CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • AUGUST 4, 2025
REVISED

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

: **2025-828:** City Council Workshop Meeting Minutes - July 21, 2025
July 21st workshop meeting minutes - draft.pdf

: **2025-829:** City Council Meeting Minutes - July 21, 2025
July 21st city council meeting minutes - draft.pdf

3. PUBLIC COMMENT

4. WARD REPORTS

5. MAYOR'S REPORT

6. COMMITTEE REPORTS

: **2025-830:** Ordinance Committee Meeting - July 24, 2025
City of Charles Town Ordinance Committee Report - July 24 2025.pdf
Consolidated Ordinance Committee Pending Referrals - UPDATED March 2025.pdf

: **2025-831:** Infrastructure Committee Meeting - July 28, 2025
Report_ Infrastructure July 2025 - Google Docs.pdf

7. CITY MANAGER REPORT

: **2025-845:** City Manager's Report - August 4, 2025
City Manager Report Aug 4 2025.pdf

8. POLICE CHIEF REPORT

9. UNFINISHED BUSINESS

: **2025-816:** Ordinance Committee's Pending Ordinance List Discussion
Consolidated Ordinance Committee Pending Referrals - UPDATED March 2025.pdf

10. NEW BUSINESS

: **2025-819:** FY2025 HdL Collections Update
FY 2025 HdL COLLECTIONS HIGHLIGHTS.pdf

: **2025-820:** Housing Rehab Program Discussion

6-30-25 Bank and Investment Account Balance.pdf

: **2025-839:** First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)
PODA 2025 Revision Redline.pdf
PODA 2025 Revision Clean.pdf

: **2025-841:** Selection of City Manager - Possible Executive Session

: **2025-842:** Ortega's Alcohol License Request

: **2025-843:** Jefferson County Kick-Ball Tournament Discussion

: **2025-846:** Rouse Hall Air Conditioning/Emergency Funding

11. REFERRALS TO COMMITTEES/COMMISSIONS

: **2025-844:** Potential Change to the Board of Parks and Recreation Ordinance to Allow Three Council Members - Refer to Ordinance Committee
Ord. 2020.012 - Article 138 Board of Park and Recreation Commissioners.docx.pdf

12. APPROVAL OF BILLS

: **2025-832:** Payment of Bills - August 4, 2025
GEN FUND COUNCIL REPORT 2025-08-04.pdf
PARKS N REC COUNCIL REPORT 2025-08-04.pdf
CAPITAL RESERVE COUNCIL REPORT 2025-08-04.pdf

13. ADJOURNMENT

14. INFORMATION ONLY - NEXT MEETING, City Council Regular Meeting August 18, 2025, at 7:00PM

: **2025-821:** Mayor's Report - July 21, 2025
Mayor's Report - July 21, 2025.pdf

: **2025-822:** FY2026 General Fund Budget Revision #1
FY26 GenFund Revision #1 State Worksheet.pdf
FY 2026 GF Revision #1.pdf

: **2025-823:** FY2026 Capital Budget Revision #1
Capital Budget 1st Revision.pdf

: **2025-824:** Council Select Committee on the Lease Negotiating for Charles Washington Hall and Rouse Hall
Lease Negotiating Committee.pdf

: **2025-825:** Charles Town Utility Board Meeting Minutes - July 9, 2025
2025.07.09 UB MINUTES.pdf

: **2025-826:** Place and Main Contract - Signed
Place Main Contract as Signed by CTN .pdf

: **2025-833:** WV American Water Community Reception Information

American Water Invite.pdf

: **2025-834:** Letter to Vincent Cuttill
Eagle Scout Letter - signed.pdf

: **2025-835:** W. Washington Street Informational Workshop - August 5, 2025
W Washington St Project.pdf

: **2025-836:** Resolution Allocating Opioid Funds to Police Social Work Program
2025-005 - Resolution Allocating Opioid Funds to Police Social Work Program.pdf

: **2025-837:** A Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority
2025-006 - A Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority.pdf

: **2025-838:** Article 1742 Certificate of Continuing Occupancy
2025-004 - Article 1742 Certificate of Continuing Occupancy.pdf

: **2025-840:** Article 136 Rental Dwelling Units
2025-005 - Article 136 Rental Dwelling Units.pdf

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

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

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-828: City Council Workshop Meeting Minutes - July 21, 2025

ATTACHMENTS:

- July 21st workshop meeting minutes - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 21,2025

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

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

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

2. WORK SESSION

2025-792: FY2026 Capital Budget

Ms. Nice reviewed the FY2026 Capital Budget Revision #1 with the Council.

3. ADJOURNMENT

Mayor George asked if there was any objection to adjourning the meeting. Hearing none he adjourned the meeting at 7:00PM.

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
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AGENDA ITEM (ID #)

2025-829: City Council Meeting Minutes - July 21, 2025

ATTACHMENTS:

- July 21st city council meeting minutes - draft.pdf

CITY OF CHARLES TOWN

CITY COUNCIL

MINUTES • July 21, 2025

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

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

Ms. Alissa Meeks, Interim City Manager; Ms. Stephanie Grove, City Attorney; Ms. Cindy Rezmer, Operations Director; Ms. Lori Nice, Finance Director; Mr. James Newman, City Planner; Mr. Corey Lewis, Code Compliance Officer; Ms. Liz Cook, Business Development/Downtown Coordinator; and Chief Chris Kutcher, Charles Town Police Department (CTPD) were also in attendance.

1. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

2025-769: City Council Workshop Minutes - July 7, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the July 7, 2025, workshop minutes approved.

2025-770: City Council Meeting Minutes - July 7, 2025

There being no corrections, additions, or changes to the minutes Mayor George declared the July 7, 2025, council meeting minutes approved.

3. PUBLIC COMMENT

Three people signed up for public comment.

Ms. Printz thanked the thirty downtown businesses that signed a letter communicating their concerns over the redevelopment of the 100 block of E. Washington Street that was presented to the Jefferson County Commission.

Mr. Printz read the letter the downtown businesses signed and presented to the Jefferson County Commission.

Ms. Renner expressed her disappointment that her request to have Veteran banners displayed in Charles Town on Veteran's Day was denied.

4. WARD REPORTS

Ward 1

Ms. Ricketts reported that the Red Cross was impressed with the outpouring of help they received by both the City of Charles Town and the City of Ranson in the aftermath of the storm. She also worked with city staff, the Charles Town Utility Board (CTUB), and the Agustine Avenue Trail contractor to resolve a few CTUB manhole issues and finally, she will be attending the WV Public Transit Conference this week and will update the council at the next meeting.

Mr. Kratovil thanked everyone, including the City of Ranson, for helping the residents of Charles Town after the storm.

Ward 2

Mr. Hynes thanked everyone for their clean-up effort in the aftermath of the storm.

Mr. Tester thanked everyone for the donations and help for the residents of Charles Town.

Ward 3

Mr. Hartman thanked the maintenance department and police department for their quick response to help residents, even during the storm.

Mr. Roth thanked everyone who mobilized so quickly to help the residents of Charles Town.

Ward 4

Ms. Sugrue thanked the community and all the people who responded in the aftermath of the storm.

5. MAYOR'S REPORT

2025-794: Mayor's Report - July 21, 2025

Mayor George reviewed the mayor's report with the Council.

2025-795: Presentation to Eagle Scout

Mayor George presented Vincent Cuttill with a mayoral coin and an official letter congratulating him on earning the rank of Eagle Scout.

6. COMMITTEE REPORTS

2025-780: Finance Committee Meeting - July 8, 2025

Mr. Hynes reviewed the Finance Committee Report with the Council.

2025-781: Personnel Committee Meeting - July 14, 2025

Mr. George reviewed the Personnel Committee Report with the Council.

7. CITY MANAGER REPORT

2025-796: City Manager's Report - July 21, 2025

Ms. Meeks reviewed the City Manager's Report with the Council.

8. POLICE CHIEF REPORT

Chief Kutcher reported that his officers did an excellent job responding after the storm. Sargeant DeSarno, Patrolman Ciampa, Day, and Daniel worked with EMS and

the fire departments to evacuate Charles Towers Apartment building which received heavy damage during the storm.

He also reported that there were no incidents during the July 17, 2025, rally held on N. George Street and the department completed their preliminary assessment with the Commission on Accreditation of Law Enforcement Authority (CALEA). In 2026 the department will start the reaccreditation process for another four years.

9. UNFINISHED BUSINESS

2025-771: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

Mr. Tester moved to open the public hearing. Mr. Hynes seconded the motion, and hearing no objections, Mayor George opened the public hearing.

No one signed up for the public hearing.

Mr. Tester moved to close the public hearing. Mr. Hynes seconded the motion, and hearing no objections Mayor George closed the public hearing.

2025-772: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units

Mr. Hynes moved to approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 1 Administrative Code, Chapter 5 Administrative, Article 136 Rental Dwelling Units. Ms. Sugrue seconded the motion, and it failed by a 4-4 vote.

RESULT:	**FAILED [4-4]**
MOVER:	Jeff Hynes
SECONDER:	Andie Sugrue
AYES:	George, Hynes, Tester, Sugrue
NAYS:	Kratovil, Ricketts, Hartman, Roth

Mr. George moved to approve the second reading of Article 136 with an inspection fee of $50.00 instead of $100.00. Mr. Hynes seconded the motion, and it failed by a 3-5 vote.

RESULT:	**FAILED [3-4]**
MOVER:	Micheal George
SECONDER:	Jeff Hynes
AYES:	George, Hynes, Tester
NAYS:	Kratovil, Ricketts, Hartman, Roth, Sugrue

Mr. Hartman moved to approve the second reading of Article 136 with an inspection fee of $20.00. Mr. Roth seconded the motion, and it passed by a 5-3 vote.

RESULT:	**APPROVED [5-3]**
MOVER:	Nate Hartman
SECONDER:	Alden Roth
AYES:	George, Kratovil, Ricketts, Hartman, Roth
NAYS:	Hynes, Tester, Sugrue

2025-773: Public Hearing for Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

Mr. Tester moved to open the public hearing. Mr. Hynes seconded the motion, and hearing no objections, Mayor George opened the public hearing.

No one signed up for the public hearing.

Mr. Tester moved to close the public hearing. Mr. Hynes seconded the motion, and hearing no objections Mayor George closed the public hearing.

2025-774: Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy

Mr. Hynes moved to approve the Second Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Virginia with Regard to Part 17 Building and Housing Code, Chapter 3 Local Provisions, Article 1742 Certificate of Continuing Occupancy. Mr. Tester seconded the motion, and it passed with a 6-2 vote.

RESULT:	**APPROVED [6-2]**
MOVER:	Jeff Hynes
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Hynes, Tester, Roth, Sugrue
NAYS:	Ricketts, Hartman

2025-743: Public Hearing: ANX2025-01 - 54 Federal Way Annexation Request -

Mr. Hynes moved to open the public hearing. Mr. Hartman seconded the motion, and hearing no objections, Mayor George opened the public hearing.

No one signed up for the public hearing.

Mr. Hynes moved to close the public hearing. Ms. Sugrue seconded the motion, and hearing no objections, Mayor George closed the public hearing.

2025-793: Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Annexing .1 Acres of Land on Federal Way and zoning the parcels to General Commercial

Mr. Kratovil moved to approve the Second Reading and Consideration of an Ordinance to Amend the Zoning Map by Annexing .1 Acres of Land on Federal Way and zoning the parcels to General Commercial. Mr. Hynes seconded the motion, and it passed by unanimous vote.

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

2025-783: Opioid Resolution

Mr. Hynes moved to approve the Resolution Allocating Opioid Funds to Police Social Work Program. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-798: Economic Development Contract - Place and Main

Mr. Hynes moved to authorize Ms. Grove to send the Council approved revised contract to Place and Main and Charles Town Now. Ms. Sugrue seconded the motion, it passed by unanimous vote.

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

10. NEW BUSINESS

2025-691: Locust Hill Proposed Deed of Easement for the Establishment of a School Bus Shelter

Mr. Kratovil moved to approve the Locust Hill Deed of Easement. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2025-776: Charles Town Tree Board -Tree Nursery at Evitts Run Park Proposal

Mr. Aaron Amore, Chair of the Charles Town Tree Board, presented a tree nursery proposal at Evitts Run Park.

Mr. Hynes moved to grant permission to the Tree Board to utilize City owned space for a tree nursery and to work with the Charles Town Parks and Recreation Commission on the nursery's design. Ms. Ricketts seconded the motion, and it passed by unanimous vote.

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

2025-777: City Letter to the Public Service Commission (PSC) Addressing Case No. 25-0263-W-C CTUB vs. WV American Water

Mr. Hynes moved to authorize Ms. Grove and Mayor George to compose a letter to the Public Service Commission (PSC) addressing the case of CTUB vs. American Water. Mr. Tester seconded the motion, and it passed by unanimous vote.

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

2025-778: Lease Negotiating Committee for Charles Washington Hall and Rouse Hall

Mr. Hynes moved to create a lease negotiating committee for Charles Washington and Rouse Hall to include Mayor George, Mr. Hynes, Mr. Hartman, Mr. Tester and Mr. Veler, Chair of the Building Commission. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-779: FY2026 General Fund Revision #1

The following changes were made to the FY2026 General Budget.

- Account 413-38 Treasurer Refunds was increased by $65,000 from $10,000 to $75,000.
- Account 441-68 Community Grants was funded with $50,000.
- Account 444-68 Contributions-Sidewalk Improvement Program was increased by $35,000, which resulted in an increase from $15,000 to $50,000.
- Account 960-02 Transfers to Capital Reserve was reduced by $95,000 from $522,386 to $427,386.

- Account 960-04 Transfers to Residual Fund was decreased by $50,000 from $250,000 to $200,000.

Mr. Hynes moved to approve the FY2026 General Fund Budget Revision #1 as discussed. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-775: FY2026 Capital Budget - Revision #1

The following changes were made to the FY2026 Capital Budget.

- 368-00 Contributions from GF was reduced by $166,000 from $593,386 to $427,386.
- 975-15 Drone was reduced by $15,000 from $25,000 to $10,000.
- 977-57 Maintenance Yard Study of $80,000, which was approved June 16, 2025, was combined with proposed 977-57 Maintenance Equipment Building Engineering of $100,000 for a total of $170,000. An additional $80,000 was added to the $170,000 for a total balance of $250,000 for combined Maintenance Yard Study and Engineering.
- 977-57 Maintenance Buildings - Reskin Existing Building & Garage Doors was removed from the budget which resulted in a reduction of 110,000.
- 977-58 Flower Planters increased by $3,000 from $10,000 to $13,000.
- 979-23 Parks Master Plan was removed from the budget which resulted in a reduction of $100,000.
- Contingencies were reduced by $14,000 from $2,499,741 to $2,485,741.

These amendments reduced the proposed budget by $166,000 from $10,186,445 to $10,020,445.

Mr. Kratovil moved to approve the FY2026 Capital Budget as discussed. Mr. Tester seconded the motion, and it passed by a 7-1 vote.

RESULT:	**APPROVED [7-1]**
MOVER:	James Kratovil
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Tester, Hartman, Roth, Sugrue
NAYS:	Hynes

2025-790: JCDA Municipal Resolution

Mr. Hynes moved to approve the Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority. Ms. Sugrue seconded the motion, and it passed by unanimous vote.

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

Mr. Hynes moved to authorize the mayor to present the Resolution of the Municipalities of Jefferson County Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority at the next mayor's meeting and bring back any changes to the Council. Mr. Hartman seconded the motion, and it passed by unanimous vote.

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

2025-791: Division of Highways District 5 Letter

Mr. Hartman moved to Table this agenda item. Mr. Tester seconded the motion, and it passed by unanimous vote.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	Nate Hartman
SECONDER:	Kevin Tester
AYES:	George, Kratovil, Ricketts, Hynes, Tester, Hartman, Roth, Sugrue

2025-797: Standing Committee Appointment

Ms. Ricketts moved to nominate Mr. Roth for the Infrastructure and Ordinance Committees. Mr. Kratovil seconded the motion, and it passed by unanimous vote.

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

11. REFERRALS TO COMMITTEES/COMMISSIONS

2025-782: Article 1759 Vacant Buildings Discussion

Mr. Tester moved to refer Article 1759 Vacant Buildings to the Ordinance Committee. Mr. Roth seconded the motion, and it passed by unanimous vote.

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

12. APPROVAL OF BILLS

2025-799: Payment of Bills - July 21, 2025

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

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

13. ADJOURNMENT

Mayor George asked if there was any other business to come before the council. Hearing none he adjourned the meeting at 10:45PM.

14. INFORMATION ONLY - NEXT MEETING, City Council Special Meeting, July 28, 2025, at 5:30PM and City Council Meeting, August 4, 2025, at 7:00PM

2025-784: Charles Town Police Department Monthly Statistics - May and June 2025

2025-785: WV Fest 2025 Revenue and Expense Report

2025-786: Alden Roth Councilmember Oath of Office

2025-787: A Resolution for Intent to Apply for Funding Through the Federal Emergency Management Agency Hazard Mitigation Grant Program 5% Initiative to Assist with GIS Mapping of Underground Utility Infrastructure

2025-788: Council Select Committee on the Conditions of Annexation Committee for Prospect Place/Willow Springs

2025-789: Charles Town Utility Board Meeting Minutes - June 25, 2025

2025-687: Resolution to Apply for a Transportation Alternatives Project (TAP) Grant for the West-End Connector Project

2025-801: Mayor Report - June 17-July 3, 2025, and Charles Town Utility Board Meeting Update, June 25, 2025

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City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-830: Ordinance Committee Meeting - July 24, 2025

ATTACHMENTS:

- City of Charles Town Ordinance Committee Report - July 24 2025.pdf
- Consolidated Ordinance Committee Pending Referrals - UPDATED March 2025.pdf

City of Charles Town Ordinance Committee Report

24 July 2025 Meeting

Drafted by: Kevin Tester – Chairman

Call to Order 18:03

1. **Committee Members Present:** Ordinance Committee members Kevin Tester, Andie Sugrue, Nate Hartman. Staff Attorney Stephanie Grove and Mayor Michael George.
2. **Unfinished Business**
   2025-802: Review and Suggested recommendations on the pending Ordinance list *see attached original list

   Reviewed list with discussions and feedback from staff Attorney Grove. The decision was to remove all but 4 with the option for Council to review and send back any deemed needed.

   Recommendations to City Council:
   Remove all old ordinances referred to the Ordinance Committee except for the following:
   - Outdoor Dining Part 2: Pedlits
   - 741: Municipal License Tax: Review and possible expansion to include activities currently not included in existing Ordinance.
   - 771: Municipal Service Fee for Yard Waste Pickup
   - 951: Garbage Collection. To remove the specific trash removal company/or update
3. **New Business**

   2025-803: Art 522 Privat Outdoor Designated Area (PODA)

Review and minor changes to remove Class specifications (A and B) and include valid class for non-profits

Recommendations to City Council:

Changes made for consideration of adoption to update the Ordinance.

Election of new Chair of Ordinance Committee:

Nominations were offered, Councilman Kevin Tester was nominated by Andie Sugrue, second by Nate Hartman. Unanimous vote.

Discussion on internal processes:

Discussion on internal processes for receiving and tracking referrals to Ordinance. Chair will develop an updated spreadsheet that will be available for Council and will track more details. We also discussed the possibility of a form to be completed with relevant details on all Ordinances referred to Ordinance (can be used for all referrals to Committees if desired).

Recommended to City Council:

None at this time, Information only.

Next Ordinance Meeting is scheduled for Thursday, August 21, 2025, at 6PM

Meeting Adjourned at 19:03

Codified Code Article	Title	Referral Date From Council	Significant Impact to City	Need for State Code Compliance	Date revisions started	Date sent to Council from Ordinance	Description	Review Status
Section 22	Power to repair sidewalks, etc.	11/2/2020	TRUE	FALSE			Charter review committee and Council are asking the committee to consider additional powers for the city to repair sidewalks and maintain other infrastructure.	Pending scheduled review before committee.
	Outdoor Dining/ Part 1	9/20/2021	TRUE	FALSE	2/15/2024	17-Feb-25	Outdoor dining / street dining permit program	Drafted basic language for this portion to be considered for businesses that can work for. Second to this we will work on special Pedlits for businesses who can't do for ADA sidewalk compliance
Look as pilot,special committee	Outdoor Dining/ Part 2 Pedlits	9/20/2021	TRUE	FALSE	2/17/2025		Outdoor dining / street dining permit program	Part two will look at working in Pedlits to allow for outdorr dining areas on Washington St with non Compliant ADA siudewalks to allow them to
155	Creation of an Ordinance creating Article 155 Conversion Therapy	6/21/2022	FALSE	FALSE				
156	Creation of an Ordinance creating Article 156 Diversity, Equity, and Inclusion Committee	6/21/2022	FALSE	FALSE				
1102	Article 1102 Animals and Fowl, Chapters 1102.11 Dogs generally and 1102.13 Dangerous or vicious animals	8/1/2022	FALSE	FALSE			Citizen Complaint from Jean Petti	
771	Municipal Service Fee for Yard Waste Pickup	11/21/2022	TRUE	FALSE				
1101	Nuisances	11/20/2023	FALSE	FALSE			Light Pollution - brought by Priscilla Rodd	
349	Miscellaneous Rules	3/5/2024	FALSE	TRUE			Need to look at in totality for many updates - noticed when making State Code updates	
Art. 951	Garbage Collection	4/1/2024	FALSE	FALSE				
Art. 509	Disoderly Conduct and Peace Disturbance	8/19/2024	FALSE	FALSE				
Art. 1102	Animals and Fowl	10/7/2024	FALSE	FALSE			Issue to address are Cat Colonies	Started, will continue to follow up with the County and other municipalites concerning regulations and enforcement since animal control is a county agency
Art. 741	expanding to include several activities currently not included in exsisting Ordinance	10/19/2024	TRUE	FALSE			expanding to include several activities currently not included in exsisting Ordinance	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-831: Infrastructure Committee Meeting - July 28, 2025

ATTACHMENTS:

- Report_ Infrastructure July 2025 - Google Docs.pdf

Infrastructure Committee Report
City of Charles Town

July 2025

CALL TO ORDER: Monday July 28th at 4:33 PM

In attendance: Elizabeth Ricketts (Chair), Jim Kratovil, Andie Sugrue, Alden Roth
Alissa Meeks (staff), Jim Wysong (staff)

Guests: Cindy Rezmer (staff), Micheal George (Mayor)

UNFINISHED BUSINESS

2025-808: Resident Request - Issue of Speeding on S. George Street

Resident who made original request came to speak with the Chair as the committee was getting ready to meet and requested that Flashing Speed Radar Beacons be considered as part of the solution. The Chair reviewed the pneumatic speed tube data with the resident prior to the meeting.

2025-809: Washington Street Corridor

The committee briefly discussed that the study will be the topic of an upcoming DOH meeting scheduled for **Tuesday, August 5th from 4-7PM** at the BettyJ. Roper Auditorium at Wright Denny School. Project info:

STATE PROJECT: **U219-41-7.00 02**
FEDERAL PROJECT: **(EN)RHCH-0051 (052)D**

2025-810: Street Paving Update

Staff updated the committee on the current status of the milling and paving project which should wrap up by Friday 8/1/2025 and included the following schedule:

Date	*Street*	*Operation*
Monday, July 21, 2025	Hessey St	Mill
	N. Seminary	Mill
	Court St.	Mill
Tuesday, July 22, 2025	Hessey St	Pave
	N. Seminary	Pave
	Court St.	Pave
	Brownsville	Mill
Wednesday, July 23, 2025	Brownsville	Patch/ Pave
	Belvedere	Mill/ Detail
Thursday, July 24, 2025	Belvedere	Patch/ Pave
	S. Lawrence	Mill/ Detail
Friday, July 25, 2025	S. Lawence	Pave
	Creamery Pl.	Mill
Monday, July 28, 2025	Creamery Pl.	Pave
	Mt. Parvo	Mill
	Morgan St.	Mill/ Patch
	Eagle Ave.	Patch
Tuesday, July 29, 2025	Eagle Ave.	Mill
	Mt. Parvo	Pave
	Morgan St.	Pave
	Eagle Ave.	Pave
Wednesday, July 30, 2025	Eagle Ave.	Pave

2025-811: Stormwater Issues and Updates

City Operations Director, Cindy Rezmer, provided an update on the ongoing issues with the Liberty Street Storm Water project. Charles Town Utility Board lines and water shutoffs are unknown in the area and causing delays of 30-45 days for the project overall. This has also resulted in a **$37,000** change order on the project. There was discussion of a need to have a conversation with CTUB about project cost overrun due their lines and equipment not being properly documented.

The Greenway Stormwater study continues. Residents are able to make reports of stormwater issues to the city or through the new city app.

2025-812: Request for New Handicapped Space(s) North Samuel Street - Referral from Council

The Committee recommends a temporary handicapped designation be given to the parking space indicated below on North Samuel Street to accommodate requests stemming from construction on East Liberty Street. Cindy Rezmer will work with the Chief of Police to place a sign on the existing meter.



RECOMMENDATION TO COUNCIL: ***If no objection, allow Interim City Manager to authorize change to the parking signage at the individual spot and have staff install sign.***

2025-813: Parking on 200 Block East Washington Street - Request by Charles Town Library - Referral from Council

Councilmembers Sugrue and Kratovil spoke to staff at the Library to better understand their needs for parking on the 200 East Washington Street. The existing signage and designations for parking (such as a 15 minute parking zone) do not align with the rest of the downtown's parking enforcement zone. The Committee discussed inviting the library staff to their next meeting in August to get a clearer understanding of the issue before making a recommendation to council.

NEW BUSINESS

2025-814: Maintenance Director Report

Maintenance Director Jim Wysong gave a full report of activities since the June meeting. The storm on July 16th and resulting cleanup efforts have required a lot of tree and debris removal by city staff.

FULL REPORT can be heard at meeting time stamp of **05:19**

2025-815: Staff Updates

Staff updates were covered throughout the meeting on the various agenda topics.

Additionally, Alissa Meeks updated the committee on the latest with the Augustine Avenue Trail Phase 1 which is under construction but required some new workarounds regarding CTUB manholes that were previously undocumented.

The list of Congressionally Directed Spending awards was released and no Charles Town projects were funded.

ADJOURNMENT: Monday July 28, 2025 at 5:06PM

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-845: City Manager's Report - August 4, 2025

ATTACHMENTS:

- City Manager Report Aug 4 2025.pdf

City of Charles Town

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Manager
SUBJECT: City Manager's Report
DATE: August 4, 2025

This report is designed to provide information on substantive issues and meaningful project updates on items of importance to the Mayor and City Council. If the Council or general public have questions about any item or would like additional information, please contact Alissa Meeks for questions, needs, or concerns.

PARKS AND RECREATION

JMP Pool: A pre-construction meeting was held on Tuesday, July 29 between staff, Thrasher Engineering and Palmer Construction. The tentative notice to proceed is expected for August 18, 2025.

COMMUNITY AND ECONOMIC DEVELOPMENT

Wayfinding Project: The City is under contract with a company named Rite Lite to manufacture the City's new wayfinding signs. Currently the signs are going through DOH review at the District 5 office.

WVDOT West Washington Street/Route 51 Project - The City was able to confirm from DOH that the consultant design firm (AMT) has not amended the draft WV 51 Design Report since January 2025. The scheduled Meeting for August 5th at Wright Denny Intermediate School (Betty J. Roper Auditorium) 4:00PM to 7:00PM.

Perry Survey Work – The survey work for the Perry Farm has officially been completed and staff will begin to discuss the conditions and annexation process.

OPERATIONS & MAINTENANCE

Street Paving – All scheduled street paving associated with the last RFP paving contract has concluded by Hetzer Construction.

MyCharlesTownApp: Director of Operations, Cindy Rezmer, will provide a short demo on the new citizen reporting application.

FINANCE

Auditors – August 11th and 12th, the Auditors will be in-house at City Hall conducting financial reviews.

Opiod Cases – Staff has been contacted and made aware there are additional Opiod lawsuit cases forthcoming and finance staff will be working with Skinner Law firm to seek feedback on those distributions.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-816: Ordinance Committee's Pending Ordinance List Discussion

This agenda item was Tabled at the May 5, 2025, council meeting

ATTACHMENTS:

- Consolidated Ordinance Committee Pending Referrals - UPDATED March 2025.pdf

Codified Code Article	Title	Referral Date From Council	Significant Impact to City	Need for State Code Compliance	Date revisions started	Date sent to Council from Ordinance	Description	Review Status
Section 22	Power to repair sidewalks, etc.	11/2/2020	TRUE	FALSE			Charter review committee and Council are asking the committee to consider additional powers for the city to repair sidewalks and maintain other infrastructure.	Pending scheduled review before committee.
	Outdoor Dining/ Part 1	9/20/2021	TRUE	FALSE	2/15/2024	17-Feb-25	Outdoor dining / street dining permit program	Drafted basic language for this portion to be considered for businesses that can work for. Second to this we will work on special Pedlits for businesses who can't do for ADA sidewalk compliance
Look as pilot,special committee	Outdoor Dining/ Part 2 Pedlits	9/20/2021	TRUE	FALSE	2/17/2025		Outdoor dining / street dining permit program	Part two will look at working in Pedlits to allow for outdorr dining areas on Washington St with non Compliant ADA siudewalks to allow them to
155	Creation of an Ordinance creating Article 155 Conversion Therapy	6/21/2022	FALSE	FALSE				
156	Creation of an Ordinance creating Article 156 Diversity, Equity, and Inclusion Committee	6/21/2022	FALSE	FALSE				
1102	Article 1102 Animals and Fowl, Chapters 1102.11 Dogs generally and 1102.13 Dangerous or vicious animals	8/1/2022	FALSE	FALSE			Citizen Complaint from Jean Petti	
771	Municipal Service Fee for Yard Waste Pickup	11/21/2022	TRUE	FALSE				
1101	Nuisances	11/20/2023	FALSE	FALSE			Light Pollution - brought by Priscilla Rodd	
349	Miscellaneous Rules	3/5/2024	FALSE	TRUE			Need to look at in totality for many updates - noticed when making State Code updates	
Art. 951	Garbage Collection	4/1/2024	FALSE	FALSE				
Art. 509	Disoderly Conduct and Peace Disturbance	8/19/2024	FALSE	FALSE				
Art. 1102	Animals and Fowl	10/7/2024	FALSE	FALSE			Issue to address are Cat Colonies	Started, will continue to follow up with the County and other municipalites concerning regulations and enforcement since animal control is a county agency
Art. 741	expanding to include several activities currently not included in exsisting Ordinance	10/19/2024	TRUE	FALSE			expanding to include several activities currently not included in exsisting Ordinance	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-819: FY2025 HdL Collections Update

ATTACHMENTS:

- FY 2025 HdL COLLECTIONS HIGHLIGHTS.pdf

HdL COLLECTIONS HIGHLIGHTS

FOR THE FISCAL YEAR ENDING JUNE 30, 2025

Dollars received by Charles Town from HdL collections efforts	$315,137
Less: Refunds to businesses due to ordinance change	132,000
Less: Collection service fees paid to HdL	115,642
Add: Credit balance due to the City for refunds	29,601
Net business license & B&O profit due to Hdl collection efforts	$97,096

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-820: Housing Rehab Program Discussion

ATTACHMENTS:

- 6-30-25 Bank and Investment Account Balance.pdf

CITY OF CHARLES TOWN
BANK AND INVESTMENT ACCOUNTS
BALANCES AS OF JUNE 30, 2025

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
001 GENERAL FUND									
This pool of money is used to support the operations of the City. This Fund is monitored by the State of WV. The City must submit a budget to the State in March of each year for approval in the following April. All revisions to the budget must be sent to the State for approval. These funds support all operational expenses accross the City departments. These departments are Economic Development, Mayor's Office, Council, City Manager, Treasurer, Court Clerk, Police Judges, City Attorney, Enforcement Agency, Building Inspections, Planning & Zoning, Elections, City Hall, Contributions, Parking, Police, Crossing Guards, Maintenance, and Fairs and Festivals. Several revenues are received by the General Fund and passed through to other funds. Hotel/Motel Taxes are collected and half is transferred to the P&R Fund. The other half is given to the County CVB. Street Improvement Fees are collected and transferred to the Capital Fund Repaving Budget. Finally, Gaming and Vidoe Lottery Income is collected and transferred to the Capital Fund.								
General Fund	2792	General	Bank of Charles Town	001-101-00	$ 1,665,909		$ 1,665,909		General Fund operations.
002 COAL SEVERANCE									
This fund is a special revenue fund that is supported by the collection of a tax on the production of coal in the state. Because Jefferson County is not a coal producing county, we get a portion of the proceeds based on population. This budget is monitored by the State as well. The City must submit a budget to the State in March of each year to be approved in the following April just as we do for the General Fund. The Council has decided to use these funds to support the enhancement of the P&R pool. This P&R expenditure is approved by the State of WV.									
Coal Severance Tax Revenue Fund	2946	Coal Severance	Bank of Charles Town	002-101-05	$ 179,360		$ 179,360		Special revenue fund used for P&R pool.
003 RESIDUAL FUND									
Another name for this fund is the Rainy Day Fund. This is the City's savings fund. The State allows us to save 30% of our General Fund budget. The FY 2026 budget is $9,274,625. Therefore, the total of the accounts below cannot exceed $2,782,387. Given that information, the City can set aside aproximately one million additional dollars for savings in the Residual Fund. This money can be used to cover General Fund shortfalls or any other purpose the City considers appropriate.									
Residual Fund	2112	Residual	Bank of Charles Town	003-101-07	$ 1,020,132	$ 1,020,132		$ 1,020,132	Savings account/emergency fund for the city. Maximum balance can be 30% of general fund budget. No planned expenditures. Annual interest is 3.23%
Fidelity City Residual Fund #9959	9959	Residual	United Capital Fidelity	003-101-20	$ 798,152	$ 798,152		$ 798,152	Investment fund for GF budget stabalization.
008 SALES TAX									
The revenue that is received in this fund is the 1% city sales tax on the sale of goods and services that businesses operating within the Charles Town city limits must charge their customers. The State collects this tax for us and sends a quarterly payment to this fund. This money is unrestricted and can be used for whatever the City deems appropriate. Currently our ordinances declare that the money must first be used to pay debt obligations. In the FY 2026 General Fund budget the City is bringing in 1.5 million from the Sales Tax Fund. Approximately $325,000 of that money will be used to pay monthly bond/loan payments. The remaining $1,175,000 is allocated for City operations.									
Sales Tax	3012	Sales Tax	Bank of Charles Town	008-101-00	$ 4,218,833	$ 4,218,833	$ -	$ 4,218,833	$1.5 million committed to General Fund for FY 2026. Debt service is to be paid first per ordinance.
011 CHARLES WASHINGTON HALL LANDLORD FUND									
This fund was formed to create a LLC to redeem Federal and State historical tax credits associated with the renovation of Charles Washington Hall in 2014-2017. Money from this fund can be set aside to buy back the remaining portion of the LLC.									
CWH Landlord, LLC	3365	CWH Landlord	Bank of Charles Town	011-101-00	$ 575,083	$ 575,083	$ -	$ 575,083	Unrestricted revenues from the sale of federal historic tax credits. $25,000 allocated for possible option by out.
020 HOUSING REHAB FUND									
The Housing Rehabilitation Program was established in the 1980's when the City received HUD income for community housing rehabilitation. In the past, this was a loan program to the community. This program ceased several years ago. The City may want to pursue providing community grants to low income residents for housing repairs until the funds have been exhausted.									
Housing Rehab Program	2100	CDBG	Bank of Charles Town	020-101-00	$ 67,589	$ -	$ 67,589		Funds restricted to housing rehab services.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
021 POLICE INVESTIGATIVE FUND									
This Fund contains restricted money specifcally for police use. There are two accounts associated with this fund, Police Investitation and Federal Equitable. The Police Investigation account is generated from income received from the City's involvement in local confiscated property. These funds must be used for police purposes. The Federal Equitable account is generated from the City's involvement in the County TASK Force. Funds received are the City's portion of property confiscated by the TASK Force. These funds are monitored by the State TASK Force.									
Federal Equitable Fund	2873	Investigative	Bank of Charles Town	021-101-02	$ 126,794	$ -	$ 126,794		Funds restricted for limited police activities per Department of Justice guidelines.
Police Investigation Account	2814	Investigative	Bank of Charles Town	021-101-01	$ 54,147		$ 54,147		Funds for police use.
026 OPIOID FUND									
These funds exist from a legal settlement of the State against opioid manufacturrers, distributors, and pharmacies due to their contribution to the misues of opioids. The State mandates that the money must be used for treatment and recovery programs, mental health services, support of law enforcement and first responders, provision of prevention education, or improved access to Narcan. There will be annual distributions of approximately $35,000 through 2028.									
Opioid Settlement Fund	2106	Opioid Fund	Bank of Charles Town	026-101-01	$ 193,459		$ 193,459		Special revenue fund. Council is determining use of funds per State
200 CAPITAL RESERVE FUND									
Capital Reserve money is used to support capital expenditures. These expenditures are normally no less than $5000. A capital expense may be a purchase of land, buildings, vehicles, equipment, or infrastructure construction. They are usually one time expenditures that become fixed assets, and may be supported by grants. There are 3 checking accounts associated with the Capital Fund. The first bank account is the Capital Reserve account which pays for the capital purchases. This account is supported from lottery proceeds, developer fees, and transfers from the General Fund. The second bank account is the Repaving account which pays for the paving and construction of roads. This account is supported from repaving fees assessed on Charles Town residents. The City collects $48 annually from each Charles Town household to support paving. The final account, the EPA account, is the bank account in which grants are received. This is a pass through account. The balance of this bank account should always be zero because the money received should be immediately transferred out to the account that it is reimbursing.									
Capital Reserve Fund	2822	Capital Reserve	Bank of Charles Town	200-101-00	$ 8,258,759	$ 2,000,000	$ 6,258,759	$ 2,000,000	Funding for capital projects and grant projects approved in FY 2026 Capital Budget.
EPA/RLF Fund	2911	Capital Reserve	Bank of Charles Town	200-101-20	$ 185,190	$ -	$ 185,190		EPA project completed, but account remains open because it is a depository for Federal Equitable revenue and reimbursable grants.
Repaving	2094	Capital Reserve	Bank of Charles Town	200-101-09	$ 1,697,011		$ 1,697,011	$ 1,397,011	Special revenue for resurfacing projects approved in FY 2025 Capital Budget.
207 PARKS & RECREATION FUND									
The Parks & Recreation Fund is designated to support the operations of the parks, the pool, and P&R programs. Parks & Recreation is a separate entify from the City. There are 2 checking accounts associated with the P&R Fund. They are the P&R Operating account and the P&R Capital Improvement account. The Operations bank account is used to support the operations of the Parks Program. The main revenue for that account is Hotel/Motel Taxes that are collected in the General Fund and passed on to P&R per City ordinances. The Capital Improvement bank account is supported from community donations and transfers from the P&R Operating account. The Clifford Trust is included in this account. Some of the capital expenditures are restricted for specific purposes per the donors' requests.									
Parks & Rec	2881	Parks & Rec	Bank of Charles Town	207-101-00	$ 35,155		$ 35,155		Operating account for Parks and Recreation.
Parks & Rec Capital Improvement	7203	Parks & Rec	Bank of Charles Town	207-101-05	$ 114,459		$ 114,459		Account designated to P&R donations/contributions for future Parks capital improvement (i.e. tennis courts, pool, etc.)
400 BUILDING COMMISSION FUND									
The Building Commission is a separate entity from the City. It's purpose is to incur debt on behalf of the City. The properties that the debt are held against are owned by the Building Commission and leased to the City. This relationship exists between the Building Commission and the City until the debt is paid off. Then the property can be given back to the City. Currently there are 3 bonds/loans that the Building Commission holds for the City. The first one is a USDA Bond for Charles Washington Hall. The balance of the bond as of 5/15/2025 is $2,377,573 with monthly payments of $12,840. The second bond is another USDA Bond for Charles Washington Hall. The balance of this bond as of 5/15/25 is $751,198 with monthly payments of $3827. The final loan is held at the Bank of Charles Town at $1,637,630 as of 4/30/25. The monthly payments for this loan is $10,390.98. The Building Commission receives monthly lease payments from the General Fund to support these bond/loan payments. The Building Commission holds one year of bond/loan payments totaling approximately $325,000 in its checking account on reserve.									
Building Commission	4862	Bldg Commission	Bank of Charles Town	400-101-00	$ 336,098	$ -	$ 336,098		Near -term expenditures (i.e. debt service) are paid from the BC fund and directly reimbursed through monthly lease payments from the General Fund.

ACCOUNT	LAST 4 OF ACCOUNT #	FUND	BANK	GL ACCOUNT #	ACCOUNT BALANCE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	UNENCUMBERED FUNDS	COMMENTS
700 POLICE PENSION FUND									
Money in the Police Penson Fund is designated for payroll and benefit payments to retired police officers and/or surving spouses. This is a separate entity from the City. There are 3 members in the plan. The City is obligated to pay a portion of the expenses calculated through information provided from Bolton. This is a transfer from the General Fund Police Budget. When the City's obligation is paid, the State will make an annual contribution to support the payroll expenses as well. The State has strict rules and reporting requirements regarding this account. The Fidelity Pension Investment account is held for future pension payments.									
Police Pension Relief Fund	2118	Police Pension	Bank of Charles Town	700-101-00	$ 27,779		$ 27,779		Funds used to support pension beneficiaries. Includes employer contributions from the General Fund calculated annually from the Bolton Actuarial Valuation Report and one annual State contrubition.
Fidelity Police Pension Fund #6846	6846	Police Pension	United Capital Fidelity	700-101-20	$ 550,550		$ 550,550		Investment fund for restricted use of future pension payments.
900 BOND ESCROW FUND									
The purpose of this fund is to hold developer bonds until project completion. When construction has been completed, inspected, and approved by Council for release, the money is given back to the developer. If the developer does not complete construction as required, the City keeps the funds to make the needed changes. Currently the City is only holding one bond in the amount of $107,157.									
Bond Escrow Fund	3004	Bond Escrow	Bank of Charles Town	900-101-00	$ 124,865		$ 124,865		Account is used to deposit bond funds from developers and held until projects are completed.

Total Bank Accounts……	**$ 18,880,622**			
Total Investment Accounts……	**$ 1,348,702**			
Total Funds……	**$ 20,229,324**	**$ 8,612,201**	**$ 11,617,124**	**$ 10,009,212**

Definations:

**Restricted Funds - Monies that are legally or contractually required to be used for a specific purpose.*

***Unrestricted Funds - Monies that are not designated for a specific purpose. These funds can be used for whatever the City deems appropriate.*

****Unemcumbered Funds - Monies that have not been set aside or committed to a specifc contract, project, or obligation.*

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-839: First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

Proposed Motion: Approve the First Reading and Consideration of an Amendment to the Codified Ordinances of the City of Charles Town, West Viriginia with Regard to Part 5 General Offenses Code, Article 522 Private Outdoor Designated Area (PODA)

ATTACHMENTS:

- PODA 2025 Revision Redline.pdf
- PODA 2025 Revision Clean.pdf

ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

522.07 Revocation of City Manager approval; and general policy authority.

522.08 Suspension of private outdoor designated area.

522.09 Penalties.

522.10 Creation and boundaries.

522.11 Days and hours of operation.

522.12 Personnel needed.

522.13 Appeals process.

522.01 PURPOSE AND INTENT.

Pursuant to the provisions of West Virginia Code §§ 8-12-26, ~~and~~ 60-7-8g, and 60-7-8h one or more private outdoor designated areas may be created within the City.

522.02 DEFINITIONS.

(a) PODA Permit means the permit issued by the City ~~to Class A or Class B Licensees~~to qualified license holders as outlined in West Virginia Code § 60-7-8g and § 60-7-8h, allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 or S4N license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

522.03 PERMIT REQUIRED.

(a) Any ~~Class A or Class B license holder~~qualified license holder under W. Va. Code § 60-7-1,et seq. ~~.~~that operates within the boundaries of a private outdoor designated area may

apply for a PODA Permit to participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant ~~has a valid Class A private club license under W. Va. Code § 60-7-1 et seq.~~ is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

522.04 CONTAINERS.

All beverages served from valid Class S4 or S4N permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than sixteen (16) fluid ounces, which has been approved by the City Manager and the WVABCA.

522.05 SIGNAGE AND PROHIBITIONS.

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area~~., whether or not they hold a Class A license from the WVABCA Commissioner.~~

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 PUBLIC HEALTH, SAFETY, AND SANITATION.

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 or S4N permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

522.07 REVOCATION OF CITY MANAGER APPROVAL; AND GENERAL POLICY AUTHORITY.

(a) The City Manager or Mayor may revoke the letter of approval of any Class S4 or Class S4N permit holder when doing so is in the interest of public safety by sending a revocation letter to both the permit holder and the WVABCA.

(b) The City Manager is authorized to create policies and procedures as necessary for the efficient operation of the private outdoor designated areas, including, but not limited to, signage language approval, container approval, identification of participating businesses and non-participating businesses, review of security plans proposed to the WVABCA, the interaction and interplay between a fair or festival and the private outdoor designated areas, and the duties and responsibilities of all participating businesses with respect to clean up and other sanitation matters. (Ord. 2025-002. Passed 3-3-25.)

522.08 SUSPENSION OF PRIVATE OUTDOOR DESIGNATED AREA.

(a) The City Manager or Mayor has the authority to suspend the operation of a private outdoor designated area immediately when in the interest of public safety by providing notice to all Class S4 and S4N permit holders within the private outdoor designated area, City Council, any business association participating in the marketing or advertising of the private outdoor designated area, and the WVABCA.

522.09 PENALTIES.

(a) An individual who violates any provision of this article relating to private outdoor designated areas is guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00).

(b) Any person who owns or operates a business that is a PODA permittee or is employed by such a business and who violates any provision of this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than five dollars ($5.00) and not more than one thousand dollars ($1,000.00). Any owner, operator, or employee who violates a provision of this article and is convicted of a third such offense, upon conviction, may be confined for up to thirty (30) days. These penalties for owners, operators, and employees of private outdoor designated areas are in addition to any penalty from the WVABCA.

522.10 CREATION AND BOUNDARIES.

(a) City Council for the City of Charles Town hereby establishes a private outdoor designated area known as "City Center PODA," which shall have the boundary as stated in subsection (b) of this section and which shall meet all of the requirements of this article and applicable West Virginia Code.

(b) The City Center PODA shall begin at the southwestern corner of the intersection of S. West Street and W. Washington Street, then continue along West Street in a northerly direction to W. Liberty Street, then continue in an easterly direction along Liberty Street to N. Goerge Street, including the 200 block of N Charles Street and Opera House Way., then continue north to a point perpendicular with the intersection of N. Samuel Street and Bell Place, then east along that perpendicular line to the intersection of Bell Place and N.

Mildred Street then south to the intersection of N. Mildred Street and E. Washington Street, continue westerly to the southwestern corner of the intersection of S. West Street and W. Washington Street.

(c) The attached map of the City Center PODA is incorporated by reference herein and made a part of this article.

(d) The area within the City Center PODA is in a zoning area that allows for the sale and consumption of liquor, wine, nonintoxicating beer and nonintoxicating craft beer, and is in compliance with the City's zoning ordinance.

522.11 DAYS AND HOURS OF OPERATION.

The City Center PODA may operate year-round on any Saturday and Sunday from 10:00 a.m. until 10:00 p.m., and Monday through Friday from 5:00 p.m. until 10:00 p.m.. Drinks may not be sold in PODA cups or consumed within the City Center PODA outside of the hours of operation.

522.12 PERSONNEL NEEDED.

The PODA district is regularly patrolled by the Charles Town City Police Department, and the City Council anticipates that these police officers will be working their regular shifts.

522.13 APPEALS PROCESS.

(a) Any S4 or S4N permit holder may appeal to the City Council the suspension the entire PODA district or the permit holder's individual suspension.

(b) Any denial of a PODA permit application may be appealed to the City Council.

(c) Any appeal must be filed in writing with the City Clerk within fifteen (15) calendar days of the adverse action.

(d) Suspensions lasting less than seven (7) calendar days are not subject to appeal.

(e) The City Manager shall place consideration of the appeal on the City Council's agenda within thirty (30) days after receipt of an appeal.

(f) The City Council will issue a decision within thirty (30) days after consideration of appeal.

(g) All decisions of the City Council will be final and not subject to further appeal.

ARTICLE 522
Private Outdoor Designated Areas

522.01 Purpose and intent.

522.02 Definitions.

522.03 Permit required.

522.04 Containers.

522.05 Signage and prohibitions.

522.06 Public health, safety and sanitation.

522.07 Revocation of City Manager approval; and general policy authority.

522.08 Suspension of private outdoor designated area.

522.09 Penalties.

522.10 Creation and boundaries.

522.11 Days and hours of operation.

522.12 Personnel needed.

522.13 Appeals process.

522.01 PURPOSE AND INTENT.

Pursuant to the provisions of West Virginia Code §§ 8-12-26,60-7-8g, and 60-7-8h one or more private outdoor designated areas may be created within the City.

522.02 DEFINITIONS.

(a) PODA Permit means the permit issued by the City to qualified license holders as outlined in West Virginia Code § 60-7-8g and § 60-7-8h, allowing them to participate in the Private Outdoor Designated Area and to apply for an S4 or S4N license from the West Virginia Alcohol Beverage Control Administration (WVABCA).

(b) Private Outdoor Designated Area means public property that has become a legally demarcated area established by a municipal ordinance as set forth in W. Va. Code § 8-12-26 for the consumption of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer.

522.03 PERMIT REQUIRED.

(a) Any qualified license holder under W. Va. Code § 60-7-1,et seq. .that operates within the boundaries of a private outdoor designated area may apply for a PODA Permit to

participate in the Private Outdoor Designated Area by submitting an application to the City Manager on such forms as he shall prescribe. The City Manager shall review the application to ensure it is complete and meets the following requirements:

(1) The applicant is located in an established private outdoor designated area, pursuant to this article, with a front door in compliance with all building and fire codes for the safe ingress and egress of members, patrons, and guests to and from the private outdoor designated area.

(2) The applicant has a valid City and state business license and is in good standing with the City.

(3) The applicant is a qualified permit holder meeting the requirements of either W.Va. Code § 60-7-8g or § 60-7-8h.

(b) Once the PODA Permit is granted by the City Manager, the license holder may apply to the West Virginia Alcohol Beverage Control Administration ("WVABCA") for a special Class S4 or Class S4N permit, as detailed in W. Va. Code § 60-7-8g or W.Va. Code § 60-7-8h, to participate in a private outdoor designated area, as further detailed in this article, in the West Virginia Code, and in any applicable rules of the WVABCA. Upon approval by the WVABCA, the Class S4 permit holder shall notify the city manager's office. Any business that receives the approval of the City Manager and a Class S4 permit from the WVABCA may participate in a private outdoor designated area.

(c) Participation in a private outdoor designated area does not provide a business with any authority to operate outdoor dining on the public right-of-way. Any business interested in participating in outdoor dining shall follow the requirements the requirements of Article 907 and 909 of this Code. A business with an approved outdoor dining area that is within a private outdoor designated area may operate its outdoor dining area simultaneously with its participation in a private outdoor designated area.

522.04 CONTAINERS.

All beverages served from valid Class S4 or S4N permit holders for consumption in a private outdoor designated area shall be served in a non-glass container not greater than sixteen (16) fluid ounces, which has been approved by the City Manager and the WVABCA.

522.05 SIGNAGE AND PROHIBITIONS.

(a) Prior to the operation of a private outdoor designated area, the City shall erect conspicuous signage. The signs shall be located at every reasonable point where a pedestrian may exit the private outdoor designated area by way of a public sidewalk. The signs shall clearly state "No alcohol beyond this point." and provide clear notice that a person is leaving the private outdoor designated area.

(b) A person may not leave a private outdoor designated area while possessing an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer.

(c) Nothing in this Article shall be construed to permit a person to possess an open container of liquor, wine, nonintoxicating beer, or nonintoxicating craft beer, that contains liquid while being in, on, or operating a motor vehicle within a private outdoor designated area.

(d) Businesses in the private outdoor designated area may choose to allow or prohibit alcohol consumption in their business. Liquor, wine, nonintoxicating beer, or nonintoxicating craft beer may only be brought into structures or businesses that have indicated by a posted sign that they are participating in the private outdoor designated area.

(e) Special event sponsors that have been granted a special event permit to operate on a City Street that is included in the PODA area may choose to allow or prohibit alcohol consumption on that portion of the City street during the special event.

522.06 PUBLIC HEALTH, SAFETY, AND SANITATION.

(a) All private outdoor designated areas shall be operated in a manner consistent with all state and municipal laws. The Charles Town Police Department shall be responsible for ensuring compliance and may issue citations within the private outdoor designated areas as necessary. The Charles Town Police Department shall provide a copy of any citation issued within a private outdoor designated area to the WVABCA.

(b) In addition to any public restrooms in a private outdoor designated area, participating Class S4 permit holders shall make available adequate restroom facilities, whether permanent or portable, to serve their members and guests during all hours of operation of the private outdoor designated area.

(c) All businesses operating within a private outdoor designated area shall comply with all requirements of the Jefferson County Health Department.

(d) All S4 or S4N permit holders, when they are open for business and serving customers within a private outdoor designated area, shall make waste receptacles available during the operating hours of the private outdoor designated area in a number sufficient to contain the waste generated within the area and which are emptied regularly by each participating business as needed to ensure availability.

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(g) All decisions of the City Council will be final and not subject to further appeal.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-841: Selection of City Manager - Possible Executive Session

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-842: Ortega's Alcohol License Request

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-843: Jefferson County Kick-Ball Tournament Discussion

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-846: Rouse Hall Air Conditioning/Emergency Funding

ATTACHMENTS:

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-844: Potential Change to the Board of Parks and Recreation Ordinance to Allow Three Council Members - Refer to Ordinance Committee

ATTACHMENTS:

- Ord. 2020.012 - Article 138 Board of Park and Recreation Commissioners.docx.pdf

ARTICLE 138
Board of Parks and Recreation Commissioners

138.01 Purpose.
138.02 Definitions.
138.03 Establishment of Board of Parks and Recreation Commissioners.
138.04 Powers and duties.
138.05 Severability.

CROSS REFERENCES
Applicable West Virginia State Codes to this Article include: WV Code 8-21.

138.01 PURPOSE.
The purpose of this article is to establish a Parks and Recreation Ordinance together with a Board of Parks and Recreation Commissioners of Charles Town, West Virginia in accordance with West Virginia State Code §8-21-1 et seq. The Board of Parks and Recreation Commissioners is established for the purpose of constructing, improving, extending, developing, maintaining, and operating a City public parks and recreation system.

138.02 DEFINITIONS.
(a) "City" is the City of Charles Town, West Virginia.

(b) "City Council" is the City of Charles Town City Council.

(c) "Director" is a person so designated and in charge of the Parks and Recreation Department.

(d) "Park" is a park, playground, natural area, recreation center, or any other area in the City owned by the City or the Board of Parks and Recreation Commissioners, or used by and through a contract or agreement, and devoted to active or passive recreation.

(e) "Board" is the seven-member public corporate body established to effectuate the purposes and provisions of this ordinance.

(f) "Commissioners" are appointed members of the Board by the City Council.

138.03 ESTABLISHMENT OF BOARD OF PARKS AND RECREATION COMMISSIONERS.
(a) The Board herein created will be a public corporate body, with perpetual existence and common seal. It will have the power to purchase, hold, sell and convey real or personal property; receive gift, grant, donation, bequest or devise; sue and be sued; contract and be contracted with; and do any and all things and acts which may be necessary, appropriate, convenient or incidental to carry out and effectuate the purposes and provisions of this Ordinance.

(b) The Board will consist of seven voting Commissioners. Commissioners will be residents of the City of Charles Town. Commissioners will be appointed by City Council.

(c) Appointment of membership will consist of seven Commissioners with not more than two Commissioners of the City Council. The term of any City Council member appointed to serve on the Board will run concurrent with the member's term on the council.

(d) No officer or employee of the City, other than an appointed Commissioner(s) of the City Council, whether holding a paid or unpaid office, is eligible for appointment to the Board.

(e) The terms of other appointed Commissioners will be for six years and until their successors have been duly appointed and qualified.

(f) The Commissioners of the Board will qualify by taking and filing with the City Clerk, the oath prescribed by law for public officials.

(g) At the first meeting of each calendar year, or as needed to accommodate vacancies, the Commissioners of the Board will organize by electing one of their number president, and another vice president, and by electing a secretary who need not be a Commissioner of the Board. The secretary will keep an accurate record of the fiscal affairs of the Board and will keep a certified or approved written record of the Board's proceedings which will be available for inspection as are other municipal records. The City Treasurer will be ex officio Treasurer of said Board and will take the oath prescribed by law and will furnish such bond as may be required by said Board.

(h) Commissioners will serve without compensation. Commissioners will be entitled to reimbursement for all reasonable and necessary expenses actually incurred in the performance of their duties as Commissioners. They will not be personally interested, directly or indirectly, in any contract entered into by said Board, or hold any remunerative position in connection with the establishment, construction, improvement, extension, development, maintenance or operation of any of the property under their control.

(i) The Charles Town City Manager, or designee as appointed by the City Council, will be the Director of the Parks and Recreation Department and will be an ex-officio Commissioner of the Board, with the responsibility to participate in discussions, but without the right to vote.

(j) Each Commissioner will be subject to removal by City Council by the recorded vote of a majority of City Council after a public hearing thereon. The decision of City Council as to such removal will be final and not subject to review by any court, arbitrator, or other body, and each Director accepting such appointment will acknowledge the finality of such decision.

138.04 POWERS AND DUTIES.

The Board will have the following powers and perform the following duties:

(a) act in an advisory capacity to the City Council in all matters pertaining to parks and recreation; will acquaint itself with and make a continuous study and review of the complete parks and recreation services of the City; and will advise with City Council from time to time as to the present and future maintenance, operation, planning, acquisition, development, enlargement, and use policies of the City's parks and recreation services; and

(b) using the authority granted under West Virginia State Code §8-21-7, work in conjunction with the Director of Parks and Recreation as to the policy direction of the Parks and Recreation Department. The supervisory powers of the Board to manage and operate the City's parks system will be delegated to the Director of Parks and Recreation. The Board will review the proposed budget

for the Parks and Recreation Department and make recommendations to the City Council through the Director as it deems necessary; and

(c) study and encourage the development of park and recreation areas and study and encourage the development of wholesome recreation for all residents of the City of Charles Town; and

(d) after concurrence by the City Council, acquire in its name by purchase, lease, parkland dedication, by exercise of the power of eminent domain, or otherwise, such land or lands as it will determine to be necessary, appropriate, convenient or incidental to the establishment, construction, improvement, extension, development, maintenance or operation of a system of public parks, parkways, playgrounds, athletic fields, stadiums, arenas, and other public parks and recreational facilities for the City; and

(e) consult with the Parks and Recreation Department Director on problems of development of recreation areas, facilities, programs, and improved recreational services; and

(f) recommend the adoption of standards, areas, facilities, program, and financial support; and

(g) establish and periodically review a master planning guide for parks and recreation and become familiar with such plan and its relation to existing and proposed facilities and will become aware of any revision or updating thereof; and

(h) advise and recommend to the City Council on the development of long-range capital improvement programs and, when in its opinion the need exists for additional parks and recreational facilities, grounds, premises, or equipment, it will make appropriate recommendations to the City Council; and

(i) using the authority granted in West Virginia State Code §8-21-9 to take title to real and personal property and after concurrence by the City Council, convey real property to the Board by public bodies; sell and convey real property by the Board and execute deeds; and

(j) using the authority granted in West Virginia Code §8-21-10 as to general powers, enactment and enforcement of rules and general counsel, provided however, develop for City Council review and adoption, rules and regulations as may be prescribed by the Board for use of parks and recreational facilities and enforcement therein; and

(k) from time to time recommend to the City Council amendments to or changes in this Ordinance; and

(l) through its President, make both an oral and written report annually to the City Council concerning its activities during the past year and its proposals for the coming year; and

(m) develop and recommend written policies and procedures for the Parks and Recreation Department Director to follow for the use of parks and recreational facilities and for the conduct of all recreational activities which policies and procedures will be subject to approval by the City Council; and

(n) develop for City Council approval a set of by-laws and governing rules of procedure for their meetings and operation; and

(o) have the power to charge for use of recreational facilities and use those funds accordingly on behalf of the City of Charles Town as prescribed in West Virginia State Code §8-21-11; and

(p) receive and disburse for such purposes, any moneys appropriated to it by the City Council, together with any other funds which may come into its hands by gift, grant, donation, bequest, devise, or from its own operation, or otherwise. The City and the Board will comply with West Virginia State Code §8-21-13 for public parks and recreation bonds; and

(q) all powers and duties prescribed and delegated herein are delegated to the Board as a unit and all action hereunder will be of the Board acting as a whole. No action of an individual Commissioner is authorized except through the Board.

138.05 SEVERABILITY.

If any provision of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality will not otherwise affect or invalidate the other provisions hereto, all of which are hereby declared, and will be construed, to be separate and severable.

First Reading: July 6, 2020

Passed on Second Reading Following Public Hearing: July 20, 2020

Enacted this 3rd day of August, 2020

City of Charles Town

Robert M. Trainor
Mayor

Attest:

Daryl Hennessy
City Manager/Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-832: Payment of Bills - August 4, 2025

ATTACHMENTS:

- GEN FUND COUNCIL REPORT 2025-08-04.pdf
- PARKS N REC COUNCIL REPORT 2025-08-04.pdf
- CAPITAL RESERVE COUNCIL REPORT 2025-08-04.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ANTIETAM TREE & LANDSCAPE	8/01/25	RMBSMT BL LATE FEE	GENERAL FUND	TREASURER'S OFFICE	500.00
				TOTAL:	500.00
BAKER ROOFING COMPANY LLC	8/01/25	RFD B&O FOR JOBS OTSD CT	GENERAL FUND	TREASURER'S OFFICE	12,731.12
				TOTAL:	12,731.12
BAUER, VIRGINIE	8/01/25	RMBSMNT TBLCLTH WASH WVFE	GENERAL FUND	FAIR ASSOC/FESTIVAL	19.61
				TOTAL:	19.61
BILLY ROBB	7/30/25	OVERPMNT BOND	GENERAL FUND	CITY CLERK'S OFFICE	400.00
				TOTAL:	400.00
CHRISTOPHER MAO	8/01/25	OVRPMENT B&O OUTSD CT	GENERAL FUND	TREASURER'S OFFICE	10.80
	8/01/25	REFUND $50 FEE BL26	GENERAL FUND	TREASURER'S OFFICE	50.00
				TOTAL:	60.80
COMCAST CORPORATION	8/01/25	PD JULY 25 TV SERV	GENERAL FUND	POLICE DEPARTMENT	10.46
				TOTAL:	10.46
CREAMERS AUTO SERVICE CENTER, LLC	8/01/25	CAR#29 OIL SERV/TIRES/PAD	GENERAL FUND	POLICE DEPARTMENT	1,695.02
	8/01/25	CAR#29 OIL SERV/TIRES/PAD	GENERAL FUND	POLICE DEPARTMENT	87.45
				TOTAL:	1,782.47
CREEKSTONE LANDSCAPE & EXCAVATING	8/01/25	RMBSMT B&O JOBS OTSDE CT	GENERAL FUND	TREASURER'S OFFICE	4,605.00
				TOTAL:	4,605.00
CHARLES TOWN UTILITY BOARD	8/01/25	PD WATER DEL 7/02	GENERAL FUND	POLICE DEPARTMENT	136.15
				TOTAL:	136.15
DAVID BOOBER "A CLOSER LOOK"	8/01/25	FORENSIC ANALYSIS	GENERAL FUND	POLICE DEPARTMENT	260.30
				TOTAL:	260.30
FIRST-CITIZENS BANK & TRUST CO	8/01/25	JULY 25 2ND FLR PLTTER	GENERAL FUND	CITY HALL	506.12
	8/01/25	JULY25 CH 1ST FLR PLOTTER	GENERAL FUND	CITY HALL	239.68
				TOTAL:	745.80
FRONTIER, INC.	8/01/25	JULY25 CH ELEVATOR ALARM	GENERAL FUND	CITY HALL	71.27
	8/01/25	08/25 PD PHONE SERV	GENERAL FUND	POLICE DEPARTMENT	107.13
				TOTAL:	178.40
GRIFFITH ENERGY SERVICES	8/01/25	OVTPMT B&O JOBS OTSIDE CT	GENERAL FUND	TREASURER'S OFFICE	709.41
				TOTAL:	709.41
H 2 LAND COMPANY	8/01/25	B&O WAIVER RMBRSMT	GENERAL FUND	TREASURER'S OFFICE	50.00
				TOTAL:	50.00
INTERNAL REVENUE SERVICE	8/01/25	DEC 2023 FORM 941 CORRCTN	GENERAL FUND	NON-DEPARTMENTAL	1,243.38
				TOTAL:	1,243.38
JOHNSON CONTROLS SECURITY SOLUTIONS	8/01/25	1ST QTR26 RH ALARM SERV	GENERAL FUND	CITY HALL	385.68
				TOTAL:	385.68
KENT PARSONS FORD, INC	8/01/25	CAR#26 NEW BATTERY	GENERAL FUND	POLICE DEPARTMENT	229.90
	8/01/25	CAR#28 WHEEL TRIM REPR	GENERAL FUND	POLICE DEPARTMENT	302.98
				TOTAL:	532.88

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIMLEY-HORN AND ASSOCIATES, INC.	8/01/25	JUNE25 PLNG &SITE REVIEWS	GENERAL FUND	PLANNING & ZONING	2,447.64
				TOTAL:	2,447.64
J.C. KUNKLE & ASSOCIATES, A.C.	8/01/25	FINANCIAL STTMNTS FY 24	GENERAL FUND	TREASURER'S OFFICE	31,500.00
				TOTAL:	31,500.00
M. R. STONE LLC	8/01/25	B&O RMBSMT JOBS OTSD CT	GENERAL FUND	TREASURER'S OFFICE	38,744.82
				TOTAL:	38,744.82
MARLIN LEASING CORPORATION	8/01/25	JULY 25 PD/CH COPIER LEAS	GENERAL FUND	CITY HALL	515.98
	8/01/25	JULY 25 PD/CH COPIER LEAS	GENERAL FUND	POLICE DEPARTMENT	280.00
				TOTAL:	795.98
MCKINNEY'S AUTO REPAIR & TOWING	8/01/25	CAR#28 OIL SERV/TIRE ROT/	GENERAL FUND	POLICE DEPARTMENT	1,590.84
	8/01/25	CAR#28 OIL SERV/TIRE ROT/	GENERAL FUND	POLICE DEPARTMENT	92.56
				TOTAL:	1,683.40
MILLENIUM INSURANCE GROUP INC	8/01/25	AUGUST 25 INS BROKER SERV	GENERAL FUND	CITY HALL	1,800.00
				TOTAL:	1,800.00
NATIONAL ASSOCIATION OF CHIEFS OF POLI	8/01/25	KUTCHER YEARLY MMBRSHP	GENERAL FUND	POLICE DEPARTMENT	60.00
				TOTAL:	60.00
R&F METALS INC	8/01/25	RMBSMT B&O/ JOBS OTSD CT	GENERAL FUND	TREASURER'S OFFICE	2,037.27
				TOTAL:	2,037.27
RITE SIGNS	8/01/25	SGN PERMIT APP REFUND	GENERAL FUND	PLANNING & ZONING	50.00
				TOTAL:	50.00
T-MOBILE	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	ECONOMIC DEVELOPMENT	32.87
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	CITY MANAGER'S OFFICE	42.97
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	CITY ATTORNEY	18.73
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	ENFORCEMENT AGENCY	18.73
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	PLANNING & ZONING	62.33
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	CITY HALL	32.87
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	CITY HALL	47.19
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	POLICE DEPARTMENT	143.62
	8/01/25	JULY 25 CH & PD CELL SERV	GENERAL FUND	STREETS & HIGHWAYS	61.49
				TOTAL:	460.80
T2 SYSTEMS INC	8/01/25	PK TICKET PAPER	GENERAL FUND	PARKING	204.21
				TOTAL:	204.21
TECHSTAR MECHANICAL SERVICES LLC	8/01/25	AC FOR CH SERVER AT PD	GENERAL FUND	STREETS & HIGHWAYS	8,400.00
				TOTAL:	8,400.00
USI INSURANCE SERVICES, LLC	8/01/25	8/25-8/26 CYBER POL PREM	GENERAL FUND	CITY HALL	3,770.00
				TOTAL:	3,770.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

001	GENERAL FUND	116,305.58
	GRAND TOTAL:	116,305.58

TOTAL PAGES: 3

APPROVED BY: _____

APPROVED BY: _____

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Charles Town
VENDOR: All
CLASSIFICATION: All
BANK CODE: Include: AP1
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: 7/30/2025 THRU 8/01/2025

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
CHET HINES	8/01/25	HR MOWER FUEL 7/18	PARKS & REC	PARKS & REC		11.29
					TOTAL:	11.29
KABLE EXCAVATING, LLC	8/01/25	SKT PK TRAIL STONE	PARKS & REC	PARKS & REC		773.55
					TOTAL:	773.55

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

207	PARKS & REC	784.84
	GRAND TOTAL:	784.84

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: Include: PARK1
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: 8/01/2025 THRU 8/01/2025

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
911 RAPID RESPONSE EMERGENCY& COMMERCI	8/01/25	CAR#14 EMRGNCY LIGHT INST	CAPITAL RESERVE	PUBLIC SAFETY	1,229.33
				TOTAL:	1,229.33
ALL TRAFFIC SOLUTIONS INC	8/01/25	SPEED ALERT RADAR TRAILER	CAPITAL RESERVE	PUBLIC SAFETY	20,223.32
				TOTAL:	20,223.32
ASCENDANCE TRUCKS CLARION LLC	8/01/25	MD DUMP TRUCK #4007	CAPITAL RESERVE	STREETS & TRANSPORTATI	83,075.00
				TOTAL:	83,075.00
GREENWAY ENGINEERING, INC.	8/01/25	6/25 LIBERTY CONST/ADMI	CAPITAL RESERVE	STREETS & TRANSPORTATI	5,500.75
	8/01/25	06/25 STORMWATER STDY DAT	CAPITAL RESERVE	STREETS & TRANSPORTATI	5,197.50
				TOTAL:	10,698.25
MICHAEL BAKER INTERNATIONAL, INC	8/01/25	JUNE 25 ZNG ORD UPDATING	CAPITAL RESERVE	GENERAL GOVERNMENT	7,847.79
				TOTAL:	7,847.79
RCN TECHNOLOGIES	8/01/25	PD ROUTER ANTENNA X9	CAPITAL RESERVE	GENERAL GOVERNMENT	2,883.24
	8/01/25	PD ROUTER 3YR PLAN X9	CAPITAL RESERVE	GENERAL GOVERNMENT	11,291.40
				TOTAL:	14,174.64

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

200	CAPITAL RESERVE	137,248.33
	GRAND TOTAL:	137,248.33

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: 8/01/2025 THRU 8/01/2025

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: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-821: Mayor's Report - July 21, 2025

ATTACHMENTS:

- Mayor's Report - July 21, 2025.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

Mayors' Report
July 21, 2025

Introduction: This report provides an overview of the key activities and developments in our city over the past month. It highlights the community's response to recent events and outlines upcoming engagements.

Community Involvement: At the last city council meeting, we had a public comment by Ms. Erfurt, who emphasized the importance of community involvement. In the last week, we saw a significant increase in public participation last week. It was heartwarming to see neighbors helping neighbors and coming together to support each other.

Storm Damage and Response: On Wednesday night, a storm caused significant damage to roofs and resulted in hundreds of downed trees in several areas of the city, including Potato Hill, Westend, Charles Tower, and parts of George, Samuel, and Mildred Streets. Fortunately, there were no reported injuries or deaths. The roofs of two houses and Charles Tower were ripped off. The two houses were tarped and did not need to be condemned. Charles Tower was evacuated by police and firefighters, and residents were transported, by Jefferson County School buses, to the Ranson Civic Center, which was set up as a shelter by the American Red Cross.
I spent most of my time between the shelter and the tower, meeting with stakeholders and organizing a cleanup crew to collect debris from neighboring yards. During the cleanup, I was interviewed by Fox 5 DC, the Spirit of Jefferson, and West Virginia Public Radio. By Friday, we found motel rooms for the remaining evacuees and coordinated meals for them.

Acknowledgments: I would like to extend my heartfelt thanks to the many people, businesses, and groups that contributed to the response efforts, including City staff, City of Ranson, Charles Town Police Department, Independence and Citizen Fire Department, Red Cross, WVU Medicine Berkly and Jefferson Medical Centers, Jefferson County Ministries, Kiwanis and K Kids, Jefferson County Humane Society, WV Homeland Security and Emergency Management, Jefferson County Schools, Jefferson Pharmacy, Chic-fil-A Ranson, Andy's Pizza, Fit to Move LLC, Corner Connection, Telamon Corp., Rescure Me WV, Mara Bauserman, Heidi Greenleaf, Keith Lowery, Karren Scott, Debbie McClure, Alyssa Nazarok, Leah Brooks, Conor Roche, and many others. Your support was invaluable.

County Commission Presentations: I presented the city's position at the County Commission presentations about the Washington Street buildings. There was a follow-up question regarding

whether the city is interested in purchasing certain buildings. I clarified that, at this time, the city is not interested in purchasing the buildings. I also attended part of the County Commission meeting in their new location.

Other Activities:

- Walkabout on Wednesday, July 16, between storms.
- Made statements during the Charles Town Police Department CALEA Accreditation.
- Attended the ribbon-cutting at Prismatic Arts Studio.

Upcoming Schedule:

- July 23, 4:00 PM: CTUB meeting
- July 24, 9:30 AM: Mayor's Meeting; 12:00 PM: State of Towns – Barns of Harpers Ferry; 6:00 PM Ordinance Committee
- July 25, 4:00 PM: Opening night at Miss Willa's Bookshop
- July 26, 10:30 AM: Ribbon Cutting at Miss Willa's Bookshop
- July 28, 5:30 PM Ward 4 Candidates Interviews; 7:00 PM Planning Commission
- July 30, 9:30 AM: PSC Hearing on CTUB Complaint case against WVAW - Basement of Library; 6:00 PM Parks and Recreation
- July 31: All day - City Staff and city managers applicants
- August 1: All day – Council interviews applicants
- August 5, 4:00 PM: West Virginia Division of Highways public workshop on the West Washington Street project, Wight Denny Auditorium

Conclusion: In conclusion, the city has shown remarkable resilience and community spirit in the face of recent challenges. We remain committed to improving the quality of life for all residents and encourage everyone to stay engaged and provide feedback as we work together to build a better future for our community.

Micheal George

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-822: FY2026 General Fund Budget Revision #1

ATTACHMENTS:

- FY26 GenFund Revision #1 State Worksheet.pdf
- FY 2026 GF Revision #1.pdf

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: FY26
Fund: 1
Revision Number: 1
Pages: 1 of 1

City of Charles Town
GOVERNMENT ENTITY

101 E. Washington Street
STREET OR PO BOX

Charles Town | 25414
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Lori Nice
Phone: 304-724-3257
Fax:
Email: lnice@charlestownwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	750,000	1,056,186		1,806,186
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,056,186

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
412	City Manager's Office	320,500	38,800		359,300
413	Treasurer's Office	514,000	114,000		628,000
437	Planning & Zoning	660,750	3,000		663,750
440	City Hall	848,300	20,000		868,300
444	Contributions / Transfers to Other Funds	425,000	160,000		585,000
698	Transfers/Reimb. (Audit Findings)	945,000	677,386		1,622,386
699	Contingencies*	308,000	42,000		350,000
415	City Clerk	106,425	1,000		107,425
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 1,056,186

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

7/21/2025
APPROVAL DATE

FY 2025-2026
General Fund Budget

(Includes 2.5% COLA & 2.5% Merit Salary Increases)

ACCOUNT		FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
REVENUES						
30005	Unassigned Fund Balance (Carryover)	750,000	1,056,186	1,806,186	Estimated carryover balance for fiscal year ending 2026.	Increased carryover to reflect actual balance as of 6/30/25.
30101	Taxes - Ad Valorem	1,851,076		1,851,076		
30106	Supplemental Taxes	30,000		30,000	Property taxes owed from previous years, but paid in the current fiscal year.	
30200	Interest as Penalty	8,000		8,000		
30300	Gas & Oil Severance Tax	30,000		30,000	5% severance tax on gross receipts at the well head of oil and natural gas.	
30400	Utility Tax (2%)	250,000		250,000		
30500	Business & Occupation (B&O) Tax	2,032,082		2,032,082	Included estimated B&O receipts from HDL collections services.	
30600	Liquor Tax	25,000		25,000	Each distribution quarter amount ranges from $5.5K - $7K, and has been steadily rising each year.	
30700	Animal Control Tax	1,600		1,600	This is donated back to the county each year under Dog Warden.	
30800	Hotel/Motel Tax	200,000		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	260,000		260,000		
32100	Parking Violation Penalties	40,000		40,000		
32500	Business License Revenue	35,000		35,000		
32600	Building Permit Fees	550,000		550,000	Building activity increasing/expected to remain strong through FY2026 with new development projects on the horizon and increases in permit fee structure.	
32800	Franchise Tax	65,000		65,000	Two Cable Franchisees	
33000	International Registration Plan (IRP) Fees	70,000		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	1,700		1,700	Revenue from utility bills for EMS (5 cents)	
34000	Parks & Rec Fee	1,700		1,700	Revenue from utility bills for parks and recreation (5 cents)	
34200	Parking Meter Revenues	45,000		45,000	Revenue from parking meters and parking permits including ParkMobile app.	
34500	Rents & Concessions	60,000		60,000	CTUB rental of 661 space ($30,000); CW Hall 1st floor rental ($30,000)	
35300	Zoning Fee	20,000		20,000	Zoning applications	
35500	Street Improvement Fee	135,000		135,000	Revenue from utility bills for street improvements ($4 per month)	
36504	Federal Government Grants	291,667		291,667	DOJ/COPS grant for additional police officer. $125,000 across 3 years. HUD Grant for Revive program $250,000	
36600	State Government Grants	-		-		
36700	Other Grants	-		-		
36900	Contributions from Other Funds - Sales Tax	1,500,000		1,500,000	Ordinance requires payment of debt first (payments to BC are rent payments in PD and CH budgets to cover BC debt). Quarterly sales tax distributions are averaging $450,000 or $1,800,000 annually.	
37600	Gaming Income	250,000		250,000	Gaming receipts average $19K to $23K per month.	
37900	Gain/Loss - Sale of Fixed Assets	-		-		
38007	Interest Income (Operating Acct)	35,000		35,000		
38100	Reimbursements	110,000		110,000	SRO reimbursement of $60k; crossing guards; misc. police reimbursements; Fuel Refunds; Pcard Rebate; etc.	
38100	Lein Reimbursements			-		
38200	Refunds - Overpayments	500		500		
38600	Insurance Claims	-		-		
39200	Property Rehabilitation	-		-		
38700	Filing Fees	300		300	Filing Fees Revenue - Election in FY25. $50.00 per person.	
39700	Video Lottery	600,000		600,000	Video lottery receipts average $13.4K to $22.2K per week.	
39900	Misc Revenue	5,000		5,000	Yard waste stickers and fingerprints	
39902	Special Events - WV Fest	10,000		10,000		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
39903 Special Events - General	1,000		1,000	Special activities fees	
39904 Special Events - CW Hall	5,000		5,000		
39907 Special Events - Car Show	5,000		5,000	Car show registration and sponsors.	
TOTAL REVENUES	**9,274,625**	**1,056,186**	**10,330,811**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
EXPENSES					
ECONOMIC DEVELOPMENT - 402					
03 Salaries	77,000		77,000	Business Development /Downtown Coordinator salary plus 2.5% merit and holiday supplement.	
04 FICA	6,200		6,200	FICA @ 7.65%	
05 Group Insurance	9,300		9,300	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	7,000		7,000	PERS II Employer Contribution 9%	
09 OPEB	2,000		2,000	Deferred Compensation Employer Contribution 3%	
11 Telephone	500		500	Cell phone	
14 Travel	3,000		3,000	2 National Conferences; airfare, lodging, per-diem	
20 Advertising/Legal Publications	500		500		
21 Training & Education			-	$2,500 rolled under City Manager's office.	
22 Dues & Subscriptions	2,000		2,000	IEDC Membership, Survey Subscription, Adobe subscription	
23 Professional Services	1,000		1,000	Engineering Services	
26 Insurance and Bonds	5,000		5,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	1,000		1,000		
41 Departmental Supplies	3,000		3,000	Promotional items for events and City marketing and other departmental supplies.	
43 Auto Supplies			-	Under Maintenance budget	
TOTAL ECONOMIC DEVELOPMENT	**117,500**	**-**	**117,500**		
MAYOR'S OFFICE - 409					
01 Salary	12,500		12,500	Mayor's Salary	
04 FICA Tax Expense	1,000		1,000		
11 Telephone			-		
14 Travel Expense	2,000		2,000	WV Municipal League	
20 Advertising/Legal Publication			-		
21 Training & Education	1,000		1,000		
22 Dues & Subscriptions			-		
26 Insurance & Bonds	1,000		1,000		
41 Departmental Supplies	500		500	$453.00 - Ceremonial Keys to the City and Coins	
68 Community Contributions	2,000		2,000		
TOTAL MAYOR'S OFFICE	**20,000**	**-**	**20,000**		
COUNCIL - 410					
01 Salaries	40,000		40,000	Eight Council Members at $5,000 annual salary	
04 FICA Tax Expense	3,100		3,100		
14 Travel Expense	4,800		4,800	Conferences	
20 Advertising			-		
21 Training & Education	3,200		3,200	WV Municipal League Conference Registration ($450 per registration)	
26 Insurance & Bonds	3,200		3,200	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
41 Departmental Supplies	700		700		
TOTAL COUNCIL	**55,000**	**-**	**55,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY MANAGER - 412					
03 Salaries	215,000		215,000	City Manager & Deputy City Clerk Salary, 2.5% Merit and Holiday Supplement (Includes $5000 travel allowance for new City Manager.)	
04 FICA Tax Expense	17,500		17,500	FICA Tax @ 7.65%	
05 Group Insurance	20,000		20,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	19,000		19,000	9% Employer Contribution PERS I and II	
08 Overtime	1,200	1,300	2,500		Increased to match actual overtime in previous year.
09 OPEB	6,500		6,500	3% Employer Contribution Deferred Compensation plan	
11 Telephone	550		550	Mobile phone service	
14 Travel Expense	1,500		1,500	WVML Trip, City Clerk Election Training	
20 Advertising	2,000		2,000		
21 Training & Education	20,000		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	1,000		1,000	Adobe subscriptions. ICMA and WVML Fees.	
23 Professional Services	500	37,500	38,000	Background checks for City Manager candidates.	City Manager recruiter expenses carried over from FY 2025.
26 Insurance & Bonds	15,000		15,000	Umbrella, Commercial Property, Worker's Comp, Automobile, Liability	
30 Contracted Services			-		
41 Departmental Supplies	750		750	Misc. Office Supplies	
43 Auto Supplies (Gas & Oil)			-	Gas is covered under travel expenses.	
TOTAL CITY MANAGER	**320,500**	**38,800**	**359,300**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
TREASURER - 413					
03 Salaries	260,000		260,000	Director of Finance, Accounting Clerk I, Accounting Clerk II, Accounting Clerk III salaries, 2.5% merit, and holiday supplements.	
04 FICA Tax Expense	22,000		22,000	FICA Tax @ 7.65%	
05 Group Insurance	21,000		21,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	24,000		24,000	9% Employer Contribution PERS I and II	
08 Overtime	3,500		3,500		
09 OPEB	8,000		8,000	3% Employer Contribution Deferred Compensation plan	
11 Telephone	-		-	Director of Finance Cell Phone	
12 Printing	-		-		
14 Travel Expense	1,500		1,500	Director & Acct. Clerk III - WV Government Finance Officers Association Training	
18 Postage			-	Transfer cost to City Hall and Pitney Bowes machine.	
20 Advertising/Legal Pubs	2,500		2,500	Financial statement publication $625, Levy Estimate $425, Tax increase notice $250.	
21 Training & Education	-		-	$4,000 Rolled into City Manager's budget	
22 Dues & Subscriptions	500		500	Adobe subscription for Director & Accounting Clerk III	
23 Professional Services	2,500		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	42,000	48,000	90,000	Perry & Associates and J.C. Kunkle FY25 Compilation and Preparation of Audit	Allowance for FY 2024 audit expenses.
26 Insurance & Bonds	15,000		15,000	General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25,000		25,000	Tyler Technologies - Incode Annual License Fee	
30 B&O Collections - Contracted Services	75,000		75,000		
38 Refunds	10,000	65,000	75,000		
41 Departmental Supplies	1,500	1,000	2,500	Misc. Office Supplies	Allowance for purchase of desk scanners for Finance employees.
TOTAL TREASURER	**514,000**	**114,000**	**628,000**		
COURT CLERK - 415					
03 Salaries	67,000		67,000	Court Clerk Salary, 2.5% merit, and holiday supplement	
04 FICA	5,500		5,500	FICA Tax @ 7.65%	
05 Group Insurance	19,000		19,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	6,000		6,000	9% Employer Contribution PERS I and II	
08 Overtime	1,200		1,200		
09 OPEB	2,000		2,000	3% Employer Contribution Deferred Compensation plan	
14 Travel	500		500	Court Clerk training and Election training	
18 Postage	100		100		
20 Advertising/Legal Publications			-		
21 Training & Education			-	$500 transferred to City Manager's budget. WVML training and Election training.	
22 Dues & Subscriptions			-		
23 Professional Services			-		
26 Insurance & Bonds	4,500		4,500	Court Clerk Bond, General Liability, Worker's Compensation, Umbrella	
30 Contracted Services	25	1,000	1,025	Flu shot	Allowance for cost of appeals.
41 Departmental Supplies	600		600	Ink cartridges, paper stock	
TOTAL COURT CLERK	**106,425**	**1,000**	**107,425**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE JUDGES - 416					
03 Salaries	32,000		32,000	Two Municipal Court judges; two magistrates; two prosecuting attorneys; extra $2k for special judge, and holiday suppliments.	
04 FICA	2,400		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	2,500		2,500		
41 Departmental Supplies			-		
TOTAL POLICE JUDGES	**39,500**	**-**	**39,500**		
CITY ATTORNEY - 417					
03 Salaries	160,000		160,000	Attorney salary plus 2.5% merit and holiday supplement.	
04 FICA	13,000		13,000	FICA @ 7.65%	
05 Group Insurance	1,000		1,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	15,000		15,000	PERS II Employer Contribution 9%	
09 OPEB	6,000		6,000	Deferred Compensation Employer Contribution 3%	
11 Telephone	250		250		
14 Travel	1,000		1,000	Travel allowance for various trainings.	
20 Advertising/Legal Publications			-	Allowance for legal publications.	
21 Training & Education			-	Rolled under City Manager's office.	
22 Dues & Subscriptions	5,100		5,100	Allowance for legal subscriptions and memberships. Bar license and legal research database subscription.	
23 Professional Services	50,000		50,000	Cost for outside legal council.	
26 Insurance and Bonds	12,000		12,000		
41 Departmental Supplies	1,000		1,000		
TOTAL CITY ATTORNEY	**264,350**	**-**	**264,350**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
ENFORCEMENT AGENCY - 425					
03 Salaries	61,000		61,000	Code Enforcement Officer salary, 2.5% merit, holiday supplement., and clothing allowance.	
04 FICA	4,900		4,900	FICA @ 7.65% of Salary	
05 Group Insurance	9,000		9,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	5,400		5,400	PERS II Employer Contribution 9%	
09 OPEB	2,500		2,500	457(b) Deferred Compensation Employer Contribution (3%)	
11 Telephone	500		500		
14 Travel	3,000		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	1,500		1,500	Certified Mailings	
20 Advertising/Legal Publications	500		500	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education			-	$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		1,000	ICC Membership ($160/yr)	
26 Insurance and Bonds	4,000		4,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	25,000		25,000	Kimley-Horn Engineering Services	
30 Nuisance Properties-Contracted Services	45,000		45,000	Nuisance Properties cleanup and demos.	
30 Nuisance Properties Relocation - Contracted Services	5,000		5,000	Nuisance Properties housing relacation.	
41 Departmental Supplies	2,000		2,000	Building safety month supplies and code books	
43 Auto Supplies			-	Under Maintenance budget	
45 Uniforms	2,000		2,000	Jackets & shirts.	
TOTAL ENFORCEMENT AGENCY	**172,300**	**-**	**172,300**		
REGIONAL DEVELOPMENT AUTHORITY - 435					
22 Dues & Subscriptions	11,500		11,500	Region 9 Assessment - Fees are going up	
TOTAL REGIONAL DEVELOPMENT AUTHORITY	**11,500**	**-**	**11,500**		
Total City Administration	**2,297,075**	**173,800**	**2,470,875**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
BUILDING INSPECTIONS - 436					
03 Salaries	88,000		88,000	Building Official/Inspector salary, 2.5% merit, holiday supplement, and clothing allowance.	
04 FICA	7,000		7,000	FICA @ 7.65% of Salary	
05 Group Insurance	1,500		1,500	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	8,000		8,000	PERS II Employer Contribution (9%). $272.37 per pay period * 26 pay periods	
09 OPEB	3,000		3,000	457(b) Deferred Comp Employer Contribution (3%). $60.53 per pay period * 26 pay periods	
11 Telephone	1,000		1,000	Two lines; one is a hot spot. One is a cell phone.	
14 Travel	3,000		3,000	National ICC Conference; airfare, lodging, meals, gas	
17 R&M Auto			-	Under Maintenance budget	
18 Postage	1,000		1,000	Certified mailings for property Notice of Violations	
20 Advertising/Legal Publications	1,000		1,000	Job posting ads, public notices for nuisance properties, and property maintenance violation notices.	
21 Training & Education			-	$2,500 in City Manager's budget. ICC national conference, WV State Code Conference.	
22 Dues & Subscriptions	1,000		1,000	ICC membership dues; WICA subscription	
23 Professional Services	50,000		50,000	To cover expenses associated with inspections; compliance.	
26 Insurance & Bonds	6,000		6,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services			-		
41 Departmental Supplies	2,000		2,000	Building safety month supplies and code books.	
43 Auto Supplies			-	Under Maintenance budget	
45 Uniforms	2,000		2,000	Jackets & shirts.	
TOTAL BUILDING INSPECTIONS	**174,500**	**-**	**174,500**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
PLANNING & ZONING - 437					
03 Salaries	407,000		407,000	Assistant City Manager/Director of Community Development, City Planner/Zoning/Subdiv Administrator, Permit Tech, and Planner salaries, 2.5% merit, and holiday supplements.	
04 FICA	33,000		33,000	FICA @ 7.65% of Salary	
05 Group Insurance	68,000		68,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	38,000		38,000	PERS II Employer Contribution (9%)	
08 Overtime	1,500		1,500		
09 OPEB	12,500		12,500	457(b) Deferred Comp Employer Contribution (3%).	
11 Telephone	250		250	Director's department cell phone	
14 Travel	8,000		8,000	James - American Planning Association Conference Alissa - WV Leadership Trainings (12 trainings) & Women Leaders in Code Wendy - MGO Conference	
18 Postage	1,000		1,000	Certified Mailings; Legal notices, yard sign postings	
20 Advertising/Legal Publications	4,500		4,500	Advertising of BZA and public hearings for P/C meetings; hearing placards	
21 Training & Education			-	$7,000 rolled into City Manager's budget. Alissa - WV Leadership conference registration amount $3,500; Leaders	
22 Dues & Subscriptions	3,000		3,000	AICP Membership; Wendy ICC membership; Alissa Community Development Society membership; Women Leaders in Code membership, Adobe subscription for 2 people.	
23 Professional Services	5000		5,000	GIS Aerial imagery, Background Checks	
26 Insurance & Bonds	20,000		20,000	Worker's Comp, Prof Liability, Umbrella, Automobile, Commercial Property.	
30 Contracted Services	44,000		44,000	Kimley-Horn and Associates - Engineering and routine plan review; bond assessments;	
31 Contracted Services - Tree Board			-	To maintain Tree City USA Status, we must house this cost in the budget which is based on the population.	
38 Refunds	1,000		1,000		
41 Departmental Supplies	4,000		4,000	Public hearing signs, office supplies, promotional supplies	
53 Computer Software / Tech	10,000	3,000	13,000	MyPermit Now Monthly Fees	Allowance for additional Rental Registration module in MyPermit Now software
TOTAL PLANNING & ZONING	**660,750**	**3,000**	**663,750**		
Total City Bldg Inspection, P&Z, and Enforcement Agency	**$ 1,007,550**	**3,000**	**$ 1,010,550**		
ELECTIONS - 438					
12 Printing			-		
20 Advertising/Legal Publications			-	Publish ballot multiple times	
23 Professional Services			-		
30 Contracted Services			-	Poll workers for early voting and day of election.	
41 Departmental Supplies			-	Purchase of ballots $1,500, Election Kits, Paper, Election Banner, Voter Stickers	
TOTAL ELECTIONS	**-**	**-**	**-**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CITY HALL - 440					
3 Salaries	103,000		103,000	Director of Operations Salary, 2.5% merit, and holiday supplement	
4 FICA Taxes	8,300		8,300	FICA @ 7.65%	
5 Group Insurance	20,000		20,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
6 Retirement	9,000		9,000	9% Employer Contribution	
9 OPEB	4,000		4,000	3% Deferred Compensation Employer Contribution	
11 Telephone	20,000		20,000	WebEx Phone Services ($5,000), Internet Service ($3,600), Cell phone - Director ($400), Rouss Hall Elevator & Fire Alarm Phone Service ($4,000), CWH Fire Alarm Phone Service ($1,000).	
13 Utilities	40,000		40,000	City Hall Oil and Electric, Rouss Hall Electric, CTUB Water/Sewer, CWH Electric	
14 Travel Expense	2,000		2,000	WV Municipal League Election Training in Charleston, WV and another conference in Baltimore, MD	
15 Repair & Main. Bldg & Grounds	10,000		10,000	Elevator Services and City Hall maintenance.	
16 CH Repair & Maint Equip.			-		
18 Postage	4,000		4,000	Pitney-Bowes Machine Postage; includes Treasurer's office mailings for B&O Tax Collection. Reflects increase in postage.	
19 Bldg & Equipment Rental	250,000		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	4,000		4,000	American Legal Publishing, Job postings, Weekly Event Calendar ($3,640), Board Vacancy Advertisements	
21 Training & Education			-	$2,000 transferred to City Manager's budget	
22 Dues & Subscriptions	3,500		3,500	Jefferson County Chamber of Commerce ($275), SHRM Membership ($300), WVML Annual Dues ($2,400)	
23 Professional Services	25,000		25,000	Millenium Group insurance broker services estimated $1,800 per month, Open enrollment, payroll integration.	
26 Insurance & Bonds	15,000		15,000	Liability, Worker's Comp, Auto Insurance, Umbrella, Commercial	
30 Contracted Services	287,000		287,000	Sustainable Strategies (Grant Consultant, Matt Ward) - $60,000 ($5,000 per month) Website Hosting Fee (Revize) - $3,900 per year for 5 years Pest Control Services - $1,000 Patton Commercial Cleaning Services for City Hall and Rouss Hall - $50,000 Payroll Processing Base Fees - $4,000 ADP Software Recurring Annual Fee - $20,000 Tek Advisors - $150,000 per year.	
32 Bank Charges	15,000	20,000	35,000	Credit card merchant fees, eCheck Usage Fees, Fraud Detection Fees	Allowance for additional credit card merchant fees due to delay in software upgrade.
37 Other Fees/Taxes	1,500		1,500	Late fees	
41 Departmental Supplies	12,000		12,000		
43 CH Auto Supplies (Gas/Oil)			-		
53 Computer Software / Tech	15,000		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	
TOTAL CITY HALL	**848,300**	**20,000**	**868,300**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
CONTRIBUTIONS/TRANSFERS - 444					
68 Contributions - Community Partnership Grants	100,000		100,000	Citizens Fire Co. $10,000; Independent Fire Co. $10,000; Library $20,000; Jef. Co. Com. Ministries $10,000; and EPTA $50,000.	
68 Community Grants		50,000	50,000		Allowance for community grants for non-profit organizations.
68 Contributions - Revive Grant	270,000	20,000	290,000	HUD Grant for Revive! Program. $250,000 with additional $20,000 support from City funds.	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Façade Improvement Program	15,000	10,000	25,000		Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
68 Contributions - Homeless Solutions	25,000	(25,000)	-	County Homelessness position funding commitment	County Homelessness position has been disolved.
68 Contributions - Charles Town Now		70,000	70,000		Contribution to support Washington Street redevelopment study.
68 Contributions - Sidewalk Improvement Program	15,000	35,000	50,000	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	Grant funds brought forward from FY25 into FY26 that were allocated but not spent.
TOTAL CONTRIBUTIONS/TRANSFERS	**425,000**	**160,000**	**585,000**		
PARKING - 571					
03 Salaries	46,000		46,000	Parking Enforcement Officer salary, contingency, 2.5% merit, holiday supplement, and clothing allowance	
04 FICA Tax Expense	3,700		3,700	FICA @ 7.65%	
05 Group Insurance	750		750	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement Expense	4,000		4,000	9% Employer Retirement Contribution	
08 Overtime	1,000		1,000		
09 OPEB	1,500		1,500	3% Deferred Compensation Employer Contribution	
13 Utilities	1,400		1,400	Electric Service	
16 Repair & Main - Equipment	1,000		1,000	Parking meter repairs and maintenance	
18 Postage	500		500		
19 Bldg & Equipment Rental	500		500		
20 Advertising / Legal Publications	500		500		
26 Insurance & Bonds	3,000		3,000	Prof Liability, Umbrella, Automobile, Worker's Comp	
30 Contracted Services	500		500		
41 Departmental Supplies	5,000		5,000	Office Supplies, Batteries, Handheld Printer Paper	
43 Auto Supplies (Gas/Oil)	500		500		
45 Uniforms	500		500	Jacket, Uniform Shirt, Patches, Badge, etc.	
53 Computer Software/Tech	4,000		4,000	United Public Safety/T2 Annual Fees	
TOTAL PARKING	**74,350**	**-**	**74,350**		
CONTINGENCIES - 699					
Other Contributions	308,000	42,000	350,000	Placeholder for $50,000 for emergency snow costs. $250,000 for unexpected cost throughout the year. (SAO caps this amount at 10% of receipts.)	Increase to allow for payment of unexpected expenses.
TOTAL CONTINGENCIES	**308,000**	**42,000**	**350,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
POLICE DEPARTMENT - 700					
03 Salaries	1,640,000		1,640,000	Base Salaries plus contingency, 2.5% merit, longevity, shift differential, clothing allowance, holiday supplement. (5) Patrolman, (3) Patrolman First Class, (4) Corporals, (3) Sergeants, (2) Lieutenants, (1) Captain (Held by Chief), (1) Chief. (3) Administrative personnel.	
04 FICA	110,000		110,000	FICA Tax at 7.65%	
05 Group Insurance	289,000		289,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	145,000		145,000	Employer Retirement Contribution PERS I and II (9%) and MPFRS (8.5%)	
07 Police Pension	30,000		30,000	Legacy CTPD Retirement System	
08 Overtime	160,000		160,000	Shift coverage, late arrest/call out, special events, school events, court, etc.	
09 OPEB	60,000		60,000	457(b) Deferred Compensation 3%	
11 Telephone	48,500		48,500	(4) department cell phones, MiFi/Craddle Points, for CAD in police vehicles, Internet, etc.	
13 Utilities	48,000		48,000	Electric and Internet Service, increase in FY25.	
14 Travel	4,000		4,000	Training, Conferences,etc.	
15 R&M Building & Grounds	2,500		2,500	Lights, Paint, Air Filters, Electrical supplies, Batteries	
16 R&M Equipment	5,000		5,000	Generator Service	
17 R&M Auto	50,000		50,000	Air filters, Vehicle Repairs, State Inspections, Vehicle Maintenance (Brakes/Rotors, tire install/rotation, etc.	
18 Postage	1,300		1,300	Stamps, USPS Certified Mail, UPS/Fedex, etc.	
19 Building & Equipment Rental	100,000		100,000		
20 Advertising/Legal Publications	5,500		5,500	New Hire Ads 3-6 ads in local paper	
21 Training & Education	20,000		20,000	WVSP Academy, 16 hours in-service/8 supervisor hours.	
22 Dues & Subscriptions	2,000		2,000	WVCOP Dues, IACP, SRO, Journal	
23 Professional Services	5,000		5,000	Polygraph Exams, Psychological exam, Physical Exams, Diagnostic Imaging	
26 Insurance & Bonds	110,000		110,000	Worker's Comp, Liability, Automobile, Liability Claims, Commercial Property Insurance	
30 Contracted Services	48,000		48,000	CALEA Annual Continuation Fee ($4,595), Background Checks, Court Translator, Cleaning Fees, HVAC Service 661 George St.	
37 Other Fees & Taxes	250		250	661 George St. Ambulance Fees	
41 Departmental Supplies	40,000		40,000	Ammunition, Office Supplies, Cleaning Supplies, Water Delivery	
43 Auto Supplies	65,000		65,000	Gas, oil changes and tires for Police Vehicles	
45 Uniforms	30,000		30,000	Class A, BDU, duty gear, insignia, bullistic vest, coats, etc.	
53 Computer Software/Tech	29,000		29,000	CAD Motorola, Guardian Tracking, Police One Academy, Powerdms, VCS, Motorola Solutions (Watch Guard System), Revize (Website).	
TOTAL POLICE DEPARTMENT	**3,048,050**	**-**	**3,048,050**		
POLICE-SPECIAL DUTY CROSSING GUARDS - 704					
03 Salaries	35,000		35,000	Five (5) Part-Time Crossing Guards (Wright Denny and Charles Town Middle). Expenses reimbursed by BOE. No COLA. Holiday supplements.	
04 FICA Tax Expense	2,600		2,600		
26 Insurance & Bonds	1,750		1,750		
41 Departmental Supplies	250		250	Stop signs	
45 Uniforms	500		500	Reflective jackets and vests	
43 Auto Supplies (Gas & Oil)			-		
TOTAL POLICE -SPECIAL DUTY CROSSING GUARDS	**40,100**	**-**	**40,100**		
Total Police and Crossing Guards	**$ 3,088,150**	**-**	**$ 3,088,150**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
DOG WARDEN - 707					
Contributions	1,600		1,600	City passes along the dog tag fees to the County	
TOTAL DOG WARDEN	**1,600**	**-**	**1,600**		
MAINTENANCE - 750					
03 Salaries	330,000		330,000	Director and (4) Maintenance Staff salaries, 2.5% merit, holiday supplements, clothing allowances and contingency for CDL, Playground Inspection, and ASE certifications.	
04 FICA Tax Expense	27,000		27,000	FICA @ 7.65%	
05 Group Insurance	47,000		47,000	Health Insurance, Life Insurance, Dental Insurance, Vision Insurance. (Includes 16% premium increase projected by PEIA.)	
06 Retirement	29,000		29,000	9% Employer Contribution	
08 Overtime	20,000		20,000		
09 OPEB	8,000		8,000	3% Deferred Compensation Employer Contribution	
11 Telephone	3,000		3,000	Field staff equipped with cell phones	
13 Utilities	15,000		15,000	Maintenance building electric, water, sewer, and internet	
14 Travel Expense	1,500		1,500	Maintain certifications; other skill enhancement training as required/proposed	
15 R&M Buildings and Grounds	55,000		55,000	General maintenance of city buildings.	
16 R&M Equipment	15,000		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	10,000		10,000	Regular maintenance of department and City vehicles	
18 Postage			-		
19 R&M Bldg and Equip Rental	1,000		1,000	Equipment rented as required to maintain various city buildings.	
20 Advertising	500		500	Spring and Fall Cleanup. Additional city sponsored projects as required.	
21 Training & Education	2,500		2,500	Maintain certifications; other skill enhancement training as required/proposed. CDL, Playground Inspection, ASE.	
22 Dues & Subscriptions	500		500	Camera subscription and CDL License Fees	
23 Professional Services	500		500	CDL physicals	
26 Insurance & Bonds	19,000		19,000	Liability, Worker's Comp, Vehicle Insurance	
30 Contracted Services	60,000		60,000	Trash Service, Box Rental Fees, Tree Services ($12,000), Snow Removal and Salt	
41 Departmental Supplies	35,000		35,000	General maintenance annual supplies. Christmas decorations, and light poles.	
43 Auto Supplies (Gas, Oil & Tires)	25,000		25,000	Gas, oil changes and tires for maintenance and City vehicles.	
45 Uniforms	5,000		5,000		
53 Software/Tech			-		
59 Capital Outlay			-		
TOTAL MAINTENANCE	**709,500**	**-**	**709,500**		
STREET LIGHTS - 751					
13 Utilities	130,000		130,000	Street lights electric.	
TOTAL STREET LIGHTS	**130,000**	**-**	**130,000**		
VISITOR'S CENTER - 901					
66 Contributions	100,000		100,000	50% of Hotel/Motel Tax Revenue Contribution to Visitor's Center.	
TOTAL VISITOR'S CENTER	**100,000**	**-**	**100,000**		

ACCOUNT	FY 2026 APPROVED BUDGET	REVISION #1	CURRENT BUDGET	NOTES AND EXPLANATIONS	REVISION #1 NOTES
FAIRS/FESTIVALS - 903					
20 Advertising/Legal Publications	2,000		2,000		
30 Contracted Services	36,000		36,000	**WV Fest** Stage/Sound ($5,000), Musicians ($5,000), Athlete Appearances ($10,000), Signage ($2,000), Inflatables ($2,000), Portable toilets ($1,000), Hospitality/lodging and meals for talent ($2,000), Shuttle bus ($1,500), Game Entertainment Avenue ($2,000) **Car Show** Sound ($2,500), Announcer ($500), Model T Ford Car Club ($600), Portapotts ($900), Gaming Trailer ($1,000)	
38 Refunds	100		100		
41 Departmental Supplies	25,000		25,000	**WV Fest** Water/cups ($1,500), Tents ($1,500), Trophies ($500), Chairs & Railing ($1,000), Contests ($300), Signage ($1,500) **Car Show** Trophies/Plaques ($4,700), Signage/Parking ($500), Water/Chips ($1,500) **General** Welcome bags for new residents ($1,000), Candy ($2,000), Contest prizes for Light the City and Xmas parade ($1,625), Christmas costumes, Signs ($500)	
52 Computer Software	1,300		1,300	Light the City Map Software - App for Christmas lighting. Around Town Christmas contest. Annual Fee. Reimbursed 50% from Ranson, WV.	
68 Contributions	4,000		4,000	Donations to the Boys & Girls Club, High School Choir, and Jefferson High School Air Force ROTC.	
TOTAL FAIRS/FESTIVALS	**68,400**	**-**	**68,400**		
TRANSFERS - 960/698 SAO					
01 Transfers to Capital Reserve - Repaving	135,000		135,000	Monthly Street Fee Remittance from CTUB is xfrd to Capital Reserve for future street repaving expenditures	
02 Transfers to Capital Reserve - One Time Funding		427,386	427,386		Transfer to Capital Fund to support capital projects.
03 Transfers Out - Parks & Rec	120,000		120,000	50% Hotel/Motel tax revenue. Pool/Tennis Revenue funds the Parks & Rec budget. Reference Parks & Rec FY 2025 budget for further details.	
04 Transfers to Residual Fund		200,000	200,000		Transfer to Residual Fund to build up Rainy Day savings.
11 Transfers to Capital Reserve - Table Games	810,000		810,000	FY 2025 budget transfer includes lottery money (gaming and video); FY2025 proposed is the gaming/lottery estimated amounts transferred to Capital Reserve.	
20 Transfers to Sales Tax		50,000	50,000		Reimbursement to Sales Tax from FY25 withdraw for city manager recruiter fees.
TOTAL TRANSFERS	**1,065,000**	**677,386**	**1,742,386**		
TOTAL EXPENSES	**9,274,625**	**1,056,186**	**10,330,811**		
REVENUES OVER EXPENSES	$ -	$ -	$ -		

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-823: FY2026 Capital Budget Revision #1

ATTACHMENTS:

- Capital Budget 1st Revision.pdf

the city of Charles Town WV

FY 2026 Capital Reserve Budget

Approved : 6/16/2025

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET REVENUES						
Capital Reserve Carryover		$ 5,550,704	$ 3,002,355	$ 8,553,059	Carryover balance from FY2025 Capital Reserve (This is carryover for unfinished projects noted in red. Carryover will be adjusted in the 1st Revision in July 2025.)	Adjust carry over amount to actual balanace as of June 30 2025
36800 Contributions from GF			$ 427,386	$ 427,386	Contributions from GF (Determined in July 2025 1st Revision)	
36800 Contributios from GF - Lottery / Gaming Revenue		$ 810,000		$ 810,000	All lottery/gaming revenue remitted to Charles Town gets transferred to Capital Reserve from General Fund.	
33000 Developer Fees		$ 150,000		$ 150,000	Developer Proffer fees.	
38000 Interest on Bank Accounts & Other Sources		$ 80,000		$ 80,000		
TOTAL REVENUES	**$ -**	**$ 6,590,704**	**$ 3,429,741**	**$ 10,020,445**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
CAPITAL BUDGET EXPENSES						
975 GENERAL GOVERNMENT						
Information Technology						
City Hall WIFI Replacements - 975-59 General Government Capital Outlay		$ 10,000		$ 10,000		
Computer Replacement - 975-59 General Government Capital Outlay Technology		$ 15,000		$ 15,000	Computer replacement program for all General Government departments. (5 replacements are planned.)	
CW Hall WIFI Installation - 975-59 General Government Capital Outlay		$ 15,000		$ 15,000		
Tyler Tech Version 10 Software - 975-59 General Government Capital Outlay Technology		$ 71,000		$ 71,000	Centralized Finance/Permitting/Zoning/Grants/Bond Tracking Software. This software will replace GoGov, MyGov, PSI, and enhance Incode. Having a centralized software will improve efficiency and reduce duplication of work. This software takes a year to implement. ($71,000 carried over from FY25.)	
TOTAL INFORMATION TECHNOLOGY	**$ -**	**$ 111,000**	**$ -**	**$ 111,000**		
Other - General Government						
Drone - 975-15 General Government Capital Outlay Equipment			10,000	$ 10,000		Supports advertising, event coverage, photography, structural inspections, damage assessment, police search and rescue, hostile environment response, and fire and disaster management.
Rouss Hall Landlord buy back - 975-58 General Government Capital Outlay		$ 140,000		$ 140,000	$140,000 carried over from FY25.	
Salary Study - 975-23 General Government Professional Services			$ 30,000	$ 30,000		Investing in initiatives to track and retain talent. Improving performance, and reducing long-term costs associated with turnover. To ensure we can identify high-performing individuals, support growth, and build a workforce committed to long-term success.
Zoning & Subdivision Ordinance Overhaul - 975-23 General Government Professional Services		$ 246,000		$ 246,000	Outsourcing costs to update this ordinance. It has not been updated since 2012 - This is a 2 year plan for a total of $250,000. ($146,000 carried over from FY25 & $100,000 encimbered in FY25.)	
TOTAL OTHER - GENERAL GOVERNMENT	**$ -**	**$ 386,000**	**$ 40,000**	**$ 426,000**		
TOTAL GENERAL GOVERNMENT	**$ -**	**$ 497,000**	**$ 40,000**	**$ 537,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
976 PUBLIC SAFETY						
Equipment						
Officer Equipment - 976-60 Public Safety Capital Outlay Equipment		$ 18,500	$ -	$ 18,500	4 - APX N50 Portable Radios (3 Admin Staff & 1 spare)	
Speed Alert 24 Radar Trailer - 976-60 Public Safety Capital Outlay Equipment			$ 21,000	$ 21,000		The current trailer is outdated. The new equipment allows the PD to remotely monitor vehicle speeds and provides the ability to electronically notify residents of road closures and broadcast community event information. This enhanced functionality ensures more effective communication and public safety outreach.
TOTAL EQUIPMENT		**$ 18,500**	**$ 21,000**	**$ 39,500**		
Information Technology						
Computer Replacement - 975-60 General Government Capital Outlay Technology Police Department		$ 52,000		$ 52,000	12 In-car Panasonic Tough Tablets (To replace generation 1 & 2)	
Cell Phone Forensic Downloading Equipment - 975-60 General Government Capital Outlay Technology PD		$ 27,000		$ 27,000	Possible grant funding.	
Cradle Point WIFI Mobile Routers - 975-60 General Government Capital Outlay Technology Police Dept.		$ 18,500		$ 18,500	9 Routers at $14,400 and $4100 installation labor.	
TOTAL INFORMATION TECHNOLOGY		**$ 97,500**	**$ -**	**$ 97,500**		
Vehicles						
Police Cars - 976-59 Public Safety Capital Outlay Vehicles		$ 118,000		$ 118,000	PD requests 2 vehicles per rotation schedule based on vehicle lifespan of 7 years.	
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles		$ 12,000		$ 12,000	This amount is for equipment installation labor. Equipment was purchased in FY25 through the COPS Grant.	
Police Cars - 976-59 Public Safety Capital Outlay Vehicles			$ 60,000	$ 60,000		Replace vehicle due to fire loss
Police Vehicle Upfit Costs - 976-59 Public Safety Capital Outlay Vehicles			$ 45,000	$ 45,000		Replacement Vehicle uplift cost due to fire loss
TOTAL VEHICLES	**$ -**	**$ 130,000**	**$ 105,000**	**$ 235,000**		
Parking						
Parking Meters - 976-62 Public Safety		$ 16,000		$ 16,000	10 - Model 90 Duplex Meter Housings at $6100; 15 -Model 90 Single Meter Housings at $4900; POM Parking Meter assembly at $5000.	
TOTAL PARKING	**$ -**	**$ 16,000**	**$ -**	**$ 16,000**		
TOTAL PUBLIC SAFETY	**$ -**	**$ 262,000**	**$ 126,000**	**$ 388,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
977 STREETS & TRANSPORTATION						
Buildings						
Charles Washington Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			22,500	$ 22,500		This is a small section of the rooftop that contains 4 rooftop AC units. This area has failed sealant and degraded membranes. It will be replaced with a 2 Ply-Cold System which has a usefull life of 30 years.
Charles Washington Hall - Paint Interior - 977-57 Streets & Transportation Capital Outlay Buildings			8,000	$ 8,000		Repainting of stairway walls, stage face, upper balcony ledge, and doors and trim.
Charles Washington Hall - Refinish Floor - 977-57 Streets & Transportation Capital Outlay Buildings			10,000	$ 10,000		Replacement of ballroom floor, steps, elevator ramp and bathroom landing.
Charles Washington Hall - Replace Blinds - 977-57 Streets & Transportation Capital Outlay Buildings			20,000	$ 20,000		Replacement of ballroom blinds.
City Hall - replace rooftop AC units - 977-57 Streets & Transportation Capital Outlay Buildings		$ 25,000	$ 30,000	$ 55,000	$25,000 carried over from FY25.	Replacement of 2 City Hall rooftop AC units
City Hall - interior repair/maintenance - 977-57 Streets & Transportation Capital Outlay Buildings		$ 55,000	$ 50,000	$ 105,000	Funds requested to paint interior of City Hall, replace flooring, and replace appliances in first floor kitchen. Includes a 10% contingency. ($55,000 carried over from FY25.)	Additional funds needed for engineering costs, asbestos removal, ceiling tiles, and relocation of 1st floor wall.
City Hall - water damage repair - 977-57 Steets & Transprotation Capital Outlay Buildings			$ 25,000	$ 25,000		2nd Floor water damage repair, including brick repointing, asbestos removal, and interior renovation.
Maintenance Equipment Building - 977-57 Streets & Transportation Capital Outlay Buildings		$ 150,000		$ 150,000	Current building is maxed out on space. ($150,000 carried over from FY25.)	
Maintenance Yard Study & Engineering - 977-57 Streets & Transportation Capital Outlay Buildings		$ 80,000	$ 170,000	$ 250,000	Maintenance yard study. Current maintence yard is in poor condition and needs replaced or renovated. This is a placeholder to get this project going. (80,000 carried over from FY25.)	Council requests that a study be conducted for the best location of the Maintenance Yard along with associated engineering.
Rouss Hall - Paint Exterior/Repair Rotted Sills - 977-57 Streets & Transportation Capital Outlay Buildings			$ 80,000	$ 80,000		All window sills at Rouss Hall have peeling paint and rotted wood. Correcting this disrepair will put the building in good condition.
Rouss Hall - Replace Gallery Floor - 977-57 Streets & Transportation Capital Outlay Buildings			$ 25,000	$ 25,000		Replacement of 1st floor Art Gallery Floor including construction of ADA compliant ramp.
Rouss Hall - Apply roof coating - 977-57 Streets & Transportation Capital Outlay Buildings			$ 42,500	$ 42,500		The roof is rusting and has degraded metal panels. It will be replaced with a Cool Sil System which has a usefull life of 10 years.
TOTAL BUILDINGS	**$ -**	**$ 310,000**	**$ 483,000**	**$ 793,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
Streets/Infrastructure						
Charles Street Engineering Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements			80,000	$ 80,000		Concept Plan for the shared street and event space shovel ready design for Charles Street. This document will assist with grant applications.
Depot Square Design - 977-58 Streets & Transportation Capital Outlay Other Improvements			50,000	$ 50,000		Design for potential uses and amenities of the City's new town square.
Sidewalks (ADA) & stormwater drain for Lawrence/Congress - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 60,000		$ 60,000	Stormwater repair and ADA sidewalks for the Lawrence & Congress intersection. Expected grant funding from State Carbon Reduction Funding. ($60,000 carried over from FY25.)	
Stormwater Assessment Study - 977-61 Streets & Transportation Capital Outlay Stormwater Improvements		$ 204,000		$ 204,000	This funding is a 2 year plan to cover 6 study areas and 3 area reviews each year. ($204,000 carried over from FY25.)	
TOTAL STREETS/INFRASTRUCTURE	**$ -**	**$ 264,000**	**$ 130,000**	**$ 394,000**		
Vehicles						
Bucket Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 175,000		$ 175,000	Current bucket truck cannot safely reach the required heights for maintenance tasks. The cost of a new truck is approximately $170,000. The truck will be ordered in FY25 and received in FY26. ($22,000 carried over from FY25 and $153,000 encumbered in FY25.)	
Dump Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 90,000		$ 90,000		
Pick-up Truck - 977-59 Streets & Transportation Capital Outlay Equipment		$ 65,000		$ 65,000		
TOTAL VEHICLES	**$ -**	**$ 330,000**	**$ -**	**$ 330,000**		
Other - Streets & Transportation						
Flower planters - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 5,000	$ 13,000	$ 18,000	FY25 & 26 two year plan to install flower planters on Washington Street. ($5000 encumbered in FY25.)	An initiative to replace the aging flower pedestals along Washington Street. This aims to enhance the overall aesthetic appeal of the downtown area by systematically replacing outdated or deteriorating pedestals with durable, visually consistent alternatives.
Potter's Field - 977-58 Streets & Transportation Capital Outlay Other Improvements		$ 66,000		$ 66,000	Installation of Interpretative signs, fencing, monument and landscaping. (66,000 carried over from FY25.)	
TOTAL OTHER - STREETS & TRANSPORTATION	**$ -**	**$ 71,000**	**$ 13,000**	**$ 84,000**		
TOTAL STREETS & TRANSPORTATION		**$ 975,000**	**$ 626,000**	**$ 1,601,000**		

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES	REVISION #1 NOTES
979 CULTURE & RECREATION						
Parks & Recreation						
Bridges at Happy Retreat & Stake Park - 979-58 Culture & Recreation Other Improvements		$ 84,000		$ 84,000	$84,000 carried over from FY25.	
Pickle Ball Courts - 979-59 Culture & Recreation Capital Other Improvements			$ 65,000	$ 65,000		Allowance for 60 X 60 paved court, 4 ft. chain link fence around the court, resurfacing in 2 colors, and 2 portable pickle ball nets
Paving Path from bridge to road by the Skate Park - 979-58 Culture & Recreation Other Improvements		$ 5,000		$ 5,000	Connect the existing path on one side of the bridge to the other side. ($5000 carried over from FY25.)	
Pick-up Truck - 977-59 Culture & Recreation Capital Outlay Equipment		$ 50,000		$ 50,000	This truck will be for the use of the Parks Manager.	
TOTAL PARKS & RECREATION	**$ -**	**$ 139,000**	**$ 65,000**	**$ 204,000**		
Culture						
Decorative String Lights for Art Alley and Charles Street - 979-58 Culture & Recreation Other Improvements			$ 6,000			Installation of lights at Charles Street and Art Alley for safety and City beautification. This will complete the 2nd half of Charles Street.
Depot Square Christmas Design - 979-58 Culture & Recreation Other Improvements			$ 60,000			Outfitting the Depot Square with Christmas decorations and the beginning stages of holiday marketplace implementation. (Electric to the Depot Square 25,000; five marketplace huts $20,000; lights and Christmas decorations 15,000)
Historical Signs - 979-58 Culture & Recreation Other Improvements		$ 17,000		$ 17,000		
Movie Screen - 977-59 Culture & Recreation Capital Outlay Equipment			$ 15,000	$ 15,000		25 X 14 movie screen with inflatable frame for event use.
Wayfinding signage - 979-58 Culture & Recreation Other Improvements	$ 100,000	$ 197,400		$ 197,400	CDD REQUEST $100K for Wayfinding Signage implementation (3 years of phases at $100,000 per year ending in FY27.) (Request related to 2023 CTNOW ARPA Request) ($97,400 carried over from FY25 and $100,000 encumbered in FY25.)	
Festival Blow Up Games - 979-58 Culture & Recreation Other Improvements			$ 6,000	$ 6,000		Basketball Shootout and Football Blitz blowup games for use at Festivals and P&R events. This will help save money with rental expenses during WV Fest.
TOTAL CULTURE	**$ 100,000**	**$ 214,400**	**$ 87,000**	**$ 235,400**		
TOTAL CULTURE AND RECREATION	**$ 100,000**	**$ 353,400**	**$ 152,000**	**$ 439,400**		
Contingencies		$ 166,000	$ 2,485,741	$ 2,651,741	This amount will be adjusted in the 1st Revision in July 2025.	
Encumberances for Subsequent Years		$ 350,000		$ 350,000	$100,000 for Wayfinding Signage; $250,000 for Augustine Avenue Project	
Transfer to Grant Projects		$ 3,987,304		$ 3,987,304	$76,444 to Augustine Avenue Project. $861,555 to Liberty Street Project. $3,049,305 to JMP Pool Project.	
TOTAL EXPENSES	**$ 100,000**	**$ 6,590,704**	**$ 3,429,741**	**$ 9,954,445**		
REVENUES OVER EXPENSES	**$ (100,000)**	**$ -**	**$ -**	**$ 66,000**		

REPAVING BUDGET

ACCOUNT	FY 2026 ENCUMBERED	FY 2026 BUDGET	REVISION #1 PROPOSAL	FY 2026 CURRENT BUDGET	NOTES
REVENUES					
Repaving Carryover		$ 290,000	$ 1,391,704	$ 1,681,704	Carryover balance from FY2025 Repaving Funds. This amount will be adjusted in the first revision in July 2025.
36877 Contributions from GF - Repaving Fees		$ 150,000		$ 150,000	Street Fees source = $4.10 fee, collected by the Charles Town Utility Board and remitted to the City of Charles Town for Capital Reserve Fund - Street Paving
38000 Interest on Bank Accounts & Other Sources		$ 50,000		$ 50,000	
TOTAL REVENUES	**$ -**	**$ 490,000**	**$ 1,391,704**	**$ 1,881,704**	
EXPENDITURES					
977-60 Streets & Transportation Capital Outlay Street Paving		$ 305,000		$ 305,000	12 Jan 2023 Infrastructure Comm report identified 23 streets for repaving/repairs.
Paving Contingency - 977-60 Streets & Transportation Capital Outlay Street Paving		$ 185,000	$ 1,391,704	$ 1,576,704	This contingency represents past income collected by CTUB earmarked for street paving. It will be adjusted in the first revision in July 2025.
TOTAL EXPENSES	**$ -**	**$ 490,000**	**$ 1,391,704**	**$ 1,881,704**	
REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-824: Council Select Committee on the Lease Negotiating for Charles Washington Hall and Rouse Hall

ATTACHMENTS:

- Lease Negotiating Committee.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

July 23, 2025

MAYOR
Micheal George

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Jeff Hynes
Kevin Tester
Nate Hartman
Alden Roth
Andie Sugrue

INTERIM CITY MANAGER
Alissa Meeks

Re: Council Select Committee on the Lease Negotiating for Charles Washington Hall and Rouse Hall

Dear Council Members,

On July 21, 2025, during a regularly scheduled Council meeting and by approved motion, a Council Select Committee has been created to conduct the following:

1. Review the current leases associated with Charles Washington Hall (Oregas and G.A.P) and Rouse Hall and potential changes to the associated leases and any future leasees.
2. Provide support and recommendations to City staff regarding potential revisions and/or negotiating terms between each lease entity and the City.

The following individuals are hereby appointed to the Select Committee:

Mr. Mike George, Mayor
Mr. Jeff Hynes -Finance Committee, Chair
Mr. Nate Hartman – Finance Committee
Mr. Kevin Tester – Finance Committee
Mr. Keith Veller – Building Commission

The Committee will be provided staff support by Ms. Stephanie Grove – City Attorney

All Committee meetings will conform with applicable City ordinances, rules and regulations.

Alissa Meeks
City Manager, Interim

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-825: Charles Town Utility Board Meeting Minutes - July 9, 2025

ATTACHMENTS:

- 2025.07.09 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
July 9, 2025

The Charles Town Utility Board held a regular meeting on July 9, 2025 at 4:00 P.M. Members of the Board present were John Maxey, Vice Chairman; Heidi Parker, and Board Member; Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

Chairman Micheal George, Treasurer Duke Pierson, Assistant Manager April Shultz and Secretary Ashley Stottlemyer were all absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of June 25, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 25, 2025 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the June 25, 2025 regular meeting minutes.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron and Elizabeth Ricketts.

UNFINISHED BUSINESS

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

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided he is still working with the other party on the revisions to the lease agreement. The Board provided discussions.

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

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker stated he is continuing to prepare for the July 30 hearing in Charles Town. He also mentioned the Jefferson County Commission voted to submit a letter of support and intervene in the case after Mrs. Stolipher briefed them on the case.

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

NEW BUSINESS

Draft Sewer System Design and Construction Standards Manual

Mrs. Stolipher provided the draft sewer system design and construction standards manual for the Board's review. The Board provided discussions on the use of mainline extension agreements and suggested adding language to the manual regarding that option. Mrs. Parker also suggested

language to protect CTUB relating to the upsizing of pipe. The Board directed Mrs. Stolipher to incorporate those changes and bring back to the Board at the next meeting for action.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved to table this until next meeting.**

Mrs. Stolipher mentioned the Sleepy Hollow request for a Mainline Extension Agreement will be brought back at the next meeting for discussion as Mr. Rodecker has prepared a response.

Raw Water Intake By-pass Quotes

Mrs. Stolipher provided two quotes for the installation of a bypass connection at the raw water intake in the event both pumps would fail at that location. She received quotes from Snyder Environmental Services for $69,100 and Greenridge Contractors for $53,305. The Board provided discussions.

Action: **Motion made by Mr. Kratovil, second by Mrs. Parker, the Board unanimously approved the quote with Greenridge Contractors.**

Summit Point Raceway Source Water Grant Report

Dave Pederson presented the Sanitary Survey and future alternatives for the source water grant relating to the Summit Point Raceway. He mentioned the report identified some sources of contamination, but most of the existing facilities operate as intended and within reasonable design standards. He also stated the results of the sampling and inspection program show the majority of on-lot systems in acceptable working order. The report identified two of the drinking water sources sampled were positive for bacteria and almost all of the sources sampled had measurable levels of Nitrate, but none above drinking water standards. Mr. Pederson provided that a malfunctioning on-lot septic system is more likely the source of the bacteria. The Board provided discussions.

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

Riverpointe (formerly Ranson Heights) Pump Station Operation and Maintenance Agreement

Mrs. Stolipher included an O&M agreement for the Riverpointe pump station at the request of the developer which would allow for CTUB to operate and maintain the pump station prior to accepting the phases of infrastructure at a cost to the developer. The Board provided discussions and suggested adding timeframe stipulations in the agreement.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, with discussions from the Board, the Board unanimously approved adding timeframe language to the agreement and bring back to the next meeting for action.**

Collection System Project – Authorized Representative Resolution

Mrs. Stolipher provided the Authorized Representative Resolution will authorize Chairman Micheal George to sign all documents related to the Collection System Project. The previous resolution dated 2024 authorized the previous Chairman.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Chairman Micheal George as the authorized representative.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned her briefing to the County Commission on the PSC case, which they voted to support and intervene in the case. She stated her intentions were to present the facts and represent the Board in her responses to their questions. Mrs. Stolipher also provided the Renewal and Replacement Project should be complete with the final pay application at the next meeting, while the Collections System Project is continuing to move forward. She also provided the Greenfield project should be going out to bid in August and Rafetelis will present their findings at the next meeting.

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

Chairman Report

The Vice Chairman apologized he could not attend the County Commission meeting with Mrs. Stolipher as he was attending a PSC seminar with Mrs. Parker.

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

After attending the PSC seminar, Mrs. Parker suggested two agenda items for the next meeting relating to information in the Utility Manager's Report and Board member policies.

APPROVAL OF BILLS

July 9, 2025

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

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:02 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, July 23, 2025 at 4:00 P.M. at 661 S. George Street.

John Maxey
Vice Chairman

Kristen Stolipher
Utility Manager

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-826: Place and Main Contract - Signed

ATTACHMENTS:

- Place Main Contract as Signed by CTN .pdf

SERVICES AGREEMENT

This Services Agreement (the "**Agreement**") entered into effective as of July 27, 2025 (the "**Effective Date**") is made by and between Place + Main Advisors, LLC, a Michigan limited liability company ("**Provider**"), having its principal office at 3675 Whimbrel Way, East Lansing, Michigan 48823 and Discover Downtown Charles Town, Inc. dba Charles Town Now, a West Virginia non-profit ("**Client**"), having its principal office at 101 E Washington Street, Charles Town, WV 25414. Provider and Client may be referred to in this Agreement individually as a "**Party**" and together as the "**Parties**".

1. **Services and Deliverables**. Provider will provide to Client the services (the "**Services**") and deliverables (the "**Deliverables**") set out in the statement of work (the "**SOW**") attached to this Agreement as Exhibit A, separately agreed to and signed by the Parties, but which shall be deemed a part of this Agreement hereof. Any additional statement of works between the Parties will be deemed issued and accepted by the Parties only if: (a) signed by an authorized representative of each Party; and (b) incorporated into this Agreement as an amendment pursuant to Section 25. If any inconsistencies between the SOW (or any future statement of works) and this Agreement exist, the terms of this Agreement shall prevail.

2. **Term**. This Agreement is effective as of the date signed below and will remain in effect until the earlier of the date that this Agreement is terminated in accordance with its terms, or the date when the SOW has expired or been effectively terminated (the "**Term**").

3. **Period of Performance**. Pursuant to the SOW, Provider shall commence the Services on September 1, 2025 and shall continue to perform the Services up to January 31, 2026 (the "**Performance Period**"). The Performance Period may be renewed, extended, or modified at any time upon the mutual agreement of both Parties, and the execution of an updated statement of work under the terms of Section 1 of this Agreement.

4. **Fee Payment**. Client agrees to pay Provider $80,000.00 (the "**Fee**") for the completion of the Services and delivery of the Deliverables pursuant to the terms of this Agreement and the SOW.

5. **Fee Payment Schedule**. The Parties agree the payment of the Fee will be split into two equal payments as follows (the "**Fee Payment Schedule**"):

    a. The first payment of $40,000.00 will be invoiced following the first site visit, to be completed by October 31, 2025, and due within 30 days.

    b. The second payment of $40,000.00 will be due within 5 business days of the completion of the Services and delivery of the Deliverables as enumerated in the SOW and due within 30 days.

6. **Other Expenses; Relationship of the Parties**. The Parties agree that Provider is responsible for all out-of-pocket expenses related to the SOW and this Agreement. The Fee is considered all-inclusive for expenses relating to the delivery of Services and the Deliverables, including travel. Provider waives all rights and benefits of Client and Client

will not withhold taxes for the Fee paid to Provider. Moreover, the relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

7. **Invoices**. Provider will issue invoices for the Fee, separated into two invoices and delivered to Client 15 days prior to the two due dates enumerated in the Fee Payment Schedule. Provider will address the invoices to "Ms. Liz Cook, Downtown Coordinator" at the address of Client provided in the preamble of this Agreement. Client shall pay all invoiced amounts due to Provider within 30 days from receipt of Provider's invoice. Client shall make all payments hereunder to Provider in U.S. dollars by wire transfer or immediately available funds. In the event the Fee Payment Schedule payments are not received by Provider within 15 days after becoming due, Provider may: (a) charge interest on any such unpaid amounts at a rate of 5%, compounding monthly, or, if lower, the maximum amount permitted under applicable law, from the date such payment was due until the date paid; and suspend performance of all Services until payment has been made in full.

8. **Client's Duties and Responsibilities**.

   a. Client will attend the Services sessions of Provider for the purposes of receiving the Services and Deliverables required under this Agreement and fulfilling the SOW executed by the Parties.

   b. Client shall provide such materials or information as Provider may reasonably request in a timely manner and ensure that such materials or information are complete and accurate in all material respects. Failure to respond to such a request of Provider within 5 business days shall be a material breach of this Agreement by Client.

   c. Client agrees to respond promptly to any Provider request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Provider to perform the Services in accordance with the requirements of this Agreement.

   d. Client shall make its best faith effort to collaboratively work with Provider to provide necessary staffing and logistical support for Provider's visits to Client's premises to conduct the contracted Services. Client shall provide meeting space for Provider to conduct focus groups and other related meetings during said visits, if requested. In the event any Services session must be conducted virtually, Client will work together with Provider to ensure the Services may be adequately and properly performed in a digital setting.

   e. Client shall cooperate with Provider in all matters relating to the Services and provide such access to Client's premises, and such office accommodation and other facilities as may reasonably be requested by Provider, for the purposes of

performing the Services. Client is responsible for the maintenance of its own meeting spaces it offers to Provider to conduct the Services, and any equipment it owns or keeps in such spaces that is then utilized by the Parties to conduct the Services.

f. Client will obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.

g. If Provider's performance of its obligations under this Agreement is prevented or delayed by any act or omission of Client or its agents, subcontractors, consultants, or employees, Client agrees and understands Provider shall not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Client, in each case, to the extent arising directly or indirectly from such prevention or delay.

9. Provider's Duties and Responsibilities.

a. Provider will devote qualified personnel and resources throughout the term of this Agreement to provide the Services and offer the Deliverables according to the terms and conditions of this Agreement. Provider agrees to work together with Client to include appropriate staff in the development of the Services strategy.

b. Provider shall take reasonable steps to resolve any issues with the Services or Deliverables it offers to Client, if reported in a timely manner by Client to Provider.

c. Provider agrees to work collaboratively with Client to develop appropriate Deliverables and curate the Services to Client's needs. Provider further agrees that no end-product Deliverable will be released to the public by Provider without the approval of Client.

10. Termination. In addition to any remedies that may be provided under this Agreement:

a. Either Party may terminate this Agreement before the Term ceases at any time and for any reason by providing 60 days' prior written notice. The termination date shall be 60 days after that notice is provided (the "**Termination Date**"). If Client terminates this Agreement, any funds already tendered to Provider by Client as of the Termination Date will be forfeited to Provider and Provider will have no obligation to account to Client or refund any money to Client. If Provider terminates this Agreement, any credit balance for Services not yet performed will be refunded to Client.

b. Provider may terminate this Agreement, with immediate effect upon written notice to Client, if Client: (i) fails to pay any amount when due under this Agreement; (ii) has not otherwise performed or complied with any terms of this Agreement, in whole or in part; (iii) becomes insolvent, files a petition for bankruptcy, or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization, or assignment for the benefit of creditors.

c. If the Jefferson Couty Commission has not provided authorization to enter the County-owned buildings on the 100 block of East Washington Street by the time of delivery of the retail market analysis, this Agreement will automatically terminate and no additional funds will be due beyond the $40,000 already paid. The Provider will not commence any work related to the real estate development plan until the Jefferson County Commission provides express authorization to enter the buildings for the purpose of reviewing the buildings in connection with producing a real estate development plan.

d. As enumerated in the SOW, Provider is considered to have fulfilled its obligations under this Agreement, the Term will cease, and the SOW is deemed effectively terminated when any one of the following first occurs: (i) Provider accomplishes the Services and delivers the Deliverables pursuant to the SOW, and Client accepts such Services and Deliverables without unreasonable objections; or (ii) Provider does not receive a response from Client within 5 business days of Deliverables being delivered by Provider to Client, which shall be deemed an acceptance of such Deliverables and the Services hereunder.

11. **Intellectual Property**. All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, derivative works and all other rights (collectively, "Intellectual Property Rights") in and to all Deliverables, documents, work product, and other materials that are delivered to Client under this Agreement or prepared by or on behalf of Provider in the course of performing the Services, including any items identified as such in the SOW, except for any Confidential Information of Client or Client's materials, shall be owned by Provider. Provider hereby grants Client a license to use all Intellectual Property Rights free of additional charge and on a non-exclusive, worldwide, non-transferable, non-sublicensable, fully paid-up, royalty-free, and perpetual basis to the extent necessary to enable Client to make reasonable use of the Deliverables and the Services.

12. **Confidential Information**.

a. All non-public, confidential or proprietary information of Provider, including, but not limited to, trade secrets, technology, information pertaining to business operations and strategies, and information pertaining to customers, pricing, and marketing (collectively, "**Confidential Information**"), disclosed by Provider to Client, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with the provision of the Services and this Agreement, is confidential and shall not be disclosed or copied by Client without the prior written consent of Provider. Confidential Information does not include information that is: (i) in the public domain; (ii) known to Client at the time of disclosure; or (iii) rightfully obtained by Client on a non-confidential basis from a third party.

b. Client agrees to use the Confidential Information only to make use of the Services and Deliverables.

c. Provider shall be entitled to injunctive relief for any violation of this Section 12.

13. **Limited Warranty**. Provider warrants to Client that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and shall devote adequate resources to meet its obligations under this Agreement.

a. Provider shall not be liable for a breach of the warranty set forth in Section 13(a) unless Client gives written notice of the defective Services, reasonably described, to Provider within 5 business days of the time when Client discovers or ought to have discovered that the Services were defective.

b. Subject to Section 13(b), Provider shall, in its sole discretion, either: (i) repair or re-perform such Services (or the defective part); or (ii) credit or refund the price of such Services at the pro rata contract rate.

c. THE REMEDIES SET FORTH IN SECTION 13(c) SHALL BE CLIENT'S SOLE AND EXCLUSIVE REMEDY AND PROVIDER'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED WARRANTY SET FORTH IN SECTION 13(a).

14. **Disclaimer of Warranties**. PROVIDER DOES NOT GUARANTEE THAT ANY SERVICES WILL BE ERROR FREE. EXCEPT FOR THE WARRANTY SET FORTH IN SECTION 13(a) ABOVE, PROVIDER MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE SERVICES, INCLUDING ANY: (A) WARRANTY OF MERCHANTABILITY; (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (C) WARRANTY OF TITLE; OR (D) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.

15. **Assumptions**. The Parties acknowledge the possibility of unintentional errors and miscommunication existing during the Term of this Agreement and will work in good faith to correct said errors or miscommunication in a direct, forthright, and expeditious manner to the satisfaction of both Parties involved.

16. **Limitation of Liability**.

a. IN NO EVENT SHALL PROVIDER BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

b. IN NO EVENT SHALL PROVIDER'S AGGREGATE LIABILITY ARISING

OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO PROVIDER PURSUANT TO THIS AGREEMENT.

17. **Waiver**. No waiver by Provider of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by Provider. No failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement operates or may be construed as a waiver thereof. No single or partial exercise of any right, remedy, power, or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. **Force Majeure**. No Party will be liable for any failure to perform its obligations where such failure is as a result of acts of nature (including fire, flood, earthquake, storm, hurricane, or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, epidemic, pandemic, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout, or interruption or failure of electricity or telephone service. Any Party asserting force majeure as an excuse will have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

19. **Assignment**. Client shall not assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Provider. Any purported assignment or delegation in violation of this Section 19 is null and void. No assignment or delegation relieves Client of any of its obligations under this Agreement.

20. **Third Party Beneficiary.** The Provider and Client agree that the City of Charles Town is a third-party beneficiary to this Agreement and is entitled to the rights and benefits hereunder and may enforce the provisions hereof as if it were a party hereto.

21. **Governing Law**. All matters arising out of or relating to this Agreement are governed by and construed in accordance with the internal laws of the State of West Virginia without giving effect to any choice or conflict of law provision or rule (whether of the State of West Virginia or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of West Virginia.

22. **Submission to Jurisdiction**. Any legal suit, action, or proceeding arising out of or relating to this Agreement shall be instituted in the federal courts of the United States of America or the courts of the State of Michigan in each case located in the City of East Lansing and County of Ingham, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

23. **Notices**. Any notice, request, instruction, or other document required or permitted to be given under this Agreement by any Party to another Party will be in writing and will be given to such Party at its address set forth below or to such other address as the Party to whom notice is to be given may provide in a written notice to the Party giving such notice.

Each such notice, request, or other communication will be effective: (i) if given by certified mail, 72 hours after such communication is deposited in the mails with certified postage prepaid addressed as aforesaid, (ii) one business day after being furnished to a nationally recognized overnight courier for next business day delivery, or (iii) on the date sent if sent by electronic mail or facsimile transmission, receipt confirmed, in each case:

a. **If to Provider**:

Place + Main Advisors, LLC
Attention: Joe Borgstrom, Member
3675 Whimbrel Way
East Lansing, MI 48823
joe@placeandmain.com

b. **If to Client**:

Charles Town Now
Attention: Liz Cook, Downtown Coordinator
101 E Washington St
Charles Town, WV 25414

24. **Severability**. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

25. **Survival**. Certain provisions of this Agreement, which by their nature should apply beyond their terms, will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Confidentiality, Governing Law, Submission to Jurisdiction, and Survival.

26. **Amendment and Modification**. This Agreement may only be amended or modified in a writing which specifically states that it amends this Agreement and is signed by an authorized representative of each Party.

27. **Entire Agreement**. This Agreement, including the attached SOW, constitutes the entire agreement between the Parties regarding its contents, and supersedes any prior agreements or understandings made, whether oral or written, and all other communications between the Parties relating to the subject matter of this Agreement. The invalidation of any portion of this Agreement will not affect the validity of the remainder.

28. **Counterparts**. This Agreement and any corresponding SOWs may be executed in two or more counterparts, each of which will be an original, but all of which together constitute one and the same Agreement.

[Signature page follows]

The Parties have executed this Agreement as of the Effective Date.

PROVIDER:

Place + Main Advisors, LLC

By: Joseph B. Borgstrom
Its: Principal

Joseph B. Borgstrom
Member

CLIENT:

Charles Town Now

By: Ann M. Paonessa
Its: President

Ann Paonessa
President

[Signature page to Services Agreement]

Exhibit A

SOW and Deliverables

Exhibit A
Statement of Work – Charles Town, WV Scope of

Work

Place + Main Advisors will provide professional services to the City of Charles Town to assess market conditions, analyze redevelopment potential, and create marketing tools that support revitalization of the downtown core. This work will focus on up to 11 identified parcels and buildings, and will include the following:

1. Trade Area Analysis
Define the primary and secondary trade areas for Charles Town using geofencing and mobility data provided by Environics and Cobalt Community Research. This data will be used to determine real-world consumer draw areas based on actual visitation patterns.

2. Demographic Trends
Analyze population and household characteristics within the trade areas, including household income, household composition, home ownership versus rentership, rent rates, and projected demographic changes through 2030.

3. Retail Leakage and Gap Analysis
Compare consumer spending with the supply of retail goods and services to identify market leakage and over-saturation. This includes both current conditions and projected demand over the next five years.

4. Supportable Square Footage Analysis
Estimate the amount of commercial square footage that the market could reasonably support by retail sector. This analysis uses national sales-per-square-foot benchmarks and local market data to determine real estate demand.

5. Market Segmentation Analysis
Segment the consumer population based on shared lifestyle traits and purchasing behaviors. This will help guide business recruitment and marketing strategies by identifying which consumer types are most prevalent and how best to engage them.

6. Property Impact Factor Analysis
Evaluate the redevelopment potential of targeted buildings and parcels by analyzing zoning, location, accessibility, lease rates, tax structures, and the potential for expansion or reuse.

7. OppSync™ Analysis
Match supportable retail and residential uses to specific properties by aligning market demand

with building capacity and condition. This includes identifying potential tenant types, rent ranges, and demographic fits for each site.

8. Real Estate Physical Condition Analysis
Conduct a visual assessment of the targeted properties to understand their condition, key physical limitations, and rehabilitation needs. This analysis helps determine redevelopment readiness and potential costs.

9. Incentive Analysis
Identify local, state, and federal incentives that could be leveraged to support building reuse and new development. This includes tools such as tax credits, grants, and low-interest loan programs.

10. Traffic and Commute Pattern Analysis
Analyze daytime and evening traffic volumes and commute patterns to better understand how and when people move through downtown. This informs opportunities for business hours, target audiences, and land use alignment.

11. Building Program and Pro Forma Development
Create conceptual redevelopment scenarios and financial pro formas for up to 11 properties. These models will show development costs, projected revenues, and return-on-investment assumptions to support decision-making by property owners and developers.

12. Conceptual Design
Develop conceptual site plans and streetscape recommendations for selected sites. Designs will focus on walkability, connectivity, and visual appeal, with an emphasis on creating vibrant and functional public and private spaces.

13. Building Renovation Visualization
Produce photo-realistic renderings showing how selected buildings could look after renovation. These images will help the City and property owners communicate redevelopment potential and attract developer interest.

14. Developer Prospectus
Create a professionally designed prospectus that markets the City, the redevelopment opportunity, and specific properties. The prospectus will incorporate findings from the analysis, financial modeling, and visualizations to support outreach to developers and investors.

15. Marketing Recommendations
Deliver a set of strategic recommendations for how the City can promote its downtown redevelopment opportunity. This includes messaging themes, suggested communication channels, and tactics for reaching prospective developers and partners.

Final product will be delivered in PDF format.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-833: WV American Water Community Reception Information

ATTACHMENTS:

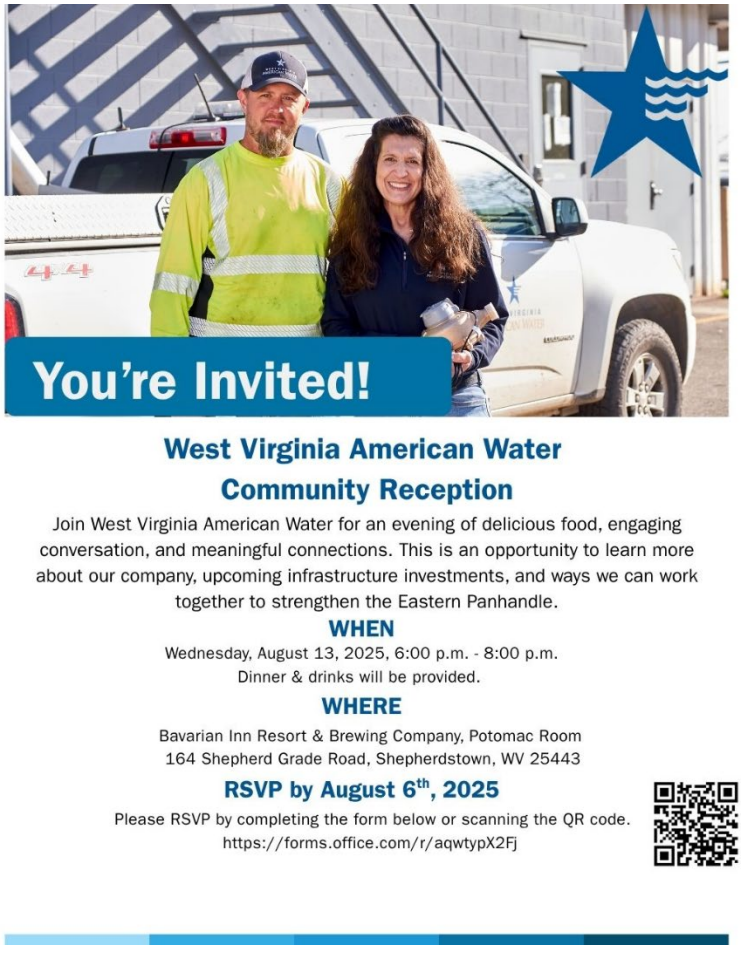
- American Water Invite.pdf

From: Olivia S Bailey <Olivia.Bailey@amwater.com>
Sent: Tuesday, July 29, 2025 3:57:07 PM
To: Olivia S Bailey <Olivia.Bailey@amwater.com>
Subject: You're Invited! West Virginia American Water Community Reception

Good afternoon!

West Virginia American Water invites you to join us on August 13th from 6:00-8:00PM at the Bavarian Inn Resort and Brewing Company for a community reception. This is an opportunity to learn more about our company, upcoming infrastructure investments, and ways we can work together to strengthen the Eastern Panhandle. Please see the flyer below for more information. For questions, feel free to contact me via email or phone, which can be found in my signature below.

To RSVP, use the QR code in the flyer or by following this link and complete the RSVP form. Thank you so much, and we hope to see you there!



Olivia Bailey, External Affairs Manager

West Virginia American Water
1600 Pennsylvania Ave, Charleston, WV 25302
C: 681-523-2608
E: olivia.bailey@amwater.com
westvirginiaamwater.com



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Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning. Beware - This email comes from outside the City of Charles Town.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-834: Letter to Vincent Cuttill

ATTACHMENTS:

- Eagle Scout Letter - signed.pdf

OFFICE OF THE MAYOR
MICHEAL GEORGE

The Golden Rule City

Dear Vincent,

Congratulations on earning the rank of Eagle Scout! This is a tremendous achievement that reflects your hard work, dedication, and commitment to the values of Scouting.

It was a pleasure meeting you and assisting you in earning your final required merit badge, Citizenship in the Community. Your enthusiasm and genuine interest in serving Charles Town truly stood out. As Mayor, I am proud to see young leaders like you actively contributing to and strengthening our community.

Becoming an Eagle Scout is not only a milestone but a testament to your perseverance, leadership, and character. These qualities embody the spirit of community service that makes Charles Town such a special place.

As we look to the future, I am excited about the opportunities for all of us—residents, local leaders, and young people like you—to work together to build a stronger, more vibrant community. Your example of dedication reminds us that each person's efforts, no matter how big or small, can make a meaningful difference. By continuing to collaborate, support local initiatives, and engage with one another, we can ensure Charles Town remains a wonderful place to live, work, and grow.

On behalf of the entire city, congratulations again on this outstanding accomplishment. We look forward to partnering with you and others as we work together to serve and improve our community.

Sincerely,

Micheal George
Mayor
City of Charles Town

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-835: W. Washington Street Informational Workshop - August 5, 2025

ATTACHMENTS:

- W Washington St Project.pdf

WEST WASHINGTON STREET PROJECT

STATE PROJECT: U219-51-7.00 02 | FEDERAL PROJECT: RHCH-0051 (052)D

Informational Workshop Public Meeting | August 5, 2025

As a project stakeholder, you are cordially invited to join us Tuesday, August 5, 2025, for an Informational Workshop Public Meeting for the West Washington Street Project.

This project includes sight distance and capacity improvements associated with the West Washington Street, Summit Point Road, and Martin Luther King Jr. Boulevard intersection, as well as pedestrian and bicycle mobility improvements. This meeting complies with the public involvement requirements of the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, and Section 401 of the U.S. Department of Transportation Act of 1966.

Note: This meeting is being held in an open house format. No formal presentation will be made.

The Public Meeting will be held:

Tuesday, August 5, 2025

4:00 p.m. - 7:00 p.m.

Wright Denny Intermediate School
Betty J. Roper Auditorium
209 West Congress Street
Charles Town, WV 25414

Visit the WVDOH website at **http://go.wv.gov/dotcomment** for project information and the opportunity to comment on the project.

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-836: Resolution Allocating Opioid Funds to Police Social Work Program

ATTACHMENTS:

- 2025-005 - Resolution Allocating Opioid Funds to Police Social Work Program.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

RESOLUTION ALLOCATING OPIOID FUNDS TO POLICE SOCIAL WORK PROGRAM

WHEREAS, the City Council is the recipient of Opioid Settlement Funds intended to combat the opioid crisis and the lasting impacts of opioid addiction on the community and its citizens; and

WHEREAS, the Council has considered the best approach to utilize these funds in a manner that will provide the maximum benefit to the City ; and

WHEREAS, the City, pursuant the guidelines established by the State of West Virginia, has approved the following purposes for which OPIOID funds can be used: 1)Evidence based strategies, programming, and/or services used to expand the availability of treatment for individuals affected by substance use disorders or addiction. 2) To develop, promote, and provide evidence-based substance use prevention strategies, 3) To provide substance use avoidance and awareness, 4)To engage in enforcement or curtail the sale, distribution, promotion, or use of opioids and other drugs, 5) To decrease the oversupply of licit and illicit opioids, and 6) To support recovery from addiction to be performed by qualified providers; and

WHEREAS, the City Police Department has been at the forefront of the opioid epidemic and currently provides services directly related to combating illicit opioid use; and

WHEREAS, the Police Department has been faced with calls for service involving individuals experiencing substance abuse issues, homelessness, and other complex social and behavioral health needs, related to opioid use; and

WHEREAS, police officers are often the first responders to these situations but may not always have the specialized training or resources to handle them effectively, and the involvement of unarmed social workers in such situations can promote better outcomes; and

WHEREAS, collaboration between police officers and social workers has been shown to reduce police officers' time spent on non-criminal calls, improve crime victim cooperation, and strengthen police-community relationships; and

WHEREAS, the Martinsburg Initiative, a program founded in adjacent Berkeley County, has proven effective in combating the opioid crisis and has achieved enhanced results through collaboration with law enforcement agencies; and

WHEREAS, the Martinsburg Initiative seeks to expand its program to additional municipalities and counties, but requires additional funding to facilitate this expansion.

NOW THEREFORE LET IT BE RESOLVED that the City Council of Charles Town hereby allocates Opioid Funds in the amount of $75,000.00 to the City Police Department for the purpose of establishing a social worker position in collaboration with Martinsburg Initiative for one year, beginning on July 1, 2025;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council allocates the remaining funds to a reserve account for potential funding for the police social work program in future years, subject to an analysis of the program's financial requirements and an evaluation of the program's effectiveness following its first year of implementation.

Adopted this 21st day of July, 2025.

Attest:

Michael George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-837: A Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority

ATTACHMENTS:

- 2025-006 - A Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority.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

A RESOLUTION OBJECTING TO THE REMOVAL OF MUNICIPAL REPRESENTATION FROM THE JEFFERSON COUNTY DEVELOPMENT AUTHORITY

WHEREAS, the Jefferson County Development Authority ("JCDA") was established under West Virginia Code § 7-12-1 et seq., and has been governed by bylaws adopted pursuant to § 7-12-5, which remain in force; and

WHEREAS, the JCDA bylaws expressly provide that the Jefferson County Commission shall appoint one board member to represent each municipality located within the County, and that each town or city council shall submit names for the Commission's consideration (§2, JCDA Bylaws); and

WHEREAS, the City of Charles Town has historically maintained a representative on the JCDA board as provided by these bylaws, in order to protect the interests of its residents and to participate in county-level economic development planning and implementation; and

WHEREAS, on Tuesday July 8, 2025, the Jefferson County Commission voted without prior notice or stated cause to remove all current JCDA board members, including those representing municipalities, and subsequently restructured the board to eliminate municipal representation entirely; and

WHEREAS, no lawful amendment to the JCDA bylaws has been adopted by the Authority board, nor does the Jefferson County Commission possess unilateral authority under state law to override or ignore the bylaws' requirements; and

WHEREAS, this action has effectively disenfranchised the City of Charles Town and other municipalities in Jefferson County from having a voice in the most critical function of economic development in violation of the JCDA bylaws and a longstanding trend of cooperation between the County and the Municipalities;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:

1. The City of Charles Town **formally objects** to the Jefferson County Commission's removal of municipal seats from the JCDA without due process or proper legal authority.

2. The City respectfully insists that the Commission:
    - Reinstate the municipal representation on the JCDA board,
    - Reinstate Councilmember Elizabeth Ricketts, who was serving a term as the Charles Town representative with a year remaining on her term, or
    - Provide legal justification for the removal of said representation, including clarification of the basis for restructuring the board in a manner inconsistent with adopted bylaws.
3. The City requests that the Jefferson County Commission refrain from making any new appointments to the JCDA board until this issue is resolved in compliance with the law and through consultation with the municipalities of Jefferson County.
4. A copy of this Resolution shall be forwarded to the Jefferson County Commission, all other municipalities in Jefferson County, the Jefferson County Development Authority, and any relevant state oversight entities.

Adopted this 21st day of July, 2025.

Micheal George
Mayor

Attest:

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-838: Article 1742 Certificate of Continuing Occupancy

ATTACHMENTS:

- 2025-004 - Article 1742 Certificate of Continuing Occupancy.pdf

Article 1742 Certificate of Continuing Occupancy

1742.01 Purpose.
1742.02 Definitions.
1742.03 Requirement.
1742.04 Application.
1742.05 Inspections and issuance.
1742.06 Denial and appeal.
1742.07 Effect of Article.
1742.08 Violations and penalties.
1742.09 Civil remedies.

1742.01 Purpose.

Periodic inspections of buildings used for commercial and industrial purposes are necessary to protect the public's health, safety, and welfare and provide an opportunity to better assist owners in ensuring the safety of occupants and the public.

1742.02 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Code Official means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

Commercial and industrial purposes means all permissible uses of property other than residential or governmental.

1742.03 Requirement.

Property Owners are required to obtain a Certificate of Continued Occupancy for either a change in tenant or property owner to ensure that the property remains in compliance with the City's adopted building and property maintenance code.

1742.04 Application.

Application for a Zoning Permit as provided in Article 1321.09 of the Charles Town Codified Ordinances shall also be considered application for a Certificate of Continued Occupancy for each instance in which a CCO is required as set forth in § above.

1742.05 Inspections and issuance.

A. No CCO shall be issued hereunder until an inspection is made by the Code Official, or portion thereof requiring a CCO hereunder, to determine whether the building and the proposed use comply with the applicable provisions of the City's Zoning Ordinance, the adopted Building Code, and any other laws pertaining to the use, occupancy, or maintenance of said premises.

B. The Code Official shall cause such inspection to be made within ten days of written application and shall issue a Certificate of Continuing Occupancy only after he or she shall have determined that the premises or proposed use complies with all applicable provisions of the aforesaid laws.

C. The CCO inspection shall be conducted in conjunction with any Zoning Inspection required under Article 1321.09.

D. If the Code Official shall determine that the premises or the proposed use are not in compliance with the aforesaid laws, he or she shall deliver written notice to the applicant, advising of the respects in which the premises or proposed use does not comply with such laws.

E. The Code Official may issue a temporary Certificate of Continuing Occupancy, notwithstanding a failure to comply with the aforesaid laws, permitting use or occupancy of the premises while corrective action is being taken and upon such further conditions as he or she deems reasonable, provided that no such temporary certificate shall be issued unless the Code Official determines that the same will not pose an imminent or substantial danger to the public health, safety or welfare. In no event shall such temporary certificate be valid for a period of more than 90 days unless good cause is shown to the Code Official or his or her designee.

F. A Notice of Violation may be issued in conjunction with a failed CCO or a temporary CCO.

1742.06 Denial and appeal.

Whenever the Code Official shall deny the issuance of a Certificate of Continuing Occupancy by reason of a determination that the premises or proposed use therefor does not comply with the applicable provisions of any law respecting the use, occupancy, or maintenance of said premises, the applicant may appeal the Code Official's decision in accordance with any appeal procedures provided by law which apply to the alleged violation.

1742.07 Effect of Article

This chapter is intended to supplement existing ordinances and other laws pertaining to the use, occupancy, and maintenance of premises within the City of Charles Town and shall not be construed to excuse any person from complying with such other laws.

1742.08 Violations and penalties.

Any person convicted of violating any provisions of this ordinance shall be subject to one or more of the following: a fine not exceeding $500.00

1742.09 Civil remedies.

In addition to any penalties which may be imposed herein, the provisions of this chapter may be enforced in an appropriate civil proceeding through injunctive relief or such other relief as the court deems proper.

First Reading: June 16, 2025

Second Reading: July 21, 2025

Micheal George
Mayor

Carolyn Vezzosi
Deputy City Clerk

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/04/25
Department: City Council
Category: Ordinance
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-840: Article 136 Rental Dwelling Units

ATTACHMENTS:

- 2025-005 - Article 136 Rental Dwelling Units.pdf

ARTICLE 136

Rental Dwelling Units

136.01 Purpose.
136.02 Scope.
136.03 Definitions.
136.04 Prohibited activity.
136.05 Application for certificate of rental use and occupancy.
136.06 Certificate of rental use and occupancy; display; transfer; expiration.
136.07 Fees and conditions.
136.08 Annual renewal application.
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136.10 Notice of violation.
136.11 Right of appeal.
136.12 Applicability of other laws.
136.13 Penalty.
136.14 Civil remedies.
136.15 Public information.

136.01 PURPOSE.

The purpose of this article is to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the City by implementing a system for the registration of Residential Dwelling Units to establish greater accountability of both landlords and tenants so that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State Building Code and other regulations as adopted by the City.

136.02 SCOPE.

This article applies to all rental dwelling units within the City saving and excepting that it shall not apply to owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it apply to hotels, and motels, nor shall it apply to owners of single family dwellings who, during their ownership, have occupied the dwelling for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years, provided, however, that in any case in which the provisions of this section shall impose a hardship upon any owner of a single family dwelling by reason of extended military service or similar circumstances, such Owner shall have the right to apply to the Code Official for extension or reduction of the time periods set forth herein under the procedures set forth in Section 136.11. In reviewing such application for extension or reduction this article, consideration shall be given to whether or not any claimed hardship is self-imposed, provided, however, that hardship resulting from voluntary service in the United States Armed Forces shall not be deemed to have been self-imposed.

136.03 DEFINITIONS.

As used in this article:

(a) "Certificate of Rental Use and Occupancy" means the certificate issued by the Code Official which permits the use of a building for the rental unit or units set forth in same.

(b) "Code Official" means the officer or other designated authority charged with the administration and enforcement of the Building Code of this City, or his/her duly authorized agent.

(c) "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(d) "Owner" means the owner or owners of a Rental Dwelling Unit.

(e) "Owner Occupied" means occupied by one or more of the individuals with whom title is vested by deed, will or intestate succession and shall also include one who is vested with the beneficial interest and possessory rights to the property by virtue of a trust instrument.

(f) "Lease" shall refer to an agreement, oral or written, wherein one grants to another use and possession of a rental unit for a period of more than seven days in exchange for some form of consideration, whether money, goods, services, or otherwise, and the verb form of "lease" shall mean the same as

"rent" and "to rent" shall mean "to lease".

(g) "Property Manager" and the word "Manager" shall mean any natural person designated as an agent by the owner(s) for the purpose of managing a Rental Dwelling Unit.

(h) "Rental Dwelling Unit" and "Rental Unit" means any dwelling unit which is offered in whole or part for residential purposes and for which remuneration is received, but shall not be construed so as to include owner occupied dwellings wherein roomers or boarders are maintained in common living areas in accordance with other applicable codes and ordinances, nor shall it include hotels and motels, nor single family dwellings that have been occupied by their owners for at least two (2) years immediately prior to rental and for which neither the lease term nor the actual period of rental occupancy shall exceed two (2) years.

(i) "State Building Code" shall mean the State Building Code as defined by Part Seventeen of the Codified Ordinances of Charles Town and shall include the National Electrical Code.

(j) "Tenant" means an individual occupant of a Rental Dwelling Unit who has entered a lease agreement for occupancy of said unit for a period of more than seven (7) days or who has occupied such Unit for a period of more than seven (7) days in exchange for the giving of something of value to the owner.

136.04 PROHIBITED ACTIVITY.

No owner or property manager shall lease or offer for rent any Rental Dwelling Unit for use in whole or in part for human habitation without a valid Certificate of Rental Use and Occupancy. It shall be unlawful for any owner, property manager or tenant to violate any of the provisions of this article.

136.05 APPLICATION FOR CERTIFICATE OF RENTAL USE AND OCCUPANCY.

Applications for a Certificate of Rental Use and Occupancy shall be made in writing, on forms provided by the Code Official containing the following information in addition to such supplemental information as may be reasonably required by the Code Official:

(a) For the building or complex in which Rental Units are located:

(1) The address(es) of the dwelling units;

(2) B&O account ID;

(3) The number of units in the building;

(4) The names, addresses and telephone numbers of all owners, and any property manager; and

(5) Any other uses existing or intended within the building;

(6) In the case of an out of state non-resident owner, the name and residence address of the natural person who is a resident of the State of West Virginia and who the owner designates as an agent to receive notice and legal service of process on his or her behalf.

(b) For each Rental Unit:

(1) The floor on which the unit is located;

(2) The total habitable square feet;

(3) The number of off-street or on location parking spaces available; and

(4) The rental unit identification number (i.e., house #, apartment #).

136.06 CERTIFICATE OF RENTAL USE AND OCCUPANCY; DISPLAY; TRANSFER; EXPIRATION.

(a) Unless the rental unit is found, upon inspection, not to conform to the requirements of this article, the Code Official shall issue a Certificate of Rental Use and Occupancy within forty-five (45) days of receipt of a completed application. The Certificate, and all renewals thereof, shall be issued for a period of one (1) year.

(b) The Certificate of Rental Use and Occupancy shall be transferable to subsequent owners of the respective dwelling unit(s), provided, however, that such subsequent owner shall first register and provide the information as herein required under Section 136.05 and shall pay a transfer fee of thirty dollars ($30.00).

(c) An example of the Certificate of Rental Use and Occupancy shall be available for inspection at City Hall during regular business hours.

(d) The Owner/Agent shall post a copy of the Certificate of Rental Use and Occupancy in a conspicuous location in the interior of the premises or near the interior electrical fuse or circuit box of each dwelling unit.

136.07 FEES AND CONDITIONS.

(a) Each Owner shall be charged an inspection fee of twenty dollars ($20.00) per Rental Unit for each inspection made in the usual course of the implementation of this article. There shall be no additional inspection fee when a re-inspection fee is required for compliance and compliance is accomplished. However, in the event that two (2) or more re-inspections are required in order to achieve compliance with this article, an additional re-inspection fee of twenty dollars ($20.00) shall be assessed for the second re-inspection and for each subsequent re-inspection. These fees are exclusive of and in addition to any associated building permit fees, as necessary.

(b) Owners missing scheduled inspections without prior notice and good cause shall be assessed twenty dollars ($20.00) in addition to the inspection fee.

(c) In the event that the Code Official is required to attend Court or Deposition as a witness pertaining to the administration of this Article, the party requiring his/her appearance will be assessed an appearance fee equal to ($100) per hour or portion thereof for which the Code Official is required to attend Court or Deposition. Where less than twenty-four (24) hours advance notice is given of such required appearance, the fee shall be ($125) per hour or portion thereof.

(d) An Owner or Manager may request an inspection of his/her Rental Unit(s) at any time for the purpose of establishing compliance with this article and the State Building Code, either incident to a dispute with a tenant or other cause, provided, however, that a fee of one hundred ($100) per hour shall be assessed to such owner/manager per man-hour with a one-hour minimum charge for such inspection.

(e) Duplicate Certificate of Rental Use and Occupancy shall be provided to any owner/manager for a fee of one dollar

(f) A tenant may request an inspection for specific conditions by filing a request for same on a form provided by the Code Official at no cost.

136.08 ANNUAL RENEWAL APPLICATION.

(a) For the purpose of this article, the registration/inspection year shall be defined as one year from date of issuance of Certificate of Rental U&O. The $20.00 annual registration fee shall be designated as the application and inspection fee for the registered unit.

(b) Annual inspections shall be scheduled by the Code Official during the year with at least fourteen (14) days' advance notice to the property owner or designated agent. Property owners not registered at the time of the scheduled inspection will be in violation of this article. Where deemed appropriate by the Code Official, follow-up inspections may be made at any reasonable time.

136.09 ACCESS TO RENTAL UNITS.

The Owner/Manager shall provide the Code Official access to all areas of any building containing rental dwelling units at all reasonable times and shall make himself/herself available to accompany the Code Official during inspection. In the absence of the Owner/Manager, the Code Official shall have the right to inspect the interior of rental properties, including individual dwelling units, in order to carry out the provisions of this article under the following circumstances.

(a) After providing due notice to the occupants of unit or upon scheduling an inspection with one or more of the tenants in possession of a unit;

(b) Upon probable cause that a Code violation exists and the issuance of an administrative search warrant by a City Judge.

136.10 NOTICE OF VIOLATION.

(a) When in the course of the inspection violations are discovered on the premises that do not affect the habitability or safety of a rental dwelling unit, such violations shall be cited in accordance with the administrative provisions of the applicable code or ordinance. Such violations shall not be construed as grounds to withhold or revoke the Certificate of Rental Use and Occupancy.

(b) Where conditions exist which affect the habitability of the dwelling, but do not pose an imminent hazard to the occupants, a Certificate of Rental Use and Occupancy may be issued along with a notice of violation. The notice of violation shall be in writing, must be served to the Owner or Agent containing a description of the property sufficient for identification and shall include:

(1) A statement of the deficient conditions for which the notice of violation it was issued;

(2) A reasonable time in which the violations are required to be eradicated; and

(3) A statement of the Owner's right of appeal.

The Owner shall, within the time period specified in the notice of violation, correct all deficiencies cited in violation of the State Building Code and City codes. The Certificate of Rental Use and Occupancy may be revoked if the dwelling unit is not in compliance within the time specified in the notice of violation. However, the Code Official may, upon written request, extend the period for compliance where the work has been delayed despite good-faith efforts to comply and where such extension presents no immediate threat to the health and safety of the occupants of the dwelling unit or other units or properties.

(c) Nothing in this article shall be construed to prevent the Code Official from ordering the immediate vacation of any dwelling or dwelling unit where violations are discovered which pose an immediate threat to the health or safety of the occupants.

136.11 RIGHT OF APPEAL.

Any property Owner shall have the right to appeal to the Building Code Board of Appeals from a decision of the Code Official where it is alleged that the Code Official has made erroneous factual findings or has misinterpreted the application of this article to such facts, provided, however, that and challenge to the Code Official's findings in regard to the State Building Code will be governed by the limited scope of appeal as set forth therein. Such appeal shall be in writing on forms provided stating the reasons therefore and shall be submitted to the Code Official within thirty (30) days of receipt of notice the action taken from which the appeal is taken and shall be accompanied with the appropriate appeal fee as established by the City Council for the taking of appeals to said Board. Upon receipt of the written appeal along with the appeal fee, the Code Official shall cause the appeal to be scheduled for hearing before the Building Code Board of Appeals. Except where conditions warrant immediate vacating of the dwelling, such appeal shall stay all action on the part of the Code Official in furtherance of the notice of violation from which the appeal was taken. Any appeal from a decision of the Building Code Board of Appeals shall be by writ of certiorari to the Circuit Court of Jefferson County and shall not automatically stay the enforcement of such decision.

(Passed 9-19-16.)

136.12 APPLICABILITY OF OTHER LAWS.

The provisions of this article shall not be construed so as to abrogate any common law or statutory rights and responsibilities of landlords and tenants. Neither the requirements of this article nor the requirements of any other ordinance of the City of Charles Town nor the requirements of State or federal law may be waived by any party to any lease.

136.13 PENALTY.

Any person violating any provision of this Article is guilty of a misdemeanor. Each day for which a violation of any provision of this article exists shall constitute a separate offense subject to a fine for each first offense of $100.00, for each second offense, $200.00 and for each third and subsequent repeat offense $500.00. Any penalty imposed for a violation of this Article shall constitute a lien against all real estate owned by the person(s) fined in favor of the City of Charles Town, together with a lien for all costs and attorney fees incurred in the enforcement of such lien. The imposition of penalties prescribed herein shall not relieve the violator from responsibility for full compliance with all other applicable codes and ordinances, including any and all separate fines and penalties imposed thereunder. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

136.14 CIVIL REMEDIES.

In addition to the penalties imposed by Section 136.13, above, the Code Official may bring, before any court of competent jurisdiction, an action seeking injunctive relief against any person in violation of any provision of this article. In any order granting such injunctive relief, the City of Charles Town shall be entitled to recovery of its attorney fees and expenses reasonably incurred in such action. By virtue of the designation of an Agent under the provisions of this Article, the Owner or Owners and each of them will be jointly and severally accountable and liable for all actions and inactions of such Agent.

136.15 PUBLIC INFORMATION.

The official written results of inspections undertaken by virtue of this article shall be deemed public information.

First Reading: June 16, 2025

Second Reading: July 21, 2025

Micheal George
Mayor

Carolyn Vezzosi
Deputy City Clerk