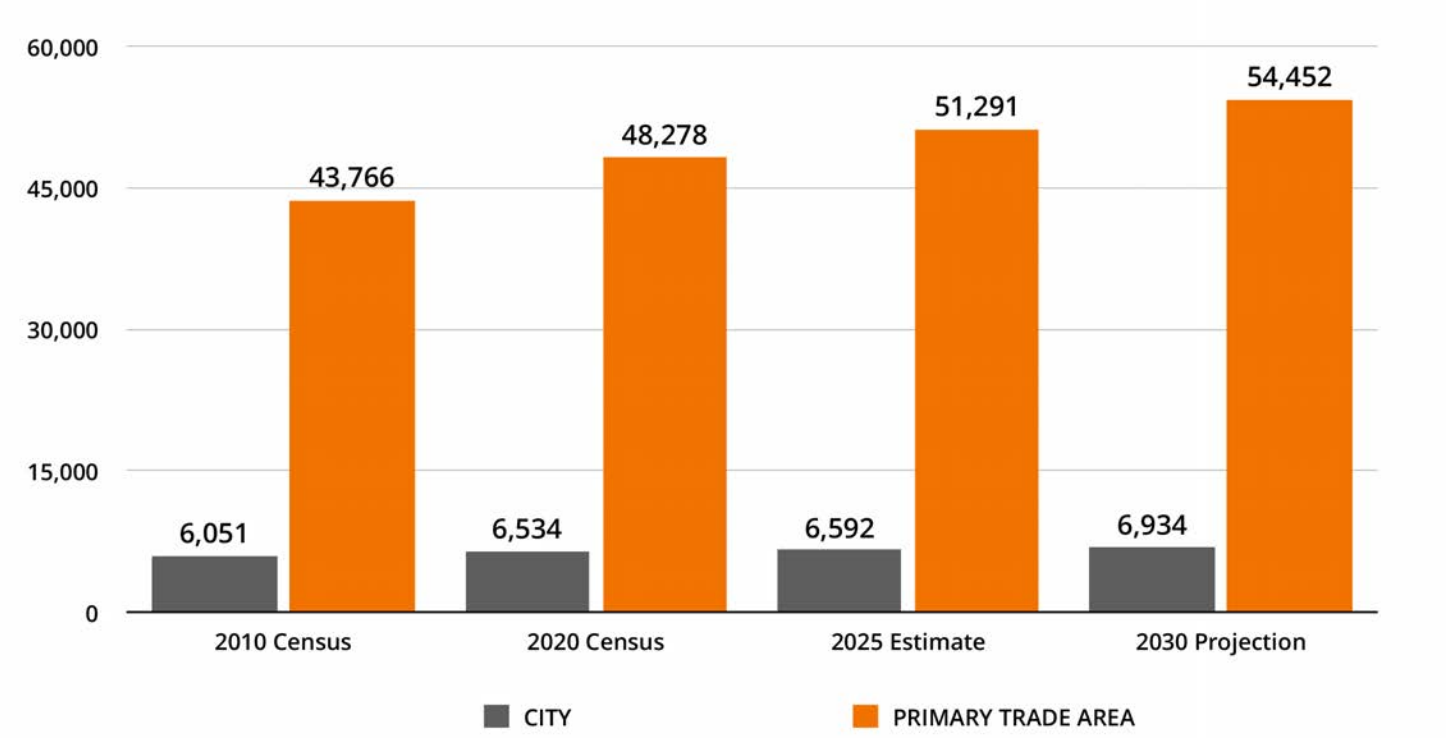
Primary Trade Area



The primary trade area for this report is defined using GPS-enabled geofencing technology, which analyzes cell phone data to identify where visitors to the downtown district are coming from down to the census block level. This insight helps Charles Town better understand customer behavior, spending patterns, and the types of businesses that would thrive in the district. Once this trade area was established, Place + Main Advisors overlaid them with demographic and retail market data from sources like Claritas, the U.S. Census, and ESRI, enhanced by their own analysis.

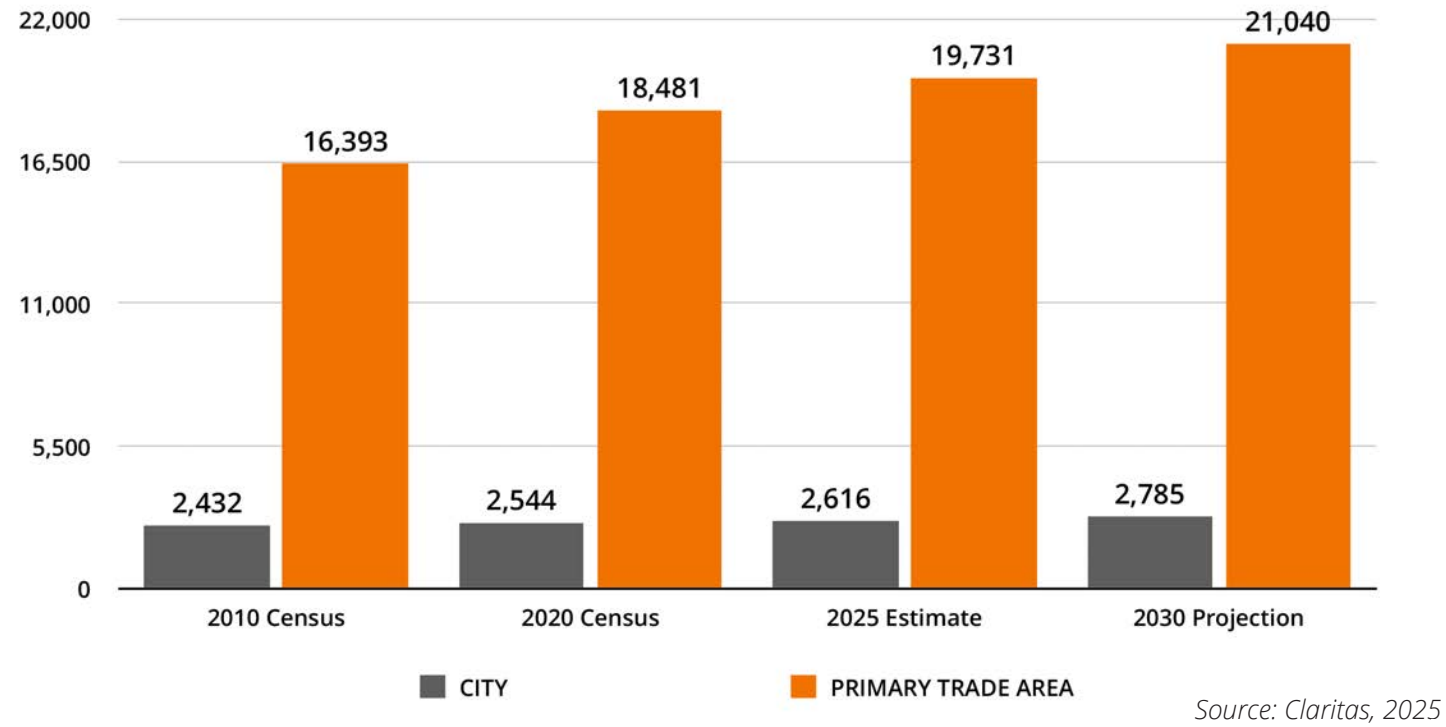
Key Demographic Data

Population (2010 - 2030)



Source: Claritas, 2025

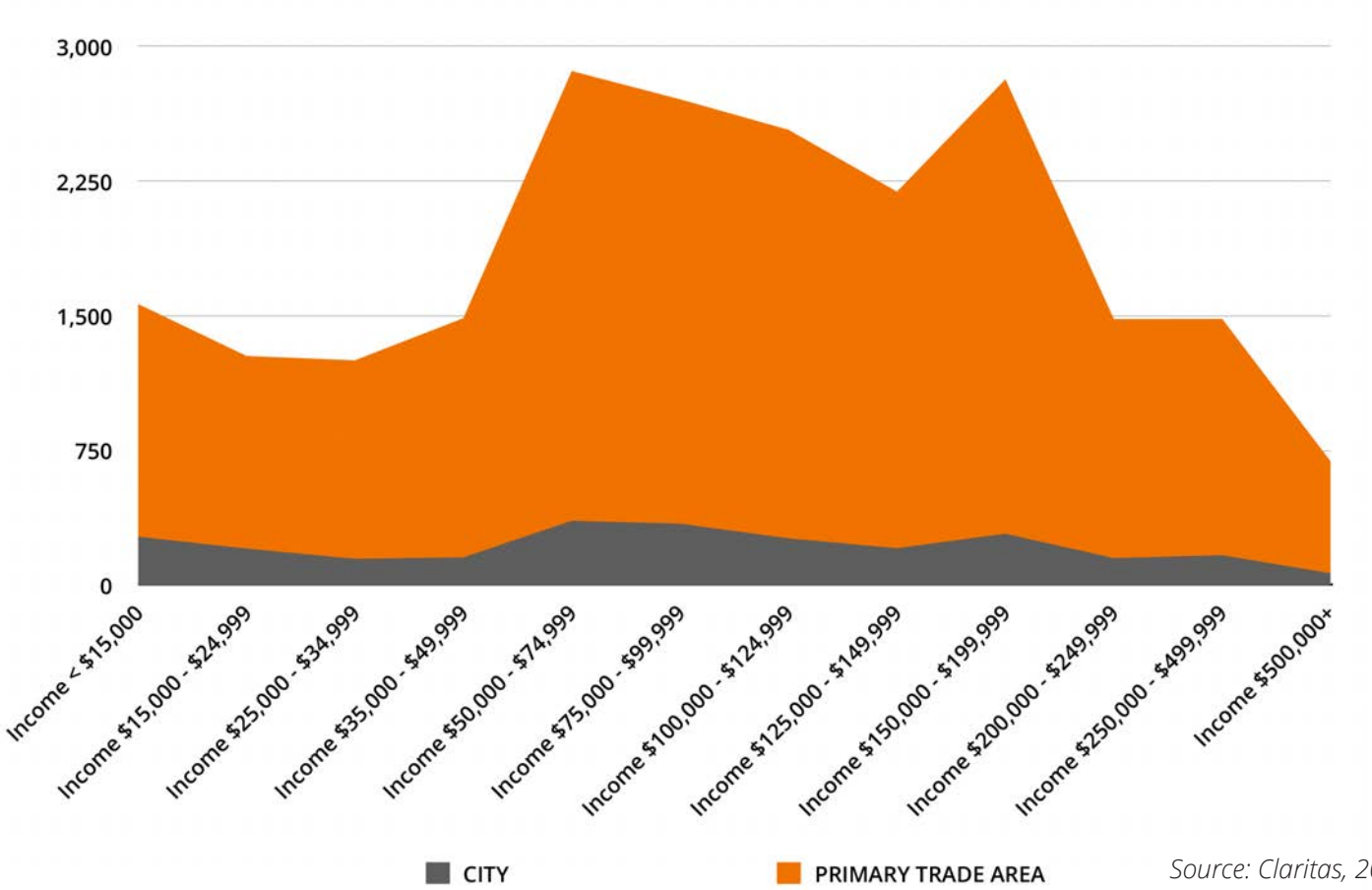
Households (2010 - 2030)



Source: Claritas, 2025

Key Demographic Data

Household Income (2025 Estimate)

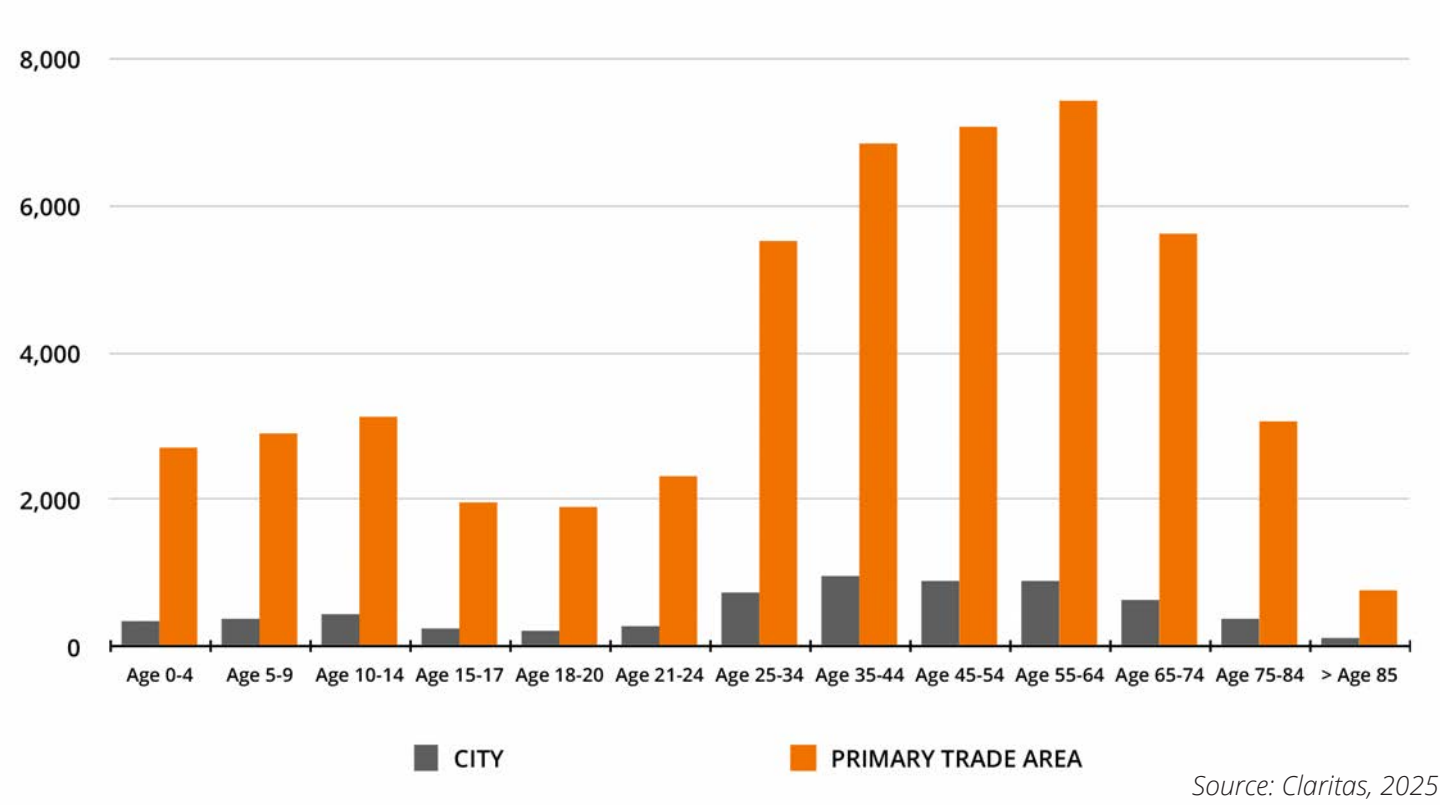


Source: Claritas, 2025

HOUSEHOLD INCOME	CITY OF CHARLES TOWN	PRIMARY TRADE AREA
< $15,000	270	1,295
$15,000 - $24,999	204	1,071
$25,000 - $34,999	147	1,104
$35,000 - $49,999	155	1,331
$50,000 - $74,999	359	2,506
$75,000 - $99,999	343	2,364
$100,000 - $124,999	261	2,276
$125,000 - $149,999	206	1,986
$150,000 - $199,999	287	2,532
$200,000 - $249,999	151	1,330
$250,000 - $499,999	167	1,315
$500,000+	66	621
Average Household Income	$117,062.00	$129,601.88
Median Household Income	$87,160.38	$102,075.92

Key Demographic Data

Population By Age (2025 Estimate)

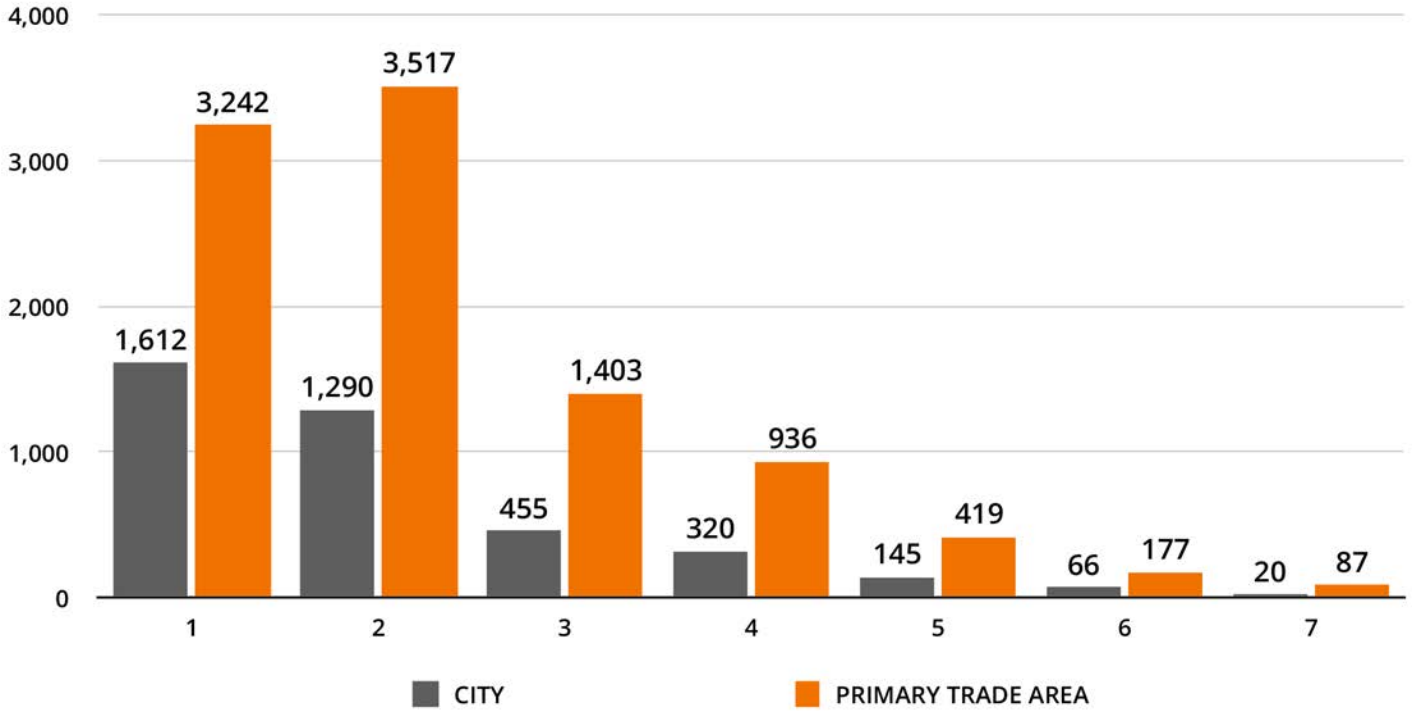


Source: Claritas, 2025

AGE RANGE	CITY OF CHARLES TOWN	PRIMARY TRADE AREA
Age 0-4	350	2,712
Age 5-9	384	2,904
Age 10-14	440	3,118
Age 15-17	239	1,953
Age 18-20	235	1,907
Age 21-24	278	2,326
Age 25-34	729	5,540
Age 35-44	970	6,860
Age 45-54	898	7,086
Age 55-64	910	7,440
Age 65-74	634	5,612
Age 75-84	393	3,066
Age 85+	132	767

Key Demographic Data

People Per Household (2025 Estimate)



Source: Claritas, 2025

HOUSEHOLD SIZE	CITY OF CHARLES TOWN	PRIMARY TRADE AREA
1-Person	805	1,420
2-Person	798	1,579
3-Person	383	702
4-Person	299	523
5-Person	149	289
6-Person	68	126
7-or-more	46	85
Est. Average Household Size	2.44	2.45

Key Demographic Data

What Does This Mean?

The demographic profile of the Charles Town Primary Trade Area (PTA) shows a community that is growing quickly, diversifying economically, and expanding in ways that directly support downtown redevelopment. Population and household counts have climbed steadily for more than a decade, and projections show this trend continuing through 2030. The PTA is expected to add more than 2,000 new households between 2025 and 2030, reflecting ongoing demand from both existing residents and people relocating into the region. This sustained growth creates a foundation for new housing, additional neighborhood-serving retail, and expanded services across Charles Town.

Household income patterns also point to a strong and capable customer base. The PTA's median household income of $102,076 is significantly higher than the U.S. median and supports a mix of workforce, middle-income, and upper-middle-income renters and homeowners. The distribution of incomes across the PTA reveals substantial clusters in the $75,000 to $150,000 range, which reinforces the need for more moderately priced, high-quality rental housing as well as a stronger dining and retail mix that appeals to households with disposable income. The presence of both high earners and workforce households underscores that this is a balanced market, not one skewed entirely toward affordability or affluence.

Age distribution data shows that the PTA contains large populations in the 25 to 44 and 45 to 64 age ranges. These groups tend to be in their peak earning years and have strong demand for restaurants, personal services, fitness, home improvement goods, and everyday retail. They also support walkable environments and value housing options that reduce commuting time and connect them with amenities. At the same time, the PTA includes a substantial number of older adults and retirees, who represent a parallel market for smaller units, accessible housing, healthcare services, and recreational amenities. The broad age diversity indicates that no single product type will meet all needs; rather, Charles Town benefits from a complementary mix of uses and experiences.

Household size data provides another layer of insight. The PTA is dominated by one- and two-person households, with more than 3,000 such households in 2025. These smaller households are typically the strongest renters and the most likely to prefer walkable, mixed-use areas. They also tend to support food and beverage businesses at higher rates. Larger households exist, but they represent a smaller share of the market. This pattern reinforces the need for smaller rental units, townhomes, and Missing Middle formats rather than large single-family homes in or near downtown. It also highlights the opportunity for businesses that serve young adults, couples without children, and empty nesters.

Together, these demographic trends tell a clear story. The Primary Trade Area is growing, economically resilient, and full of customer groups who value convenience, quality, and walkability. These conditions are favorable for new investment in downtown housing, neighborhood-serving retail, and experience-oriented businesses. The demographic base is large enough and affluent enough to support a more diverse business mix, while also indicating strong and growing demand for attainable workforce housing. The data shows that Charles Town is not a static market but a dynamic and evolving one, with the population and income profile necessary to sustain long-term downtown revitalization.

Retail Opportunities

About Retail Gap Data

When an area's demand for retail goods and services does not match the supply, it creates what is called a Retail Gap. If there is more supply than demand in a geographic area, then one of two things (or a combination of the two) are occurring:

1) There may be a strong enough draw from a specific retailer/service provider or group of them that brings in additional customers from outside the defined area and/or;

2) There is an over-supply of a particular business type. Conversely, if there is more demand for a good or service than what exists in the area's supply, a gap (or leakage) is created.

This leakage is money that leaves the area to be spent in another area because the particular good or service is not available within the defined area. This leakage is the best potential source for the types of additional businesses the area may need.

The presence of a gap is not a guarantee of success for prospective businesses.

Local Advantages + Challenges

The retail gap data for the Downtown Charles Town Primary Trade Area suggests the retail offerings in the region are under-supplied on the whole.

The following charts show the market demand and highest leakage areas for the primary trade area.

	2025 Demand	2025 Supply	2025 Retail Gap	2030 Projected Demand	2030 Projected Opportunity
Total Retail Trade and Food + Drink	$1,475,276,432	$739,224,795	$736,051,637	$1,693,795,610	$954,570,815
Total Retail Trade	$1,283,144,641	$712,688,517	$570,456,124	$1,474,932,278	$762,243,761
Total Food + Drink	$192,131,790	$26,536,278	$165,595,513	$218,863,331	$192,327,053

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

The opportunities listed in this section are those industries that are most compatible with the downtown environment with the highest amount of current and projected retail gap. Existing retail gap is calculated by subtracting 2025 Supply from 2025 Demand, while Projected Opportunity is calculated by subtracting 2025 Supply from the projected amount of Demand for 2030. Projected Opportunity assumes no increase of supply from 2025. Maximum Supportable Square Footage is calculated by dividing the total Projected Demand by the current national average sales per square of the respective industry. Opportunities are listed in order of their North American Industry Classification System (NAICS) number.

Furniture Stores (NAICS 4421)



2025 Demand ($)	$12,311,005
2025 Supply ($)	$6,222,130
Opportunity Gap/Surplus ($)	$6,088,875
2030 Demand	$14,545,507
Projected Opportunity	$8,323,377
Max. Supportable Sq Ft	25,610

Home Furnishings Stores (NAICS 4422)



2025 Demand ($)	$10,150,149
2025 Supply ($)	$1,919,115
Opportunity Gap/Surplus ($)	$8,231,035
2030 Demand	$11,867,197
Projected Opportunity	$9,948,082
Max. Supportable Sq Ft	47,147

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

Supermarkets + Grocery Stores (NAICS 44511)



($) Demand 2025	$140,097,646
($) Supply 2025	$126,014,741
Opportunity ($) Gap/Surplus	$14,082,904
Demand 2030	$161,168,903
Projected Opportunity	$35,154,162
Max. Supportable Sq Ft	70,308

Specialty Food Stores (NAICS 4452)



2025 Demand ($)	$4,586,549
2025 Supply ($)	$813,950
Opportunity Gap/Surplus ($)	$3,772,599
2030 Demand	$5,281,313
Projected Opportunity	$4,467,363
Max. Supportable Sq Ft	8,935

Used Merchandise Stores (NAICS 4533)



($) Demand 2025	$4,343,640
($) Supply 2025	$1,277,898
Opportunity ($) Gap/Surplus	$3,065,741
Demand 2030	$4,652,297
Projected Opportunity	$3,374,399
Max. Supportable Sq Ft	19,282

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

Cosmetics + Beauty Supply Stores (NAICS 44612)



($) Demand 2025	$5,149,107
($) Supply 2025	$1,574,171
Opportunity ($) Gap/Surplus	$3,574,936
Demand 2030	$5,760,128
Projected Opportunity	$4,185,957
Max. Supportable Sq Ft	12,880

Other Health + Personal Care Stores (NAICS 44619)



2025 Demand ($)	$4,067,501
2025 Supply ($)	$1,075,622
Opportunity Gap/Surplus ($)	$2,991,879
2030 Demand	$4,545,966
Projected Opportunity	$3,470,344
Max. Supportable Sq Ft	9,915

Women's Clothing Stores (NAICS 44812)



2025 Demand ($)	$6,601,144
2025 Supply ($)	$173,792
Opportunity Gap/Surplus ($)	$6,427,352
2030 Demand	$6,879,402
Projected Opportunity	$6,705,610
Max. Supportable Sq Ft	19,159

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

Family Clothing Stores (NAICS 44814)



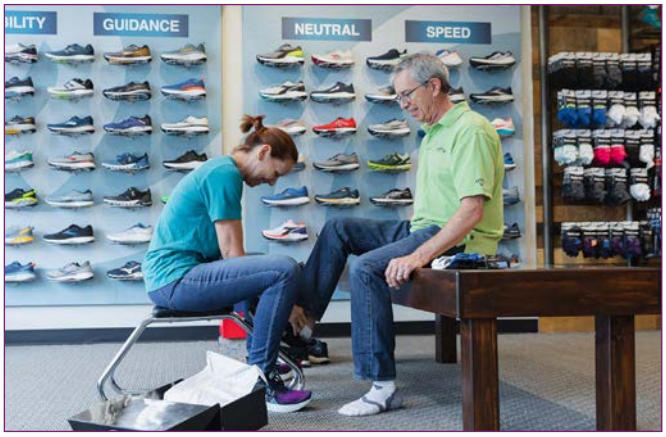
($) Demand 2025	$23,248,775
($) Supply 2025	$4,920,335
Opportunity ($) Gap/Surplus	$18,328,440
Demand 2030	$24,254,604
Projected Opportunity	$19,334,269
Max. Supportable Sq Ft	64,448

Clothing Accessories Stores (NAICS 44815)



2025 Demand ($)	$2,202,975
2025 Supply ($)	$353,639
Opportunity Gap/Surplus ($)	$1,849,336
2030 Demand	$2,284,983
Projected Opportunity	$1,931,344
Max. Supportable Sq Ft	6,438

Shoe Stores (NAICS 4482)



2025 Demand ($)	$5,699,531
2025 Supply ($)	$2,176,223
Opportunity Gap/Surplus ($)	$3,523,308
2030 Demand	$6,015,798
Projected Opportunity	$3,839,575
Max. Supportable Sq Ft	12,799

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

Sporting Goods Stores (NAICS 45111)



($) Demand 2025	$9,324,322
($) Supply 2025	$987,595
Opportunity ($) Gap/Surplus	$8,336,727
Demand 2030	$10,547,825
Projected Opportunity	$9,560,230
Max. Supportable Sq Ft	47,801

Hobby, Toy, and Game Stores (NAICS 45112)



2025 Demand ($)	$3,365,774
2025 Supply ($)	$949,644
Opportunity Gap/Surplus ($)	$2,416,129
2030 Demand	$3,912,838
Projected Opportunity	$2,963,194
Max. Supportable Sq Ft	8,466

Gift, Novelty, and Souvenir Stores (NAICS 45322)



2025 Demand ($)	$6,601,144
2025 Supply ($)	$173,792
Opportunity Gap/Surplus ($)	$6,427,352
2030 Demand	$6,879,402
Projected Opportunity	$6,705,610
Max. Supportable Sq Ft	19,159

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

Drinking Places (Alcoholic Beverages) (NAICS 7224)



2025 Demand ($)	$6,398,430
2025 Supply ($)	$594,806
Opportunity Gap/Surplus ($)	$5,803,624
2030 Demand	$7,428,024
Projected Opportunity	$6,833,218
Max. Supportable Sq Ft	19,523

Full-Service Restaurants (NAICS 722511)



2025 Demand ($)	$86,618,271
2025 Supply ($)	$24,653,034
Opportunity Gap/Surplus ($)	$61,965,238
2030 Demand	$98,823,567
Projected Opportunity	$74,170,533
Max. Supportable Sq Ft	121,591

SOURCE: Claritas, 2025; Place + Main Advisors, LLC, 2025

Retail Opportunities

What Does This Mean?

The retail gap analysis for the Charles Town Primary Trade Area (PTA) shows that residents are spending far more money on retail goods and dining than the local market is currently capturing. In 2025, the PTA generated nearly $1.48 billion in total retail and food-and-drink demand, yet only $739 million was spent inside the area. This difference represents more than $736 million in leakage, money that leaves the community because residents must shop, dine, or seek services elsewhere. By 2030, this gap is projected to grow to more than $954 million, assuming no new supply enters the market. This widening gap confirms that the PTA is significantly under-retailed and unable to meet the needs of its growing population.

Some of the most striking gaps appear in everyday retail categories. Furniture and home furnishings show combined leakage exceeding $14 million in 2025 for furniture stores and more than $8 million for home furnishings stores, signaling pent-up demand for home décor, furniture, and household goods (p. 21). Grocery options are also under-supplied. Supermarkets and grocery stores show a $14 million gap in 2025, growing to more than $35 million by 2030, which equates to more than 70,000 square feet of supportable space (p. 22). These are essential household needs that residents are consistently meeting outside the community.

Food and beverage gaps are even more pronounced. Specialty food stores, beer and wine shops, and liquor stores collectively show tens of millions in unmet demand, with beer, wine, and liquor stores alone showing more than $11.8 million in leakage in 2025 (p. 22). The strongest finding appears in full-service restaurants, which show a staggering $61.9 million in unmet demand in 2025, rising to more than $74 million by 2030, enough to support 121,591 square feet of additional restaurant space (p. 26). This confirms what residents often express: there are not enough dining options, and the market has ample room for more.

Other notable gaps include women's clothing, family apparel, shoes, cosmetics, sporting goods, hobby stores, and used merchandise. Virtually every category associated with households, families, or personal lifestyle shows significant leakage. Sporting goods stores alone show more than $8.3 million in unmet demand in 2025, while gift and novelty stores show more than $6.4 million (p. 25). These categories align strongly with walkable downtown environments and mixed-use districts, which creates an advantage for Charles Town as it thinks about small-format or boutique retail recruitment.

Altogether, the retail gap analysis shows that the PTA has the spending power to support substantially more local businesses than exist today. The leakage is not theoretical. It reflects real dollars that households are currently spending in Martinsburg, Winchester, Leesburg, Frederick County, and other regional retail centers because the goods and services they want are unavailable locally. This positions Charles Town to capture a larger share of this economic activity through targeted recruitment, improved business mix, and support for new dining, specialty retail, and everyday essentials.

The takeaway is straightforward. The market is not oversupplied; it is underbuilt. The spending power already exists, and the population is growing. The opportunity lies in matching that spending with the right businesses, formats, and locations within downtown and the broader PTA.

Market Segmentation

Lifestyle-Based Consumer Profiles

As important as knowing what an area's retail gap is, understanding its market segmentation is equally valuable. What is market segmentation? Market segmentation is the process of dividing a market of potential customers into groups, or segments, based on different characteristics. The segments created are composed of consumers who will respond similarly to marketing strategies and who share traits such as similar interests, needs, or locations.

To define the various market segments the Charles Town trade area is divided into segments using the Tapestry Market Segmentation tool. Tapestry is a tool created by data firm ESRI to provide an accurate, detailed description of America's neighborhoods—U.S. residential areas are divided into 67 distinct segments based on their socioeconomic and demographic composition—then further classifies the segments into LifeMode and Urbanization Groups.

The charts on the following pages outline the top ten predominant Tapestry segmentations in the trade area. Their full profiles are hyperlinked in the chart (below.)

DOWNTOWN CHARLES TOWN PRIMARY TRADE AREA	
Tapestry Segment	**% of Households**
Flourishing Families (H1)	18.1%
Savvy Suburbanites (L1)	16.0%
Room to Roam (K7)	10.7%
Moderate Metros (C6)	7.8%
Classic Comfort (K4)	6.5%
Dreambelt (K5)	5.9%
Loyal Locals (K3)	4.8%
Middle Ground (K2)	4.8%
Rural Versatility (E5)	4.6%
Boomburbs (H2)	4.3%

SOURCE: ESRI, 2025; Place + Main Advisors, LLC, 2025

Segmentation	Overview	Lifestyle Patterns
Flourishing Families (H1) Average Household Size: 2.80 Median Age: 39.0 Median Household Income: $111,751	Members of these communities reside mostly in lower-density, rapidly growing suburbs in the South and Midwest. Most householders are between the ages of 35 and 64, and households are mainly comprised of large families with children. Marriage rates are high. Members of this segment are often employed in professional roles and earn middle-tier incomes. Many are self-employed, and some households support their earnings with interest, dividends, or rental properties. Available housing is predominantly composed of single-family units built in the 1990s and 2000s, with home values and rents that mirror national averages. The rate of new development is notably higher here than in most other regions. Many households have multiple vehicles, and long commutes are common.	• For in-store shopping, they frequent large retail hardware and hobby stores, while online shopping caters to a variety of household, children, pet, and personal items. • Residents prioritize spending on medical, auto, and life insurance, as well as retirement planning. Pickup trucks and SUVs are common vehicle choices. • They often play board games and read books. • Residents tend to travel domestically.
Savvy Suburbanites (L1) Average Household Size: 2.72 Median Age: 44.0 Median Household Income: $139,696	These neighborhoods tend to be concentrated in New England and the Mid-Atlantic. Some couples have children who have grown up and left the house, and around a quarter still have kids at home. Residents work in professional fields such as management and finance. The combined wages of both spouses position these families solidly in the middle to upper income tiers. Investments, retirement income, and valuable properties also contribute to the high net worth of households commonly found in these neighborhoods. Residents in this segment gravitate toward suburban communities, which include both newly developed and well-established areas, within major metropolitan areas. Nearly all homes are single-family and owner-occupied, with very few rental properties available, and most homes were built between 1970 and 2000.	• Residents frequently use credit cards, and they seldom have outstanding monthly balances. • They tend to invest a significant amount of resources on home improvement and landscaping. Residents have a variety of investment and retirement accounts. • Households tend to have access to cell phones and the internet to stay connected. • Residents tend to engage with their communities through fundraising and local politics. Vacation destinations often include beaches and national parks.
Room to Roam (K7) Average Household Size: 2.52 Median Age: 46.2 Median Household Income: $99,689	These communities are mainly found within metropolitan areas but tend not to be in the mega metropolises. The highest concentrations are found in the Midwest and South. More than half of household heads are aged 55 and older, and one in five individuals are aged 65 and above. Married couples, often without children, form most households, while nonfamily households represent a quarter of the total households. Self-employment is notable, and employment tends to be in manufacturing, health care, and retail. Most housing in this market consists of owner-occupied, single-family homes rather than rentals, with housing built primarily between 1970 and 2000 and generally priced lower than the national average. Owning multiple vehicles is typical, with driving alone as the primary means of commuting.	• Consumers tend to use coupons and shop at department stores. • Residents purchase tools for home and yard maintenance, such as lawn mowers, trimmers, electric drills, and saws. • Radio remains a staple, with commuters subscribing to satellite and streaming channels. Television is widely used for news, entertainment, and major sports. • When traveling, domestic trips are common. Residents cook, bake, read, and walk their dogs. Residents tend to vote, and recycling is a routine practice.

Segmentation	Overview	Lifestyle Patterns
Moderate Metros (C6) Average Household Size: 2.32 Median Age: 38.1 Median Household Income: $70,055	These neighborhoods are young, growing, and usually located in suburbs and the peripheries of metropolitan areas with relatively dense populations of at least half a million. Single-person households make up about one-third of total households, followed by married, cohabiting, or single persons with children. There is an above-average presence of preschool-age children. Many have attended some college, and individuals often work in health care, retail, office/administration, or sales. Household incomes generally fall within the middle tier. The typical home for this segment is a moderately priced ($200-500K) single-family residence built before the 90s; about half are rented and half are owned. Commute times are generally low and driven alone.	• These residents tend to shop online instead of in person. Credit unions are often used for financial services and products. • Clothing, groceries, and electronics are typical purchases. Residents look for deals at discount stores and focus on essential items. • Radio and online music services are common sources of entertainment. • Residents tend to vote in local, state, and national elections. Recycling is a routine practice.
Classic Comfort (K4) Average Household Size: 2.56 Median Age: 40.2 Median Household Income: $88,893	These neighborhoods are typically found in the suburbs of major metropolitan areas, particularly in the South and Midwest, including states such as Michigan, Illinois, and Texas. The median age is slightly above that of the U.S. Most households earn middle-tier incomes, and labor force participation is high; most work full-time jobs, and many families are supported by multiple earners. Employment is mostly in wholesale trade, health care, education, and manufacturing sectors. Affordable housing is prominent, with most homes valued between $150,000 and $300,000 and rental prices below the national average. Homeowners significantly outnumber renters, and many homes were built between 1950 and 2000. Short, solo commutes are common, with households typically owning several vehicles. During the day, the residential population exceeds the working population.	• Residents tend to buy budget-friendly items from discount local or chain stores. • Homeowners often purchase lawn and garden maintenance tools. • These residents have a strong enthusiasm for professional, college, and high school sports. • When dining out, they frequent both fast food and sit-down chain restaurants.
Dreambelt (K5) Average Household Size: 2.62 Median Age: 41.5 Median Household Income: $94,802	These suburban neighborhoods are predominantly located in the West, often outside the principal cities of major metropolitan areas. About half of the population is between 35 and 74, and most households consist of married or cohabiting couples. Most households earn middle-tier incomes, and labor force participation is high. This segment has a high concentration of employment in public administration, construction, health care, and retail trade sectors. Neighborhoods consist mainly of single-family homes built between 1950 and 1990, offering ample parking space, often for three or more vehicles. A significant portion of the population commutes alone by car. Rental rates and home prices are substantial, with more than half of the properties for purchase valued between $300,000 and $500,000.	• Residents typically shop at warehouse clubs, and they tend to exhibit brand loyalty. • They often spend money on their pets and tools for gardening. Residents take active roles in planing their financial future. • Residents tend to listen to the radio, use streaming services, and watch cable TV shows. • Recycling is a routine practice. Regular exercise and medical checkups are integral to their routine.

Segmentation	Overview	Lifestyle Patterns
Loyal Locals (K3) Average Household Size: 2.29 Median Age: 46.4 Median Household Income: $77,226	Though prevalent nationwide, the highest concentrations of these communities are found in the Midwest and South. While many are in the suburbs of small metropolitan and micropolitan areas, these neighborhoods also have significant concentrations in small and remote towns. Residents are predominantly aged 65 years and above, and many are widowed or married without children living at home. Housing is more affordable than the national average: more than half of the homes in this segment are valued between $150,000 and $300,000. The majority of households consist of single-family homes, primarily built between 1950 and 1990. Commutes are typically short, with most residents driving alone to work, due to limited public transportation options. These neighborhoods generally have low population density and stable growth patterns.	• When it comes to shopping, they often visit large retail establishments for food and home supplies. • This segment tends to stick to the same foods, stores, and brands. They often buy American-made products and domestic vehicles. • Television is a primary source for both news and entertainment, including programs related to hunting and sports. • They use social media to follow groups and stay in touch with friends and family.
Middle Ground (K2) Average Household Size: 2.33 Median Age: 38.8 Median Household Income: $69,074	Predominantly found in the Midwest, followed by the South, these suburban neighborhoods are especially common in states such as Missouri, Michigan, Nebraska, Ohio, and Wisconsin. These neighborhoods are slightly younger than the U.S. average, and households tend to consist of married couples, cohabiting couples, and single-person households. Labor force participation is high, with many families having two or more workers. Employment tends to be in the manufacturing, health care, and retail sectors, with a higher-than-average presence of skilled trade workers. Housing is more affordable than the national average for both renters and homeowners. A significant percentage of homes are valued between $100,000 and $200,000, and most residences are single-family detached houses built between 1950 and 1990.	• Residents tend to shop at discount grocery chains and frequent fast-food restaurants. • Consumers tend to finance their vehicles with loans. • These individuals use social media as well as newspapers and magazines. Recreational interests often include professional and college sports, fishing, and gardening. • Vacations are typically taken to nearby states, especially those offering beaches or sightseeing opportunities.

Segmentation	Overview	Lifestyle Patterns
Rural Versatility (E5) Average Household Size: 2.51 Median Age: 38.9 Median Household Income: $58,911	These neighborhoods are predominantly found in rural and non-metro areas. About a quarter of the population in this segment is under 18, and around a third of households consist of seniors supported by social security and retirement income. More than half of households are occupied by either a single person or a married couple without children. Employment in manufacturing, construction, agriculture, and mining is more common than in most other markets, and full-time work is much more common than part-time. Public transportation is often not an option, and most workers commute by driving alone. Homes in this market are typically valued under $250,000 and are largely single-family detached units, though mobile homes are also common, and most homes are owned.	• Residents frequently shop at hardware and hobby stores, and they purchase groceries from both convenience stores and large department stores. • They tend to spend time working on their vehicles and homes, and they invest in automotive tools and maintenance essentials. • Radio, especially country music, is popular. • Most households have at least one pet.
Boomburbs (H2) Average Household Size: 3.12 Median Age: 34.5 Median Household Income: $131,202	These neighborhoods are primarily located in the suburbs of metropolitan areas with populations exceeding 500,000, mainly in the South and West. Most members of the segment are between 25 and 54, with an overall population that is young; nearly a third are under the age of 18. Married couples with or without children are prevalent in this segment. Household incomes are predominantly upper tier, and workers are frequently employed full time in fields including government, management, sales, business, and finance. They reside in newer single-family homes, typically constructed in 2000 or later. More than half of the homes are valued between $300,000 and $500,000. Nearly a third of households own three or more vehicles.	• Residents tend to shop at club stores and make purchases using online platforms. • Spending centers around children, including clothing, medicine, toys, and entertainment. Residents pay for garden maintenance, home cleaning, and pet care services. • They tend to purchase internet-connectable televisions, all-in-one printers, home security systems, smart thermostats, and lighting systems. • Individuals engage in regular exercise, eat organic foods, and spend time hiking and reading. They travel frequently, both domestically and internationally.

Market Segmentation

What Does This Mean?

The market segmentation data reveals that the Charles Town Primary Trade Area (PTA) is made up of households that are stable, family-oriented, economically diverse, and strongly connected to both suburban and small-town lifestyles. The largest segment, Flourishing Families, represents 18.1% of households. These residents tend to be middle-aged couples with children, employed in professional roles, and living in newer single-family homes. Their preferences for family services, quality dining, insurance products, hobbies, and home improvement align with many of the unmet retail categories identified in the leakage analysis.

The next largest group, Savvy Suburbanites, makes up 16% of the area and reflects an older, higher-income suburban population. They have strong purchasing power and are heavy users of credit, online shopping, home improvement, and landscaping services. They also value community engagement and have high rates of travel, recreation, and investment-related spending. This group supports mid- to upper-tier retail, well-designed restaurant environments, and service-based businesses. Their presence helps diversify the PTA's economic base and contributes meaningfully to household spending levels.

Several other segments reinforce the market's suburban and semi-rural identity. Room to Roam households, representing 10.7% of the total, are older couples in lower-density areas who favor practical retail such as tools, home maintenance products, and outdoor goods. Moderate Metros (7.8%) and Classic Comfort (6.5%) represent a younger and middle-income cohort that balances online shopping with value-oriented in-store purchases. Their preferences for discount stores, essential goods, and moderate-priced dining reflect a strong customer base for attainable housing, affordable restaurants, and neighborhood-oriented retail.

The remaining segments, including Dreambelt, Loyal Locals, Middle Ground, Rural Versatility, and Boomburbs, each represent between 3 and 6% of the PTA but round out the picture of a trade area anchored in diverse yet complementary lifestyles. These groups tend to favor large-format retail for essentials, have stable but varied income levels, and occupy a mix of suburban, rural, and small-town environments. Their habits signal demand for hardware stores, pet services, sporting goods, personal care, and casual dining. Their presence also indicates strong market support for automotive services, convenience goods, and routine household spending.

Together, these segments paint a clear picture. The Charles Town PTA is not defined by a single demographic but by a blend of families, mid-career professionals, retirees, and rural or exurban households who share several common tendencies. They shop across a mix of online and in-person channels, value convenience, support both budget-friendly and mid-tier retail, and have strong interest in home-related products, dining, and personal services. These patterns indicate significant potential for new retail, particularly in categories that offer quality and convenience without requiring a big-city environment.

For downtown Charles Town, this segmentation profile suggests strong alignment with businesses that serve families, active adults, home improvers, and value-conscious consumers. It also highlights the benefits of walkable housing options for smaller households and professionals who want proximity to services and amenities. In short, the market is broad, stable, and well-positioned to support a diversified mix of downtown businesses, Missing Middle housing, and neighborhood-serving retail that matches the lifestyles reflected in the segmentation data.

Consumer Survey

Summary

As part of this analysis, a survey of area consumers was conducted. The survey had nearly 1,400 responses from residents of the city and nearby areas. This survey captured the preferences, shopping habits, and perceptions of both residents and visitors and provides insight into what customers want to see in downtown Charles Town. The findings reflect a consistent desire for more dining options, more independent retail, and more walkable housing choices within or near downtown. The full survey and results are in the appendix.

Desired Retail and Dining Options

Strong Demand for Additional Dining
Across all survey responses, the most frequently requested additions to downtown were food and beverage options. Respondents consistently indicated a desire for:

- Sit-down restaurants
- Breakfast cafés and casual lunch spots
- Bakeries and dessert shops



Many open-ended comments expressed frustration about the limited number of restaurants within the city and the lack of variety in the current selection. Diners are looking for places that offer atmosphere, high-quality food, and the ability to gather with friends or family.

Interest in Everyday Retail
Respondents noted the need for more everyday retail businesses within or near the downtown area, including:

- Home goods and home décor
- Clothing stores, including children's apparel and women's boutiques
- General merchandise
- Specialty food or small grocery offerings



These responses reflect a desire for convenience and the ability to shop locally rather than traveling outside of Charles Town.

Preferences for Local and Independent Businesses
A strong theme across the survey was the preference for locally owned businesses. Respondents stated that they value:

- Unique, independent shops
- Stores that fit the historic character of downtown
- Experiences that feel authentic to Charles Town
- Small businesses that contribute to community identity

Many respondents specifically noted a desire to avoid chain or big-box additions downtown.

Consumer Survey

Current Shopping and Dining Behaviors

Where Respondents Shop Today
When asked where they shop or dine today, many respondents indicated that they regularly travel to other communities because they cannot meet their needs locally. Although the survey captured a wide range of destinations, the common theme was that respondents leave Charles Town for dining, apparel, home goods, and general merchandise.

Reasons for Leaving Charles Town
Open-ended comments highlighted several reasons respondents choose to shop or dine elsewhere:

- Limited restaurant variety
- Lack of specific retail types
- Desire for higher quality or more contemporary offerings
- Inconsistent business hours downtown

These responses indicate unmet local demand based solely on consumer perceptions and behaviors reported through the survey.

Preferences for Shopping and Downtown Experience

Interest in Walkability and Convenience
Respondents frequently mentioned that they appreciate the walkable nature of downtown and want to see more businesses clustered within a compact area. They value the ability to park once and visit multiple destinations.

Desire for Extended Business Hours
A recurring comment across the survey was a desire for more consistent and extended business hours downtown. Respondents expressed that they are more likely to shop or dine in the evening or on weekends and that limited hours reduce opportunities to support local businesses.



Importance of Atmosphere and Experience
Respondents indicated that they look for businesses that provide an inviting atmosphere, quality customer service, and a sense of place. Many comments emphasized the importance of character, ambiance, and community connection when choosing where to shop or dine.

Consumer Survey

Housing Preferences

Interest in Walkable Housing Options
Survey responses showed interest in additional housing near downtown. Respondents expressed a desire for:

- Apartments located in or near the downtown core
- Upper-story residential units
- Lofts or small units suitable for young professionals
- Senior-friendly units in walkable locations

These responses reflect a preference for housing that offers convenience and proximity to restaurants, shops, and services.

Types of Housing Respondents Prefer
Respondents indicated support for a range of unit types, including:

- Studios
- One-bedroom units
- Small two-bedroom units
- Mixed-use buildings with residential above commercial space

The comments reflect a desire for variety and more updated options than what is available today.

Affordability Considerations
Several respondents stated that housing affordability is an important consideration. They expressed support for units that are attainable for local workers and residents, even if they are smaller in size or located in renovated upper-story spaces.





Housing Opportunities

Summary

Downtown Charles Town faces a significant shortage of modern, attainable rental housing within walking distance of shops, restaurants, services, and employment. The downtown area has very few updated upper-story units, limited small apartment buildings, and minimal Missing Middle formats. Yet these are the unit types most frequently requested by residents and potential renters. Demand for walkable housing near downtown far exceeds supply, creating immediate opportunities for upper-story redevelopment, infill construction, and mixed-use residential projects.

Key Drivers for Downtown Housing

Survey responses from the previous section make this preference unmistakable. People want to live in and around downtown Charles Town. Many respondents described a desire for loft-style apartments, compact studios and one-bedroom units, and housing located above ground-floor commercial spaces. Others mentioned the appeal of living near restaurants, coffee shops, and shopping rather than relying on long drives for basic needs. For many, the ideal housing situation includes convenience, walkability, and the ability to integrate daily life with the heart of the community. Downtown is the logical place for this type of lifestyle, but the current housing stock does not meet the demand.

Key Drivers for Downtown Housing Demand

- **Interest in Walkable Living**
- **Pent-Up Demand From Existing Renters**
- **Near Absence of Missing Middle Formats Downtown**

A significant portion of existing renter households are also living in situations that do not align with their needs. Some are cost-burdened in high-priced units, while others occupy older rental homes or upper floors that were never fully modernized. Many would relocate to well-designed downtown housing if more options existed. Based on the broader Primary Trade Area analysis, a conservative estimate suggests that more than one thousand renter households fall into this category. Downtown is the area most capable of capturing this demand because it offers the lifestyle and setting renters consistently seek.

The structural shortage is even more pronounced when examining Missing Middle building types. Duplexes, triplexes, and quadplexes are nearly absent from the downtown area. Modern small-scale multifamily buildings are also in short supply. This limits the range of attainable, moderately priced units available to workers, young professionals, and older adults who want to downsize. In practical terms, there are very few opportunities for people who want to live in or near downtown without renting a single-family home or relying on the handful of upper-story units scattered throughout the district.

Housing Opportunities

Estimated Downtown-Oriented Demand

Based on market behavior, renter preferences, and projected household growth, the downtown and walkable fringe can support an estimated 580 to 870 new housing units over the next five years. This includes roughly 200 to 300 upper-story apartments created through rehabilitation of existing buildings, 150 to 250 units in small walk-up buildings on underutilized lots, and another 80 to 120 units in mixed-use buildings that combine ground-floor commercial space with one or two floors of residential above. The neighborhoods immediately surrounding downtown can support an additional 150 to 200 units in Missing Middle formats such as townhomes, quadplexes, cottage courts, and small clustered developments. Taken together, this represents a meaningful but achievable level of growth. Downtown and its walkable surroundings can absorb one hundred to one hundred fifty units per year without oversaturating the market.

Product Type (Downtown-Focused)	Target Rent (Monthly)	Five-Year Demand (Downtown Capture)
Upper-Story Apartments	$1,200 to $1,650	200 to 300 units
Small Walk-Up Missing Middle Buildings (8 to 20 units)	$1,400 to $1,700	150 to 250 units
Live-Work and Mixed-Use Units	$1,500 to $2,000	80 to 120 units
Downtown-Adjacent Missing Middle Infill	$1,450 to $1,750	150 to 200 units
Total (Downtown + Walkable Fringe)		**580 to 870 units**

SOURCE: Place + Main Advisors, LLC, 2025

What is Missing Middle Housing?

Missing Middle Housing refers to a range of multi-unit housing types that fit between single-family homes and large apartment buildings, both in scale and affordability. These formats include duplexes, triplexes, fourplexes, cottage courts, townhomes, and small walk-up apartment buildings. They are designed to blend naturally into walkable, human-scaled neighborhoods while offering attainable rents and more diverse living options. Missing Middle Housing fills the gap created by decades of development patterns that favored either single-family homes or large complexes, leaving many communities without the moderate-density, modestly priced units that young professionals, small families, service-sector workers, and downsizing older adults increasingly seek.

Housing Opportunities

Target Groups for Downtown Housing Types

These units would meet a broad range of rental needs. Many young adults and service-sector workers would benefit from smaller, moderately priced units near jobs and amenities. Early-career professionals, remote workers, and entrepreneurs are strong candidates for live-work and mixed-use spaces. At the same time, older adults who want to downsize but remain active are often drawn to smaller apartments in walkable settings. Each of these groups contributes to the vitality of a downtown area, and each is currently underserved by the existing housing stock.

Housing Type	Ideal Target Groups	Characteristics of Target Renters	What Makes This Product Appealing to Them
Upper-Story Apartments (Studios and 1BRs)	Young professionals, singles, service-sector workers, remote workers	Prefer compact, modern units; prioritize location over size; walkability is essential	Proximity to restaurants and coffee shops, affordability, character of historic buildings, ability to live car-light
Renovated Loft-Style Units	Creative professionals, entrepreneurs, empty nesters, remote workers	Seek distinctive spaces; value architectural character; often willing to pay a modest premium for uniqueness	Exposed brick, tall ceilings, open layouts, access to coworking or creative space in downtown
Small Walk-Up Missing Middle Buildings (8–20 units)	Early-career professionals, couples, mid-income renters, older adults downsizing	Prefer quieter residential settings but still walkable; value modern amenities at attainable price points	Predictable rents, updated finishes, manageable building scale, access to downtown amenities
Live-Work Units or Mixed-Use Buildings	Entrepreneurs, artists, small business owners, consultants, remote workers	Combine workspace with living space; prefer flexible floor plans; value high visibility and foot traffic	Ground-floor commercial opportunity, built-in customer base, authentic downtown setting
Missing Middle Infill (Townhomes, Duplexes, Quadplexes)	Small families, young couples, healthcare workers, teachers, government employees	Need more space than a studio but still want walkability; seek moderate price points; often have stable mid-range incomes	Private entrances, small yards or patios, modern layouts, close access to schools, services, and employment
Downtown-Adjacent Cottage Courts and Cluster Housing	Empty nesters, retirees, single professionals wanting quiet but walkable living	Prefer low-maintenance units; seek community feel; prioritize safety and convenience	Shared green space, accessible design, short walk to downtown, manageable size, community-centered living

SOURCE: Place + Main Advisors, LLC, 2025

What To Do With This Report

This Market Analysis provides a detailed understanding of Charles Town's current economic landscape, including its retail environment, housing needs, visitor behavior, and community preferences. The value of this report comes from how it is used. The following section outlines two parallel tracks for turning the findings into tangible progress: Stakeholder Alignment, which focuses on communication and coordination, and Market Activation, which translates insights into recruitment, development, and on-the-ground action.

Stakeholder Alignment

Ensure the right partners understand the findings and are positioned to act.

The first step is making sure that the businesses, organizations, and individuals who influence economic development have access to the report and understand its implications. Sharing the analysis widely helps create a unified foundation for decision-making and reinforces the opportunities identified through the data.

Share the report with:

- [ ] Local business owners
- [ ] Property owners
- [ ] Commercial realtors
- [ ] Commercial lenders
- [ ] Entrepreneurs and potential startups
- [ ] SBDC advisors
- [ ] Main Street board and committees
- [ ] Jefferson County Development Authority
- [ ] City leadership and staff

How to Align Stakeholders:

- [ ] Post the Market Analysis on public-facing websites and social platforms.
- [ ] Host a Market Briefing to walk stakeholders through the key findings.
- [ ] Share one-page summaries with realtors, lenders, and prospective investors.
- [ ] Engage directly with entrepreneurs and restaurateurs who can fill documented market gaps.
- [ ] Conduct targeted outreach to property owners who control buildings with redevelopment potential.

Bringing stakeholders into alignment ensures that everyone who contributes to downtown's success is working with the same information and is prepared to act on the opportunities it reveals.

Market Activation

Translate the insights from this report into visible, measurable progress.

Build a Property + Prospect Inventory

- [ ] Identify vacant or underused storefronts, upper-story spaces, and infill parcels.
- [ ] Match them to business types the data supports, such as restaurants, specialty grocers, home goods, and service businesses.

Create Targeted Marketing Materials

- [ ] Develop branded one-page sheets for buildings, opportunity sites, retail categories, and downtown housing. Include demographics, retail gaps, and geofencing insights to support recruitment.

Activate Business Recruitment

- [ ] Use the data to recruit:
  - Restaurants (to meet the $62M dining gap)
  - Home décor and lifestyle retailers
  - Kid- and pet-focused businesses
  - Entertainment and evening uses
  - Support prospects with SBDC counseling, introductions to property owners, and incentive information.

Launch a Downtown Housing Initiative

Use the demand for 580–870 units to promote upper-story conversions and small infill projects.

- [ ] Engage small developers, prepare simple feasibility snapshots, and connect projects to financing tools.

Align Community Messaging

Consistent messaging builds investor confidence and accelerates momentum.

- [ ] Adopt unified talking points: strong customer base, $736M in unmet demand, downtown as the service hub, and the need for walkable housing.
- [ ] Create and share social media posts highlighting retail and housing opportunities.

PLACE
+MAIN
ADVISORS

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1283: Cease and Desist Letter Concerning Utility Area - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1285: Augustine Avenue Trail Phase 3 Update

Alternative Proposed Motion:

ATTACHMENTS:

- Augustine Avenue Phase 2 Bid Totals.docx

Augustine Avenue Phase 2 Bid Totals

Bid 1: $926,470.60

Bid 2: $999,550.60

Bid 3: $1,073,720.20

Bid 4: $1,190,505.50

If using 13% the totals would be:

Bid 1: $1,046,911.78

Bid 2: $1,129,492.18

Bid 3: $1,213,303.83

Bid 4: $1,345,271.22

If using 19% the totals would be:

Bid 1: $1,102,500.01

Bid 2: $1,189,465.21

Bid 3: $1,277,727.04

Bid 4: $1,416,701.55

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1286: City of Charles Town Court Magistrate Position Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1277: Payment of Bills - March 16, 2026

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2026-03-16.pdf
- COUNCIL REPORT PCARD 03-16-26.pdf
- CAPITAL RESERVE COUNCIL REPORT 2026-03-16.pdf
- PARKS N REC COUNCIL REPORT 2026-03-16.pdf

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 3/1/2026 - 3/13/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
US BANK	INV0000257	03/03/2026	Feb26 AP Pcard Paymemt	001-201-110		21,132.32
PEIA	INV0000324	03/03/2026	March 26 Employee PEIA Ins...	001-225-000		5,907.27
PEIA	INV0000325	03/03/2026	March 26 Retiree RHBT Contr...	001-114-000		127.70
PEIA	INV0000325	03/03/2026	March 26 Employee RHBT Co...	001-225-000		55.80
WV STATE TREASURER'S OFF...	INV0000298	03/04/2026	Feb26 Municipal Court Fee	001-201-050		3,297.40
POTOMAC EDISON COMPAN...	INV0000388	03/09/2026	Feb 26 PD & CTUB Electricity	001-114-020		1,408.29
UNITED WAY OF THE EASTE...	INV0000421	03/10/2026	Feb26 Teen Court Fee	001-201-070		310.82
US BANK	INV0000434	03/11/2026	Feb26 Fleet Pcard Payment	001-201-110		5,012.55
US BANK	INV0000462	03/13/2026	FEb26 CH & PD Pcard Payme...	001-201-110		20,176.89
						57,429.04
Department: 402 - ECONOMIC DEVELOPMENT						
PEIA	INV0000324	03/03/2026	March 26 ED PEIA Insurance ...	001-402-105		704.08
PEIA	INV0000325	03/03/2026	March 26 ED RHBT Contribut...	001-402-111		10.20
T-MOBILE	INV0000419	03/10/2026	Feb 26 ED Cell Service	001-402-211		32.88
					Department 402 - ECONOMIC DEVELOPMENT Total:	**747.16**
Department: 412 - CITY MANAGER'S OFFICE						
PEIA	INV0000324	03/03/2026	March 26 CMO PEIA Insuran...	001-412-105		1,556.91
PEIA	INV0000325	03/03/2026	March 26 CMO RHBT Contrib...	001-412-111		10.20
					Department 412 - CITY MANAGER'S OFFICE Total:	**1,567.11**
Department: 413 - TREASURER'S OFFICE						
PEIA	INV0000324	03/03/2026	March 26 TR PEIA Insurance ...	001-413-105		2,666.72
PEIA	INV0000325	03/03/2026	March 26 TR RHBT Contribut...	001-413-111		30.60
					Department 413 - TREASURER'S OFFICE Total:	**2,697.32**
Department: 415 - CITY CLERK'S OFFICE						
PEIA	INV0000324	03/03/2026	March 26 CK PEIA Insurance ...	001-415-105		1,512.43
PEIA	INV0000325	03/03/2026	March 26 CK RHBT Contribut...	001-415-111		10.20
Brent Dunlop	INV0000405	03/10/2026	Reimbursement Overpaymen...	001-415-238		82.00
					Department 415 - CITY CLERK'S OFFICE Total:	**1,604.63**
Department: 416 - POLICE JUDGE'S OFFICE						
JEFFERSON COUNTY CIRCUIT...	INV0000395	03/09/2026	Court Appeal Case# 25004947	001-416-223		215.00
DEAFNET ASSOCIATION, INC.	67551	03/10/2026	Court Sign Interpreter 25004...	001-416-223		140.00
					Department 416 - POLICE JUDGE'S OFFICE Total:	**355.00**
Department: 417 - CITY ATTORNEY						
PEIA	INV0000324	03/03/2026	March 26 CA PEIA Insurance ...	001-417-105		1.98

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
T-MOBILE	INV0000419	03/10/2026	Feb 26 CA Cell Service	001-417-211	18.73
				Department 417 - CITY ATTORNEY Total:	**20.71**
Department: 425 - ENFORCEMENT AGENCY					
PEIA	INV0000324	03/03/2026	March 26 CE PEIA Insurance ...	001-425-105	704.08
PEIA	INV0000325	03/03/2026	March 26 CE RHBT Contribut...	001-425-111	10.20
T-MOBILE	INV0000419	03/10/2026	Feb 26 CE Cell Service	001-425-211	18.73
				Department 425 - ENFORCEMENT AGENCY Total:	**733.01**
Department: 436 - BUILDING INSPECTION					
PEIA	INV0000324	03/03/2026	March 26 BI PEIA Insurance ...	001-436-105	1.98
				Department 436 - BUILDING INSPECTION Total:	**1.98**
Department: 437 - PLANNING & ZONING					
PEIA	INV0000324	03/03/2026	March 26 PZ PEIA Insurance ...	001-437-105	2,922.57
PEIA	INV0000325	03/03/2026	March 26 PZ RHBT Contribut...	001-437-111	30.60
SOUTH CENTRAL PLANNING ...	26T-1399	03/10/2026	Feb 26 Permit Software	001-437-353	980.00
Josue Fuentes	INV0000409	03/10/2026	Zoning App Fee Reimbursem...	001-437-238	25.00
T-MOBILE	INV0000419	03/10/2026	Feb 26 PZ Cell Service	001-437-211	109.54
				Department 437 - PLANNING & ZONING Total:	**4,067.71**
Department: 440 - CITY HALL					
PEIA	INV0000324	03/03/2026	March 26 CH PEIA Insurance ...	001-440-105	1,512.43
PEIA	INV0000325	03/03/2026	March 26 CH RHBT Contribut..	001-440-111	10.20
POTOMAC EDISON COMPAN...	INV0000355	03/05/2026	Feb26 2nd Floor Rouss Hall	001-440-213	197.98
POTOMAC EDISON COMPAN...	INV0000356	03/05/2026	Feb26 CWH Electricity	001-440-213	1,651.26
POTOMAC EDISON COMPAN...	INV0000357	03/05/2026	Feb26 Visitor Center Electrici...	001-440-213	322.33
TEK ADVISORS	3613	03/10/2026	Feb26 CH Tech Service	001-440-211	12,745.44
SUSTAINABLE STRATEGIES DC	4863	03/10/2026	February 26 Grant Retainer	001-440-230	5,000.00
FIRST-CITIZENS BANK & TRU...	48756373	03/10/2026	March26 CH 3rd Floor Copier...	001-440-219	110.00
KONICA MINOLTA BUSINESS ...	820080092	03/10/2026	March26 CH & PD Webex Ser...	001-440-211	445.16
GRIFFITH ENERGY SERVICES, ...	93914	03/10/2026	03/03 CH Oil Delivery	001-440-213	492.09
BOLYARD ENTERPRISES INC	97147	03/10/2026	2/25/26 CH Window Cleaning	001-440-230	1,070.00
FRONTIER COMMUNICATIO...	INV0000407	03/10/2026	March 26 CWH Fire Alarm #1	001-440-211	71.15
FRONTIER , INC	INV0000408	03/10/2026	March 26 RH Elevator	001-440-211	63.73
PITNEY BOWES BANK INC PU...	INV0000415	03/10/2026	Feb26 Postage Refills	001-440-218	506.49
T-MOBILE	INV0000419	03/10/2026	Feb 26 CH Cell Service	001-440-211	32.88
T-MOBILE	INV0000419	03/10/2026	Feb 26 Mayor Cell Service	001-440-211	47.20
MILLENIUM INSURANCE GR...	COC 4 2026	03/12/2026	April26 Millenium	001-440-223	1,800.00
FRONTIER, INC.	INV0000446	03/12/2026	March26 RH Fire Alarm #1&2	001-440-211	196.67
Schneider Electric	601024116	03/13/2026	661 S George HVAC Power ...	001-440-230	8,502.75
				Department 440 - CITY HALL Total:	**34,777.76**
Department: 571 - PARKING					
PEIA	INV0000324	03/03/2026	March 26 PK PEIA Insurance ...	001-571-105	1.98
				Department 571 - PARKING Total:	**1.98**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 700 - POLICE DEPARTMENT					
PEIA	INV0000324	03/03/2026	March 26 PD PEIA Insurance ...	001-700-105	17,175.32
PEIA	INV0000325	03/03/2026	March 26 PD RHBT Contribut...	001-700-111	173.40
POTOMAC EDISON COMPAN...	INV0000388	03/09/2026	Feb 26 PD & CTUB Electricity	001-700-213	2,859.25
ADVANCED AUTO AUTHORIT...	40319	03/10/2026	Car#27 Tire Repair	001-700-217	43.10
KONICA MINOLTA BUSINESS ...	820080092	03/10/2026	March26 CH & PD Webex Ser...	001-700-211	495.83
BOLYARD ENTERPRISES INC	97149	03/10/2026	02/25/26 PD Window Cleani...	001-700-230	80.00
JEFFERSON COUNTY EMERG...	INV0000412	03/10/2026	Dec26 CAD/Mobile Data & C...	001-700-211	739.49
DOUGLAS BOWMAN	INV0000417	03/10/2026	Car#18 Repairs Claim#F8j686...	001-700-217	760.00
T-MOBILE	INV0000419	03/10/2026	Feb 26 PD Cell Service	001-700-211	143.62
				Department 700 - POLICE DEPARTMENT Total:	**22,470.01**
Department: 750 - STREETS & HIGHWAYS					
PEIA	INV0000324	03/03/2026	March 26 MD PEIA Insurance...	001-750-105	2,861.65
PEIA	INV0000325	03/03/2026	March 26 MD RHBT Contribut..	001-750-111	30.60
LYLE C TABB & SONS, INC.	2026 2 171	03/10/2026	Feb 26 Box Rental	001-750-230	225.00
BORLIE MECHANICAL CONTR...	4800	03/10/2026	CWH HVAC Repair 1/30-2/9	001-750-215	11,331.26
BOLYARD ENTERPRISES INC	97148	03/10/2026	2/25/26 CWH Window Clean...	001-750-230	720.00
T-MOBILE	INV0000419	03/10/2026	Feb 26 MD Cell Service	001-750-211	108.72
Schneider Electric	601025574	03/13/2026	661 S George Server Room H...	001-750-215	3,253.63
				Department 750 - STREETS & HIGHWAYS Total:	**18,530.86**
Department: 751 - STREET LIGHT UTILITIES					
POTOMAC EDISON COMPAN...	INV0000351	03/05/2026	Feb26 Depot District #1 Elect...	001-751-213	11.02
POTOMAC EDISON COMPAN...	INV0000352	03/05/2026	Feb26 Depot District# 2 Elect...	001-751-213	11.02
POTOMAC EDISON COMPAN...	INV0000353	03/05/2026	Feb26 Depot District #3 Elect...	001-751-213	11.02
POTOMAC EDISON COMPAN...	INV0000354	03/05/2026	Feb26 Crosswinds Electricity	001-751-213	177.46
				Department 751 - STREET LIGHT UTILITIES Total:	**210.52**
Department: 901 - VISITORS CENTER					
JEFFERSON COUNTY CONVE...	INV0000411	03/10/2026	Feb26 Hotel/Motel Collection	001-901-567	4,760.40
				Department 901 - VISITORS CENTER Total:	**4,760.40**
Department: 903 - FAIR ASSOC/FESTIVAL					
City of RANSON	INV0000403	03/10/2026	Prizes 2025 Xmas Parade win...	001-903-341	612.50
				Department 903 - FAIR ASSOC/FESTIVAL Total:	**612.50**
				Fund 001 - GENERAL FUND Total:	**150,587.70**
				Grand Total:	**150,587.70**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	150,587.70
Grand Total:	**150,587.70**

Account Summary

Account Number	Account Name	Payment Amount
001-114-000	Due From Pension Fund	127.70
001-114-020	DUE FROM WATER DEPT	1,408.29
001-201-050	State Court Fees Payable	3,297.40
001-201-070	TEEN COURT FEES PAYA…	310.82
001-201-110	PCARD PAYABLE	46,321.76
001-225-000	Insurance Contributions …	5,963.07
001-402-105	ECONOMIC DEV - GROUP..	704.08
001-402-111	ECONOMIC DEV - OPEB	10.20
001-402-211	ECONOMIC DEV - TELEP…	32.88
001-412-105	CMO Group Insurance	1,556.91
001-412-111	CMO OPEB	10.20
001-413-105	TREAS Group Insurance	2,666.72
001-413-111	TREAS OPEB Other	30.60
001-415-105	CLERK Group Insurance	1,512.43
001-415-111	CLERK OPEB	10.20
001-415-238	REFUNDS	82.00
001-416-223	PJO Professional Services	355.00
001-417-105	ATTORNEY INSURANCE	1.98
001-417-211	ATTORNEY TELEPHONE	18.73
001-425-105	ENFORCEMENT AG - GR…	704.08
001-425-111	ENFORCEMENT AG - OP…	10.20
001-425-211	ENFORCEMENT AG -	18.73
001-436-105	BI Group Insurance	1.98
001-437-105	P&Z Group Insurance	2,922.57
001-437-111	P&Z OPEB	30.60
001-437-211	P&Z Telephone	109.54
001-437-238	P&Z REFUNDS OF DEPOS…	25.00
001-437-353	P&Z COMPUTER SOFTW…	980.00
001-440-105	CH Group Insurance	1,512.43
001-440-111	CH OPEB-OTHER POST EE..	10.20
001-440-211	CH Telephone	13,602.23
001-440-213	CH Utilities	2,663.66
001-440-218	CH Postage	506.49
001-440-219	CH Buildings & Equipme…	110.00
001-440-223	CH Professional Services	1,800.00

Account Summary

Account Number	Account Name	Payment Amount
001-440-230	CH Contracted Services	14,572.75
001-571-105	PARKING Group Insuran…	1.98
001-700-105	PD GROUP INSURANCE	17,175.32
001-700-111	PD OPEB	173.40
001-700-211	PD TELEPHONE	1,378.94
001-700-213	PD UTILITIES	2,859.25
001-700-217	PD R&M AUTO	803.10
001-700-230	PD CONTRACTED SERVIC…	80.00
001-750-105	STREETS GROUP INSUR…	2,861.65
001-750-111	STREETS OPEB	30.60
001-750-211	STREETS TELEPHONE	108.72
001-750-215	STREETS R&M BLDG AND..	14,584.89
001-750-230	STREETS CONTRACTED S…	945.00
001-751-213	STREET LIGHT UTILITIES	210.52
001-901-567	VISITOR CTR CONTRIBUT…	4,760.40
001-903-341	FAIR/FESTIVAL Departm…	612.50
	Grand Total:	**150,587.70**

Project Account Summary

Project Account Key	Payment Amount
None	150,587.70
Grand Total:	**150,587.70**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Post Dates 2/1/2026 - 2/28/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
Fund: 001 - GENERAL FUND						
CHARLES TOWN UTILITY BO...	202602025991	02/02/2026	JAN26 CTUB WATER SERVICE	001-114-020		86.62
						86.62
Department: 381 - 381						
AMAZON	INV0000452	02/18/2026	Cook Personal	001-381-000		7.62
					Department 381 - 381 Total:	**7.62**
Department: 402 - ECONOMIC DEVELOPMENT						
ZOOM.US	340558163	02/06/2026	March26 Online Meeting Sub...	001-402-222		52.43
APPLE	INV0000431	02/09/2026	March26 Music Subscription	001-402-222		21.35
					Department 402 - ECONOMIC DEVELOPMENT Total:	**73.78**
Department: 412 - CITY MANAGER'S OFFICE						
Coursera	INV0000428	02/02/2026	Adobe Photoshop/Illustrator...	001-412-221		52.43
					Department 412 - CITY MANAGER'S OFFICE Total:	**52.43**
Department: 417 - CITY ATTORNEY						
ICMA	INV0000427	02/23/2026	TIF Guide for Council	001-417-341		66.60
THOMSON REUTERS	853194458-1	02/25/2026	Jan26 Westlaw Database Sub...	001-417-222		396.60
					Department 417 - CITY ATTORNEY Total:	**463.20**
Department: 425 - ENFORCEMENT AGENCY						
Federal Aviation Administrat...	INV0000345	02/12/2026	Drone FAA Registration	001-425-222		5.00
					Department 425 - ENFORCEMENT AGENCY Total:	**5.00**
Department: 436 - BUILDING INSPECTION						
AMAZON	INV0000343	02/09/2026	NFPA 101 Book	001-436-341		177.79
VERIZON WIRELESS	6135293579	02/12/2026	Jan26 BI Hotspot Service	001-436-211		20.02
					Department 436 - BUILDING INSPECTION Total:	**197.81**
Department: 437 - PLANNING & ZONING						
INTERNATIONAL CODE COU...	INV0000342	02/04/2026	Dunn 4 ICC Certification Ren...	001-437-222		115.00
JEFFERSON PUBLISHING CO...	72983	02/06/2026	nph coa 2025-23 203 S Churc...	001-437-220		41.54
Virginia Municipal League	25496	02/09/2026	Job Post Long Term Planner	001-437-220		103.87
ICMA	INV0000348	02/09/2026	Job Post Long Term Planner	001-437-220		150.00
					Department 437 - PLANNING & ZONING Total:	**410.41**
Department: 440 - CITY HALL						
CHARLES TOWN UTILITY BO...	202602025991	02/02/2026	JAN26 RH WATER SERVICE	001-440-213		94.68
CHARLES TOWN UTILITY BO...	202602025991	02/02/2026	JAN26 CH WATER SERVICE	001-440-213		121.96
GOOGLE	5477286994	02/02/2026	Jan26 Google Workspace Sub...	001-440-222		14.98
HOME DEPOT INC	INV0000347	02/02/2026	Air Purifier Filters	001-440-341		228.37

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
PATTON BUILDING SERVICES ...	135634	02/03/2026	JAN26 CH CLEANING SERVI	001-440-230		933.50
PATTON BUILDING SERVICES ...	135634	02/03/2026	JAN26 CWH CLEANING SERVI	001-440-230		125.00
AMAZON	111-5873255-4006652	02/04/2026	CH Toilet Bruch Set	001-440-341		37.02
STAPLES ADVANTAGE INC	7674478195	02/04/2026	CH Computer battery & air fr...	001-440-341		72.40
COMCAST CORPORATION	INV0000104	02/09/2026	FEB 26 CWH Internet Service	001-440-211		153.85
SAVE-A-LOT	INV0000304	02/10/2026	CH Water X4	001-440-341		37.96
HOME DEPOT INC	INV0000305	02/11/2026	CH & MD Water	001-440-341		44.90
AMAZON	113-6101271243229	02/12/2026	CH Pink Paper	001-440-341		14.44
STAPLES ADVANTAGE INC	7675056693	02/13/2026	CH Bankers Box	001-440-341		40.22
PITNEY BOWES GLOBAL FIN...	3322056799	02/23/2026	Postage Machine Lease Dec ...	001-440-219		371.49
ENVIRO-TECH PEST SERVICES ..	483979	02/23/2026	FEb26 RH Pest Control Service	001-440-230		79.18
ENVIRO-TECH PEST SERVICES ..	483982-483082	02/23/2026	Jan & Feb 26 CH Pest Control...	001-440-230		146.68
STAPLES ADVANTAGE INC	CM0000004	02/23/2026	CH Computer Battery Refund	001-440-341		-57.81
SHENTEL BUSINESS	INV0000191	02/23/2026	Feb & March 26 CH & PD Inte...	001-440-213		1,901.03
					Department 440 - CITY HALL Total:	**4,359.85**
Department: 571 - PARKING						
VITAL SIGNS PLUS, INC.	13065	02/12/2026	Parking sign stickers	001-571-341		587.25
					Department 571 - PARKING Total:	**587.25**
Department: 700 - POLICE DEPARTMENT						
AMAZON	113-1998855-3685066	02/02/2026	PD ID Holders 7 ID Clips & Di...	001-700-341		33.18
AMAZON	113-6380631-7039446	02/02/2026	9 volts Batteries & Tape Mea...	001-700-341		170.72
CHARLES TOWN UTILITY BO...	202602025991	02/02/2026	JAN26 PD WATER SERVICE	001-700-213		175.87
7-ELEVEN	INV0000116	02/02/2026	Car#8 Fuel 01/30	001-700-343		21.00
SHEETZ	INV0000117	02/02/2026	Car#17 Fuel 01/31	001-700-343		32.00
SHEETZ	INV0000118	02/02/2026	Car# 8 Fuel 02/01	001-700-343		22.00
SHEETZ	INV0000124	02/02/2026	Car#16 Fuel 01/31	001-700-343		50.08
SHEETZ	INV0000127	02/02/2026	Car#25 Fuel 1/30	001-700-343		36.94
SHEETZ	INV0000128	02/02/2026	Car#21 Fuel 1/31	001-700-343		35.20
SHEETZ	INV0000129	02/02/2026	Car#21 Fuel 02/01	001-700-343		33.20
SHEETZ	INV0000135	02/02/2026	Car#28 Fuel 02/01	001-700-343		32.00
EXXON MOBILE	INV0000136	02/02/2026	Car#28 Fuel 01/30	001-700-343		25.01
TOWN MART CITGO	INV0000162	02/02/2026	Car#12 Fuel 01/29	001-700-343		46.36
TOWN MART CITGO	INV0000163	02/02/2026	Car#12 Fuel 01/30	001-700-343		45.43
SHEETZ	INV0000175	02/02/2026	Car#26 Fuel 01/31	001-700-343		27.63
BP	INV0000185	02/02/2026	Car#7 Fuel 01/30	001-700-343		52.01
SHEETZ	INV0000263	02/02/2026	Car#9 Fuel 1/31	001-700-343		12.00
PATTON BUILDING SERVICES ...	135634	02/03/2026	JAN26 PD CLEANING SERVI	001-700-230		933.50
TRANSUNION	6707023-202601-1	02/03/2026	Jan26 Investigation Subscript...	001-700-222		110.00
BP	INV0000108	02/03/2026	Car#5 Fuel 02/01	001-700-343		52.55
LIBERTY GET N GO	INV0000111	02/03/2026	Car#29 Fuel 02/01	001-700-343		38.05
WAWA	INV0000156	02/03/2026	Car#14 Fuel 02/02	001-700-343		39.51
TOWN MART CITGO	INV0000164	02/03/2026	Car#12 Fuel 02/01	001-700-343		46.44
BP	INV0000179	02/03/2026	Car#6 Fuel 02/02	001-700-343		70.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BP	INV0000109	02/04/2026	Car#4 Fuel 02/02	001-700-343	77.89
SHEETZ	INV0000112	02/04/2026	car#29 Fuel 02/03	001-700-343	44.34
SHEETZ	INV0000157	02/04/2026	Car#14 Fuel 02/03	001-700-343	54.60
BP	INV0000171	02/04/2026	Car#3 Fuel 02/03	001-700-343	63.79
AMAZON	113-6403968-2145864	02/05/2026	PD Office Heaters	001-700-341	84.60
SHEETZ	INV0000119	02/05/2026	Car#17 02/04	001-700-343	24.00
SHEETZ	INV0000158	02/05/2026	Car#14 Fuel 02/04	001-700-343	43.58
SHEETZ	INV0000159	02/05/2026	Car#14 Fuel 02/04	001-700-343	72.98
BP	INV0000186	02/05/2026	Car#7 Fuel 02/04	001-700-343	48.48
CREAMERS AUTO SERVICE C...	149370	02/06/2026	Car#8 Side Front Axle new Ba...	001-700-217	1,090.54
CREAMERS AUTO SERVICE C...	149397	02/06/2026	Car#12 oil service	001-700-343	115.97
CREAMERS AUTO SERVICE C...	149397-R	02/06/2026	Car#12 oil service	001-700-343	-115.97
WITMER PUBLIC SAFETY GR...	784054	02/06/2026	Gun Clearing Trap	001-700-341	1,132.79
7-ELEVEN	INV0000110	02/06/2026	Car#5 Fuel 02/03	001-700-343	25.95
TOWN MART CITGO	INV0000115	02/06/2026	Car#27 Fuel 02/04	001-700-343	45.70
SHEETZ	INV0000120	02/06/2026	Car#17 Fuel 02/05	001-700-343	21.00
SHEETZ	INV0000125	02/06/2026	Car#16 Fuel 02/05	001-700-343	61.46
SHEETZ	INV0000130	02/06/2026	Car#25 Fuel 2/05	001-700-343	42.74
SHEETZ	INV0000176	02/06/2026	Car#26 Fuel 02/05	001-700-343	36.07
AMAZON	113-0638193-7057854	02/09/2026	PD Batteries	001-700-341	32.50
CREAMERS AUTO SERVICE C...	149397-1	02/09/2026	Car#12 Oil Service	001-700-343	115.97
CREAMERS AUTO SERVICE C...	149426	02/09/2026	Car#5 Washer nozzles Repair	001-700-217	192.14
7-ELEVEN	INV0000113	02/09/2026	Car#29 Fuel 02/08	001-700-343	29.32
SHEETZ	INV0000121	02/09/2026	Car#17 Fuel 02/06	001-700-343	21.00
SHEETZ	INV0000122	02/09/2026	Car#17 Fuel 02/08	001-700-343	29.00
SHEETZ	INV0000131	02/09/2026	Car#25 Fuel 2/06	001-700-343	38.48
SHEETZ	INV0000132	02/09/2026	Car#25 Fuel 2/07	001-700-343	41.05
SHEETZ	INV0000137	02/09/2026	Car#28 Fuel 02/06	001-700-343	46.95
SHEETZ	INV0000138	02/09/2026	Car#28 Fuel 2/08	001-700-343	31.94
EXXON MOBILE	INV0000139	02/09/2026	Car#28 Fuel 2/06	001-700-343	23.00
TOWN MART CITGO	INV0000165	02/09/2026	Car#12 Fuel 02/04	001-700-343	23.53
TOWN MART CITGO	INV0000166	02/09/2026	Car#12 Fuel 02/06	001-700-343	48.21
SHEETZ	INV0000177	02/09/2026	Car#26 Fuel 02/07	001-700-343	28.09
BP	INV0000180	02/09/2026	Car#6 Fuel 02/08	001-700-343	64.50
BP	INV0000187	02/09/2026	Car#7 Fuel 02/06	001-700-343	45.51
EZ PASS	148636591-1	02/10/2026	Car#4 Prisoner transport	001-700-214	76.48
GO MART	INV0000140	02/10/2026	Car#28 Fuel 2/08	001-700-343	48.00
TOWN MART CITGO	INV0000167	02/10/2026	Car#12 Fuel 02/07	001-700-343	58.63
MARTINS FUEL	INV0000184	02/10/2026	Car#15 Fuel 02/09	001-700-343	33.30
CREAMERS AUTO SERVICE C...	149490	02/11/2026	Car#21 Sparkplug , Engine Tu...	001-700-217	893.18
MUTH RAYMOND	2213	02/11/2026	Car 29 Spotlight Repair	001-700-217	331.25
SHEETZ	INV0000114	02/11/2026	Car#29 Fuel 02/10	001-700-343	35.67
BP	INV0000172	02/11/2026	Car#3 Fuel 02/09	001-700-343	50.25
BP	INV0000173	02/11/2026	Car#3 Fuel 02/09	001-700-343	74.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BP	INV0000181	02/11/2026	Car#6 Fuel 02/10	001-700-343	48.00
CREAMERS AUTO SERVICE C...	149507	02/12/2026	Car#6 Oil service	001-700-343	115.97
CREAMERS AUTO SERVICE C...	149510	02/12/2026	car#10 new battery	001-700-217	382.48
MUTH RAYMOND	2208	02/12/2026	car#4 cradlepoint battery ch...	001-700-217	647.21
MUTH RAYMOND	2208-R	02/12/2026	car#4 cradlepoint battery ch...	001-700-217	-647.21
SHEETZ	INV0000123	02/12/2026	Car#17 Fuel 02/11	001-700-343	17.00
SHEETZ	INV0000134	02/12/2026	Car#25 Fuel 02/11	001-700-343	44.65
SHEETZ	INV0000160	02/12/2026	Car#14 Fuel 02/11	001-700-343	52.02
MUTH RAYMOND	2208-1	02/13/2026	Car#4 Craflepoint Battery Ch...	001-700-217	647.21
7-ELEVEN	INV0000168	02/13/2026	Car#12 Fuel 02/11	001-700-343	32.12
SHEETZ	INV0000198	02/13/2026	Car#16 Fuel 02/12	001-700-343	53.81
MARTINS FUEL	INV0000183	02/15/2026	Car#15 Fuel 02/04	001-700-343	40.50
BP	INV0000146	02/16/2026	Car#4 Fuel 02/15	001-700-343	80.36
7-ELEVEN	INV0000147	02/16/2026	Car#29 Fuel 02/15	001-700-343	40.11
BP	INV0000148	02/16/2026	Car#27 Fuel 02/13	001-700-343	46.36
7-ELEVEN	INV0000149	02/16/2026	Car#26 Fuel 02/13	001-700-343	33.35
7-ELEVEN	INV0000150	02/16/2026	car#17 Fuel 2/13	001-700-343	29.00
SHEETZ	INV0000151	02/16/2026	Car#17 Fuel 02/14	001-700-343	34.00
SHEETZ	INV0000152	02/16/2026	Car#17 Fuel 02/15	001-700-343	29.00
SHEETZ	INV0000153	02/16/2026	Car#25 Fuel 02/13	001-700-343	46.46
SHEETZ	INV0000154	02/16/2026	Car#28 Fuel 02-15	001-700-343	36.00
EXXON MOBILE	INV0000155	02/16/2026	Car#28 Fuel 02/13	001-700-343	22.01
TOWN MART CITGO	INV0000169	02/16/2026	Car#12 Fuel 02/12	001-700-343	41.95
BP	INV0000188	02/16/2026	Car#7 Fuel 02/13	001-700-343	54.56
US POSTAL SERVICE	INV0000264	02/16/2026	PD Certified Letters & Shippi...	001-700-218	32.42
SHEETZ	INV0000161	02/17/2026	Car#14 Fuel 02/16	001-700-343	39.00
TOWN MART CITGO	INV0000170	02/17/2026	Car#12 Fuel 02/14	001-700-343	53.38
BP	INV0000174	02/17/2026	Car#3 Fuel 02/16	001-700-343	81.35
TOWN MART CITGO	INV0000178	02/17/2026	Car#26 Fuel 02/14	001-700-343	36.52
BP	INV0000182	02/17/2026	Car#6 Fuel 02/16	001-700-343	54.00
SHEETZ	INV0000193	02/17/2026	Car#29 Fuel 02/16	001-700-343	31.35
MARTINS FUEL	INV0000216	02/18/2026	Car#15 Fuel 02/17	001-700-343	36.35
US POSTAL SERVICE	INV0000265	02/18/2026	PD Certified Mail	001-700-218	137.59
SHERWIN - WILLIAMS	INV0000278	02/18/2026	Paint 661 S George	001-700-215	53.93
AMAZON	113-6035524-273801	02/19/2026	PD Toner	001-700-341	533.76
CREAMERS AUTO SERVICE C...	149545	02/19/2026	Car#28 Oil service	001-700-343	91.82
SHEETZ	INV0000194	02/19/2026	Car#17 Fuel 02/18	001-700-343	14.00
BP	INV0000201	02/19/2026	Car#25 Fuel 02/18	001-700-343	43.48
7-ELEVEN	INV0000208	02/19/2026	Car#14 Fuel 02/18	001-700-343	53.02
BP	INV0000218	02/19/2026	Car#11 Fuel 02/18	001-700-343	38.09
BP	INV0000326	02/19/2026	Car#4 Fuel 02/17	001-700-343	78.40
SHEETZ	INV0000195	02/20/2026	Car#17 Fuel 02/19	001-700-343	25.00
SHEETZ	INV0000202	02/20/2026	Car#25 Fuel 02/19	001-700-343	46.09
7-ELEVEN	INV0000209	02/20/2026	Car#14 Fuel 02/19	001-700-343	42.70

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON	113-1781441-5105836	02/23/2026	PD Pens & Sticky Notes & Air...	001-700-341	164.89
SHENTEL BUSINESS	INV0000191	02/23/2026	Feb & March 26 CH & PD Inte...	001-700-213	1,901.03
SHEETZ	INV0000196	02/23/2026	Car#17 Fuel 02/20	001-700-343	22.00
SHEETZ	INV0000197	02/23/2026	Car#17 Fuel 02/22	001-700-343	26.00
WAWA	INV0000199	02/23/2026	Car#16 Fuel 02/20	001-700-343	54.71
SHEETZ	INV0000203	02/23/2026	Caar#25 Fuel 02/21	001-700-343	40.18
SHEETZ	INV0000204	02/23/2026	Car#28 Fuel 02/22	001-700-343	45.12
SHEETZ	INV0000205	02/23/2026	Car#28 Fuel 02/22	001-700-343	18.01
EXXON MOBILE	INV0000206	02/23/2026	Car#18 Fuel 02/20	001-700-343	18.00
EXXON MOBILE	INV0000207	02/23/2026	Car#28 Fuel 02/22	001-700-343	40.04
TOWN MART CITGO	INV0000210	02/23/2026	Car#12 Fuel 02/18	001-700-343	54.78
TOWN MART CITGO	INV0000211	02/23/2026	Car#12 Fuel 02/20	001-700-343	44.71
LIBERTY GET N GO	INV0000212	02/23/2026	Car#12 Fuel 02/22	001-700-343	49.07
7-ELEVEN	INV0000213	02/23/2026	Car#26 Fuel 02/20	001-700-343	37.91
BP	INV0000215	02/23/2026	Car#6 Fuel 02/21	001-700-343	73.50
BP	INV0000217	02/23/2026	Car#7 Fuel 02/20	001-700-343	52.75
BP	INV0000219	02/23/2026	Car#11 Fuel 02/20	001-700-343	22.22
BP	INV0000337	02/23/2026	Car#3 Fuel 02/20	001-700-343	37.52
7-ELEVEN	INV0000338	02/23/2026	Car#26 Fuel 02/22	001-700-343	28.67
MARTINS FUEL	INV0000340	02/23/2026	Car#15 Fuel 02/20	001-700-343	33.20
CREAMERS AUTO SERVICE C...	149584	02/24/2026	Car#5 State Inspection & Fro...	001-700-217	2,798.07
CREAMERS AUTO SERVICE C...	149618	02/24/2026	Car#2 Brake & Tire Repair	001-700-217	1,137.66
BP	INV0000192	02/24/2026	Car#4 Fuel 02/22	001-700-343	67.87
Pat McCarthy Productions Inc	INV0000261	02/24/2026	Garza Training Street Crimes ...	001-700-221	495.00
LIBERTY GET N GO	INV0000328	02/24/2026	Car#29 Fuel 02/22	001-700-343	35.03
7-ELEVEN	INV0000333	02/24/2026	Car#14 Fuel 02/22	001-700-343	43.50
AMAZON	113-5265330-9986611	02/25/2026	PD Batteries	001-700-341	15.87
TOWN MART CITGO	INV0000331	02/25/2026	Car#2 Fuel 02/23	001-700-343	35.66
7-ELEVEN	INV0000334	02/25/2026	Car#14 Fuel 02/24	001-700-343	39.94
BP	INV0000336	02/25/2026	Car#3 Fuel 02/24	001-700-343	47.43
BP	INV0000339	02/25/2026	Car#6 Fuel 02/24	001-700-343	76.00
Legal Authority	INV0000262	02/26/2026	Day Training Search& Seizure...	001-700-221	225.00
BP	INV0000327	02/26/2026	Car#4 Fuel 02/24	001-700-343	70.61
SHEETZ	INV0000330	02/26/2026	Car#17 Fuel 02/25	001-700-343	28.00
SHEETZ	INV0000335	02/26/2026	Car#14 Fuel 02/25	001-700-343	47.60
7-ELEVEN	INV0000329	02/27/2026	Car#27 Fuel 02/26	001-700-343	42.82
SHEETZ	INV0000332	02/27/2026	Car#25 Fuel 02/26	001-700-343	40.49
WAWA	INV0000341	02/27/2026	Car#11 Fuel 02/26	001-700-343	30.75
SHEETZ	INV0000258	02/02/2026	Car#1 Fuel 01/30	001-700-343	57.99
SHEETZ	INV0000259	02/09/2026	Car#1 Fuel 02/07	001-700-343	55.77
SHEETZ	INV0000260	02/19/2026	Car#1 Fuel 02/18	001-700-343	63.97
				Department 700 - POLICE DEPARTMENT Total:	**19,192.15**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 750 - STREETS & HIGHWAYS					
CHARLES TOWN UTILITY BO...	202602025991	02/02/2026	JAN26 CH WATER SERVICE	001-750-213	63.86
COMCAST CORPORATION	202602025992	02/02/2026	FEB26 MD INTERNET SERVICE	001-750-211	105.81
LIBERTY GET N GO	INV0000284	02/02/2026	Fuel D12 1/29	001-750-343	85.73
TOWN MART CITGO	INV0000299	02/02/2026	P12 Fuel 1/30	001-750-343	62.59
LIBERTY GET N GO	INV0000306	02/02/2026	D23 Fuel 1/29	001-750-343	105.24
LIBERTY GET N GO	INV0000314	02/02/2026	D23 Fuel 01/29	001-750-343	87.39
WALMART INC	INV0000302	02/03/2026	MD Coffee	001-750-341	26.85
APPLE VALLEY WASTE SERVI...	0006858707	02/04/2026	Jan26 MD & JMP trash Service	001-750-230	660.13
LIBERTY GET N GO	INV0000285	02/04/2026	P16 Fuel 2/2	001-750-343	82.01
TRACTOR SUPPLY	INV0000303	02/04/2026	MD 2 Shovels	001-750-341	109.98
LIBERTY GET N GO	INV0000307	02/04/2026	S590 Fuel 2/2	001-750-343	62.19
Ediamondtools	53874	02/05/2026	MD Core Bits	001-750-341	159.98
SHEETZ	INV0000126	02/05/2026	37.13	001-750-343	37.13
LIBERTY GET N GO	INV0000286	02/05/2026	P15 Fuel 02/03	001-750-343	64.24
CARPER'S AUTO SERVICE	INV0000290	02/05/2026	P16 State Inspection	001-750-217	19.00
WINCHESTER EQUIPMENT CO..	D45922	02/06/2026	S590 Windshield & seal	001-750-216	448.39
GENUINE PARTS COMPANY -...	971131	02/09/2026	P16 Headlight Bulb	001-750-217	3.86
7-ELEVEN	INV0000267	02/09/2026	P17 Fuel 02/06	001-750-343	65.00
HOME DEPOT INC	INV0000291	02/09/2026	CWH Door Closer	001-750-215	92.62
TOWN MART CITGO	INV0000454	02/09/2026	P&R Jeep Fuel 02/06	001-750-343	29.76
LIBERTY GET N GO	INV0000287	02/11/2026	P16 Fuel 02/09	001-750-343	89.36
HOME DEPOT INC	INV0000292	02/11/2026	Anchor Cement for Sign Poles..	001-750-341	44.91
HOME DEPOT INC	INV0000293	02/11/2026	Rouss Hall HVAC Filters	001-750-215	28.94
HOME DEPOT INC	INV0000305	02/11/2026	CH & MD Water	001-750-341	8.98
WINCHESTER METALS INC	Q004082	02/11/2026	Street Signal Poles	001-750-341	990.66
AMAZON	112-0570006-2517046	02/12/2026	MD Printer Ink	001-750-341	74.99
GENUINE PARTS COMPANY -...	971295	02/12/2026	JB Weld	001-750-341	8.08
TOWN MART CITGO	INV0000300	02/12/2026	P12 Fuel 2/10	001-750-343	62.09
LIBERTY GET N GO	INV0000308	02/12/2026	BH23 Fuel 2/10	001-750-343	58.86
LIBERTY GET N GO	INV0000316	02/12/2026	P23 Fuel 02/10	001-750-343	82.57
UNITED STATES FLAG STORE	INV0000317	02/12/2026	Flag Brackets	001-750-341	64.48
FILTERBUY	INV0000318	02/12/2026	CHW HVAC Filters	001-750-215	132.96
AIR FILTERS UNLIMITED	INV0000319	02/12/2026	661 S George HVAC Filters	001-750-215	242.19
AIR FILTERS UNLIMITED	INV0000320	02/12/2026	CWH HVA Air Filters	001-750-215	505.95
7-ELEVEN	INV0000200	02/13/2026	BI Jeep Fuel 02/12	001-750-343	37.32
LIBERTY GET N GO	INV0000269	02/16/2026	P17 Fuel 2/12	001-750-343	44.61
HOME DEPOT INC	INV0000272	02/16/2026	Anchor Cement	001-750-341	29.94
LIBERTY GET N GO	INV0000309	02/16/2026	P25 Fuel 02/12	001-750-343	82.63
HOME DEPOT INC	INV0000312	02/16/2026	MD Grinder Cut off Wheel X...	001-750-341	27.97
Messick's	MJI2818054	02/16/2026	BH23 Window Latch	001-750-216	67.66
GENUINE PARTS COMPANY -...	971568	02/18/2026	MD Equipment Grease	001-750-341	22.80
SHERWIN - WILLIAMS	INV0000271	02/18/2026	Paint 661 S George	001-750-215	107.87
SHERWIN - WILLIAMS	INV0000274	02/18/2026	Paint 661 S George	001-750-215	53.93

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number		Amount
LIBERTY GET N GO	INV0000289	02/19/2026	P16 Fuel 2/17	001-750-343		89.02
SHERWIN - WILLIAMS	INV0000275	02/20/2026	Paint 661 S George	001-750-215		184.27
GENUINE PARTS COMPANY -...	971721	02/23/2026	Trax Fuse Replacement	001-750-217		5.13
HOME DEPOT INC	INV0000294	02/23/2026	MD Drill Bits for Signs	001-750-341		25.94
TOWN MART CITGO	INV0000301	02/23/2026	P12 Fuel 2/20	001-750-343		64.98
HOME DEPOT INC	INV0000322	02/23/2026	CH Keys	001-750-341		19.88
SHEETZ	INV0000266	02/24/2026	BI Jeep Fuel 02/23	001-750-343		41.10
SHERWIN - WILLIAMS	INV0000276	02/24/2026	Paint Supplies 661 S George	001-750-215		31.27
SHERWIN - WILLIAMS	INV0000277	02/24/2026	Paint 661 S George	001-750-215		50.88
SHERWIN - WILLIAMS	INV0000279	02/24/2026	Paint 661 S George	001-750-215		50.88
SHERWIN - WILLIAMS	CM0000006	02/25/2026	Sales Tax Refund	001-750-215		-10.52
SHERWIN - WILLIAMS	CM0000008	02/25/2026	Sales Tax Refund	001-750-215		-3.05
SHERWIN - WILLIAMS	CM0000010	02/25/2026	Sales Tax Refund	001-750-215		-6.11
SHERWIN - WILLIAMS	CM0000012	02/25/2026	Sales Tax Refund	001-750-215		-3.05
SHERWIN - WILLIAMS	CM0000014	02/25/2026	Sales Tax Refund	001-750-215		-10.43
SHERWIN - WILLIAMS	INV0000280	02/25/2026	Paint 661 S George	001-750-215		50.88
LIBERTY GET N GO	INV0000282	02/25/2026	P17 Fuel 02/23	001-750-343		59.09
LIBERTY GET N GO	INV0000310	02/25/2026	D23 Fuel 02/23	001-750-343		126.21
HOME DEPOT INC	INV0000313	02/25/2026	CWH Toilet Flapper	001-750-215		6.98
WASTE MANAGEMENT INC	3460269-2413-1	02/26/2026	March26 MD Trash Service	001-750-230		321.45
SHERWIN - WILLIAMS	INV0000281	02/26/2026	Paint Supplies 661 S George	001-750-215		37.01
HOME DEPOT INC	INV0000295	02/26/2026	CH Blinds Lewis Office	001-750-341		90.46
LIBERTY GET N GO	INV0000315	02/26/2026	P23 Fuel 02/24	001-750-343		97.18
HARBOR FREIGHT	INV0000283	02/27/2026	MD Hammer & Crowbar	001-750-341		12.70
					Department 750 - STREETS & HIGHWAYS Total:	**6,573.66**
Department: 903 - FAIR ASSOC/FESTIVAL						
JEFFERSON COUNTY HEALTH...	75100	02/03/2026	WV Fest Health Permit	001-903-230		224.62
FACEBOOK.COM	INV0000432	02/17/2026	WV Fest Ad	001-903-220		75.00
FACEBOOK.COM	INV0000453	02/20/2026	WV Fest Ad 02/19/26	001-903-220		12.92
					Department 903 - FAIR ASSOC/FESTIVAL Total:	**312.54**
					Fund 001 - GENERAL FUND Total:	**32,322.32**
Fund: 200 - CAPITAL RESERVE						
Department: 975 - GENERAL GOVERNMENT						
AMAZON	112-2083481-0852257	02/10/2026	Carrying Case & SD Card Rea...	200-975-459		85.97
AMAZON	INV0000344	02/10/2026	Micro SD Card- Drone	200-975-459		61.74
AMAZON	112-4992606-6215449	02/11/2026	Drone Warranty	200-975-459		197.99
AMAZON	112-3079869-4840217	02/12/2026	Drone & Remote Control Pro...	200-975-459		4,076.11
AMAZON	113-4597186-9737032	02/13/2026	Digital Anemometer- Drone	200-975-459		36.96
AMAZON	112-1013386-8487416	02/17/2026	Pilot Logbook- Drone	200-975-459		10.99
					Department 975 - GENERAL GOVERNMENT Total:	**4,469.76**
Department: 977 - STREETS & TRANSPORTATION						
AMAZON	113-5675823-3738642	02/11/2026	CH Cabinet 3rd floor Bathro...	200-977-457		132.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MUTH RAYMOND	2216	02/12/2026	P25 Lights	200-977-459	1,522.42
SHERWIN - WILLIAMS	INV0000349	02/20/2026	Paint Sample CH Renovation	200-977-457	11.76
SHERWIN - WILLIAMS	INV0000296	02/24/2026	CH PAINT LEWIS OFFICE	200-977-457	51.92
SHERWIN - WILLIAMS	INV0000297	02/25/2026	CH PAINT LEWIS OFFICE	200-977-457	111.28
John Talbott	INV0000350	02/25/2026	Electrical Inspection CH Reno...	200-977-457	138.43
				Department 977 - STREETS & TRANSPORTATION Total:	**1,968.80**
Department: 979 - CULTURE & RECREATION					
Magic Jump INC	140673	02/25/2026	Inflatable basketball Shootou...	200-979-458	3,268.19
				Department 979 - CULTURE & RECREATION Total:	**3,268.19**
				Fund 200 - CAPITAL RESERVE Total:	**9,706.75**
Fund: 207 - PARKS & REC					
Department: 900 - PARKS & REC					
APPLE VALLEY WASTE SERVI...	0006858707	02/04/2026	Jan26 MD & JMP trash Service	207-900-230	525.00
NATIONAL RECREATION & P...	INV0000455	02/09/2026	Bailey	207-900-341	111.16
AC &T CO., INC	55890J	02/10/2026	Jan26 Willingham Knolls Pk P...	207-900-230	115.00
AC &T CO., INC	55891J	02/10/2026	Jan26 Skate Park PT Service	207-900-230	178.00
AMAZON	113-0345813-1331442	02/12/2026	PK Velcro strip	207-900-341	9.48
AC &T CO., INC	10072EK	02/13/2026	Jan26 JMP PT Service	207-900-230	289.00
HOME DEPOT INC	INV0000321	02/20/2026	Fencing for Willingham Knolls..	207-900-341	876.70
AMAZON	113-7923410-0048237	02/26/2026	P&R Laminating sheets	207-900-341	60.90
				Department 900 - PARKS & REC Total:	**2,165.24**
				Fund 207 - PARKS & REC Total:	**2,165.24**
				Grand Total:	**44,194.31**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	32,322.32
200 - CAPITAL RESERVE	9,706.75
207 - PARKS & REC	2,165.24
Grand Total:	**44,194.31**

Account Summary

Account Number	Account Name	Payment Amount
001-114-020	DUE FROM WATER DEPT	86.62
001-381-000	Reimbursements	7.62
001-402-222	ECONOMIC DEV - DUES …	73.78
001-412-221	CMO Training & Educati…	52.43
001-417-222	ATTORNEY DUES & SUB…	396.60
001-417-341	DEPARTMENT SUPPLIES	66.60
001-425-222	ENFORCEMENT AG -	5.00
001-436-211	BI Telephone	20.02
001-436-341	BI Departmental Supplies	177.79
001-437-220	P&Z Advertising/Legal P…	295.41
001-437-222	P&Z Dues & Subscriptions	115.00
001-440-211	CH Telephone	153.85
001-440-213	CH Utilities	2,117.67
001-440-219	CH Buildings & Equipme…	371.49
001-440-222	CH Dues & Subscriptions	14.98
001-440-230	CH Contracted Services	1,284.36
001-440-341	CH Departmental Suppli…	417.50
001-571-341	PARKING Departmental …	587.25
001-700-213	PD UTILITIES	2,076.90
001-700-214	PD TRAVEL EXPENSE	76.48
001-700-215	PD R&M BUILDING & G…	53.93
001-700-217	PD R&M AUTO	7,472.53
001-700-218	PD POSTAGE	170.01
001-700-221	PD TRAINING & EDUCAT…	720.00
001-700-222	PD DUES AND SUBSCRIPT..	110.00
001-700-230	PD CONTRACTED SERVIC…	933.50
001-700-341	PD DEPARTMENTAL SUP…	2,168.31
001-700-343	PD AUTO SUPPLIES (GAS…	5,410.49
001-750-211	STREETS TELEPHONE	105.81
001-750-213	STREETS UTILITIES	63.86
001-750-215	STREETS R&M BLDG AND..	1,543.47
001-750-216	STREETS R&M EQUIPME…	516.05
001-750-217	STREETS R&M AUTO	27.99

Account Summary

Account Number	Account Name	Payment Amount
001-750-230	STREETS CONTRACTED S…	981.58
001-750-341	STREETS DEPARTMENT …	1,718.60
001-750-343	STREETS AUTO SUPPLIES…	1,616.30
001-903-220	FAIR/FESTIVAL ADVERTIS…	87.92
001-903-230	FAIR/FESTIVAL Contract…	224.62
200-975-459	Gen Gov Capital Outlay-…	4,469.76
200-977-457	Streets Cap Outlay Build…	446.38
200-977-459	Streets CapOutlay Equi…	1,522.42
200-979-458	Culture & Rec Cap Outlay..	3,268.19
207-900-230	CONTRACTED SERVICES	1,107.00
207-900-341	DEPARTMENTAL SUPPLI…	1,058.24
	Grand Total:	**44,194.31**

Project Account Summary

Project Account Key	Payment Amount
None	44,194.31
Grand Total:	**44,194.31**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 3/1/2026 - 3/13/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 200 - CAPITAL RESERVE					
Department: 975 - GENERAL GOVERNMENT					
TYLER TECHNOLOGIES, INC	025-543529	03/10/2026	50 % Tyler Financial Migration	200-975-459	8,040.00
MICHAEL BAKER INTERNATI...	1278437	03/10/2026	01/31 Zoning Ordinance Upd...	200-975-223	4,559.06
				Department 975 - GENERAL GOVERNMENT Total:	**12,599.06**
				Fund 200 - CAPITAL RESERVE Total:	**12,599.06**
				Grand Total:	**12,599.06**

Report Summary

Fund Summary

Fund	Payment Amount
200 - CAPITAL RESERVE	12,599.06
Grand Total:	**12,599.06**

Account Summary

Account Number	Account Name	Payment Amount
200-975-223	General Government Pro..	4,559.06
200-975-459	Gen Gov Capital Outlay-...	8,040.00
	Grand Total:	**12,599.06**

Project Account Summary

Project Account Key	Payment Amount
None	12,599.06
Grand Total:	**12,599.06**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

Charles Town, WV

Expense Approval Report

By Fund

Payment Dates 3/1/2026 - 3/13/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 207 - PARKS & REC					
Department: 900 - PARKS & REC					
POTOMAC EDISON COMPAN...	INV0000254	03/03/2026	Jan 26 JMP & Evitts Run Elect...	207-900-213	214.60
POTOMAC EDISON COMPAN...	INV0000424	03/10/2026	Feb26 JMP Electricity	207-900-213	12.21
				Department 900 - PARKS & REC Total:	**226.81**
				Fund 207 - PARKS & REC Total:	**226.81**
				Grand Total:	**226.81**

Report Summary

Fund Summary

Fund	Payment Amount
207 - PARKS & REC	226.81
Grand Total:	**226.81**

Account Summary

Account Number	Account Name	Payment Amount
207-900-213	UTILITIES	226.81
	Grand Total:	**226.81**

Project Account Summary

Project Account Key	Payment Amount
None	226.81
Grand Total:	**226.81**

Authorization Signatures

. COUNCIL MEMBER

. COUNCIL MEMBER

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1287: Charles Town Utility Board (CTUB) Meeting Minutes - February 11, 2026, February 18, 2026, and February 25, 2026

ATTACHMENTS:

- 2026.02.11 UB MINUTES .pdf
- 2026.02.18 UB MINUTES .pdf
- 2026.02.25 UB MINUTES .pdf

Charles Town Utility Board
Regular Board Meeting
February 11, 2026

The Charles Town Utility Board held a regular meeting on February 11, 2026 at 4:00 P.M. Members of the Board present were; Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member (Zoom). Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Cindy Wilson, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood was absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of January 28, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the January 28, 2026 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the January 28, 2026 regular meeting minutes as presented.**

Approval of February 5, 2026 Special Meeting Minutes

The Chairman called for changes or corrections to the February 5, 2026 special meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the February 5, 2026 special meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received by Kelly Browne, Jacqueline Milliron and Christine Wimer.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: **No action required by the Board.**

Draft Burns Farm Extension Agreement Renewal - Possible Executive Session Under: WV State Code §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to the end of the meeting.

Action: **No action required by the Board.**

Summit Point Motorsports Park Funding Update

At the last meeting the Board directed Staff to evaluate financial possibilities. Mr. John Stump, from Steptoe and Johnson, briefed the Board on the financial scenarios for a $3 million bond and $6 million bond issuance prepared by Mr. John Kunkle, CTUB's accountant, which he provides both options are financially feasible. Mrs. Shultz added that both Mr. Kunkle's pro formas show there is enough debt coverage currently without a rate impact to current customers. The Board provided discussions. Mr. Stump mentioned CTUB cannot fund a bond, but must go through City Council. The Board agreed that CTUB should be the utility to operate the facilities, but unsure of the financial avenue to get there without affecting ratepayers.

Action: **Motion made by Mr. Maxey for CTUB to reaffirm its prior support for providing water and wastewater service to the Summit Point Motorsports Park Project, as previously contemplated under a State-funded structure. The Board recognizes that the State grant amount has been materially reduced and that this change alters the financial assumptions underlying the Board's prior action. As a municipal utility without independent bonding authority, CTUB cannot finance development-related infrastructure and will not support any financing structure that places development-related financial risk on utility ratepayers or City resources. The Board looks forward to working with the Jefferson County Development Authority, Jefferson County Commission and other partners to identify a lawful and financially sound structure consistent with these principles.**

Mr. Pierson amended the motion that no dollar figure be attached at this time. Mr. Maxey agreed to the friendly amendment and Mr. Pierson seconded the motion, after discussions from the Board, the Board unanimously approved the motion.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board approved authorizing publication of an RFP for engineering services to evaluate water and wastewater service alternatives for the Summit Point Motorsports Park. The RFP shall specify that the purpose of the preliminary engineering report is to assess current service needs, right-size infrastructure based on exiting business demand, evaluate modular and phased design alternatives, and identify options that minimize upfront capital costs. Mr. Pierson voted against the motion.**

Utility Manager Posting - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A)- Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

This item was moved to the end of the meeting.

Action: **No action required by the Board.**

NEW BUSINESS

Rate Study Request for Proposals

The Chairman provided that proposals were received from Quantom and Willdan Financial Services. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the RFP for Willdan Financial Services.**

Steptoe and Johnson Engagement Letter

The Chairman provided the Engagement Letter for Steptoe and Johnson relating to environmental issues, human resource and bonds was included in the packet for the Board's review.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously authorized the General Manager to move forward with signing the Engagement Letter.**

GDF – Wastewater Plant Agreement between Owner and Engineer for Professional Services

Chris Eckenrode from GDF briefed the Board. Mrs. Wilson has reviewed the agreement and the Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the Wastewater Plant Agreement between the Owner and Engineer for Professional Services.**

Tuscawilla Plant Membrane Replacement Request for Proposals

Mr. Eckenrode briefed the Board on the Tuscawilla membrane replacement.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously accepted the RFP for Tuscawilla as submitted.**

Cantor Hollow Additional Engineering Proposal

Mr. Eckenrode provided since the project has changed hands multiple times, the pump station will not fit at the old area it was envisioned to go so modifications were made and the project is almost bid ready.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the additional engineering proposal for $28,500.00.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts. Mr. Maxey had a question on the number of CIF's paid last month.

Action: **No action required by the Board.**

Chairman Report

The Chairman provided the Compensation Study by PayPoint HR is moving along and should have a draft for the Board in the near future.

Action: **No action required by the Board.**

APPROVAL OF BILLS

February 11, 2026

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Draft Burns Farm Extension Agreement Renewal - Possible Executive Session Under: WV State Code §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Utility Manager Posting - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A)- Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:57 P.M. to discuss the three items noted.**

The Board convened back into public session at 5:23 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the draft Burns Farm Agreement with one amendment, that being an addition of a clause requiring adherence to adopted CTUB policy and a reference to the website.**

The Chairman mentioned he had a chance to speak with a consulting firm who performs executive searches which cost roughly around $30,000 - $40,000 and a timeline of 90 days at a minimum. The Board provided discussions on the job position and advertising for the position.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved scheduling a Special Meeting on Wednesday, February 18th at 4:00 P.M. to discuss the position, filling the position and advertising for the position.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 5:31 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 25, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
February 18, 2026

The Charles Town Utility Board held a special meeting on February 18, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson; Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; County Commission Liaison, Commissioner Mike Mood and Cindy Wilson, Legal Counsel (Zoom).

CALL TO ORDER
The Chairman called the meeting to order at 4:00 P.M.

PUBLIC COMMENT
No public comment was received.

NEW BUSINESS
Utility Manager Posting - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.
The Chairman mentioned the purpose of the meeting was to prepare a job posting for the General Manager position and review the corresponding job description. Mrs. Wilson introduced Erin Webb, a partner from Kay Casto & Chaney's Morgantown office who practices Employment Law. Also included on Zoom was Stephanie Grove, Attorney for the City of Charles Town.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:06 P.M. for legal advice regarding Utility Manager posting and under WV State Code Section 6-9A-4(b)(2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.**

The Board convened back into public session at 4:58 P.M.

The Board discussed various outlets to post the Utility Manager position and the budget for advertising.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved a budget of up to $2500.00 for advertising for the General Manager position and evaluate after two weeks and increase the amount if necessary.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, to amend the previous job posting by 1. Make reference to the enabling statute, 2. Increase the**

starting salary from $100,000 to $110,000, 3. Update the system description from 6000 metered residential and commercial customers to the current accurate total, the total customers served and the annual budget, 4. Under Requirements section, insert the word desired after the first sentence and add Public Engineer or Master's degree preferred and insert the word Preferred after each statement in that same section. Mrs. Parker amended the motion, second by Mr. Pierson, to replace the name under the To Apply section to Chairman. Mr. Maxey accepted the amendment to his original motion. The Board unanimously approved the motion.

Mr. Maxey mentioned that as a follow-up from the last meeting, there was an action item to post an RFP for a Preliminary Engineering Report, but heard from the attorney that CTUB's existing engineer would be able to take on that task without having to have it advertised. He would like to hear from the engineer at the next meeting regarding this to move forward. Mrs. Parker suggested hearing from Summit Point on who they wish to serve the property.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 5:22 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, February 25, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
~~Vice~~ Chairman
BM

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
February 25, 2026

The Charles Town Utility Board held a regular meeting on February 25, 2026 at 4:00 P.M. Members of the Board present were John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were April Shultz, Interim Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

Chairman, Brent Manuel was absent from the meeting.

CALL TO ORDER
The Vice Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES
Approval of February 11, 2026 Regular Meeting Minutes
Approval of February 18, 2026 Special Meeting Minutes
The Vice Chairman called for changes or corrections to the February meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the February 11, 2026 regular meeting minutes and the February 18, 2026 special meeting minutes as presented.**

PUBLIC COMMENT
Public comment was received from Jacqueline Milliron.

UNFINISHED BUSINESS
Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
This item was moved to the end of the meeting.

Action: **No action required by the Board.**

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park
Mrs. Shultz suggested speaking with the attorney regarding the posting of an RFP due to 5G regulations. The Board moved this discussion to the end of the meeting.

Action: **No action required by the Board.**

NEW BUSINESS
Water & Wastewater Rate Study – Agreement for Professional Services with Willdan Financial Services
Mrs. Shultz provided that after speaking with Willdan, they will begin working with staff in April for data collection. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the Agreement for Professional Services with Willdan Financial Services.**

Mrs. Wilson had suggested changes to the terms of the contract and would like to discuss those in Executive Session at the end of the meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously tabled to reconsider the Agreement for Professional Services with Willdan Financial Services.**

Addendum #1 to April 5, 2023 Terms of Representation Agreement with Kay Casto & Chaney, PLLC

Mrs. Shultz provided Addendum #1 is to update hourly rates.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Addendum #1 with Kay Casto & Chaney, PLLC.**

Collection System Project - Resolution No. 25 - CWSRF No. 8, Pay App No. 11

Mrs. Shultz included the pay application for Resolution No. 25 in the amount of $578,858.31 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 25 – CWSRF No. 8, Pay App No. 11.**

Collection System Project - Resolution No. 26 - CIF No. 19

Mrs. Shultz included the pay application for Resolution No. 26 in the amount of $33,442.49 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 26 – CIF No. 19.**

Collection System Project - Additional RPR Inspection Services Proposal

Mr. Chris Eckenrode from GDF provided a proposal for an additional five months of full-time on-site RPR inspections services for the Collection System Project.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the Collection System Project - Additional RPR Inspection Services Proposal from GDF.**

Water Advisory Committee CTUB Nominee

Mrs. Shultz suggested the Board appoint CTUB staff member, Mr. Travis Markley, as the nominee to the Jefferson County Commission (JCC) for a seat on the Water Advisory Committee. The Board requested Mrs. Shultz provide a letter to the JCC to appoint Mr. Markley

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously agreed to forward Mr. Travis Markley as the nominee to the Water Advisory Committee.**

MANAGER REPORTS

Utility Manager Report

Mrs. Shultz provided the December Revenue & Expense Report for December 2025.

Action: **No action required by the Board.**

Chairman Report

The Vice Chairman requested Mr. Eckenrode begin to update the Capital Improvements Program that was last submitted in June 2025 for June 2026. Mr. Eckenrode also mentioned his crews are currently

surveying at the Charles Town wastewater treatment plant and continuing with the design of that project as well as the Tuscawilla project, maintenance building, other smaller sewer projects and the water treatment plant pilot study.

Action: **No action required by the Board.**

APPROVAL OF BILLS

February 25, 2026

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park

Water & Wastewater Rate Study – Agreement for Professional Services with Willdan Financial Services

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 4:23 P.M. for legal advice to discuss the three items noted.**

The Board convened back into public session at 5:00 P.M.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously directed Mrs. Wilson to make the changes discussed to the Agreement for Professional Services with Willdan Financial Services and bring back the Board for approval.**

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved tabling the Preliminary Engineering Report for Summit Point Motorsports Park.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved to adjourn the meeting at 5:04 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 11, 2026 at 4:00 P.M. at 661 S. George Street.

John Maxey
Vice Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/16/26
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1288: Charles Town Community Priorities 2026/FY2027

ATTACHMENTS:

- Charles Town Earmark Matrix FY27_Approved via Council.pdf

#	Project Name & Description	Appropriations Account	Amount	
1	**Charles Town Safe Streets COPS Technology & Equipment Project** – Project to enhance public safety and police effectiveness with updated equipment including: (a) Two (2) police pursuit vehicles cruisers each equipped with in-car radios, in-car cameras, wireless routers, computer tablets, computer keyboards, MPH radar units, emergency lighting, flashlights, and window tinting; and (b) technology including 20 portable radios for officers, 20 body-worn camera units, 28 office computers, and one speed trailer.	CJS COPS Law Enforcement & Technology	$562,431 *Top request to Representative Moore	
2	**Happy Retreat Upgrade** – Construction of shovel-ready upgrade to 12-acre, historic Happy Retreat community center, with entrance/exit roadway, parking lot, ADA accessibility, sidewalk connections, lighting, and stormwater infrastructure, to support regional heritage center, festival grounds, and center for arts, culture & community. Project will also restore the original Office of Charles Washington, Town Founder and brother of the 1st President. Submitted by Friends of Happy Retreat as its first and only priority in partnership with the City of Charles Town.	HUD Economic Development Initiative (EDI)	$2,945,000 *Top request to Senator Capito	
3	**West Charles Town Connector Project** – Design & engineer new and improved sidewalks and streetscapes for economically distressed areas & key community hubs on Charles Town's west side, connecting Police Station at S. George Street past Happy Retreat, past Jefferson County Schools HQ, past Fisherman's Hall, along Augustine Avenue to Washington Street in downtown.	U.S. DOT, Highway Infrastructure Project	$300,000 grant plus $75,000 (20%) local match for total project of $375,000 *Top request to Senator Justice	







Contact Charles Town City Manager Brent Manuel at BManuel@CharlesTownWV.us or 304.725.2311 x0