CITY OF CHARLES TOWN
CITY COUNCIL
AGENDA • MARCH 18, 2024

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

: City Council Meeting Minutes - March 5, 2024
CityCouncilMeetingMinutes_5March2024_Draft_rmt.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2024-303:** Personnel Committee - March 11, 2024, meeting
Personnel Committee Report - 3-11-24.pdf

: **2024-304:** Ordinance Committee - March 14, 2024, meeting
Ordinance Meeting Minutes 3_14_24.pdf

7. CITY MANAGER REPORT

: **2024-318:** City Manager Report - March 18, 2024
March 18th report.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2024-302:** Contract with HdL Companies
HdL Compaines Contract.pdf

: **2024-316:** Public Hearing for Article 355 All-Terrain Vehicles

: **2024-317:** Public Hearing on Article 349 Miscellaneous Rules

: **2024-313:** Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 3 Traffic Code, Article 355 All-Terrain Vehicles and Article 349 Miscellaneous Rules
Article 355 - All-Terrain Vehicles - Redlined Copy.pdf
Article 349 - Miscellaneous Rules - Redlined Copy.pdf

10. NEW BUSINESS

: **2024-306:** FY2025 Coal Severance Budget
FY25 Budget Worksheet - Coal Severance v1.0.pdf

: **2024-107:** Fiscal Year 2025 Budget - Approval of the Operating Budget and Coal Severance Budget
DRAFT FY2025 General Fund Budget WITH CHARTS v4.0 FINAL.pdf

: **2024-279:** BR2023-12: Norborne Glebe Bond Reduction - Phase 15
1. Staff Report.pdf
2. Performance Application.pdf
3._Revised_Performance_Estimate.pdf
4. Land Disturbance Application.pdf
6. KH Review.pdf
7. Norborne Glebe Ph 15-1 Pad Certs.pdf
8. Norborne Glebe Ph 15-2 Pad Certs.pdf

: **2024-307:** City Manager 6-Month Review - Executive Session

: **2024-308:** Property Acquistion - Executive Session

: **2024-309:** Zoning Enforcement - Executive Session

: **2024-310:** Safe Streets for All (SS4A) Grant Funding Opportunity - Possible Referral to Infrastructure Committee

: **2024-311:** North Charles Street Design Grant from Main Street West Virginia
Charles_Town_Now_Proposal_Streetscape_Charles-Street.pdf

11. REFERRALS TO COMMITTEES/COMMISSIONS

12. APPROVAL OF BILLS

: **2024-319:** Payment of Bills - March 18, 2024
GENERAL FUND COUNCIL REPORT 2024 03 18.pdf
CAPITAL RESERVE COUNCIL REPORT 2024 03 18.pdf
PARKS N REC COUNCIL REPORT 2024 03 18.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING April 1, 2024, at 7:00PM

: **2024-278:** Finance Committee Report - March 5, 2024, meeting
Finance Committee Report March 5, 2024.pdf

: **2024-305:** Charles Town Tree Board February Meeting Minutes
Tree Board Meeting Minutes - Feb. 1 .pdf

: **2024-312:** Charles Town Utility Board Meeting Minutes - February 28, 2024, meeting
2024.02.28 UB MINUTES.pdf

: **2024-315:** Letter to the City Council from the Norborne Glebe Homeowners Association, Inc.
Letter to City Council.pdf

15. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

City Council Meeting Minutes - March 5, 2024

ATTACHMENTS:

- CityCouncilMeetingMinutes_5March2024_Draft_rmt.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • March 5, 2024

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Bob Trainor	Mayor	Present	
James Kratovil	Councilmember	Present	
Elizabeth Ricketts	Councilmember	Present	
Jeff Hynes	Councilmember	Present	
Kevin Tester	Councilmember	Present	
Julie Philabaum	Councilmember	Present	
Priscilla Rodd	Councilmember	Present	
Micheal George	Councilmember	Remote	
Rikki Twyford	Councilmember	Present	

Mr. John Nissel, City Manager; Ms. Alissa Meeks, Community Development Director; Ms. Cindy Rezmer, Operations Manager; Ms. Krista Davis, Finance Director; Ms. Liz Cook, Business Development/Downtown Coordinator; Mr. James Newman, City Planner; and Chief Chris Kutcher, Charles Town Police Department, were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2024-272: City Council Meeting Minutes - February 20, 2024

The following changes were made to the February 20, 2024, meeting minutes:

Packet page 5, CALL TO ORDER, list of attendees: Add Ms. Liz Cook, Business Development/Downtown Coordinator.

Packet page 6, COMMITTEE REPORTS, Ordinance Committee - February 15, 2024, Meeting: change "Mr. Twyford" to "**Ms.** Twyford".

Packet page 7, POLICE CHIEF REPORT, second line: change the word "siting" to "**sitting**"

Packet page 7, NEW BUSINESS, 2025-157, ZMA2023-02 - Vinton-Hays Property Rezoning to Urban Reserve: Remove the second "Hynes" from the vote results.

3. PUBLIC COMMENT

Ms. Lorena Nathan expressed her desire for the City to help the downtown restaurant "Plantosaurus" stay in business.

Ms. Lenore Sanders expressed her desire for the City to compose a ceasefire Resolution between Hamas and Israeli in the Gaza Strip and for US funding support for UNRWA – United Nations Relief and Works Agency for Palestine Refugees.

4. WARD REPORTS

Ward #1

Mr. Kratovil had nothing to report.

Ms. Ricketts had nothing to report.

Ward #2

Mr. Hynes reported that a storm recently blew down the temporary stop signs at the Sheetz/Patriots Drive/ Augustine Avenue intersection. He thanked City staff for their quick response in alerting the West Virginia Department of Highways to reset the signs. He also reported that the Jefferson County Wilde Lacrosse Club's registration is now open.

Mr. Tester had nothing to report.

Ward #3

Ms. Philabaum had nothing to report.

Ms. Rodd had nothing to report.

Ward #4

Mr. George reported that the next Personnel Committee meeting is scheduled for Monday, March 11, 2024, at 5:00PM

Ms. Twyford congratulated the Jefferson County students who participated in the West Virginia All State Band and Choir competition last week in Charleston, WV. She also wished the best of luck to the Jefferson County students who are participating at the Regional Math Field Day.

5. MAYOR'S REPORT

2024-263: Update on the Mayor's Select Committee on the Charles Town Parking District Evaluation

Mayor Trainor reported that the Select Committee met on March 4, 2024. A committee report will be presented at the next City Council meeting.

6. COMMITTEE REPORTS

2024-238: Building Commission Report - February 20, 2024, meeting

Ms. Rezmer reported that the Building Commission reviewed financial statements and confirmed that the Commission will meet once a quarter. The Chairman asked for more details regarding the checks requiring his signature, and finally the Commission is in the process of reviewing an easement request from the Evitts Run Conservancy.

2024-239: Board of Parks and Recreation Department - February 22, 2024, meeting

Ms. Ricketts reviewed the Board of Parks and Recreation Department report with the Council.

2024-240: Infrastructure Committee - February 26, 2024, meeting

Ms. Ricketts reviewed the Infrastructure Committee report with the Council.

2024-267: Finance Committee - March 5, 2024, meeting

Mayor Trainor reviewed the Finance Committee report with the Council.

7. CITY MANAGER REPORT

2024-273: City Manager Report - March 5, 2024

Mr. Nissel reviewed his city manager's report with the Council.

2024-264: Update on the New City's Website

Ms. Rezmer gave a brief presentation to Council on the City's new website, powered by Revize, LLC. The website is set to "go live" on March 6, 2024.

2024-268: Charles Town Utility Board Update

The Feb 14, 2024 Charles Town Utility Board meeting minutes were included in the agenda packet.

8. POLICE CHIEF REPORT

Chief Kutcher reported that one police officer candidate is currently working through the hiring process.

9. UNFINISHED BUSINESS

2024-260: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 3 Taxes and Service Charges, Article 745 Business and Occupation Tax Section 745.16 Exempt Activities

Ms. Philabaum moved to un-table this agenda item. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

Ms. Philabaum moved to approve the first reading as edited. My Tester seconded the motion.

After a lengthy discussion Mr. George moved to table this agenda item and send the amendment back to the select committee. Ms. Rodd second the motion, and it passed by an 8-1 vote.

RESULT:	**TABLED [8-1]**
MOVER:	Micheal George
SECONDER:	Priscilla Rodd
AYES:	Kratovil, Ricketts, Hynes, Tester, Rodd, George, Twyford
NAYS:	Philabaum

2024-265: AARP Community Challenge Grant Application

After Ms. Ricketts presented her findings on the subject grant as requested by the Council, Mr. Kratovil moved to approve and submit the AARP Community Challenge Grant Application. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

10. NEW BUSINESS

2024-222: BR2023-12: Norborne Glebe Bond Reduction – Phase 15

At the Applicant's request, Mr. Kratovil moved to table this agenda item until the next Council meeting. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-223: BR2024-01 – Westover Dental – Bond Establishment

Mr. Kratovil moved to approve the establishment of the performance and land disturbance bond in the amount of $252,412.48 for Westover Holdings, LLC. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-236: Charles Town FY2025 Congressional Direct Spending

Mr. Kratovil moved to authorize the City of Charles Town to submit the 2024-236 Charles Town FY25 Congressionally Directed Spending application. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Kratovil
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-245: Abolitionist Ale Works Beer Garden Request

Ms. Philabaum moved to approve the letter to the West Virginia Beverage Control Administration for a one-day permit to host a beer garden at WV Fest for Abolitionists Ale Works. Mr. Hynes seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Jeff Hynes
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-104: Fiscal Year 2025 Budgets - Operating & Coal Severance

Ms. Krista Davis reviewed the City's proposed FY2025 Operating Budget and proposed Levy rate with the Council. Ms. Davis informed the Council that the budget will be included in the next Council meeting agenda for Council approval.

2024-106: Authorization for Public Notice of Public Hearing in Consideration of the FY24Levy Rate

Council agreed that a public hearing would not be necessary, per West Virginia code, to set the FY2025 City Levy rate.

2024-237: Property Acquisition - Executive Session

Mr. Hynes moved to enter into Executive Session for this agenda item as well as agenda items 2024-242 and 2024-269. Mr. Tester seconded the motion, and there were no objections.

Mayor Trainor declared the Council in Executive Session.

Mayor Trainor declared the Council out of Executive Session.

No action was taken by the Council on this agenda item.

2024-242: Ratification of prior appointment and reappointment of members of Contractors Appeal Board established under Section 1705.06 of Article 1705 - West Virginia State Building Code of the Charles Town Codified Ordinances, as amended January 17, 2024. - Executive Session

This agenda item was discussed in Executive Session as reported in item 2024-237.

The Council took the following action after Executive Session:

Ms. Twyford moved to ratify the original Contractor's Appeals Board appointments made by the Council at the October 16, 2023 Council meeting and to reappoint the following people to the remainder of their original term:

Mr. Mark Roper to the remainder of his original 5-year term;
Mr. Chris Livingston to the remainder of this original 4-year term;
Mr. Jonathan Sherman to his original 3-year term;
Mr. Matt Printz to his original 2-year term;
Mr. Josh Foster to his original 1-year term;
Mr. Adam Kimpel to his original 3-year term as an alternate; and
Mr. David Lutman to his original 1-year term as an alternate.

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

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rikki Twyford
SECONDER:	James Kratovil
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-269: Personnel Discussion - Executive Session

This agenda item was discussed in Executive Session as reported in item 2024-237.

No action was taken by the Council on this agenda item.

11. REFERRALS TO COMMITTEES/COMMISSIONS

2024-235: Referral to Infrastructure Committee - Crosswalk on East Washington Street at S. Samuel Street

Mr. Hynes moved to refer placing a crosswalk on East Washington Street at S. Samuel Street to the Infrastructure Committee. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

2024-262: Referral of Article 349 - Miscellaneous Rules to the Ordinance Committee

Ms. Philabaum moved to refer Article 349 - Miscellaneous Rules to the Ordinance Committee. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Philabaum
SECONDER:	Elizabeth Ricketts
AYES:	Kratovil, Ricketts, Hynes, Tester, Philabaum, Rodd, George, Twyford

12. APPROVAL OF BILLS

2024-274: Payment of Bills - March 5, 2024

Mr. Kratovil moved to approve the payment of the bills. Hearing no objections, Mayor Trainor declared the bills approved for payment.

13. ADJOURNMENT

Mayor Trainor asked if there was any other business to come before the Council. Hearing none he adjourned the meeting at 10:05PM.

14. INFORMATION ONLY – NEXT COUNCIL MEETING March 18, 2024 at 7:00PM

2024-241: Planning Commission Meeting Minutes

2024-259: Charles Town Police Department January Statistics Report

2024-261: Letter to WV Alcohol Beverage Control Administration for Charles Town Now Beer Garden at WV Fest

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-303: Personnel Committee - March 11, 2024, meeting

ATTACHMENTS:

- Personnel Committee Report - 3-11-24.pdf

City of Charles Town Personnel Committee Report

March 11, 2024 Meeting

Call to Order at 5:00PM

1. **Persons present**: Finance Committee Members Micheal George, Jeff Hynes, Kevin Tester and City Operations Director Cindy Rezmer

2. **Unfinished Business**

   2024-276: Review of the Employee Handbook

   Staff provided handbook re-write proposal from Autumn Whitcraft which included proposed cost and option of different styles. Committee's preference is to go with standard format that is more economical. Staff also presented handbook format from city's current liability insurance (USI) that is a free generic template that could be used but would still need a lot of work to customize. Committee requested that staff get another quote from Vicky Fields, a known HR Professional in the Charles Town area.

   2024-277: Discussion on Utilizing an Insurance Broker

   Staff reported that a Request for Proposal for Employee Benefit Consulting Services would be released, Wednesday, March 13, 2024. It will be open until March 27, 2024. Insurance broker would put all our benefits out to market to get best possible pricing and design benefit offerings to best meet the needs of the city and its employees. RFP was open now in the hopes we can have a service selected in time for this year's open enrollment.

   2024-275: Discuss City Manager's Review

   Committee went into Executive Session. Committee will share mid-year review results with City Council at next meeting.

3. **New Business**

4. **Meeting adjourned at 6:10PM**

5. **Next Personnel Committee meeting is scheduled for 5:00pm, April 8, 2024.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-304: Ordinance Committee - March 14, 2024, meeting

ATTACHMENTS:

- Ordinance Meeting Minutes 3_14_24.pdf

City of Charles Town Ordinance Committee Report - March 14, 2024

Call to Order:
18:05

Committee Members In Attendance:

Rikki Twyford, Julie Philabaum, Kevin Tester

Also in attendance: John Nissel - City Manager

Agenda / Discussions:

2024-301: Updates to Ordinances per State Code Changes
Article 101.02 - Codified Ordinances - General Definitions
Article 301.02 - Authorized Emergency Vehicle
Article 301.083 - Electric Bicycles
Article 349.24 - Electronically Distracted Driving
Article 361.07 - Accessible Parking
Article 373.11 - Electric Bicycles
Article 521.01 - Liquor Control - Definitions
Article 521.09 - Acts Prohibited by Private Club Licensee
Article 545.01 - Weapons and Explosives - Definitions

- ***Recommendation to City Council:***
  - *Approve the first readings*

Adjournment:
18:39

Next Meeting:
April 18, 2024 at 18:00

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-318: City Manager Report - March 18, 2024

ATTACHMENTS:

- March 18th report.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

City Managers Report
March 18,2024

- We recently had The Garland Company complete a roof condition assessment report for City Hall, CW Hall, and the Rouss building. Suffice it to say City Hall's roof is in very bad condition and will need to be replaced. CW Hall's roof is in fair condition and will need some minor work. The Rouss building is in good condition and needs no repairs currently. Staff will be getting to me estimates for both a temporary fix and a roof replacement for City Hall. Additionally, we will be getting estimates for repairs to the CW Hall roof. We will bring this report to the Infrastructure Committee for review.
- Repairs were made to a portion of the asphalt path at the Jefferson Memorial Park last week where root intrusion began to lift the trail. This work was done through a donation by the JB Smith Foundation. Many thanks to Ann Smith for making this happen.
- The staff is busy assembling the 2025 capital requests which will be forwarded to the Finance committee for review and comment then along to the Council for approval.
- We have quite an exciting spring and summer coming up with a lot of activities that we wanted to make you aware of. To talk about this, I want to invite our Business Development and Downtown Director Liz Cook to the podium to give us an update on what's happening.
- Just a reminder that this coming Wednesday March 20th I will be at City Hall hosting my "Meet the City Manager Day" feel free to join me.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-302: Contract with HdL Companies

This agenda item needs to be removed from the table.

ATTACHMENTS:

- HdL Compaines Contract.pdf

HdL Companies

40 Years of Growing Revenue

AGREEMENT

1) HdL Companies NC, a California corporation ("HdL"), is authorized to do business in West Virginia and will obtain such licenses, permits and approvals as may be required by law for performing the Services for the City of Charles Town, West Virginia, a West Virginia municipal corporation ("CLIENT").

2) HdL will research and identify entities conducting business activity within CLIENT jurisdiction, but not currently paying business license, city service fees, and business & occupation tax fees to CLIENT. Further, HdL will contact such businesses and work with them to submit a business license application and pay all business license, and business & occupation tax fees and penalties due CLIENT.

3) CLIENT will pay HdL **50%** of such business license, city service fees, and business & occupation tax fees and penalties collected by CLIENT as a result of the efforts of HdL specified herein. Any additional business license, city service fees, and business & occupational tax fees and penalties paid by the same business and due within the next twenty-four (24) month period, following the initial payment, will also be subject to this agreement and HdL will receive **50%** of such fees and penalties paid by such business. For purposes of clarity, HdL shall not be entitled to any portion of such fees and penalties paid by the same business and due subsequent to such twenty-four (24) month period, and CLIENT shall retain all such amounts paid.

4) This Letter of Agreement may be terminated by either party upon sixty (60) days written notice; however, CLIENT's obligation to pay HdL for recommendations made prior to the date of termination will survive as provided in this Letter of Agreement notwithstanding such termination.

5) HdL will comply with all applicable laws, rules, regulations, and ordinances applicable, and HdL will maintain all information provided to it by CLIENT or any person, entity, or business contacted by HdL hereunder in strict confidence, and all information provided by CIENT shall remain the property of CLIENT for all purposes.

6) HdL is not entitled to any business license, and business & occupational tax fees collected by CLIENT from its normal and routine business license efforts.

7) Each party agrees to maintain in strict confidence all information received from the other party concerning the other party's revenues, expenses, and methods of doing business. Furthermore, HdL acts as a consultant only and does not receive any commissions or remuneration of any kind from any vendors or service providers.

8) HdL may engage subcontractors to assist with this project.

9) HdL is an independent contractor.

10) CLIENT and HdL shall mutually indemnify, defend and hold its officers, council members, employees, and other agents (each, an "Indemnified Party"), harmless from and against all claims, costs, liabilities, judgments, expenses, and damages incurred by an Indemnified Party as a result of any claim, demand, or action asserted by a third party and arising out of or in connection with, or any of its employees', agents', contractors', or subcontractors', violation of or failure to abide by any Applicable Law, breach of any covenant, obligation, warranty, or representation made herein, or negligent act or omission or willful misconduct.

11) HdL shall maintain the following types and amounts of insurance coverage during the term of this Agreement: (a) commercial general liability insurance (including coverage for bodily injury, death, property damage, and contractual liability) with a combined single limit of not less than $500,000 per occurrence and $1,000,000 aggregate; (b) professional liability insurance covering the errors and omissions of its employees providing professional services with a coverage limit of not less than $500,000per person/occurrence; (c) umbrella insurance with a coverage limit of not less than $1,000,000 per occurrence and $2,000,000 aggregate; and (d) workers compensation insurance with coverage limits as required by, and otherwise compliant with, applicable law of the jurisdiction in which any of its employees may perform any work or service under this Agreement. HdL shall, upon CLIENT's request, provide CLIENT with certificates of insurance evidencing such insurance and coverage limits and providing for at least thirty (30) days' written notice to CLIENT prior to cancellation, non-renewal, or a material change in coverage with respect to any of the policies listed above.

12) This Agreement shall be governed by the laws of the State of West Virginia without regard to conflicts of law provisions thereof.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

The person(s) signing below are authorized to do so on behalf of their respective organizations. This Agreement shall be binding upon the parties hereto, their heirs, successors, and assigns.

This Agreement is entered into effective as of the _____ day of _____, 20____.

CLIENT: City of Charles Town, WV	**HdL Companies NC**
By: _____	By: *Bobby Monroe*
Printed Name: _____	Printed Name: Bobby Monroe
Title: _____	Title: Director of Sales
Address: _____	Address: 120 S. State College Blvd.,Ste 200
City, St, Zip: _____	City, St, Zip: Brea, CA 92821
Phone # : _____	Phone #: 336.413.6955
Email : _____	Email : ncclients@hdlcompanies.com

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-316: Public Hearing for Article 355 All-Terrain Vehicles

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-317: Public Hearing on Article 349 Miscellaneous Rules

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-313: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 3 Traffic Code, Article 355 All-Terrain Vehicles and Article 349 Miscellaneous Rules

ATTACHMENTS:

- Article 355 - All-Terrain Vehicles - Redlined Copy.pdf
- Article 349 - Miscellaneous Rules - Redlined Copy.pdf

ARTICLE 355
All-Terrain Vehicles

~~355.01 Definition of all-terrain vehicle.~~

~~355.02 Acts prohibited by operator.~~

~~355.03 Safety awareness courses.~~

~~355.04 Rental dealers required to provide safety equipment.~~

~~355.05 Private property exemption.~~

~~355.06 Exemption for farm, commercial use; current regulations.~~

~~355.07 Applicability of rules of operation.~~

~~355.99 Penalty.~~

~~CROSS REFERENCES~~

~~State law provisions - see W. Va. Code Art. 17F-1~~

~~355.01 DEFINITION OF ALL-TERRAIN VEHICLE.~~

~~(a) As used in this article:~~

~~(1) "All-terrain vehicle" or "ATV" means any motor vehicle, designed for off-highway use and designed to travel on not less than three low-pressure tires, having a seat or saddle designed to be straddled by the operator and handlebars for steering control and intended by the manufacturer to be used by a single operator or by an operator and no more than one passenger.~~

~~(2) "Utility terrain vehicle" means any motor vehicle with four or more low-pressure tires designed for off-highway use having bench or bucket seating for each occupant and a steering wheel for control.~~

~~(3) "Motorcycle" means any motor vehicle manufactured with no more than two wheels and having a seat or a saddle for the use of the operator.~~

~~(b) As used in this article, "all-terrain vehicles" and "vehicle", or the plural, mean all-terrain vehicles, utility-terrain vehicles and motorcycles.~~

~~(WVaC 17F-1-9)~~

~~355.02 ACTS PROHIBITED BY OPERATOR.~~

~~(a) No all-terrain vehicle may be operated in this Municipality:~~

~~(1) On any interstate highway except by public safety personnel responding to emergencies;~~

~~(2) On any road or highway with a center line or more than two lanes except for the purpose of crossing the road, street or highway, if:~~

~~A. The crossing is made at an angle of approximately ninety degrees to the direction of the highway and at a place where no obstruction prevents a quick and safe crossing;~~

~~B. The vehicle is brought to a complete stop before crossing the shoulder or main traveled way of the highway;~~

~~C. The operator yields his or her right-of-way to all oncoming traffic that constitutes an immediate potential hazard; and~~

~~D. Both the headlight and taillight are illuminated when the crossing is made if the vehicle is so equipped;~~

~~(3) With more than one passenger unless more passengers are allowed under manufacturers' recommendations;~~

~~(4) With a passenger under the age of eighteen, unless the operator has at a minimum a level of two intermediate driver's license or its equivalent or is eighteen years of age or older;~~

~~(5) Unless riders under the age of eighteen are wearing size appropriate protective helmets that meet the current performance specifications established by the American National Standards Institute Standard z 90.1, the United States Department of Transportation Federal Motor Vehicle Safety Standard No. 218 or Snell safety standards for protective headgear for vehicle users;~~

~~(6) Anytime from sunset to sunrise without an illuminated headlight or lights and taillights;~~

~~(7) Without a manufacturer-installed or equivalent spark arrester and a manufacturer-installed or equivalent muffler in proper working order and properly connected to the vehicle's exhaust system; or~~

~~(8) Unless operating in compliance with the provisions of Section 355.03 .~~

~~(b) An all-terrain vehicle may be operated upon the shoulder, or as far to the right on the pavement as possible when there is not enough shoulder to safely operate, on any road, street or highway referred to in subsection (a)(2) of this section other than an interstate highway for a distance not to exceed ten miles to travel between a residence or lodging and off-road trails, fields and areas of operation, including stops for food, fuel, supplies and restrooms, if:~~

(1) The vehicle is operated at speeds of twenty-five miles per hour or less; and

(2) The vehicle is operated at any time from sunset to sunrise the all-terrain vehicle must be equipped with headlights and taillights which must be illuminated.

(c) Operation of an all-terrain vehicle in accordance with subsection (b) shall not constitute operation of a motor vehicle on a road or highway of this Municipality as contemplated by the provisions of Section 355.07 .

(d) Notwithstanding any provision of this article to the contrary, the Municipality may authorize the operation of all-terrain vehicles on certain specified roads, streets or highways which are marked with centerline pavement markings, other than interstate highways, to allow participation in parades, exhibitions and other special events, in emergencies or for specified purposes.

(WVaC 17F-1-1)

355.03 SAFETY AWARENESS COURSES.

(a) On and after January 1, 2005, no person under the age of eighteen may operate an all-terrain vehicle without a certificate of completion of a vehicle rider awareness course as offered or approved by the Commissioner of Motor Vehicles.

(b) The provisions of subsection (a) of this section do not apply to the operation of an all-terrain vehicle on any private or public recreational trail or area or affiliated trail or area operated by any person or entity which has in place a safety program.

(WVaC 17F-1-2)

355.04 RENTAL DEALERS REQUIRED TO PROVIDE SAFETY EQUIPMENT.

Any person or entity renting or leasing all-terrain vehicles for recreational purposes must provide protective helmets as defined by the provisions of Section 355.02(a)(5), to all persons using such vehicles who are under the age of eighteen and offer protective helmets to all persons eighteen and older using the rented or leased vehicles: Provided, that for the provisions of this section to be applicable, the age and identity of the users of the all-terrain vehicle must be disclosed to the person or entity providing the rented or leased vehicle.

(WVaC 17F-1-4)

355.05 PRIVATE PROPERTY EXEMPTION.

Except as provided by the provisions of Section 355.02(a)(3) to (5), and except as provided by the provisions of Section 355.03, the provisions of this article do not apply if

~~the all-terrain vehicle is operated exclusively on lands owned or leased by the vehicle owner or on private lands of others with the owner's permission.~~

~~(WVaC 17F-1-5)~~

~~355.06 EXEMPTION FOR FARM, COMMERCIAL USE; CURRENT REGULATIONS.~~

~~(a) Except as provided by the provisions of Section 355.02(a)(4) and (5), nothing in this article may be construed to preclude or limit the use or operation of all-terrain vehicles for lawful nonrecreational commercial purposes, including, but not limited to, farm use, oil and gas operations, timbering, surveying and public utilities access.~~

~~(b) Nothing in this article may be construed to supersede or contravene the provisions of any agreement between the State of West Virginia and any private or governmental entity entered into prior to the effective date of this article, or any lawfully promulgated legislative rule, including any emergency legislative rule, regulating the operation of all-terrain vehicles.~~

~~(WVaC 17F-1-6)~~

~~355.07 APPLICABILITY OF RULES OF OPERATION.~~

~~(a) Every person operating an all-terrain vehicle upon a public road or highway of this Municipality shall be subject to all of the duties applicable to the driver of a vehicle by the provisions of West Virginia Code Chapter 17C and this Traffic Code except where inconsistent with the provisions of this article and except as to those provisions of West Virginia Code Chapter17C and this Traffic Code which by their nature can have no application.~~

~~(b) Notwithstanding the provisions of subsection (a) of this section, a motor vehicle operator's license is not required of an operator of an all-terrain vehicle when he or she is operating said vehicle in conformity with the provisions of Section 355.02(a)(2) or (b) except when the operator is under the age of eighteen and is transporting a passenger under the age of eighteen.~~

~~(WVaC 17F-1-7)~~

~~355.99 PENALTY.~~

~~(a) Except as provided in the provisions of subsection (b) of this section and in addition to any other legal remedy for violation of civil or criminal provisions of this Code, any person who violates the provisions of this article or who owns or has control over an all-terrain vehicle and knowingly permits it to be used in violation of the provisions of this article shall be fined not more than one hundred dollars ($100.00).~~

~~(b) Any parent, legal guardian or person who has actual responsibility for a child under eighteen years of age who knows or should have known the child is operating or is a passenger on an all-terrain vehicle without a helmet as required by the provisions of Section 355.02 shall be subject to the following penalties:~~

~~(1) For a first offense, a fine of not less than fifty dollars ($50.00) nor more than one hundred dollars ($100.00) or not more than ten hours of community service, or both;~~

~~(2) For a second offense, a fine of not less than one hundred dollars ($100.00) nor more than two hundred dollars ($200.00) or not more than twenty hours of community service, or both;~~

~~(3) For a third or subsequent offense, a fine of not less than two hundred dollars ($200.00) nor more than five hundred dollars ($500.00) or not more than one hundred hours of community service, or both.~~

~~(WVaC 17F-1-8)~~

BE IT ORDAINED by the City Council of the City of Charles Town as follows: That Article 355, All-Terrain Vehicles be REPEALED. The purpose of this repeal is to minimize duplication of regulations which are already sufficiently and correctly addressed in Article 349.

BE IT ORDAINED that this Ordinance shall cease to be effective ~~on February, 21, 2024~~ upon approval of the Second Reading.

First Reading: _____, 2024

Passed on Second Reading: _____, 2024

Enacted this _____ day of _____, 2024

City of Charles Town

_____
Robert Trainor
Mayor

Attest:

_____
John Nissel
City Manager/Clerk

ARTICLE 349
Miscellaneous Rules

349.01 Unattended motor vehicle.

349.02 Backing a vehicle.

349.03 Drivers' view and control to be unobstructed by load or persons.

349.04 Passengers in seat with operator.

349.05 Passengers on running board.

349.06 Following authorized emergency vehicles.

349.061 Approaching authorized emergency vehicles.

349.07 Driving over fire hose.

349.08 Right of way of funeral or other procession.

349.09 Opening door of vehicle on traffic side.

349.10 Boarding or alighting from vehicle.

349.11 Unauthorized riding or jumping onto vehicles.

349.12 Squealing tires, cracking exhaust noises.

349.13 Taking, injuring or tampering with vehicle.

349.14 Driving upon sidewalk, street lawn or curb.

349.15 Shortcutting; avoiding traffic control devices.

349.16 Coasting prohibited.

349.17 Driving through safety zone.

349.18 Driving upon street posted as closed for repair.

349.19 Obstruction of traffic.

349.20 Vehicle security.

349.21 Littering from a motor vehicle.

349.22 All terrain vehicles prohibited.

349.23 Prohibited use of an electronic communication device.

349.24 Electronically distracted driving.

349.99 Penalty.

CROSS REFERENCES

See sectional histories for similar State law

Obedience to traffic control devices - see TRAF. 313.01

349.01 UNATTENDED MOTOR VEHICLE.

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key, and effectively setting the brake thereon and, when standing upon any grade, turning the front wheels to the curb or side of the street or highway.

(WVaC 17C-14-1)

349.02 BACKING A VEHICLE.

The driver of a vehicle shall not back the same unless such movement can be made with reasonable safety and without interfering with other traffic.

(WVaC 17C-14-2)

349.03 DRIVERS' VIEW AND CONTROL TO BE UNOBSTRUCTED BY LOAD OR PERSONS.

(a) No person shall drive a vehicle when it is so loaded as to obstruct the view of the driver to the front or sides of the vehicle or as to interfere with the driver's control over the driving mechanism of the vehicle.

(b) No passenger in a vehicle shall ride in such position as to interfere with the driver's view ahead or to the sides, or to interfere with his or her control over the driving mechanism of the vehicle.

(WVaC 17C-14-4)

349.04 PASSENGERS IN SEAT WITH OPERATOR.

No more than three persons including the operator shall ride or be permitted by such operator to ride in the seat with the operator of any motor vehicle while such motor vehicle is being operated on the streets or highways of this Municipality: provided, however, that the limitation of this section shall not apply to a truck cab or truck crew compartment

properly designed for the occupancy of four persons including the operator, and so designated on the registration card by the Division of Motor Vehicles.

(WVaC 17C-14-5)

349.05 PASSENGERS ON RUNNING BOARD.

No passenger shall ride nor shall the operator permit any passenger to ride on the running boards of any motor vehicle while such vehicle is being operated on the streets or highways of this Municipality.

(WVaC 17C-14-6)

349.06 FOLLOWING AUTHORIZED EMERGENCY VEHICLES.

The driver of any vehicle other than one on official business may not follow any authorized emergency vehicle traveling in response to a fire alarm or other emergency closer than 500 feet or drive into or park such vehicle within the block where such authorized emergency vehicle has stopped in answer to a fire alarm or other emergency.

(WVaC 17C-14-9)

349.061 APPROACHING AUTHORIZED EMERGENCY VEHICLES.

The driver of any vehicle approaching a stationary authorized emergency vehicle, when the authorized emergency vehicle is giving a signal by displaying alternately flashing red, red and white, blue, or red and blue lights or amber or yellow warning lights, shall:

(a) Proceed with due caution, yield the right-of-way by making a lane change not adjacent to that of the authorized emergency vehicle, if possible with regard to safety and traffic conditions, if on a highway having at least four lanes with not less than two lanes proceeding in the same direction as the approaching vehicle and reduce speed to a safe level for road conditions; or

(b) Proceed with due caution, reduce the speed of the vehicle, maintaining a safe speed not to exceed fifteen miles per hour on any nondivided highway or street and twenty-five miles per hour on any divided highway depending on road conditions, if changing lanes would be impossible or unsafe.

(WVaC 17C-14-9a)

349.07 DRIVING OVER FIRE HOSE.

No vehicle shall be driven over any unprotected hose of the Fire Department when laid down on any street or private driveway to be used at any fire or alarm of fire, without the consent of the Fire Department official in command.

(WVaC 17C-14-10)

349.08 RIGHT OF WAY OF FUNERAL OR OTHER PROCESSION.

(a) Definitions.

(1) "Funeral director" and "funeral establishment" have the same meaning as set forth in West Virginia Code 30-6-4.

(2) "Funeral procession" means two or more vehicles accompanying the body of a deceased person, or traveling to the church, chapel, cemetery, or other location at which the funeral service or final disposition is to be held, including a funeral lead vehicle or a funeral escort vehicle.

(3) "Funeral lead vehicle" means any authorized law enforcement or nonlaw-enforcement motor vehicle or a funeral escort vehicle being used to lead and facilitate the movement of a funeral procession. A funeral hearse may serve as a funeral lead vehicle.

(4) "Funeral escort" means a person or entity that provides escort services for funeral processions, including law-enforcement personnel and agencies.

(5) "Funeral escort vehicle" means any motor vehicle that escorts a funeral procession.

(b) Funeral Procession Right-Of-Way.

(1) Regardless of any traffic control device or right-of-way provisions prescribed by state or local ordinance, pedestrians and operators of all vehicles, except as stated in subsection (b)(3) of this section, shall yield the right-of-way to any vehicle which is part of a funeral procession being led by a funeral escort vehicle or a funeral lead vehicle.

(2) When the funeral lead vehicle lawfully enters an intersection, either by reason of a traffic control device or at the direction of law-enforcement personnel, the remaining vehicles in the funeral procession may follow through the intersection regardless of any traffic control devices or right-of-way provisions prescribed by state or local law.

(3) Funeral processions have the right-of-way at intersections regardless of traffic control devices subject to the following conditions and exceptions:

A. Operators of vehicles in a funeral procession shall yield the right-of-way to an approaching emergency vehicle giving an audible or visible signal;

B. Operators of vehicles in a funeral procession shall yield the right-of-way when directed to do so by a police officer; and

C. Operators of vehicles in a funeral procession must exercise due care when participating in a funeral procession.

(c) Driving in Procession.

(1) All vehicles comprising a funeral procession shall follow the preceding vehicle in the funeral procession as closely as is practical and safe.

(2) Any ordinance, law or rule stating that motor vehicles shall be operated to allow sufficient space enabling any other vehicle to enter and occupy such space without danger is not applicable to vehicles in a funeral procession.

(d) Liability. Liability for any death, personal injury or property damage suffered on or after the first day of July, one thousand nine hundred ninety-nine, by any person in a funeral procession may not be imposed upon a funeral director or funeral establishment or their employees or agents unless the death, personal injury or property damage is proximately caused by the negligent or intentional act of a funeral director or funeral establishment or their employees or agents.

(e) Equipment. All nonlaw-enforcement funeral escort vehicles and funeral lead vehicles may be equipped with at least one lighted circulation flashing lamp exhibiting an amber or purple light or lens. Flashing amber or purple lights may be used when such vehicles are used in a funeral procession.

(WVaC Art. 17C-23)

349.09 OPENING DOOR OF VEHICLE ON TRAFFIC SIDE.

No person shall open the door of a motor vehicle on the side available to moving traffic unless and until it is reasonably safe to do so, nor shall any person leave a door open on the side of a motor vehicle available to moving traffic for a period of time longer than is necessary to load or unload passengers.

349.10 BOARDING OR ALIGHTING FROM VEHICLE.

No person shall board or alight from any vehicle while such vehicle is in motion.

349.11 UNLAWFUL RIDING.

No person shall ride on any vehicle upon any portion thereof not designated or intended for the use of passengers when the vehicle is in motion. This provision shall not apply to an employee engaged in the necessary discharge of a duty or to persons riding within truck bodies in space intended for merchandise.

349.12 SQUEALING TIRES, CRACKING EXHAUST NOISES.

No person shall unnecessarily race the motor of any vehicle and no person shall operate any motor vehicle, except in an emergency, in such a manner that the vehicle is so rapidly accelerated or started from a stopped position that the exhaust system emits a loud, cracking or chattering noise unusual to its normal operation, or whereby the tires of such vehicle squeal or leave tire marks on the roadway, commonly called "peeling".

349.13 TAKING, INJURING OR TAMPERING WITH VEHICLE.

(a) No person shall drive a vehicle, not his or her own, without consent of the owner thereof, and with intent temporarily to deprive such owner of his or her possession of such vehicle, but without intent to steal the vehicle. The consent of the owner of a vehicle to its taking or driving shall not in any case be presumed or implied because of such owner's consent on a previous occasion to the taking or driving of such vehicle by the same or a different person. Any person who assists in, or is a party or accessory to or an accomplice in any such unauthorized taking or driving, shall also be guilty of a violation of this section.

(WVaC 17A-8-4)

(b) No person either individually or in association with one or more persons shall willfully injure or tamper with any vehicle or break or remove any part or parts of or from a vehicle without the consent of the owner.

No person with intent to commit any malicious mischief, injury or other crime shall climb into or upon a vehicle whether it is in motion or at rest or with like intent attempt to manipulate any of the levers, starting mechanism, brakes or other mechanism or device of a vehicle while the same is at rest and unattended or with like intent set in motion any vehicle while the same is at rest and unattended.

(WVaC 17A-8-6)

349.14 DRIVING UPON SIDEWALK, STREET LAWN OR CURB.

(a) No person shall drive any vehicle, other than a bicycle, upon a sidewalk or sidewalk area except upon a permanent or duly authorized temporary driveway.

(b) No person shall drive a vehicle on a street lawn area or the curb of a street, except upon a permanent or duly authorized temporary driveway or when otherwise lawfully authorized.

349.15 SHORTCUTTING; AVOIDING TRAFFIC CONTROL DEVICES.

(a) No person shall operate a motor vehicle across public or private property marked with signs "No Through Traffic" or words of similar import for the purpose of passing from one roadway to another.

(b) No person shall operate a motor vehicle across public or private property for the purpose of avoiding compliance with a traffic control device.

(c) It shall be prima-facie evidence of a violation of this section for the operator of a motor vehicle to cross public or private property as provided herein without using the service of such property, stopping the engine or both.

349.16 COASTING PROHIBITED.

The operator of any motor vehicle when traveling on a down grade on any street, alley or highway shall not coast with the gears of such vehicle in neutral.

349.17 DRIVING THROUGH SAFETY ZONE.

No operator of a vehicle shall drive the same over or through a safety zone.

349.18 DRIVING UPON STREET POSTED AS CLOSED FOR REPAIR.

No person shall drive upon, along or across a street or highway, or any part thereof, which has been closed in the process of its construction, reconstruction or repair, and posted with appropriate signs by the authority having jurisdiction to close such street or highway.

349.19 OBSTRUCTION OF TRAFFIC.

No person shall operate, stop, stand or park any motor vehicle on any street or alley within the Municipality so as to obstruct or hinder the free flow of motor vehicle traffic except in compliance with a lawful order of a police officer or in compliance with a traffic control sign, signal or marking.

349.20 VEHICLE SECURITY.

Every owner or registrant of a motor vehicle shall maintain security upon such vehicle as required by West Virginia Code Article 17D-2A, and no person shall knowingly drive or operate on any street within the Municipality any motor vehicle upon which security is required by such Article unless the security is provided, and violation of any of the provisions of West Virginia Code Article 17D-2A including failure to have a certificate of insurance, if required, shall constitute a violation under this section.

349.21 LITTERING FROM A MOTOR VEHICLE.

(a) It is unlawful for any driver or passenger of a motor vehicle or other conveyance to place, deposit, dump, throw or cause to be placed, deposited, dumped or thrown, any litter from a motor vehicle or other conveyance in or upon any public or private highway, road, street or alley; any private property; any public property; or the waters of the State or within one hundred feet of the waters of this State, except in a proper litter or other solid waste receptacle.

(b) For purposes of this section, "litter" means all waste material including, but not limited to, any garbage, refuse, trash, disposable package, container, can, bottle, paper, ashes, cigarette or cigar butt, carcass of any dead animal or any part thereof, or any other offensive or unsightly matter, but not including the wastes of primary processes of mining, logging, sawmilling, farming or manufacturing.

(c) When there is more than one occupant in a motor vehicle or other conveyance and it can not be determined which occupant is responsible for violating this section, the driver shall be presumed to be responsible for the violation.

(WVaC 17C-14-14)

349.22 ALL TERRAIN VEHICLES PROHIBITED.

~~(a) Purpose.~~

~~(1) Council finds that is has become increasingly commonplace for persons to operate unlicensed recreational use vehicles known as "four wheelers" or "all terrain vehicles" ("ATV's"), upon the streets of Charles Town. State law defines these vehicles as "recreational vehicles". See West Virginia Code Section 17A-1-1(nn). They are designed only for off road use, and some, if not all, of the manufacturers of ATV's warn against operating them on hard surfaces whether utilizing two wheel drive or four wheel drive. These vehicles may not meet emissions standards, safety standards or noise level standards applicable to licensed four wheel vehicles which are designed for street and highway use. ATV's are currently not required to be licensed by the State of West Virginia. See West Virginia Code 17A-3- 2(6).~~

~~(2) Council finds that the operation of ATV's upon the streets of Charles Town poses a safety hazard to their operators, any passengers adventurously riding on them, and to others on the streets. Council further finds that the operation of ATV's on the City streets creates nuisance conditions jeopardizing the health, safety and welfare of its citizens.~~

(a~~b~~) Definitions. For purposes of this section an "all terrain vehicle" ("ATV") shall mean any motor vehicle designed for off-highway use and designed for operator use only with no passengers, having a seat or saddle designed to be straddled by the operator and handlebars for steering control.

(b~~c~~) Prohibition. It shall be unlawful for any person to operate an all-terrain vehicle ("ATV"), upon any street or sidewalk or alleyway in Charles Town.

(c) Exceptions. Exceptions may be granted by the Charles Town Police Department or the City of Charles Town via Special Activities Permits or maintenance contracts with the City.

Editor's Note: The penalty provisions of Section 349.99 apply, providing for first offense $100 fine, second offense in same year $200, and subsequent offense $500 fine.

(Ord. 02-25. Passed 8-19-02.)

349.23 PROHIBITED USE OF AN ELECTRONIC COMMUNICATIONS DEVICE.

(a) Except as provided in subsection (c) of this section, a person may not drive or operate a motor vehicle on a public street or highway while:

(1) Texting; or

(2) Using a cell phone or other electronic communications device, unless the use is accomplished by hands-free equipment.

(b) For purposes of this section, the following terms shall mean:

(1) "Cell phone" means a cellular, analog, wireless or digital telephone.

(2) "Driving" or "operating a motor vehicle" means operating a motor vehicle, with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays, but does not include operating a motor vehicle after the driver has moved the vehicle to the side of, or off, a highway and halted in a location where the vehicle can safely remain stationary.

(3) "Electronic communication device" means a cell telephone, personal digital assistant, electronic device with mobile data access, laptop computer, pager, broadband personal communication device, 2-way messaging device, electronic game, or portable computing device. For the purposes of this section, an "electronic communication device" does not include:

A. Voice radios, mobile radios, land mobile radios, commercial mobile radios or two way radios with the capability to transmit and receive voice transmissions utilizing a push-to-talk or press-to- transmit function; or

B. Other voice radios used by a law enforcement officer, an emergency services provider, an employee or agent of public safety organizations, first responders, Amateur Radio Operators (HAM) licensed by the Federal Communications Commission and school bus operators.

(4) "Engaging in a call" means when a person talks into or listens on an electronic communication device, but shall not include when a person dials or enters a phone number on a pushpad or screen to initiate the call.

(5) "Hands-free electronic communication device" means an electronic communication device that has an internal feature or function, or that is equipped with an attachment or addition, whether or not permanently part of such electronic communication device, by which a user engages in a call without the use of either hand or both hands.

(6) "Hands-free equipment" means the internal feature or function of a hands- free electronic communication device or the attachment or addition to a hands-free electronic communication device by which a user may engage in a call or text without the use of either hand or both hands.

(7) "Texting" means manually entering alphanumeric text into, or reading text from, an electronic communication device, and includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a World Wide Web page or engaging in any other form of electronic text retrieval or entry, for present or future communication. For purposes of this section, "texting" does not include the following actions:

A. Reading, selecting or entering a telephone number, an extension number, or voicemail retrieval codes and commands into an eletronic device by pressing the device in order to initiate or receive a phone call or using voice commands to initiate or receive a telephone call;

B. Inputting, selecting or reading information on a global positioning system or navigation system; or

C. Using a device capable of performing multiple functions, including fleet management systems, dispatching devices, smart phones, citizens band radios or music players, for a purpose that is not otherwise prohibited in this section.

(8) "Using a cell phone or other electronic communication device" means holding in a person's hand or hands an electronic communication device while:

A. Viewing or transmitting images or data;

B. Playing games;

C. Composing, sending, reading, viewing, accessing, browsing, transmitting, saving or retrieving e-mail, text messages or other electronic data; or

D. Engaging in a call.

(c) Subsection (a) of this section shall not apply to:

(1) A law enforcement officer, a firefighter, an emergency medical technician, a paramedic or the operator of an authorized emergency vehicle in the performance of their official duties;

(2) A person using an electronic communication device to report to appropriate authorities a fire, a traffic accident, a serious road hazard, or a medical or hazardous materials emergencies.

(3) The activation or deactivation of hands-free equipment or a function of hands-free equipment.

(d) This section does not supersede the provisions of West Virginia Code 17B-2-3a, or any more restrictive provisions for drivers of commercial motor vehicles prescribed by the provisions of West Virginia Code 17E-1-1 et seq. or federal law or rule.

(e) No policy providing liability coverage for personal lines insurance shall contain a provision which may be used to deny coverage or exclude payment of any legal damages recoverable by law for injuries proximately caused by a violation of this section, as long as such amounts are within the coverage limits of the insured.

(WVaC 17C-14-15)

349.24 ELECTRONICALLY DISTRACTED DRIVING.

(a) Definitions. As used in this section:

(1) "Smartwatch" means a wearable computer that provides a local touchscreen for daily use, associated with applications, and connected to a cellular or Wi-Fi network;

(2) "Stand-alone electronic device" means a portable device other than a wireless telecommunications device which stores audio or video data files to be retrieved on demand by a user;

(3) "Utility services" means and includes electric, natural gas, water, wastewater, cable, telephone or telecommunications services, or the repair, location, relocation, improvement, or maintenance of utility poles, transmission structures, pipes, wires, fibers, cables, easements, rights-of-way or associated infrastructure;

(4) "Wireless telecommunications device" means one of the following portable devices:

A. A cellular telephone;

B. A portable telephone;

C. A text-messaging device;

D. A personal digital assistant;

E. A stand-alone computer including, but not limited to, a tablet, laptop or notebook computer;

F. A handheld global positioning system receiver;

G. A device capable of displaying a video, movie, broadcast television image or visual image;

H. Any substantially similar portable wireless device that is used to initiate or receive communication, information or data;

I. "Wireless telecommunications device" does not include a smartwatch, any type of radio including but not limited to, radios used by first responders or school bus operators; citizens band radio or radio hybrid; commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device; prescribed medical device; amateur or ham radio device, or any built-in vehicle equipment for security, navigation, communications or remote diagnostics; and

(5) "Voice-operated or hands-free feature or function" means a feature or function that allows a person to use a wireless telecommunications device without the use of either hand, except to activate, deactivate, or initiate the feature or function with a single touch or single swipe.

(b) The driver of a school bus shall not use or operate a wireless telecommunications device or two-way radio while loading or unloading passengers.

(c) The driver of a school bus shall not use or operate a wireless telecommunications device while the bus is in motion nor while stationary in traffic nor at a traffic control signal, unless that device is being used in a similar manner as a two-way radio to allow live communication between the driver and school officials or public safety officials.

(d) A driver shall exercise due care in operating a motor vehicle on the highways of this state and shall not engage in any actions involving any stand-alone electronic device or wireless telecommunications device that distracts such driver from the safe operation of the vehicle.

(e) While operating a motor vehicle on any street, highway, or property open to the public for vehicular traffic in this state, no driver may:

(1) Physically hold or support, with any part of his or her body, a wireless communication device or stand-alone electronic device: provided, that such prohibition shall not apply to the wearing of a smartwatch;

(2) Write, send or read any text-based communication including, but not limited to, a text message, instant message, e-mail, or social media interaction on a wireless telecommunications device or stand-alone electronic device: provided, that such prohibition shall not apply to a voice-operated or hands-free communication feature which is automatically converted by such device to be sent as a message in a written form;

(3) Make any communication involving a wireless telecommunications device, including a phone call, voice message, or one-way voice communication: provided, that, such prohibition shall not apply to a voice operated or hands-free communication feature or function;

(4) Engage in any form of electronic data retrieval or electronic data communication on a wireless telecommunications device or stand-alone electronic device;

(5) Manually enter letters, numbers or symbols into any website, search engine, or application on a wireless telecommunications device or stand-alone electronic device;

(6) Watch a video or movie on a wireless telecommunications device or standalone electronic device other than watching data related to the navigation of such vehicle;

(7) Record, post, send, or broadcast video, including a video conference on a wireless telecommunications device or stand-alone electronic device: provided, that such prohibition does not apply to electronic devices used for the sole purpose of continuously recording or broadcasting video within or outside of the motor vehicle; or

(8) Actively play any game on a wireless telecommunications device or stand-alone electronic device.

(f) While operating a commercial motor vehicle on any highway of this state, no driver may:

(1) Use more than a single button on a wireless telecommunications device to initiate or terminate a voice communication; or

(2) Reach for a wireless telecommunications device or stand-alone electronic device in such a manner that requires the driver to:

A. No longer be in a seated driving position; or

B. No longer be properly restrained by a safety belt.

(g) Each violation of this section shall constitute a separate offense.

(h) It is a misdemeanor for any driver to violate any of the provisions of this section. Every driver convicted of a misdemeanor for a violation of any of the provisions of this section shall be punished as follows:

(1) For a first conviction with no prior conviction of and no plea of no contest accepted to a charge of violating this section within the previous 24-month period, as measured from the date of any prior conviction or plea, a fine of not more than one hundred dollars ($100.00);

(2) For a second conviction within a 24-month period, as measured from the date of any prior conviction or plea, a fine of not more than two hundred dollars ($200.00);

(3) For a third or subsequent conviction within a 24-month period, as measured from the date of any prior conviction or plea:

A. A fine of not more than three hundred fifty dollars ($350.00);

B. Three points on the driver's record maintained by the Division of Motor Vehicles; and

C. At the court's discretion, suspension of the driver's license for a period of ninety days;

(4) Any driver who causes physical harm to property as the proximate result of committing a violation of this section is guilty of a misdemeanor punishable up to thirty days in jail or a fine not less than one hundred dollars ($100.00) and not more than five hundred dollars ($500.00);

(5) Any driver who causes serious physical harm to another person as the proximate result of committing a violation of this section shall be punished in accordance with West Virginia Code 17C-14-15(h)(5).

(6) Any driver who causes the death of another as the proximate result of committing a violation of this section is guilty of negligent homicide and shall be punished in accordance with West Virginia Code 17C-5-1.

(i) The Department of Transportation shall cause to be erected signs upon any highway entering the state of West Virginia on which a welcome to West Virginia sign is posted, and any other highway where the Division of Highways deems appropriate, posted at a distance of not more than one mile from each border crossing, each sign to bear an inscription clearly communicating to motorists entering the state that texting, or the use of a wireless communication device without hands-free equipment, is illegal within this state.

(j) Nothing contained in this section shall be construed to authorize seizure of a cell phone or electronic device by any law-enforcement agency.

(k) No policy providing liability coverage for personal lines insurance shall contain a provision which may be used to deny coverage or exclude payment of any legal damages recoverable by law for injuries proximately caused by a violation of this section, as long as such amounts are within the coverage limits of the insured.

(l) This section shall not apply to:

(1) Drivers reporting to state, county, or local authorities a traffic accident, medical emergency, fire, an actual or potential criminal or delinquent act, or a road condition that causes an immediate and serious traffic or safety hazard;

(2) An employee or contractor of a utility services provider acting within the scope of his or her employment while responding to a utility emergency;

(3) A driver operating a commercial vehicle while using a mobile data terminal that transmits and receives data;

(4) A law-enforcement officer, firefighter, emergency medical services personnel, ambulance driver, or other similarly employed public safety first responder during the performance of his or her official duties; or

(5) While in a motor vehicle that is lawfully parked.

(m) This section does not supersede the provisions of West Virginia Code 17B-2-3a or any more restrictive provisions for drivers of commercial motor vehicles prescribed either by the provisions of West Virginia Code 17E-1-1 et seq. or by federal law or rule.

(WVaC 17C-14-15)

349.99 PENALTY.

(a) General Article Penalty. Whoever violates any provision of this article for which no other penalty is provided shall be fined not more than one hundred dollars ($100.00); upon a second conviction within one year thereafter shall be fined not more than two hundred dollars ($200.00); and upon a third or subsequent conviction, shall be fined not more than five hundred dollars ($500.00).

(b) (1) Any person who violates Section 349.061 shall be fined not more than five hundred dollars ($500.00) or imprisoned not more than thirty days, or both fined and imprisoned.

(2) If violation of Section 349.061 results in property damage in addition to any other penalty imposed, driving privileges of the persons causing the property damage shall be suspended for ninety days.

(3) If violation of Section 349.061 results in injury to another person in addition to any other penalty imposed, the driving privileges of the person causing the injury shall be suspended for six months.

(4) If violation of Section 349.061 results in the death of another person in addition to any other penalty imposed, the driving privileges of the person causing the death shall be suspended for two years.

(5) Any person who violates Section 349.061 and while doing so also violates Section 333.01 shall be prosecuted under appropriate State law.

(WVaC 17C-14-9a)

(c) Taking, Injuring or Tampering With Vehicle. Whoever violates Section 349.13 shall, for a first offense, be fined not more than five hundred dollars ($500.00) or imprisoned not more than thirty days, or both. (WVaC 17A-11-1)

(d) Vehicle Security. Whoever violates Section 349.20 shall be fined not less than two hundred dollars ($200.00) or more than five thousand dollars ($5,000) or imprisoned not more than thirty days, or both. (WVaC 17D-2A-9)

(e) Electronic Communication Devices.

(1) Any person who violates the provisions of Section 349.23 is guilty of a traffic offense and, shall for a first offense be fined one hundred dollars ($100.00); for a second offense be fined two hundred dollars ($200.00): and for a third or subsequent offense be fined three hundred dollars ($300.00). No court costs or other fees shall be assessed for a violation of Section 349.23.

(2) Notwithstanding any other provision of this code to the contrary, points may not be entered on any driver's record maintained by the Division of Motor Vehicles as a result of a violation of Section 349.23, except for the third and subsequent convictions of the offense, for which three points shall be entered on any driver's record maintained by the Division of Motor Vehicles.

(3) Driving or operating a motor vehicle on a public street or highway while texting shall be enforced as a primary offense. Driving or operating a motor vehicle on a public street or highway while using a cell phone or other electronic communication device without hands-free equipment shall be enforced as a secondary offense until July 1, 2013 and as a primary offense as of July 1, 2013 for purposes of citation.

(4) Nothing contained in this section shall be construed to authorize seizure of a cell phone or electronic device by any law enforcement agency.

(WVaC 17C-14-15)

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-306: FY2025 Coal Severance Budget

ATTACHMENTS:

- FY25 Budget Worksheet - Coal Severance v1.0.pdf

the city of Charles Town, WV

FY25 COAL SEVERANCE BUDGET v1.0
City Council Meeting - March 18, 2024

REVENUES	FY23 ACTUAL	FY24 BUDGET REV 1	FY24 ACTUALS THRU 2/28/2024	FY25 PROPOSED	FY 25 NOTES
Carryover	$ 94,112	$ 125,702	$ 140,702	$ 170,702	Carryover based on FY24 $30K revenue estimate. State budget revision will be completed once actuals are posted for FY24.
Coal Severance	$ 32,261	$ 15,000	$ 22,195	$ 30,000	Increased slightly based on FY23 and FY24 actuals.
Interest					
Total Revenues	**$ 126,373**	**$ 140,702**	**$ 162,897**	**$ 200,702**	

DEPARTMENT LINE ITEMS					
Parks and Recreation				**Proposed**	**Notes and Explanations**
Parks and Recreation - Capital	$ -	$ -	$ -	$ -	Saving funds for new pool/splash pad or other park amenity
Total Parks and Recreation	**$ -**	**$ -**	**$ -**	**$ -**	

Surplus	**$ 126,373**	**$ 140,702**	**$ 162,897**	**$ 200,702**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-107: Fiscal Year 2025 Budget - Approval of the Operating Budget and Coal Severance Budget

ATTACHMENTS:

- DRAFT FY2025 General Fund Budget WITH CHARTS v4.0 FINAL.pdf

the city of Charles Town, WV

FY 2025 Proposed General Fund Operating Budget v4.0
City Council - March 18, 2023

	REVENUES	FY23 Actual	FY24 Budget Rev #3	FY24 Actuals thru 12/31/2023	FY25 Proposed	
30000	Assigned Fund Balance (Carryover)	2,226,685	1,500,000	-	-	
30005	Unassigned Fund Balance (Carryover)	-	2,042,779	-	1,200,000	$500K reserve for revenue/expense FY24 + $659,452 remaining Revenue/Loss balance
30101	Taxes - Ad Valorem	1,280,360	1,509,901	904,983	1,650,000	Maximum Class I Rate of 12.5 with public hearing
30102	Prior Year Taxes	-	-	-	-	
30106	Supplemental Taxes	33,672	25,000	18,878	36,000	Property taxes owed from previous years, but paid in the current fiscal year.
30107	Tax Loss Restoration Fund	969	-	-	-	
30200	Interest as Penalty	9,130	10,000	5,097	10,000	
30300	Gas & Oil Severence Tax	-	12,000	66,792	33,000	5% severance tax on gross receipts at the well head of oil and natural gas. $66K appears to be for 2 years. Confirm when payments are received.
30400	Utility Tax (2%)	261,234	225,000	88,217	200,000	
30500	Business & Occupation (B&O) Tax	1,696,956	1,100,000	31,200	1,700,000	$459K actuals in FY24 thru 2/29/2024. Collections should continue through August 31 then be accrued to FY24, resulting in another revision to carry over balance.
30600	Liquor Tax	24,255	20,000	6,116	25,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.
30700	Animal Control Tax	1,642	1,600	1,598	1,600	
30800	Hotel/Motel Tax	197,713	150,000	88,161	200,000	4 traditional hotels (Turf Motel, Days Inn, TravelLodge, Carriage Inn) and 5 independent rental companies (Homeaway.com, Expedia, AirBnB, Hotel Tonight, Evolve Vacation Rental Network)
32000	Court Costs, Fees & Charges	250,521	250,000	137,762	260,000	
32100	Parking Violation Penalties	38,138	29,000	40,637	40,000	Revised based on new program details and current year performance.
32500	Business License Revenue	22,038	22,000	20,047	30,000	
32600	Building Permit Fees	495,102	150,000	352,905	550,000	Building activity increasing/expected to remain strong through FY2025 with new development projects on the horizon and increases in permit fee structure.
32800	Franchise Tax	74,230	80,000	16,646	75,000	Two Cable Franchisees; working with Shentel/GloFiber on franchisee compliance
33100	International Registration Plan (IRP) Fees	70,232	60,000	20,971	70,000	The International Registration Plan is an agreement for the registration of commercial motor vehicles that travel in the United States. It is designed to distribute apportioned taxes (registration fees) depending on the mileage driven in the participating jurisdictions.
33900	Emergency Service Fee	1,719	1,700	-	1,700	Revenue from utility bills for EMS (5 cents)
34000	Parks & Rec Fee	1,719	1,700	-	1,700	Revenue from utility bills for parks and recreation (5 cents)
34200	Parking Meter Revenues	48,085	50,000	39,813	50,000	Revenue from parking meters and parking permits including ParkMobile app.
34500	Rents & Concessions	44,014	50,000	32,144	60,000	CTUB rental of 661 space ($30k total); CW Hall Revenue is recorded as Due to Building Commission/CWH Landlord, so revising down to reflect true flow of revenues
35300	Zoning Fee	28,456	7,500	8,651	17,000	Zoning applications
35500	Street Improvement Fee	134,056	130,000	-	135,000	Revenue from utility bills for street improvements ($4 per month); pending fee decision from Council
36504	Federal Government Grants	-	56,666	-	41,667	DOJ/COPS grant for additional police officer. $125,000 across 3 years.
36600	State Government Grants	-	-	-	-	
36900	Contributions from Other Funds - Sales Tax	1,000,000	1,600,000	800,000	1,000,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets); FY23 approved number was $626.3K lower than actual collections due to surplus from other funding sources; FY2024 proposes using full Sales Tax Collection estimates to supplement operational revenues
36906	Contributions from Other Funds - ARPA Revenue Loss	1,332,523	-	-	-	
37600	Gaming Income	262,630	175,000	81,829	250,000	Gaming receipts average $19K to $23K per month in the 2nd Quarter 2024.
37900	Gain/Loss - Sale of Fixed Assets	18,750	-	-	-	
38007	Interest Income (Operating Acct)	36,192	15,000	19,482	35,000	
38100	Reimbursements	111,897	110,000	50,159	110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.
38200	Refunds - Overpayments	100	-	204	400	
38600	Insurance Claims	23,638	-	630	-	

	39200 Property Rehabilitation	5,300	-	200	-	
	38700 Filing Fees	300	-	-	325	Filing Fees Revenue - Election in FY25. $50.00 per person.
	39700 Video Lottery	833,341	450,000	199,221	600,000	Video lottery receipts average $13.4K to $22.2K per week.
	39900 Misc Revenue	7,569	10,000	8,234	10,000	Yard waste stickers and fingerprints
	39902 Special Events - WV Fest	25,430	-	-	4,000	
	39903 Special Events - General	15,411	18,000	17,596	900	Special activities fees
	39904 Special Events - CW Hall	9,335	-	5,500	8,500	
	39907 Special Events - Car Show	-	-	-	7,000	Car Show Registration
	Total Revenues	**10,623,340**	**9,862,846**	**3,063,673**	**8,413,792**	
	DEPARTMENT LINE ITEMS					**NOTES AND EXPLANATIONS**
	Economic Development - 402	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	-	67,938	33,382	70,250	Salary $68,844 plus 2.5% merit and holiday supplement.
	04 FICA	-	5,216	2,554	5,374	FICA @ 7.65%
	05 Group Insurance	-	8,000	3,160	8,300	Includes 14% premium increase projected by PEIA. $7,294 (Health Insurance), $540.48 (Life Insurance), Dental Ins ($266.16), Vision Ins ($111.00), EAP Premiums ($15.84)
	06 Retirement	-	6,089	2,960	6,323	PERS II Employer Contribution 9%
	09 OPEB	-	2,038	658	2,108	Deferred Compensation Employer Contribution 3%
	11 Telephone	-	750	-	750	Cell phone
	14 Travel	-	2,500	-	4,200	2 National Conferences; airfare, lodging, per-diem
	20 Advertising/Legal Publications	-	500	-	-	
	21 Training & Education	-	2,500	-	-	$2,500 rolled under City Manager's office.
	22 Dues & Subscriptions	-	2,000	-	2,000	IEDC Membership, Survey Subscription, Adobe subscription
	23 Professional Services	-	2,000	-	1,000	Engineering Services
	26 Insurance and Bonds	-	4,500	2,185	5,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	-	1,000	-	3,000	Promotional items for events and City marketing and other departmental supplies.
	43 Auto Supplies	-	500	-	-	
	Total Economic Development	**-**	**105,531**	**44,898**	**108,304**	
	Federal Grants - 403	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Professional Services	-	-	-	-	
	Departmental Supplies	-	-	-	-	
	Total Federal Grants	**-**	**-**	**-**	**-**	
	Mayor's Office - 409	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	
	01 Salary	12,500	12,500	6,250	12,500	Mayor's Salary
	04 FICA Tax Expense	956	1,000	478	1,000	
	11 Telephone	-	-	-	-	
	14 Travel Expense	881	2,000	-	2,000	WV Municipal League
	20 Advertising/Legal Publication	-	-	-	-	
	21 Training & Education	284	1,000	-	1,000	
	26 Insurance & Bonds	871	1,000	448	1,000	
	41 Departmental Supplies	65	250	592	500	$453.00 - Ceremonial Keys to the City and Coins
	68 Community Contributions	-	2,000	-	2,000	
	Total Mayor's Office	**15,556**	**19,750**	**7,768**	**20,000**	
	Council - 410	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	01 Salaries	34,800	40,000	19,167	40,000	Eight Council Members at $5,000 annual salary
	04 FICA Tax Expense	2,662	3,100	1,466	3,100	
	14 Travel Expense	1,956	5,000	3,166	4,800	Conferences
	20 Advertising	-	-	-	-	
	21 Training & Education	2,128	3,000	2,350	3,200	Conference Registration ($450 per registration)
	26 Insurance & Bonds	2,425	3,200	1,398	3,200	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	549	1,000	291	700	
	Total Council	**44,520**	**55,300**	**27,838**	**55,000**	
	City Manager - 412	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	231,201	207,183	83,180	180,000	City Manager Salary ($120,000) + 2.5% Merit ($1,545) + Holiday Supplement ($500) Deputy City Clerk Salary (from $52,674 to $54,000) + 2.5% Merit ($695.25) + Holiday Supplement ($500) City Manager requesting promotion and salary increase for from Deputy City Clerk to City Clerk. Finance Committee approved dollar amount.
	04 FICA Tax Expense	15,848	15,869	5,445	14,400	FICA Tax @ 7.65%
	05 Group Insurance	5,616	10,000	4,627	2,000	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	12,145	18,692	6,139	16,200	9% Employer Contribution PERS I and II
	09 OPEB	1,846	6,215	2,061	5,400	3% Employer Contribution Deferred Compensation plan
	11 Telephone	205	500	120	520	Mobile phone service
	14 Travel Expense	5,701	1,500	1,257	1,500	WVML Trip, City Clerk Election Training
	20 Advertising	1,761	300	-	-	
	21 Training & Education	-	1,500	-	20,000	402 Economic Development - $2,500 - Two National Conferences 415 Court Clerk - $500 - Municipal Court training, Election training 437 Planning & Zoning - $7,000 - Leadership WV Jefferson and APA Online Training 425 Enforcement Agency - $2,000 - ICC Conference & WV Code Officials Seminar 436 Building Inspections - $2,000 - ICC Conference & WV Code Officials Seminar 440 City Hall - $2,000 - WVML Conference 413 Treasurer's Office - $4,000 - WV GFAO Training - 4 employees; Spring or Fall Conference 750 Maintenance - $1,500
	22 Dues & Subscriptions	180	1,500	106	1,000	Adobe subscriptions. ICMA and WVML Fees.
	23 Professional Services	1,510	250	453	-	Background checks for City Manager candidates. Not required this year.
	26 Insurance & Bonds	12,066	15,000	10,329	15,000	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability
	41 Departmental Supplies	572	750	527	750	Misc. Office Supplies
	43 Auto Supplies (Gas & Oil)	-	100	-	-	Gas is covered under travel expenses.
	Total City Manager	**288,650**	**279,359**	**114,244**	**256,770**	
	Treasurer - 413	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	153,747	235,661	145,117	235,000	Director of Finance ($100,000), Accounting Clerk III ($44,762), Accounting Clerk II 0.5 FTE ($40,685), Accounting Clerk I ($37,500) plus 2.5% merit, holiday supplement, and overtime.
	04 FICA Tax Expense	12,036	18,043	7,735	18,800	FICA Tax @ 7.65%
	05 Group Insurance	21,986	24,999	10,693	25,000	Health, Dental, Vision, Life insurance, EAP
	06 Retirement	14,795	21,218	7,724	21,150	9% Employer Contribution PERS I and II
	09 OPEB	3,499	7,070	1,414	7,050	3% Employer Contribution Deferred Compensation plan
	11 Telephone	-	750	32	500	Director of Finance Cell Phone
	12 Printing	-	-	-	-	
	14 Travel Expense	-	1,000	-	4,000	Director & Acct. Clerk III - WV Government Finance Officers Association Training
	18 Postage	-	50	-	-	Transfer cost to City Hall and Pitney Bowes machine.
	20 Advertising/Legal Pubs	1,280	1,000	2,269	2,000	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.
	21 Training & Education	1,585	5,000	-	-	$4,000 Rolled into City Manager's budget
	22 Dues & Subscriptions	382	500	297	800	Adobe subscription for Director & Accounting Clerk III

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	23 Professional Services	1,900	2,500	2,458	2,500	J.C. Kunkle Accounting Services - CWH Landlord Trial Balance Analysis ($1,200) Police pension annual report ($800) Background Checks for New Hires ($300)
	24 Audit Costs	41,700	40,000	-	42,000	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit
	26 Insurance & Bonds	10,555	14,000	7,579	15,000	General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	-	-	-	25,000	Tyler Technologies - Incode Annual License Fee - $20,000 Business License Software Maintenance (Progressive Solutions) - $5,000
	41 Departmental Supplies	738	1,500	265	2,000	Paper folder machine ($500)
	59 Capital Outlay	-	-	-	-	
	Total Treasurer	**264,204**	**373,291**	**185,583**	**400,800**	
	Court Clerk - 415	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	51,579	62,801	29,766	62,000	Court Clerk Salary: $59,996 plus 2.5% merit, and holiday supplement
	04 FICA	3,946	4,835	2,314	4,960	FICA Tax @ 7.65%
	05 Group Insurance	10,990	12,000	7,032	12,529	Health, Dental, Vision, Life insurance, EAP + 14% premium increase
	06 Retirement	4,868	5,652	2,635	5,580	9% Employer Contribution PERS I and II
	09 OPEB	1,656	1,884	629	1,860	3% Employer Contribution Deferred Compensation plan
	14 Travel	-	1,000	-	500	Court Clerk training and Election training
	18 Postage	-	-	-	-	
	20 Advertising/Legal Publications	465	700	-	700	
	21 Training & Education	540	800	440	-	$500 transferred to City Manager's budget. WVML training and Election training.
	22 Dues & Subscriptions	-	100	-	-	
	23 Professional Services	-	100	-	-	
	24 Audit Costs	-	-	-	-	
	26 Insurance & Bonds	3,904	4,500	2,020	4,500	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella
	30 Contracted Services	25	100	-	25	Flu shot
	41 Departmental Supplies	536	1,000	114	600	Ink cartridges, paper stock
	Total Court Clerk	**78,508**	**95,472**	**44,950**	**93,254**	
	Police Judges - 416	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	23,542	32,000	13,912	32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; and extra $2k for special judge.
	04 FICA	1,064	2,400	1,064	2,400	
	14 Travel	-	500	-	500	WV State mandated annual training for magistrates & judges
	21 Training & Education	-	1,000	-	1,000	WV State mandated annual training for magistrates & judges
	22 Dues and Subscriptions	-	100	-	100	
	23 Professional Services	-	1,000	-	1,000	
	26 Insurance & Bonds	2,230	2,500	1,580	2,500	
	41 Departmental Supplies		-	-	-	
	Total Police Judges	**26,836**	**39,500**	**16,556**	**39,500**	
	City Attorney - 417	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Professional Services	200,505	200,000	134,662	225,000	Cost for outside legal counsel
	Total Attorney	**200,505**	**200,000**	**134,662**	**225,000**	
	Enforcement Agency - 425	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	Notes and Explanations
	03 Salaries	-	59,785	24,948	56,000	Code Enforcement Officer: $54,322.83 plus 2.5% merit and holiday supplement.
	04 FICA	-	4,574	1,871	4,284	FICA @ 7.65% of Salary
	05 Group Insurance	-	6,000	333	1,140	Includes 14% premium increase projected by PEIA. Current expenses include: Life Ins. ($545 per mo), Dental ($266 per mo), and Vision ($111 per mo).
	06 Retirement	-	5,431	2,201	5,040	PERS II Employer Contribution 9%

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	09 OPEB	-	1,794	245	1,680	457(b) Deferred Compensation Employer Contribution (3%)
	11 Telephone	-	-	126	750	
	14 Travel	-	-	305	3,000	International Code Council Conference. Orlando. 2-3 days; airfare, lodging, meals, rental car/gas WV Code Officials Association Seminar. Roanoke, WV; airfare, lodging, meals, rental car/gas
	18 Postage	-	-	79	1,000	Certified Mailings
	20 Advertising/Legal Publications	-	2,000	-	1,000	
	21 Training & Education	-	2,500	2,448	-	$3,500 transferred to City Manager's budget. International Code Council Conference. Orlando, FL. Registration Fee ($1,600) WV Code Officials Spring Seminar, Roanoke, WV (9/2024) Registration Fee ($150)
	22 Dues & Subscriptions	-	-	-	1,000	Women in Code Enforcement (WICED) Membership Fees ($35) ICC Membership ($160/yr)
	26 Insurance and Bonds	-	3,800	1,704	3,800	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	-	50,000	-	71,100	Kimley-Horn Engineering Services / Nuisance Properties; discuss process w/council. Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.
	41 Departmental Supplies	-	2,000	641	3,000	Office printer, building safety month supplies, jackets, boots, code books
	43 Auto Supplies	-	999	-	-	Under Maintenance budget
	Total Enforcement Agency	**-**	**138,883**	**34,902**	**152,794**	
	Regional Dev Authority - 435	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	22 Dues & Subscriptions	3,524	5,500	5,336	6,600	Region 9 Assessment - Fees are going up
	Total Regional Dev. Authority	**3,524**	**5,500**	**5,336**	**6,600**	
	Total City Administration	**922,303**	**1,312,586**	**616,737**	**1,358,022**	
	Building Inspections - 436	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	21,860	80,221	39,913	82,300	Building Official/Inspector: $80,653.29 plus 2.5% merit plus holiday supplement
	04 FICA	1,672	6,141	3,053	6,296	FICA @ 7.65% of Salary
	05 Group Insurance	56	500	597	1,650	Dental/Life/Vision/EAP Premiums
	06 Retirement	2,053	7,228	3,519	7,100	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods
	09 OPEB	-	2,407	782	1,575	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods
	11 Telephone	81	750	197	1,010	Two lines; one is a hot spot. $84.18 per month x 12 months = $1,010.16 per year in actual costs
	14 Travel	-	1,716	1,816	3,000	National ICC Conference; Women in Code Enforcement Training; airfare, lodging, meals, gas
	17 R&M Auto	-	500	-	-	Under Maintenance budget
	18 Postage	-	-	79	1,000	Certified mailings for property Notice of Violations
	20 Advertising/Legal Publications	-	1,316	1,216	500	Job posting costs
	21 Training & Education	-	1,000	-	-	$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.
	22 Dues & Subscriptions	-	2,500	-	1,000	ICC membership dues; WICA subscription
	23 Professional Services	-	7,968	-	10,000	To cover expenses associated with inspections; compliance.
	26 Insurance & Bonds	2,432	6,000	2,580	6,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	41 Departmental Supplies	462	4,000	402	3,000	Mobile printer for vehicle, jackets, boots, building safety month
	43 Auto Supplies	-	1,000	-	-	Under Maintenance budget
	Total Building Inspections	**28,615**	**123,247**	**54,155**	**124,431**	
	Planning & Zoning - 437	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	03 Salaries	257,182	228,270	110,988	243,000	Director of Community Development: $96,937, City Planner/Zoning/Subdiv Administrator: $84,721, Permit Tech: $50,141 plus 2.5% step increase on 1/1/2025 for all three positions. Includes Holiday Supplement pay ($500 x 3 employees = $1,500) and summer intern ($5,250).
	04 FICA	20,474	17,898	9,409	19,000	FICA @ 7.65% of Salary
	05 Group Insurance	26,391	25,000	16,239	31,000	Includes 14% increase projected by PEIA. Health/Dental/Life/Vision/EAP Premiums
	06 Retirement	24,203	20,544	9,689	23,085	PERS II Employer Contribution (9%)
	09 OPEB	6,543	6,849	2,066	7,290	457(b) Deferred Comp Employer Contribution (3%).
	11 Telephone	106	500	89	250	Director's department cell phone
	14 Travel	4,053	2,000	693	8,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Kim - MGO Conference
	18 Postage	856	1,000	9	1,000	Certified Mailings; Legal notices, yard sign postings
	20 Advertising/Legal Publications		3,500	3,521	4,500	Advertising of BZA and public hearings for P/C meetings; hearing placards
	21 Training & Education	1,899	3,000	1,075	-	$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration
	22 Dues & Subscriptions	4,908	2,000	2,058	3,000	AICP Membership; Kim ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.
	23 Professional Services	2,627	5,000	-	5,000	GIS Aerial imagery, Engineering Services, Background Checks
	26 Insurance & Bonds	19,313	20,000	7,522	20,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.
	30 Contracted Services	38,156	60,000	17,205	30,000	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;
	31 Contracted Services - Tree Board	1,696	12,000	531	2,000	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.
	41 Departmental Supplies	4,717	4,000	1,712	4,000	Public hearing signs, office supplies, promotional supplies
	53 Computer Software / Tech	-	-	-	9,000	MyPermit Now Monthly Fees
	59 Capital Outlay		11,000	-	-	
	Total Planning and Zoning	**413,124**	**422,561**	**182,806**	**410,125**	
	Total City Bldg Inspection, P&Z, and Enforcement Agency	**441,739**	**684,691**	**271,863**	**795,654**	
	Elections - 438	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	12 Printing	-	-	-	3,000	
	20 Advertising/Legal Publications	-	-	-	500	Publish ballot multiple times
	23 Professional Services	-	-	-	-	
	30 Contracted Services	-	-	-	5,000	Poll workers for early voting and day of election.
	41 Departmental Supplies	-	-	-	2,000	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers
	Total Elections	**-**	**-**	**-**	**10,500**	
	City Hall - 440	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	3 Salaries	102,390	104,787	22,545	95,000	Director of Operations Salary: $92,500 + 2.5% Merit + Holiday Supplement
	4 FICA Taxes	8,598	8,042	1,725	7,600	FICA @ 7.65%
	5 Group Insurance	14,123	12,600	2,623	16,500	Health, Dental, Vision, Life, Employee Assistance Program
	6 Retirement	10,101	9,455	1,985	9,500	9% Employer Contribution
	9 OPEB	3,128	4,000	662	2,000	3% Deferred Compensation Employer Contribution
	11 Telephone	21,708	22,000	11,289	18,000	WebEx Phone Services ($6,000), Internet Service ($3,012), Cell phone - Director ($384), Rouss Hall Phone Service ($7,200 per year/$600 per mo.) **Proposing upgrade to internet service. 1 Gbps with GloFiber. $1,900 per month, $22,800 per year. One time set up fee $1,900. $950 set up cost allocated to Police Dept, $950 set up cost allocated to City Hall. Please review quote in attachments.**
	12 Printing	-	-	-	-	
	13 Utilities	20,038	21,000	9,181	21,000	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	14 Travel Expense	517	750	-	2,000	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD
	15 Repair & Main. Bldg & Grounds	9,202	10,000	1,825	12,000	Elevator Services, Holiday lights, City Hall Maintenance
	16 Repair & Main. Equipment	137	1,000	-	-	
	17 Repair & Main. Auto	-	1,000	-	-	
	18 Postage	2,561	3,500	1,509	3,500	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection
	19 Bldg & Equipment Rental	244,756	250,000	123,072	250,000	CWH Loan ($16,667 per month), CTUB Rent ($2,550 per month), Postage Lease, City Copier Rental, Plat Printer
	20 Advertising/Legal Publications	3,820	5,000	2,033	5,000	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements
	21 Training & Education	300	500	145	-	$2,000 transferred to City Manager's budget
	22 Dues & Subscriptions	483	4,000	483	3,500	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)
	23 Professional Services	2,813	2,000	5,525	25,000	Insurance Broker Services estimated $1,800 per month, Open enrollment, payroll integration.
	24 Audit Costs	-	-	-		
	26 Insurance & Bonds	11,155	12,000	3,370	17,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial
	30 Contracted Services	68,021	101,600	49,411	181,404	Sustainable Strategies (Grant Consultant, Matt Ward) - $28,800 ($2,400 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Printer & Copier Lease - $14,400 SVG Commercial Cleaning Services for City Hall and Rouss Hall - $35,000 Payroll Processing Base Fees - $3,864 ADP Software Recurring Annual Fee - $19,440 Tek Advisors - Moving this out of Capital Budget and into Operating budget - $75,000 per year.
	31 Bad Debt Expense	-	-	-	-	
	32 Bank Charges	24,728	35,000	18,137	29,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees
	37 Other Fees/Taxes	1,337	2,000	500	1,500	Late fees
	41 Departmental Supplies	8,951	11,000	6,282	12,000	
	43 Auto Supplies (Gas & Oil)	-	500	-	-	
	53 Computer Software / Tech	9,982	43,320	9,099	15,000	City Sonic Wall Annual License - $1,700 Clearcaster Annual License - $1,700 Granicus Annual License - $9,500 - Agenda management,Online training, Audio/Visual software for livestreaming meetings VEEAM Annual Maintenance - $600.00 Zoom Fees - $1,500 per year
	59 Capital Outlay	-	-	-	-	
	68 Contributions	-	-	-	-	
	70 Capital Lease	-	-	-	-	
	75 Special Emergency Expense	4,680	-	-	-	Covid related expenses
	Total City Hall	**573,527**	**665,054**	**271,400**	**726,504**	
	Contributions/Transfers - 444	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	68 Contributions - "But For" Organizations	92,268	-	-	60,000	Citizens Fire Co. $95K and EPTA Requests $50K
	68 Community Awards		842,544		-	
	68 Contributions - Revive Grant	-	50,000	-	20,000	Unspent Revive! Funding rolled over to FY24
	68 Contributions - Façade Improvement Program	-	24,622	-	15,000	
	68 Contributions - Homeless Solutions	-	50,000	-	25,000	County Homelessness position funding commitment
	68 Contribution - Nuisance Property Expenses	-	-	-	-	Trash removal fees at Marware apartments ($5,500) and storage fees at Whitteried property ($15,600). Cost moved to Code Enforcement.

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	68 Contributions - Sidewalk Improvement Program	-	15,000	-	15,000	SIP grant historically funded out of CIP, but expense was moved General Operating budget to reflect ongoing and not capital expenses. Reducing by $5k due to lack of public interest
	Total Contributions/Transfers	**92,268**	**982,166**	**-**	**135,000**	
	Parking - 571	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	30,110	39,241	19,877	41,614	Base salary, contingency, 2.5% merit, holiday supplement, and clothing allowance
	04 FICA Tax Expense	2,303	3,040	1,521	3,300	FICA @ 7.65%
	05 Group Insurance	8,232	10,000	4,800	9,300	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement Expense	2,814	3,583	1,716	3,600	9% Employer Retirement Contribution
	09 OPEB	990	1,500	618	1,400	3% Deferred Compensation Employer Contribution
	13 Utilities	1,099	1,100	374	1,200	Electric Service
	16 Repair & Main - Equipment	-	3,000	-	3,000	Parking meter repairs and maintenance
	18 Postage	126	500	-	500	
	19 Bldg & Equipment Rental	1,700	1,700	-	1,000	
	20 Advertising / Legal Publications	-	-	-	500	
	23 Professional Services	-	-	-	-	
	26 Insurance & Bonds	2,376	3,000	1,782	3,000	Prof Liability, Umbrella, Automobile, Worker's Comp
	30 Contracted Services	-	500	-	6,500	ParkMobile Fees
	41 Departmental Supplies	3,515	6,000	846	5,000	Office Supplies, Batteries, Handheld Printer Paper
	45 Uniforms	1,906	500	400	500	Jacket, Uniform Shirt, Patches, Badge, etc.
	53 Computer Software/Tech	-	4,000	-	4,000	United Public Safety/T2 Annual Fees
	Total Parking	**55,171**	**77,664**	**31,933**	**84,414**	
	Contingencies - 699	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Other Contributions	-	463,475	-	875,903	Placeholder for 3.2% COLA ($84,900 plus $16,980 for FICA/Retirement Cont.); $50,000 for emergency snow costs. $41,667 for COPS grant for additional police officer. 4% COLA cost is $100,400. $659,452 Revenue/Loss Allowance.
	Total Contingencies	**-**	**463,475**	**-**	**875,903**	
	Police Department - 700	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	1,178,123	1,497,325	717,968	1,532,798	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. 17 uniformed officers, Three (3) administrative personnel, One (1) Chief of Police. Salary of additional admin is $36,276.
	04 FICA	31,053	44,512	20,691	50,000	FICA Tax at 7.65%
	05 Group Insurance	115,935	135,000	105,465	180,000	PEIA/Health insurance increase from $9K to $12K per month.
	06 Retirement	119,464	147,354	66,425	140,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)
	07 Police Pension	58,937	60,000	14,829	64,000	Legacy CTPD Retirement System
	08 Overtime	114,410	140,000	70,936	150,000	
	09 OPEB	38,560	44,920	18,022	48,000	457(b) Deferred Compensation 3%
	11 Telephone	45,307	50,000	22,026	48,500	
	13 Utilities	32,937	42,500	12,078	48,000	Electric and Internet Service, increase in FY254.
	14 Travel	2,712	5,000	891	4,000	
	15 R&M Building & Grounds	534	2,000	903	2,200	Lights, Paint, Air Filters, Electrical supplies, Batteries
	16 R&M Equipment	-	3,500	1,143	2,500	Generator Service
	17 R&M Auto	13,752	50,000	7,897	45,000	Oil changes, Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, Tires, etc.
	18 Postage	1,208	1,500	628	1,300	
	19 Building & Equipment Rental	97,488	100,000	48,446	100,000	
	20 Advertising/Legal Publications	5,022	7,500	1,923	5,600	New Hire Ads 3-6 ads in local paper
	21 Training & Education	14,425	20,000	5,375	20,000	
	22 Dues & Subscriptions	638	5,500	60	2,000	WVCOP Dues, IACP, SRO, Journal
	23 Professional Services	550	7,500	865	6,500	Polygraph Exams, Physical Exams, Diagnostic Imaging

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	26 Insurance & Bonds	90,545	110,000	48,152	105,000	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance
	30 Contracted Services	42,208	92,500	26,874	48,000	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.
	32 Bank Charges	-	250	-	250	
	37 Other Fees & Taxes	200	-	200	250	661 George St. Ambulance Fees
	41 Departmental Supplies	18,012	30,000	13,802	40,000	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery
	43 Auto Supplies	53,950	65,000	27,824	65,000	Gas for Police Vehicles
	45 Uniforms	11,051	15,000	10,385	20,000	
	53 Computer Software/Tech	16,074	25,000	4,985	29,000	CAD, Guardian Tracking, Police One Academy, Powerdms, POSS-Essentials
	Total Police Dept	**2,103,095**	**2,701,861**	**1,248,795**	**2,757,898**	
	Police-Special Duty Crossing Guard - 704	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	26,208	27,500	12,862	34,803	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA.
	04 FICA Tax Expense	2,005	2,100	984	2,600	
	26 Insurance & Bonds	1,556	1,750	801	1,750	
	41 Departmental Supplies	492	500	-	250	Stop signs
	45 Uniforms	125	300	83	500	Reflective jackets and vests
	43 Auto Supplies (Gas & Oil)		-	-	-	
	Total Police - Special Duty Crossing Guard	**30,386**	**32,150**	**14,730**	**39,903**	
	Total Police and Crossing Guards	**2,133,481**	**2,734,011**	**1,263,525**	**2,797,801**	
	Dog Warden - 707	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	Contributions	-	1,600	-	1,600.00	City passes along the dog tag fees to the County
	Total Dog Warden	**-**	**1,600**	**-**	**1,600.00**	
	Maintenance - 750	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	03 Salaries	213,985	254,141	124,879	263,643	Promote Maintenance Supervisor to Director; increase in salary from $73,418 to $80,000, plus three (3) Maintenance Staff: $66,454, $49,995 and $42,064 plus 5.0% Merit and Holiday Supplement.
	04 FICA Tax Expense	16,370	19,456	9,553	21,091	FICA @ 7.65%
	05 Group Insurance	17,594	25,000	11,123	26,000	Health, Dental, Vision, Life, Employee Assistance Program
	06 Retirement	20,091	23,331	10,947	23,728	9% Employer Contribution
	09 OPEB	4,644	7,625	2,017	7,909	3% Deferred Compensation Employer Contribution
	11 Telephone	1,363	3,000	835	3,000	Field staff equipped with cell phones
	13 Utilities	100,137	110,000	43,627	100,000	Electric (street lights), water, sewer, and internet
	14 Travel Expense	-	1,000	5	1,500	Maintain certifications; other skill enhancement training as required/proposed
	15 R&M Buildings and Grounds	7,970	14,000	3,993	14,000	General maintenance of city buildings.
	16 R&M Equipment	24,217	30,000	1,801	15,000	Regular maintenance of fleet equipment, primary expense is street sweeper repairs. We have a new leaf vacuum, so we don't have as much maintenance expense.
	17 R&M Auto	5,406	7,500	3,503	7,000	Regular maintenance of department vehicles.
	19 R&M Bldg and Equip Rental	-	1,000	-	-	Equipment rented as required to maintain various city buildings.
	20 Advertising	-	250	-	-	Spring and Fall Cleanup. Additional city sponsored projects as required.
	21 Training & Education	-	500	-	-	Maintain certifications; other skill enhancement training as required/proposed
	22 Dues & Subscriptions	138	500	-	200	Camera subscription and CDL License Fees
	23 Professional Services	220	-	-	120	CDL and Physicals
	26 Insurance & Bonds	14,891	19,000	8,173	19,000	Liability, Worker's Comp, Vehicle Insurance
	30 Contracted Services	36,776	50,000	27,220	50,000	Trash Service, Box Rental Fees, Contractor for Tree Services, Snow Removal and Salt

	DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
	41 Departmental Supplies	6,072	12,000	3,873	12,000	GoGov Work Order Software cost
	43 Auto Supplies (Gas & Oil)	22,289	25,000	10,015	23,000	Other city vehicle maintenance.
	45 Uniforms	9,862	13,000	4,670	10,000	Cintas service cost increase
	53 Software/Tech	-	6,000	-	-	
	59 Capital Outlay	-	-	-	25,000	Elevator repairs, HVAC repairs, tires, various equipment.
	Total Streets	**502,026**	**622,303**	**266,234**	**622,191**	
	Visitor's Center - 901	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	13 Utilities	4,384	3,000	2,548	5,200	Electric Service for Rouss Hall
	15 R&M - Building & Grounds	-	-	-	-	
	23 Professional Services	-	-	-	-	
	30 Contracted Services	-	-	-	-	
	41 Departmental Supplies	-	-	-	-	
	66 Contributions	93,571	75,000	60,727	100,000	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center. Hotel/Motel Tax Revenue is trending 6% higher than FY24; primarily in August and January.
	Total Visitor's Center	**97,955**	**78,000**	**63,275**	**105,200**	
	Fairs/Festivals - 903	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	19 Bldg & Equipment Rental	90	1,000	-	-	No longer needed, we bought a generator.
	20 Advertising/Legal Publications	1,447	1,500	570	1,800	
	30 Contracted Services	18,644	29,300	8,673	30,000	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($4,300), Signage ($2,000), Inflatables ($2,000), Labor ($2,100), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($1,000), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Labor ($700) **Halloween** Labor ($146) **Christmas Parade** Labor ($146)
	41 Departmental Supplies	14,558	31,700	21,531	25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($325), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs **Christmas Wreaths - $3,000**
	52 Computer Software	-	-	-	1,300	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.
	68 Contributions	3,300	4,500	-	4,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.
	Total Fairs/Festivals	**38,039**	**68,000**	**30,774**	**62,100**	
	Transfers - 960/698 SAO	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
	01 Transfers to Capital Reserve - Repaving	121,869	130,000	11,533	130,000	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures
	02 Transfers to Capital Reserve - One Time Funding	-	1,500,000	-	-	

DEPARTMENT LINE ITEMS					NOTES AND EXPLANATIONS
03 Transfers Out - Parks & Rec	135,071	112,500	26,908	120,000	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.
11 Transfers to Capital Reserve - Table Games	986,335	575,679	-	850,000	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.
Total Transfers	**1,243,275**	**2,318,179**	**38,441**	**1,100,000**	
General Government - 975	**FY23 Actual**	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Notes and Explanations**
Contributions	-	-	-	-	
Total General Government	**-**	**-**	**-**	**-**	
	FY23 Actual	**FY24 Budget Rev #3**	**FY24 Actuals thru 12/31/2023**	**FY25 Requested**	**Provides for comparable year-over-year comparision of operating costs**
Total Expenses	**6,099,785**	**9,868,846**	**2,819,278**	**8,413,792**	
Surplus or Deficit	4,523,555	(6,000)	244,395	(0)	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-279: BR2023-12: Norborne Glebe Bond Reduction - Phase 15

This agenda item needs to be removed from the table.

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Performance Application.pdf
- 3._Revised_Performance_Estimate.pdf
- 4. Land Disturbance Application.pdf
- 6. KH Review.pdf
- 7. Norborne Glebe Ph 15-1 Pad Certs.pdf
- 8. Norborne Glebe Ph 15-2 Pad Certs.pdf

Bond Reduction Request
BR2023-12

Date: For the March 18, 2024 City Council Meeting
Applicant: Gary Endler on behalf of Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Bond reductions for performance and land disturbance bonds

Norborne-Glebe Phase 15



BACKGROUND
The applicant has submitted a bond reduction request for their performance and land disturbance bonds 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: $3,086,207.27
Proposed Performance Bond: $1,342,383.94
Reduction Amount: $1,743,823.34

Existing Land Disturbance Bond Amount: $271,159.22
Proposed Land Disturbance Bond Amount: $19,519.16
Reduction Amount: $251,640.06

BOND COMMITTEE
The Bond Committee reviewed this item at their February 20, 2024 meeting. The Committee recommended approval of the bond reduction request.

PLANNING COMMISSION
The Planning Commission reviewed this item at their February 26, 2024 meeting. Following discussion they **unanimously** voted to recommend **approval**.

RECOMMENDATION
Approval.

Bond Request No._____

Norborne Glebe - Phase 15
Performance Bond

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 December 14, 2023

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 15

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

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

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

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

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

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

Email Address gendler@arcadiacompanies.com

*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:

Requesting Bond Amount Reduction for the Performance Bond for Phase 15, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT $3,086,207.27

B) PROPOSED BOND AMOUNT $1,342,383.94

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
Phase 15	3-12-209.4	1173	85	NR

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

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 _____ Prepared By _____

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 _____

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

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	0.5	$3,125.00	50%	
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	0.0	$0.00	0%	
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		0.0	$0.00	0%	
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		0.0	$0.00	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							
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		0.0	$0.00	0%	
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		0.0	$0.00	0%	
SIDEWALKS AND TRAILS									
Sidewalk									
Concrete 4” w/WWF, No base	SY	$45.23	3,353	$151,656.19		670.6	$30,331.24	20%	
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		0.0	$0.00	0%	
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		$1,524,321.10		

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:	$1,524,321.10
CONTINGENCIES:	$152,432.11
TOTAL:	$1,676,753.21
INFLATION :	$67,070.13
Grand Total:	$1,743,823.34
Bond Remaining:	**$1,342,383.94**

Bond Request No._____

Norborne Glebe - Phase 15
Land Disturbance Bond

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 December 14, 20 23

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

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 15

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

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

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

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

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

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

Email Address gendler@arcadiacompanies.com

*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:

Requesting Bond Amount Reduction for the Land Disturbance Bond for Phase 15, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT $271,159.22

B) PROPOSED BOND AMOUNT $19,519.16

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
Phase 15	3-12-209.4	1173	85	NR

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

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 _____ Prepared By _____

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 _____

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:_____

_____

_____

_____

_____

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: January 25, 2024

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 an E&S Control Bond reduction of $251,640.06 to $19,519.16 and Performance Bond reduction of $1,743,823.33 to $1,342,383.94 respectively. Using the Final Subdivision/Land Development Plat dated September 20, 2022, site visit observations, and the respective bond reduction application, we have no 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

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

10/31/2023

Mr. Mark Flynn
Arcadia Land, Inc.
108 North George Street, Second Floor
Charles Town, WV 25414

Re: Norborne Glebe, Phase 15-1
Charles Town, West Virginia
House Pad Fill Certifications, Lots 100-131 and 161-187
GeoLogic Project No. 10684

Dear Mr. Flynn:

Pursuant to your request, GeoLogic Consultants, LLC has provided construction observation services and testing services for the above referenced project. This letter transmits the results of our observations and testing for the controlled fill placed for Lots 100-131 and 161-187.

The scope of our services included observation of fill subgrades and in-place density testing of the pad fills. Plans entitled "Norborne Glebe Phase 15" prepared by Greenway Engineering, was referenced during this phase of the construction services.

Prior to the placement of controlled fill, GeoLogic Consultants, LLC observed that the areas to receive fill were stripped to remove the bulk of the vegetation, organic material, surface debris, or other unsuitable materials. The areas to receive fill were then proof rolled to determine the suitability of the subgrade to support the new fill soils. Surficial materials identified as unstable or unsuitable were undercut and backfilled with controlled fill as recommended in the field by GeoLogic Consultants, LLC.

GeoLogic Consultants, LLC monitored the placement and compaction of structural fills for the above referenced townhouse pads. The areas and elevations tested were found to have been compacted to a minimum of 95% of the maximum dry density as obtained in the materials testing laboratory in accordance with ASTM D698. The compacted fill material should provide for an allowable bearing capacity of 2,500 psf.

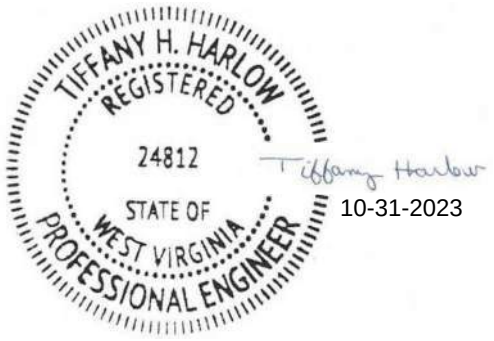
In our professional opinion, GeoLogic Consultants, LLC confirms that the in-place compaction of the pad fill is suitable for support of the planned homes. GeoLogic recommends the footings be observed and tested by a professional engineer practicing in the geosciences or their qualified

representative prior to concrete placement. Provided the existing fills are observed and tested by a professional engineer as recommended, standard shallow, spread footings proportioned for a net allowable bearing pressure of 2,500 pound per square foot (psf) are considered adequate for the proposed housing units. It is GeoLogic Consultants, LLC's professional opinion that the proposed housing units are appropriate for this site and are in compliance with requirements in HUD Handbook 4145.1, Rev-2 and HUD Handbook 4140.3 pgs. 64-92, and FHA Data Sheet 79G.

This report has been prepared for the exclusive use of Arcadia Land, Inc. and U.S. Home LLC DBA Lennar, pursuant to the agreement between GeoLogic Consultants, LLC and Arcadia Land, Inc. dated April 28, 2023 and in accordance with generally accepted engineering practice. All terms and conditions set forth in the agreement are incorporated herein. No warranty, express or implied is made herein. Use and reproduction of this report by any other person is unauthorized.

Thank you for the opportunity to be of assistance. Please contact our office at your convenience if you have questions or require additional information.

Sincerely,



Tiffany Harlow, P.E.
Principal Engineer

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

COMPACTION SUMMARY
FINAL REPORT

SITEWORK

Project: NORBORNE GLEBE PH 15-1 **Project No.:** 10684
Client: ARCADIA LAND **Report Date:** 10/31/23
Contractor: PLEASANTS

Date	Test #	Sta. No.	Test Location	Structure From	Structure To	Elev -SG	Lab #	% Comp. Req'd	Density Wet	Density Dry	M%	% Comp	Pass?
05/03/23	1	N/A	Lot 168	N/A	N/A	-1.0	1	95	123.2	103.2	19.4	95.2	Y
	2	N/A	Lot 169	N/A	N/A	-1.0	1	95	131.1	109.5	19.7	101.0	Y
	3	N/A	Lot 170	N/A	N/A	-1.0	1	95	129.8	109.4	18.6	100.9	Y
	4	N/A	Lot 171	N/A	N/A	-1.0	1	95	123.7	103.4	19.6	95.4	Y
	5	N/A	Lot 172	N/A	N/A	-1.0	1	95	124.2	104.4	18.9	96.3	Y
	6	N/A	Lot 107	N/A	N/A	-1.0	1	95	125.6	108.2	16.1	99.8	Y
	7	N/A	Lot 108	N/A	N/A	-1.0	1	95	122.3	104.3	17.2	96.2	Y
	8	N/A	Lot 109	N/A	N/A	-1.0	1	95	120.5	103.3	16.6	95.3	Y
	9	N/A	Lot 110	N/A	N/A	-1.0	1	95	122.0	103.0	18.5	95.0	Y
	10	N/A	Lot 111	N/A	N/A	-1.0	1	95	125.7	106.5	18.1	98.2	Y
	11	N/A	Lot 112	N/A	N/A	-1.0	1	95	120.8	103.1	17.1	95.2	Y
	12	N/A	Lot 113	N/A	N/A	-1.0	1	95	128.4	108.9	17.9	100.4	Y
	13	N/A	Lot 114	N/A	N/A	-1.0	1	95	127.7	107.4	18.9	99.1	Y
	14	N/A	Lot 115	N/A	N/A	-1.0	1	95	123.3	105.5	16.9	97.3	Y
05/08/23	1	N/A	Lot 119	N/A	N/A	-1.0	1	95	124.3	105.2	18.1	97.1	Y
	2	N/A	Lot 120	N/A	N/A	-1.0	1	95	119.5	103.0	16.0	95.0	Y
	3	N/A	Lot 121	N/A	N/A	-1.0	1	95	124.3	105.1	18.4	96.9	Y
	4	N/A	Lot 122	N/A	N/A	-1.0	1	95	129.5	108.2	19.8	99.8	Y
	5	N/A	Lot 123	N/A	N/A	-1.0	1	95	124.2	104.2	19.1	96.2	Y
	6	N/A	Lot 124	N/A	N/A	-1.0	1	95	125.7	105.5	19.2	97.3	Y
	7	N/A	Lot 119	N/A	N/A	BF	1	95	129.5	108.3	19.6	99.9	Y
	8	N/A	Lot 120	N/A	N/A	BF	1	95	126.6	105.9	19.5	97.7	Y
	9	N/A	Lot 121	N/A	N/A	BF	1	95	122.6	104.3	17.5	96.2	Y
	10	N/A	Lot 122	N/A	N/A	BF	1	95	127.5	108.2	17.8	99.8	Y
	11	N/A	Lot 123	N/A	N/A	BF	1	95	124.5	106.1	17.4	97.9	Y
	12	N/A	Lot 124	N/A	N/A	BF	1	95	122.1	103.5	18.0	95.5	Y
05/10/23	1	N/A	Lot 161	N/A	N/A	-3.0	1	95	122.3	104.7	16.8	96.6	Y
	2	N/A	Lot 162	N/A	N/A	-3.0	1	95	124.8	105.7	18.1	97.5	Y
	3	N/A	Lot 163	N/A	N/A	-3.0	1	95	126.9	107.4	18.2	99.1	Y
	4	N/A	Lot 164	N/A	N/A	-3.0	1	95	128.2	107.5	19.2	99.2	Y
	5	N/A	Lot 165	N/A	N/A	-3.0	1	95	125.5	106.8	17.5	98.5	Y
	6	N/A	Lot 166	N/A	N/A	-3.0	1	95	120.3	103.1	16.7	95.1	Y
	7	N/A	Lot 167	N/A	N/A	-3.0	1	95	121.0	104.1	16.2	96.1	Y
	8	N/A	Lot 161	N/A	N/A	-2.0	1	95	122.3	104.9	16.6	96.8	Y
	9	N/A	Lot 162	N/A	N/A	-2.0	1	95	127.8	109.5	16.8	101.0	Y
	10	N/A	Lot 163	N/A	N/A	-2.0	1	95	125.9	106.7	18.0	98.4	Y

	11	N/A	Lot 164	N/A	N/A	-2.0	1	95	122.2	104.7	16.8	96.6	Y
	12	N/A	Lot 165	N/A	N/A	-2.0	1	95	122.8	104.0	18.1	96.0	Y
	13	N/A	Lot 166	N/A	N/A	-2.0	1	95	122.3	103.9	17.7	95.9	Y
	14	N/A	Lot 167	N/A	N/A	-2.0	1	95	123.8	106.7	16.1	98.4	Y
05/11/23	1	N/A	Lot 161	N/A	N/A	-1.0	1	95	124.0	106.4	16.5	98.1	Y
	2	N/A	Lot 162	N/A	N/A	-1.0	1	95	122.9	103.1	19.2	95.1	Y
	3	N/A	Lot 163	N/A	N/A	-1.0	1	95	126.7	106.5	18.9	98.2	Y
	4	N/A	Lot 164	N/A	N/A	-1.0	1	95	127.3	107.5	18.4	99.2	Y
	5	N/A	Lot 165	N/A	N/A	-1.0	1	95	127.2	106.6	19.3	98.4	Y
	6	N/A	Lot 166	N/A	N/A	-1.0	1	95	128.6	107.8	19.3	99.4	Y
	7	N/A	Lot 167	N/A	N/A	-1.0	1	95	128.0	109.4	17.0	101.0	Y
	8	N/A	Lot 161	N/A	N/A	BF	1	95	123.9	105.5	17.4	97.3	Y
	9	N/A	Lot 162	N/A	N/A	BF	1	95	125.7	105.9	18.7	97.7	Y
	10	N/A	Lot 163	N/A	N/A	BF	1	95	127.2	108.4	17.4	100.0	Y
	11	N/A	Lot 164	N/A	N/A	BF	1	95	122.7	105.6	16.1	97.4	Y
	12	N/A	Lot 165	N/A	N/A	BF	1	95	124.3	107.0	16.1	98.8	Y
	13	N/A	Lot 166	N/A	N/A	BF	1	95	122.1	103.2	18.3	95.2	Y
	14	N/A	Lot 167	N/A	N/A	BF	1	95	127.3	106.6	19.4	98.3	Y
05/15/23	18	N/A	Lot 100	N/A	N/A	BF	1	95	124.2	105.5	17.8	97.3	Y
05/16/23	1	N/A	Lot 173	N/A	N/A	-2.0	1	95	128.5	107.9	19.1	99.5	Y
	2	N/A	Lot 174	N/A	N/A	-2.0	1	95	124.0	104.9	18.3	96.7	Y
	3	N/A	Lot 175	N/A	N/A	-2.0	1	95	125.3	105.0	19.3	96.9	Y
	4	N/A	Lot 176	N/A	N/A	-2.0	1	95	125.8	106.4	18.2	98.2	Y
	5	N/A	Lot 177	N/A	N/A	-2.0	1	95	128.8	107.7	19.6	99.4	Y
	6	N/A	Lot 178	N/A	N/A	-2.0	1	95	125.7	107.5	16.9	99.2	Y
	7	N/A	Lot 179	N/A	N/A	-2.0	1	95	123.3	103.3	19.3	95.3	Y
	8	N/A	Lot 173	N/A	N/A	-1.0	1	95	126.0	106.6	18.2	98.4	Y
	9	N/A	Lot 174	N/A	N/A	-1.0	1	95	121.4	104.1	16.6	96.1	Y
	10	N/A	Lot 175	N/A	N/A	-1.0	1	95	123.1	103.3	19.2	95.3	Y
	11	N/A	Lot 176	N/A	N/A	-1.0	1	95	123.3	105.9	16.5	97.6	Y
	12	N/A	Lot 177	N/A	N/A	-1.0	1	95	121.1	103.4	17.1	95.4	Y
	13	N/A	Lot 178	N/A	N/A	-1.0	1	95	125.1	105.2	18.9	97.0	Y
	14	N/A	Lot 179	N/A	N/A	-1.0	1	95	129.2	109.1	18.4	100.6	Y
05/16/23	1	N/A	Lot 173	N/A	N/A	BF	1	95	123.0	105.3	16.8	97.1	Y
	2	N/A	Lot 174	N/A	N/A	BF	1	95	126.9	108.6	16.8	100.2	Y
	3	N/A	Lot 175	N/A	N/A	BF	1	95	128.5	107.4	19.6	99.1	Y
	4	N/A	Lot 176	N/A	N/A	BF	1	95	126.2	106.1	18.9	97.9	Y
	5	N/A	Lot 177	N/A	N/A	BF	1	95	125.2	106.3	17.9	98.0	Y
	6	N/A	Lot 178	N/A	N/A	BF	1	95	123.5	105.0	17.6	96.9	Y
	7	N/A	Lot 179	N/A	N/A	BF	1	95	127.4	107.2	18.8	98.9	Y
05/17/23	5	N/A	Lot 180	N/A	N/A	-1.0	1	95	119.8	103.1	16.2	95.1	Y
	6	N/A	Lot 180	N/A	N/A	SG	1	95	125.6	108.2	16.1	99.8	Y
	7	N/A	Lot 181	N/A	N/A	-1.0	1	95	123.0	103.1	19.3	95.1	Y
	8	N/A	Lot 181	N/A	N/A	SG	1	95	123.5	103.7	19.1	95.7	Y
	9	N/A	Lot 182	N/A	N/A	-1.0	1	95	126.9	107.1	18.5	98.8	Y
	10	N/A	Lot 182	N/A	N/A	SG	1	95	125.6	106.9	17.5	98.6	Y

	11	N/A	Lot 183	N/A	N/A	-1.0	1	95	123.7	104.8	18.1	96.7	Y
	12	N/A	Lot 183	N/A	N/A	SG	1	95	124.6	106.1	17.4	97.9	Y
	13	N/A	Lot 184	N/A	N/A	-1.0	1	95	126.2	106.9	18.0	98.6	Y
	14	N/A	Lot 184	N/A	N/A	SG	1	95	123.1	103.5	19.0	95.4	Y
	15	N/A	Lot 185	N/A	N/A	-1.0	1	95	125.2	105.7	18.4	97.5	Y
	16	N/A	Lot 185	N/A	N/A	SG	1	95	126.0	107.4	17.3	99.1	Y
	17	N/A	Lot 186	N/A	N/A	-1.0	1	95	126.8	105.8	19.8	97.6	Y
	18	N/A	Lot 186	N/A	N/A	SG	1	95	124.3	105.8	17.4	97.6	Y
	19	N/A	Lot 187	N/A	N/A	-1.0	1	95	120.6	103.1	16.9	95.1	Y
	20	N/A	Lot 187	N/A	N/A	SG	1	95	125.1	104.7	19.6	96.5	Y
05/18/23	1	N/A	Lot 101	N/A	N/A	-1.0	1	95	129.1	110.1	17.3	101.5	Y
	2	N/A	Lot 102	N/A	N/A	-1.0	1	95	124.5	106.2	17.2	98.0	Y
	3	N/A	Lot 103	N/A	N/A	-1.0	1	95	126.8	106.9	18.6	98.6	Y
	4	N/A	Lot 104	N/A	N/A	-1.0	1	95	128.8	107.5	19.7	99.2	Y
	5	N/A	Lot 105	N/A	N/A	-1.0	1	95	123.4	104.9	17.7	96.8	Y
	6	N/A	Lot 106	N/A	N/A	-1.0	1	95	128.5	110.1	16.7	101.6	Y
	7	N/A	Lot 107	N/A	N/A	-1.0	1	95	128.3	109.1	17.6	100.7	Y
	8	N/A	Lot 108	N/A	N/A	-1.0	1	95	129.3	109.7	17.9	101.2	Y
	9	N/A	Lot 109	N/A	N/A	-1.0	1	95	122.0	104.9	16.3	96.7	Y
	10	N/A	Lot 110	N/A	N/A	-1.0	1	95	125.3	105.6	18.7	97.4	Y
	11	N/A	Lot 101	N/A	N/A	BF	1	95	130.1	109.4	19.0	100.9	Y
	12	N/A	Lot 102	N/A	N/A	BF	1	95	126.2	107.2	17.7	98.9	Y
	13	N/A	Lot 103	N/A	N/A	BF	1	95	123.3	105.2	17.2	97.0	Y
	14	N/A	Lot 104	N/A	N/A	BF	1	95	126.2	106.4	18.5	98.2	Y
	15	N/A	Lot 105	N/A	N/A	BF	1	95	124.7	104.9	18.9	96.8	Y
	16	N/A	Lot 106	N/A	N/A	BF	1	95	123.6	104.2	18.6	96.1	Y
	17	N/A	Lot 107	N/A	N/A	BF	1	95	127.2	106.2	19.8	98.0	Y
	18	N/A	Lot 108	N/A	N/A	BF	1	95	125.1	105.5	18.6	97.3	Y
	19	N/A	Lot 109	N/A	N/A	BF	1	95	127.6	109.2	16.8	100.7	Y
	20	N/A	Lot 110	N/A	N/A	BF	1	95	128.4	107.7	19.2	99.3	Y
05/30/23	5	N/A	Lot 168	N/A	N/A	BF	1	95	125.6	106.0	18.5	97.8	Y
	6	N/A	Lot 169	N/A	N/A	BF	1	95	124.1	105.1	18.1	96.9	Y
	7	N/A	Lot 170	N/A	N/A	BF	1	95	121.9	104.4	16.7	96.4	Y
	8	N/A	Lot 171	N/A	N/A	BF	1	95	127.5	107.8	18.3	99.5	Y
	9	N/A	Lot 172	N/A	N/A	BF	1	95	126.4	105.9	19.3	97.7	Y
06/05/23	1	N/A	Lot 100	N/A	N/A	BF	1	95	125.8	107.6	16.9	99.3	Y
06/26/23	1	N/A	Lot 125	N/A	N/A	SG	1	95	123.2	106.2	16.0	97.9	Y
	2	N/A	Lot 126	N/A	N/A	SG	1	95	125.2	107.5	16.5	99.1	Y
	3	N/A	Lot 127	N/A	N/A	-1.0	1	95	124.9	106.8	17.0	98.5	Y
	4	N/A	Lot 127	N/A	N/A	SG	1	95	122.4	104.8	16.7	96.7	Y
	5	N/A	Lot 128	N/A	N/A	-1.0	1	95	122.6	104.3	17.5	96.2	Y
	6	N/A	Lot 128	N/A	N/A	SG	1	95	125.1	105.0	19.1	96.9	Y
	7	N/A	Lot 129	N/A	N/A	-1.0	1	95	126.0	106.4	18.3	98.2	Y
	8	N/A	Lot 129	N/A	N/A	SG	1	95	127.1	108.2	17.5	99.8	Y
	9	N/A	Lot 130	N/A	N/A	-1.0	1	95	125.6	105.6	19.0	97.4	Y
	10	N/A	Lot 130	N/A	N/A	SG	1	95	123.4	104.2	18.4	96.2	Y
	11	N/A	Lot 131	N/A	N/A	-1.0	1	95	122.1	104.9	16.4	96.8	Y
	12	N/A	L:ot 131	N/A	N/A	SG	1	95	128.1	107.4	19.3	99.1	Y

06/28/23	11	N/A	Lot 119	N/A	N/A	-3.0	1	95	123.3	105.6	16.8	97.4	Y
	12	N/A	Lot 119	N/A	N/A	-2.0	1	95	126.4	108.7	16.3	100.2	Y
	13	N/A	Lot 120	N/A	N/A	-3.0	1	95	130.0	108.7	19.6	100.3	Y
	14	N/A	Lot 120	N/A	N/A	-2.0	1	95	122.4	105.2	16.4	97.0	Y
	15	N/A	Lot 121	N/A	N/A	-3.0	1	95	125.1	106.2	17.9	97.9	Y
	16	N/A	Lot 121	N/A	N/A	-2.0	1	95	127.4	109.0	16.9	100.6	Y

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

1/5/2024

Mr. Mark Flynn
Arcadia Land, Inc.
108 North George Street, Second Floor
Charles Town, WV 25414

Re: Norborne Glebe, Phase 15-2
Charles Town, West Virginia
House Pad Fill Certifications, Lots 83-99, 132-160 and 188-225
GeoLogic Project No. 10685

Dear Mr. Flynn:

Pursuant to your request, GeoLogic Consultants, LLC has provided construction observation services and testing services for the above referenced project. This letter transmits the results of our observations and testing for the controlled fill placed for Lots 83-99, 132-160 and 188-225.

The scope of our services included observation of fill subgrades and in-place density testing of the pad fills. Plans entitled "Norborne Glebe Phase 15" prepared by Greenway Engineering, was referenced during this phase of the construction services.

Prior to the placement of controlled fill, GeoLogic Consultants, LLC observed that the areas to receive fill were stripped to remove the bulk of the vegetation, organic material, surface debris, or other unsuitable materials. The areas to receive fill were then proof rolled to determine the suitability of the subgrade to support the new fill soils. Surficial materials identified as unstable or unsuitable were undercut and backfilled with controlled fill as recommended in the field by GeoLogic Consultants, LLC.

GeoLogic Consultants, LLC monitored the placement and compaction of structural fills for the above referenced townhouse pads. The areas and elevations tested were found to have been compacted to a minimum of 95% of the maximum dry density as obtained in the materials testing laboratory in accordance with ASTM D698. The compacted fill material should provide for an allowable bearing capacity of 2,500 psf.

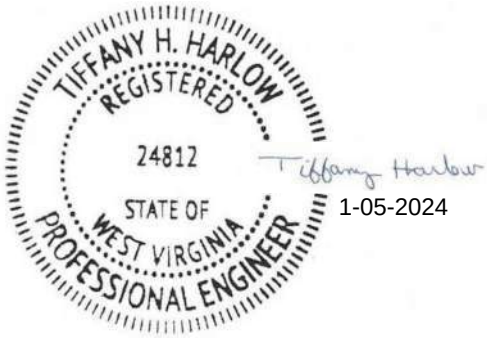
In our professional opinion, GeoLogic Consultants, LLC confirms that the in-place compaction of the pad fill is suitable for support of the planned homes. GeoLogic recommends the footings be observed and tested by a professional engineer practicing in the geosciences or their qualified

representative prior to concrete placement. Provided the existing fills are observed and tested by a professional engineer as recommended, standard shallow, spread footings proportioned for a net allowable bearing pressure of 2,500 pound per square foot (psf) are considered adequate for the proposed housing units. It is GeoLogic Consultants, LLC's professional opinion that the proposed housing units are appropriate for this site and are in compliance with requirements in HUD Handbook 4145.1, Rev-2 and HUD Handbook 4140.3 pgs. 64-92, and FHA Data Sheet 79G.

This report has been prepared for the exclusive use of Arcadia Land, Inc. and U.S. Home LLC DBA Lennar, pursuant to the agreement between GeoLogic Consultants, LLC and Arcadia Land, Inc. dated April 28, 2023 and in accordance with generally accepted engineering practice. All terms and conditions set forth in the agreement are incorporated herein. No warranty, express or implied is made herein. Use and reproduction of this report by any other person is unauthorized.

Thank you for the opportunity to be of assistance. Please contact our office at your convenience if you have questions or require additional information.

Sincerely,



Tiffany Harlow, P.E.
Principal Engineer

GeoLogic Consultants, LLC
14301 Sullyfield Circle, Suite I
Chantilly, VA 20151

COMPACTION SUMMARY
FINAL REPORT
PADS 83-99, 132-160, 188-225

Project: NORBORNE GLEBE PH 15-2 **Project No.:** 10685
Client: ARCADIA LAND **Report Date:** 1/5/24
Contractor: PLEASANTS

Date	Test #	Sta. No.	Test Location	Structure From	Structure To	Elev -SG	Lab #	% Comp. Req'd	Density Wet	Density Dry	M%	% Comp	Pass?
04/20/23	1	N/A	House Lot 152	N/A	N/A	-5.0	1	95	124.1	104.8	18.4	96.7	Y
	2	N/A	House Lot 153	N/A	N/A	-5.0	1	95	120.4	103.0	16.9	95.0	Y
	3	N/A	House Lot 154	N/A	N/A	-5.0	1	95	124.2	106.2	17.0	98.0	Y
	4	N/A	House Lot 155	N/A	N/A	-5.0	1	95	119.8	103.2	16.2	95.2	Y
	5	N/A	House Lot 156	N/A	N/A	-5.0	1	95	125.1	107.2	16.8	98.8	Y
	6	N/A	House Lot 157	N/A	N/A	-5.0	1	95	130.0	109.2	19.0	100.7	Y
	7	N/A	House Lot 158	N/A	N/A	-5.0	1	95	130.4	109.3	19.3	100.8	Y
	8	N/A	House Lot 159	N/A	N/A	-5.0	1	95	123.8	104.6	18.3	96.5	Y
	9	N/A	House Lot 160	N/A	N/A	-5.0	1	95	126.8	106.4	19.2	98.2	Y
04/24/23	1	N/A	Lot 132-137	N/A	N/A	-1.0	1	95	122.4	104.2	17.5	96.1	Y
	2	N/A	Lot 132-137	N/A	N/A	-1.0	1	95	124.9	107.3	16.4	99.0	Y
	3	N/A	Lot 132-137	N/A	N/A	-1.0	1	95	124.5	104.8	18.8	96.7	Y
	4	N/A	Lot 132-137	N/A	N/A	BF	1	95	122.6	106.0	15.7	97.8	Y
	5	N/A	Lot 132-137	N/A	N/A	BF	1	95	126.6	107.0	18.2	98.7	Y
	6	N/A	Lot 132-137	N/A	N/A	BF	1	95	125.1	106.7	17.2	98.4	Y
04/25/23	1	N/A	Lot 83	N/A	N/A	-6.0	1	95	129.0	108.6	18.8	100.2	Y
	2	N/A	Lot 84	N/A	N/A	-6.0	1	95	123.5	106.2	16.2	98.0	Y
	3	N/A	Lot 85	N/A	N/A	-6.0	1	95	122.7	105.1	16.7	96.9	Y
	4	N/A	Lot 86	N/A	N/A	-6.0	1	95	125.4	105.8	18.5	97.6	Y
	5	N/A	Lot 87	N/A	N/A	-6.0	1	95	126.5	105.8	19.6	97.6	Y
	6	N/A	Lot 88	N/A	N/A	-6.0	1	95	128.8	107.9	19.3	99.6	Y
	7	N/A	Lot 89	N/A	N/A	-6.0	1	95	122.2	103.9	17.6	95.9	Y
	8	N/A	Lot 90	N/A	N/A	-6.0	1	95	120.8	103.3	17.0	95.3	Y
	9	N/A	Lot 83	N/A	N/A	-5.0	1	95	123.1	105.2	17.0	97.0	Y
	10	N/A	Lot 84	N/A	N/A	-5.0	1	95	123.4	105.6	16.9	97.4	Y
	11	N/A	Lot 85	N/A	N/A	-5.0	1	95	126.1	106.6	18.3	98.3	Y
	12	N/A	Lot 86	N/A	N/A	-5.0	1	95	121.9	103.8	17.5	95.7	Y
	13	N/A	Lot 87	N/A	N/A	-5.0	1	95	120.2	103.4	16.3	95.4	Y
	14	N/A	Lot 88	N/A	N/A	-5.0	1	95	126.5	108.8	16.2	100.4	Y
	15	N/A	Lot 89	N/A	N/A	-5.0	1	95	122.1	104.7	16.7	96.6	Y
	16	N/A	Lot 90	N/A	N/A	-5.0	1	95	125.0	105.5	18.5	97.3	Y
04/26/23	1	N/A	Lot 83	N/A	N/A	-4.0	1	95	125.7	106.1	18.4	97.9	Y
	2	N/A	Lot 84	N/A	N/A	-4.0	1	95	124.7	107.0	16.6	98.7	Y
	3	N/A	Lot 85	N/A	N/A	-4.0	1	95	124.9	105.8	18.1	97.6	Y
	4	N/A	Lot 86	N/A	N/A	-4.0	1	95	123.9	106.7	16.1	98.4	Y
	5	N/A	Lot 87	N/A	N/A	-4.0	1	95	121.8	103.0	18.2	95.0	Y
	6	N/A	Lot 88	N/A	N/A	-4.0	1	95	125.5	105.2	19.3	97.1	Y

	7	N/A	Lot 89	N/A	N/A	-4.0	1	95	123.2	104.6	17.8	96.5	Y
	8	N/A	Lot 90	N/A	N/A	-4.0	1	95	127.4	108.2	17.8	99.8	Y
	9	N/A	Lot 83	N/A	N/A	-3.0	1	95	123.2	105.6	16.7	97.4	Y
	10	N/A	Lot 84	N/A	N/A	-3.0	1	95	125.8	107.9	16.6	99.5	Y
	11	N/A	Lot 85	N/A	N/A	-3.0	1	95	123.4	106.3	16.1	98.0	Y
	12	N/A	Lot 86	N/A	N/A	-3.0	1	95	130.3	109.2	19.4	100.7	Y
	13	N/A	Lot 87	N/A	N/A	-3.0	1	95	122.0	104.5	16.7	96.4	Y
	14	N/A	Lot 88	N/A	N/A	-3.0	1	95	127.1	107.6	18.1	99.3	Y
	15	N/A	Lot 89	N/A	N/A	-3.0	1	95	124.2	106.2	16.9	98.0	Y
	16	N/A	Lot 90	N/A	N/A	-3.0	1	95	122.4	105.4	16.0	97.3	Y
05/11/23	1	N/A	Lot 152	N/A	N/A	-4.0	3	95	132.2	112.9	17.0	98.1	Y
	2	N/A	Lot 153	N/A	N/A	-4.0	3	95	127.7	111.0	15.0	96.4	Y
	3	N/A	Lot 154	N/A	N/A	-4.0	3	95	128.1	110.6	15.9	96.1	Y
	4	N/A	Lot 155	N/A	N/A	-4.0	3	95	132.8	113.8	16.7	98.9	Y
	5	N/A	Lot 156	N/A	N/A	-4.0	3	95	131.3	114.1	15.1	99.2	Y
	6	N/A	Lot 157	N/A	N/A	-4.0	3	95	130.3	113.9	14.5	98.9	Y
	7	N/A	Lot 158	N/A	N/A	-4.0	3	95	133.4	115.7	15.3	100.5	Y
	8	N/A	Lot 159	N/A	N/A	-4.0	3	95	127.3	110.1	15.6	95.7	Y
	9	N/A	Lot 160	N/A	N/A	-4.0	3	95	128.9	111.3	15.9	96.7	Y
	10	N/A	Lot 152	N/A	N/A	-3.0	1	95	127.6	107.1	19.1	98.8	Y
	11	N/A	Lot 153	N/A	N/A	-3.0	1	95	122.6	105.3	16.4	97.2	Y
	12	N/A	Lot 154	N/A	N/A	-3.0	1	95	129.9	108.7	19.5	100.3	Y
	13	N/A	Lot 155	N/A	N/A	-3.0	1	95	127.3	108.1	17.7	99.7	Y
	14	N/A	Lot 156	N/A	N/A	-3.0	1	95	127.9	108.3	18.0	99.9	Y
	15	N/A	Lot 157	N/A	N/A	-3.0	1	95	126.7	106.7	18.8	98.4	Y
	16	N/A	Lot 158	N/A	N/A	-3.0	1	95	129.4	109.3	18.3	100.9	Y
	17	N/A	Lot 159	N/A	N/A	-3.0	1	95	124.2	103.7	19.7	95.7	Y
	18	N/A	Lot 160	N/A	N/A	-3.0	1	95	121.2	103.4	17.1	95.4	Y
05/12/23	1	N/A	Lot 152	N/A	N/A	-2.0	1	95	123.7	105.4	17.4	97.2	Y
	2	N/A	Lot 153	N/A	N/A	-2.0	1	95	121.3	104.3	16.3	96.2	Y
	3	N/A	Lot 154	N/A	N/A	-2.0	1	95	130.2	108.8	19.7	100.3	Y
	4	N/A	Lot 155	N/A	N/A	-2.0	1	95	124.1	104.5	18.7	96.4	Y
	5	N/A	Lot 156	N/A	N/A	-2.0	1	95	124.6	105.0	18.6	96.9	Y
	6	N/A	Lot 157	N/A	N/A	-2.0	1	95	127.5	107.2	18.9	98.9	Y
	7	N/A	Lot 158	N/A	N/A	-2.0	1	95	122.1	104.0	17.4	95.9	Y
	8	N/A	Lot 159	N/A	N/A	-2.0	1	95	128.6	108.2	18.8	99.8	Y
	9	N/A	Lot 160	N/A	N/A	-2.0	1	95	126.5	105.8	19.6	97.6	Y
	10	N/A	Lot 152	N/A	N/A	-1.0	1	95	126.1	105.7	19.4	97.5	Y
	11	N/A	Lot 153	N/A	N/A	-1.0	1	95	124.1	103.7	19.7	95.6	Y
	12	N/A	Lot 154	N/A	N/A	-1.0	1	95	124.0	106.7	16.3	98.4	Y
	13	N/A	Lot 155	N/A	N/A	-1.0	1	95	125.8	105.3	19.4	97.2	Y
	14	N/A	Lot 156	N/A	N/A	-1.0	1	95	124.1	105.8	17.3	97.6	Y
	15	N/A	Lot 157	N/A	N/A	-1.0	1	95	126.2	107.0	18.0	98.7	Y
	16	N/A	Lot 158	N/A	N/A	-1.0	1	95	127.1	107.5	18.3	99.2	Y
	17	N/A	Lot 159	N/A	N/A	-1.0	1	95	123.5	104.6	18.0	96.5	Y
	18	N/A	Lot 160	N/A	N/A	-1.0	1	95	126.0	107.9	16.8	99.5	Y

05/15/23	1	N/A	Lot 83	N/A	N/A	-1.0	1	95	129.3	108.1	19.5	99.8	Y
	2	N/A	Lot 84	N/A	N/A	-1.0	1	95	125.1	106.3	17.6	98.1	Y
	3	N/A	Lot 85	N/A	N/A	-1.0	1	95	127.3	108.1	17.8	99.7	Y
	4	N/A	Lot 86	N/A	N/A	-1.0	1	95	125.2	107.9	16.0	99.5	Y
	5	N/A	Lot 87	N/A	N/A	-1.0	1	95	125.4	108.0	16.1	99.6	Y
	6	N/A	Lot 88	N/A	N/A	-1.0	1	95	121.4	103.4	17.4	95.4	Y
	7	N/A	Lot 89	N/A	N/A	-1.0	1	95	128.4	108.5	18.3	100.1	Y
	8	N/A	Lot 90	N/A	N/A	-1.0	1	95	124.3	104.1	19.4	96.1	Y
	9	N/A	Lot 91	N/A	N/A	-1.0	1	95	123.8	103.8	19.3	95.8	Y
	10	N/A	Lot 92	N/A	N/A	-1.0	1	95	128.0	107.2	19.4	98.9	Y
	11	N/A	Lot 93	N/A	N/A	-1.0	1	95	121.4	103.4	17.4	95.4	Y
	12	N/A	Lot 94	N/A	N/A	-1.0	1	95	125.4	106.9	17.3	98.6	Y
	13	N/A	Lot 95	N/A	N/A	-1.0	1	95	124.8	106.9	16.7	98.6	Y
	14	N/A	Lot 96	N/A	N/A	-1.0	1	95	122.2	104.6	16.8	96.5	Y
	15	N/A	Lot 97	N/A	N/A	-1.0	1	95	123.2	105.2	17.0	97.1	Y
	16	N/A	Lot 98	N/A	N/A	-1.0	1	95	128.0	108.8	17.6	100.4	Y
	17	N/A	Lot 99	N/A	N/A	-1.0	1	95	120.7	103.9	16.2	95.8	Y
05/15/23	1	N/A	Lot 83	N/A	N/A	BF	1	95	122.8	105.3	16.6	97.2	Y
	2	N/A	Lot 84	N/A	N/A	BF	1	95	121.7	103.1	18.0	95.1	Y
	3	N/A	Lot 85	N/A	N/A	BF	1	95	128.9	107.9	19.5	99.5	Y
	4	N/A	Lot 86	N/A	N/A	BF	1	95	128.1	107.0	19.7	98.7	Y
	5	N/A	Lot 87	N/A	N/A	BF	1	95	123.7	105.6	17.2	97.4	Y
	6	N/A	Lot 88	N/A	N/A	BF	1	95	128.1	107.9	18.8	99.5	Y
	7	N/A	Lot 89	N/A	N/A	BF	1	95	122.8	103.3	18.9	95.3	Y
	8	N/A	Lot 90	N/A	N/A	BF	1	95	120.8	104.2	15.9	96.2	Y
	9	N/A	Lot 91	N/A	N/A	BF	1	95	122.4	104.8	16.8	96.7	Y
	10	N/A	Lot 92	N/A	N/A	BF	1	95	122.2	103.1	18.5	95.2	Y
	11	N/A	Lot 93	N/A	N/A	BF	1	95	124.4	106.5	16.7	98.3	Y
	12	N/A	Lot 94	N/A	N/A	BF	1	95	125.7	108.3	16.1	99.9	Y
	13	N/A	Lot 95	N/A	N/A	BF	1	95	119.6	103.0	16.1	95.0	Y
	14	N/A	Lot 96	N/A	N/A	BF	1	95	128.0	108.1	18.4	99.8	Y
	15	N/A	Lot 97	N/A	N/A	BF	1	95	123.8	106.3	16.5	98.0	Y
	16	N/A	Lot 98	N/A	N/A	BF	1	95	126.8	106.0	19.7	97.8	Y
	17	N/A	Lot 99	N/A	N/A	BF	1	95	123.4	106.3	16.0	98.1	Y
	18	N/A	Lot 100	N/A	N/A	BF	1	95	124.2	105.5	17.8	97.3	Y
05/16/23	15	N/A	Lot 188	N/A	N/A	-2.0	1	95	128.0	107.8	18.7	99.4	Y
	16	N/A	Lot 189	N/A	N/A	-2.0	1	95	123.3	105.7	16.6	97.6	Y
	17	N/A	Lot 190	N/A	N/A	-2.0	1	95	124.1	106.5	16.5	98.3	Y
	18	N/A	Lot 188	N/A	N/A	-1.0	1	95	126.3	108.9	16.0	100.4	Y
	19	N/A	Lot 189	N/A	N/A	-1.0	1	95	122.9	105.9	16.1	97.7	Y
	20	N/A	Lot 190	N/A	N/A	-1.0	1	95	125.0	106.0	17.9	97.8	Y
05/16/23	8	N/A	Lot 188	N/A	N/A	BF	1	95	128.1	107.6	19.1	99.3	Y
	9	N/A	Lot 189	N/A	N/A	BF	1	95	124.5	104.4	19.3	96.3	Y
	10	N/A	Lot 190	N/A	N/A	BF	1	95	125.2	105.6	18.5	97.5	Y
05/19/23	1	N/A	Lot 196	N/A	N/A	-1.0	1	95	125.4	108.0	16.1	99.7	Y
	2	N/A	Lot 196	N/A	N/A	BF	1	95	121.7	106.3	14.4	98.1	Y
	3	N/A	Lot 197	N/A	N/A	-1.0	1	95	123.0	105.0	17.1	96.9	Y
	4	N/A	Lot 197	N/A	N/A	BF	1	95	124.3	106.9	16.2	98.6	Y

	5	N/A	Lot 198	N/A	N/A	-1.0	1	95	122.7	104.8	17.1	96.7	Y
	6	N/A	Lot 198	N/A	N/A	BF	1	95	125.0	106.8	17.0	98.6	Y
	7	N/A	Lot 199	N/A	N/A	-1.0	1	95	122.8	106.1	15.8	97.9	Y
	8	N/A	Lot 199	N/A	N/A	BF	1	95	125.2	107.0	17.0	98.7	Y
	9	N/A	Lot 200	N/A	N/A	-1.0	1	95	121.7	106.5	14.3	98.2	Y
	10	N/A	Lot 200	N/A	N/A	BF	1	95	126.7	108.1	17.3	99.7	Y
	11	N/A	Lot 201	N/A	N/A	-1.0	1	95	125.6	108.0	16.3	99.6	Y
	12	N/A	Lot 201	N/A	N/A	BF	1	95	123.5	107.7	14.7	99.4	Y
	13	N/A	Lot 202	N/A	N/A	-1.0	1	95	125.9	108.3	16.3	99.9	Y
	14	N/A	Lot 202	N/A	N/A	BF	1	95	124.9	107.6	16.1	99.2	Y
05/19/23	1	N/A	Lot 203	N/A	N/A	-1.0	1	95	125.4	108.2	16.0	99.8	Y
	2	N/A	Lot 203	N/A	N/A	BF	1	95	123.4	106.7	15.6	98.5	Y
	3	N/A	Lot 204	N/A	N/A	-1.0	1	95	126.7	108.1	17.2	99.7	Y
	4	N/A	Lot 204	N/A	N/A	BF	1	95	124.1	108.3	14.6	99.9	Y
	5	N/A	Lot 205	N/A	N/A	-1.0	1	95	120.9	105.6	14.5	97.4	Y
	6	N/A	Lot 205	N/A	N/A	BF	1	95	124.4	105.7	17.8	97.5	Y
	7	N/A	Lot 206	N/A	N/A	-1.0	1	95	124.7	105.0	18.7	96.9	Y
	8	N/A	Lot 206	N/A	N/A	BF	1	95	121.0	103.5	16.8	95.5	Y
	9	N/A	Lot 207	N/A	N/A	-1.0	1	95	124.9	106.9	16.9	98.6	Y
	10	N/A	Lot 207	N/A	N/A	BF	1	95	120.4	103.4	16.4	95.4	Y
	11	N/A	Lot 208	N/A	N/A	-1.0	1	95	122.5	104.0	17.8	96.0	Y
	12	N/A	Lot 208	N/A	N/A	BF	1	95	127.5	108.2	17.8	99.8	Y
	13	N/A	Lot 209	N/A	N/A	-1.0	1	95	123.1	105.6	16.6	97.4	Y
	14	N/A	Lot 209	N/A	N/A	BF	1	95	127.0	108.4	17.1	100.0	Y
	15	N/A	Lot 210	N/A	N/A	-1.0	1	95	124.6	105.1	18.5	96.9	Y
	16	N/A	Lot 210	N/A	N/A	BF	1	95	123.9	105.2	17.8	97.0	Y
05/22/23	1	N/A	Lot 145	N/A	N/A	-5.0	3	95	128.7	112.6	14.3	97.8	Y
	2	N/A	Lot 146	N/A	N/A	-5.0	3	95	132.5	115.4	14.8	100.3	Y
	3	N/A	Lot 147	N/A	N/A	-5.0	3	95	125.3	109.6	14.4	95.2	Y
	4	N/A	Lot 148	N/A	N/A	-5.0	3	95	128.5	110.3	16.6	95.8	Y
	5	N/A	Lot 149	N/A	N/A	-5.0	3	95	132.1	115.0	14.9	99.9	Y
	6	N/A	Lot 150	N/A	N/A	-5.0	3	95	128.5	112.2	14.5	97.4	Y
	7	N/A	Lot 151	N/A	N/A	-5.0	3	95	130.8	115.2	13.5	100.1	Y
	8	N/A	Lot 145	N/A	N/A	-4.0	3	95	131.9	114.8	14.9	99.8	Y
	9	N/A	Lot 146	N/A	N/A	-4.0	3	95	128.5	112.0	14.7	97.3	Y
	10	N/A	Lot 147	N/A	N/A	-4.0	3	95	136.3	116.6	16.9	101.3	Y
	11	N/A	Lot 148	N/A	N/A	-4.0	3	95	130.4	114.6	13.8	99.5	Y
	12	N/A	Lot 149	N/A	N/A	-4.0	3	95	129.6	112.0	15.7	97.3	Y
	13	N/A	Lot 150	N/A	N/A	-4.0	3	95	132.7	116.1	14.2	100.9	Y
	14	N/A	Lot 151	N/A	N/A	-4.0	3	95	126.1	109.7	15.0	95.3	Y
05/23/23	1	N/A	Lot 145	N/A	N/A	-3.0	3	95	131.4	113.7	15.6	98.8	Y
	2	N/A	Lot 146	N/A	N/A	-3.0	3	95	127.3	110.8	14.8	96.3	Y
	3	N/A	Lot 147	N/A	N/A	-3.0	3	95	135.7	117.1	15.9	101.7	Y
	4	N/A	Lot 148	N/A	N/A	-3.0	3	95	128.9	113.4	13.7	98.5	Y
	5	N/A	Lot 149	N/A	N/A	-3.0	3	95	132.4	114.0	16.0	99.1	Y
	6	N/A	Lot 150	N/A	N/A	-3.0	3	95	132.7	114.4	16.0	99.4	Y
	7	N/A	Lot 151	N/A	N/A	-3.0	3	95	133.6	115.5	15.6	100.4	Y
	8	N/A	Lot 145	N/A	N/A	-2.0	3	95	132.3	116.1	14.0	100.9	Y
	9	N/A	Lot 146	N/A	N/A	-2.0	3	95	132.8	116.7	13.8	101.4	Y

	10	N/A	Lot 147	N/A	N/A	-2.0	3	95	131.0	114.2	14.7	99.2	Y
	11	N/A	Lot 148	N/A	N/A	-2.0	3	95	128.9	113.0	14.1	98.2	Y
	12	N/A	Lot 149	N/A	N/A	-2.0	3	95	125.6	109.4	14.7	95.1	Y
	13	N/A	Lot 150	N/A	N/A	-2.0	3	95	131.0	114.1	14.9	99.1	Y
	14	N/A	Lot 151	N/A	N/A	-2.0	3	95	132.2	113.6	16.4	98.7	Y
05/23/23	1	N/A	Lot 145	N/A	N/A	-1.0	1	95	122.4	103.9	17.8	95.8	Y
	2	N/A	Lot 146	N/A	N/A	-1.0	1	95	128.3	110.0	16.6	101.5	Y
	3	N/A	Lot 147	N/A	N/A	-1.0	1	95	125.2	107.7	16.3	99.4	Y
	4	N/A	Lot 148	N/A	N/A	-1.0	1	95	125.8	108.6	15.8	100.2	Y
	5	N/A	Lot 149	N/A	N/A	-1.0	1	95	126.0	105.8	19.1	97.6	Y
	6	N/A	Lot 150	N/A	N/A	-1.0	1	95	129.8	110.0	18.0	101.5	Y
	7	N/A	Lot 151	N/A	N/A	-1.0	1	95	125.0	107.6	16.3	99.2	Y
	8	N/A	Lot 145	N/A	N/A	BF	1	95	122.7	103.3	18.7	95.3	Y
	9	N/A	Lot 146	N/A	N/A	BF	1	95	120.1	103.6	15.9	95.5	Y
	10	N/A	Lot 147	N/A	N/A	BF	1	95	125.1	104.8	19.4	96.7	Y
	11	N/A	Lot 148	N/A	N/A	BF	1	95	125.3	106.8	17.3	98.5	Y
	12	N/A	Lot 149	N/A	N/A	BF	1	95	124.2	103.9	19.5	95.9	Y
	13	N/A	Lot 150	N/A	N/A	BF	1	95	125.8	107.3	17.2	99.0	Y
	14	N/A	Lot 151	N/A	N/A	BF	1	95	127.0	108.3	17.2	99.9	Y
06/01/23	1	N/A	Lot 152	N/A	N/A	-3.0	1	95	127.9	107.5	18.9	99.2	Y
	2	N/A	Lot 153	N/A	N/A	-3.0	1	95	125.5	105.4	19.1	97.2	Y
	3	N/A	Lot 154	N/A	N/A	-3.0	1	95	124.3	106.9	16.2	98.6	Y
	4	N/A	Lot 155	N/A	N/A	-3.0	1	95	126.7	106.8	18.6	98.6	Y
	5	N/A	Lot 156	N/A	N/A	-3.0	1	95	127.1	107.4	18.3	99.1	Y
	6	N/A	Lot 157	N/A	N/A	-3.0	1	95	130.2	108.8	19.6	100.4	Y
	7	N/A	Lot 158	N/A	N/A	-3.0	1	95	123.3	106.3	16.1	98.0	Y
	8	N/A	Lot 159	N/A	N/A	-3.0	1	95	127.6	108.0	18.1	99.6	Y
	9	N/A	Lot 160	N/A	N/A	-3.0	1	95	122.4	103.4	18.4	95.4	Y
06/05/23	1	N/A	Lot 100	N/A	N/A	BF	1	95	125.8	107.6	16.9	99.3	Y
	2	N/A	Lot 99	N/A	N/A	BF	1	95	129.1	110.1	17.2	101.6	Y
	3	N/A	Lot 98	N/A	N/A	BF	1	95	124.9	106.0	17.8	97.7	Y
06/08/23	1	N/A	Lot 144	N/A	N/A	-2.0	1	95	125.8	107.6	16.9	99.3	Y
	2	N/A	Lot 143	N/A	N/A	-2.0	1	95	129.1	110.1	17.2	101.6	Y
	3	N/A	Lot 142	N/A	N/A	-2.0	1	95	124.1	105.8	17.4	97.6	Y
	4	N/A	Lot 141	N/A	N/A	-2.0	1	95	125.4	105.4	19.0	97.2	Y
	5	N/A	Lot 140	N/A	N/A	-2.0	1	95	126.8	106.8	18.8	98.5	Y
	6	N/A	Lot 139	N/A	N/A	-2.0	1	95	127.5	107.2	18.9	98.9	Y
	7	N/A	Lot 138	N/A	N/A	-2.0	1	95	125.4	108.2	15.9	99.8	Y
	8	N/A	Lot 137	N/A	N/A	-2.0	1	95	123.4	105.8	16.6	97.6	Y
	9	N/A	Lot 136	N/A	N/A	-2.0	1	95	123.2	105.1	17.3	96.9	Y
	10	N/A	Lot 135	N/A	N/A	-2.0	1	95	128.2	107.6	19.2	99.3	Y
	11	N/A	Lot 134	N/A	N/A	-2.0	1	95	125.8	107.4	17.1	99.1	Y
	12	N/A	Lot 133	N/A	N/A	-2.0	1	95	123.4	103.4	19.3	95.4	Y
	13	N/A	Lot 132	N/A	N/A	-2.0	1	95	124.4	105.2	18.2	97.1	Y
06/09/23	1	N/A	Lot 211	N/A	N/A	-1.0	1	95	123.0	105.0	17.2	96.8	Y
	2	N/A	Lot 211	N/A	N/A	BF	1	95	122.9	103.8	18.3	95.8	Y
	3	N/A	Lot 212	N/A	N/A	-1.0	1	95	124.1	105.9	17.2	97.7	Y

	4	N/A	Lot 212	N/A	N/A	BF	1	95	126.0	106.3	18.5	98.1	Y
	5	N/A	Lot 213	N/A	N/A	-1.0	1	95	125.5	106.8	17.5	98.5	Y
	6	N/A	Lot 213	N/A	N/A	BF	1	95	123.8	106.1	16.7	97.8	Y
	7	N/A	Lot 214	N/A	N/A	-1.0	1	95	121.6	103.6	17.3	95.6	Y
	8	N/A	Lot 214	N/A	N/A	BF	1	95	123.3	106.0	16.3	97.8	Y
	9	N/A	Lot 215	N/A	N/A	-1.0	1	95	121.7	103.6	17.5	95.6	Y
	10	N/A	Lot 215	N/A	N/A	BF	1	95	124.8	105.8	17.9	97.6	Y
	11	N/A	Lot 216	N/A	N/A	-1.0	1	95	126.3	107.0	17.9	98.7	Y
	12	N/A	Lot 216	N/A	N/A	BF	1	95	123.5	104.6	18.1	96.5	Y
	13	N/A	Lot 217	N/A	N/A	-1.0	1	95	122.9	104.7	17.3	96.6	Y
	14	N/A	Lot 217	N/A	N/A	BF	1	95	122.0	104.6	16.7	96.5	Y
	15	N/A	Lot 218	N/A	N/A	-1.0	1	95	121.5	103.2	17.7	95.2	Y
	16	N/A	Lot 218	N/A	N/A	BF	1	95	124.7	105.5	18.2	97.4	Y
06/09/23	1	N/A	Lot 219	N/A	nn	-1.0	1	95	124.1	106.9	16.0	98.6	Y
	2	N/A	Lot 219	N/A	N/A	BF	1	95	122.8	103.1	19.1	95.1	Y
	3	N/A	Lot 220	N/A	N/A	-1.0	1	95	126.5	107.4	17.7	99.1	Y
	4	N/A	Lot 220	N/A	N/A	BF	1	95	125.2	105.7	18.4	97.6	Y
	5	N/A	Lot 221	N/A	N/A	-1.0	1	95	128.1	107.7	19.0	99.3	Y
	6	N/A	Lot 221	N/A	N/A	BF	1	95	126.2	108.1	16.8	99.7	Y
	7	N/A	Lot 222	N/A	N/A	-1.0	1	95	124.2	105.7	17.5	97.5	Y
	8	N/A	Lot 222	N/A	N/A	BF	1	95	128.6	108.4	18.6	100.0	Y
	9	N/A	Lot 223	N/A	N/A	-3.0	1	95	123.5	106.4	16.1	98.1	Y
	10	N/A	Lot 223	N/A	N/A	-2.0	1	95	125.3	105.2	19.1	97.0	Y
	11	N/A	Lot 223	N/A	N/A	-1.0	1	95	125.8	105.3	19.5	97.1	Y
	12	N/A	Lot 223	N/A	N/A	BF	1	95	126.4	107.9	17.1	99.5	Y
	13	N/A	Lot 224	N/A	N/A	-3.0	1	95	125.4	105.3	19.1	97.2	Y
	14	N/A	Lot 224	N/A	N/A	-2.0	1	95	123.2	103.5	19.0	95.5	Y
	15	N/A	Lot 224	N/A	N/A	-1.0	1	95	121.4	104.4	16.3	96.3	Y
	16	N/A	Lot 224	N/A	N/A	BF	1	95	124.0	104.6	18.6	96.5	Y
	17	N/A	Lot 225	N/A	N/A	-3.0	1	95	128.7	108.3	18.8	99.9	Y
	18	N/A	Lot 225	N/A	N/A	-2.0	1	95	132.2	104.8	17.6	96.7	Y
	19	N/A	Lot 225	N/A	N/A	-1.0	1	95	123.7	104.1	18.8	96.0	Y
	20	N/A	Lot 225	N/A	N/A	BF	1	95	125.1	105.1	18.9	97.0	Y
06/26/23	1	N/A	Lot 138	N/A	N/A	-1.0	1	95	127.2	108.6	17.1	100.2	Y
	2	N/A	Lot 138	N/A	N/A	SG	1	95	121.8	104.6	16.4	96.5	Y
	3	N/A	Lot 139	N/A	N/A	-1.0	1	95	125.3	105.2	19.1	97.1	Y
	4	N/A	Lot 139	N/A	N/A	SG	1	95	128.7	108.8	18.3	100.4	Y
	5	N/A	Lot 140	N/A	N/A	-1.0	1	95	125.4	106.9	17.3	98.6	Y
	6	N/A	Lot 140	N/A	N/A	SG	1	95	126.8	107.3	18.1	99.0	Y
	7	N/A	Lot 141	N/A	N/A	-1.0	1	95	124.2	106.5	16.6	98.2	Y
	8	N/A	Lot 141	N/A	N/A	SG	1	95	123.1	105.6	16.6	97.4	Y
	9	N/A	Lot 142	N/A	N/A	-1.0	1	95	122.8	105.0	17.0	96.8	Y
	10	N/A	Lot 142	N/A	N/A	SG	1	95	127.1	109.0	16.5	100.5	Y
	11	N/A	Lot 143	N/A	N/A	-1.0	1	95	124.8	104.3	19.6	96.2	Y
	12	N/A	Lot 143	N/A	N/A	SG	1	95	123.4	105.8	16.6	97.6	Y
	13	N/A	Lot 144	N/A	N/A	-1.0	1	95	128.5	109.2	17.7	100.7	Y
	14	N/A	Lot 144	N/A	N/A	SG	1	95	127.1	107.0	18.7	98.7	Y
06/26/23	13	N/A	Lot 94	N/A	N/A	SG	1	95	129.2	108.8	18.8	100.4	Y
	14	N/A	Lot 95	N/A	N/A	SG	1	95	128.3	107.2	19.7	98.9	Y

06/28/23	1	N/A	Lot 145	N/A	N/A	-1.0	1	95	122.1	104.5	16.9	96.4	Y
	2	N/A	Lot 146	N/A	N/A	-1.0	1	95	128.2	107.7	19.0	99.3	Y
	3	N/A	Lot 147	N/A	N/A	-1.0	1	95	123.2	104.7	17.6	96.6	Y
	4	N/A	Lot 148	N/A	N/A	-1.0	1	95	126.1	108.6	16.1	100.2	Y
	5	N/A	Lot 149	N/A	N/A	-1.0	1	95	123.0	105.2	16.9	97.0	Y
	6	N/A	Lot 150	N/A	N/A	-1.0	1	95	128.7	108.3	18.8	99.9	Y
	7	N/A	Lot 151	N/A	N/A	-1.0	1	95	123.1	105.9	16.3	97.7	Y
	8	N/A	Lot 152	N/A	N/A	-1.0	1	95	125.0	106.1	17.8	97.9	Y
	9	N/A	Lot 153	N/A	N/A	-1.0	1	95	123.5	105.8	16.8	97.6	Y
	10	N/A	Lot 154	N/A	N/A	-1.0	1	95	123.0	104.4	17.8	96.3	Y
06/29/23	1	N/A	Lot 145	N/A	N/A	BF	1	95	125.9	105.9	19.0	97.7	Y
	2	N/A	Lot 146	N/A	N/A	BF	1	95	127.3	106.8	19.2	98.5	Y
	3	N/A	Lot 147	N/A	N/A	BF	1	95	127.6	108.7	17.3	100.3	Y
	4	N/A	Lot 148	N/A	N/A	BF	1	95	123.3	104.1	18.4	96.1	Y
	5	N/A	Lot 149	N/A	N/A	BF	1	95	128.8	107.7	19.5	99.4	Y
	6	N/A	Lot 150	N/A	N/A	BF	1	95	121.8	105.1	15.9	96.9	Y
	7	N/A	Lot 151	N/A	N/A	BF	1	95	125.2	106.3	17.8	98.1	Y
	8	N/A	Lot 152	N/A	N/A	BF	1	95	121.6	104.3	16.5	96.3	Y
	9	N/A	Lot 153	N/A	N/A	BF	1	95	123.5	104.1	18.6	96.0	Y
	10	N/A	Lot 154	N/A	N/A	BF	1	95	122.1	105.2	16.0	97.1	Y

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-307: City Manager 6-Month Review - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-308: Property Acquistion - Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-309: Zoning Enforcement - Executive Session

Proposed Motion: To direct and empower the Subdivision Administrator to take the appropriate [code enforcement related] action in magistrate court.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-310: Safe Streets for All (SS4A) Grant Funding Opportunity - Possible Referral to Infrastructure Committee

An unexpected grant funding opportunity for quick-build, temporary, demonstration projects aimed at street safety - deadline April 4, 2024, with another funding cycle in May and one in August.

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-311: North Charles Street Design Grant from Main Street West Virginia

Charles Town Now will give a brief presentation.

ATTACHMENTS:

- Charles_Town_Now_Proposal_Streetscape_Charles-Street.pdf



Proposal:
North Charles Streetscape Concepts

Charles Town Now

CHARLES TOWN NOW
LIVE • WORK • PLAY

Submitted to:

Elizabeth Cook
Downtown Coordinator
Charles Town Now
PO Box 733
Charles Town, WV 25414

Submitted by:

Downstream Strategies
Ideas that sustain.

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1. INTRODUCTION

Downstream Strategies is an environmental and economic development consulting firm focused on strengthening economies, sustaining healthy environments, and building resilient communities across the mid-Atlantic. At Downstream Strategies, we don't just check boxes—we build futures.

Through our decades of work within the region, we are proud to be recognized as leaders in economic development, strategic asset development, and community planning. We empower our clients with data and resources to pursue new and sustainable avenues.

The proposal before you presents work to be undertaken by our planning and economic team, which specializes in:

- market feasibility and opportunity assessment;
- community engagement and outreach;
- concept planning for funding and implementation; and
- economic impact assessments.

Our planning staff includes AICP-certified planners with degrees and experience in urban, regional, and community planning. For over 20 years, Downstream Strategies has led inclusive planning processes carefully tailored to meet client and community needs in West Virginia and across the country. We believe that plans and reports should be useful for the communities they serve. As a result, we produce practical, accessible, and results-oriented deliverables with the end-user in mind. Our work helps communities achieve their shared goals.

We also have a history of working in the Eastern Panhandle. Matt Pennington, Project Manager, served for 10 years for Eastern Panhandle Planning and Development Council (Region 9), where he facilitated and authored comprehensive planning efforts that engaged diverse stakeholders that captured community visions. Mr. Pennington's recent work with Downstream Strategies includes managing green infrastructure conceptual plans for both Jefferson Medical Center and the Corporation of Shepherdstown. Also in the Eastern Panhandle, we are helping to prepare the next generation through our ongoing work with the Blue Ridge Community and Technical College's green collar workforce development program and grant writing seminars.

With our experience and background, we will create conceptual renderings that respects the character of Charles Town while enhancing the identity of North Charles Street

2. PROJECT UNDERSTANDING AND APPROACH

Downstream Strategies understands that Charles Town Now seeks conceptual streetscape renderings for one block of North Charles Street that transforms it into a flexible user oriented outdoor space. To complete this Downstream Strategies proposes a conceptual planning process that will serve as the basis for future engineering, design, permitting, and construction implementation.

Our team will undertake the following tasks to assist Charles Town Now with the North Charles Streetscape Concept Plan.

2.1 Task 1 – Project start-up

After executing a contract, we will immediately organize a kickoff meeting with Charles Town Now's executive director and any other desired participants. The primary objectives of this meeting are to:

- introduce our team to key project participants;
- manage project expectations and discuss the proposed scope of work;
- craft an overall vision for the plan;
- establish project governance and nominate members to a planning committee;
- share existing relevant plans and studies and potential case study examples;
- identify locations and online platforms for input meetings and focus group interviews throughout the city, county, and region; and
- create a project timeline and pathway to completion.

Deliverables:

To complete this task, Downstream Strategies will:

- arrange and facilitate the kickoff meeting;
- prepare a summary of findings; and
- provide an electronic copy of a written summary to Charles Town Now.

2.2 Task 2: Market Analysis and Case Study Research

Whether focused on one street block, a city, or a region, the best planning documents are informed by sound science and rigorous analysis. Downstream Strategies catalogs current conditions, links policy and management options with scientific data, performs economic benefits analyses, and writes detailed plans in order to help arm our clients with the technical information to make informed decisions.

Downstream Strategies are experts at combining an in-depth market analysis with a comprehensive understanding of specific community needs. A key part of this work will involve evaluating demographic and income profiles for local populations to align user groups and preferences with Streetscape assets. Additionally, Downstream Strategies will investigate visitor profiles of nearby Harpers Ferry National Park and the Charles Town Races, which welcomes thousands of annual visitors. These profiles may be used to further inform project implementation and develop funding proposals to various state and federal agencies.

Downstream Strategies will also conduct case study research for three similarly scaled projects for Charles Town Now to review to better understand potential examples and models for North Charles Street.



Potential case study, Boston Massachusetts

Deliverables:

To complete this task, Downstream Strategies will:

- conduct market analysis for both City of Charles Town residents and visitors;
- create three (3) case study profiles; and
- provide an electronic copy of a written summary to Charles Town Now.

2.3 Task 3 - Public involvement

With a firm foundation and understanding of potential design concepts for North Charles Street, the project team will begin the most important part of the planning process: public engagement. We believe that inclusive, repeated, and creative community engagement generates inspiring visions and is the cornerstone of long-term planning.

Downstream Strategies will develop both a wide-reaching and targeted approach. First, we cast a wide net and broadcast the concept renderings through various outlets, such as social media, and news outlets. This wide net will invite the community to join in to shape North Charles Street's identity through:.

- an **online community survey** for the public to respond to questions and provide feedback on mood board examples of amenities and aesthetics, as well as and preliminary renderings of North Charles Street; and
- existing **community events** to optimize engagement and exposure for the North Charles Streetscape concept at highly attended Charles Town Now events, such as Blooms and Blossoms







Compiled Charles Town Now events and promotions

Second, we will target meaningful stakeholders and lead focus groups as determined by the planning committee. These participants will play an integral role in developing the user and visitor experience along North Charle Street.

Finally, the key themes and findings will be compiled and shared through public presentations and articulated through public facing promotional materials such as infographics and pamphlets.

Deliverables:

To complete this task, Downstream Strategies will:

- coordinate and facilitate one (1) focus group and one (1) stakeholder meeting arranged by Charles Town Now;
- create one (1) online survey;
- summarize meetings and public comments; and
- provide an electronic copy of a summary and survey data report to the project manager.

2.4 Task 4 – Develop preliminary concept renderings

Based on the findings from tasks 2 and 3, Downstream Strategies will develop and evaluate preliminary design concepts, drawings, and renderings.

Deliverables:

To complete this task, Downstream Strategies will:

- prepare a summary of the proposed concept plan recommendations;
- develop conceptual renderings (shown right), operations, maintenance, and development estimates;
- deliver a public presentation of the draft concept;



Design example by Downstream staff member Alexis Yost

2.5 Task 5 – Preliminary concept plan presentations

Downstream Strategies will take the lead in achieving consensus for North Charles Street. We are experts in meeting facilitation and converting stakeholder feedback into collaborative strategies that achieve desired outcomes.

The above-mentioned drawings will be presented to representatives of Charles Town Now, and other stakeholders at a Streetscape workshop. This will be an opportunity to gain insights on favorable options, provide input, and ask questions. Additional presentations can be conducted through the above-mentioned public involvement activities, as needed.

To complete this task, Downstream Strategies will:

- convene and facilitate one (1) meeting with stakeholders to reach a consensus on a final draft concept plan and
- prepare a written summary of the proposed final draft concept plan recommendations.

2.6 Task 6 – Final Concept Plan with implementation recommendations

We will take the lead in writing and editing the final report. The project team will outline a practical course for achieving strategic priorities and goals identified that emerged during the research and public engagement tasks.

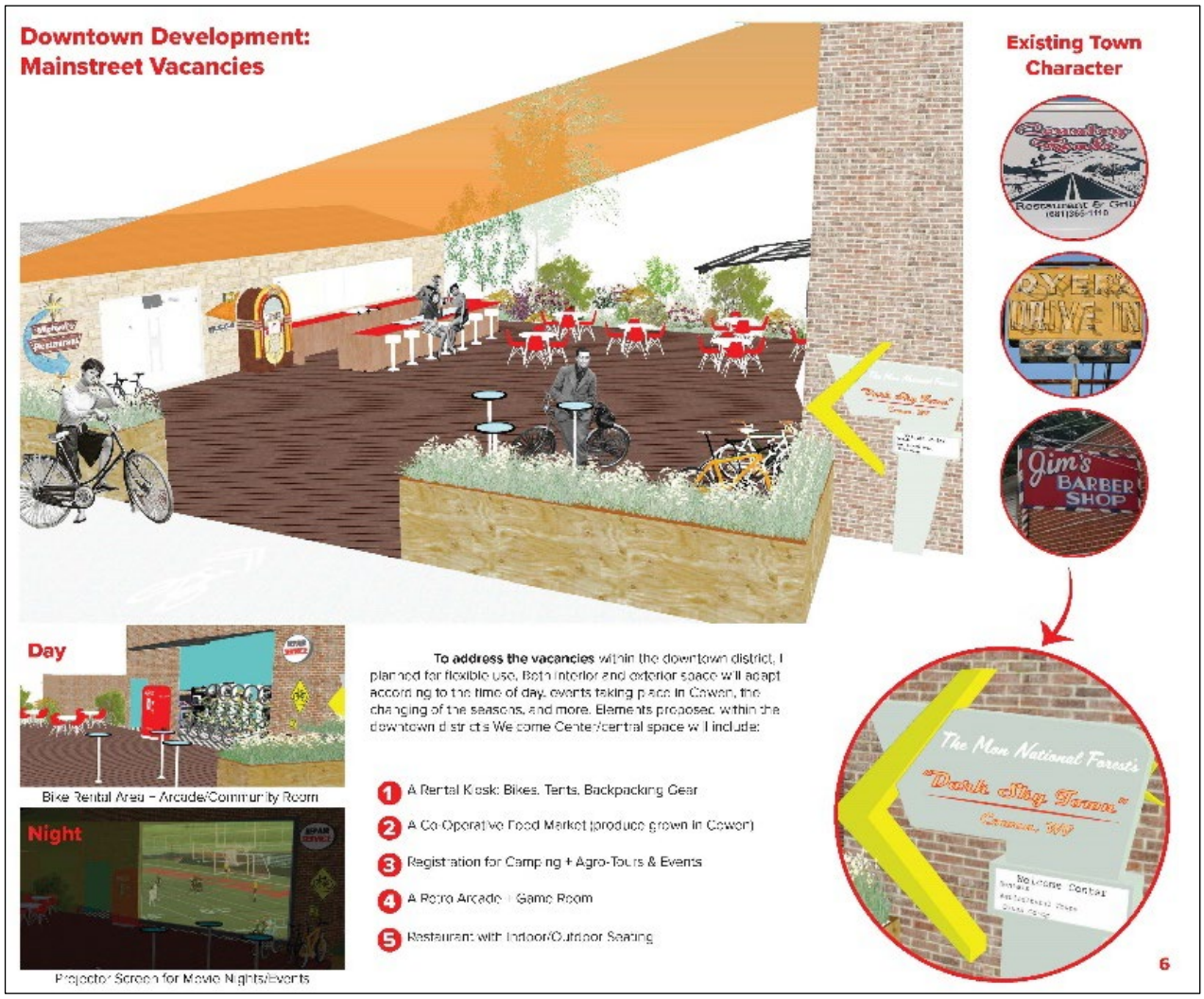
Building on our experience crafting clear, realistic plans for clients, the plan will translate data into action by provide pragmatic and achievable steps to attain the community's vision. The project team and Charles Town Now will collaborate on the final Concept Plan, which will include:

- an outline of steps to take each selected activities from inception to completion;
- a roster of the key individuals and institutions that will be responsible for implementing and supporting these steps;
- a reasonable estimate of the costs associated with implementing each activity;
- a list of integrated funding sources (public, private, and nonprofit) to support the costs; and
- a realistic implementation schedule, with relevant milestones and performance measures.

Deliverables:

- electronic copies of final conceptual renderings;
- implementation recommendations; and
- associated engineering, construction, development, and operational costs itemized.

The final study will be provided in PDF format. Upon request, supporting data and analyses will be provided in Excel format, and a PowerPoint slide deck can be created for the client's use in public presentations.



Report example by Downstream staff member Alexis Yost

3. COST PROPOSAL

Downstream Strategies proposes a total cost not to exceed $20,000. This cost includes items listed in Tables 1 below.

Table 1: Itemized cost by task

Task	Cost
Task 1 - Project Start-Up	$1,000
Task 2 - Market Analysis and Case Study Research	$4,000
Task 3 - Public Involvement	$5,000
Task 4 - Preliminary Concept Renderings	$6,500
Task 5 - Present Concept Rendering	$1,500
Task 6 - Final Concept plan	$2,000
Total cost by task	**$20,000**

4. TIMELINE

Based on past experience, Downstream Strategies recommends the 7-month timeline below for optimal project outcomes.

	2024						
Task	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Discover							
Kick-off meeting							
Market Analysis and Case Study Research							
Deliverable #1 – analysis summary							
Engage (Innovative and Inclusive Visioning, Engagement and Participation Scheme)							
Website development and launch							
Visioning workshop							
Online community survey launch							
Community events, stakeholder and focus group meetings							
Deliverable #2: Key theme summary							
Plan (Community Vision and Assessment)							
Preliminary concept plan renderings							
Presentation of plan							
Final concept development							
Deliverable #3 – final concept plan							

5. ORGANIZATIONAL QUALIFICATIONS

With extensive experience working in West Virginia communities, Downstream Strategies partners with local governments, nonprofit organizations, regional planning councils, and communities to improve economic vibrancy and neighborhood health, which in turn attract residents, businesses, and visitors to the state. Our interdisciplinary team of planners, geographers, and economists have facilitated community and stakeholder engagement processes for numerous plans.

We have an extensive track record of managing and completing successful projects on tight timelines. Our strengths lie in our diverse skill sets; our ability to engage, listen, and embrace community input; and our flexibility and responsiveness to community needs.

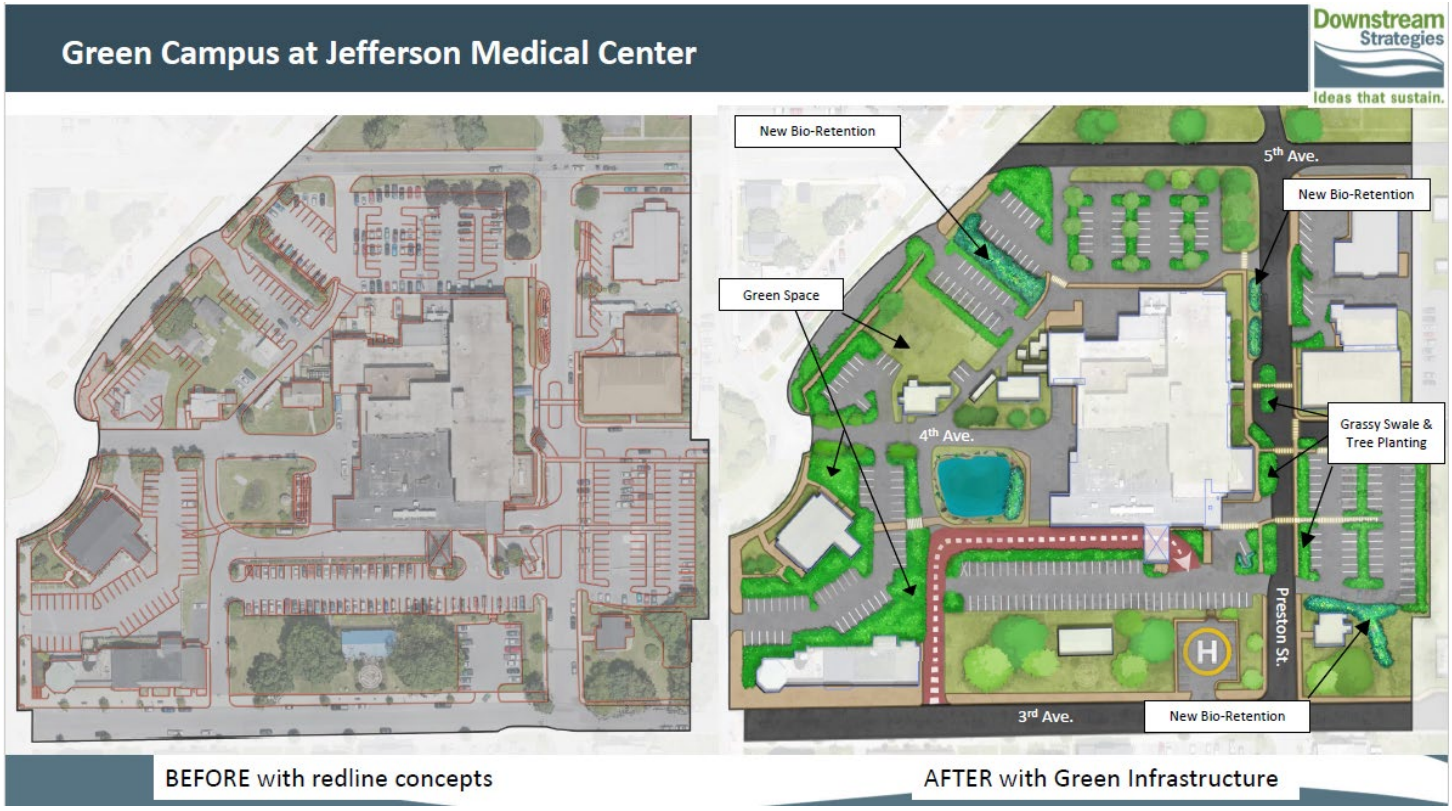
The following selected projects highlight our team's experience in relevant areas, including green infrastructure, planning, environmental design, facilitation, and public engagement. These and many other project reports are readily available on Downstream Strategies' website at: www.downstreamstrategies.com/projects

Shepherdstown Green Infrastructure Concept Plan (2024)
Client: Corporation of Shepherdstown, West Virginia
Contact: Andy Beall, Planning and Zoning Administrator. abeall@shepherdstown.us.
Downstream Strategies facilitated public engagement, led outreach sessions, and conducted analysis of public properties for Shepherdstown, West Virginia. After reviewing many options, town officials selected a series of candidate sites best fit for green infrastructure installations. The final report contains concept designs with calculated material volumes, cost estimates, and pollutant load reductions. This report equips Shepherdstown with the needs information to submit to Chesapeake Bay funding agencies for engineering and construction grants.





Green Medical Campus Concept Plan (2022)
Client: WVU Medicine – Ranson, West Virginia
Contact: Neil McLaughlin, VP of Strategic Projects and Partnerships. neil.mclaughlin@wvumedicine.org.
Downstream Strategies facilitated stakeholder input meetings that identified and reviewed a variety of flooding problem areas, as well as pedestrian and vehicle safety concerns around the campus. Ultimately, solutions to these issues were conceptualized in a concept plan that allows green infrastructure practices, such as bioretention, grassy swales, and green spaces, to be included into future capital improvements and engineering designs.







Norwood Park (2023)
Client: City of Fairmont Park and Recreation
Before joining Downstream Strategies, Alexis Yost designed the redevelopment of Norwood Park as an all-inclusive learning landscape. Through the design, Ms. Yost demonstrated core values shared with the Downstream Strategies team. Not only was the park designed as a space that connects users of all abilities through play, but it sought to bring the landscape itself back to life. Through strategic stormwater management design implemented to support over 100 native plant species, the landscape offers access to nature in an urban context that can be experienced by all. The plan includes detailed recommendations for outside funding to implement the district's priority projects.



Preparing for Growth: Readying the Elk River Trail Towns for the Future. (2023)
Client: Advantage Valley
Recreation and tourism investments in Central West Virginia have centered around the establishment of the Elk River Trail System, which runs through portions of Kanawha, Clay, and Braxton counties. Paralleling the Elk River, the Elk River Trail System provides recreation opportunities for anglers, boaters, cyclists, hikers, and equestrians living in or visiting the center of the state. It is a potential game changer for the communities of Sutton, Gassaway, Clay, and Clendenin. However, to maximize its economic development power, communities must implement intentional strategies to accommodate an increased number of visitors from different consumer groups. This report identifies strategies that would cost just over $4 million to implement over the next 10 years. These strategies could reasonably result in $250 million in new sales activity over the next 15 years in the four Elk River Trail Towns. This spending would result in nearly $390 million in regional economic activity and would support 195 full- and part-time jobs across different sectors of the economy.

6. STAFF QUALIFICATIONS

Matt Pennington, Senior Planner



Mr. Pennington will manage this project and be the primary point of contact with the client. Mr. Pennington is an environmental, community, and economic development planner with extensive expertise helping local governments and organizations balance economic and population growth with the preservation of natural resources. He is an award-winning stormwater professional and focuses on comprehensive and strategic planning, Green Infrastructure design and implementation, and securing grants for community projects and programs. In 2018, he led the Local Engagement Initiative on behalf of the West Virginia Department of Environmental Protection and is the former chair of the U.S. Environmental Protection Agency's Chesapeake Bay Program Local Leadership Workgroup. He lives and works from Downstream Strategies' Berkeley Springs office.

Mr. Pennington holds a B.S. in Urban and Regional Planning from Frostburg State University.

Brennan Williams, J.D., AICP, Community and Economic Development Planner



Mr. Williams is a city and regional planner with over six years of professional planning and zoning experience at the municipal level. As the Director of Planning for the City of Travelers Rest, South Carolina, he managed and coordinated many planning and special development projects. Mr. Williams has specialized knowledge in comprehensive planning, neighborhood planning, zoning code development and implementation, urban design, and stakeholder engagement.

He received his Master of City and Regional Planning from Clemson University, his J.D. from the Charlotte School of Law, and a B.A. in Political Science from the University of South Carolina. He is also a member of the South Carolina Bar.

Kendra Hatcher, Principal



Ms. Hatcher, a Charles Town native, is an environmental scientist with seven years of experience in field sampling, scientific analysis, site assessment, and data management. She has completed a variety of projects, from source water protection planning to housing and business needs assessments. She has wide experience sampling a variety of environmental media, including water and soils. Ms. Hatcher is also an Environmental Professional in accordance with ASTM Standard 1927-21. She has also used GIS technologies for over 15 years to analyze and manage spatial data related to natural resources and the environment. She has experience organizing stakeholder meetings and implementing community surveys and assessing the results. Ms. Hatcher is also an experienced leader supervising skilled technical staff and field crews performing a wide variety of field sampling programs and remediation projects.

Alexis Yost, Development Planner

Ms. Yost is a landscape designer and planner with a holistic approach to creating places that stand the test of time. With experience in the principles of conservation ecology and sustainable design, she aims to implement techniques that support science and serve communities within Appalachia and beyond. Her portfolio features a variety of projects spanning from small-scale parklets to large-scale urban and regional plans that demonstrate technical skills that will ensure each plan follows through to completion. Ms. Yost also participated in the design for the Norwood Park as an All-Inclusive Learning Landscape in Fairmont.



7. REFERENCES

Neil McLaughlin, *Vice President Strategic Projects & Partnerships, WVU-East Medicine, (*304) 728-1669, neil.mclaughlin@wvumedicine.org

Andy Beall, *Planning and Zoning Administrator, Corporation of Shepherdstown* (304) 876-6858, abeall@shepherdstown.us

Rebecca MacCleod, *Council Member, Town of Bath Council,* (304) 268-5664, rebeccamacleodwv@gmail.com

APPENDIX: RÉSUMÉS

Matthew Pennington

Senior Planner

911 Greenbag Road
Morgantown, WV 26508

304.707.1920

www.downstreamstrategies.com
mpennington@downstreamstrategies.com

Downstream Strategies
Ideas that sustain.

Profile

Mr. Pennington is an environmental, community, and economic development planner with extensive expertise helping local governments and organizations balance economic and population growth with the preservation of natural resources. He is an award-winning stormwater professional and focuses on comprehensive planning, stakeholder facilitation, green infrastructure implementation, hazard mitigation actions, and securing grants for community projects and programs.

Skills and Experience

Served for 10 years as Environmental Program Coordinator for the Eastern Panhandle Regional Planning and Development Council in Martinsburg, West Virginia, chaired the Chesapeake Bay Local Leadership Workgroup, served as a liaison to the Bay's Local Government Advisory Committee, and played a leadership role in West Virginia's Chesapeake Bay Restoration Team.

Facilitated and authored comprehensive and strategic planning efforts that engaged diverse stakeholders to better capture and represent the entire community's vision.

Managed regional programs in collaboration with local, state, federal, and nongovernmental organizations to meet Clean Water Act and Clean Air Act responsibilities.

Listened to the priorities of and assisted local governments with the development of on-the-ground actions and policies to mitigate and reduce pollution and other natural hazards, such as flooding, while balancing growth

Nurtured relationships across a variety of sectors, to understand their common goals and promoting environmental best management practices to complement each organization's mission and resolve their shared issues.

Assisted with brownfield redevelopment, community revitalization, and market analysis projects.

Oversaw the design and development of green infrastructure plans.

Managed field installations, including tree plantings, rain gardens, and streambank stabilizations.

Coordinated and facilitated community focused educational workshops.

Developed proposals and secured grants for community- and regional-scale projects throughout the mid-Atlantic region.

Researched, developed, and presented findings on state legislative policies.

Provided economic impact analysis for multiple development projects across Appalachia.

Education

B.S., Urban and Regional Planning, Frostburg State University, Maryland. 2004.

Representative Publications

Pennington M, Osborne, K. 2023. Green Infrastructure Concept Plan, Prepared for WVU Medicine's Jefferson Medical Center

Pennington M, James J, Hansen E, Shannon D. 2022. Line of Sight: Region VI Planning and Development Council Comprehensive Economic Development Strategy 2022-2026. Downstream Strategies.

Pennington M. 2019. Comprehensive Economic Development Strategy, 2019-2023. Prepared for the Eastern Panhandle Planning and Development Council (Region 9).

Pennington M et al. 2019 Chesapeake Bay Watershed Implementation Plan, Phase III. Prepared for the W. Va. Department of Environmental Protection and U.S. Environmental Protection Agency Chesapeake Bay Program.

Certifications

Chesapeake Bay Landscape Professional, 2023

Kendra Hatcher

Principal

911 Greenbag Road
Morgantown, WV 26508

304.292.2450

www.downstreamstrategies.com
khatcher@downstreamstrategies.com

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Ideas that sustain.

Profile

Ms. Hatcher is an environmental scientist with seven years of experience in field sampling, scientific analysis, site assessment, and data management. She has completed a variety of projects, from source water protection planning to housing and business needs assessments. She has wide experience sampling a variety of environmental media, including water and soils. Ms. Hatcher is also an Environmental Professional in accordance with ASTM Standard 1927-21. She has experience designing and assessing water sampling strategies, and managing sampling projects. She has also used GIS technologies for over 10 years to analyze and manage spatial data related to natural resources and the environment. She has experience organizing stakeholder meetings and implementing community surveys and assessing the results. Ms. Hatcher is also an experienced leader supervising skilled technical staff and field crews performing a wide variety of field sampling programs and remediation projects.

Skills and Experience

Completed multiple Phase I Environmental Site Assessments per ASTM International E1527-21 Standard Practice for Environmental Site Assessments Phase I Environmental Site Assessment Process and E2247-16 Standard Practice for Environmental Assessments Phase I Environmental Site Assessment Process for Forestland or Rural Property.

Created multiple Quality Assurance Project Plans.

Developed Sampling and Analysis Plan Phase II Environmental Site Assessments and other sampling projects.

Created informational guide that provided methods for establishing baseline information on water quantity and quality, long-term monitoring to detect change, and data.

Created source water protection plan documents for Morgantown, West Virginia, and six other communities in West Virginia.

Created watershed monitoring program to protect source water for a large public water utility.

Managed field sampling projects, including design of field sampling strategies.

Extensive experience in field-based data collection and reporting for a variety of media, including chemistry and flow monitoring of surface waters, soil, indoor air quality, and indoor dust.

Managed project creating a scope of work for an economic study on the impact of shale gas development on tourism, which included organizing and facilitating stakeholder meetings and an online survey.

Analyzed data related to the impact of Marcellus Shale drill cuttings on landfill leachate.

Created Watershed-based plan for tributaries of the Cheat River watershed in Preston County, West Virginia.

Worked on county-wide assessment of water resources for Pocahontas County, West Virginia.

Extensive experience using GIS for analysis and data management.

Education

M.S., Geography, Oregon State University, 2011. Research focused on anthropomorphic influences on streamflow trends.

B.S., Geology, West Virginia University, 2004.

Representative Publications

Glass M, Hatcher K, Betcher M, Hansen E. 2016. Guidance for Monitoring Effects of Gas Pipeline Development on Surface Water and Groundwater Supplies. Downstream Strategies.

Boettner F, Hatcher K, Carlson E, Betcher M, Collins A, Nkansah K, Stull R, Gaujot R. Tucker County, West Virginia Small Business and Housing Needs Assessment. 2014. Downstream Strategies, West Virginia University, Green Rivers.

Alexis
Yost

Staff Planner

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ayost@downstreamstrategies.com

Profile

Ms. Yost is a landscape designer and planner with a holistic approach to creating places that stand the test of time. With experience in the principals of conservation ecology and sustainable design, she aims to implement techniques that support science and serve communities within Appalachia and beyond. Her portfolio features a variety of projects spanning from small-scale parklets to large-scale urban and regional plans, with technical skills demonstrated that ensure each plan follows through to completion.

Skills and Experience

In partnership with the Mon Forest Towns, assisted in rural community development to create conceptual and technical design documents for participating regions.

Experienced in spatial data analysis and map creation using GIS.

Facilitated public meetings, created participation materials, and applied public participatory methods for community visioning.

Knowledgeable in identifying plant species.

Designed the largest all-inclusive park in the state of West Virginia, in which visitors learn about native ecosystems and stormwater management.

Created community engagement materials to collect data and analyze public feedback.

Skilled in AutoCAD, Civil3D, and LandFX to create technical design drawings.

Fluent in Adobe Photoshop, Illustrator, and InDesign to provide visual representation of proposed projects.

Knowledgeable about native ecosystems and environmental design constraints

Supported West Virginia University field drawing classes.

Experienced in a wide array of drawing and drafting techniques to support the understanding of Appalachian landscapes.

Assisted in data collection and monitoring of soil quality in the highlands of West Virginia.

Extensive experience in a wide variety of business and technical writing styles.

Coordinated inclusive charettes geared towards serving the public and preserving habitat.

Supported public outreach education and volunteer efforts in highland conservation and green transit initiatives.

Knowledgeable in the U.S. Green Building Council's rating system for sustainable building practices.

Provided oversight of proposed projects by creating geospatial site analysis in ArcPro.

Education

B.S., Landscape Architecture, West Virginia University, 2021. Minor in Sustainable Design.

Brennan Williams

Community and Economic Development Planner

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Morgantown, WV 26508

304.292.2450

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bwilliams@downstreamstrategies.com

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Ideas that sustain.

Profile

Mr. Williams is a city and regional planner with over six years of professional planning and zoning experience at the municipal level. He is experienced in program management, comprehensive planning, neighborhood planning, zoning code development and implementation, urban design, and stakeholder engagement.

Skills and Experience

Served as planning director for the City of Travelers Rest in South Carolina, a small town of about 8,000 people located at the foothills of the Blue Ridge Mountains.

Extensive experience implementing comprehensive plans.

Managed and coordinated special development projects, including streetscape improvements.

Analyzed and reviewed building projects and development.

Extensive experience in advising planning and zoning boards, commissions, and policy makers.

Researched and drafted ordinances and zoning code updates to incentivize tree canopy preservation, affordable housing, and accessory dwelling units.

Experience in public meeting facilitation, including comprehensive plan visioning and development workshops.

Experience in spatial data analysis and map creation using GIS.

Member of the South Carolina Bar.

As Development Planner for the City of Greenville, South Carolina, reviewed development plans to ensure compliance with codes and ordinances, managed and advised the Board of Zoning Appeals, Design Review Board, and Technical Advisory Committee on development projects, and educated the community about development projects and procedures.

Experience coordinating housing rehabilitation and new construction programs for affordable housing initiatives.

Education

Master of City and Regional Planning, Clemson University, 2020.

J.D., Charlotte School of Law, 2013.

B.A., Political Science, University of South Carolina, 2009.

Certificate, Grant Writing, University of South Carolina, 2015.

Representative Publications

Williams B. 2020. What Elements and Preconditions Are Necessary for a Viable, Adaptive Compact? A Catawba-Wateree River Case Study. Thesis, Master of City and Regional Planning, Clemson University. https://tigerprints.clemson.edu/all_theses/3342.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-319: Payment of Bills - March 18, 2024

ATTACHMENTS:

- GENERAL FUND COUNCIL REPORT 2024 03 18.pdf
- CAPITAL RESERVE COUNCIL REPORT 2024 03 18.pdf
- PARKS N REC COUNCIL REPORT 2024 03 18.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALL AMERICAN PAVING LLC	3/15/24	ALL AMERICAN PAVING LLC	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,600.00
				TOTAL:	1,600.00
ANTONY VALENTINE	3/15/24	TRAFFIC TICKET OVERPAYMENT	GENERAL FUND	NON-DEPARTMENTAL	75.00
				TOTAL:	75.00
APPLE VALLEY WASTE SERVICE, INC.	3/15/24	TRASH SERVICE FEB 2024	GENERAL FUND	NON-DEPARTMENTAL	525.00
	3/15/24	TRASH SERVICE FEB 2024	GENERAL FUND	STREETS & HIGHWAYS	660.13
				TOTAL:	1,185.13
BOLAND TRANE SERVICES INC	3/15/24	MARCH24 HVAC 661 S GEORGE	GENERAL FUND	POLICE DEPARTMENT	457.00
				TOTAL:	457.00
CHARLES TOWN LOCK AND KEY	3/15/24	NEW LOCK CITY HALL BACK DO	GENERAL FUND	STREETS & HIGHWAYS	145.00
				TOTAL:	145.00
CINTAS	3/15/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
	3/15/24	LAUNDRY BAGS	GENERAL FUND	STREETS & HIGHWAYS	207.54
				TOTAL:	415.08
CNA SURETY	3/15/24	WV RIGHT OF WAY3/31/24-3/3	GENERAL FUND	STREETS & HIGHWAYS	100.00
				TOTAL:	100.00
COMCAST CORPORATION	3/15/24	CITY HALL INTERNET 3/9-4/8	GENERAL FUND	CITY HALL	248.39
	3/15/24	MAINT SHOP INTERNET 3/7-4/	GENERAL FUND	STREETS & HIGHWAYS	93.90
				TOTAL:	342.29
CREAMERS AUTO SERVICE CENTER, LLC	3/15/24	CAR#2 REAIR WIRING	GENERAL FUND	POLICE DEPARTMENT	183.51
	3/15/24	CAR#26 REPALCE O2 SENS,ROT	GENERAL FUND	POLICE DEPARTMENT	249.19
	3/15/24	CAR#4 OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	131.92
				TOTAL:	564.62
CHARLES TOWN UTILITY BOARD	3/15/24	108 N GEORGE ST 1/15-2/15/	GENERAL FUND	CITY HALL	100.13
	3/15/24	105 S GEORGE ST 1/15-2/15/	GENERAL FUND	CITY HALL	102.67
	3/15/24	661 S GEORGE ST 1/15-2/15/	GENERAL FUND	POLICE DEPARTMENT	308.55
	3/15/24	34 N WATER ST 1/15/24-2/15	GENERAL FUND	STREETS & HIGHWAYS	68.84
				TOTAL:	580.19
DELTA DENTAL OF PENNSYLVANIA	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	ECONOMIC DEVELOPMENT	22.18
	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	TREASURER'S OFFICE	130.16
	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	CITY CLERK'S OFFICE	62.61
	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	ENFORCEMENT AGENCY	22.18
	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	BUILDING INSPECTION	43.05
	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	PLANNING & ZONING	127.69
	3/15/24	APRIL24 DELTA DENTAL PREMI	GENERAL FUND	CITY HALL	42.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ENCOVA INSURANCE	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	NON-DEPARTMENTAL	106.85
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	ECONOMIC DEVELOPMENT	111.32
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	MAYOR'S OFFICE	22.26
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY COUNCIL	71.24
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY MANAGER'S OFFICE	339.48
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	TREASURER'S OFFICE	386.14
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY CLERK'S OFFICE	102.90
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	POLICE JUDGE'S OFFICE	57.00
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	ENFORCEMENT AGENCY	86.84
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	BUILDING INSPECTION	131.45
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	PLANNING & ZONING	374.03
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	CITY HALL	171.70
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	PARKING	64.30
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	POLICE DEPARTMENT	2,453.43
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	POLICE-SPECIAL DUTY	43.64
	3/15/24	WORKERS COMP 7/1/23-7/1/24	GENERAL FUND	STREETS & HIGHWAYS	416.42
				TOTAL:	4,939.00
ENVIRO-TECH PEST SERVICES	3/15/24	661 PEST SERVICE 11/30/23	GENERAL FUND	POLICE DEPARTMENT	78.61
	3/15/24	661 PEST SERVICE 12/29/23	GENERAL FUND	POLICE DEPARTMENT	77.52
				TOTAL:	156.13
EXECUTIVE EMERGENCY LIGHTING LLC	3/15/24	FY2024 TAHOE PROJECT	CAPITAL RESERVE	PUBLIC SAFETY	34,433.72
				TOTAL:	34,433.72
FIRST-CITIZENS BANK & TRUST CO	3/15/24	CITY HALL COPIER	GENERAL FUND	CITY HALL	227.70
	3/15/24	3RD FLOOR COPIER RENT FEB	GENERAL FUND	CITY HALL	220.00
				TOTAL:	447.70
FORRESTER FARM EQUIPMENT LTD	3/15/24	2023 NEW HOLLAND BACKHOE	CAPITAL RESERVE	STREETS & TRANSPORTATI	80,720.00
				TOTAL:	80,720.00
FRONTIER COMMUNICATIONS CORP	3/15/24	661PD PHONE SER12/10/23-1/	GENERAL FUND	POLICE DEPARTMENT	1,207.82
				TOTAL:	1,207.82
GREENWAY ENGINEERING, INC.	3/15/24	BID ASSISTANCE STORM WATER	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,352.50
				TOTAL:	2,352.50
GRIFFITH ENERGY SERVICES, INC	3/15/24	CITY HALL OIL 3/5/24	GENERAL FUND	CITY HALL	438.70
				TOTAL:	438.70
HOLTZMAN PROPANE	3/15/24	SERVICE LABOR CALL ORTEGAS	GENERAL FUND	OTHER BUILDINGS	757.14
				TOTAL:	757.14
JEFFERSON COUNTY EMERGENCY COMMUNICATI	3/15/24	CAD MOBILE DATA11/6/23-12/	GENERAL FUND	POLICE DEPARTMENT	441.13

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/15/24	12/16 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50
	3/15/24	12/20 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50
	3/15/24	12/27 WEEKLY EVENT CALENDA	GENERAL FUND	CITY HALL	69.50
				TOTAL:	326.90
JOHN NISSEL	3/15/24	TRAINING STAY REINBURS	GENERAL FUND	CITY MANAGER'S OFFICE	672.18
				TOTAL:	672.18
KABLE EXCAVATING, LLC	3/15/24	INSTALL PLOW/SPREADERS-BRI	GENERAL FUND	STREETS & HIGHWAYS	1,080.00
	3/15/24	INSTALL PLOW/SPREADERS-BRI	GENERAL FUND	STREETS & HIGHWAYS	1,040.00
				TOTAL:	2,120.00
MOTOROLA SOLUTIONS, INC.	3/15/24	BATT IMPRESS LIION X20	GENERAL FUND	POLICE DEPARTMENT	2,192.80
	3/15/24	ANNUAL DEVICE LICENSE	CAPITAL RESERVE	PUBLIC SAFETY	390.00
	3/15/24	TAHOE VIDEO EQUIP	CAPITAL RESERVE	PUBLIC SAFETY	8,951.00
				TOTAL:	11,533.80
PANSCH INVESTIGATIONS LLC	3/15/24	PRE EMPLOYEEMENT POLYGRAPH	GENERAL FUND	POLICE DEPARTMENT	325.00
				TOTAL:	325.00
PEIA	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	NON-DEPARTMENTAL	3,848.21
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	NON-DEPARTMENTAL	4,041.76
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	ECONOMIC DEVELOPMENT	533.23
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	ECONOMIC DEVELOPMENT	533.23
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	CITY MANAGER'S OFFICE	3.96
	3/15/24	PEIA	GENERAL FUND	TREASURER'S OFFICE	634.88
	3/15/24	PEIA	GENERAL FUND	TREASURER'S OFFICE	634.88-
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	TREASURER'S OFFICE	968.99
	3/15/24	FEB2024 PEIA CREDIT	GENERAL FUND	TREASURER'S OFFICE	634.88-
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	TREASURER'S OFFICE	1,984.02
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	CITY CLERK'S OFFICE	1,135.88
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	CITY CLERK'S OFFICE	1,135.88
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	PLANNING & ZONING	1,675.05
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	PLANNING & ZONING	1,675.05
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	CITY HALL	1,135.88
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	CITY HALL	1,135.88
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	PARKING	533.23
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	PARKING	533.23
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	POLICE DEPARTMENT	12,503.44
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	POLICE DEPARTMENT	12,503.44
	3/15/24	FEB 2024 PEIA BILLING	GENERAL FUND	STREETS & HIGHWAYS	1,640.77
	3/15/24	MAR2024 PEIA BILLING	GENERAL FUND	STREETS & HIGHWAYS	1,640.77
				TOTAL:	48,530.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHENANDOAH SALES AND SERVICE INC.	3/15/24	WATER FILTER REPLACE - INS	GENERAL FUND	STREETS & HIGHWAYS	85.50
				TOTAL:	85.50
SOUTH CENTRAL PLANNING & DEVELOPMENT C	3/15/24	MYPERMITNOW FEES FEB 2024	GENERAL FUND	CITY HALL	730.00
				TOTAL:	730.00
JOHN DEERE FINANCIAL	3/15/24	TURP EQUIPMENT	GENERAL FUND	STREETS & HIGHWAYS	22.49
				TOTAL:	22.49
SOUTHERN STATES	3/15/24	TALL FESCUE BAG 50LB	GENERAL FUND	STREETS & HIGHWAYS	123.00
				TOTAL:	123.00
STAPLES ADVANTAGE	3/15/24	CARD STOCK/2PLY/WTR CLR	GENERAL FUND	BUILDING INSPECTION	14.84
	3/15/24	CARD STOCK/2PLY/WTR CLR	GENERAL FUND	CITY HALL	24.38
	3/15/24	TISSUE/LINERS/SPRAY/SUPPLI	GENERAL FUND	CITY HALL	67.94
	3/15/24	TISSUE/LINERS/SPRAY/SUPPLI	GENERAL FUND	CITY HALL	58.31
	3/15/24	TISSUE/LINERS/SPRAY/SUPPLI	GENERAL FUND	CITY HALL	124.60
	3/15/24	TISSUE/LINERS/SPRAY/SUPPLI	GENERAL FUND	CITY HALL	144.44
	3/15/24	TISSUE/LINERS/SPRAY/SUPPLI	GENERAL FUND	CITY HALL	11.48
	3/15/24	TISSUE/LINERS/SPRAY/SUPPLI	GENERAL FUND	CITY HALL	7.00
				TOTAL:	452.99
STEPTOE & JOHNSON PLLC	3/15/24	LEGAL SERVICES JAN 2024	GENERAL FUND	CITY ATTORNEY	10,656.50
				TOTAL:	10,656.50
SUSTAINABLE STRATEGIES DC	3/15/24	JAN2024 BASE RETAINER	GENERAL FUND	CITY HALL	2,400.00
	3/15/24	FEB24 BASE RETAINER	GENERAL FUND	CITY HALL	2,400.00
				TOTAL:	4,800.00
SVG COMMERCIAL CLEANING LLC	3/15/24	CLEANING DEC23,JAN,FEB 24	GENERAL FUND	CITY HALL	7,040.00
	3/15/24	CLEANING DEC23,JAN,FEB 24	GENERAL FUND	CITY HALL	400.00
	3/15/24	CLEANING DEC23,JAN,FEB 24	GENERAL FUND	POLICE DEPARTMENT	4,106.74
				TOTAL:	11,546.74
LYLE C TABB & SONS, INC.	3/15/24	BOX RENTAL FEES FEB 2024	GENERAL FUND	STREETS & HIGHWAYS	500.00
				TOTAL:	500.00
TEK ADVISORS	3/15/24	TECH SERVICE JAN2024	CAPITAL RESERVE	GENERAL GOVERNMENT	7,906.30
				TOTAL:	7,906.30
U.S. BANK	3/15/24	JAN2024 GAS P-CARD PURCHAS	GENERAL FUND	NON-DEPARTMENTAL	4,118.58
	3/15/24	JAN2024 CORP P-CARD PURCHA	GENERAL FUND	NON-DEPARTMENTAL	9,675.25
	3/15/24	CORP PCARD PAST DUE BAL	GENERAL FUND	NON-DEPARTMENTAL	2,096.62
	3/15/24	GAS PCARD PAST DUE BAL	GENERAL FUND	NON-DEPARTMENTAL	286.98
				TOTAL:	16,177.43

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	141,485.84
200 CAPITAL RESERVE	136,353.52
GRAND TOTAL:	277,839.36

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 3/15/2024 THRU 3/15/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALL AMERICAN PAVING LLC	3/15/24	ALL AMERICAN PAVING LLC	CAPITAL RESERVE	STREETS & TRANSPORTATI	1,600.00
				TOTAL:	1,600.00
EXECUTIVE EMERGENCY LIGHTING LLC	3/15/24	FY2024 TAHOE PROJECT	CAPITAL RESERVE	PUBLIC SAFETY	34,433.72
				TOTAL:	34,433.72
FORRESTER FARM EQUIPMENT LTD	3/15/24	2023 NEW HOLLAND BACKHOE	CAPITAL RESERVE	STREETS & TRANSPORTATI	80,720.00
				TOTAL:	80,720.00
GREENWAY ENGINEERING, INC.	3/15/24	BID ASSISTANCE STORM WATER	CAPITAL RESERVE	STREETS & TRANSPORTATI	2,352.50
				TOTAL:	2,352.50
MOTOROLA SOLUTIONS, INC.	3/15/24	ANNUAL DEVICE LICENSE	CAPITAL RESERVE	PUBLIC SAFETY	390.00
	3/15/24	TAHOE VIDEO EQUIP	CAPITAL RESERVE	PUBLIC SAFETY	8,951.00
				TOTAL:	9,341.00
TEK ADVISORS	3/15/24	TECH SERVICE JAN2024	CAPITAL RESERVE	GENERAL GOVERNMENT	7,906.30
				TOTAL:	7,906.30

========== FUND TOTALS ==========

200	CAPITAL RESERVE	136,353.52
	GRAND TOTAL:	136,353.52

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: CAP1
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 3/15/2024 THRU 3/15/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
POTOMAC EDISON COMPANY, INC	3/15/24	JMP MEMORIAL 2/2/24-3/1/24	PARKS & REC	PARKS & REC		5.17
	3/15/24	JMP ELECTRIC SERV JAN 24	PARKS & REC	PARKS & REC		500.99
					TOTAL:	506.16
STACEY HOUGH	3/15/24	JEFFERSON JR TENNIS BALL R	PARKS & REC	PARKS & REC		131.92
					TOTAL:	131.92

========== FUND TOTALS ==========

207	PARKS & REC	638.08
	GRAND TOTAL:	638.08

TOTAL PAGES: 1

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 03-CT BOARD OF P&R
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 3/15/2024 THRU 3/15/2024

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT
SIGNATURE LINES: 2

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-278: Finance Committee Report - March 5, 2024, meeting

ATTACHMENTS:

- Finance Committee Report March 5, 2024.pdf

City of Charles Town Finance Committee Report
5 March 2024 Meeting

Drafted by: Bob Trainor - Chairman

Call to Order ooa 10:00AM

1. **Persons present:** Finance Committee Members Ms. Julie Philabaum, Mr. Jeff Hynes, and Mr. Bob Trainor; City Manager, Mr. John Nissel; City Finance Director, Ms. Krista Davis; Community Development Director, Ms. Alissa Meeks; Operations Director, Ms. Cindy Rezmer; Maintenance Supervisor, Mr. Jim Wysong; and Downtown Coordinator/ Business Development, Ms. Liz Cook.

2. **Unfinished Business**

   There wasn't any unfinished business

3. **New Business**

   2024 – 271: FY2025 Budget Review

   Staff presented the Committee with the City's proposed FY2025 General Fund Operating Budget. The proposed budget includes a 3.2% Cost of Living Allowance (COLA) increase for City staff, 3% - 457 retirement plan match, and an additional administrative staff position for the Charles Town Police Department. The Finance Committee provided various recommendations to the proposed budget.

   Recommendations to the City Council: Review and provide feedback to the City's proposed FY2025 General Fund Operating Budget.

4. **Tabled Items**
5. **Pending Items**
6. **The meeting was adjourned ooa 2:35PM**
7. **Next Scheduled Finance Committee meeting is scheduled for 10:00AM, 3 April 2024.**

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-305: Charles Town Tree Board February Meeting Minutes

ATTACHMENTS:

- Tree Board Meeting Minutes - Feb. 1 .pdf

CITY OF CHARLES TOWN
Tree Board
February 1, 2024

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Jane King
SECONDER: Scott Updike
AYES: all

2. UNFINISHED BUSINESS

2024-84: Tree Board Vacancy Filled - Welcome Carlo Olivares

- Carlo was sworn in at the last city council meeting.
- Carlo met up with Aaron to get caught up on tree board activities.

2024-85: Tree Planting Replacement with Cacapon Institute Spring 2024 Community Tree Planting Project proposed locations.png

- We get first dibs on the community tree program with Cacapon.
- Aaron met with Jeff and they walked Evittt's Run park and made a diagram of where trees could be planted.
- We will call miss utility to make sure of planting areas.
- First area of tree planting will be where some died previously.
- Fill in gaps along the stream and create a shade buffer.
- Suggested planting areas on the skate park side.

- Replace trees that have died or been cut down.
- Community tree program needs a date in April to schedule planting, need 15 volunteers.

MOTION: Motion to pass the maps and planting locations onto the Parks and Rec board for approval for placement of trees.
RESULT: approved
MOVER: Scott Updike
SECONDER: Carlo Olivares
AYES: all

2024-86: Tree Canopy/Inventory Update

- Carlo wants to assist.
- Looking at getting an intern from blue ridge community technical.
- John updated the board that the city purchased some programming but they're short staffed at the moment.
    - Scott will contact James (city planner).
    - Scott connected with Jessica and Rebecca and they uploaded the data to their space and the data loaded fine but we need to maintain it.

2024-87: Grant Approval and Consideration of Next Steps

- Forestry has a request for proposal and the deadline is April 1st.
- $50,000 unmatched grant that we have discussed using for a nursery.
- The former nursery project was a micro tree nursery that was mobile (section 8 had the money and put out the request for proposal but only had 1 bid).
    - They were going to swap soil with Missouri gravel to quickly grow trees.
    - Aaron will call James who came up with the micro nursery and get more info and contact some other firms.
    - John asked about the footprint of the micro nursery. Started as a 4' x 4' but there were issues having it by the skatepark because of the heat from the blacktop.
    - We can start small and add on, John suggested starting in the maintenance yard.
- This spring we will get 200 trees from 1st Energy (1.5-2ft) and 100 from WV extension.
- We can do community tree plantings 2x/year.
- Potential planting at the African American burial grounds if we get input from the African American community.
- Aaron will reach out to Elkins because they've done 2 rounds of tree nurseries.

MOTION: Motion to work with city staff to investigate an application for the grant proposal with the idea of looking at a micro nursery.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2024-88: Pollinator Garden Funds from Potomac Edison for Planting.

- Looking at Spring planting, have the site picked out by the skate park entrance.

2024-89: Tree Planting Bare Root Seedlings for WV Water-Ways

- We have 200 of those, 100 per 5 gallon buckets.
- Wil look at fostering those for a future planting.

2024-90: Update on Purchase of PPE for Maintenance for Tree Related Activities

- John got the order from Jim for everything for a total of $1,612 (anything grant can't cover will be covered through city budget).
- John is wondering where they access the grant money from.
  - Aaron will check on the status of the funds.

2024-91: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

- It's $31/hour for volunteer time.
- We need some sort of spreadsheet to track.
- Attending seminars also counts as volunteer time.

2024-92: Discussion of Potential Future Nursery Located at the Maintenance Yard or other location.

- See 2024-87

2024-93: New Grant Funds Available and Consideration of Tree Related Projects

- See 2024-87

2024-94: Tracking Tree Related Time and Tickets via City Staff, Maintenance and Volunteers.

- See 2024-91

2024-95: Update on Arborist Certification/Training for City Staff Person

- Travis Kable will do arborist training Feb. 20th.

- There's not a lot of arborists in WV.
- We need to take care of trees after planting and have a maintenance plan.

3. NEW BUSINESS

2024-96: Review of the Tree Board City Code Ord. 2020.011 - Article 1104 Trees.pdf

- Aaron went over key points of the ordinance.
- We haven't worked much with streets and we need to coordinate with them and other city boards.
- Definitions of shrubs and trees.
- Liz is the chair of the streets committee which is now the infrastructure committee.
- John mentioned an asphalt paving plan.
- John asked if we get involved in green space with development.
  - Discussed in the past, developers aren't bound to anything tree related.
  - Maybe we can look into this with planning (make sure the types of trees are appropriate for where they're being planted and setting aside green spaces).
  - Liz mentioned there is a list of trees that aren't allowed.
  - Aaron will reach out to James to look at it and see if we can make any modifications.

2024-97: Review of Procedure of Tree Board

- Liz wanted to check and see if we are due for officer elections since it's a new year.
- Katie was sworn in for a 4 year term by John. She still needs to go in and sign the paper.

2024-98: Wright Denny Elementary School Tree Planting Project

- Aaron got in contact with someone but then never heard back.
- Cacapon has an educational program that they can do the morning before the tree program and next day plant the trees.
- Carlo is interested in helping.
- Carlo and Aaron have a zoom meeting with Cacapon to get more information about the program.
- Need to get it on the school board agenda and do a presentation (we would need to coordinate with Cacapon and be a facilitator to promote the event).

2024-99: Booth at Blooms and Blossoms in Lieu of Arbor Day Street Event - $35.00 cost

- We can consolidate with Blooms and Blossoms.
- The $35 fee can be waived since we're a city board.

- Janie and Katie can be in charge of crafts.

MOTION: Motion to get a booth at Blooms and Blossoms in April for our Arbor Day kick off.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2024-100: Coordination with City and Community on the African American Cemetery on S. Seminary and E. Avis Street

- Who do we contact?
  - Liz notified the board that there's a special committee working on the best way to honor and use the space. Liz brought up trees at the last meeting.
  - Cindy is the liaison on the project and John will talk to her about it.

2024-101: Discussion About Intern, Sharing/Funding and Outreach to Local Schools for Potential Candidates

- Looking at getting an intern from blue ridge community technical.

2024-102: Review and Update Tree Maintenance Procedures

4. ADJOURNMENT

Motion to adjourn at 7:31 PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-312: Charles Town Utility Board Meeting Minutes - February 28, 2024, meeting

ATTACHMENTS:
- 2024.02.28 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
February 28, 2024

The Charles Town Utility Board held a regular meeting on February 28, 2024 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; Duke Pierson, Vice Chairman; Tommy Stocks, Treasurer; Jeff Whitten, Board Member; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel and Tricia Jackson; County Commission Liaison.

The audio recording was not working for this meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of February 14, 2024 Regular Meeting Minutes

The Chairman called for changes or corrections to the February 14, 2024 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Whitten, the Board unanimously approved the February 14, 2024 minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron. Several documents were handed out to the Board.

NEW BUSINESS

Renewal & Replacement Project Resolution No. 16 – Contractor Pay Application No. 16

Mrs. Stolipher included the contractor application for Payment No. 16 in the amount of $132,116.09 for work completed.

Action: **Motion made by Mr. Whitten, second by Mr. Pierson, the Board unanimously approved Resolution No. 16.**

Hunter Valley Service Request

Mrs. Stolipher received a request from the developer of Hunter Valley Apartments located on Route 115 just south of the Berkeley County Line to allow Berkeley County to serve the water and sewer for the project. The developer requested CTUB draft a letter to Berkeley County Water and Sewer Public Service Districts to allow them to serve the project as they have facilities in the area.

Action: **Motion made by Mr. Pierson, second by Mr. Stocks, the Board unanimously approved drafting a letter to Berkeley County to serve the Hunter Valley project.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned the continued effort on the lead and copper mandate and provided an updated sewer capital expenditure report. She also mentioned staff has addressed multiple water leaks and the odor issue at the Tuscawilla Plant.

Mr. Pierson requested an analysis of the water and sewer rates versus the American Water rates for the next meeting.

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

Chairman Report

The Chairman mentioned the City is in the design stage for Happy Retreat parking and an asphalt plan for the City and may be requesting input from CTUB staff.

Mrs. Parker requested that Mrs. Milliron's public comments be added to the record. She also requested the subdivision CIF tracking chart be included in future board packets. The Chairman will add to the next agenda for discussion.

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

APPROVAL OF BILLS

February 28, 2024

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

ADJOURNMENT

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

Action: **Motion by Mr. Pierson, second by Mr. Stocks, the Board unanimously adjourned the meeting at 4:19 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, March 13, 2024 at 4:00 P.M. at 661 S. George Street.

John Nissel
Chairman

Ashley Stottlemyer
Secretary

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/18/24
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-315: Letter to the City Council from the Norborne Glebe Homeowners Association, Inc.

ATTACHMENTS:
- Letter to City Council.pdf

Norborne Glebe Homeowners Association Inc.

Property Management People, Inc.
340 Edmond Rd, Suite E, Kearneysville, WV 25430
Phone 681-252-0217 Fax 304-725-5986

February 27, 2024

RECEIVED
MAR 0 4 2024
BY: VB

City Council
c/o Kiya Tabb, City Clerk
PO Box 14
Charles Town, WV 25414

IMPORTANT
NOTICE OF SPECIAL MEETING

Dear Norborne Glebe Homeowners,

The Norborne Glebe Homeowners Association, Inc. Board of Directors has scheduled a **Special Meeting** of the Home and Lot Owners, for **Wednesday, March 20, 2024 at 5:00pm,** at The Inn at Charles Town Races, located at 751 Hollywood Dr, Charles Town, WV 25414. The purpose of the meeting is to discuss having trash and recycling service for the entire Norborne Glebe Community to be included in your monthly assessments.

On the reverse side of this letter, please find a survey regarding allowing trash and recycling service to be included in your monthly assessments. Please help the Community by submitting your feedback in the enclosed postage prepaid envelope no later than **Tuesday, March 19, 2024 at 5:00pm.**

Should you have any questions, please feel free contact me directly at: angela.sudduth@pmpbiz.com.

Respectfully,

Angela Sudduth
Angela Sudduth
Community Manager
On behalf of the Board of Directors for the
Norborne Glebe Homeowners Association, Inc.

Enclosure: Prepaid Return Envelope (red)

SPECIAL APPLE VALLEY WASTE SERVICE SURVEY
NORBORNE GLEBE HOMEOWNERS ASSOCIATION, INC.

Instructions for question number 1 , please clearly circle **YES** or **NO.** For number 2 please neatly write any comments that you may have.

1) Do you support having the Property Management Company provide trash and recycling services for the entire Norborne Glebe Community, including all single family and townhouse homes? The service will start July 1, 2024 and the HOA monthly assessments will increase by $27.00, from $50.00 to $77.00 per month, and this will start on July 1, 2024.

Circle one: YES or NO

2) If you have any comments, please list them below.