CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

July 15, 2025 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:
https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes July 1, 2025
   City Council July 1 2025.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report - June
2. Community Development Status Report - June
   June 2025 Permits Issued Report.pdf
   June 2025 CDD Report.docx
3. Public Works Status Report - June
   June status report 25.pdf
4. Finance Department Status Report - June
   AP Report .pdf
   June 2025 General Fund Budget Report.pdf
   June 2025 Capital Fund Budget Report.pdf
   Cash Balance 6-30-2025.pdf
5. Parks and Recreation Status Report- June
   Parks and Recreation July Directors Report.docx
6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Council Vacancy and Interviews
   Lyndon Stone 7142025.pdf
   Jaelyn Wratchford.pdf
   Barbara Farnham.pdf
   Matthew Kenney.pdf
   Marsha Hubbs 1.pdf
   Scott Coulter.pdf

2. Public Hearing - To accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2 , located off Cranes Lane, Ranson, WV 25438 (Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.
   Legal_Notice_for_Rezoning_Sleepy_Hollow (1).docx 712025.docx

3. Ordinance 2025-02 - Consideration- To accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2 located off Cranes Lane, Ranson, WV 25438 (Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.
   Ordinance_2025-_02_Spring_Hills_SC-NC_Rezoning (5).docx 7152025.docx
   2025-02-03_REZONING_PLAN.pdf_sPRING_Hill.pdf 7152025.pdf

4. Ordinance 2025-03 - 1st Reading for a Petition to rezone the following District 08, Map 10, Parcel 4, 081000400000000 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.
   Ordinance 2025- 03 Riverside SC-NCT5 Rezoning CC Ordinance.docx 7152025.docx
   25-20-REZ-S1st_Floor_25042812370.pdf Riverside Church.pdf
   25-20-REZ-S1st_Floor_25042812371.pdf Riverside Church.pdf

5. City Council Meeting August 5, 2025

6. Annexation Petition and Discussion
   Freeholders__Petition_for_Annexation.pdf
   Brier Run 5192025 .pdf
   Annexation Map.pdf

7. Resolution 2025 - 10 FY2026 General Budget Revision #1
   FY 26 General Fund Budget Rev 1 Resolution 2025-10.docx
   FY2026 General Fund Budget Revision #1 7-15-2025.pdf
   FY2026 General Fund Budget Revision #1 LGS Worksheet 7-15-2025.pdf

8. Resolution 2025- 11 Coal Severance Fund Budget Revision # 1
   FY 26 Coal Severance Funds 1 Resolution 2025-11.docx
   FY2026 Coal Severance Budget Revision #1 7-15-2025.pdf
   FY2026 Coal Severance Budget Revision #1 LGS Worksheet 7-15-2025.pdf

9. Nomination for HEPMPO Interstate Council – Jefferson County Municipal Representative
   ISC_Members.pdf

10. Appointment to Ranson Planning Commission – Unexpired Term Ending December 31, 2026
    City of Ranson Planning Commission.docx
    Mike Fagan.pdf

11. Appointment to Ranson Parks and Recreation Commission – Unexpired Term Ending June 30, 2027
    City of Ranson Parks and Recreation Board.docx
    Stephanie Fagan.pdf

12. Appointments to Ranson Building Commission – Three Unexpired Terms
    City of Ranson Building Commission.docx

13. Appointments to the Ranson Civil Service Commission – Unexpired Terms
    Civil Service Appointment Request - Chamber 2025.pdf
    Jefferson County Chamber of Commerce.pdf

14. Request to Civil Service Commission – Leave Policy Alignment
    Civil Service Commission Leave Policy Amendment Request.docx

15. First Reading of an Ordinance Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia
    Ranson Ch 15 Proposed Edits 6JUL.docx
    Ordinance 2025-04 Chapter 15 Personnel Policy.docx

16. Amendment to City of Ranson Employee Handbook - Acknowledgement Form
    Employee Handbook Acknowledgement -1.docx
    Employee Acknowledgement Form.docx

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Thank you letters
    - Boys & Girls Club of the Eastern Panhandle
    - Ranson Elementary (snacks Provided during testing)
    - Charles Town Race Track Chaplaincy Support Services Inc.

    Boys & Girls Club .pdf
    Ranson.pdf
    CT Race Track Chaplaincy Support Services Inc..pdf

2. WV Ethics News - July
    WV Ethics News - July .pdf

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes July 1, 2025

ATTACHMENTS:

City Council July 1 2025.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

July 1, 2025 | 7:00 P.M. | Council Chamber

I. CALL TO ORDER

Ken Suits, Mayor	**Present**
Tommy Custer	**Present**
Stephanie Fagan	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Jaden Boound	**Present**

II. APPROVAL OF MINUTES

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Yes**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Jaden Boound	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Mayor Keith D. Pierson was honored with a commemorative plaque presented by Mayor Ken Suits, recognizing his dedicated service. During the farewell event, Andy Blake delivered a heartfelt speech, reflecting on his experiences and fond memories of working alongside Mayor Pierson throughout their time together in office.

Council members Amanda Stroud and Mike Anderson were each presented with a plaque by Mayor Suits in recognition of their service and dedication to the City of Ranson.

IV. CITY MANAGER/STAFF REPORTS

City Manager Todd Wilt informed the Mayor and Council that he has met with the newly elected council members to begin their orientation. He also reported that all city employees successfully attended the recent Employee Handbook training session. The City manager informed council there may be some minor changes coming back in front of the council. Additionally, he

announced that the West Virginia Municipal League conference will take place in Morgantown from August 4 to August 7, 2025. The City Manager requested that any council members interested in attending notify either him or the City Clerk in order to make the necessary reservations.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Suits presented a Mini Grant check to the Jefferson County Sheriff Reserves. He also announced the appointment of the new Police Chief, Robbert Miller. Chief Miller previously served as a Police Officer in Ranson from 1993 to 1996 and has spent the past 25 years with the Loudoun County Sheriff's Office. He will officially begin his duties as Chief of the Ranson Police Department on July 14, 2025. Former Chief Robbie Roberts has accepted a demotion to the rank of Captain.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO)

   There is an opening with the Hagerstown-Eastern Panhandle Metropolitan Planning Organization. If anyone is interested, Mayor Suits has requested that you speak with the City Manager

2. Election of Mayor pro-tem

Council member Stephanie Fagan nominated, Council member Tommy Custer. Council member Tommy Custer Second the nomination but did fail due to lack of votes.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Second**
Stephanie Fagan	**Motion**
Andy Colandrea	**NO**
Herbie McDaniel	**NO**
Jaden Boound	**NO**

Council member Jaden Bound nominates Council member Andy Colandrea for Mayor Pro-Tem

Ken Suits, Mayor	**Abstain**
Tommy Custer	**NO**
Stephanie Fagan	**NO**
Andy Colandrea	**Second**
Herbie McDaniel	**Yes**
Jaden Boound	**Motion**

3. Process to Fill Vacant At-Large City Council Seat

The city council would like the ad to be run for two weeks for the Vacant At Large Seat with a deadline of Monday July 14, 2025. Motion was made by Council Colandrea and the second by Herbie McDaniel.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Yes**
Stephanie Fagan	**Yes**
Andy Colandrea	**Motion**
Herbie McDaniel	**Second**
Jaden Boound	**Yes**

4. Council Board and Committee Appointments and Assignment Process

The City Council has requested that the advertisement for the vacant At-Large seat be published for two weeks, with a deadline of Monday, July 14, 2025. A motion was made by Councilmember Colandrea and seconded by Herbie McDaniel.

5. Designation of Authorized Signatories for City Bank Accounts

The City Manager has asked the Mayor and Council to identify individuals who will serve as authorized signatories for the City's bank accounts. The City Manager recommended that the Finance Director, City Manager, Mayor, and a Council member who is typically available be designated as signatories. Mayor Suits then called for any motions regarding these appointments.

Ken Suits, Mayor	**Abstain**
Tommy Custer	**Motion**
Stephanie Fagan	**Yes**
Andy Colandrea	**Second**
Herbie McDaniel	**Yes**
Jaden Boound	**Yes**

6. Consideration of Employment Agreement – Departmental Reassignment (Possible Executive Session)

Mayor Suits informed the citizens there would be an executive session to discuss the contract for the incoming Chief of Police. The motion was made by Council Member Tommy Custer at 7:39 P.M. by Council member Tommy Custer and Second by Herbie McDaniel to have an executive session. The council came out of executive session at 8:04 P.M.

VIII. ADJOURNMENT

The meeting was adjourned at 8:04 PM. The motion to adjourn was made by Councilmember Herbie McDaniel and seconded by Councilmember Andy Colandrea the next Council meeting is scheduled for July 15, 2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

Ken Suits, Mayor

Darla Armstrong, City Clerk

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Chief Of Police Status Report - June

ATTACHMENTS:

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Community Development Status Report - June

ATTACHMENTS:

June 2025 Permits Issued Report.pdf
June 2025 CDD Report.docx

Permits Issued By Permit Type

Between 6/1/2025 & 6/30/2025

Permit Type	Permit Number	Parcel Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (R)	25-586	08008D02840000	301 WATERCOURSE DR RANSON, WV 25438	$9,000.00	$90.00	$0.00	$0.00
	25-704	08008D02440000	55 ROLLING BRANCH DR RANSON, WV 25438	$3,500.00	$35.00	$0.00	$0.00
	25-733	08000800090000	1361 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-734	08000800090000	1359 CEDAR VALLEY RD RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-735	08000800090000	1355 CEDAR VALLEY RD RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-736	08000800090000	1353 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-737	08000800090000	1357 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-751	08000800090000	1351 CEDAR VALLEY RD RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-752	08000800090000	1349 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-753	08000800090000	1343 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-754	08000800090000	1341 CEDAR VALLEY RD RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-755	08000800090000	1339 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-756	08000800090000	1337 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-757	08000800090000	1335 CEDAR VALLEY RD RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-758	08000800090000	1333 CEDAR VALLEY RD RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-780	08009B01470000	120 MONROE AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-781	08009B01480000	124 MONROE AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-784	08009B01510000	136 MONROE AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-785	08009B01520000	140 MONROE AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-786	08009B01530000	144 MONROE AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-787	08009B01540000	148 MONROE AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-804	08000800090000	1368 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-805	08000800090000	1356 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-806	08000800090000	1358 RED CLOVER LN RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-807	08000800090000	1360 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-808	08000800090000	1362 RED CLOVER LN RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-809	08000800090000	1364 RED CLOVER LN RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-810	08000800090000	1366 RED CLOVER LN RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-821	08000701260000	227 E 2ND AVE RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	25-837	08000501100000	414 E 7TH AVE RANSON, WV 25438	$10,000.00	$100.00	$0.00	$0.00
	25-838	08000501100000	412 E 7TH AVE RANSON, WV 25438	$10,000.00	$100.00	$0.00	$0.00
	25-839	08000501040000	410 E 7TH AVE RANSON, WV 25438	$10,000.00	$100.00	$0.00	$0.00
	25-840	08000501100000	408 E 7TH AVE RANSON, WV 25438	$10,000.00	$100.00	$0.00	$0.00
	Total Permit Type: 33			**$185,300.00**	**$1,853.00**	**$0.00**	**$0.00**
Demolition (R)	25-833	08000400980000	101 N MILDRED ST RANSON, WV 25438	$5,720.00	$57.20	$0.00	$0.00
	Total Permit Type: 1			**$5,720.00**	**$57.20**	**$0.00**	**$0.00**
Driveway (C)	25-823	08000101850001	611 N MILDRED ST RANSON, WV 25438	$6,000.00	$0.00	$0.00	$0.00

	Total Permit Type: 1			**$6,000.00**	**$0.00**	**$0.00**	**$0.00**
Driveway (R)	25-793	08000201150000	211 E 10TH AVE RANSON, WV 25438	$3,400.00	$34.00	$0.00	$0.00
	Total Permit Type: 1			**$3,400.00**	**$34.00**	**$0.00**	**$0.00**
Mechanical Only (R)	25-587	08008C00910000	1357 STALLION ST RANSON, WV 25438	$15,198.00	$151.98	$0.00	$0.00
	25-713	08008C01400000	1234 STEED ST RANSON, WV 25438	$9,078.00	$90.78	$0.00	$0.00
	Total Permit Type: 2			**$24,276.00**	**$242.76**	**$0.00**	**$0.00**
New Duplex (R)	25-576	08000300920000	419 E 12TH AVE RANSON, WV 25438	$350,000.00	$3,223.60	$100.00	$1,000.00
	25-576	08000300920000	421 E 12TH AVE RANSON, WV 25438	$350,000.00	$3,223.60	$100.00	$1,000.00
	Total Permit Type: 2			**$700,000.00**	**$6,447.20**	**$200.00**	**$2,000.00**
New Single Family (R)	25-150	08000800270000	348 ECLIPSE ST CHARLES TOWN, WV	$235,000.00	$2,722.90	$100.00	$1,000.00
	25-538	08000800010000	73 TAFT AVE RANSON, WV 25438	$159,000.00	$2,138.85	$50.00	$1,000.00
	25-539	08000800010000	343 ANTHEM ST RANSON, WV 25438	$159,000.00	$2,734.60	$100.00	$1,000.00
	25-541	08000800010000	31 TAFT AVE RANSON, WV 25438	$159,000.00	$3,099.70	$100.00	$1,000.00
	25-542	08000800010000	351 ANTHEM ST RANSON, WV 25438	$159,000.00	$2,734.60	$100.00	$1,000.00
	25-574	08000800010000	363 ANTHEM ST RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-580	08000800010000	375 ANTHEM ST RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-584	08000800010000	37 TAFT AVE RANSON, WV 25438	$159,000.00	$3,127.70	$100.00	$1,000.00
	25-622	08000800010000	61 TAFT AVE RANSON, WV 25438	$159,000.00	$2,969.70	$100.00	$1,000.00
	25-626	08000800010000	45 TAFT AVE RANSON, WV 25438	$159,000.00	$3,031.70	$100.00	$1,000.00
	25-627	08000800010000	53 TAFT AVE RANSON, WV 25438	$159,000.00	$2,833.70	$100.00	$1,000.00
	25-629	08000800010000	101 TAFT AVE RANSON, WV 25438	$159,000.00	$2,731.30	$100.00	$1,000.00
	25-630	08000800010000	117 TAFT AVE RANSON, WV 25438	$159,000.00	$3,118.90	$100.00	$1,000.00
	25-632	08000800010000	129 TAFT AVE RANSON, WV 25438	$159,000.00	$3,146.90	$100.00	$1,000.00
	25-638	08000800010000	171 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-639	08000800010000	143 TAFT AVE RANSON, WV 25438	$159,000.00	$3,146.90	$100.00	$1,000.00
	25-640	08000800010000	135 TAFT AVE RANSON, WV 25438	$159,000.00	$3,146.90	$100.00	$1,000.00
	25-650	08000800010000	179 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-652	08000800010000	191 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-669	08000800010000	151 TAFT AVE RANSON, WV 25438	$159,000.00	$3,118.90	$100.00	$1,000.00
	25-674	08000800010000	93 TAFT AVE RANSON, WV 25438	$159,000.00	$2,734.60	$100.00	$1,000.00
	25-678	08000800010000	109 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-679	08000800010000	163 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-680	08000800010000	203 TAFT AVE RANSON, WV 25438	$159,000.00	$2,991.00	$100.00	$1,000.00
	25-681	08000800010000	209 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-682	08000800010000	217 TAFT AVE RANSON, WV 25438	$159,000.00	$2,830.60	$100.00	$1,000.00
	25-790	08009B00220000	68 PETERS AVE RANSON, WV 25438	$335,000.00	$10,355.50	$100.00	$1,000.00
	25-794	08009B00280000	49 JOUETT ST RANSON, WV 25438	$381,000.00	$10,743.50	$100.00	$1,000.00
	Total Permit Type: 28			**$4,926,000.00**	**$96,103.25**	**$2,750.00**	**$28,000.00**
Patio (R)	25-718	08008G01560000	95 EISENHOWER AVE RANSON, WV 25438	$2,000.00	$25.00	$0.00	$0.00
	Total Permit Type: 1			**$2,000.00**	**$25.00**	**$0.00**	**$0.00**
Roof (R)	25-795	08008C01230000	1323 DESTRIER ST RANSON, WV 25438	$10,000.00	$50.00	$0.00	$0.00

	25-798	08000200920000	211 E 11TH AVE RANSON, WV 25438	$8,000.00	$50.00	$0.00	$0.00
	Total Permit Type: 2			**$18,000.00**	**$100.00**	**$0.00**	**$0.00**
Site Development (C)	25-813	08000500840000	319 E 5TH AVE RANSON, WV 25438	$800.00	$50.00	$0.00	$0.00
	Total Permit Type: 1			**$800.00**	**$50.00**	**$0.00**	**$0.00**
Storage Building (R)	25-791	08008D019D0000	163 SHALLOW CREEK DR RANSON, WV 25438	$2,500.00	$25.00	$0.00	$0.00
	25-803	08000200920000	211 E 11TH AVE RANSON, WV 25438	$3,233.00	$32.33	$0.00	$0.00
	Total Permit Type: 2			**$5,733.00**	**$57.33**	**$0.00**	**$0.00**
Temporary Structure (C)	25-841		Parkland Commons lot 28 - Mystic Drive Ranson, WV 25438	$0.00	$50.00	$0.00	$0.00
	Total Permit Type: 1			**$0.00**	**$50.00**	**$0.00**	**$0.00**
Townhouse (R)	25-551	08000800010000	471 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,909.65	$50.00	$1,000.00
	25-552	08000800010000	475 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-553	08000800010000	479 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,820.80	$50.00	$1,000.00
	25-555	08000800010000	483 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,822.30	$50.00	$1,000.00
	25-556	08000800010000	487 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-558	08000800010000	491 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,909.65	$50.00	$1,000.00
	25-559	08000800010000	75 BRENT ALY RANSON, WV 25438	$159,000.00	$1,955.70	$50.00	$1,000.00
	25-560	08000800010000	79 BRENT ALY RANSON, WV 25438	$159,000.00	$1,866.10	$50.00	$1,000.00
	25-561	08000800010000	83 BRENT ALY RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-562	08000800010000	87 BRENT ALY RANSON, WV 25438	$159,000.00	$1,866.10	$50.00	$1,000.00
	25-563	08000800010000	91 BRENT ALY RANSON, WV 25438	$159,000.00	$1,822.30	$50.00	$1,000.00
	25-564	08000800010000	95 BRENT ALY RANSON, WV 25438	$159,000.00	$1,952.45	$50.00	$1,000.00
	25-591	08000800010000	505 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-592	08000800010000	513 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-593	08000800010000	517 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-595	08000800010000	509 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,822.30	$50.00	$1,000.00
	25-596	08000800010000	501 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,909.65	$50.00	$1,000.00
	25-598	08000800010000	525 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,911.40	$50.00	$1,000.00
	25-600	08000800010000	521 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-602	08009B01470000	120 MONROE AVE RANSON, WV 25438	$292,000.00	$1,935.95	$50.00	$1,000.00
	25-603	08009B01480000	124 MONROE AVE RANSON, WV 25438	$290,000.00	$1,935.75	$50.00	$1,000.00
	25-604	08009B01490000	128 MONROE AVE RANSON, WV 25438	$296,000.00	$1,934.95	$50.00	$1,000.00
	25-605	08009B01500000	132 MONROE AVE RANSON, WV 25438	$295,000.00	$1,943.50	$50.00	$1,000.00
	25-606	08009B01510000	136 MONROE AVE RANSON, WV 25438	$288,000.00	$1,935.75	$50.00	$1,000.00
	25-607	08009B01520000	140 MONROE AVE RANSON, WV 25438	$294,000.00	$1,935.75	$50.00	$1,000.00
	25-608	08009B01530000	144 MONROE AVE RANSON, WV 25438	$297,000.00	$1,935.95	$50.00	$1,000.00
	25-609	08009B01540000	148 MONROE AVE RANSON, WV 25438	$289,000.00	$1,931.15	$50.00	$1,000.00
	25-659	08000800090000	1324 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,925.60	$50.00	$1,000.00
	25-661	08000800090000	1322 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,808.70	$50.00	$1,000.00
	25-662	08000800090000	1320 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,925.60	$50.00	$1,000.00
	25-663	08000800090000	1326 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,808.70	$50.00	$1,000.00

	25-664	08000800090000	1328 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,925.60	$50.00	$1,000.00
	25-667	08008D02500000	27 ROLLING BRANCH DR RANSON, WV 25438	$200,000.00	$1,902.10	$50.00	$1,000.00
	25-670	08000800090000	1330 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,925.60	$50.00	$1,000.00
	25-671	08000800090000	1334 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,929.10	$50.00	$1,000.00
	25-672	08000800090000	1332 RED CLOVER LN RANSON, WV 25438	$200,000.00	$1,808.70	$50.00	$1,000.00
	25-673	08008D02460000	43 ROLLING BRANCH DR RANSON, WV 25438	$200,000.00	$1,911.20	$50.00	$1,000.00
	25-675	08008D02470000	39 ROLLING BRANCH DR RANSON, WV 25438	$200,000.00	$1,799.40	$50.00	$1,000.00
	25-676	08008D02480000	35 ROLLING BRANCH DR RANSON, WV 25438	$200,000.00	$1,914.70	$50.00	$1,000.00
	25-677	08008D02490000	31 ROLLING BRANCH DR RANSON, WV 25438	$200,000.00	$1,801.65	$50.00	$1,000.00
	25-683	08000800010000	99 BRENT ALY RANSON, WV 25438	$159,000.00	$1,953.95	$50.00	$1,000.00
	25-684	08000800010000	103 BRENT ALY RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-685	08000800010000	107 BRENT ALY RANSON, WV 25438	$159,000.00	$1,867.60	$50.00	$1,000.00
	25-687	08000800010000	111 BRENT ALY RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-688	08000800010000	115 BRENT ALY RANSON, WV 25438	$159,000.00	$1,867.60	$50.00	$1,000.00
	25-689	08000800010000	119 BRENT ALY RANSON, WV 25438	$159,000.00	$1,953.95	$50.00	$1,000.00
	25-690	08000800010000	529 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,909.65	$50.00	$1,000.00
	25-691	08000800010000	533 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-692	08000800010000	537 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-693	08000800010000	541 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-694	08000800010000	545 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-695	08000800010000	549 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,821.05	$50.00	$1,000.00
	25-698	08000800010000	553 ANTHEM ST RANSON, WV 25438	$159,000.00	$1,909.65	$50.00	$1,000.00
	Total Permit Type: 53			**$10,029,000.00**	**$99,400.90**	**$2,650.00**	**$53,000.00**
Wall or Fence (C)	25-802	08000401390000	222 N MILDRED ST RANSON, WV 25438	$0.00	$25.00	$0.00	$0.00
	Total Permit Type: 1			**$0.00**	**$25.00**	**$0.00**	**$0.00**
Wall or Fence (R)	25-779	08009B02200000	46 SUMTER AVE RANSON, WV 25438	$4,300.00	$25.00	$0.00	$0.00
	25-797	08009B02090000	37 SHERMAN AVE RANSON, WV 25438	$4,100.00	$50.00	$0.00	$0.00
	25-800	08009B02150000	11 SHERMAN AVE RANSON, WV 25438	$4,400.00	$50.00	$0.00	$0.00
	Total Permit Type: 3			**$12,800.00**	**$125.00**	**$0.00**	**$0.00**
Total	**Total Permits: 132**			**$15,919,029.00**	**$204,570.64**	**$5,600.00**	**$83,000.00**

City of Ranson

Community Development Department
312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 724-5452
Email: permits@ransonwv.us

TO: Ranson City Council

FROM: Reiley Stanley, Community Development Director

RE: Community Development Department Report – June 2025

Permitting:

- Staff received 98 permit applications:
  - 43 – regular permit applications (roof, sign, etc.)
  - 36– townhome permit applications
  - 18 – single family permit applications
  - 1 – rental registration

- Staff issued 132 permits totaling $15,919,029 in valuation.
  - 82 were for new homes totaling $15.655,000 in valuation.
  - Permit fees collected totaled $204,570.64.
  - U&O fees collected totaled $5,600.
  - City Service fees collected totaled $83,000.

Code Enforcement:

- Staff started 23 new code cases (property maintenance, tall grass, work without a permit)

Inspections:

- Staff performed 1039 permit inspections.
  - Patrick Coulter performed 373 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 278 inspections
  - Gary Englebert (contracted) performed 286 inspections
  - Reiley Stanley performed 99 site, sidewalk, final, and zoning inspections.
  - The last 3 inspections were rental self-certification inspections that Kim Hawkins processed.
- Department Staff also performed 31 code enforcement inspections.

Planning & Zoning:

- June Planning Commission Agenda Items
  - Patriot Federal Credit Union-- Frederick, Seibert, & Associates, INC submitted a site plan application on behalf of Patriot Federal Credit Union

for a 2,883 sq ft drive thru bank to be located on Joshua M Freeman Blvd. Map 8E, Parcel 12

- President's Pointe LDPP- Stanley Martin Homes LLC revision to the previously approved Land Development Plan and Plat was submitted. This adds civic space to homes in some of the T4 zoning district on Reagan Avenue.
- Red Clover Meadows- US Home Corporation submitted a bond reduction request. The current bond being held is for $8,430,058.44 and they are asking for a reduction of $5,867,378.61. The amount still bonded would be $2,562,679.84.

  The items completed for this bond reduction were:

  - • Waterline has been installed
  - • Sanitary sewer has been installed
  - • Storm sewer has been installed
  - • Earthwork has been completed
  - • Curb and gutter have been installed
  - • Base pavement has been installed
- Phase 1 of Madison Greens located off North Fairfax Blvd and Wallace Blvd for 60 lots. (36 single family homes, 24 town homes)
  - Plat for 60 lots
  - Development Agreement
  - Bond for $3,757,096.08

AGENDA ITEM IV.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Public Works Status Report - June

Staff has provided June Status Report for Public Works

ATTACHMENTS:

June status report 25.pdf

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:6/13/2025 - 7/10/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
Status:	**Complete**						
5902	Visitors Center - Nancy	Main Floor reception		4/4/2025	5/29/2025	6	$135.00
Medium	Randy Cook			73	6/16/2025		
Signage				4/4/2025 6:34:25 PM	6/16/2025		
please hang American Revolution banners up throughout Ranson Before June 1, 2025. Banners are to be placed from June 1 to July 10th. We have a limit of 30 banners for this organization.			put up banners				
Debbie McClure							
5992	Public Works Building			5/21/2025		352	$800.00
Medium	Keith Pierson			23	6/13/2025		
				5/21/2025 1:45:35 PM	6/13/2025		
build lean to shed on east side of pole barn. 10x40			built a 10x40 lean too shed with metal roof				
6017	Street Lights			5/30/2025			$0.00
Low	Mike Smith			14	6/13/2025		
				5/30/2025 8:03:52 AM	6/13/2025		
Replace knocked down pole #332			Replaced pole				
6025	Park - Lance Slusher	Grounds Upkeep		6/5/2025			$0.00
Medium	Keith Pierson			8	6/13/2025		
Pressure Washing				6/5/2025 2:38:36 PM	6/13/2025		
Parks and Recs would like to use the water truck and power washer next Thursday, June 12th for Lance Slusher park and west end park. Please deliver to Lance Slusher Park at 9am.			took tank and pressure washer to park				
Debbie McClure							
6030	PD. STATION	BUILDING EXTERIOR		6/11/2025			$0.00
Medium	Keith Pierson			2	6/13/2025		
				6/11/2025 8:12:50 AM	6/13/2025		
Gutters need cleaned out there is stuff growing in them			all cleaned up				
Robbie Roberts							
6031	Visitors Center - Nancy			6/11/2025			$0.00
Medium	Randy Cook			5	6/16/2025		
Grass Cutting				6/11/2025 1:45:23 PM	6/16/2025		
weed eat in front of cars by visitors center. Can someone please spray some weed killer.			Curtis finished the project.				
Debbie McClure							
6037	Streets			6/13/2025			$0.00
Medium	Keith Pierson				6/13/2025		
				6/13/2025 2:10:19 PM	6/13/2025		
fill ruts on park and 13th			filled with top soil				

Work Order Summary List

Selected Date Range for Completion Dates:6/13/2025 - 7/10/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6038	PD. STATION			6/13/2025			$0.00
Medium	Keith Pierson				6/13/2025		
				6/13/2025 2:11:36 PM	6/13/2025		
powerwash siding on building			powerwashed building				
6039	Public Works Building			6/13/2025			$0.00
Medium	Keith Pierson				6/13/2025		
				6/13/2025 2:13:09 PM	6/13/2025		
empty scrap bin in yard			took to potomac metals 62.00$				
6043	Streets			6/10/2025		2	$120.00
Medium	Randy Cook			6	6/16/2025		
				6/16/2025 10:07:07 AM	6/16/2025		
Install 2 stop for pedestrian signs at 19th an Fairfax			installed signs				
Randy Cook							
6044	Streets			6/10/2025		6	$317.70
Medium	Randy Cook			6	6/16/2025		
				6/16/2025 10:11:04 AM	6/16/2025		
Install 2 pedestrian ahead signs on N bound an S bound Fairfax			installed new signs an poles				
Randy Cook							
6045	Streets			6/12/2025		1	$35.00
Low	Randy Cook			4	6/16/2025		
				6/16/2025 10:14:39 AM	6/16/2025		
yard waste dumpster needs to be pushed down			packed down dumpster				
Randy Cook							
6046	Streets			6/11/2025		0.5	$17.50
Medium	Randy Cook			5	6/16/2025		
				6/16/2025 10:16:33 AM	6/16/2025		
need to call an order gravel			ordered 5 loads of stone				
Randy Cook							
6052	PD VEHICLE	Car24 2023 Dodge		6/23/2025			$0.00
Medium	Robert Hawkins			1	6/24/2025		
				6/23/2025 8:40:30 AM	6/24/2025		
Oil change tire rotation			SERVICE COMPLETE AT 12846 NEXT SERVICE AT 17846. TIRE ROTATION 36PSI TIRE PRESSURE				
Robbie Roberts							
6053	code enforcement			6/23/2025		6	$75.00
Medium	Randy Cook			4	6/27/2025		
Tree Services				6/23/2025 10:12:30 AM	7/10/2025		
Resident called to inquire if a tree is on city property. Part of it apparently has come down on him. If you go to the end of West 4th and make a right onto McDonald Street, the tree in question is on the right hand side. His name is Paul and he can be reached at 304-886-3897. Please call and let him know.			cut up tree that had fallen an cut up the other half				
kim Hawkins							

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:6/13/2025 - 7/10/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6055	Streets			6/18/2025		6	$160.00
High	Randy Cook			7	6/25/2025		
				6/24/2025 2:01:22 PM	7/10/2025		
please look at bushes at intersection at Fairfax an E 6th Ave 7th Ave Reymann an 10th			cut bushes back at E 6th Ave 7th Ave Reymann an Fairfax and 10th Ave				
Randy Cook							
6056	Streets			6/16/2025		6	$135.00
Medium	Randy Cook			2	6/18/2025		
				6/24/2025 2:05:15 PM	7/10/2025		
please put up American an state flags			put up flags				
Debbie McClure							
6057	Streets			6/16/2025			$1,600.00
Medium	Randy Cook			24	7/10/2025		
				6/24/2025 2:14:08 PM	7/10/2025		
please have tree checked on E 7th an Fairfax a resident asked			had tree man look at tree and determine it was dangerous so cut it down				
Randy Cook							
6058	PW VEHICLE	TK#25 2005 FORD		6/26/2025			$0.00
Medium	Robert Hawkins				6/26/2025		
				6/26/2025 10:47:48 AM	6/26/2025		
needs front tires replaced			Replaced two front tires, Replaced front and rear shocks				
Robert Hawkins							
6061	Streets	W. Fifth Ave		6/27/2025		1	$118.31
Medium	Randy Cook			5	7/2/2025		
				6/27/2025 2:08:31 PM	7/10/2025		
Install a stop sign at end of cul-da-sac on W 5th Ave. and Mc Donald St.			installed new stop sign and pole cap				
Bill Silveous							
6062	Public Works Building			6/27/2025			$0.00
Medium	Keith Pierson				6/27/2025		
				6/27/2025 2:35:52 PM	6/27/2025		
mulch around building and spray weeds			mulched front beds				
6063	Public Works Building			6/27/2025			$0.00
Medium	Keith Pierson				6/27/2025		
				6/27/2025 2:37:00 PM	6/27/2025		
put sewer line in for new building			Installed 4in sewer line 70ft with cleanout at building				
6064	Public Works Building			6/27/2025			$0.00
Medium	Keith Pierson				6/27/2025		
				6/27/2025 2:39:54 PM	6/27/2025		
put tar on foundation for new building			Put tar on bottom half of foundation				

Work Order Summary List

Selected Date Range for Completion Dates:6/13/2025 - 7/10/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6065	Streets			6/27/2025			$0.00
Medium	Keith Pierson				6/27/2025		
				6/27/2025 2:41:29 PM	6/27/2025		
cut fallin tree on mcdonald and 4th			cut fallen tree and dug root ball out planted grass				
6066	City Hall			6/27/2025			$0.00
Medium	Keith Pierson				6/27/2025		
				6/27/2025 2:42:39 PM	6/27/2025		
take fans to second floor			Istalled fans to cool second floor server room				
6067	Civic Center			6/27/2025			$0.00
Medium	Keith Pierson				6/27/2025		
				6/27/2025 2:43:40 PM	6/27/2025		
fix file cabinet in office			fixed filing cabinet				
6070	Visitors Center - Nancy			7/2/2025		4	$90.00
Medium	Randy Cook			8	7/10/2025		
Signage				7/2/2025 11:43:38 AM	7/10/2025		
please remove America 250 banners on July 10th. thank you			removed banners				
Debbie McClure							
6073	Civic Center	PARK EQIPMENT		7/7/2025			$0.00
Medium	Robert Hawkins			1	7/8/2025		
Vehicle Maintenance				7/7/2025 9:39:48 AM	7/8/2025		
Need oil changed in truck and turn signal bulbs checked.			Service complete at 20,012. next service at 25,012. rear right bulb replaced. tire rotated and cabin filter replaced. will need tire soon six years old and(dry rotted).				
Timothy Michael							
6074	Civic Center			7/7/2025			$0.00
Low	Keith Pierson			2	7/9/2025		
Carpentry				7/7/2025 9:47:28 AM	7/9/2025		
Fix Closet door by the office			Fixed hinges on door				
Timothy Michael							
6080	Streets			6/16/2025		10	$262.50
Medium	Randy Cook			24	7/10/2025		
				7/10/2025 2:33:51 PM	7/10/2025		
cut tall grass at 351 Thumper Dr			cut and weed eat yard				
kim Haw kins							
6081	Streets			6/16/2025		10	$262.50
Medium	Randy Cook				6/16/2025		
				7/10/2025 2:39:17 PM	6/16/2025		
mow tall grass at 213 E 2nd Ave			cut and weed eat yard				
kim Haw kins							

Work Order Summary List

Selected Date Range for Completion Dates:6/13/2025 - 7/10/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6082	Streets			6/16/2025		10	$262.50
Medium	Randy Cook			24	7/10/2025		
				7/10/2025 2:46:24 PM	7/10/2025		
mow tall grass at 222 E 3rd Ave			mowed and weed eat yard				
kim Haw kins							

Count: 32 Work Orders **Avg. Age of WO's 8** **Total for Complete 420.5 $4,391.01**

Status: Work In Progress

6069	Visitors Center - Nancy			7/2/2025	7/10/2025	4	$90.00
Medium	Randy Cook			8	7/10/2025		
Signage				7/2/2025 11:40:39 AM	7/10/2025		
please hang African American Heritage Banner in circle beginning August 1st and remove after August 18th.							
Debbie McClure							

Count: 1 Work Orders **Avg. Age of WO's 8** **Total for Work In Progress 4 $90.00**

Count: 33 Work Orders **Avg. Age of WO's** 8 **Grand Total** 424.5 $4,481.01

AGENDA ITEM IV.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Finance Department Status Report - June

Staff is providing the following items for your review:

· Accounts Payable Council Report for June 2025

· Preliminary General Fund Budget Report through June 2025

· Preliminary Capital Improvement Fund Budget Report through June 2025

Cash Balances Report as of June 30, 2025

Please be advised that the June 2025 budget totals reported are preliminary. During the July & August periods, the highlighted revenue lines will be adjusted and accrued to the appropriate fiscal year. Additional expenses may also be posted to FY2025 for outstanding obligations, so finalized budget totals will be reported in September.

ATTACHMENTS:

AP Report .pdf
June 2025 General Fund Budget Report.pdf
June 2025 Capital Fund Budget Report.pdf
Cash Balance 6-30-2025.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
7-ELEVEN	6/13/25	JENKINS FUEL 5/7/25	GENERAL FUND	POLICE DEPARTMENT	54.45
	6/13/25	LYNCH FUEL 5/17/25	GENERAL FUND	POLICE DEPARTMENT	29.02
	6/13/25	LANCASTER FUEL 5/27/25	GENERAL FUND	POLICE DEPARTMENT	38.77
	6/13/25	HOSBY-BROWN FUEL 5/3-17/25	GENERAL FUND	POLICE DEPARTMENT	148.82
	6/13/25	HEALTH/WELLNESS ICE X4 BAG	PARKS & RECREATION	TOURISM & EVENTS	17.96
				TOTAL:	289.02
84 LUMBER	6/13/25	PW YARD LEAN TO LUMBER X10	GENERAL FUND	STREETS & TRANSPORT	343.90
	6/13/25	PW YARD LEAN TO LUMBER X40	GENERAL FUND	STREETS & TRANSPORT	510.30
				TOTAL:	854.20
8X8, INC	6/10/25	PHONES MAY 25	GENERAL FUND	CITY HALL	504.96
				TOTAL:	504.96
A&A SALES ASSOCIATES, LLC	6/13/25	PW UNIFORMS X36	GENERAL FUND	STREETS & TRANSPORT	383.50
	6/13/25	PW UNIFORMS X36	GENERAL FUND	STREETS & TRANSPORT	585.00
	6/13/25	PW UNIFORMS X36	GENERAL FUND	STREETS & TRANSPORT	625.00
	6/13/25	PW UNIFORMS X36	GENERAL FUND	STREETS & TRANSPORT	199.70
	6/13/25	PW UNIFORMS X36	GENERAL FUND	STREETS & TRANSPORT	164.50
	6/13/25	PW UNIFORMS X36	GENERAL FUND	STREETS & TRANSPORT	212.00
				TOTAL:	2,169.70
ABC PEST CONTROL	6/26/25	PD PEST CONTROL JUN 25	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	6/13/25	P&R PT CRANES LANE 3/31/25	PARKS & RECREATION	Parks & Recreation	176.00
	6/13/25	P&R PT CRANES LN 4/28/25	PARKS & RECREATION	Parks & Recreation	176.00
	6/13/25	P&R PT LANCE SLUSHER 3/31/	PARKS & RECREATION	Parks & Recreation	176.00
	6/13/25	P&R PT LANCE SLUSHER 4/28/	PARKS & RECREATION	Parks & Recreation	176.00
	6/13/25	PR PT WEST END PARK 3/31/2	PARKS & RECREATION	Parks & Recreation	176.00
	6/13/25	P&R PT WEST END PARK 4/28/	PARKS & RECREATION	Parks & Recreation	176.00
				TOTAL:	1,056.00
ADOBE CREATIVE CLOUD	6/13/25	SOCIAL MEDIA FILE EDITING	GENERAL FUND	CITY ADMINISTRATION	26.73
				TOTAL:	26.73
ADVANCE AUTO PARTS	6/13/25	PW SHOP OIL FILTERS X4	GENERAL FUND	STREETS & TRANSPORT	10.60
	6/13/25	PW OIL DRAIN PLUG X2	GENERAL FUND	STREETS & TRANSPORT	8.12
	6/13/25	PW #12 CABIN AIR/AIR/OIL F	GENERAL FUND	STREETS & TRANSPORT	8.51
	6/13/25	PW #12 CABIN AIR/AIR/OIL F	GENERAL FUND	STREETS & TRANSPORT	36.80
	6/13/25	PW #12 CABIN AIR/AIR/OIL F	GENERAL FUND	STREETS & TRANSPORT	21.36
	6/13/25	PW #12 CRANKCASE FILTER X1	GENERAL FUND	STREETS & TRANSPORT	111.37
	6/13/25	PW #12 FUEL FILTER X1	GENERAL FUND	STREETS & TRANSPORT	99.99
	6/13/25	PW CABIN AIR FILTER X1	GENERAL FUND	STREETS & TRANSPORT	8.51
	6/13/25	PW CABIN AIR FILTERS X3	GENERAL FUND	STREETS & TRANSPORT	25.53
				TOTAL:	330.79
AFLAC	6/06/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	6/06/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	6/06/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	6/06/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	6/06/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	6/06/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,290.18
AFRICAN AMERICAN COMMUNITY ASSOC OF JE	6/26/25	2025 MINI GRANT AWARD	GENERAL FUND	CONT TO COMMISSIONS	3,500.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	3,500.00
ALL ABOUT FENCES	6/10/25	BLD PRMT REFUND 25-426	GENERAL FUND	NON-DEPARTMENTAL	25.00
				TOTAL:	25.00
AMAZON.COM	6/13/25	COFFEE & NOTARY SEALS	GENERAL FUND	CITY ADMINISTRATION	20.54
	6/13/25	EB PHONE CASE	GENERAL FUND	CITY ADMINISTRATION	29.99
	6/13/25	COFFEE & NOTARY SEALS	GENERAL FUND	CITY HALL	30.06
	6/13/25	COPY PAPER, PT, CASTERS, F	GENERAL FUND	CITY HALL	44.99
	6/13/25	COPY PAPER, PT, CASTERS, F	GENERAL FUND	CITY HALL	31.83
	6/13/25	COPY PAPER, PT, CASTERS, F	GENERAL FUND	CITY HALL	16.44
	6/13/25	CH COPY PAPER X10 REAMS	GENERAL FUND	CITY HALL	60.67
	6/13/25	CH PT, COPY PAPER, TP	GENERAL FUND	CITY HALL	31.10
	6/13/25	CH PT, COPY PAPER, TP	GENERAL FUND	CITY HALL	78.96
	6/13/25	CH PT, COPY PAPER, TP	GENERAL FUND	CITY HALL	33.79
	6/13/25	CH COPY PAPER, FOLDERS, BN	GENERAL FUND	CITY HALL	39.48
	6/13/25	CH COPY PAPER, FOLDERS, BN	GENERAL FUND	CITY HALL	23.99
	6/13/25	CH COPY PAPER, FOLDERS, BN	GENERAL FUND	CITY HALL	33.98
	6/13/25	PD COPY PAPER X10000 SHEET	GENERAL FUND	POLICE DEPARTMENT	121.96
	6/13/25	PD INK, STAMP PADS, DATE S	GENERAL FUND	POLICE DEPARTMENT	7.71
	6/13/25	PD INK, STAMP PADS, DATE S	GENERAL FUND	POLICE DEPARTMENT	5.50
	6/13/25	PD INK, STAMP PADS, DATE S	GENERAL FUND	POLICE DEPARTMENT	48.40
	6/13/25	PW PT X30, PHONE CASE	GENERAL FUND	STREETS & TRANSPORT	31.10
	6/13/25	PW PT X30, PHONE CASE	GENERAL FUND	STREETS & TRANSPORT	9.99
	6/13/25	COPY PAPER, PT, CASTERS, F	PARKS & RECREATION	Parks & Recreation	35.98
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	11.88
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	22.22
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	9.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	19.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	11.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	8.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	19.96
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	13.98
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	5.59
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	16.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	19.98
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	19.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	9.99
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	18.52
	6/13/25	RF/CS 25' KID CAR SHOW FAV	PARKS & RECREATION	TOURISM & EVENTS	10.69
	6/13/25	RF/CS 25' POWERWHEELS X2	PARKS & RECREATION	TOURISM & EVENTS	278.18
	6/13/25	RF/CS 25' KIDS ATV X1	PARKS & RECREATION	TOURISM & EVENTS	96.29
	6/13/25	RF/CS 25' STICKERS, GLASSE	PARKS & RECREATION	TOURISM & EVENTS	13.98
	6/13/25	RF/CS 25' STICKERS, GLASSE	PARKS & RECREATION	TOURISM & EVENTS	9.91
	6/13/25	HEALTH&WELLNESS DOORPRIZE	PARKS & RECREATION	TOURISM & EVENTS	114.99
				TOTAL:	1,470.56
AMERICAN EXPRESS - MERCH FEES	6/05/25	MAY2025 AMEX TRANSACTION F	GENERAL FUND	CITY HALL	6.88
				TOTAL:	6.88
AMERICAN PRODUCERS SUPPLY	6/13/25	P&R PT, GLOVES(BLK, BLE,LA	PARKS & RECREATION	Parks & Recreation	68.83
	6/13/25	P&R PT, GLOVES(BLK, BLE,LA	PARKS & RECREATION	Parks & Recreation	23.85
	6/13/25	P&R PT, GLOVES(BLK, BLE,LA	PARKS & RECREATION	Parks & Recreation	14.95
	6/13/25	P&R PT, GLOVES(BLK, BLE,LA	PARKS & RECREATION	Parks & Recreation	14.00
				TOTAL:	121.63

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ANDERSON TRUCK EQUIPMENT	6/26/25	PW NEW TRUCK CAP	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	5,525.00
				TOTAL:	5,525.00
ANDREA COLANDREA	6/30/25	REISSUE 6/20/25 DD	GENERAL FUND	CITY COUNCIL	19.59
				TOTAL:	19.59
APPLE VALLEY TIRE LLC.	6/13/25	PW TRAILER TIRE X1	GENERAL FUND	STREETS & TRANSPORT	133.29
				TOTAL:	133.29
APPLE VALLEY WASTE	6/13/25	PW WASTE P/U APR 25	GENERAL FUND	STREETS & TRANSPORT	574.80
				TOTAL:	574.80
ASHLEY TWYMAN	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	325.00
				TOTAL:	325.00
AUTO TOOL WORLD	6/13/25	PW MINI RATCHET WRENCH	GENERAL FUND	STREETS & TRANSPORT	140.39
				TOTAL:	140.39
AUTO ZONE	6/13/25	PD BRASS SWAN TERMINAL X5	GENERAL FUND	POLICE DEPARTMENT	49.95
	6/13/25	PD #7 OXYGEN SENSOR X1	GENERAL FUND	POLICE DEPARTMENT	52.52
	6/13/25	PW CAT LOADER OIL X2	GENERAL FUND	STREETS & TRANSPORT	57.40
	6/13/25	PW CAT LOADER OIL X1	GENERAL FUND	STREETS & TRANSPORT	28.70
	6/13/25	PW THREAD REPAIR KIT X1	GENERAL FUND	STREETS & TRANSPORT	30.14
	6/13/25	PW #4 CABIN FILTER X1	GENERAL FUND	STREETS & TRANSPORT	14.41
	6/30/25	PW SCAN TOOL FOR VEHICLES	GENERAL FUND	STREETS & TRANSPORT	3,989.99
				TOTAL:	4,223.11
BCN TELECOM INC	6/17/25	INTERNET JUNE 25	GENERAL FUND	CITY HALL	531.24
	6/17/25	INTERNET JUNE 25	GENERAL FUND	POLICE DEPARTMENT	161.90
	6/17/25	INTERNET JUNE 25	GENERAL FUND	STREETS & TRANSPORT	149.40
	6/17/25	INTERNET JUNE 25	PARKS & RECREATION	Parks & Recreation	149.40
	6/17/25	INTERNET JUNE 25	PARKS & RECREATION	Parks & Recreation	190.90
				TOTAL:	1,182.84
BERKELEY CLUB BEVERAGES, INC	6/13/25	CH WATER X12 & DEPOSIT 4/1	GENERAL FUND	CITY HALL	96.99
	6/13/25	CH WATER X12 & DEPOSIT 4/1	GENERAL FUND	CITY HALL	85.32
	6/13/25	CH WATER X6 5/8/25	GENERAL FUND	CITY HALL	51.99
	6/13/25	PD WATER X7 & DEPOSIT 4/10	GENERAL FUND	POLICE DEPARTMENT	59.49
	6/13/25	PD WATER X7 & DEPOSIT 4/10	GENERAL FUND	POLICE DEPARTMENT	49.77
	6/13/25	PD WATER X8 5/8/25	GENERAL FUND	POLICE DEPARTMENT	66.99
	6/13/25	PW WATER X10 & DEPOSIT 4/1	GENERAL FUND	STREETS & TRANSPORT	81.99
	6/13/25	PW WATER X10 & DEPOSIT 4/1	GENERAL FUND	STREETS & TRANSPORT	71.10
	6/13/25	PW WATER X2 5/8/25	GENERAL FUND	STREETS & TRANSPORT	21.99
	6/13/25	P&R WATER X3 & DEPOSIT 4/1	PARKS & RECREATION	Parks & Recreation	29.49
	6/13/25	P&R WATER X3 & DEPOSIT 4/1	PARKS & RECREATION	Parks & Recreation	21.33
	6/13/25	P&R WATER X 3	PARKS & RECREATION	Parks & Recreation	29.49
				TOTAL:	665.94
BP	6/13/25	WHEAT FUEL 5/6-17/25	GENERAL FUND	POLICE DEPARTMENT	206.84
	6/13/25	BLACK FUEL 5/5-13/25	GENERAL FUND	POLICE DEPARTMENT	105.13
	6/13/25	JENKINS FUEL 5/12/25	GENERAL FUND	POLICE DEPARTMENT	63.18
	6/13/25	WATSON FUEL 4/30-5/25/25	GENERAL FUND	POLICE DEPARTMENT	363.66
	6/13/25	MCBRIDE FUEL 5/6-29/25	GENERAL FUND	POLICE DEPARTMENT	211.91
	6/13/25	HOSBY-BROWN FUEL 5/28/25	GENERAL FUND	POLICE DEPARTMENT	45.75
	6/13/25	SWARTZ FUEL 4/30-5/22/25	GENERAL FUND	POLICE DEPARTMENT	239.28
	6/13/25	WHITE FUEL 5/1/25	GENERAL FUND	STREETS & TRANSPORT	53.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	1,288.75
BREANNA ANDREWS	6/17/25	KIDS CAR WASH SUP REIMB	PARKS & RECREATION	TOURISM & EVENTS	108.75
				TOTAL:	108.75
BREEZY HR INC	6/13/25	HR CONSULT 5/20-6/20/25	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	6/06/25	# 438446	GENERAL FUND	NON-DEPARTMENTAL	164.77
	6/06/25	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
	6/23/25	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
				TOTAL:	560.77
BURR PARK LIBERTY	6/13/25	SEALANDER FUEL 5/9/25	GENERAL FUND	POLICE DEPARTMENT	35.04
	6/13/25	ROBERTS FUEL 5/1-21/25	GENERAL FUND	POLICE DEPARTMENT	128.05
	6/13/25	LYNCH FUEL 5/3-25/25	GENERAL FUND	POLICE DEPARTMENT	208.33
				TOTAL:	371.42
CARDIO PARTNERS INC	6/13/25	PD AED REPLACEMENT PADS	GENERAL FUND	POLICE DEPARTMENT	477.22
				TOTAL:	477.22
CHARLES TOWN LIONS CLUB	6/04/25	2025 MINI GRANT AWARD	GENERAL FUND	CONT TO COMMISSIONS	3,000.00
				TOTAL:	3,000.00
CHARLES TOWN RACE TRACK CHAPLAINCY	6/04/25	2025 MINI GRANT AWARDS	GENERAL FUND	CONT TO COMMISSIONS	2,500.00
				TOTAL:	2,500.00
CHARLES TOWN UTILITIES GENERAL FUND	6/13/25	WATER 3/15-4/15/25	GENERAL FUND	CITY HALL	163.37
	6/13/25	WATER 3/15-4/15/25	GENERAL FUND	POLICE DEPARTMENT	56.16
	6/13/25	WATER 3/15-4/15/25	GENERAL FUND	STREETS & TRANSPORT	238.28
	6/13/25	WATER 3/15-4/15/25	GENERAL FUND	STREETS & TRANSPORT	56.16
	6/13/25	WATER 3/15-4/15/25	GENERAL FUND	STREET LIGHTS	56.16
	6/13/25	P&R WATER 3/15-4/15/25	PARKS & RECREATION	Parks & Recreation	293.62
	6/13/25	P&R WATER 3/15-4/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	6/13/25	CVB WATER 3/15-4/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	6/13/25	MF SEWER 3/30-4/30/25	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,006.55
CHATGPT SUBSCRIPTION	6/13/25	WILT OPEN AI SUB 5/25	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CITGO	6/13/25	SEALANDER FUEL 5/6-8/25	GENERAL FUND	POLICE DEPARTMENT	79.08
				TOTAL:	79.08
CNA SURETY DIRECT BILL	6/13/25	FY26 RENNER BOND	GENERAL FUND	POLICE JUDGE'S OFFICE	100.00
				TOTAL:	100.00
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	6/13/25	CH COP CONT 6/25/OVG 5/25	GENERAL FUND	CITY HALL	69.51
	6/13/25	CH COP CONT 6/25/OVG 5/25	GENERAL FUND	CITY HALL	33.08
	6/13/25	PW COPY OVG 5/25	GENERAL FUND	STREETS & TRANSPORT	3.41
				TOTAL:	106.00
COMPTROLLER OF MARYLAND	6/27/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54
	6/27/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54
	6/27/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54
	6/27/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/27/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54
	6/27/25	MD Withholding	GENERAL FUND	NON-DEPARTMENTAL	132.54
				TOTAL:	795.24
CONSTANT CONTACT	6/13/25	EMAILS MAY 25	PARKS & RECREATION	Parks & Recreation	119.00
				TOTAL:	119.00
CORE & MAIN	6/13/25	PW YARD SEWER PIPES/ADPT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	341.04
	6/13/25	PW YARD SEWER PIPES/ADPT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	24.14
	6/13/25	PW YARD SEWER PIPES/ADPT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	14.62
	6/13/25	PW YARD SEWER PIPES/ADPT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	29.43
	6/13/25	PW YARD SEWER PIPES/ADPT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	11.67
	6/13/25	PW YARD SEWER PIPES/ADPT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	411.40
				TOTAL:	832.30
CREAMERS TIRE & AUTO SERVICE CENTER	6/13/25	PD #7 MOUNT TIRE X1	GENERAL FUND	POLICE DEPARTMENT	21.00
				TOTAL:	21.00
CT CARPET ONE FLOOR HOME	6/13/25	MF LAMINATE FLOOR&INSTALL	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	19,498.62
				TOTAL:	19,498.62
CUSTOM PRODUCTS CORPORATION	6/13/25	PW STREET SIGN BRACKETS X4	GENERAL FUND	STREETS & TRANSPORT	661.93
				TOTAL:	661.93
DEPARTMENT OF TAX & REVENUE	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,847.00
	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	532.00
	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,820.00
	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	182.00
	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	30.00
	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	378.00
	6/26/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	955.79
				TOTAL:	10,744.79
DIRTY GIRL	6/24/25	CLEANING 5/20-6/18/25	GENERAL FUND	CITY HALL	1,600.00
	6/24/25	CLEANING 5/20-6/18/25	GENERAL FUND	POLICE DEPARTMENT	700.00
	6/24/25	CLEANING 5/20-6/18/25	GENERAL FUND	STREETS & TRANSPORT	625.00
	6/24/25	CLEANING 5/20-6/18/25	PARKS & RECREATION	Parks & Recreation	900.00
	6/24/25	CLEANING 5/20-6/18/25	PARKS & RECREATION	Parks & Recreation	500.00
				TOTAL:	4,325.00
DOVELL & WILLIAMS	6/13/25	PW #9 AIR/OIL/FUEL FILTERS	GENERAL FUND	STREETS & TRANSPORT	177.84
	6/13/25	PW #9 AIR/OIL/FUEL FILTERS	GENERAL FUND	STREETS & TRANSPORT	44.25
	6/13/25	PW #9 AIR/OIL/FUEL FILTERS	GENERAL FUND	STREETS & TRANSPORT	34.99
	6/13/25	PW #9 AIR/OIL/FUEL FILTERS	GENERAL FUND	STREETS & TRANSPORT	55.74
				TOTAL:	312.82
ENNIS-FLINT	6/30/25	PW ST SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	619.35
	6/30/25	PW ST SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	60.67
	6/30/25	PW ST SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	242.66
	6/30/25	PW ST SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	627.78
				TOTAL:	1,550.46
ERNEST HANNIN	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	700.00
				TOTAL:	700.00
ETS CORPORATION	6/02/25	MAY2025 MERCH FEES - MGO C	GENERAL FUND	CITY HALL	11,358.35

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	11,358.35
EXECUTIVE EMERGENCY LIGHTING LLC	6/13/25	PD INSTALL RADAR,RADIO,TCK	CAPITAL IMPROVEMEN	PUBLIC SAFETY	4,368.50
	6/30/25	PW #9 LIGHT INSTALLATION	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	874.10
				TOTAL:	5,242.60
FACEBOOK	6/13/25	HEALTH&WELLNESS AD 3/30-4/	PARKS & RECREATION	TOURISM & EVENTS	78.48
				TOTAL:	78.48
FIRST CITIZEN BANK & TRUST CO	6/30/25	1&3 FLR COPIER JUN 25	GENERAL FUND	CITY HALL	478.00
				TOTAL:	478.00
FISHER AUTO PARTS INC	6/13/25	PD #11 CABIN AIR FILTER X1	GENERAL FUND	POLICE DEPARTMENT	15.74
	6/13/25	PD #15 DRIVE BELT TENSIONE	GENERAL FUND	POLICE DEPARTMENT	63.16
	6/13/25	PW #8 AIR FILTER X1	GENERAL FUND	STREETS & TRANSPORT	10.45
	6/13/25	PW THREAD LOCKER/GREASE	GENERAL FUND	STREETS & TRANSPORT	34.87
				TOTAL:	124.22
FRONTIER	6/13/25	CH FIRE ALARM MAY 25	GENERAL FUND	CITY HALL	133.08
	6/13/25	CH FAX LINE JUN 25	GENERAL FUND	CITY HALL	134.24
	6/17/25	TRIFECTA ALARM JUN 25	GENERAL FUND	CITY HALL	176.52
	6/17/25	CH ELEVATOR JUN 25	GENERAL FUND	CITY HALL	96.20
	6/24/25	PD FAX LINE JUN 25	GENERAL FUND	POLICE DEPARTMENT	187.90
				TOTAL:	727.94
GALLS INC	6/13/25	PD SHOES X1/HANDCUFF X1	GENERAL FUND	POLICE DEPARTMENT	85.00
	6/13/25	PD SHOES X1/HANDCUFF X1	GENERAL FUND	POLICE DEPARTMENT	33.12
	6/13/25	PD TACTICAL VEST X1	GENERAL FUND	POLICE DEPARTMENT	685.92
	6/13/25	PD CUSTER BOOTS X1	GENERAL FUND	POLICE DEPARTMENT	140.16
				TOTAL:	944.20
GRANICUS	6/13/25	COMM CLOUD 6/2/25-6/1/26	GENERAL FUND	CITY ADMINISTRATION	9,874.76
	6/13/25	PK AGENDA 7/1/25-6/30/26	GENERAL FUND	CITY ADMINISTRATION	11,157.28
				TOTAL:	21,032.04
HARBOR FREIGHT TOOLS	6/13/25	PW LEATHER POUCHES X2, SHE	GENERAL FUND	STREETS & TRANSPORT	115.96
	6/13/25	PW WELDING CLAMP/PLIERS	GENERAL FUND	STREETS & TRANSPORT	47.98
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	24.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	9.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	32.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	32.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	24.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	49.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	21.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	28.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	39.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	13.98
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	39.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	29.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	4.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	64.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	3.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	24.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	24.99
	6/13/25	PW SHOP TOOLS	GENERAL FUND	STREETS & TRANSPORT	17.99
				TOTAL:	656.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HARPERS FERRY BOLIVAR VETERANS (HONOR	6/04/25	2025 MINI GRANT AWARD	GENERAL FUND	CONT TO COMMISSIONS	1,500.00
				TOTAL:	1,500.00
HDL COMPANIES	6/10/25	B&O COLLECTION MAY 25	GENERAL FUND	CITY HALL	56.40
				TOTAL:	56.40
HENRY THOMAS	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	700.00
				TOTAL:	700.00
HOLIDAY INN EXPRESS	6/13/25	HUTCHERSON HOTEL ACDMY CER	GENERAL FUND	POLICE DEPARTMENT	107.00
				TOTAL:	107.00
HOME DEPOT	6/13/25	CH OUTLET REPAIR	GENERAL FUND	CITY HALL	30.55
	6/13/25	PD MAILBOX LOCK X1/KEYS X5	GENERAL FUND	POLICE DEPARTMENT	34.62
	6/13/25	CONTRACTOR APRON,SNIPS,KNI	GENERAL FUND	STREETS & TRANSPORT	146.90
	6/13/25	PW PLIERS, WORKBELT, SCREW	GENERAL FUND	STREETS & TRANSPORT	59.28
	6/13/25	PW BLDG HOSE FITTING, TRIM	GENERAL FUND	STREETS & TRANSPORT	30.35
	6/13/25	PW BLDG FLASHING X2/ SILIC	GENERAL FUND	STREETS & TRANSPORT	59.92
	6/13/25	PW REPAIR REYMAN ST DRAIN	GENERAL FUND	STREETS & TRANSPORT	71.91
	6/13/25	MF BLINDS X12/GLOVES X12	GENERAL FUND	STREETS & TRANSPORT	9.88
	6/13/25	PW YARD LEAN TO POST /CONC	GENERAL FUND	STREETS & TRANSPORT	283.90
	6/13/25	PW YARD LEAN TO POST /CONC	GENERAL FUND	STREETS & TRANSPORT	39.80
	6/13/25	PW YARD LEAN TO POST /CONC	GENERAL FUND	STREETS & TRANSPORT	68.60
	6/13/25	PW YARD LEAN TO ROOFING	GENERAL FUND	STREETS & TRANSPORT	873.41
	6/13/25	PW YARD LEAN TO 2X4-X2	GENERAL FUND	STREETS & TRANSPORT	22.64
	6/13/25	PW CONCRETE X6	GENERAL FUND	STREETS & TRANSPORT	41.16
	6/13/25	PW DRVR BIT SET, TIE STRAP	GENERAL FUND	STREETS & TRANSPORT	70.84
	6/13/25	PW SCREWS FOR SHOP X30LBS	GENERAL FUND	STREETS & TRANSPORT	162.21
	6/13/25	PW HEX BOLTS FOR ST SIGNS	GENERAL FUND	STREETS & TRANSPORT	9.69
	6/13/25	PW UTILITY KNIFE, PAINT X1	GENERAL FUND	STREETS & TRANSPORT	124.61
	6/13/25	PW KLEAN STRIP ACETONE X1G	GENERAL FUND	STREETS & TRANSPORT	19.98
	6/13/25	PW GLOVES X4/STORAGE BOX X	GENERAL FUND	STREETS & TRANSPORT	20.89
	6/13/25	FAUCET CVB NANCY MILLS	PARKS & RECREATION	Parks & Recreation	89.00
	6/13/25	MF BLINDS X12/GLOVES X12	PARKS & RECREATION	Parks & Recreation	118.56
				TOTAL:	2,388.70
HOME TEAM PEST DEFENSE	6/13/25	CH PEST CONTROL MAY 25	GENERAL FUND	CITY HALL	273.80
	6/13/25	PW PEST CONTROL MAY 25	GENERAL FUND	STREETS & TRANSPORT	79.40
				TOTAL:	353.20
ICMA	6/13/25	DA ICMA DUES 25-26	GENERAL FUND	CITY ADMINISTRATION	200.00
				TOTAL:	200.00
INTERNAL REVENUE SERVICE	6/06/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	10,602.64
	6/02/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,709.12
	6/23/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	12,688.60
	6/13/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,071.48
	6/18/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	54.49
	6/25/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,588.88
	6/26/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,697.35
	6/06/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,391.43
	6/02/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	900.28
	6/23/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,933.40
	6/13/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	280.80
	6/18/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	68.66
	6/25/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	521.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/26/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	1,354.23
	6/06/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,728.66
	6/02/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	210.55
	6/23/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,855.35
	6/13/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	65.67
	6/18/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	16.06
	6/25/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	122.08
	6/26/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	316.72
	6/23/25	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	6/23/25	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	6/23/25	Social Security Payable	GENERAL FUND	CITY COUNCIL	310.02
	6/23/25	Medicare Payable	GENERAL FUND	CITY COUNCIL	72.48
	6/06/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	579.20
	6/23/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	590.37
	6/06/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	135.46
	6/23/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	138.07
	6/23/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	6/23/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	6/06/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	860.08
	6/23/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	913.68
	6/13/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	280.80
	6/06/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	201.15
	6/23/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	213.68
	6/13/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	65.67
	6/06/25	Social Security Payable	GENERAL FUND	CITY HALL	622.63
	6/23/25	Social Security Payable	GENERAL FUND	CITY HALL	642.13
	6/06/25	Medicare Payable	GENERAL FUND	CITY HALL	145.61
	6/23/25	Medicare Payable	GENERAL FUND	CITY HALL	150.17
	6/06/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,815.53
	6/02/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	900.28
	6/23/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,597.44
	6/18/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	68.66
	6/26/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	1,354.23
	6/06/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	892.35
	6/02/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	210.55
	6/23/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	841.32
	6/18/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	16.06
	6/26/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	316.72
	6/06/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,513.99
	6/23/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,699.96
	6/25/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	521.99
	6/06/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	354.09
	6/23/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	397.58
	6/25/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	122.08
				TOTAL:	77,944.32
INTERNATIONAL CODE COUNCIL	6/13/25	2021 INT RES CODE BK	GENERAL FUND	PLANNING & ZONING	174.50
	6/13/25	INT BLD CD,PROP MAINT, FIR	GENERAL FUND	PLANNING & ZONING	152.00
	6/13/25	INT BLD CD,PROP MAINT, FIR	GENERAL FUND	PLANNING & ZONING	46.00
	6/13/25	INT BLD CD,PROP MAINT, FIR	GENERAL FUND	PLANNING & ZONING	154.50
	6/13/25	RS 2021 CODE CYCLE TEST	GENERAL FUND	PLANNING & ZONING	160.00
				TOTAL:	687.00
INWOOD QUARRY, INC..	6/13/25	CRUSHED STONE 6/2/25	GENERAL FUND	STREETS & TRANSPORT	1,566.38
	6/26/25	CRUSHED STONE 6/16/25	GENERAL FUND	STREETS & TRANSPORT	2,363.05
				TOTAL:	3,929.43

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JACQUELINE C SHADLE, COUNTY CLERK	6/10/25	P&Z DEED BK COPIES 5/20/2	GENERAL FUND	PLANNING & ZONING	1.50
				TOTAL:	1.50
JEFFERSON COUNTY DEPUTY SHERIFF'S RESE	6/24/25	2025 MINI GRANT AWARD	GENERAL FUND	CONT TO COMMISSIONS	3,000.00
				TOTAL:	3,000.00
JEFFERSON COUNTY NAACP	6/13/25	2025 MINI GRANT AWARD	GENERAL FUND	CONT TO COMMISSIONS	3,000.00
				TOTAL:	3,000.00
JEFFERSON COUNTY HISTORIC LANDMARKS CO	6/13/25	2025 MINI GRANT AWARDS	GENERAL FUND	CONT TO COMMISSIONS	1,500.00
				TOTAL:	1,500.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	6/10/25	CAD/MOBILE 3/6-4/5/25	GENERAL FUND	POLICE DEPARTMENT	438.30
				TOTAL:	438.30
JEFFERSON COUNTY CVB	6/04/25	HOTEL TX COLLECT MAY 25	GENERAL FUND	INVALID DEPARTMENT	23,528.29
				TOTAL:	23,528.29
JEFFERSON COUNTY CHAMBER OF COMMERCE,	6/13/25	HEALTH/WELLNESS EMAIL BLAS	PARKS & RECREATION	TOURISM & EVENTS	25.00
				TOTAL:	25.00
JEFFERSON PUBLISHING CO. INC	6/13/25	NPH RAN HGTS PH2 4/17/25	GENERAL FUND	PLANNING & ZONING	48.50
	6/13/25	NPH SHEN SPG PH2 4/17/25	GENERAL FUND	PLANNING & ZONING	43.58
	6/13/25	NPH REZN DIST 8 CRANES LN	GENERAL FUND	PLANNING & ZONING	41.94
	6/13/25	NPH CRANES LN REZN 5/8	GENERAL FUND	PLANNING & ZONING	50.14
	6/13/25	NPH WAR ADM BLVD REZN 5/8	GENERAL FUND	PLANNING & ZONING	50.14
	6/13/25	NPH SLEEPY HOLLOW LND DEV	GENERAL FUND	PLANNING & ZONING	46.86
	6/13/25	SAMPLE BALLOTS AD 5/8/25	GENERAL FUND	ELECTIONS	117.90
	6/13/25	HEALTH & WELLNESS AD 4/24/	PARKS & RECREATION	TOURISM & EVENTS	300.00
				TOTAL:	699.06
JEFFERSON RENTALS	6/13/25	PW CHAINSAW KIT X1	GENERAL FUND	STREETS & TRANSPORT	11.98
	6/13/25	PW CHAINSAW SPK PLG/AIR FI	GENERAL FUND	STREETS & TRANSPORT	33.88
				TOTAL:	45.86
JEFFERSON SECURITY BANK	6/06/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	645.00
	6/20/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	645.00
				TOTAL:	1,290.00
JEROME SATHER	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	1,200.00
				TOTAL:	1,200.00
JOHN HANCOCK	6/06/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,936.95
	6/23/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,659.23
	6/26/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	92.80
	6/06/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	273.44
	6/23/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	1,686.86
	6/06/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	532.30
	6/23/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	532.30
	6/06/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	447.00
	6/23/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	455.57
	6/06/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	447.00
	6/23/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	455.57
	6/06/25	401a Payment	GENERAL FUND	PLANNING & ZONING	672.38
	6/23/25	401a Payment	GENERAL FUND	PLANNING & ZONING	672.38
	6/06/25	457b payment	GENERAL FUND	PLANNING & ZONING	523.15

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/23/25	457b payment	GENERAL FUND	PLANNING & ZONING	523.15
	6/06/25	401a Payment	GENERAL FUND	CITY HALL	478.20
	6/23/25	401a Payment	GENERAL FUND	CITY HALL	478.20
	6/06/25	457b payment	GENERAL FUND	CITY HALL	478.20
	6/23/25	457b payment	GENERAL FUND	CITY HALL	478.20
	6/06/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,719.33
	6/23/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,319.79
	6/26/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	1,046.54
	6/06/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,606.08
	6/23/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,319.79
	6/26/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	587.68
	6/06/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,180.12
	6/23/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,180.12
	6/06/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,132.54
	6/23/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,132.54
				TOTAL:	43,047.41
JOHN K. DORSEY, ATTORNEY AT LAW	6/30/25	PD JUDGE 8/7/24-6/4/25	GENERAL FUND	POLICE JUDGE'S OFFICE	4,212.50
				TOTAL:	4,212.50
JULIA BRUNSWICK	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	325.00
				TOTAL:	325.00
KENT PARSONS FORD	6/13/25	PD #11 SKID PLATE/BOLTS	GENERAL FUND	POLICE DEPARTMENT	581.90
	6/13/25	PD #11 SKID PLATE/BOLTS	GENERAL FUND	POLICE DEPARTMENT	31.00
	6/13/25	PD #11 SKID PLATE/BOLTS	GENERAL FUND	POLICE DEPARTMENT	17.00
	6/13/25	PD #11 SKID PLATE/BOLTS	GENERAL FUND	POLICE DEPARTMENT	22.60
				TOTAL:	652.50
LAWRENCE SCORZELLI	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	200.00
				TOTAL:	200.00
LEAF	6/26/25	P&Z COPIER JUN 25	GENERAL FUND	CITY HALL	129.00
	6/26/25	P&Z COPIER BUYOUT	GENERAL FUND	CITY HALL	387.00
	6/13/25	PW COPY MAY 25	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	639.00
LINCOLN FINANCIAL GROUP	6/06/25	JUN LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	344.60
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	224.09
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	370.41
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,505.52
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	712.43
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	6/06/25	JUN LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,700.18
LOWE'S	6/13/25	PW ROOF SCREWS X400	GENERAL FUND	STREETS & TRANSPORT	49.98
				TOTAL:	49.98
MARGARET HOUSDEN	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	1,075.00
				TOTAL:	1,075.00
MARLIN LEASING CORPORATION	6/24/25	PD COPIER 6/5-7/4/25	GENERAL FUND	POLICE DEPARTMENT	416.87
				TOTAL:	416.87

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MARONDA HOMES OF VIRGINIA LLC	6/24/25	BLD PRMT RFNDS	GENERAL FUND	NON-DEPARTMENTAL	36.00
	6/24/25	BLD PRMT RFNDS	GENERAL FUND	NON-DEPARTMENTAL	36.00
	6/24/25	BLD PRMT RFNDS	GENERAL FUND	NON-DEPARTMENTAL	36.00
	6/24/25	SURETY RELEASE 24-747	DEVELOPMENT BONDS	NON-DEPARTMENTAL	1,500.00
				TOTAL:	1,608.00
MATTHEW W. ANDERSON, PE, PLLC	6/13/25	INSPECTIONS 4/21-25/25	GENERAL FUND	PLANNING & ZONING	2,250.00
	6/13/25	INSPECTION 4/28-5/2/25	GENERAL FUND	PLANNING & ZONING	2,250.00
	6/13/25	INSPECTIONS 5/6-9/25	GENERAL FUND	PLANNING & ZONING	1,875.00
	6/13/25	INSPECTIONS 5/13-16/25	GENERAL FUND	PLANNING & ZONING	1,625.00
	6/13/25	INSPECTIONS 5/19-23/25	GENERAL FUND	PLANNING & ZONING	1,000.00
	6/30/25	INSPECTIONS 6/17-27/25	GENERAL FUND	PLANNING & ZONING	3,125.00
				TOTAL:	12,125.00
MCP INSPECTIONS	6/10/25	INSPECTIONS 4/28-5/9/25	GENERAL FUND	PLANNING & ZONING	2,100.00
	6/10/25	INSPECTIONS 4/28-5/9/25	GENERAL FUND	PLANNING & ZONING	2,550.00
	6/10/25	INSPECTIONS 5/12-23/25	GENERAL FUND	PLANNING & ZONING	2,250.00
	6/10/25	INSPECTIONS 5/12-23/25	GENERAL FUND	PLANNING & ZONING	3,850.00
				TOTAL:	10,750.00
METLIFE	6/02/25	JUN 2025 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	347.43
	6/02/25	JUN 2025 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	327.66
	6/02/25	JUN 2025 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	159.59
	6/02/25	JUN 2025 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,775.31
	6/02/25	JUN 2025 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	971.69
	6/02/25	JUN 2025 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	97.47
				TOTAL:	3,679.15
MORGAN-BERKELEY-JEFFERSON LODGE 83 FOP	6/04/25	2025 MINI GRANT AWARD	GENERAL FUND	CONT TO COMMISSIONS	5,000.00
				TOTAL:	5,000.00
MVP MEDIA	6/13/25	E BURLETT SOCIAL MEDIA CLA	GENERAL FUND	CITY ADMINISTRATION	549.00
				TOTAL:	549.00
NCR PAYMENT SOLUTIONS, FL, LLC	6/10/25	PSI PMT PORT SUP APR 25	GENERAL FUND	CITY HALL	50.00
	6/10/25	PSI PMT PORT SUP MAY 25	GENERAL FUND	CITY HALL	50.00
				TOTAL:	100.00
NORTHERN TOOLS & EQUIPMENT	6/13/25	PW MEMBERSHIP 1YR	GENERAL FUND	STREETS & TRANSPORT	39.99
	6/13/25	PW TRUCK TOOL BOX X2	GENERAL FUND	STREETS & TRANSPORT	867.98
				TOTAL:	907.97
ODYSSEY MOBILE ADVENTURES	6/13/25	RF/CS 25' MOB GOLF DEPOSIT	PARKS & RECREATION	TOURISM & EVENTS	1,000.00
				TOTAL:	1,000.00
PAYMENTECH - MERCH FEES	6/04/25	MAY2025 TYLER CITY CC FEES	GENERAL FUND	CITY HALL	442.44
				TOTAL:	442.44
PEIA	6/06/25	JUN 2025 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	4,378.48
	6/06/25	JUN 2025 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	5,358.90
	6/06/25	JUN 2025 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	3,803.92
	6/06/25	JUN 2025 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	18,173.68
	6/06/25	JUN 2025 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	14,801.80
	6/06/25	JUN 2025 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	11.90
	6/06/25	JUN 2025 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,150.94
				TOTAL:	48,679.62

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PITNEY BOWES PURCHASE POWER	6/24/25	POSTAGE JUN 25	GENERAL FUND	CITY HALL	1,009.75
				TOTAL:	1,009.75
POTOMAC EDISON	6/26/25	ELE JUN 25	GENERAL FUND	CITY HALL	768.04
	6/26/25	ELE JUN 25	GENERAL FUND	POLICE DEPARTMENT	598.30
	6/26/25	ELE JUN 25	GENERAL FUND	STREETS & TRANSPORT	225.75
	6/26/25	ELE JUN 25	GENERAL FUND	STREET LIGHTS	9,680.93
	6/26/25	ELE JUN 25	PARKS & RECREATION	Parks & Recreation	78.62
	6/26/25	ELE JUN 25	PARKS & RECREATION	Parks & Recreation	2,305.03
				TOTAL:	13,656.67
R&L LANDSCAPES, INC.	6/10/25	LANDSCAPE JUN 25	GENERAL FUND	POLICE DEPARTMENT	166.66
	6/10/25	BRIAR RUN PD MAY 25	GENERAL FUND	STREETS & TRANSPORT	800.00
	6/10/25	LANDSCAPE JUN 25	GENERAL FUND	STREETS & TRANSPORT	8,321.50
	6/10/25	LANDSCAPE JUN 25	PARKS & RECREATION	Parks & Recreation	1,475.00
	6/10/25	LANDSCAPE JUN 25	PARKS & RECREATION	Parks & Recreation	291.66
				TOTAL:	11,054.82
RANSON ELEMENTARY SCHOOL	6/04/25	2025 MINI GRANT	GENERAL FUND	CONT TO COMMISSIONS	1,000.00
	6/04/25	2025 MINI GRANT	GENERAL FUND	CONT TO COMMISSIONS	2,500.00
				TOTAL:	3,500.00
RANSON POST OFFICE	6/13/25	PD MAIL EVIDENCE	GENERAL FUND	POLICE DEPARTMENT	32.10
				TOTAL:	32.10
RICE TIRE CO	6/13/25	PD #7 TIRE X1	GENERAL FUND	POLICE DEPARTMENT	135.73
				TOTAL:	135.73
RUGGED NOTEBOOKS	6/30/25	PD WINDOW 11 NOTEBK X5	CAPITAL IMPROVEMEN	PUBLIC SAFETY	15,625.00
				TOTAL:	15,625.00
SAMS CLUB	6/13/25	CC TABLES X25 & CHAIRS X10	PARKS & RECREATION	Parks & Recreation	1,749.50
	6/13/25	CC TABLES X25 & CHAIRS X10	PARKS & RECREATION	Parks & Recreation	2,596.62
				TOTAL:	4,346.12
SARGENT'S COURT REPORTING SERVICE, INC	6/13/25	LYNCH HEARING	GENERAL FUND	POLICE DEPARTMENT	150.00
				TOTAL:	150.00
SCPDC	6/10/25	MY GOV MAY 25	GENERAL FUND	PLANNING & ZONING	540.42
	6/30/25	MY GOV JUN 25	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	1,080.84
SHEETZ	6/13/25	COULTER FUEL 5/16/25	GENERAL FUND	PLANNING & ZONING	41.30
	6/13/25	SEALANDER FUEL 5/2-17/25	GENERAL FUND	POLICE DEPARTMENT	133.32
	6/13/25	JENKINS FUEL 5/5/25	GENERAL FUND	POLICE DEPARTMENT	30.21
	6/13/25	CUSTER FUEL 5/19/25	GENERAL FUND	POLICE DEPARTMENT	39.87
	6/13/25	HUTCHERSON FUEL 4/30-5/14/	GENERAL FUND	POLICE DEPARTMENT	300.70
	6/13/25	MEACHAM FUEL 5/17/25	GENERAL FUND	POLICE DEPARTMENT	45.47
	6/13/25	LUTMAN FUEL 5/15-23/25	GENERAL FUND	POLICE DEPARTMENT	85.51
	6/13/25	LANCASTER FUEL 5/11-24/25	GENERAL FUND	POLICE DEPARTMENT	169.64
	6/13/25	DIX FUEL 5/2-22/25	GENERAL FUND	STREETS & TRANSPORT	190.60
	6/13/25	B SILVEOUS FUEL 5/5-28/25	GENERAL FUND	STREETS & TRANSPORT	269.62
	6/13/25	SMITH FUEL 5/8/25	GENERAL FUND	STREETS & TRANSPORT	59.00
	6/13/25	PIERSON FUEL 5/8-22/25	GENERAL FUND	STREETS & TRANSPORT	181.28
	6/13/25	COOK FUEL 5/6-22/25	GENERAL FUND	STREETS & TRANSPORT	157.29
	6/13/25	HAWKINS FUEL 5/9/25	GENERAL FUND	STREETS & TRANSPORT	66.84

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/13/25	HARDER FUEL 4/30-5/22/25	GENERAL FUND	STREETS & TRANSPORT	481.58
				TOTAL:	2,252.23
SIGNIFY NORTH AMERICA CORPORATION	6/30/25	FLW SPG/PCESTR LIGHT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,095.00
	6/30/25	FLW SPG/PCESTR LIGHT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,666.71
	6/30/25	ST LGHT RACETRACK TWIN	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	6,989.95
				TOTAL:	10,751.66
SOUTHERN STATES	6/13/25	PW WEED EATER KITS X3,OIL	GENERAL FUND	STREETS & TRANSPORT	63.97
	6/13/25	PW WEED EATER KITS X3,OIL	GENERAL FUND	STREETS & TRANSPORT	49.98
	6/13/25	PW WEED EATER SRV KITS X2	GENERAL FUND	STREETS & TRANSPORT	39.98
	6/13/25	PW WEED EATER CARBURETOR	GENERAL FUND	STREETS & TRANSPORT	133.98
	6/13/25	PW BLOWER PULL STRING	GENERAL FUND	STREETS & TRANSPORT	21.18
				TOTAL:	309.09
STARTING POINTE FOUNDATIONS, INC	6/26/25	PW YARD IMPROVEMENTS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	37,571.85
				TOTAL:	37,571.85
SUNOCO	6/13/25	PALMER FUEL 5/1-11/25	GENERAL FUND	POLICE DEPARTMENT	206.83
	6/13/25	MEACHAM FUEL 5/3-23/25	GENERAL FUND	POLICE DEPARTMENT	210.03
	6/13/25	LYNCH FUEL 5/19/25	GENERAL FUND	POLICE DEPARTMENT	39.91
	6/13/25	LANCASTER FUEL 5/3-6/25	GENERAL FUND	POLICE DEPARTMENT	87.18
	6/13/25	WHITE FUEL 5/1-22/25	GENERAL FUND	STREETS & TRANSPORT	384.96
	6/13/25	LONGERBEAM FUEL 5/27/25	GENERAL FUND	STREETS & TRANSPORT	47.00
	6/13/25	COOK FUEL 5/8/25	GENERAL FUND	STREETS & TRANSPORT	84.13
				TOTAL:	1,060.04
SUPERIOR LAUNDRIES INC.	6/04/25	PD & PW MATS 5/7/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	6/04/25	PD & PW MATS 5/14/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	6/04/25	PD & PW MATS 5/21/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	6/04/25	PD & PW MATS 5/28/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	6/04/25	PD & PW MATS 5/7/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	6/04/25	PD & PW MATS 5/14/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	6/04/25	PD & PW MATS 5/21/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	6/04/25	PD & PW MATS 5/28/25	GENERAL FUND	STREETS & TRANSPORT	16.33
				TOTAL:	161.28
T-MOBILE	6/04/25	CELL MAY 25	GENERAL FUND	CITY ADMINISTRATION	25.89
	6/30/25	CELL JUN 25	GENERAL FUND	CITY ADMINISTRATION	42.60
	6/04/25	CELL MAY 25	GENERAL FUND	PLANNING & ZONING	63.98
	6/30/25	CELL JUN 25	GENERAL FUND	PLANNING & ZONING	65.00
	6/04/25	CELL MAY 25	GENERAL FUND	CITY HALL	243.39
	6/30/25	CELL JUN 25	GENERAL FUND	CITY HALL	245.90
	6/04/25	CELL MAY 25	GENERAL FUND	POLICE DEPARTMENT	95.97
	6/30/25	CELL JUN 25	GENERAL FUND	POLICE DEPARTMENT	97.50
	6/04/25	CELL MAY 25	GENERAL FUND	STREETS & TRANSPORT	335.34
	6/30/25	CELL JUN 25	GENERAL FUND	STREETS & TRANSPORT	345.20
	6/04/25	CELL MAY 25	PARKS & RECREATION	Parks & Recreation	31.99
	6/04/25	CELL MAY 25	PARKS & RECREATION	Parks & Recreation	31.99
	6/30/25	CELL JUN 25	PARKS & RECREATION	Parks & Recreation	32.50
	6/30/25	CELL JUN 25	PARKS & RECREATION	Parks & Recreation	32.50
				TOTAL:	1,689.75
TEK ADVISORS LLC	6/10/25	COMP MAINT JUN 25	GENERAL FUND	CITY HALL	6,934.92
	6/10/25	COMP MAINT JUN 25	GENERAL FUND	CITY HALL	475.00
	6/10/25	COMP MAINT JUN 25	GENERAL FUND	POLICE DEPARTMENT	975.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/10/25	COMP MAINT JUN 25	GENERAL FUND	STREETS & TRANSPORT	142.50
				TOTAL:	8,527.92
THE JOURNAL	6/13/25	P&R BINGO/YARD SALE AD 4/3	PARKS & RECREATION	Parks & Recreation	55.00
	6/13/25	P&R BINGO AD 5/4/25	PARKS & RECREATION	Parks & Recreation	55.00
	6/13/25	P&R BINGO 5/8/25 AD	PARKS & RECREATION	Parks & Recreation	55.00
	6/13/25	RF/CS 25' AD 4/30/25	PARKS & RECREATION	TOURISM & EVENTS	720.00
	6/13/25	HEALTH FAIR AD 4/30/25	PARKS & RECREATION	TOURISM & EVENTS	720.00
	6/13/25	HEALTH FAIR AD 5/4/2025	PARKS & RECREATION	TOURISM & EVENTS	59.90
				TOTAL:	1,664.90
THOMPSON GAS	6/27/25	PD PROPANE 4/8/25	GENERAL FUND	POLICE DEPARTMENT	223.92
				TOTAL:	223.92
THORWORKS INDUSTRIES	6/13/25	STREET PAINT YELLOW X5	GENERAL FUND	STREETS & TRANSPORT	948.70
				TOTAL:	948.70
TIMOTHY P. STRANKO, ESQ	6/10/25	LEGAL RETAINER JUN 25	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TRACTOR SUPPLY	6/13/25	PW MUCK BOOTS X2	GENERAL FUND	STREETS & TRANSPORT	359.98
	6/13/25	PW POST HOLE DIGGER	GENERAL FUND	STREETS & TRANSPORT	59.99
	6/13/25	PW GREASE X10	GENERAL FUND	STREETS & TRANSPORT	64.90
	6/13/25	PW LAWNMWR KIT/PAINT MARKE	GENERAL FUND	STREETS & TRANSPORT	14.99
	6/13/25	PW LAWNMWR KIT/PAINT MARKE	GENERAL FUND	STREETS & TRANSPORT	7.99
	6/13/25	CC BEE SPRAY X1	PARKS & RECREATION	Parks & Recreation	19.99
				TOTAL:	527.84
TROPHIES "R" US, INC.	6/13/25	PD PLAQUE C HOWARD	GENERAL FUND	POLICE DEPARTMENT	39.95
	6/13/25	PD SEALANDER NAME TAG	GENERAL FUND	POLICE DEPARTMENT	10.55
				TOTAL:	50.50
TROPHIES PLUS	6/10/25	STAFF SHIRTS/VESTS	GENERAL FUND	PLANNING & ZONING	217.50
	6/10/25	STAFF SHIRTS/VESTS	GENERAL FUND	PLANNING & ZONING	466.00
	6/10/25	STAFF SHIRTS/VESTS	GENERAL FUND	PLANNING & ZONING	48.00
				TOTAL:	731.50
TRUIST MERCHANT SERVICES	6/16/25	MAY2025 PD OFFLINE CC FEES	GENERAL FUND	CITY HALL	448.99
				TOTAL:	448.99
TYLISA BEVERIDGE	6/13/25	2025 POLL WORKER	GENERAL FUND	ELECTIONS	825.00
				TOTAL:	825.00
UNITED WAY OF THE EASTERN PANHANDLE	6/04/25	MAY 25 TEEN CRT FEES REMI	GENERAL FUND	POLICE DEPARTMENT	714.90
				TOTAL:	714.90
US BANK	6/13/25	MAY2025 PCARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	78,725.48
				TOTAL:	78,725.48
VISION SERVICE PLAN	6/06/25	JUN 2025 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	59.32
	6/06/25	JUN 2025 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	67.20
	6/06/25	JUN 2025 VISION INS PREMIU	GENERAL FUND	CITY HALL	35.67
	6/06/25	JUN 2025 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	345.90
	6/06/25	JUN 2025 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	196.74
	6/06/25	JUN 2025 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	729.34

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VITAL SIGNS INC.	6/13/25	ELECTION BANNERS X12	GENERAL FUND	ELECTIONS	570.00
	6/13/25	ELECTION BANNERS X12	GENERAL FUND	ELECTIONS	330.00
	6/13/25	EGG HUNT SIGNSX6, CS BNR X	PARKS & RECREATION	TOURISM & EVENTS	132.00
	6/13/25	EGG HUNT SIGNSX6, CS BNR X	PARKS & RECREATION	TOURISM & EVENTS	342.00
				TOTAL:	1,374.00
WALMART	6/13/25	PD TRASH BAGS, CUTLERY, CR	GENERAL FUND	POLICE DEPARTMENT	16.73
	6/13/25	PD TRASH BAGS, CUTLERY, CR	GENERAL FUND	POLICE DEPARTMENT	15.44
	6/13/25	PD TRASH BAGS, CUTLERY, CR	GENERAL FUND	POLICE DEPARTMENT	22.96
	6/13/25	PD TRASH BAGS, CUTLERY, CR	GENERAL FUND	POLICE DEPARTMENT	15.94
	6/13/25	PD TIRE SPRAY X7, BRUTE CL	GENERAL FUND	POLICE DEPARTMENT	14.98
	6/13/25	PD TIRE SPRAY X7, BRUTE CL	GENERAL FUND	POLICE DEPARTMENT	41.82
	6/13/25	PD TIRE SPRAY X7, BRUTE CL	GENERAL FUND	POLICE DEPARTMENT	16.73
	6/13/25	PD TIRE SPRAY X7, BRUTE CL	GENERAL FUND	POLICE DEPARTMENT	6.84
	6/13/25	PD TIRE SPRAY X7, BRUTE CL	GENERAL FUND	POLICE DEPARTMENT	7.09
	6/13/25	PD TPX6, COFFEE, SALT&PEPP	GENERAL FUND	POLICE DEPARTMENT	82.98
	6/13/25	PD TPX6, COFFEE, SALT&PEPP	GENERAL FUND	POLICE DEPARTMENT	17.16
	6/13/25	PD TPX6, COFFEE, SALT&PEPP	GENERAL FUND	POLICE DEPARTMENT	1.94
				TOTAL:	260.61
WEIS	6/13/25	SIGULINSKY FUEL 5/3-21/25	GENERAL FUND	POLICE DEPARTMENT	168.26
				TOTAL:	168.26
WEST VIRGINIA AMERICAN WATER	6/13/25	MF WATER 4/2-5/1/25	PARKS & RECREATION	Parks & Recreation	114.28
	6/13/25	MF IRRIGATION WATER 4/2-5/	PARKS & RECREATION	Parks & Recreation	362.38
				TOTAL:	476.66
WHALE OF A WASH	6/13/25	CLEAN TABLECLOTHS RF/CS 25	PARKS & RECREATION	Parks & Recreation	43.56
				TOTAL:	43.56
WV CHIEFS OF POLICE ASSOCIATION	6/30/25	ROBERTS FY26 DUES	GENERAL FUND	POLICE DEPARTMENT	100.00
				TOTAL:	100.00
WV STATE TREASURER'S OFFICE	6/02/25	MAY2025 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	5,219.77
				TOTAL:	5,219.77
WVMCRA	6/26/25	DA CITY CLRK DUES FY25-26	GENERAL FUND	CITY ADMINISTRATION	35.00
				TOTAL:	35.00
WVSFMO	6/17/25	KH ST FIRE MRSH LIC RENEW	GENERAL FUND	PLANNING & ZONING	75.00
	6/17/25	PC ST FIRE MRSH LIC RENWL	GENERAL FUND	PLANNING & ZONING	75.00
				TOTAL:	150.00
**PAYROLL EXPENSES	6/01/2025 - 6/30/2025		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	5,000.04
			GENERAL FUND	CITY ADMINISTRATION	18,051.18
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	32,288.83
			GENERAL FUND	CITY HALL	19,442.87
			GENERAL FUND	POLICE DEPARTMENT	151,733.92

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
**PAYROLL EXPENSES			GENERAL FUND	STREETS & TRANSPORT	58,623.09
			PARKS & RECREATION	Parks & Recreation	19,838.16
				TOTAL:	307,878.09

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

001	GENERAL FUND	758,496.35
201	CAPITAL IMPROVEMENT	95,047.03
900	PARKS & RECREATION	39,900.46
903	DEVELOPMENT BONDS	1,500.00
	GRAND TOTAL:	894,943.84

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET:	01-City of Ranson, WV
VENDOR:	All
CLASSIFICATION:	All
BANK CODE:	All
ITEM DATE:	0/00/0000 THRU 99/99/9999
ITEM AMOUNT:	99,999,999.00CR THRU 99,999,999.00
GL POST DATE:	0/00/0000 THRU 99/99/9999
CHECK DATE:	6/01/2025 THRU 6/30/2025

PAYROLL SELECTION

PAYROLL EXPENSES:	YES
EXPENSE TYPE:	GROSS
CHECK DATE:	6/01/2025 THRU 6/30/2025

PRINT OPTIONS

PRINT DATE:	Check Date
SEQUENCE:	By Vendor Sort
DESCRIPTION:	Item
GL ACCTS:	NO
REPORT TITLE:	C O U N C I L R E P O R T
SIGNATURE LINES:	0

PACKET OPTIONS

INCLUDE REFUNDS:	YES
INCLUDE OPEN ITEM:	NO

FY 2025
General Fund Budget
June 2025 Financials
*100% through Budget Year

	Current Budget FY2025 5-20-2025	Year to Date	Budget Balance	% of Budget Received
FY24 Carryover Fund Balance	*4,881,368*	*4,881,368*	-	100%
Revenue Summary				
Taxes	6,891,480	6,453,178	(438,302)	94%
Fines & Forfeitures	400,000	392,417	(7,583)	98%
Licenses & Permits	1,506,500	1,496,232	(10,268)	99%
Charges for Services	-	-	-	-
Intergovernmental	415,800	415,771	(29)	100%
Miscellaneous	108,500	105,318	(3,182)	97%
Total Revenues	***14,203,648***	***13,744,284***	***(459,364)***	***97%***
Expenditure Summary				
Mayor's Office	16,560	13,417	3,143	81%
City Council	67,800	64,947	2,853	96%
City Administrator	452,750	388,342	64,408	86%
Police Judge's Office	34,300	29,831	4,469	87%
Contribution to Commissions	191,241	188,542	2,699	99%
Regional Development Authority	5,150	5,107	43	99%
Planning & Zoning	951,875	822,465	129,410	86%
Elections	41,000	32,671	8,329	80%
City Hall	1,446,250	1,147,575	298,675	79%
Contribution/Transfer	4,615,768	4,045,610	570,159	88%
Contingency	1,420,364	-	1,420,364	0%
Police Department	2,889,150	2,685,056	204,094	93%
Police Special Duty	9,290	9,051	239	97%
Streets Department	1,377,150	1,144,801	232,349	83%
Street Lights	135,000	127,075	7,925	94%
Parks & Recreation	325,000	238,665	86,335	73%
Convention & Visitor's Bureau	225,000	238,665	(13,665)	106%
Total Expenditures	***14,203,648***	***11,181,819***	***3,021,829***	***79%***
Revenue Over Expenses		***2,562,464***		

FY 2025 General Fund Budget Revenues

Account Number	*Description*	*Current FY25 Budget as of 5/20/2025*	*FY2025 Q1*	*FY2025 Q2*	*FY2025 Q3*	*Apr-25*	*May-25*	*Jun-25*	*FY2025 Q4*	*Year to Date*	*Budget Balance*	*% of Budget Received*
	FY24 Carryover Fund Balance	**4,881,368**	4,881,368	-	-	-	-	-	-	**4,881,368**	-	*100%*
001.301.100	Ad Valorem Tax Current Year	1,620,230	930,240	147,543	429,130	-	72,055	6,290	78,344	1,585,257	34,973	*98%*
001.301.102	Property Tax Prior Years	125,000	-	-	94,896	-	218	20,850	21,068	115,964	9,036	*93%*
001.301.106	Supplemental Taxes	45,000	-	-	37,924	-	6,290	4,845	11,135	49,059	(4,059)	*109%*
001.302.100	Tax Penalties and Interest	15,000	-	-	11,623	-	1,470	4,104	5,574	17,197	(2,197)	*115%*
001.303.100	Gas and Oil Severance Tax Current Year	20,000	-	20,000	-	-	-	-	-	20,000	(0)	*100%*
001.304.100	Utility Tax	290,000	34,841	91,785	100,873	13,095	36,430	24,075	73,601	301,100	(11,100)	*104%*
001.305.100	B&O Tax	4,250,000	55,098	1,024,148	1,496,183	733,806	457,622	62,402	1,253,831	3,829,259	420,741	*90%*
001.306.100	Wine and Liquor Tax	75,000	-	17,741	19,291	19,748	-	-	19,748	56,780	18,220	*76%*
001.307.100	Animal Tax	1,250	856	262	68	32	8	5	46	1,231	19	*98%*
001.308.100	Hotel/Motel Tax	450,000	98,131	138,875	102,515	40,976	47,057	49,777	137,809	477,330	(27,330)	*106%*
001.320.100	Fines, Fees, and Court Costs	400,000	98,325	102,391	109,599	34,020	28,768	19,099	81,887	392,202	7,798	*98%*
001.321.100	Parking Tickets	-	155	15	5	40	-	-	40	215	(215)	*N/A*
001.325.100	Business Licenses	25,000	12,543	1,934	995	730	855	16,158	17,743	33,215	(8,215)	*133%*
001.326.100	Building Permits	1,350,000	208,627	291,115	315,973	120,429	353,459	54,048	527,936	1,343,652	6,348	*100%*
001.328.100	Franchise Tax	45,000	-	11,648	11,320	-	11,655	-	11,655	34,623	10,377	*77%*
001.329.100	Rental Registration	1,500	220	700	40	40	120	20	180	1,140	360	*76%*
001.330.100	IRP Fees	85,000	13,973	18,229	19,988	12,090	6,923	12,399	31,412	83,602	1,398	*98%*
001.368.100	Contributions From Other Entities	15,000	-	-	-	15,000	-	-	15,000	15,000	-	*100%*
001.369.100	Contributions from Other Funds (Sales Tax)	350,000	-	350,000	-	-	-	-	-	350,000	-	*100%*
001.369.101	Contributions from Other Funds (ARPA Revenue Loss Allowance XFR)	8,800	-	-	8,771	-	-	-	-	8,771	29	*100%*
001.374.100	Payroll Reimbursement	42,000	6,229	7,673	20,182	3,367	2,449	2,099	7,915	42,000	0	*100%*
001.380.100	Interest Gained on Investments	30,000	10,196	7,166	6,188	2,784	3,361	2,685	8,831	32,380	(2,380)	*108%*
001.382.100	Refunds & Rebates	30,000	3,626	14,381	7,933	(34)	688	2,083	2,737	28,678	1,323	*96%*
001.383.100	Sale of Fixed Asset	20,000	15,000	2,700	-	-	-	-	-	17,700	2,300	*89%*
001.386.100	Insurance Claim	20,000	6,315	3,676	1,251	5,643	-	-	5,643	16,884	3,116	*84%*
001.389.100	Accident Reports	5,000	1,476	1,520	1,360	440	520	400	1,360	5,716	(716)	*114%*
001.399.100.	Miscellaneous	3,000	1,075	100	1,086	795	-	408	1,204	3,465	(465)	*115%*
001.399.102	Yard Sale Fees	250	85	20	15	55	100	10	165	285	(35)	*114%*
001.399.103	Fingerprint Fee	250	85	40	25	10	10	40	60	210	40	*84%*
	Total Revenues	***14,203,648***	***6,378,462***	***2,253,664***	***2,797,235***	***1,003,067***	***1,030,059***	***281,797***	***2,314,923***	***13,744,284***	***459,364***	***97%***

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 5/20/2025	FY2025 Q1	FY2025 Q2	FY2025 Q3	Apr-25	May-25	Jun-25	FY2025 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
409 - Mayor's Office												
001.409.101	Mayor Salary	12,000	3,000	3,000	3,000	1,000	1,000	1,000	3,000	12,000	-	100%
001.409.104	Mayor FICA	960	230	230	230	77	77	77	230	918	42	96%
001.409.214	Mayor Travel	2,000	-	-	-	-	-	-	-	-	2,000	0%
001.409.226	Mayor Insurance Bonds	100	-	-	-	-	-	-	-	-	100	0%
001.409.230	Mayor Contracted Services	500	-	-	-	-	-	-	-	-	500	0%
001.409.341	Mayor Departmental Supplies	500	-	-	61	-	30	208	238	299	201	60%
001.409.568	Mayor Contributions	500	-	-	-	-	200	-	200	200	300	40%
	Total	**16,560**	**3,230**	**3,230**	**3,291**	***1,077***	***1,307***	***1,284***	**3,667**	***13,417***	***3,143***	***81%***
410 - City Council												
001.410.101	City Council Salary	60,000	15,000	15,000	15,000	5,000	5,000	5,000	15,000	60,000	(0)	100%
001.410.104	City Council FICA	4,800	1,148	1,148	1,148	383	383	383	1,148	4,590	210	96%
001.410.214	City Council Travel	2,000	-	-	-	-	-	-	-	-	2,000	0%
001.410.230	City Council Contracted Services	500	-	-	-	-	-	-	-	-	500	0%
001.410.341	City Council Departmental Supplies	500	-	-	-	-	-	357	357	357	143	71%
	Total	**67,800**	**16,148**	**16,148**	**16,148**	**5,383**	**5,383**	**5,739**	**16,505**	**64,947**	**2,853**	**96%**
412 - City Administration Office												
001.412.103	City Administration Salary (3 FT employees)	243,000	59,102	55,274	67,712	17,880	17,968	18,051	53,899	235,986	7,014	97%
001.412.104	City Administration FICA	19,750	4,723	4,413	5,395	1,429	1,436	1,443	4,309	18,841	909	95%
001.412.105	City Administration Insurance	61,000	15,114	14,985	14,976	4,992	5,009	5,009	15,011	60,086	914	99%
001.412.106	City Administration Retirement	29,500	5,910	5,365	6,261	1,788	1,797	1,805	5,390	22,926	6,574	78%
001.412.211	City Administration Phone	1,250	-	294	-	-	-	68	68	363	887	29%
001.412.214	City Administration Travel	5,000	2,461	531	181	1,200	-	(1,110)	90	3,263	1,737	65%
001.412.220	City Administration Ads/Legal Publications	2,500	-	40	-		-	-	-	40	2,460	2%
001.412.221	City Administration Training	2,500	1,383	160	345	87	549	-	636	2,523	(23)	101%
001.412.222	City Administration Dues and Subscriptions	3,500	634	874	64	141	221	21	384	1,957	1,543	56%
001.412.223	City Administration Professional Services	25,000	567	12,067	567	189	189	189	567	13,768	11,232	55%
001.412.226	City Administration Insurance and Bonds	250	-	-	-	-	-	-	-	-	250	0%
001.412.230	City Administration Contracted Services	20,000	-	-	-	-	-	-	-	-	20,000	0%
001.412.341	City Adminstration Supplies and Materials	5,000	-	2,485	1,068	-	51	83	133	3,686	1,314	74%
001.412.343	City Administration Gas Oil Tires	500	219	-	153	-	-	-	-	373	127	75%
001.412.345	City Administration Uniforms	1,500	238	-	-	-	-	-	-	238	1,262	16%
001.412.353	City Administration Computer Software	32,500	12,076	945	814	27	9,901	530	10,458	24,292	8,208	75%
	Total	**452,750**	**102,427**	**97,432**	**97,538**	***27,733***	***37,122***	***26,090***	**90,945**	***388,342***	***64,408***	***86%***
416 - Police Judge's Office												
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	5,700	6,512	5,700	1,900	1,900	1,900	5,700	23,612	1,388	94%
001.416.104	Police Judge FICA	2,000	436	498	436	145	145	145	436	1,806	194	90%
001.416.223	Police Judge Professional Services	7,000	-	-	-	-	-	4,213	4,213	4,213	2,788	60%
001.416.226	Police Judge Insurance and Bonds	300	-	-	100	-	100	-	100	200	100	67%
	Total	**34,300**	**6,136**	**7,010**	**6,236**	***2,045***	***2,145***	***6,258***	**10,449**	***29,831***	***4,469***	***87%***
424 - Contributions												
001.424.568	Contributions - Dispersed	-	-	-	-	-	-	-	-	-		
	PANTRAN	15,000	-	-	-	-	15,000	-	15,000	15,000	-	100%
	Independent Fire Dept	19,000	-	-	-	-	19,000	-	19,000	19,000	-	100%
	Citizen Fire Dept.	14,000	-	-	-	-	14,000	-	14,000	14,000	-	100%
	Charles Town Library	5,000	-	-	-	-	5,000	-	5,000	5,000	-	100%
	Jefferson County P&R - Fireworks	5,000	-	-	-	-	5,000	-	5,000	5,000	-	100%
	Mini-Grant Program	58,000	-	-	-	-	49,700	6,500	56,200	56,200	1,800	0%
	2023 Ranson Community Distribution Program	65,538	7,298	47,481	-	10,760	-	-	10,760	65,539	(1)	100%
	Community Sponsorship	9,703	1,600	1,500	-	1,000	4,703	-	5,703	8,803	900	91%
	Total	**191,241**	***8,898***	***48,981***	**-**	***11,760***	***112,403***	***6,500***	***130,663***	***188,542***	***2,699***	***99%***
435 - Regional Development Authority												
001.435.222	Region 9 Planning & Development Council	**5,150**	5,107	**-**	**-**	-	-	-	**-**	5,107	43	99%

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 5/20/2025	FY2025 Q1	FY2025 Q2	FY2025 Q3	Apr-25	May-25	Jun-25	FY2025 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
437 - Planning and Zoning												
001.437.103	Planning & Zoning Salary (5 FT employees)	354,000	92,849	83,393	94,133	28,499	26,895	31,424	86,819	357,193	(3,193)	101%
001.437.104	Planning and Zoning FICA	29,000	7,314	6,545	7,459	2,251	2,124	2,535	6,910	28,229	771	97%
001.437.105	Planning and Zoning Insurance	75,000	18,435	18,416	18,324	6,108	6,124	6,124	18,356	73,531	1,470	98%
001.437.106	Planning and Zoning Retirement	42,500	8,255	7,173	8,369	2,391	2,391	2,391	7,173	30,970	11,530	73%
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	489	55	403	82	14	865	961	1,908	3,092	38%
001.437.110	Planning and Zoning Fringe Benefits	250	250	-	-	-	-	-	-	250	-	100%
001.437.211	Planning and Zoning Telephone	2,000	-	494	192	64	-	129	193	879	1,121	44%
001.437.214	Planning and Zoning Travel	2,000	672	-	-	-	-	-	-	672	1,328	34%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	214	-	-	-	-	214	286	43%
001.437.218	Planning and Zoning Postage	1,000	-	-	-	11	-	-	11	11	989	1%
001.437.220	Planning and Zoning Legal Publications	4,000	365	533	942	-	281		281	2,121	1,879	53%
001.437.221	Planning and Zoning Training	7,500	1,136	247	266	63	687	2,191	2,941	4,590	2,910	61%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	100	-	-	-	-	-	-	100	1,400	7%
001.437.223	Planning and Zoning Professional Services	400,000	120,988	63,094	58,585	31,152	17,790	19,875	68,817	311,484	88,516	78%
001.437.226	Planning and Zoning Insurance & Bonds	125	-	-	-	-	-	-	-	-	125	0%
001.437.230	Planning and Zoning Contracted Services	1,000	237	-	103	224	2	24	250	589	411	59%
001.437.341	Planning and Zoning Supplies and Materials	8,500	1,026	13	7	20	-	208	227	1,274	7,226	15%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	558	213	201	93	41	130	265	1,236	1,264	49%
001.437.345	Planning and Zoning Uniforms	2,500	-	-	-	-	-	732	732	732	1,769	29%
001.437.353	Planning and Zoning Computer Software	13,000	1,621	1,621	1,621	540	540	540	1,621	6,485	6,515	50%
	Total	**951,875**	**254,296**	**181,796**	**190,818**	***71,499***	***56,889***	***67,167***	**195,556**	***822,465***	***129,410***	***86%***
438 - Elections												
001.438.220	Elections Advertising	750	-	-	52	-	118	112	230	282	468	38%
001.438.230	Elections Contracted Services (Poll workers)	35,250	23,163	-	-	-	-	5,350	5,350	28,513	6,737	81%
001.438.341	Elections Supplies and Materials	5,000	-	-	637	2,223	900	116	3,239	3,876	1,124	78%
	Total	**41,000**	**23,163**	**-**	**689**	**2,223**	**1,018**	**5,578**	**8,819**	**32,671**	**8,329**	**80%**
440 - City Hall												
001.440.103	City Hall Salary (4 FT employees)	270,000	65,113	59,556	66,949	19,128	19,128	19,128	57,385	249,003	20,997	92%
001.440.104	City Hall FICA	22,250	5,208	4,729	5,348	1,536	1,536	1,561	4,634	19,918	2,332	90%
001.440.105	City Hall Insurance	50,500	9,367	10,265	11,049	4,288	4,266	4,266	12,821	43,503	6,997	86%
001.440.106	City Hall Retirement	32,500	5,540	5,123	6,284	1,913	1,913	1,913	5,738	22,686	9,814	70%
001.440.108	City Hall Overtime / Extra Help	5,000	544	9	27	-	-	315	315	895	4,105	18%
001.440.211	City Hall Telephone	25,000	4,254	5,796	5,286	1,954	1,576	1,798	5,328	20,664	4,336	83%
001.440.212	City Hall Printing	7,500	1,387	685	123	134	60	70	263	2,458	5,042	33%
001.440.213	City Hall Utilities	25,000	4,048	3,517	7,764	1,100	1,329	968	3,397	18,725	6,275	75%
001.440.214	City Hall Travel	1,500	-	-	-	926	-	-	926	926	574	62%
001.440.215	City Hall Maintenance / Repair Building	20,000	6,569	2,992	1,868	813	31	-	843	12,272	7,728	61%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	-	-	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	-	-	-	-	-	-	-	500	0%
001.440.218	City Hall Postage / Meter	8,000	1,472	897	1,499	10	-	1,249	1,259	5,128	2,872	64%
001.440.219	City Hall Building and Equipment Rents	11,000	2,019	2,093	1,933	640	640	1,027	2,307	8,352	2,648	76%
001.440.220	City Hall Advertising / Legal Publications	5,000	1,830	251	52	500	-	-	500	2,631	2,369	53%
001.440.221	City Hall Training	5,500	-	160	300	-	-	-	-	460	5,040	8%
001.440.222	City Hall Dues and Subscriptions	10,000	1,956	15	-	-	-	-	-	1,971	8,029	20%
001.440.223	City Hall Professional Services	110,000	13,750	15,379	18,464	5,230	4,500	4,500	14,230	61,823	48,177	56%
001.440.224	City Hall Audit Costs	109,500	9,241	55,235	42,590	1,694	-	-	1,694	108,760	741	99%
001.440.226	City Hall Insurance and Bonds (Travelers)	291,500	134,142	76,317	69,273	-	-	4,505	4,505	284,237	7,263	98%
001.440.230	City Hall Contracted Services	200,000	45,263	41,334	39,584	9,596	10,511	10,623	30,731	156,912	43,088	78%
001.440.232	City Hall Bank Charges	65,000	12,416	10,177	11,993	7,788	9,899	12,509	30,195	64,781	219	100%
001.440.341	City Hall Supplies and Materials	36,000	4,738	2,252	3,960	167	660	1,129	1,955	12,905	23,095	36%
001.440.343	City Hall Oil, Gas & Tires	500	28	31	-	54	-	-	54	114	386	23%
001.440.345	City Hall Uniforms	2,000	-	-	-	-	-	-	-	-	2,000	0%
001.440.353	City Hall Computer Software	130,000	48,411	-	40	-	-	-	-	48,451	81,550	37%
001.440.570	City Hall Miscellaneous Fees	2,000	-	-	-	-	-	-	-	-	2,000	0%
	Total	**1,446,250**	**377,297**	**296,811**	**294,387**	***57,471***	***56,049***	***65,560***	**179,080**	***1,147,575***	***298,675***	***79%***

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 5/20/2025	FY2025 Q1	FY2025 Q2	FY2025 Q3	Apr-25	May-25	Jun-25	FY2025 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
444 - Contributions to Other Funds												
1.444.566	Contributions to Others Funds											
	Municipal Capital Improvement	2,935,405	-	965,123	1,000,123	-	-	970,159	970,159	2,935,405	-	100%
	Municipal Stabilization	1,680,363	-	337,603	372,602	-	-	400,000	400,000	1,110,205	570,159	66%
	Total	**4,615,768**	**-**	***1,302,726***	***1,372,725***	**-**	**-**	***1,370,159***	***1,370,159***	***4,045,610***	***570,159***	***88%***
699 - Contingencies												
1.699.000	Contingencies	1,420,364	-	-	-	-	-	-	-	-	1,420,364	0%
	Total	**1,420,364**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	***1,420,364***	***0%***
700 - Police												
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,574,950	423,409	362,610	426,057	121,043	119,896	116,411	357,350	1,569,426	5,524	100%
001.700.104	Police FICA	140,950	36,675	31,928	37,319	10,036	10,131	12,013	32,180	138,102	2,848	98%
001.700.105	Police Insurance	352,500	88,537	83,730	85,885	28,628	28,717	21,800	79,145	337,297	15,203	96%
001.700.106	Police Retirement	179,250	37,859	32,453	39,079	11,286	11,289	11,599	34,175	143,566	35,684	80%
001.700.108	Police Overtime / Extra Help	200,000	38,095	39,859	43,818	4,896	7,280	35,323	47,499	169,271	30,729	85%
001.700.110	Police Fringe Benefits	4,750	-	-	-	-	-	-	-	-	4,750	0%
001.700.211	Police Telephone	7,500	982	1,611	1,320	446	352	543	1,341	5,254	2,246	70%
001.700.212	Police Printing	500	-	-	-	-	-	-	-	-	500	0%
001.700.213	Police Utilities	20,000	2,665	3,311	5,639	1,731	2,673	1,093	5,497	17,112	2,888	86%
001.700.214	Police Travel	10,000	2,140	1,018	510	113	107	-	220	3,889	6,111	39%
001.700.215	Police Maintenance / Repair Building	12,500	655	-	6,124	145	-	-	145	6,924	5,576	55%
001.700.216	Police Maintenance / Repair Equipment	1,500	-	-	-	-	-	-	-	-	1,500	0%
001.700.217	Police Vehicle Maintenance	35,000	3,789	7,061	13,368	541	805	414	1,760	25,978	9,022	74%
001.700.218	Police Postage	1,000	34	19	11	-	32	-	32	96	904	10%
001.700.219	Police Building and Equipment Rents	5,000	1,158	1,184	1,330	417	417	417	1,251	4,923	77	98%
001.700.220	Police Advertising / Legal Publication	750	-	-	-	-	-	-	-	-	750	0%
001.700.221	Police Training	10,000	2,965	1,293	1,500	-	-	195	195	5,953	4,047	60%
001.700.222	Police Dues and Subscriptions	1,500	100	50	628	-	-	100	100	878	622	59%
001.700.223	Police Professional Services	40,000	13,827	6,642	8,442	3,956	150	255	4,361	33,271	6,729	83%
001.700.226	Police Insurance and Bonds	200	-	-	-	-	-	-	-	-	200	0%
001.700.230	Police Contracted Services	35,500	8,249	4,321	5,975	1,990	2,048	1,968	6,005	24,551	10,949	69%
001.700.233	Police Investigation Fees	1,000	-	-	-	-	-	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	102,000	15,886	23,462	24,448	8,192	7,003	9,311	24,505	88,301	13,699	87%
001.700.236	Police Refunds	1,000	-	-	-	-	-	-	-	-	1,000	0%
001.700.341	Police Supplies and Materials	30,000	2,992	4,894	5,673	535	1,394	307	2,237	15,795	14,205	53%
001.700.343	Police Gas Oil Tires	72,000	16,074	17,958	14,112	4,618	3,610	2,704	10,932	59,076	12,924	82%
001.700.345	Police Uniforms	12,000	604	4,270	481	222	922	128	1,272	6,627	5,373	55%
001.700.353	Police Software	31,000	12,968	12,281	-	-	-	-	-	25,250	5,750	81%
001.700.570	Police Miscellaneous Fees	6,800	-	-	2,888	-	-	630	630	3,518	3,282	52%
	Total	**2,889,150**	**709,663**	**639,956**	**724,606**	***198,794***	***196,825***	***215,212***	**610,831**	***2,685,056***	***204,094***	***93%***
704 - Crossing Guards												
001.704.103	Crossing Guards Salary (5 PT Employees)	8,625	1,888	5,521	1,000	-	-	-	-	8,408	217	97%
001.704.104	Crossing Guards FICA	665	144	422	77	-	-	-	-	643	22	97%
001.704.570	Crossing Guards Misc	-	-	-	-	-	-	-	-	-	-	0%
	Total	**9,290**	***2,032***	***5,943***	***1,077***	**-**	**-**	**-**	**-**	***9,051***	***239***	***97%***

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 5/20/2025	FY2025 Q1	FY2025 Q2	FY2025 Q3	Apr-25	May-25	Jun-25	FY2025 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
750 - Streets												
001.750.103	Streets Salary (10 FT employees)	653,000	163,839	131,969	149,202	39,993	46,198	55,624	141,814	586,824	66,176	90%
001.750.104	Streets FICA	53,600	13,081	10,887	12,292	3,157	3,659	4,610	11,425	47,685	5,915	89%
001.750.105	Streets Insurance	187,000	41,711	39,950	38,154	12,106	14,549	16,683	43,338	163,152	23,848	87%
001.750.106	Streets Retirement	78,500	14,411	11,747	13,883	3,904	4,525	4,625	13,054	53,095	25,405	68%
001.750.108	Streets Overtime / Extra Help	22,500	1,207	5,390	7,361	-	45	3,000	3,044	17,003	5,497	76%
001.750.110	Streets Fringe Benefits	2,500	2,250	-	-	-	-	-	-	2,250	250	90%
001.750.211	Streets Telephone	6,750	448	2,402	1,271	405	149	830	1,385	5,506	1,244	82%
001.750.213	Streets Utilities	12,500	1,774	1,944	3,889	645	564	520	1,729	9,336	3,164	75%
001.750.214	Streets Travel	2,500	-	-	-	-	-	-	-	-	2,500	0%
001.750.215	Streets Maintenance / Repair Building	5,000	997	323	21	-	2,143	450	2,593	3,934	1,066	79%
001.750.216	Streets Maintenance / Repair Equipment	15,000	1,460	1,024	2,807	77	633	38	748	6,039	8,961	40%
001.750.217	Streets Maintenance / Repair Vehicles	22,500	889	461	4,569	2,601	1,635	485	4,720	10,639	11,861	47%
001.750.219	Streets Building and Equipment Rents	5,000	281	496	394	131	137	126	395	1,566	3,434	31%
001.750.221	Streets Training	2,500	-	73	-	-	-	-	-	73	2,427	3%
001.750.222	Streets Dues	500	-	-	92	-	40	-	40	132	368	26%
001.750.223	Streets Professional Services	500	-	167	-	-	-	-	-	167	333	33%
001.750.226	Streets Insurance and Bonds	300	-	-	250	-	-	-	-	250	50	83%
001.750.230	Streets Contracted Services	200,000	29,821	32,153	48,819	9,934	10,856	10,609	31,399	142,193	57,807	71%
001.750.341	Streets Supplies and Materials	60,000	8,651	8,631	10,377	12,718	4,620	12,747	30,085	57,744	2,256	96%
001.750.343	Streets Gas Oil Tires	35,000	8,329	6,427	5,750	3,546	2,245	2,591	8,382	28,888	6,112	83%
001.750.345	Streets Uniforms	5,000	-	-	1,095	-	2,530	-	2,530	3,624	1,376	72%
001.750.353	Streets Software	7,000	1,428	-	3,274	-	-	-	-	4,702	2,298	67%
	Total	**1,377,150**	**290,578**	**254,043**	**303,499**	***89,218***	***94,526***	***112,937***	**296,681**	***1,144,801***	***232,349***	***83%***
751 - Street Lights												
001.751.213	Street Lights - Utilities	135,000	28,132	30,036	37,399	11,079	10,691	9,737	31,507	127,075	7,925	94%
	Total	**135,000**	**28,132**	**30,036**	**37,399**	***11,079***	***10,691***	***9,737***	**31,507**	***127,075***	***7,925***	***94%***
900 - Parks & Recreation												
001.900.568	Parks & Recreation Pass through Hotel Tax	225,000	49,066	69,438	51,257	20,488	23,528	24,888	68,905	238,665	(13,665)	106%
001.900.568.001	Parks & Recreation Operational Contribution	100,000	-	-	-	-	-	-	-	-	100,000	0%
	Total	***325,000***	**49,066**	**69,438**	**51,257**	***20,488***	***23,528***	***24,888***	**68,905**	***238,665***	***86,335***	***73%***
901 - Convention & Visitors Bureau (CVB)												
001.901.568	CVB Pass through Hotel Tax	225,000	24,889	76,091	52,988	15,792	20,488	48,417	84,696	238,665	(13,665)	106%
	Total	**225,000**	**24,889**	**76,091**	**52,988**	***15,792***	***20,488***	***48,417***	**84,696**	***238,665***	***(13,665)***	***106%***
	Total Expenses	***14,203,648***	***1,901,061***	***3,029,641***	***3,152,656***	***514,561***	***618,374***	***1,965,527***	***3,098,462***	***11,181,819***	***3,021,829***	***79%***
	Revenue Over Expenses	***-***	***4,477,401***	***(775,977)***	***(355,421)***	***488,506***	***411,685***	***(1,683,730)***	***(783,538)***	***2,562,464***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2025 - June 30, 2025
*100% through Budget Year

	FY2025 REVISED BUDGET 5-20-2025	FY2025 Q1	FY2025 Q2	FY2025 Q3	APRIL 2025	MAY 2025	JUNE 2025	FY2025 Q4	YEAR TO DATE	Budget Balance	% Budget Rcvd/Spent
Carryover Balance	8,488,226	8,488,226	-	-	-	-	-	-	8,488,226	-	100%
201.348.100 Special Assessments - Sidewalk Funds	-	-	-	-	-	-	-	-	-	-	N/A
201.350.100 City Service Fees	500,000	87,000	63,439	181,226	94,000	198,000	47,000	339,000	670,665	(170,665)	134%
201.365.100 Grants	29,000	-	29,100	-	-	-	-	-	29,100	(100)	100%
201.369.100 Contributions from Other Funds	2,317,178	-	965,123	1,000,123	-	-	970,159	970,159	2,935,405	(618,227)	127%
201.376.000 Table Games Income	175,000	32,573	48,203	49,729	18,553	17,135	19,190	**54,878**	**185,383**	(10,383)	106%
201.380.100 Interest Income	70,000	22,943	18,490	16,240	8,761	8,803	9,405	26,968	84,642	(14,642)	121%
201.381.200 Demo Reimbursements	6,500	-	6,500	-	-	-	-	-	6,500	-	100%
201.397.100 Video Lottery Income	600,000	42,135	205,609	196,121	63,472	60,790	79,666	**203,928**	**647,793**	(47,793)	108%
TOTAL REVENUES	***12,185,904***	***8,672,877***	***1,336,464***	***1,443,439***	***184,786***	***284,728***	***1,125,419***	***1,594,933***	***13,047,713***	***(861,809)***	***107%***
EXPENDITURES											
201 Misc Fees											
Bank Charges	215	51	51	62	18	19	18	54	219	(4)	102%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES											
Computer Replacement Program (201-975.459.001)	180,000	-	44,469	127,980	-	-	-	-	172,449	7,551	96%
Condemnation of Properties (201-975.459.002)	15,000	-	-	-	-	-	-	-	-	15,000	0%
Replacement Vehicle (201-975.459.003)	55,000	-	-	49,204	-	-	-	-	49,204	5,796	89%
Total - General Government	*250,215*	*51*	*44,521*	*177,246*	*18*	*19*	*18*	*54*	*221,872*	*28,343*	*89%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES											
3 Patrol Vehicles (201-976.459.001)	135,000	127,224	-	-	-	-	-	-	127,224	7,776	94%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	50,009	1,250	4,369	4,369	4,369	4,675	13,412	69,039	5,961	92%
Two In-Car Camera Systems (201-976.459.002)	20,000	-	19,369	-	-	-	-	-	19,369	631	97%
Three CAD units (201-976.459.002)	10,000	-	-	-	-	-	-	-	-	10,000	0%
E-Ticketing (201-976.459.003)	8,000	-	-	-	-	-	-	-	-	8,000	0%
Radios (201-976.459.003)	15,000	2,836	-	-	-	-	-	-	2,836	12,164	19%
Radars (201-976.459.003)	7,500	7,500	-	-	-	-	-	-	7,500	-	100%
Tasers (201-976.459.003)	15,000	-	-	-	-	-	-	-	-	15,000	0%
Electronic Fingerprint Machine (201-976.459.004)	30,000	10,200	-	-	-	-	-	-	10,200		34%
Crash Reconstructor Equipment (201-976.459.004)	29,500	29,250	-	-	-	-	-	-	29,250	250	99%
Exterior Storage Building at PD (201-976.459.005)	10,000	7,416	-	-	-	-	-	-	7,416	2,584	74%
CAD Tablet Replacements x5 (201-976.459.003)	16,500	-	-	-	-	-	15,625	15,625	15,625	875	95%
New Police Department Building (201-976.459.005)	750,000	18,954	10,000	594,681	-	-	-	-	623,635	126,365	83%
Total - Public Safety	*1,121,500*	*253,389*	*30,619*	*599,049*	*4,369*	*4,369*	*20,300*	*29,037*	*912,095*	*209,405*	*81%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2025 - June 30, 2025
*100% through Budget Year

	FY2025 REVISED BUDGET 5-20-2025	FY2025 Q1	FY2025 Q2	FY2025 Q3	APRIL 2025	MAY 2025	JUNE 2025	FY2025 Q4	YEAR TO DATE	Budget Balance	% Budget Rcvd/Spent
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES											
Street Construction & Repairs											
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	-	-	-	-	-	-	-	1,300,000	0%
Stormwater Engineering/Repairs											
SWM/Engineering & Construction	50,000	-	-	-	-	-	-	-	-	50,000	0%
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	200,000	66,173	66,173	8,021	-	-	10,026	10,026	150,393	49,607	75%
Stormwater Management/Engineering (Mildred) Phase 1 (201-977.459.012)	1,000,000	-	-	-	-	-	-	-	-	1,000,000	0%
Stormwater Management/Engineering (Mildred) Phase 2 (201-977.459.012)	250,000	-	-	-	-	-	-	-	-	250,000	0%
Miscellaneous Other Capital Projects											
City Hall Roof (201-977.459.011)	20,000	-	-	-	825	-	-	825	825	19,175	4%
Trifecta Place (201-977.459.013)	500,000	7,983	11,264	4,890	-	-	-	-	24,136	475,864	5%
PW Capital Budget Items											
Street Preservation (Asphalt Overlay) (201-977.459.001)	350,000	-	-	1,000	309,110	-	-	309,110	310,110	39,890	89%
Alley Construction & Preservation (201-977.459.002)	100,000	3,100	1,600	7,900	-	-	1,600	1,600	14,200	85,800	14%
Sidewalk & Curb Replacement (201-977.459.003)	75,000	55,962	6,274	5,893	-	-	-	-	68,130	6,870	91%
Street Design/Engineering (201-977.459.004)	50,000	-	13,969	-	-	-	-	-	13,969	36,031	28%
Street Light Replacement (201-977.459.005)	75,000	11,011	3,751	3,550	10,752	-	-	10,752	29,063	45,937	39%
F350 Truck (201-977.459.006)	75,000	67,476	1,986	-	-	-	-	-	69,462	5,538	93%
2025 Dump Truck Body (201-977.459.008)	100,000	-	-	-		85,450	874	86,324	*86,324*	13,676	86%
Equipment (201-977.459.009)	75,000	8,140	-	2,075	-	-	5,525	5,525	15,740	59,260	21%
Improvement to Public Works Yard (201-977.459.010)	400,000	94,642	9,860	-	-	1,014	38,846	39,861	144,363	255,637	36%
Total - Streets & Transportation	*4,620,000*	*314,486*	*114,876*	*33,329*	*320,687*	*86,464*	*56,872*	*464,023*	*926,715*	*3,693,285*	*20%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES											
Civic Center Improvements (201-979.459.001)	40,000	22,900	-	-	-	-	-	-	22,900	17,100	57%
Flowing Springs Trail (201-979.459.008)	600,000	6,763	-	-	-	-	-	-	6,763	593,238	1%
Marcus Fields Improvements (201-979.459.002)	60,000	4,326	-	2,042	6,120	19,499	-	25,619	31,987	28,013	53%
Total - Parks & Recreation	*700,000*	*33,989*	-	*2,042*	*6,120*	*19,499*	-	*25,619*	*61,649*	*638,351*	*9%*
Contingencies	5,494,189	-	-	-	-	-	-	-	-	5,494,189	0%
TOTAL EXPENSES	***6,691,715***	***601,916***	***190,016***	***811,667***	***331,193***	***110,350***	***77,189***	***518,732***	***2,122,331***	***4,569,384***	***32%***
REVENUES OVER EXPENSES	***5,494,189***	***8,070,962***	***1,146,448***	***631,772***	***(146,407)***	***174,378***	***1,048,230***	***1,076,200***	***10,925,382***		

City of Ranson

Bank Account Balance as of 6/30/2025

Revised 7/2/2025

Account	Fund	Cash Balance as of 3/31/2025	Cash Balance as of 6/30/2025	$ Amount Incr/Decr	Near Term Expenditures	Unrestricted Funds	Restricted Funds	Comments
General Fund Operating Checking	General	$ 3,289,259	$ 2,822,764	$ (466,495)	$ 2,822,764	$ -	$ -	*General fund for operations; assumes complete draw down in near-term.*
Coal Severance Checking	Coal Severance	$ 346,921	$ 352,371	$ 5,450	$ -	$ -	$ 352,371	*Special revenue fund used for select expenses, specifically emergency weather expenses.*
Muni Stabilization Checking	Residual	$ 2,551,376	$ 2,967,291	$ 415,915	$ -	$ 2,967,291	$ -	*Savings account/emergency fund for the city. No planned expenditures.*
DOJ Checking	Investigative Services	$ 60,838	$ 61,016	$ 178	$ -	$ -	$ 61,016	*Funds restricted for limited police activities per DOJ guidelines.*
DOT Checking	Investigative Services	$ 108	$ 108	$ -	$ -	$ -	$ 108	*Funds restricted for limited police activities per DOT guidelines.*
Police Forfeiture Checking	Investigative Services	$ 55,834	$ 56,182	$ 348	$ -	$ -	$ 56,182	*Funds restricted for training or equipment for LEO per Forfeiture guidelines.*
Opioid Settlement Fund Checking	Opioid Settlement	$ 21,934	$ 22,070	$ 137	$ -	$ -	$ 22,070	*Special revenue fund used for select expenses associated with WV First Foundation, specifically abating opioid impact.*
Sales & Use Tax Checking	Sales Tax	$ 4,694,935	$ 5,292,542	$ 597,607	$ 1,000,000	$ 4,292,542	$ -	*$1,000,000 budgeted XFR to General Fund for FY2026*
CARES Grant Checking	CARES	$ 1,095,661	$ 1,102,484	$ 6,823	$ -	$ 1,102,484	$ -	*Waiting on instruction regarding intended use for unencumbered CARES grant funding so bank account can be closed as well as official fund.*
Municipal Capital Checking	Capital	$ 9,133,739	$ 10,169,404	$ 1,035,665	$ 9,919,584	$ -	$ 249,820	*Near term expenditures for capital projects approved in FY26 CIP budget (plus capital expenses outstanding for FY25); remaining balance restricted to Capital Projects.*
Video Lottery Checking	Capital	$ 617,813	$ 881,242	$ 263,430	$ -	$ -	$ 881,242	*Account dedicated to holding Lottery & Gaming Funds distributed by the state; funding received is restricted for capital improvement expenses*
Building Commission Checking	Building Commission	$ 507	$ 510	$ 3	$ -	$ 510	$ -	*Account typically used to cover debt obligations (none outstanding as of November 2022)*
Development Bond Checking	Bond Escrow	$ 569,220	$ 571,761	$ 2,541	$ 551,749	$ -	$ 20,012	*Account is used to deposit funds from developers and held until projects are completed. Near Term expenditure is bonds payable to developers; restricted $ is accrued interest the City keeps.*
Totals for City Accounts		$ 22,438,144	$ 24,299,745	$ 1,861,601	$ 14,294,097	$ 8,362,826	$ 1,642,821	
Component Unit Accounts								
Parks & Rec Operating Checking	Board of Parks & Rec	$ 815,961	$ 877,871	$ 61,909	$ 877,871	$ -	$ -	*Account to fund P&R operations; assumes complete draw down in near-term for ongoing expenditures.*
CVB Operating Checking	CVB	$ 11,050	$ -	$ (11,050)	$ -	$ -	$ -	*Account closed and $ transferred 6/23/2025 to General Fund*
CVB Capital Checking	CVB	$ 342,901	$ -	$ (342,901)	$ -	$ -	$ -	*Account closed and $ transferred 6/17/25 to GenFund*
Totals for Component Accounts		$ 1,169,912	$ 877,871	$ (292,041)	$ 877,871	$ -	$ -	
Totals for all Ranson Accounts		**$ 23,608,055**	**$ 25,177,616**	**$ 1,569,560**	**$ 15,171,968**	**$ 8,362,826**	**$ 1,642,821**	

AGENDA ITEM IV.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Parks and Recreation Status Report- June

ATTACHMENTS:

Parks and Recreation July Directors Report.docx

Scott Coulter
Ken Suits
Herbert McDaniel
Jimmy

Williams y W

Ranson Parks and Recreation Board
Directors Report
June/July

Meetings

- Talked to various sports organizations about renting the Civic Center for practices and games.
- Continuing to meet with Jefferson County Parks and Recreation for summer camps at the Civic Center and Marcus Field
- Weekly meeting with the City Manager about Parks and Recreation.
- Directors' meeting.
- Conference call with Keifer USA.
- Met multiple times to discuss ideas, sponsorships, logistics and venders for Car Show and Festival.
- Discussion on Job Fair.
- SmartRec software meetings and Trainings.
- Meetings about how we can provide services for memorials.
- Met with various individuals about fall rentals for the Civic Center and Marcus Field.
- Met with organization that wants to rent Marcus Field fully in the Fall.
- Trainings
- Meet with an individual that would like to get a Skate Park in Ranson.

Events

- Harvest Pointe Church
- Adult Soccer
- Pickleball
- Various Parties
- Memorial Services
- Red Cross Blood Drive
- Travel Soccer
- Travel Basketball
- Project Linus
- Girl Scout Meetings
- Homeward Calling Church
- Ranson Car Show

- Ranson Festival
- Summer Camps
- Summer Tennis
- Eastern Panhandle Clothing Swap
- Home Team Sports Awards
- Volleyball Clinic
- Home Team Sports Awards
- Wrestling

AGENDA ITEM IV.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: City Manager Report

The City Manager will present a report addressing matters of relevance to the City Council. Council action is not anticipated or requested on these matters.

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Council Vacancy and Interviews

A vacancy on the City Council was created following the election of Councilman Ken Suits to the office of Mayor. The vacant seat is an at-large position with a term that expires on June 30, 2026.
In accordance with Section 11 of the Ranson City Charter, vacancies on the Council are filled by appointment for the remainder of the unexpired term. Because this is an at-large seat, there is no ward residency requirement for the appointment.
At its July 1 meeting, the City Council directed staff to advertise the vacancy, with applications accepted through July 14. The applications received are included in the meeting packet, and each applicant has been made available for an interview during this meeting. Given the short application window and the timing within the summer travel season, digital attendance for interviews was offered as an option.
Should the Council choose to appoint a candidate during the July 15 meeting, the selected individual may begin serving immediately upon being sworn in. The oath of office may be administered in person or digitally, as needed.

ATTACHMENTS:

Lyndon Stone 7142025.pdf
Jaelyn Wratchford.pdf
Barbara Farnham.pdf
Matthew Kenney.pdf
Marsha Hubbs 1.pdf
Scott Coulter.pdf

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: LYNDON STONE

Address: 61 Shallow Creek Dr **Zip:** 25438

Telephone Home: 210-616-1125 **Email:** SLYNDONSTONE @ COMCA

Occupation: Retired / Self Employed **Employer:** Lone Star Home Party Secur

Do you reside in the City Limits of Ranson? Yes [X] No [ ] **If so, how long?** 2010

Political Affiliation: Republican [ ] Independent [ ] Democrat [ ] Other [ ]

Education: Elementary [ ] High School [X] College [ ] Graduate School [ ]

Degrees/Majors/Course of Study:

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date): Jefferson County Sheriff Dept Reserve Program
Shannondoa Springs HOA Executive Board & HOA Treasurer

If appointed, could you meet: Mornings [X] Afternoons [X] Evenings [X]

If appointed, could you meet: Mon. [X] Tues. [X] Wed. [X] Thurs. [X] Fri. [X]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[ ]	[ ]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[ ]	Planning/Zoning	[ ]	[ ]	Construction Trades
[ ]	[ ]	Public Relations	[ ]	[ ]	Budgeting	[ ]	[ ]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[ ]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[ ]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ Planning Commission	☐ Convention/Visitors Bureau
☐ Board of Zoning Appeals	☐ Parks and Recreation Comm.
☐ Police Civil Service Comm.	☐ Building Code Appeals Board
☐ Building Commission	☒ Council At- Large

What Board, Commission or Committee have you served (or are serving) on?

References

Name: Jeff Polczynski	**Phone No.:** 304 - 279 - 1823
Name: Captain Vincent Edwards	**Phone No.:** 703 - 627 - 9429

Please explain why you are a good candidate for the position:

I ran for this position just recently only losing by 6 votes. I had a good number of the Ranson residents support me during my campaign & the votes showed they showed the supported me, my campaign & what I stood for. I took running for this position serious from the beginning & I believe have shown I was make an excellent choice to fill this position. Thank you

T. Stone

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: LYNDON STONE

Address: 61 Shallow Creek Dr. **Zip:** 25438

Telephone Home: 210-616-1125 **Email:** SLYNDONSTONE@COMCAST.NE

Occupation: Retired / Business owner **Employer:** Lone Star House Painting Service

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 15 yrs.

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☑ College ☐ Graduate School ☐

Degrees/Majors/Course of Study:

Please list Certifications, Licenses, or other Vocational Training received:
OSHA Safety Classes, CPR, First Aid

Please list volunteer and other community experience (list by date):
HOA Executive Board - Shenandoa Springs, Neighborhood Watch Prog
Jefferson County Sheriffs Dept Reserve

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☐	Recreation	☑	☑	Business Management	☐	☐	Urban Concerns
☑	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☑	☐	Environment	☐	☐	Planning/Zoning	☑	☐	Construction Trades
☑	☐	Public Relations	☑	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
☐	☐	Volunteer Service	☐	☐	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ Planning Commission	☐ Convention/Visitors Bureau
☐ Board of Zoning Appeals	☐ Parks and Recreation Comm.
☒ Police Civil Service Comm.	☐ Building Code Appeals Board
☐ Building Commission	☒ Council At- Large

What Board, Commission or Committee have you served (or are serving) on? N/A

References

Name: Jeff Polczynski	**Phone No.:** 304-279-1823
Name: Captain Vincent Edwards	**Phone No.:** 703-627-9429

Please explain why you are a good candidate for the position:

I ran for the position of City Council in the recent Ranson election and lost by only 6 votes which showed I had a lot of support by the residents that voted for me and a lot of support in the city for the council position. The residents, the council members & my friends know what I stand for & know that trust, integrity, honesty & Transparency are very important to me. I started my campaign in early March & campaigned since day one to be a part of this council to help make this city an even safer, cleaner & more beautiful place to reside & reside & raise our families & continue to attract the right businesses, yet still maintain our small town "Ranson" feel.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Jaelyn Wratchford

Address: 225 E 2nd Avenue, Ranson, WV **Zip:** 25438

Telephone Home: 304-240-6930 **Email:** jaelynwratchford@gmail.com

Occupation: Certified General Appraiser Apprentice
Volleyball Coach **Employer:** Keys Valuation
Jefferson County Schools

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 4 Years

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☐ Graduate School ☑

Degrees/Majors/Course of Study:
BS in Business Administration, Marketing
MBA in Public Management

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date):
Volleyball Coach (K-12, 2017-present), Shepherdstown Rotary (2025), Miss West Virginia 2021

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☐ Wed. ☑ Thurs. ☐ Fri. ☑

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☑	☑	Recreation	☑	☐	Business Management	☑	☑	Urban Concerns
☐	☐	Law/Police Matters	☑	☑	Cultural Activities	☑	☑	Fund Raising
☐	☑	Environment	☑	☐	Planning/Zoning	☐	☐	Construction Trades
☑	☐	Public Relations	☐	☐	Budgeting	☑	☑	Economic Development
☐	☐	Transportation	☑	☑	Youth	☐	☐	Health Issues
☑	☑	Volunteer Service	☐	☐	Aging Issues	☑	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ **Planning Commission**	☐ **Convention/Visitors Bureau**
☐ **Board of Zoning Appeals**	☐ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☐ **Building Code Appeals Board**
☐ **Building Commission**	☑ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on?

References

Name: Cara Keys	**Phone No.:** 240-367-5152
Name: Michelle Parsons	**Phone No.:** 443-398-4861

Please explain why you are a good candidate for the position:

The strength in my candidacy for Ranson City Council is rooted in my educational background, professional experience, and community involvement. My fresh perspective is bolstered by my deep passion for our city's future.

I hold an MBA in Public Management, which has given me a solid foundation in how local governments function and how to lead effectively in the public sector. I also work as a Certified General Appraiser Apprentice, a role that keeps me closely involved with planning and zoning. This hands-on experience helps me understand the practical and policy implications of land use, development, and property values in our community as we work to attract more businesses that will elevate Ranson as a destination location.

Beyond my professional background, I'm deeply involved in the local community in Jefferson County. I coach high school volleyball, which keeps me connected to our youth and schools, and I'm a proud member of the Shepherdstown Rotary, where I work alongside others who are committed to service and community-building. These skills will contribute to my desire to improve community-focused volunteering in Ranson.

As a West Virginia native and having lived in Ranson for nearly five years, I care deeply about the city's future. I'm committed to promoting sensible, balanced development that preserves the character of our community while encouraging smart growth. I believe in transparency, collaboration, and thoughtful leadership, and I want to help build a community where residents feel supported and are proud to call Ranson home.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

312 South Mildred Street
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Board, Commission, and Committee Application

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Telephone Home: 304-240-6930 **Email:** jaelynwratchford@gmail.com

Occupation: Certified General Appraiser Apprentice
Volleyball Coach **Employer:** Keys Valuation
Jefferson County Schools

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 4 Years

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐ _____

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Degrees/Majors/Course of Study:
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If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑
Aug-Oct I have volleyball games on Tuesday and Thursday evenings.

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☑	☑	Recreation	☑	☐	Business Management	☑	☑	Urban Concerns
☐	☐	Law/Police Matters	☑	☑	Cultural Activities	☑	☑	Fund Raising
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Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

Jaelyn Wratchford

Ranson, WV 25438 • jaelynwratchford@gmail.com • 304.240.6930 • linkedin.com/in/jaelyn-wratchford

EDUCATION

Shepherd University — Shepherdstown, WV
Master of Business Administration – Public Management — May 2024

Shepherd University — Shepherdstown, WV
Bachelor of Science in Business Administration — December 2022
Concentration in Marketing, Minor in Psychology

WORK EXPERIENCE

Keys Valuation — West Virginia
Certified General Appraiser Apprentice — August 2024 – Present

- Assist in the valuation of commercial real estate properties by gathering market data, analyzing comparable sales, and supporting the preparation of appraisal reports under the supervision of a licensed appraiser.
- Conduct site inspections and verify property characteristics, including zoning, land use, and building conditions, to ensure accurate and compliant appraisals.
- Research local real estate markets and economic trends to support appraisal assumptions and maintain current knowledge of industry standards and regulations.

Orion Strategies — Martinsburg, WV
Associate — August 2023 – August 2024
Summer Intern — May 2023 – August 2023

- Managed day-to-day operations of projects, including development of briefing materials for clients and reporting documents.
- Executed various efforts within public relations, stakeholder relations, community outreach, and coalition building functions.
- Wrote and edited media communications, including press releases, background materials, bios, media pitches, op-eds, outreach letters, etc.

Harpers Ferry – Bolivar Olde Tyme Christmas — Harpers Ferry, WV
Event Coordinator — August 2023 – December 2023

- Hosted 52nd annual holiday celebration across two weekends of events and activities to promote tourism.
- Coordinated communication with dozens of vendors, merchants, and volunteers.

Jefferson County Schools — Jefferson County, WV
Substitute Teacher — May 2023 – August 2023

- Adapted lesson plans across a variety of subjects for grades X-Y, maintaining educational continuity in the absence of the regular teacher.
- Managed classroom dynamics, fostering a positive and inclusive learning environment where students felt encouraged to participate and collaborate.

Aramark — Shepherdstown, WV
Marketing Intern — August 2022 – May 2023

- Communicated with students and faculty at Shepherd University regarding dining services.
- Planned and executed various marketing campaigns pertaining to the health/hospitality industries.
- Managed social media accounts including Instagram and TikTok.
- Achieved 15% growth on Aramark Instagram account over 6-month span.

Letter of Recommendation

July 7, 2025

Mr. Todd Wilt
City Manager
City of Ranson
312 S Mildred Street
Ranson, West Virginia 25438

Mr. Wilt:

As you know I am a current elected commissioner in Jefferson County. I also work as an appraiser in three states under Keys Valuation, a volunteer in Rotary Club of Shepherdstown, and a volunteer in my local church. I am writing today to express my letter of recommendation for Ms. Jaelyn Wratchford for the open seat at large for the City of Ranson.

Jaelyn is a lifelong resident of Berkeley and Jefferson County. I have known Jaelyn for several years, first meeting her in a volunteer capacity through Rotary during her year as Miss West Virginia. Jaelyn has a deep passion for understanding local politics, youth volunteer mentorship, civic participation as a member of the Rotary Club of Shepherdstown, and beginning her apprenticeship as an appraiser in West Virginia for me at Keys Valuation. She has coached for many years at our local church as well as High School serving as a wonderful mentor to young women. Ms. Wratchford has a passion for knowledge, recently attaining her MBA from Shepherd University impressively debt free from scholarships. Jaelyn is well suited for this role because she is a person who can be collaborative, hardworking, and fair to constituents. Her background in understanding land use, passion for civic and politics, public speaking, and her high credibility in the community as a youth mentor and civic leader will promote good qualities I know Ranson holds dearly. I could not think of a more well qualified, dynamic, and strong candidate than Jaelyn Wratchford. I thank you for your time and please feel free to reach out if you have any questions!

Kind regards,

Cara Keys

Caroline (Cara) A. Keys
Certified General Real Estate Appraiser
MD, VA, & WV
Jefferson County Commissioner

134 Redwood Court, Harpers Ferry, WV 25425 240-367-5152 ckeys@jeffersoncountywv.org

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Barbara Farnham

Address: 686 Currie Road, Ranson, WV **Zip:** 25438

Telephone Home: (703) 932-3465 **Email:** Barb.Farnham@verizon.net

Occupation: Chief Operating Officer **Employer:** Consulting Services Group, LLC

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 5 years

Political Affiliation: Republican ☐ Independent ☑ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☑ Graduate School ☐

Degrees/Majors/Course of Study: Bachelor of Science in Business Administration

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date):

Rotary Club of Charles Town - June 2022 to present

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☐	Recreation	☑	☐	Business Management	☐	☐	Urban Concerns
☐	☑	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☑	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☑	☐	Budgeting	☐	☐	Economic Development
☐	☑	Transportation	☐	☐	Youth	☐	☐	Health Issues
☑	☐	Volunteer Service	☐	☐	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☑ **Planning Commission**	☐ **Convention/Visitors Bureau**
☐ **Board of Zoning Appeals**	☐ **Parks and Recreation Comm.**
☑ **Police Civil Service Comm.**	☐ **Building Code Appeals Board**
☐ **Building Commission**	☑ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on?

References

Name: Maureen Coulliette	**Phone No.:** (571) 228-1846
Name: Liz Mykietyn	**Phone No.:** (703) 932-4437

Please explain why you are a good candidate for the position:

I am a great candidate for the Council At-Large position based upon my over 30 years of experience in finance and operations supporting the US Government. I have been active in the Rotary of Charles Town since 2022. I have been a member of Toastmasters International, a Girl Scout Leader, a soccer coach, and VP for a Homeowners Association in Springfield, VA. I am a staunch believer in providing community support and I want to give back to the City of Ranson. I am a Chief Operating Officer and I have learned the art of listening to all sides of discussions to be able to make informed decisions. I am looking forward to working toward providing the people of Ranson with interests that are well represented.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

Outlook

Re: City Of Ranson

From Barbara Farnham <barb.farnham@verizon.net>
Date Tue 7/15/2025 7:49 AM
To Darla Armstrong <darmstrong@ransonwv.us>

CAUTION: External Email

Good morning Darla,

Thank you very much for your phone call and follow-up email confirming my address is not within the city limits. I appreciated your consideration and timeliness of providing me with this information.

I wish the Ranson City Council the best in their selection for the next Council Seat.

Have a great day!

Sincerely,
Barbara Farnham

On Monday, July 14, 2025 at 04:13:45 PM EDT, Darla Armstrong <darmstrong@ransonwv.us> wrote:

Good afternoon,

Thank you for applying for the vacant Council seat. However, after reviewing your application, the address provided is not within the city limits. One of the criteria for eligibility is residency within the city.

Kind regards,

Darla Armstrong

Administration

City Clerk

City Of Ranson

312 S. Mildred Street

304-724-3863

darmstrong@ransonwv.us

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

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Name: Matthew James Kenney

Address: 1227 Steed St., Ranson, WV **Zip:** 25438

Telephone ~~**Home:**~~ Cell 540-333-3497 **Email:** Matthew.kenney82@gmail

Occupation: Federal Employee **Employer:** US Army

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 6 yrs

Political Affiliation: Republican ☐ Independent ☐ Democrat ☐ Other ☑ No affil

Education: Elementary ☐ High School ☑ College ☐ Graduate School ☐

Degrees/Majors/Course of Study:

None

Please list Certifications, Licenses, or other Vocational Training received:

Various levels of leadership development in the military and as a civ.

Please list volunteer and other community experience (list by date):

Volunteer w/ Citizens Vol. Fire Company: 2023-2025

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☐	Recreation	☑	☑	Business Management	☐	☐	Urban Concerns
☐	☑	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☑	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☑	☑	Health Issues
☐	☐	Volunteer Service	☐	☐	Aging Issues	☐	☐	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ Planning Commission	☐ Convention/Visitors Bureau
☐ Board of Zoning Appeals	☐ Parks and Recreation Comm.
☑ Police Civil Service Comm.	☐ Building Code Appeals Board
☐ Building Commission	☑ Council At- Large

What Board, Commission or Committee have you served (or are serving) on? None.

References

Name: Dylan Benz	**Phone No.:** 540-514-1017
Name: Eric Waugh	**Phone No.:** 540-212-0343

Please explain why you are a good candidate for the position:

As a decorated combat veteran I served my county with honor and distinction and will do the same as a member of the Ranson City Council. I am not financially or politically motivated, but I AM motivated to do whats beneficial to Ranson citizens

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

City of Ranson

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Ranson, West Virginia 25438
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Board, Commission, and Committee Application

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Name: MARSHA HUBBS

Address: 1324 STALLION ST **Zip:** 25438

Telephone Home: cell: 703-772-3465 **Email:** mahretired@gmail.com

Occupation: **Employer:** RETIRED - CIA (38 YEARS)

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** May 22, 2006

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☑ Graduate School ☐

Degrees/Majors/Course of Study:

HISTORY

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date):

READ ALOUD PROGRAM (Sept 2018 - March 2019)
JEFFERSON County MUSEUM (2017-2018); JURY DUTY (2)

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☐ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☐

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	☐	Recreation	☐	☐	Business Management	☐	☑	Urban Concerns
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☐ **Police Civil Service Comm.**	☐ **Building Code Appeals Board**
☐ **Building Commission**	☑ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on?
MEMBER OF FAIRFAX CROSSING HOA ADVISORY COUNCIL (2016-PRESENT)

References

Name: RAMIN SHIRAZI	**Phone No.:** 570-852-1020
Name: MARY LOU STILLWELL	**Phone No.:** 703-994-1388

Please explain why you are a good candidate for the position:
I have lived in Ranson since 2006 and have witnessed it from a quiet hometown feel & the present where expansion is in full throttle. I was a resident of Fairfax Crossing since its inception and would have insite into the issues/concerns of the emerging developments. I also feel it is give back time to the community.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

Outlook

Council-at-Large Positiom

From Marsha Hubbs <mahretire@gmail.com>
Date Tue 7/15/2025 10:13 AM
To Darla Armstrong <darmstrong@ransonwv.us>

CAUTION: External Email

I have decided to remove my application for the vacant council-at-large position.

Thank you

Marsha Hubbs

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

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Name: Scott D. Coulter

Address: 114 WEST 9th AVE RANSON WV **Zip:** 25438

Telephone Home: Ø 571-334-9575 **Email:** SCOULTER@dullesgreenway.com

Occupation: Assist manager dulles greenway **Employer:** Toll ROAD INVESTORS PARTNERSHIP II

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 50 yrs

Political Affiliation: Republican ☐ Independent ☐ Democrat ☑ Other ☐ _____

Education: Elementary ☑ High School ☑ College ☐ Graduate School ☐

Degrees/Majors/Course of Study:

Ø

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date):

President Parks & Rec Ranson 2006
Council on Aging Ranson 2020

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

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☑	☐	Recreation	☐	☐	Business Management	☐	☐	Urban Concerns
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☐ **Police Civil Service Comm.**	☐ **Building Code Appeals Board**
☐ **Building Commission**	☑ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on?

References

Name: Parks and Rec	**Phone No.:** [redacted] 304-725-1010
Name:	**Phone No.:**

Please explain why you are a good candidate for the position:

I HAVE 16 yrs. Experience sitting on council and Parks and Rec
I work well with others and the community
I have experience with how the town operates with finances

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Public Hearing - To accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2, located off Cranes Lane, Ranson, WV 25438 (Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.

A public hearing is being held to receive comments on the proposed rezoning of Parcel 089000200000000 from Rural Reserve to SmartCode – New Community (SC-NC), as outlined in Ordinance 2025-02. This rezoning request was recommended by the Planning Commission and approved on first reading by the City Council on April 15, 2025. Staff has advertised this public hearing in accordance with applicable legal requirements.

ATTACHMENTS:

Legal_Notice_for_Rezoning_Sleepy_Hollow (1).docx 712025.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

Ranson City Council will hold a public hearing on Tuesday, July 15, 2025, at 7 pm at Ranson City Hall, 312 S. Mildred Street, Ranson, WV. The purpose of the public hearing is to accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2 located off Cranes Lane, Ranson, WV 25438 (Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.

Copies of the proposed zoning amendment are available upon request from the Community Development Department. All persons are invited to attend and make comments about the proposed amendment. If you cannot attend but wish to comment, you may write to the following address prior to July 15, 2025: City of Ranson, Attn: City Clerk, 312 S. Mildred Street, Ranson, WV, 25438 or cityclerk@ransonwv.us. Written comments received prior to July 15, 2025, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-02 - Consideration- T o accept public comments on a petition to rezone the following parcel 08 9000200000000 District 08, Map 9, Parcel 2 located off Cranes Lane, Ranson, WV 25438 (Consisting of 160.65 acres) from Rural Reserve to SmartCode New Community.

On April 15, 2025, the Ranson City Council adopted the first reading of Ordinance 2025-02, which proposes amending the official zoning map to rezone Parcel 089000200000000 from Rural Reserve to SmartCode – New Community (SC-NC). This rezoning request was submitted by Sleepy Hollow Partnership and previously received a favorable recommendation from the Ranson Planning Commission on February 3, 2025.

Following the Council's initial action, the applicant requested a temporary pause in the process due to several logistical issues involving the property. With those matters now resolved, the applicant has asked that the rezoning ordinance be brought forward for second reading and final consideration. The proposed ordinance is attached for review and action. If adopted, this ordinance will amend the official zoning map consistent with the vision and recommendations of the 2024 Ranson Comprehensive Plan.

ATTACHMENTS:

Ordinance_2025-_02_Spring_Hills_SC-NC_Rezoning (5).docx 7152025.docx
2025-02-03_REZONING_PLAN.pdf_sPRING_Hill.pdf 7152025.pdf

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 089000200000000 REZONING FROM RURAL RESERVE TO SMARTCODE-NEW COMMUNITY.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of Rural Reserve to Smart Code New Community District (SC-NC) in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 permits the amendments to the zoning ordinance by the governing body;

WHEREAS, Sleepy Hollow Partnership, has submitted a rezoning petition;

WHEREAS, The Ranson Planning Commission recommended this be forwarded to City Council on February 3, 2025, recommending the Ranson City Council amend the zoning map and change the subject property's zoning to the approved in the application.

WHEREAS, pursuant to West Virginia Code § 8A-7-9, proper public notice and public hearings have been provided;

WHEREAS, the rezoning petition is consistent with the 2024 Ranson Comprehensive Plan. The Blended Mixed Use of this application area is an expansion area of the 2024 City of Ranson Comprehensive Plan and encourages the use of various housing types. As such, this rezoning petition conforms to the preferred vision of the Comprehensive Plan.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia:

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 089000200000000 is zoned SmartCode New Community.

Section 2. Consistent with Chapter 19A and the original rezoning to SC-NC. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

First Reading: April 15, 2025

Public Hearing: July 15, 2025

Second Reading: July 15, 2025

Enacted this 15th day of July 2025

Adopted by the City Council of the City of Ranson after a 1st reading on April 15, 2025 and a 2nd reading on July 15, 2025, by a vote of ____ in the affirmative, ___ in the negative with ___ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

AFFIX CITY SEAL:

_____
Darla Armstrong, City Clerk

OWNER/APPLICANT:
SLEEPY HOLLOW PARTNERSHIP
C/O RON MARCUS
741 E WASHINGTON STREET, CHARLES TOWN, WV 25414

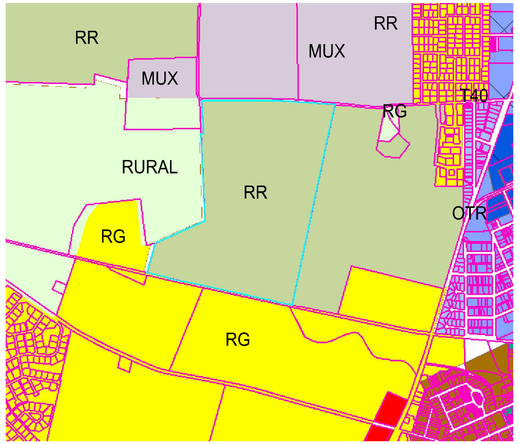
CIVIL ENGINEER:
IMEG CONSULTANT CORP
9301 INNOVATION DRIVE, SUITE 150, MANASSAS, VA 20110

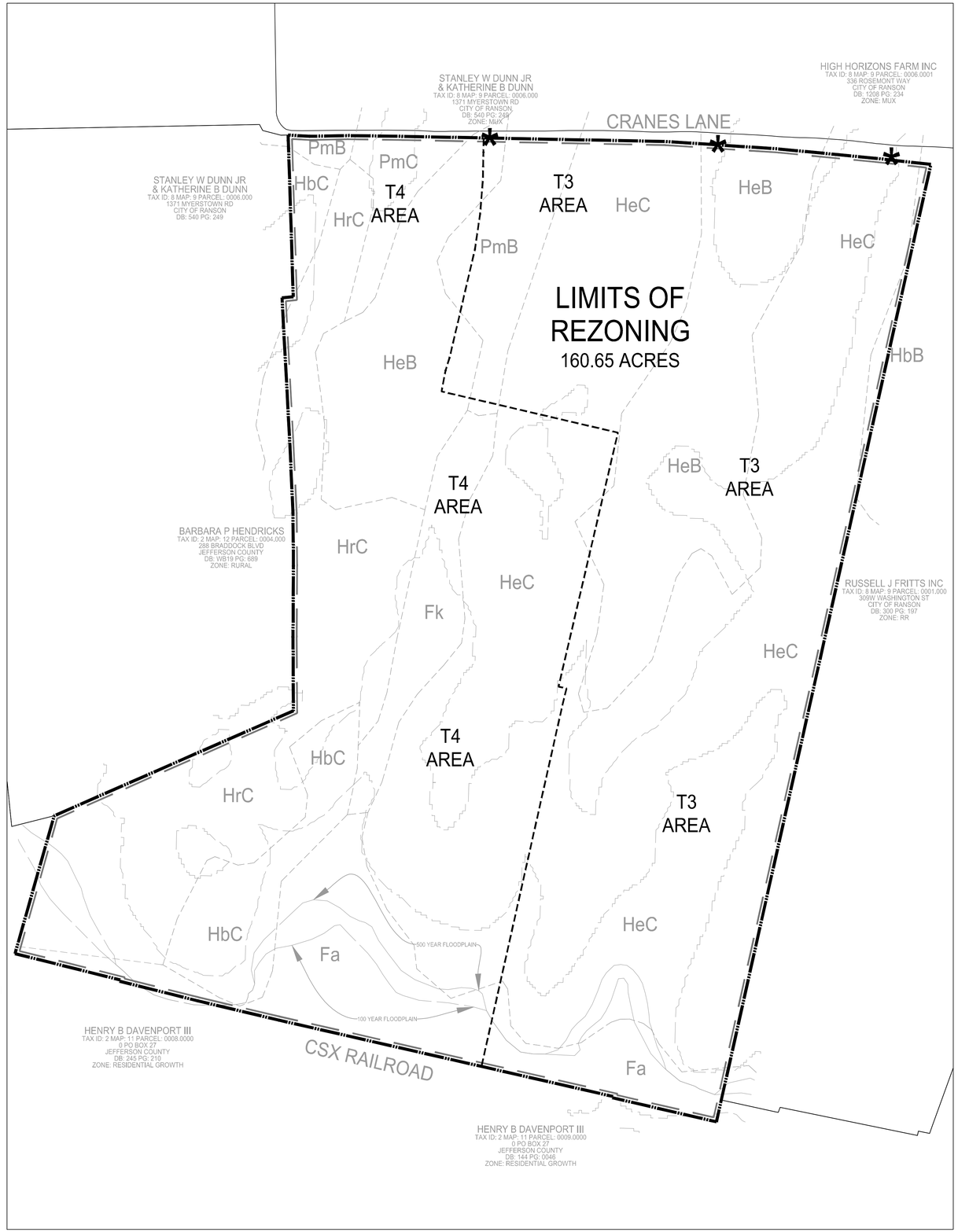
PROPERTY INFORMATION		
TD / MAP / PCL	DEED BOOK / PAGE	OWNER & MAILING ADDRESS
8 / 9 / 0002.0000	628 / 229	SLEEPY HOLLOW PARTNERSHIP 741 E WASHINGTON CHARLES TOWN, WV 25414



VICINITY MAP

2000 1000 0 2000 4000
GRAPHIC SCALE
1" = 2000'





LEGEND:

- PROPERTY BOUNDARY
- REZONING AREA
- TRANSECT AREA
- POINTS OF CONNECTION *
- SOIL AREA
- 20' MAJOR CONTOUR

PROPOSED COMMUNITY UNIT TYPE:
VILLAGE (LOW) ITENSITY, SHALL USE THE ALLOCATION PERCENTAGES OF CHAPTER 19A TABLE 3 AS A GUIDELINES.

ACREAGE REQUIREMENTS:
THE VILLAGE SHALL CONSIST OF NO FEWER THAN 40 ACRES AND NO MORE THAN 100 ACRES PER VILLAGE.
PROPOSED VILLAGE LOW INTENSITY AREA: 160.65 ACRES (AREA SPLIT BETWEEN TWO TRANSECT DISTRICTS AS SEEN BELOW)

PROPOSED VILLAGE LOW-T4: 79.04 ACRES
MAX DENSITY ALLOWED: 1,897 UNITS
PROPOSED DENSITY: 320 UNITS

PROPOSED VILLAGE LOW-T3: 83.26 ACRES
MAX DENSITY ALLOWED: 583 UNITS
PROPOSED DENSITY: 277 UNITS

TRANSECT DISTRICTS:
THE VILLAGE SHALL INCLUDE TRANSECT DISTRICTS AS ALLOCATED ON TABLE 3.

PARKING REQUIREMENTS:
PER CHAPTER 19A-ARTICLE 5-TABLE 9:
T4: 1.5 per DU
T3: 2 per DU

SOIL INFORMATION		
SYMBOL	NAME	SLOPE
Fa	Fairplay silt loam	N/A
Fk	Funkstown silt loam	N/A
HbB	Hagerstown silt loam	3% - 8%
HbC	Hagerstown silt loam	8% -15%
HeB	Hagerstown silt loam, very rocky	3% - 8%
HeC	Hagerstown silt loam, very rocky	8% -15%
HrC	Hagerstown silt loam, Rock Outcrop	8% -15%
PmB	Poplimento silt loam	3% - 8%
PmC	Poplimento silt loam	8% -15%

VIRGINIA STATE GRID NORTH
NAD 83

200 100 0 200 400
GRAPHIC SCALE
1" = 200'

PROJECT NOTES:
1. THE SUBJECT PROPERTY IS LISTED AS TAXING DISTRICT #8 MAP # 9 AND PARCEL # 2.
2. THE SUBJECT PROPERTY IS ZONED RR WITH A GROSS SITE AREA OF 160.65 ACRES.
3. RESIDENTIAL, COMMUNITY, AND CIVIL USES ARE PROPOSED FOR THIS PROPERTY.
4. WATER SERVICE FOR THE PROPERTY WILL BE PROVIDED BY CHARLES TOWN UTILITY BOARD OR WEST VIRGINIA AMERICAN WATER. SANITARY SEWER FOR THE PROPERTY WILL BE PROVIDED BY CHARLES TOWN UTILITY BOARD.
5. ON-SITE STORMWATER AND BEST MANAGEMENT PRACTICES WILL BE PROVIDE TO HANDLE STORMWATER MANAGEMENT FOR THE SUBJECT PROPERTY.
6. THE TOPOGRAPHIC CONTOUR INTERVAL DEPICTED IS 20 FEET, PROVIDED BY USGS.
7. THERE IS 100 YEAR AND 500 YEAR FLOODPLAIN ON SITE AS NOTED ON THE PLAN. FLOODPLAIN DATA OBTAINED FROM FEMA.
8. BOUNDARY INFORMATION IS BASED ON PUBLIC RECORD INFORMATION AND GIS DATA.

EXISTING CONDITIONS:
THE PROPERTY IS LOCATED IN RANSON CORPORATION DISTRICT 8, OF JEFFERSON COUNTY, WEST VIRGINIA. THE PROPERTY IS CURRENTLY USED FOR AGRICULTURE. THE TOTAL AREA OF THE PROPERTY IS 160.65 ACRES AND THE APPLICATION AREA IS 160.65 ACRES. THERE IS FEMA FLOODPLAIN ON THE PROPERTY BUT IT IS LOCATED TO THE SOUTH AND NOT WITHIN THE PROPOSED DEVELOPMENT AREA.

THE SITE IS CURRENTLY RR (RURAL RESERVE). THIS APPLICATION PROPOSED THE 160.65 ACRES TO BE ZONED TO SMART CODE NEW COMMUNITY. SC-NC IS INTENDED TO SUPPORT THE CITY OF RANSON'S VISION FOR THE G3 PREFERRED GROWTH SECTOR. THIS SITE IS A SUPPORTED EXPANSION AREA OF THE 2034 COMPREHENSIVE PLAN AND IS LISTED ON THE FUTURE LAND USE MAP AS SUBURBAN RESIDENTIAL. PER 2034 COMPREHENSIVE PLAN, SUBURBAN RESIDENTIAL IS COMPRISED OF SINGLE-FAMILY HOMES, TOWNHOUSES, AND APARTMENTS. SUBURBAN RESIDENTIAL WILL BE PRIMARILY FOR LIVING SPACES, ENSURING QUIET, SINGLE-USE RESIDENTIAL. THIS APPLICATION INTENDS TO REZONE THIS PARCEL TO A USE APPLICABLE WITH THE 2034 COMPREHENSIVE PLAN GOAL OF SUBURBAN RESIDENTIAL.

IMEG
9301 Innovation Dr, Suite 150
Manassas, VA 20110 P 703.393.9887
engineering • surveying • land planning

SPRING HILL
REZONING REQUEST
PARCEL # 0800090002000
CITY OF RANSON

MARK	DATE	DESCRIPTION

PROJECT No.: 25000581.00
DRAWING No.: 113958
DATE: 02/03/2025
SCALE:
DESIGN: GB
DRAWN: GB
CHECKED:

SHEET TITLE:

REZONING PLAN

SHEET No.
1

G:\2025\25000581.00\Design\Civil\C3D\Plot\SheetSetFiles\113958 REZONING REQUEST.dwg, 2/3/2025 11:34:41 AM, Garrett D. Brown,

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-03 - 1st Reading for a Petition to rezone the following District 08, Map 10, Parcel 4, 081000400000000 consisting of 9.52 acres from MUX (retired) to SmartCode New Community T5.

Ordinance 2025-03 proposes an amendment to the official zoning map to rezone Parcel 0810000400000000, located within the City of Ranson, from MUX (Retired) to SmartCode – New Community T5 (SC-NCT5). This rezoning petition was submitted by Riverside Church and recommended for approval by the Ranson Planning Commission at its June 2, 2025 meeting.

The proposed rezoning aligns with the 2024 Ranson Comprehensive Plan, which designates this area as part of a Blended Mixed Use expansion zone supporting a range of housing types, commercial activity, and institutional uses such as places of worship.

The attached ordinance is presented for first reading and consideration. A public hearing and second reading will follow at a future meeting in accordance with statutory requirements.

ATTACHMENTS:

Ordinance 2025- 03 Riverside SC-NCT5 Rezoning CC Ordinance.docx 7152025.docx
25-20-REZ-S1st_Floor_25042812370.pdf Riverside Church.pdf
25-20-REZ-S1st_Floor_25042812371.pdf Riverside Church.pdf

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 0810000400000000 REZONING FROM MUX (RETIRED) TO SMARTCODE-NEW COMMUNITY T-5.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of rezoning from MUX (Retired) to Smartcode – New Community T-5 in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 permits the amendments to the zoning ordinance by the governing body;

WHEREAS, Riverside Church has submitted a rezoning petition;

WHEREAS, The Ranson Planning Commission recommended this be forwarded to City Council on June 2, 2025, recommending the Ranson City Council amend the zoning map and change the subject property's zoning to the approved in the application.

WHEREAS, pursuant to West Virginia Code § 8A-7-9, proper public notice and public hearings have been provided;

WHEREAS, the rezoning petition is consistent with the 2024 Ranson Comprehensive Plan. The Blended Mixed Use of this application area is an expansion area of the 2024 City of Ranson Comprehensive Plan and encourages the use of various housing types along with a commercial mix of uses and places of worship. As such, this rezoning petition conforms to the preferred vision of the Comprehensive Plan.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia:

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 0810000400000000 is zoned SmartCode New Community, T5.

Section 2. Consistent with Chapter 19A and the original rezoning to SC-NC. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

Ordinance 2025-03

Adopted by the City of Ranson after a 1st reading on July 15, 2025 and second reading on _____ by __ in the affirmation, ____ in negative with ____ abstentions.

_____

Ken Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

AFFIX CITY SEAL:

SMARTCODE REZONING PETITION AND APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

OFFICE USE ONLY
Application # _____
Date Received: _____ Fee: _____
Application Accepted By: _____ Payment Type: _____
Comments:

APPLICANT:
NAME: Brian R. Hibbert, TRUSTEE - RIVERSIDE CHURCH
ADDRESS: 1736 HARPERS FERRY RD CITY/STATE KNOXVILLE, MD. ZIP: 21758
PHONE # 603-380-1242 FAX # _____ EMAIL brianrhibbert@gmail.com

PROPERTY OWNERS:
NAME: RIVERSIDE CHURCH
ADDRESS: P.O. BOX 189 CITY/STATE KEARNEYSVILLE, WV ZIP: 25430
PHONE # 304-725-3737 FAX # _____ EMAIL RIVERSIDECHURCHWVINFO@gmail.c
☐ CHECK HERE IF LISTING ADDITIONAL OWNERS ON SEPARATE PAGE.

ATTORNEY/AGENT (CHECK ONE IF APPLICABLE): ☐ ATTORNEY ☒ AGENT
NAME: ALPHA ASSOCIATES, INC.
ADDRESS: 535 WEST KING ST. CITY/STATE MARTINSBURG, WV ZIP: 25401
PHONE # 304-264-0051 FAX # _____ EMAIL richard.klein@thinkalphafirst.c

SIGNATURES:
APPLICANT SIGNATURE: _____
PROPERTY OWNER SIGNATURE: _____
ATTORNEY / AGENT SIGNATURE: _____

PLEASE DIRECT CORRESPONDENCE TO: ☒ OWNER ☐ AGENT ☐ ATTORNEY

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City staff review of this application is dependent upon the accuracy of the information provided that any inaccurate or inadequate information provided by me/my firm/my agent, etc. may delay review of this application.

PLEASE NOTE: INCOMPLETE INFORMATION WILL RESULT IN REJECTION OF THIS SUBMITTAL.
FOR ALL QUESTIONS REGARDING THIS FORM AND FEES, PLEASE CALL: 304-725-1010.
ALL FEES MUST BE PAID WITH APPLICATION SUBMITTAL. PLEASE MAKE ALL CHECKS PAYABLE TO THE **CITY OF RANSON.**

SMARTCODE REZONING PETITION AND APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

LOCATION AND ZONING REQUEST

PROPERTY ADDRESS (FOR ZONING PURPOSES): _____

MAP AND PARCEL NUMBER(S) FOR CERTIFIED ADDRESS: RANSON CORP. DISTRICT T.M. 10 PAR 4 D.B 1330 P. 656 JEFFERSON COUNTY, W.V.

☐ **CHECK HERE IF LISTING ADDITIONAL PARCEL NUMBERS ON SEPARATE PAGE.**

CURRENT ZONING DISTRICT RANSON CORP DIST REQUESTED ZONING DISTRICT RANSON T5 TOTAL ACREAGE 5

PROPOSED USE OR REASON FOR ZONING REQUEST: Church

STATEMENT AS TO HOW REZONING REQUEST IS CONSISTENT WITH COMPREHENSIVE PLAN: REZONING TO T5 WOULD ALLOW RIVERSIDE CHURCH TO PROVIDE ~~CRITTE~~ NECESSARY SERVICES TO A RAPIDLY EVOLVING AREA SUCH AS RELIGOUS SERVICES, DAY CARE, AND COMMUNITY OUTREACH Programs.

☐ **CHECK HERE IF EXPLANATION OF USE OR CONSISTENCY WITH COMPREHENSIVE PLAN IS ON SEPARATE PAGE.**

REZONING APPLICATION CHECKLIST

The application package must consist of three (3) complete sets of all items listed below, one of which must contain the original signed forms. **Attach map(s) and other documents including the following information:**

For application to any SmartCode District:

- ☐ Topography at a maximum of 20-foot contour intervals, using USGS topography or other available topographic survey and established or approximated 100-year flood plain limits as shown on the official FEMA flood insurance maps
- ☐ Existing property lines with dimensions
- ☐ Location and widths for adjoining streets
- ☐ Existing structures
- ☐ Existing use of land
- ☐ Current zoning of land and adjoining properties
- ☐ Proposed points of connection for off-site thoroughfares
- ☐ Proposed maximum density

For application to SmartCode New Community District (SC-NC):

Information on left plus:

- ☐ Proposed community unit type(s) with their location and acreage
- ☐ Proposed designation of transect districts at interior perimeter of property to be re-zoned (1 lot deep)

For application to Transect Districts (T1-5) as part of Infill Community Plan:

Information on left plus:

- ☐ Proposed community unit type(s) with their location and acreage
- ☐ Proposed designation of transect districts throughout
- ☐ An infill land development plan and plat shall be submitted and approved as part of a rezoning application to Transect Districts, pursuant to the requirements of Sec. Ch. 19, 4.1.3.

For application to Transect Districts (T1-5) NOT as part of Infill Community Plan:

Information on left plus:

- ☐ Proposed designation of transect districts throughout
- ☐ Statement describing how the requested change enhances the surrounding neighborhood structure per Ch. 19, 1.2.

APPLICATION CONTINUED ON NEXT PAGE

SMARTCODE REZONING PETITION AND APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

SMARTCODE REZONING APPLICATION INSTRUCTIONS

Zoning to SmartCode Districts may be undertaken in order to carry out the purposes stated in 19-1 of the Zoning Ordinance. Proposed amendments should consider whether they:

1) promote health, safety, and the general welfare
2) support the implementation of the Comprehensive Plan
3) support the intent and purpose stated in Ch 19, 1.2 of the Zoning Ordinance
4) encourage the most appropriate use of land

The City Manger may request additional copies of any item listed and may request any additional information needed for an adequate review. At a minimum, the application must include the following:

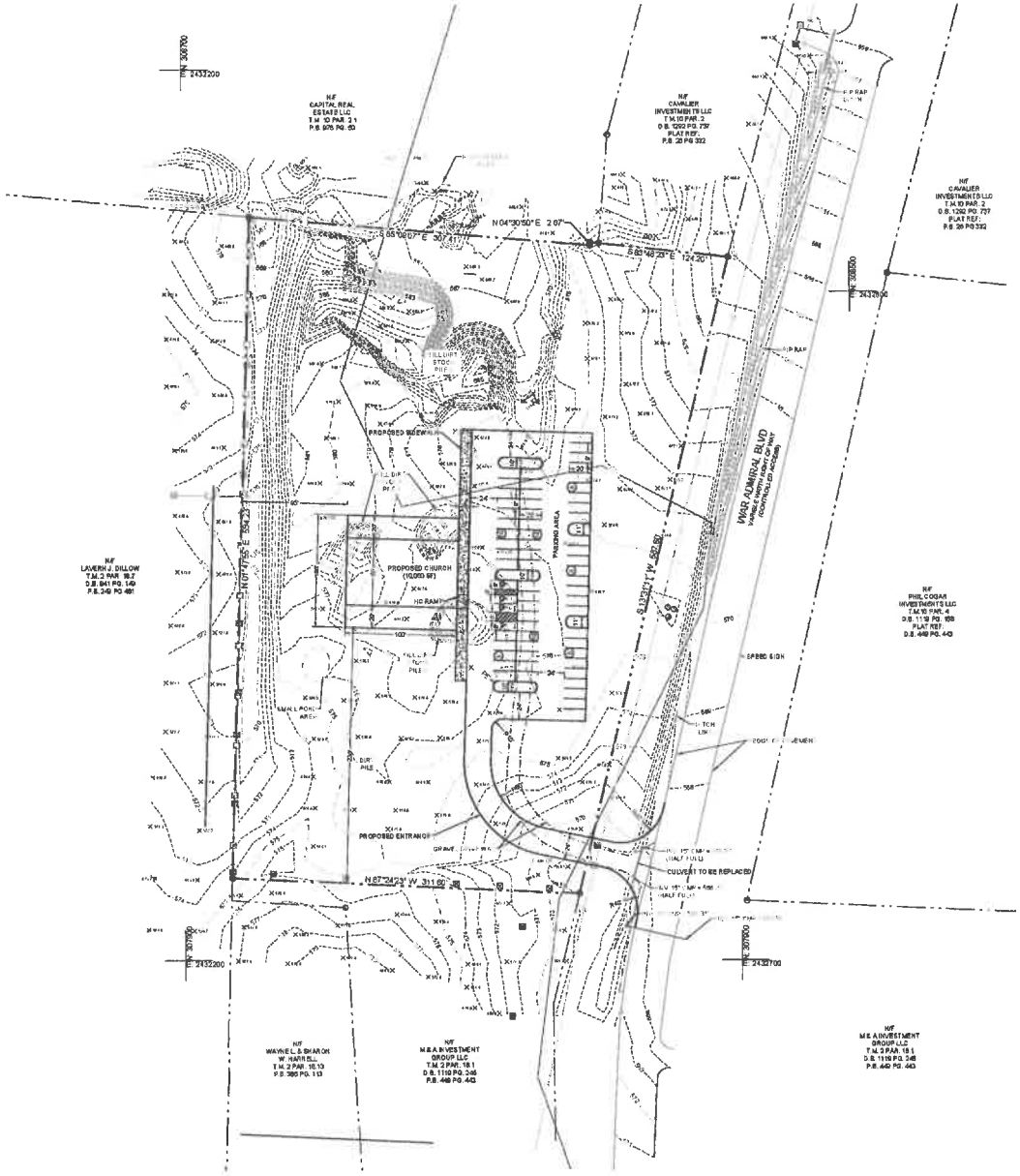
1) A complete application form and fee accompanied with all information needed for review. Additional copies of the application form may be specified by the City.
2) Three copies of the map(s) required with the application
3) Any additional information required by the City Manager or his designee to ensure an adequate review can be completed
4) A complete description of the request

Any application that does not contain the minimum submittal requirements or requested information shall neither be reviewed nor considered by Council. Such submittal shall be returned to the applicant. A completed application and any staff comments shall be considered by the Planning Commission who shall submit its recommendations and/or comments to the City Council. The request shall be advertised in accordance with the West Virginia Code 8A requirements.

SMARTCODE DEVELOPMENT PROCESS OVERVIEW

The following land development approvals will be required after rezoning is complete:

	SmartCode New Community	SmartCode Infill Community	Transect Districts (T1-5) not part of a Community Plan
Land development plan and plat	Applicant may elect to submit land development plan and plat for concurrent approval with rezoning request	Land development plan and plat required to be submitted for concurrent approval with rezoning request	Only required if subdivision needed
Construction Drawings	Required	Only required if subdivision needed	Only required if subdivision needed
Performance bond release and/or City inspection	Required	Only required if site improvements included	Only required if site improvements included
Final plat	Required	Only required if subdivision needed	Only required if subdivision needed
Site plan	Required	Required	***Outside of Old Town:*** Required for all development ***In Old Town:*** Only required if more than one use, equal to or greater than one acre, more than two units, or contains commercial and/or industrial development
As-Built site plans / improvement plans	Required	Only required if site improvements included	Only required if site improvements included



LEGEND

T.M.	TAX MAP NUMBER
PAR.	PARCEL NUMBER
D.B.	DEED BOOK
PG.	PAGE NUMBER
P.B.	PLAT BOOK
N/F	NOW OR FORMERLY
	5/8" REBAR WITH CAP FOUND
	REBAR FOUND
	IRON PIPE FOUND
	METAL FENCE POST
	WOODEN FENCE POST
	UTILITY POLE
	SANITARY MANHOLE
	SIGN
	AXLE FOUND
	PROPERTY LINE
	ADJOINER LINE
	EDGE OF GRAVEL
	OVER HEAD WIRES
	WOODEN BOARD FENCE
	MAJOR CONTOURS
	MINOR CONTOURS
	EDGE OF PAVEMENT
	SOILS
	STORM CULVERT

NOTES

PARKING - 51 STANDARD
4 HC (2 VAN)

1 NUMBER OF PARKING SPACES

Alpha
ARCHITECTS ENGINEERS
ALPHA ASSOCIATES, INC
535 WEST KING STREET
MARTINSBURG, WV 25401
PHONE: 304-264-0051
www.alphaarc.com

SITE PLAN
FOR
RIVERSIDE CHURCH

OWNER/DEVELOPER:
RIVERSIDE CHURCH

ADDRESS:
203 HAYDINE DRIVE,
SHENANDOAH
JUNCTION, WV 25442

PHONE:
620-243-3023

ATTN:
JENNIFER VERDUGO

REVISIONS

No.	ITEM	DATE

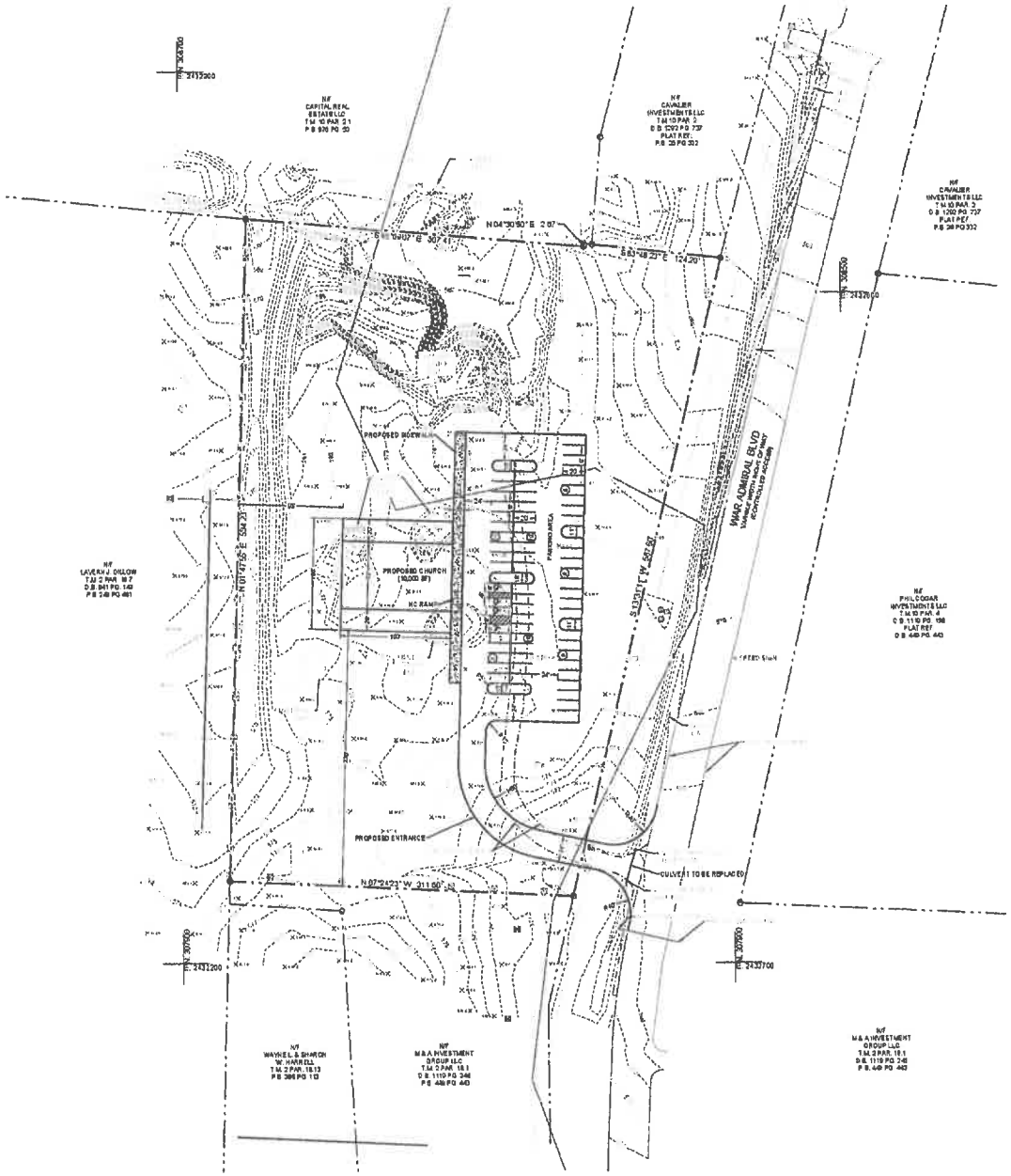
PROJ. NO.: 2408076.00
DATE: 02/25/2025
SHEET NO.:
C101

COPYRIGHT 2025 ALPHA ASSOCIATES, INC
ALL RIGHTS RESERVED

SITE PLAN
FOR
PROPOSED CHURCH

RANSON CORP. DISTRICT, T.M 10 PAR. 4 D.B. 1330 Pg. 859
JEFFERSON COUNTY, WEST VIRGINIA

SKETCH PLAN



LEGEND

T.M	TAX MAP NUMBER
PAR.	PARCEL NUMBER
D.B.	DEED BOOK
P.G.	PAGE NUMBER
P.B	PLAT BOOK
N/F	NOW OR FORMERLY
	SET REBAR WITH CAP FOUND
	REBAR FOUND
	IRON PIPE FOUND
	METAL FENCE POST
	WOODEN FENCE POST
	UTILITY POLE
	SANITARY MANHOLE
	SIGN
	AXLE FOUND
	PROPERTY LINE
	ADJOINER LINE
	EDGE OF GRAVEL
	OVERHEAD WIRES
	WOODEN RAIL FENCE
	MAJOR CONTOURS
	MINOR CONTOURS
	EDGE OF PAVEMENT
	BERM
	STORM CULVERT

NOTES

PARKING - 61 STANDARD
4 HC (2 VAN)

(1) NUMBER OF PARKING SPACES

0 25 50 100 Feet
1" = 50'

ALPHA ASSOCIATES, INC.
535 WEST KING STREET
MARTINSBURG, WV 25401
PHONE: 304 264-8001
www.theALPHAfirm.com

SITE PLAN
FOR
RIVERSIDE CHURCH

OWNER/DEVELOPER:
RIVERSIDE CHURCH

ADDRESS:
283 HAYSHINE DRIVE
SHENANDOAH JUNCTION, WV 25442

PHONE:
570-249-3023

ATTN:
JENNIFER VERDUGO

REVISIONS

NO	ITEM	DATE

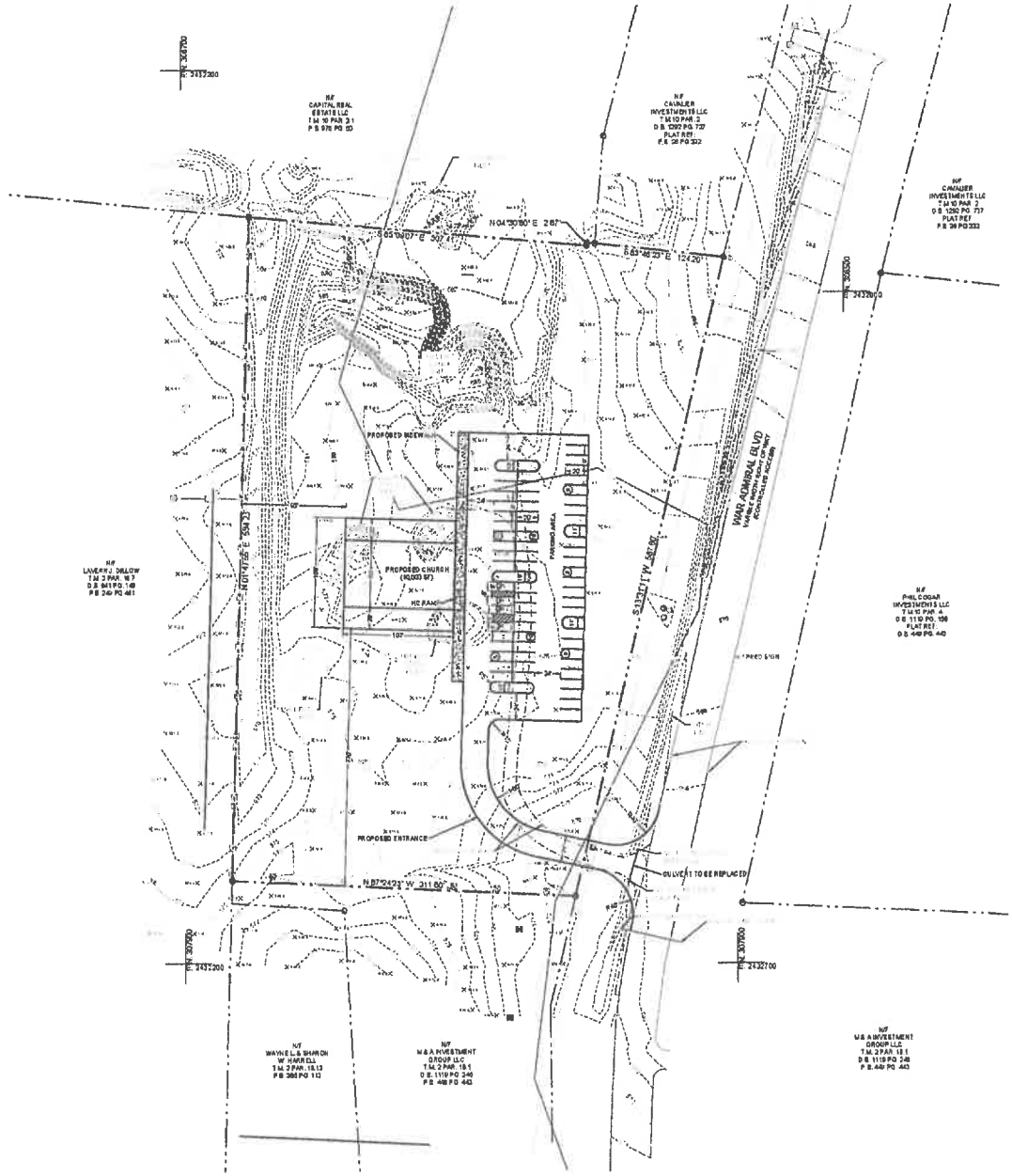
PROJ. NO.: 2408078.00
DATE: 02/25/2025
SHEET NO.:
C101

COPYRIGHT 2025 ALPHA ASSOCIATES, INC
ALL RIGHTS RESERVED

SITE PLAN
FOR
PROPOSED CHURCH

PARSON CORP. DISTRICT, T.M 10 PAR. 4 D.B. 1330 Pg. 656
JEFFERSON COUNTY, WEST VIRGINIA

SKETCH PLAN



LEGEND

T M	TAX MAP NUMBER
PAR.	PARCEL NUMBER
D B	DEED BOOK
PG	PAGE NUMBER
P B	PLAT BOOK
N/F	NOW OR FORMERLY
●	5/8" REBAR WITH CAP FOUND
●	REBAR FOUND
●	IRON PIPE FOUND
⊠	METAL FENCE POST
⊠	WOODEN FENCE POST
⊙	UTILITY POLE
⊙	SANITARY MANHOLE
⊙	SIGN
○	AXLE FOUND
	PROPERTY LINE
	ADJOINER LINE
	EDGE OF GRAVEL
	OVER HEAD WIRES
	WOODEN BOARD FENCE
	MAJOR CONTOURS
	MINOR CONTOURS
	EDGE OF PAVEMENT
	SWALE
	STORM CULVERT

NOTES

PARKING - 61 STANDARD
4 HC (2 VAN)

(1) NUMBER OF PARKING SPACES

0 25 50 100 Feet
1" = 50'

ALPHA ASSOCIATES, INC
535 WEST KING STREET
MARTINSBURG, WV 25401
PHONE: 304 264-0051
www.theALPHAfirst.com

SITE PLAN FOR RIVERSIDE CHURCH

OWNER/DEVELOPER
RIVERSIDE CHURCH

ADDRESS
783 HAYSHINE DRIVE
SHENANDOAH JUNCTION, WV 25442

PHONE:
520-243-3023

ATTN
JENNIFER VERDUGO

REVISIONS

No	ITEM	DATE

PROJ. NO.: 2408078.00
DATE: 02/25/2025
SHEET NO.:
C101

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ALL RIGHTS RESERVED

SITE PLAN
FOR
PROPOSED CHURCH

RANSON CORP. DISTRICT, T M 10 PAR. 4 D B. 1330 Pg 656
JEFFERSON COUNTY, WEST VIRGINIA

SKETCH PLAN

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City Council Meeting August 5, 2025

The next regularly scheduled meeting of the Ranson City Council falls on Tuesday, August 5, 2025. However, due to the West Virginia Municipal League Conference taking place August 4–6, which several members of Council and staff plan to attend, staff recommends rescheduling.

Staff suggests rescheduling the August 5 meeting to Tuesday, July 29, 2025. The following regular meeting would then take place as scheduled on Tuesday, August 19, 2025.

Council is asked to consider and approve this change to the meeting calendar.

ATTACHMENTS:

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Annexation Petition and Discussion

Property owners from the Briar Run Community (Phases 1, 2, and 3) will submit a petition to the City Council requesting the annexation of an estimated 134 homes into the City of Ranson.

ATTACHMENTS:

Freeholders__Petition_for_Annexation.pdf
Brier Run 5192025 .pdf
Annexation Map.pdf

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

Hon. Keith D. Pierson, Mayor
Mr. Todd Wilt, City Manager
City Council Members Anderson, Stroud, Suits, Custer, Colandrea, McDaniel
312 S. Mildred Street
Ranson WV, 25438

Introduction

The homeowners of the Briar Run Estates Homeowner's Association formally seek Voluntary Annexation into the City of Ranson.

History/Background

WHEREAS, Briar Run Estates, is the first three phases of the Briar Run housing development, constructed between 1997 and 2000, consisting of 134 homes on approximately 1/3 acre lots and is surrounded by other properties and roadways currently within the City of Ranson, all those having been annexed into City of Ranson within the last twenty years.

WHEREAS, Briar Run Estates is fully within the current City of Ranson Urban Growth Boundary, established in 2015.

WHEREAS, Briar Run Estates' road system consists of four main roads: Thumper Drive, Cottontail Drive, Briar Run Drive and Oak Lee Drive and nine cul-de-sacs. The main roads connect two entrances on Flowing Springs Road with the Potomac Marketplace, Route 9 and Fairfax Boulevard.

WHEREAS, Briar Run Estates' road system has, since 2006, been unfairly burdened by the traffic generated by the growth, commercial business and residential development choices made and approved by the City of Ranson through its Comprehensive Plan, Zoning Ordinance and Urban Growth Boundary.

WHEREAS, Briar Run Estates resident volunteers have conducted two traffic counts, exhibits attached, which demonstrate that on typical weekend and week days 2100 to 2200 vehicles pass through Briar Run Estates within a 10 hour period. This data conservatively extrapolates to well over 3,000 vehicles per day. Vehicle types include cars, vans, pickup trucks with trailers, box trucks, dump trucks, tractor-trailers and vehicles bearing the signage of the City of Ranson and the City of Charles Town. A subsequent City of Ranson traffic survey verified the Briar Run Estates data.

WHEREAS, External traffic has been imposed on Briar Run Estates' roads by land development decisions made by the City of Ranson in 2006 and following years without providing for an alternate roadway for county-level traffic.

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

WHEREAS, No other subdivision roadways in Jefferson County are used as a short-cut road access to City of Ranson property, parks, and recreational field facilities.

WHEREAS, The external traffic has tended to exceed the 25 mph speed limit appropriate for residential roadways and consistently ignore stop signs at intersections. Briar Run Estates has had to fund the construction of 6 speed humps and signage in 2017 in order to lessen the speed of through vehicles, without the support of either the City of Ranson Police or Jefferson County Sheriff's Office to enforce speed limits and stop signs.

WHEREAS, Briar Run Estates private roads serve school buses which transport City of Ranson students to local schools.

WHEREAS, The City of Ranson has approved Presidents Pointe, which in its first two phases consists of over 350 residential units. Its roadway system is served by a single collector road, Presidents Pointe Avenue, which is intended to connect the traffic circle at Oak Lee Drive with Flowing Springs Road. The City of Ranson has allowed the developer to construct the roadway in phases, as it adds additional residential units. The result of this policy is to give the residents of Presidents Pointe' if they are traveling to destinations north and east in the county or Maryland, no alternative but to use the roadways of Briar Run Estates to connect to Flowing Springs Road. Currently, the schedule for the completion of Presidents Pointe Avenue is entirely up to the developer and the housing market. Neither the developer or the City know what year that will be.

WHEREAS, Additional residential development approved by Jefferson County at Aspen Green along Flowing Springs Road and Old Country Club Road will add hundreds of trips per day to traffic to and from Potomac Marketplace and through Briar Run Estates.

WHEREAS, Briar Run Estates has researched with Freedom of Information Act requests and with voluntary cooperation of City of Ranson staff and officials which suggest Briar Run Estates has literally been forgotten or overlooked.

WHEREAS, The City of Ranson in 2006 annexed the 66 units of Briar Run Phase 4, which has the same housing density and road structure as Briar Run Estates. In 2008, the City of Ranson developed one of the two storm water management areas of Briar Run Phase 4 into a city park and maintains both areas. In 2022, the City of Ranson repaved all of roadways of Briar Run Phase 4 including through roads and cul-de-sacs[1].

WHEREAS, The West Virginia Department of Highways cannot provide maintenance of the Briar Run Estates road system due to the expiration of the, so called, "Orphan Roads" legislation in 1999.

---

[1] Briar Run Phase 4 has 3,995 feet (.75 mi) of 25 feet wide roadway. Approximately two-thirds (65%) of that roadway connects to Briar Run Estates and serves through traffic similarly to Briar Run Estates. Briar Run Estates has approximately 7,714 feet (1.5 mi) of 25 feet wide roadway. More than half (55%) of that roadway serves through traffic.

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

WE THEREFORE, Submit the attached signed petition of 86 of the 134 homeowners (64%) who support this voluntary request for annexation.

Respectfully,

Briar Run Estates Owners Association, Inc., Board of Directors

Joseph Bosco, President
Judy Ott, Vice President
Barbara Sobol, Secretary

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

We, the undersigned, being freeholders of property situated within the area of proposed annexation, hereby petition the City Council of the City of Ranson, Jefferson County, West Virginia, asking said Council to annex additional territory to the City of Ranson pursuant to the provisions of Chapter 8, Article 6, Section 4 of the Code of West Virginia, as amended. The precise additional territory sought to be annexed to the City of Ranson is the territory shown on the attached map or plat and further described by courses and distances, as shown upon said plat as required by law.

We petition the City Council of the City of Ranson to proceed to annex the said territory – known as Briar Run Estates (BRE) in Jefferson County, West Virginia, in which there are 134 property owners -- and to take all acts required by law to effect such annexation under the provisions of Chapter 8, Article 6, Section 4 of the Code of West Virginia.

To this end, we propose the following conditions and understandings:

1. The City of Ranson will take ownership of the following common areas, including:
    a. all roads and rights-of-way, including through roads and cul-de-sacs, six (6) speed humps,
    b. All traffic control signage at intersections and roadsides,

2. The City of Ranson will maintain the above common areas, including:
    a. snow removal and ice treatment per City of Ranson standards of all through roads and cul-de-sacs,
    b. timely paving repair and repaving of all through roads and cul-de-sacs,
    c. preservation and restriping of stop lines at all intersections,

3. The City of Ranson will include the above roads and rights-of-way in the coverage of their liability insurance protection and hold the homeowners of Briar Run Estates harmless.

4. The City of Ranson will assume the lease agreement which Briar Run Estates has with Potomac Edison to provide light fixtures and illumination or provide equivalent street lighting at no additional charge to Briar Run Estates homeowners.

5. The City of Ranson will provide police protection, emergency response and traffic monitoring services. The City Council of the City of Ranson will formally resolve to patrol roads to enforce stop signs, a 25 mph speed limit and install a radar-equipped speed monitor on Cottontail Drive.

6. The City Council of the City of Ranson will formally resolve to request that the WVDOH include in land development north of Briar Run Estates a connecting roadway from the intersection of Flowing Springs Road and Old Country Club Road to the Potomac Marketplace; and that the roadway be designed for county-level traffic separate from residential curb cuts.

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT B

Areas to be annexed

(See attached plats of Lots 01 – 133 + Lot 1A, 4 SWM parcels, rights of way)

• Briar Run Estates	Lots 01 thru 37	Sheet 1 of 2
• Briar Run Estates	Lots 01 thru 37	Sheet 2 of 2
• Briar Run Estates	Lots 38 thru 77	Sheet 1 of 3
• Briar Run Estates	Lots 38 thru 77	Sheet 2 of 3
• Briar Run Estates	Lots 38 thru 77	Sheet 3 of 3
• Briar Run Estates	Lots 78 thru 133	Sheet 1 of 2
• Briar Run Estates	Lots 78 thru 133	Sheet 2 of 2
• Briar Run Estates	Lot 1A	Sheet 1 of 2
• Briar Run Estates	Lot 1A	Sheet 2 of 2

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 1 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
1-12-25	Tami L Paris	Tami L. Paris	46 Flopsy Court LOT 49	49
1-12-25	James Crawford	James Crawford	57 Cottontail Ct Lot 16	16
1-12-25	Melissa Johnson	Melissa Johnson	49 Flopsy Ct Ranson Lot 55	55
1/12/25	William Henry	WILLIAM HENRY	29 FLOPSY CT RANSON LOT #56	56
1/12/25	Denise Hoberg	DENISE HOBERG	31 Mopsy Lot 45 Ranson, WVA 25438	45
1/12/25	Joseph Amedio	Joseph Amedio	48 Mopsy Lot 40 Ranson, WV 25438	40
1-13-25	Tracy Pivirotto	Tracy Pivirotto	63 Flopsy ct Ranson, WV 25438	54
1-13-25		EDYTA SIMMONS	55 Mopsy Ct. Lot 43	43
1-13-25	Eric Wright	Eric Wright	188 Thumper Drive	46
1/14/25	Piper Schellenberg	Piper Schellenberg	36 Flopsy Ct	48
1/14/25	Joanne S. Murray	Joanne S. Murray	156 Thumper Drive	38
1/26/25	Jane Rourke	Jane Rourke	698 Oak Lee Drive	66
1/26/25		Robert Andrews	40 Roger Ct.	87
1/24/25	William Lemley	William Lemley	36 Roger CT.	86

Area A 1

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 2 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
1-30-25		Jonathan Ross	847 Oak Lee	120
1-31		Debra McCandish	80 Floppy Ct	52
1/31	Diane Keener	Diane Keener	77 Floppy Ct.	53

Area A 2

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 3 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
12-12-2025		Chad Mossburg	53 Bugs Ct.	07
12-12-25		Jeff Dillow	57 Bugs CT.	06
1-18-25		Jeff Dillow Jr.	52 Bugs CT.	04
1-18-25		Lynn Tal	58 Cottontail CT	05
0/18/25		Hermin Reyno	12 Cotton Tail ct	01
1/22/25		Rob Dornberger	128 THUMPER DR	20
1/26/25		Brittany Bates	25 Cottontail Ct	19
1/27/25		Brandon D Poff	26 Bugs Ct	02
2/2		Tabitha Eagle	26 Cottontail Ct.	12

Area B 1

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 4 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
1/12/25	Carol Holmes	Carol Holmes	53 Thumper Dr	35
1-12-25	[signature]	Tommy Stephens	41 Bugs Ct	08
1/31/2025	[signature]	DAVID ENRIGHT	43 COTTONTAIL COURT	18
2-1-25	[signature]	Barbara Sobol	42 Bugs Ct.	03

Area B 2

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 5 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/11/25		Jennifer Kearney	104 Cottontail Drive Lot #33
1/11/25		Tyson Dodd	21 Cottontail Drive
1/11/25		Ben Paul	76 Cottontail Drive
2/3/25		Matt Ash	125 Thumper Dri...
2/3/25	SW	Stacey Wilson	57 Cottontail Drive staceyjcetts1996@gmail
2/3/25		Corrina A. Ricketts	48 Cottontail Drive Ranson, WV 25438
2/3/25		Amanda Buckner	34 Cottontail Dr Ranson WV 254...

77
32
21
Matt.ash19@gmail.co
26
30
29

Area C

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A

List of Freeholders (Page 6 of 7)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY

Briar Run Estates Subdivision

Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/11/2025	Vicki Reeves	Vicki Reeves	#71 571 Oak Lee 71
1/11/25	Dan Wilson	Dan Wilson	602 LOT 65
1/11/25	Rebecca Hodge	David Rebecca Hodge	607 Oak Lee #73
1/11/25	Michael Kastzel	michael Kastzel	663 OAK Lee #76
1/11/25	[illegible]	BRIAN JEVES	748 OAK LOZ #64
1/11/25	[illegible]	Keith A McDaniel	770 OAK LEE #69
1/11/25	[illegible]	Brandon Webster	636 Oak Lee #67
1/11/25	Mary Smith	Mary Smith	645 Oak Lee #75
1-12-25	[illegible]	Rebekah Dingus	619 oak lee #68
1/12/25	[illegible]	JEREMY WALKER	751 OAK LEE DR #61
1/12/25	[illegible]	Christina Maynor	582 oak lee Dr #70
1/14/25	[illegible]	Ingrid Andrade	591 Oak Lee Dr #72

Area D

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 7 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/13/25	[signature]	Kathleen M. Hartis	15 Rex Dr #116
1/21/25	[signature]	Elisa R. Fox	191 Mcgregor Drive #112
1-21-25	[signature]	Shawn Cloud	189 McGregor Dr. #113
1/22-25	[signature]	Barry Anderson	14 Rex Dr. #114
1-25-25	[signature]	Michael Stone	156 McGregor Dr. #109
1/25/25	[signature]	Donald Bellefeuille	110 McGregor Dr. #106
1/25/25	[signature]	Robert Kaltenbaugh	35 McGregor Dr #128
2/1/25	[signature]	KAREN C DAVIS	124 McGregor Dr #107
2/2/25	[signature]	David Keiling	28 Rex drive #115
2/2/25	[signature]	Victor Kolbay	133 Mcgregor Dr. #133
2-19-25	[signature]	Joseph Barton	178 Mcgregor Dr #170
2/09/25	[signature]	MIRIAM BARTON	178 Mcgregor Dr. #110

Area E

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 8 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/12/25		Kristina Sanchez	28 Roger Ct. Lot 85
1/12/25		Mark Manton	585 Oak Lee Dr Lot 122
1/12/25	Kendra Peck	Kendra Peck	904 Oak Lee Dr Lot 91
1-12-25		Abraham Ybarra	861 Oak Lee Dr Lot 121
1-12-25	Linda D Dillow	LINDA DILLOW	901 OAK LEE DRIVE Lot 123
1-12-25		Mirais Lucas	833 Oak Lee Drive Lot 119
1/12/25		Tracy Utterback	88 Rex Drive Lot 78
1/12/25		JACK PATIENCE	91 REX DRIVE Lot 82
1/12/25		Nathaniel Harding	104 Rex Dr Lot 80
1/12/2025	Teresa Forsyth	TERESA Forsyth	28 Mopsy Ct. Lot 39
1/18/2025		Mathew Yuhas	47 Rex Drive Lot 118
1/18/2025		PAUL MORGAN	99 Rex Lot 81
1/18/25		Logan Matiesen	74 Roger Lot 88
1/18/25		Leonard E. Hayden	868 OAK LEE DR Lot 89

Area F

March 18, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 9 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/16/25		SEAN HANIGAN	17 HARE CT LOT 100
1/18/25		Robert Miller	16 Hare CT Lot 102
1/18/25			19 Hare Ct. Lot 101
1/18/25		Laurel A. Breyer	922 Oak Lee LOT 92
1/18/25		MICHAEL McDONALD III	111 McGregor Dr. LOT 132
1/21/25.	Barbaran Ellis	Barbarann Ellis	919 Oak Lee Dr. LOT 124
1/20/25		Nana L Frye	93 Briar Run Dr Lot 97
1/22/25		Michael R. Dion	107 Briar Run Drive Lot 96
1/26/25		Joseph S. Bosco	140 McGregor Dr LOT 108
1/30/25		JASON HILLS	80 BRIAR RUN DR LOT 125
2/10/25		Kim Poe	160 Briar Run Dr LOT 126

Area G

May 15, 2025

SUPPLEMENTAL SUBMISSION to FREEHOLDERS' PETITION FOR ANNEXATION

Hon. Keith D. Pierson, Mayor
Mr. Todd Wilt, City Manager
City Council Members Anderson, Stroud, Suits, Custer, Colandrea, McDaniel
312 S. Mildred Street
Ranson WV, 25438

Gentlepersons,

Attached is our supplemental submission to our petition for annexation of March 18, 2025. It consists of our response to the 19 signature challenges communicated to us by the City Manager and 11 additional new signatures.

Of the 19 challenges we have provided explanation for all, which we are confident you will agree with. We agree that 3 of the 19 are invalid. The attached Errata table provides a detailed explanation for each challenge, as well as emails from 4 of the owners with name changes.

In addition to the response to challenges we attach 5 sheets with 11 additional new signatures to the petition.

Should you have any questions or need for additional clarification on this submission, please contact me.

We understand that the Council may want to postpone their review until after the upcoming elections. We will be prepared to be on the agenda for the July 1, 2025, Council meeting.

Respectfully,

Briar Run Estates Owners Association, Inc., Board of Directors

Joseph Bosco, President
Cathleen Hoefler, Vice President
Barbara Sobol, Secretary

Attachment: Errata and Additional Signatures

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

ADDENDUM TO EXHIBIT A

Errata and Additions to List of Freeholders (Page 1 of 12)

1.	49 Flopsy Court	Lot #55	Melissa Nichols changed to Melissa Johnson by marriage on 5/16/21. County records have not been notified. (See attached email.)
2.	30 Flopsy Court	Lot #48	Piper Raines changed to Piper Shellenberg by marriage on 9/20/24 in MD. County records have not been notified. (See attached email.)
3.	77 Flopsy Court	Lot #53	County Tax Map on April 03, 2025, shows owner as Diane Keener. Prior owner was Juan Saenz.
4.	57 Bugs Court	Lot #06	Chaney is the owner of Lot #06. Jeff Dillow (Sr.) is owner of Lot #05. Address: 56 Bugs Court (per Tax Map).
5.	58 Cottontail Ct.	Lot #15	Owner is Lynn Fox. Correct Lot # from 05 to 15.
6.	12 Cottontail Ct.	Lot #11	Owner is Hermin Requeno. Please correct Lot # from 01 to 11.
7.	53 Thumper Dr.	Lot #37	Owner is Carol Holmes. Please correct Lot # from 35 to 37.
8.	43 Cottontail Ct.	Lot #18	County Tax Map shows Lex Regia LLC as owner. Transferred from Mucher to Lex Regia LLC on April 1, 2024, and to David Enright on Aug. 7, 2024.
9.	76 Cottontail Dr.	Lot #32	County Tax Map on April 03, 2025, shows owner as Benjamin Paul. Prior owner was Cates.
10.	125 Thumper Dr.	Lot #21	County Tax Map on April 03, 2025, shows owner as Matthew Ash. Prior owners were his parents, James & Elizabeth Ash.
11.	57 Cottontail Dr.	Lot #26	Stacey Getts changed to Stacey Wilson by marriage. County records have been notified. (By verbal verification, email pending.)

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

ADDENDUM TO EXHIBIT A

Errata and Additions to List of Freeholders (Page 2 of 12)

12.	636 Oak Lee Dr.	Lot #67	County Tax Map on April 03, 2025, shows Larry Demory Estate as owner. Webber signature, as renter, is invalid.
13.	751 Oak Lee Dr.	Lot #61	County Tax Map on April 03, 2025, shows owner as Lisa Bocchetti. Lisa Bocchetti changed to Lisa Walker by marriage on 7/8/23. (See attached email.) County has not been notified. Replace signature of Jeremy Walker with Lisa Walker on supplemental signature sheet.
14.	133 McGregor Dr.	Lot #133	County Tax Map on April 03, 2025, shows owner as Victor Kolbay. Prior owner was Shankle.
15.	178 McGregor Dr.	Lot #110	County Tax Map on April 03, 2025, shows Joseph Barton and Mirian Hernandez as owners. Signature of Joseph Barton is valid. Signature of Mirian Barton is invalid, as only one signature allowed per lot. Please correct Lot # from 170 to 110.
16.	885 Oak Lee Dr.	Lot #122	County Tax Map on April 03, 2025, shows Tyler Chase as owner. Mouton purchased property from Chase on Sept. 1, 2024. Change to county map is pending.
17.	104 Rex Drive	Lot #80	County Tax Map on April 03, 2025, shows owner as Nathaniel Harding. Prior owner was Martinez.
18.	93 Briar Run Dr.	Lot #97	Nana Snow changed to Nana Frye (maiden name) after divorce in 2012. Deed changed in 2012 to remove ex-husband. County not notified, but County personal property tax has her as Frye. (See attached email.)

May 15, 2025

Joe

From: Melissa Nichols <melissa.nichols27@yahoo.com>
Sent: Thursday, April 24, 2025 4:18 PM
To: Joe
Subject: Briar Run Annexation

Hi Joe I'm reaching out about my name change information. I'm at 49 Flopsy Ct and I got married 5/16/21. Apparently my name change wasn't completed not completed on my property. I'm not even sure how that happens but it's something to do with the deed. I can resign the petition if need be using my previous name. Just let me know what you need.
Thank you
Melissa Johnson
304-433-5151
Sent from my iPhone

May 15, 2025

Joe

From: Piper Raines <praines14@gmail.com>
Sent: Thursday, April 24, 2025 4:22 PM
To: joe.bosco.nd@gmail.com
Subject: Briar Run Annexation

Good evening Mr. Bosco,

Tami reached out to me and advised that you needed some information on the annexation forms from me due to my legal name change (marriage). My date of marriage was 9/20/24 in MD, but I have not formally changed my last name with the tax office yet. Please let me know if you need anything else from me, thank you

-Piper (Raines) Schellenberg

May 15, 2025

Joe

From: nana frye <nlfrye@comcast.net>
Sent: Friday, April 11, 2025 9:18 AM
To: Joe
Subject: Re: Question on Petition Signature

Joe, when bought the house in 2001, I was married, and my last name was legally Snow. When I divorced in 2012, I legally changed my name to Frye (maiden name). I have a court order that I received so that I could take it to the Social Security office to change my name back to Frye which I did in August 2012. When a quick claim deed was completed to remove my ex-husband from the deed, I was still legally Snow. I did not notify the Court house at that time.

In 2018 when I completed other legal documents, I did ask if I should change my house deed from Snow to Frye and was told it was not necessary unless I wanted to spend the money to do so. I did not want to spend the money at that time.

I do have my car property tax in Frye, and they can easily confirm it. I can provide the court order, if necessary, but the courthouse should have that on file too.

Please let me know if you need any additional information. Thank you. Nana

> On 04/10/2025 1:15 PM EDT Joe <joe.bosco.nd@gmail.com> wrote:
>
> Nana,
>
> Ranson gave us a list of signatures to our Petition for Annexation which they questioned because the signer's name did not agree with the County's tax map. They are asking us to give them an explanation for each one that they have questioned.
>
> You signed as Nana Frye, but the current Jefferson County tax map has the owner listed as Nana Snow. Did you make a name change and why? Have you notified the County?
>
> Thanks for helping us on this response,
>
> Joe Bosco

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 6 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
4/12	Lisa Walker	Lisa Walker	751 Oak Leaf Dr. #61

I, Lisa Walker, am the deeded owner of 751 Oak Lee Dr, Ranson WV, Lot #61. My name changed from Lisa Bocchetti to Lisa Walker on 7/8/23 due to marriage

Lisa Walker

Date: 04/29/2025

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 8 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
4-24-25	Bettye Hayes	Bettye Hayes	153 Thumper Dr. #57

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 9 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY

Briar Run Estates Subdivision

Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO	
4/7/25	Hannah Seay	Hannah Seay	27 Bugs Ct.	Lot #9
4/7/25	[signature]	Jennifer Gadoua	11 BUGS COURT	Lot #10
4/25/25	[signature]	Valerie Ogundare	71 Thumper Drive	Lot #36

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 10 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY
Briar Run Estates Subdivision
Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
4/5/25		Manuel Cabija	127 50 Briar Run Drive
4/5/25		Tara Anderson	125 125 Briar Run Drive
4/5/25		Lamont Williams	84 834 Oak Lee Drive
4/05/25		Margorie Graves	131 91 McGregor Drive
4/21/25		Glenda Osterberg	22 McGregor Dr. #105

May 15, 2025

FREEHOLDERS' PETITION FOR ANNEXATION

EXHIBIT A
List of Freeholders (Page 11 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY

Briar Run Estates Subdivision

Lots 01 through 134, 4 SWM parcels, rights-of-way

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
2025/04/09	Sheryl Weitzel	Sheryl Weitzel	938 Oak Lee Drive #93

May 15, 2025

Joe

From: sheryl.weitzel@verizon.net
Sent: Tuesday, April 8, 2025 6:33 PM
To: Joe
Subject: Re: 938 Oak Lee Drive - Ownership?

Hi, Joe. I am the legal owner of the property. The tax records will not reflect the change until 2026 I have told because I settled at the end of July, and the records were already set for the year.

I thought that you had the 68% required to pass the resolution to be annexed. I do have a question, though. You say below that the annexation will eliminate the possibility of an HOA fee hike in the near future; but I thought I read in the documentation sent a few mo tus ago that there would be a hike with the annexation. Can you explain the difference between no assessment for road repairs and a difference in the HOA fees? Thanks!

I have the documents for the board/proxy vote. I will send them later tonight.

Thanks for reaching out.

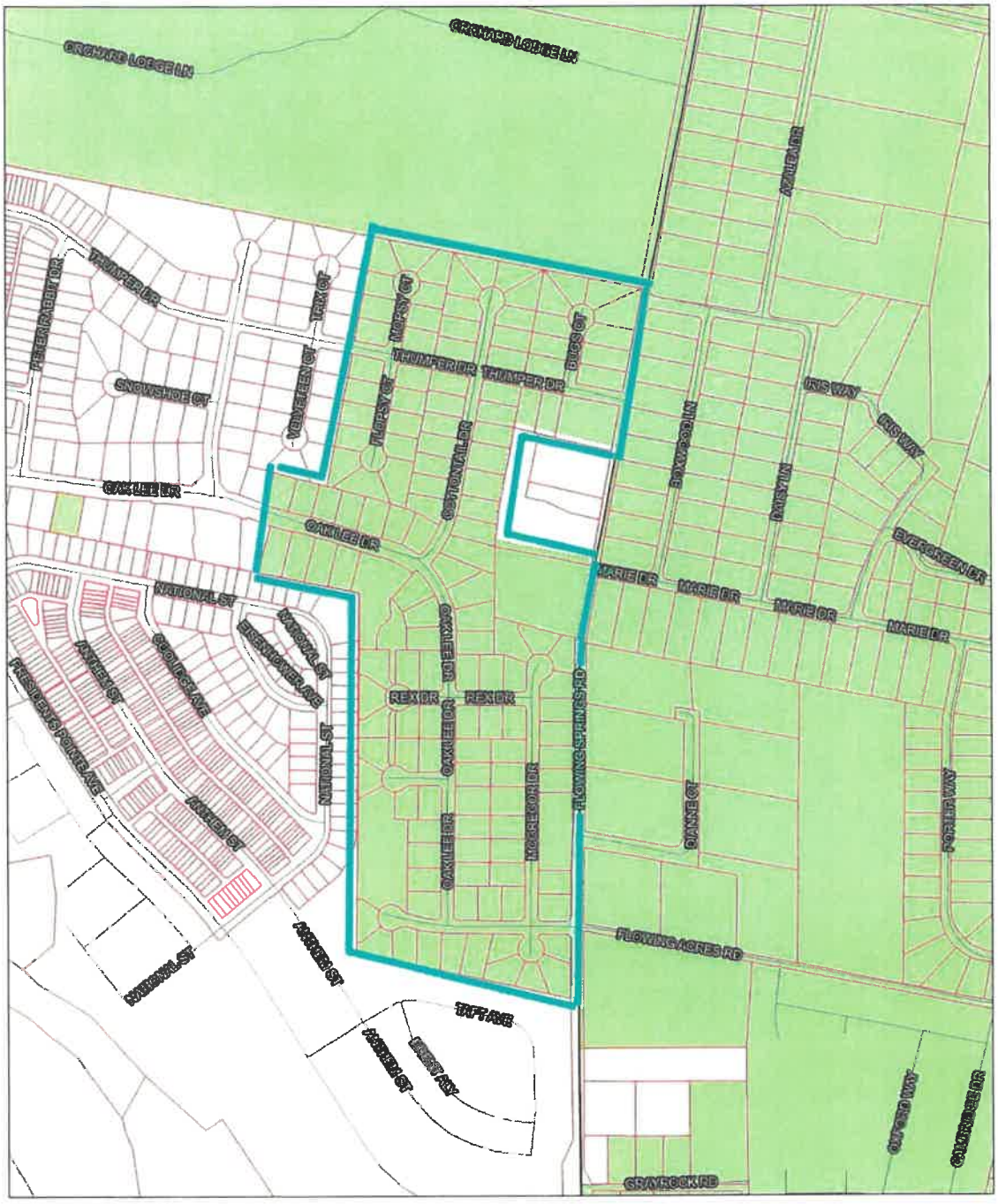
Sheryl Weitzel

Sent from the all new AOL app for iOS

On Tuesday, April 8, 2025, 11:38 AM, Joe <joe.bosco.nd@gmail.com> wrote:

> Greetings from the Briar Run Estates HOA Board,
>
> Your company, SJW Ventures, LLC, is listed with our management company as the owner of 938 Oak Lee Drive in the Briar Run Estates subdivision in Jefferson County, WV. The Jefferson County Tax Map indicates the owner is Annie L Utterback. Would you please clarify whether you are the current owner or not?
>
> If you are not the owner, would you please tell us who is and, if possible, provide a contact?
>
> If you are the owner, we have two requests:

FY26 Briar Run Annexation Request



7/14/2025, 10:08:57 AM

Parcels

Roads
- Major Arterial
- Minor Arterial
- Local

Jefferson County Zoning Districts
- Major Industrial
- Light Industrial
- Industrial/Commercial
- Office/Commercial Mixed-Use
- General Commercial
- Highway Commercial
- Neighborhood Commercial
- Residential/Light Industrial/Commercial
- Residential Growth
- Planned Neighborhood Development
- Rural
- Village
- Incorporated Town

Jefferson_County_2024.sid
- Red: Band_1
- Green: Band_2
- Blue: Band_3

World_Hillshade

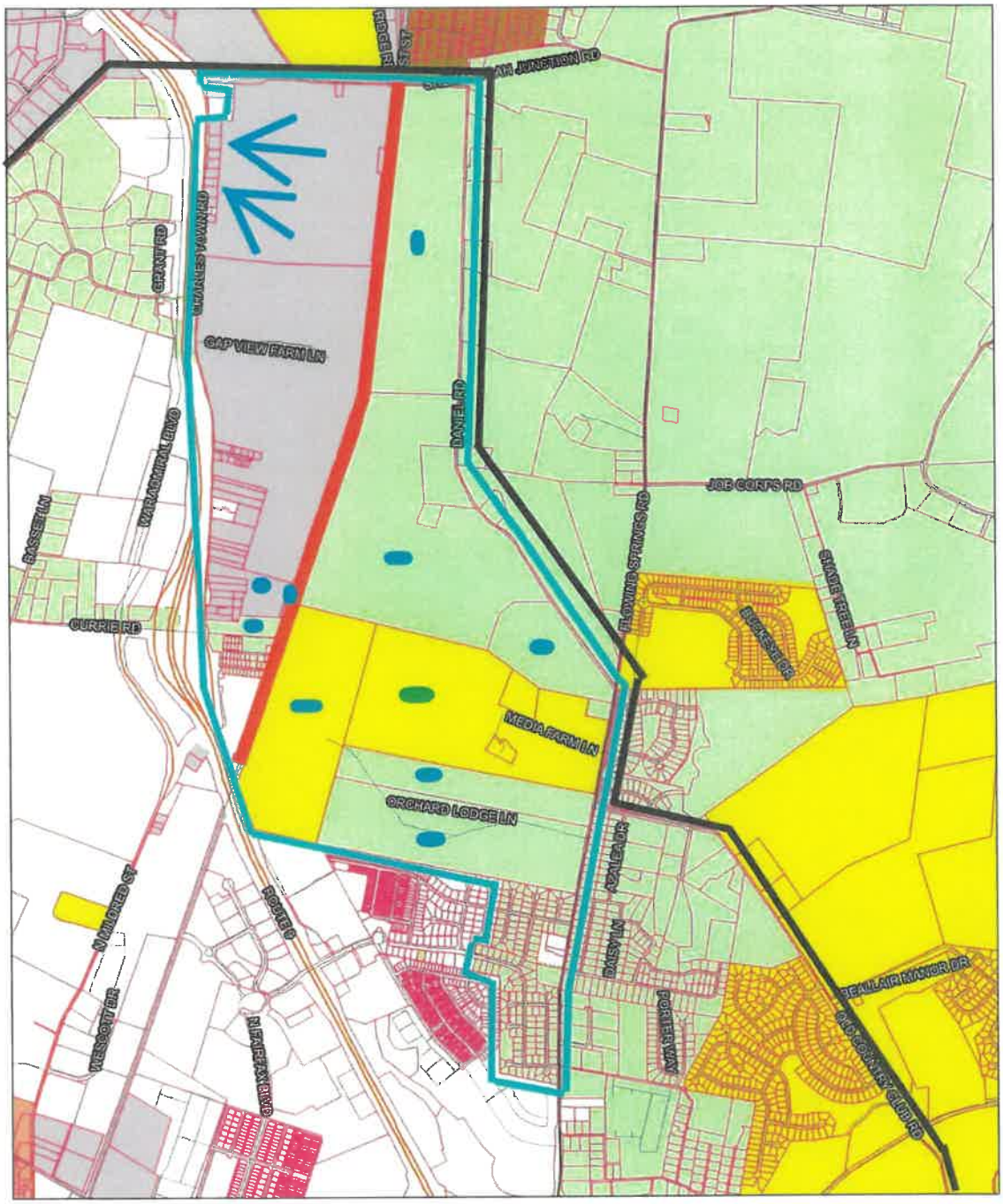
1:5,344

0 0.05 0.1 0.19 mi

0 0.07 0.15 0.3 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA,

FY26 Briar Run Annexation Possibilities



7/14/2025, 10:23:22 AM

Parcels

Roads
- Highway
- Ramp
- Major Arterial
- Minor Arterial
- Local
- Railroads

Jefferson County Zoning Districts
- Major Industrial
- Light Industrial
- Industrial/Commercial
- Office/Commercial Mixed-Use
- General Commercial
- Highway Commercial
- Neighborhood Commercial
- Residential/Light Industrial/Commercial
- Residential Growth
- Planned Neighborhood Development
- Rural
- Village
- Incorporated Town

Jefferson_County_2024.sid
- Red: Band_1
- Green: Band_2
- Blue: Band_3

World_Hillshade

1:19,886

0 0.17 0.35 0.7 mi

0 0.28 0.55 1.1 km

Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025 - 10 FY2026 General Budget Revision #1

As required by State law, the City must report revenues and expenditures from the previous fiscal year to establish the fund balance for the current fiscal year. The carryover figure is determined by the budget balance of revenues over expenditures as of June 30, 2025; staff has determined the preliminary balance to be $2,562,464, an increase of $62,464 to the previously budgeted $2,500,000 figure. **Finance Department is still processing June dated expenses as well as accruing FY25 revenue received in FY26, so the carryover balance will be revised again in September to reflect finalized revenue/expense totals.**

Enclosed is a copy of the Budget Revision #1 Budget document, as well as the state worksheet and resolution to authorize the revision. Included in the budget document is a multitude of adjustments that are denoted with a yellow highlighted field and an accompanying note detailing the adjustment. To summarize, the primary adjustments are:

Revenues

1. Increase of $195,000 to the Delinquent/Supplemental Ad Valorem Tax line.

2. Increase of $50,000 to the Utility Tax line given collections trend through June 30, 2025.

3. Increase of $5,000 to the Business License line given FY2025 performance.

Expenses

1. Allotment of $10,765 for additional City Administrative salaries expenses with anticipated bi-annual leave payout option as a result of the new handbook.

2. Reducing the allotment of $10,800 down to $0 for outstanding 2023 Ranson Community Distribution Program awards. All awardees paid in full as of April 2025.

3. Allotment of $16,150 for additional Planning & Zoning salaries expenses with anticipated bi-annual leave payout option as a result of the new handbook.

4. Allotment of $2,000 for Election supplies given FY2025 expense trend.

5. Allotment of $38,000 for various City Hall budget lines given FY2025 expense trend, as well as anticipated tuition reimbursement costs for staff.

6. Contribution of $122,602 to the Municipal Capital Fund. This amount is the expense balance that could not be rolled over into the Contingencies due to 10% cap. Recommend holding off on transferring the funds until final Carryover number is calculated in September.

7. Allotment of $31,247 to the Contingencies line for a total of $1,053,995 (10% total budget cap).

8. Allotment of $63,000 to various PD budget lines to accommodate expenses with anticipated bi-annual leave payout option as a result of the new handbook; additional funds allotted for vehicle maintenance, equipment rentals, and professional services given FY2025 expense trends.

9. Allotment of $39,500 to various Streets/Public Works budget lines to accommodate expenses with anticipated bi-annual leave payout option as a result of the new handbook; additional funds allotted for overtime and departmental supplies given FY2025 expense trends.

The net effect of the proposed revision yields a total Operating Budget of $10,539,952 for FY2026, a $312,464 increase from the original budget amount of $10,227,488 adopted April 15, 2025.

COUNCIL ACTION:

1. **Review General Fund Balance Budget revision #1 and Staff recommendation for fund balance.**
2. **Call for Motion to accept the budget revision as presented.**
3. **Take vote and record results.**
4. **If approved, direct Staff to submit revision with resolution to State**

ATTACHMENTS:

FY 26 General Fund Budget Rev 1 Resolution 2025-10.docx
FY2026 General Fund Budget Revision #1 7-15-2025.pdf
FY2026 General Fund Budget Revision #1 LGS Worksheet 7-15-2025.pdf

Resolution 2025-10

At a regular session of the municipal council, held July 15, 2025, the following order was made and entered:

SUBJECT: The first revision of the FY2026 General Fund Budget of the City of Ranson.

The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on the General Fund Budget Document and associated revision files, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____, the vote thereon was as follows:

_____ Yes or No
Mayor Ken Suits

_____ Yes or No
Stephanie Fagan

_____ Yes or No
Andy Colandrea

_____ Yes or No
Jaden Bound

_____ Yes or No
Tommy Custer

_____ Yes or No
Herbie McDaniel

WHEREUPON, Mayor Ken Suits, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Manager is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

_____
Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

FY 2026
General Fund Budget
Budget Revision #1 Summary

V1 - 7/10/2025

	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	Approved Budget FY2026	Budget Revision 1	Proposed Budget
Prior Year Carryover Fund Balance	4,881,368	4,881,368	*2,500,000*	***62,464***	***2,562,464***
Revenue Summary					
Taxes	6,891,480	6,453,178	5,334,988	**245,000**	**5,579,988**
Fines & Forfeitures	400,000	392,417	400,000	-	400,000
Licenses & Permits	1,506,500	1,496,232	901,000	**5,000**	**906,000**
Intergovernmental	415,800	415,771	1,025,000	-	1,025,000
Miscellaneous	108,500	105,318	66,500	-	66,500
Total Revenues	***14,203,648***	***13,744,284***	***10,227,488***	***312,464***	***10,539,952***
Expenditure Summary					
Mayor's Office	16,560	13,417	16,560	-	16,560
City Council	67,800	64,947	67,800	-	67,800
City Administrator	452,750	388,342	585,750	**10,765**	596,515
Police Judge's Office	34,300	29,831	51,300	-	51,300
Contribution to Commissions	191,241	188,542	323,800	**(10,800)**	313,000
Regional Development Authority	5,150	5,107	9,400	-	9,400
Planning & Zoning	951,875	822,465	1,162,500	**16,150**	1,178,650
Elections	41,000	32,671	9,500	**2,000**	11,500
City Hall	1,446,250	1,147,575	1,269,000	**38,000**	1,307,000
Contribution/Transfer	4,615,768	4,045,610	649,380	**122,602**	771,982
Contingency	1,420,364	-	1,022,748	**31,247**	1,053,995
Police Department	2,889,150	2,685,056	2,993,700	**63,000**	3,056,700
Police Special Duty	9,290	9,051	-	-	-
Streets Department	1,377,150	1,144,801	1,391,050	**34,500**	1,425,550
Street Lights	135,000	127,075	125,000	**5,000**	130,000
Parks & Recreation	325,000	238,665	300,000	-	300,000
Convention & Visitor's Bureau	225,000	238,665	250,000	-	250,000
Total Expenditures	***14,203,648***	***11,181,819***	***10,227,488***	***312,464***	***10,539,952***
Revenue Over Expenses	-	***2,562,464***	-	-	-

FY2026 Revenues

Account Number	Description	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	Approved FY2026 Budget	Budget Revision #1 7-15-2025	Proposed FY2026 Budget	Revision 1 Descriptions
	FY25 Carryover Fund Balance	4,881,368	*4,881,368*	2,500,000	***62,464***	**2,562,464**	***FY2025 Balance as of 7/11/2025***
001.301.100	Ad Valorem Tax Current Year	1,620,230	*1,585,257*	1,743,738	-	1,743,738	
001.301.102	**Property Tax Prior Years**	125,000	*115,964*	-	***125,000***	**125,000**	***To properly account for monthly property tax rcpts***
001.301.106	**Supplemental Taxes**	45,000	*49,059*	-	***50,000***	**50,000**	***from county that include noncurrent tax year pymts***
001.302.100	**Tax Penalties and Interest**	15,000	*17,197*	-	***20,000***	**20,000**	***and supplemental taxes collected***
001.303.100	Gas and Oil Severance Tax Current Year	20,000	*20,000*	20,000	-	20,000	
001.304.100	**Utility Tax**	290,000	*301,100*	250,000	***50,000***	**300,000**	***Higher anticipated revenues based on FY25 Collections***
001.305.100	B&O Tax	4,250,000	*3,829,259*	2,750,000	-	2,750,000	
001.306.100	Wine and Liquor Tax	75,000	*56,780*	70,000	-	70,000	
001.307.100	Animal Tax	1,250	*1,231*	1,250	-	1,250	
001.308.100	Hotel/Motel Tax	450,000	*477,330*	500,000	-	500,000	
001.320.100	Fines, Fees, and Court Costs	400,000	*392,202*	400,000	-	400,000	
001.321.100	Parking Tickets	-	*215*	-		-	
001.325.100	**Business Licenses**	25,000	*33,215*	25,000	***5,000***	**30,000**	***Higher anticipated revenues based on FY25 Collections***
001.326.100	Building Permits	1,350,000	*1,343,652*	750,000	-	750,000	
001.328.100	Franchise Tax	45,000	*34,623*	45,000	-	45,000	
001.329.100	Rental Registration	1,500	*1,140*	1,000	-	1,000	
001.330.100	IRP Fees	85,000	*83,602*	80,000	-	80,000	
001.368.100	Contributions From Other Entities	15,000	*15,000*	-		-	
001.369.100	Contr. from Other Funds (Sales Tax)	350,000	*350,000*	1,000,000	-	1,000,000	
001.369.200	Contributions from Other Funds (ARPA Revenue Loss Allowance XFR)	8,800	*8,771*	-		-	
001.374.100	Payroll Reimbursement	42,000	*42,000*	25,000	-	25,000	
001.380.100	Interest Gained on Investments	30,000	*32,380*	25,000	-	25,000	
001.382.100	Refunds & Rebates	30,000	*28,678*	25,000	-	25,000	
001.383.100	Sale of Fixed Asset	20,000	*17,700*	5,000	-	5,000	
001.386.100	Insurance Claim	20,000	*16,884*	5,000	-	5,000	
001.389.100	Accident Reports	5,000	*5,716*	5,000	-	5,000	
001.399.100	Miscellaneous	3,000	*3,465*	1,000	-	1,000	
001.399.102	Yard Sale Fees	250	*285*	250	-	250	
001.399.103	Fingerprint Fee	250	*210*	250	-	250	
	Total Revenues	***14,203,648***	***13,744,284***	***10,227,488***	***312,464***	***10,539,952***	

FY2026 Expenditures

Account Number	Description	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	FY2026 Budget Approved 4-15-2025	Budget Revision #1 7-15-2025	Proposed FY2026 Budget	Revision 1 Descriptions
409 - Mayor's Office							
001.409.101	Mayor Salary	12,000	*12,000*	12,000	-	12,000	
001.409.104	Mayor FICA	960	*918*	960	-	960	
001.409.214	Mayor Travel	2,000	-	2,000	-	2,000	
001.409.226	Mayor Insurance Bonds	100	-	100	-	100	
001.409.230	Mayor Contracted Services	500	-	500	-	500	
001.409.341	Mayor Departmental Supplies	500	*299*	500	-	500	
001.409.568	Mayor Contributions	500	*200*	500	-	500	
	Total	***16,560***	***13,417***	***16,560***	**-**	**16,560**	
410 - City Council							
001.410.101	City Council Salary	60,000	*60,000*	60,000	-	60,000	
001.410.104	City Council FICA	4,800	*4,590*	4,800	-	4,800	
001.410.214	City Council Travel	2,000	-	2,000	-	2,000	
001.410.230	City Council Contracted Services	500	-	500	-	500	
001.410.341	City Council Departmental Supplies	500	*357*	500	-	500	
	Total	**67,800**	***64,947***	***67,800***	**-**	**67,800**	
412 - City Administration Office							
001.412.103	City Administration Salary (4 FT employees)	243,000	*235,986*	333,000	***10,000***	**343,000**	***To accommodate potential leave payouts with new handbook***
001.412.104	City Administration FICA	19,750	*18,841*	26,000	***765***	**26,765**	***To accommodate potential leave payouts with new handbook***
001.412.105	City Administration Insurance	61,000	*60,086*	94,000	-	94,000	
001.412.106	City Administration Retirement	29,500	*22,926*	33,500	-	33,500	
001.412.211	City Administration Phone	1,250	*363*	1,500	-	1,500	
001.412.214	City Administration Travel	5,000	*3,263*	4,000	-	4,000	
001.412.220	City Administration Ads/Legal Publications	2,500	*40*	2,500	-	2,500	
001.412.221	City Administration Training	2,500	*2,523*	2,500	-	2,500	
001.412.222	City Administration Dues and Subscriptions	3,500	*1,957*	3,500	-	3,500	
001.412.223	City Administration Professional Services	25,000	*13,768*	25,000	-	25,000	
001.412.226	City Administration Insurance and Bonds	250	-	250	-	250	
001.412.230	City Administration Contracted Services	20,000	-	20,000	-	20,000	
001.412.341	City Administration Supplies and Materials	5,000	*3,686*	5,000	-	5,000	
001.412.343	City Administration Gas Oil Tires	500	*373*	500	-	500	
001.412.345	City Administration Uniforms	1,500	*238*	2,000	-	2,000	
001.412.353	City Administration Computer Software	32,500	*24,292*	32,500	-	32,500	
	Total	***452,750***	***388,342***	***585,750***	***10,765***	**596,515**	
416 - Police Judge's Office							
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	*23,612*	25,000	-	25,000	
001.416.104	Police Judge FICA	2,000	*1,806*	2,000	-	2,000	
001.416.211	Court Building Phone	-	-	5,000	-	5,000	
001.416.213	Court Building Utilities	-	-	5,000	-	5,000	
001.416.215	Court Building Repairs/Maintenance	-	-	2,500	-	2,500	
001.416.219	Court Building & Equipment Rentals	-	-	3,500	-	3,500	
001.416.223	Police Judge Professional Services	7,000	*4,213*	7,000	-	7,000	
001.416.226	Police Judge Insurance and Bonds	300	*200*	300	-	300	
001.416.341	Court Building Supplies & Materials	-	-	1,000	-	1,000	
	Total	***34,300***	***29,831***	***51,300***	**-**	**51,300**	

FY2026 Expenditures

Account Number	Description	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	FY2026 Budget Approved 4-15-2025	Budget Revision #1 7-15-2025	Proposed FY2026 Budget	Revision 1 Descriptions
424 - Contributions							
001.424.568	Contributions - Dispersed						
	PANTRAN	15,000	*15,000*	15,000	-	15,000	
	Ranson Bus Route Initiative	-	*-*	200,000	-	200,000	
	Independent Fire Dept	19,000	*19,000*	19,000	-	19,000	
	Citizen Fire Dept.	14,000	*14,000*	14,000	-	14,000	
	Charles Town Library	5,000	*5,000*	5,000	-	5,000	
	Jefferson County P&R - Fireworks	5,000	*5,000*	5,000	-	5,000	
	Mini-Grant Program	58,000	*56,200*	50,000	-	50,000	
	2023 Ranson Community Distribution Program	65,538	*65,539*	10,800	***(10,800)***	***-***	***Charles Town Library award balance paid out April 2025, no outstanding expenses for FY2026***
	Community Sponsorship	9,703	*8,803*	5,000	-	5,000	
	Total	***191,241***	***188,542***	***323,800***	***(10,800)***	**313,000**	
435 - Regional Development Authority							
001.435.222	Region 9 Planning & Development Council	**5,150**	***5,107***	**9,400**	**-**	**9,400**	
437 - Planning and Zoning							
001.437.103	Planning & Zoning Salary (7 FT employees)	354,000	*357,193*	486,000	***15,000***	**501,000**	***To accommodate potential leave payouts with new handbook***
001.437.104	Planning and Zoning FICA	29,000	*28,229*	39,000	***1,150***	**40,150**	***To accommodate potential leave payouts with new handbook***
001.437.105	Planning and Zoning Insurance	75,000	*73,531*	134,000	-	134,000	
001.437.106	Planning and Zoning Retirement	42,500	*30,970*	45,500	-	45,500	
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	*1,908*	5,000	-	5,000	
001.437.110	Planning and Zoning Fringe Benefits	250	*250*	750	-	750	
001.437.211	Planning and Zoning Telephone	2,000	*879*	2,000	-	2,000	
001.437.214	Planning and Zoning Travel	2,000	*672*	3,000	-	3,000	
001.437.217	Planning and Zoning Vehicle Repair	500	*214*	500	-	500	
001.437.218	Planning and Zoning Postage	1,000	*11*	1,000	-	1,000	
001.437.220	Planning and Zoning Legal Publications	4,000	*2,121*	4,000	-	4,000	
001.437.221	Planning and Zoning Training	7,500	*4,590*	10,000	-	10,000	
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	*100*	1,500	-	1,500	
001.437.223	Planning and Zoning Professional Services	400,000	*311,484*	400,000	-	400,000	
001.437.226	Planning and Zoning Insurance & Bonds	125	*-*	250	-	250	
001.437.230	Planning and Zoning Contracted Services	1,000	*589*	1,000	-	1,000	
001.437.341	Planning and Zoning Supplies and Materials	8,500	*1,274*	10,000	-	10,000	
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	*1,236*	2,500	-	2,500	
001.437.345	Planning and Zoning Uniforms	2,500	*732*	3,500	-	3,500	
001.437.353	Planning and Zoning Computer Software	13,000	*6,485*	13,000	-	13,000	
	Total	***951,875***	***822,465***	***1,162,500***	***16,150***	**1,178,650**	
438 - Elections							
001.438.220	Elections Advertising	750	*282*	750	-	750	
001.438.230	Elections Contracted Service (Poll workers)	35,250	*28,513*	7,000	-	7,000	
001.438.341	Elections Supplies and Materials	5,000	*3,239*	1,750	***2,000***	**3,750**	***To accommodate expense trend of FY2025***
	Total	**41,000**	***32,671***	***9,500***	***2,000***	**11,500**	

FY2026 Expenditures

Account Number	Description	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	FY2026 Budget Approved 4-15-2025	Budget Revision #1 7-15-2025	Proposed FY2026 Budget	Revision 1 Descriptions
440 - City Hall							
001.440.103	City Hall Salary (4 FT employees)	270,000	*249,003*	270,000	-	270,000	
001.440.104	City Hall FICA	22,250	*19,918*	21,500	-	21,500	
001.440.105	City Hall Insurance	50,500	*43,503*	72,000	-	72,000	
001.440.106	City Hall Retirement	32,500	*22,686*	27,000	-	27,000	
001.440.108	City Hall Overtime / Extra Help	5,000	*895*	5,000	-	5,000	
001.440.211	City Hall Telephone	25,000	*20,664*	25,000	-	25,000	
001.440.212	City Hall Printing	7,500	*2,458*	7,500	-	7,500	
001.440.213	City Hall Utilities	25,000	*18,725*	25,000	-	25,000	
001.440.214	City Hall Travel	1,500	*926*	2,000	-	2,000	
001.440.215	City Hall Maintenance / Repair Building	20,000	*12,272*	15,000	-	15,000	
001.440.216	City Hall Maintenance / Repair Equipment	500	-	500	-	500	
001.440.217	City Hall Vehicle Repair	500	-	500	-	500	
001.440.218	City Hall Postage / Meter	8,000	*5,128*	7,000	-	7,000	
001.440.219	City Hall Building and Equipment Rents	11,000	*8,352*	11,000	-	11,000	
001.440.220	City Hall Advertising / Legal Publications	5,000	*2,631*	5,000	-	5,000	
001.440.221	City Hall Training	5,500	*460*	2,000	***3,000***	**5,000**	***To accommodate continuing education goals of Finance staff***
001.440.222	City Hall Dues and Subscriptions	10,000	*1,971*	10,000	-	10,000	
001.440.223	City Hall Professional Services	110,000	*61,823*	100,000	-	100,000	
001.440.224	City Hall Audit Costs	109,500	*108,760*	40,000	-	40,000	
001.440.226	City Hall Insurance and Bonds (Travelers)	291,500	*284,237*	298,500	-	298,500	
001.440.230	City Hall Contracted Services	200,000	*156,912*	110,000	***50,000***	**160,000**	***To accommodate expense trend of FY2025***
001.440.232	City Hall Bank Charges	65,000	*64,781*	50,000	***15,000***	**65,000**	***To accommodate merchant fee expense trend of FY2025***
001.440.341	City Hall Supplies and Materials	36,000	*12,905*	30,000	-	30,000	
001.440.343	City Hall Oil, Gas & Tires	500	*114*	500	-	500	
001.440.345	City Hall Uniforms	2,000	-	2,000	-	2,000	
001.440.353	City Hall Computer Software	130,000	*48,451*	130,000	***(30,000)***	**100,000**	***To accommodate expense trend of FY2025***
001.440.570	City Hall Miscellaneous Fees	2,000	-	2,000	-	2,000	
	Total	***1,446,250***	***1,147,575***	***1,269,000***	***38,000***	**1,307,000**	
444 - Contributions to Other Funds							
1.444.566	Contributions to Others Funds						
	Municipal Capital Improvement	2,935,405	*2,935,405*	649,380	***122,602***	**771,982**	***Excess Revision Balance***
	Municipal Stabilization	1,680,363	*1,110,205*	-	-	-	*Stabilization Fund at 30% cap of GF budget, cannot XFR $*
	Total	***4,615,768***	***4,045,610***	***649,380***	***122,602***	**771,982**	
699 - Contingencies							
1.699.000	Contingencies	1,420,364	-	1,022,748	***31,247***	**1,053,995**	***Per WVSAO, contingencies cannot exceed 10% total operating budget so the cap for contingencies is $1,053,995***
	Total	***1,420,364***	***-***	***1,022,748***	***31,247***	**1,053,995**	

FY2026 Expenditures

Account Number	Description	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	FY2026 Budget Approved 4-15-2025	Budget Revision #1 7-15-2025	Proposed FY2026 Budget	Revision 1 Descriptions
700 - Police							
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,574,950	*1,569,426*	1,705,000	***45,000***	**1,750,000**	***To accommodate potential leave payouts with new handbook***
001.700.104	Police FICA	140,950	*138,102*	142,000	***3,500***	**145,500**	***To accommodate potential leave payouts with new handbook***
001.700.105	Police Insurance	352,500	*337,297*	442,000	-	442,000	
001.700.106	Police Retirement	179,250	*143,566*	163,500	-	163,500	
001.700.108	Police Overtime / Extra Help	200,000	*169,271*	150,000	-	150,000	
001.700.110	Police Fringe Benefits	4,750	-	4,750	-	4,750	
001.700.211	Police Telephone	7,500	*5,254*	7,500	-	7,500	
001.700.212	Police Printing	500	-	500	-	500	
001.700.213	Police Utilities	20,000	*17,112*	22,500	-	22,500	
001.700.214	Police Travel	10,000	*3,889*	10,000	-	10,000	
001.700.215	Police Maintenance / Repair Building	12,500	*6,924*	2,500	-	2,500	
001.700.216	Police Maintenance / Repair Equipment	1,500	-	1,000	-	1,000	
001.700.217	Police Vehicle Maintenance	35,000	*25,978*	25,000	***5,000***	**30,000**	***To accommodate expense trend of FY2025***
001.700.218	Police Postage	1,000	*96*	1,000	-	1,000	
001.700.219	Police Building and Equipment Rents	5,000	*4,923*	5,000	***2,000***	**7,000**	***To accommodate printer lease changes with company change***
001.700.220	Police Advertising / Legal Publication	750	-	750	-	750	
001.700.221	Police Training	10,000	*5,953*	10,000	-	10,000	
001.700.222	Police Dues and Subscriptions	1,500	*878*	1,500	-	1,500	
001.700.223	Police Professional Services	40,000	*33,271*	25,000	***7,500***	**32,500**	***To accommodate expense trend of FY2025***
001.700.226	Police Insurance and Bonds	200	-	200	-	200	
001.700.230	Police Contracted Services	35,500	*24,551*	30,000	-	30,000	
001.700.233	Police Investigation Fees	1,000	-	1,000	-	1,000	
001.700.235	Police Remittance of Fees Collected	102,000	*88,301*	100,000	-	100,000	
001.700.236	Police Refunds	1,000	-	-	-	-	
001.700.341	Police Supplies and Materials	30,000	*15,795*	25,000	-	25,000	
001.700.343	Police Gas Oil Tires	72,000	*59,076*	75,000	-	75,000	
001.700.345	Police Uniforms	12,000	*6,627*	12,000	-	12,000	
001.700.353	Police Software	31,000	*25,250*	31,000	-	31,000	
001.700.570	Police Miscellaneous Fees	6,800	*3,518*	-	-	-	
	Total	**2,889,150**	***2,685,056***	***2,993,700***	***63,000***	**3,056,700**	
704 - Crossing Guards							
001.704.103	Crossing Guards Salary (5 PT Employees)	8,625	*8,408*	-	-	-	*No longer contracted with Ranson Elementary School*
001.704.104	Crossing Guards FICA	665	*643*	-	-	-	
001.704.570	Crossing Guards Misc	-	-	-	-	-	
	Total	***9,290***	***9,051***	**-**	**-**	**-**	

FY2026 Expenditures

Account Number	Description	Current FY2025 Budget	Preliminary Balance as of 6/30/2025	FY2026 Budget Approved 4-15-2025	Budget Revision #1 7-15-2025	Proposed FY2026 Budget	Revision 1 Descriptions
750 - Streets							
001.750.103	Streets Salary (10 FT employees)	653,000	*586,824*	658,000	***25,000***	**683,000**	***To accommodate potential leave payouts with new handbook***
001.750.104	Streets FICA	53,600	*47,685*	52,000	***2,000***	**54,000**	***To accommodate potential leave payouts with new handbook***
001.750.105	Streets Insurance	187,000	*163,152*	229,000	-	229,000	
001.750.106	Streets Retirement	78,500	*53,095*	66,000	-	66,000	
001.750.108	Streets Overtime / Extra Help	22,500	*17,003*	15,000	***2,500***	**17,500**	***To accommodate expense trend of FY2025***
001.750.110	Streets Fringe Benefits	2,500	*2,250*	2,500	-	2,500	
001.750.211	Streets Telephone	6,750	*5,506*	6,750	-	6,750	
001.750.213	Streets Utilities	12,500	*9,336*	10,000	-	10,000	
001.750.214	Streets Travel	2,500	-	1,000	-	1,000	
001.750.215	Streets Maintenance / Repair Building	5,000	*3,934*	5,000	-	5,000	
001.750.216	Streets Maintenance / Repair Equipment	15,000	*6,039*	15,000	-	15,000	
001.750.217	Streets Maintenance / Repair Vehicles	22,500	*10,639*	20,000	-	20,000	
001.750.219	Streets Building and Equipment Rents	5,000	*1,566*	5,000	-	5,000	
001.750.221	Streets Training	2,500	*73*	2,500	-	2,500	
001.750.222	Streets Dues	500	*132*	500	-	500	
001.750.223	Streets Professional Services	500	*167*	500	-	500	
001.750.226	Streets Insurance and Bonds	300	*250*	300	-	300	
001.750.230	Streets Contracted Services	200,000	*142,193*	200,000	-	200,000	
001.750.341	Streets Supplies and Materials	60,000	*57,744*	60,000	***5,000***	**65,000**	***To accommodate expense trend of FY2025***
001.750.343	Streets Gas Oil Tires	35,000	*28,888*	30,000	-	30,000	
001.750.345	Streets Uniforms	5,000	*3,624*	5,000	-	5,000	
001.750.353	Streets Software	7,000	*4,702*	7,000	-	7,000	
	Total	**1,377,150**	***1,144,801***	***1,391,050***	***34,500***	**1,425,550**	
751 - Street Lights							
001.751.213	Street Lights - Utilities	135,000	*127,075*	125,000	***5,000***	**130,000**	***To accommodate expense trend of FY2025***
	Total	***135,000***	***127,075***	***125,000***	***5,000***	**130,000**	
900 - Parks & Recreation							
001.900.568	Parks & Recreation Pass through Hotel Tax	225,000	*238,665*	250,000	-	250,000	
001.900.568	Parks & Recreation Operational Contribution	100,000	-	50,000	-	50,000	
	Total	***325,000***	***238,665***	***300,000***	**-**	***300,000***	
901 - Convention & Visitors Bureau (CVB)						-	
001.901.568	CVB Pass through Hotel Tax	225,000	*238,665*	250,000	-	250,000	
	Total	***225,000***	***238,665***	***250,000***	**-**	**250,000**	
	Total Expenses	***14,203,648***	***11,181,819***	***10,227,488***	***312,464***	***10,539,952***	

LGSD BR (Ver. 2023)

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: 2026
Fund: 1
Revision Number: 1
Pages: 1

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5119
Fax: 304-340-5090
Email: lgs@wvsao.gov

City of Ranson
GOVERNMENT ENTITY

312 South Mildred Street
STREET OR PO BOX

Ranson | 25438
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: **Breanna Andrews**
Phone: **304-724-3880**
Fax: **304-728-8579**
Email: bandrews@ransonwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	2,500,000	62,464		2,562,464
301-02-05	Prior Year Taxes		125,000		125,000
301-06	Supplemental Taxes		50,000		50,000
302	Tax Penalties, Interest & Publication Fees		20,000		20,000
304	Excise Tax on Utilities	250,000	50,000		300,000
325	Licenses	25,000	5,000		30,000
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			312,464		

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	585,750	10,765		596,515
424	Contributions to Comms/Authorities	323,800		10,800	313,000
437	Planning & Zoning	1,162,500	16,150		1,178,650
438	Elections	9,500	2,000		11,500
440	City Hall	1,269,000	38,000		1,307,000
444	Contributions / Transfers to Other Funds	649,380	122,602		771,982
699	Contingencies*	1,022,748	31,247		1,053,995
700	Police Department	2,993,700	63,000		3,056,700
750	Streets and Highways	1,391,050	34,500		1,425,550
751	Street Lights	125,000	5,000		130,000
NET INCREASE/(DECREASE) Expenditures			312,464		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

7/15/2025
APPROVAL DATE

AGENDA ITEM VII.8

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025- 11 Coal Severance Fund Budget Revision # 1

The City is required to budget and manage the Coal Severance Fund in a separate account with a separate budget. These tax distribution funds vary in amounts per year and are allocated towards street maintenance, mainly emergency snow removal. If we do not use the funds during the fiscal year, then we carry them over to the next fiscal year as an assigned fund balance. These funds are assigned to the emergency street maintenance account. As in previous years, Staff recommends that these funds be reallocated to emergency street maintenance operations. Attached files are the FY26 Coal Severance Fund Budget document, the WVSAO budget revision worksheet that must be submitted to the LGS division, and the budget revision resolution.

COUNCIL ACTION:

1. Review Budget revision #1 and Staff recommendation for fund balance.
2. Call for Motion to accept the budget revision as presented.
3. Take vote and record results.

4. If approved, direct Staff to submit revision with resolution to State.

ATTACHMENTS:

FY 26 Coal Severance Funds 1 Resolution 2025-11.docx
FY2026 Coal Severance Budget Revision #1 7-15-2025.pdf
FY2026 Coal Severance Budget Revision #1 LGS Worksheet 7-15-2025.pdf

Resolution: 2025-11

At a regular session of the municipal council, held July 15, 2025, the following order was made and entered:

SUBJECT: The revision of the FY2026 Coal Severance Fund Budget of the City of Ranson.

The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on the Coal Severance Budget Document and associated revision files, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ , the vote thereon was as follows:

_____ Yes or No
Mayor Ken Suits

_____ Yes or No
Stephanie Fagan

_____ Yes or No
Andy Colandrea

_____ Yes or No
Jaden Bound

_____ Yes or No
Tommy Custer

_____ Yes or No
Herbie McDaniel

WHEREUPON, Mayor Ken Suits, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as stated above, and the City Manager is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

_____
Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

CITY OF RANSON
COAL SEVERANCE FUND BUDGET
FY 2026
Proposed Budget Revision #1

Account Titles	6/30/2023 ACTUAL	6/30/2024 ACTUAL	6/30/2025 ACTUAL	FY 2026 APPROVED BUDGET	FY 2026 PROPOSED BUDGET REV#1	% CHANGE
002-299.100 Fund Balance - Carryover	$ 270,379	$ 296,416	$ 330,487	**$ 358,000**	**$ 352,371**	**-1.6%**
002-310.100 Coal Severance Tax *	$ 25,384	$ 17,281	$ 12,331	**$ 18,000**	**$ 15,000**	**-16.7%**
002-380.100 Interest on Accounts	$ 653	$ 10,637	$ 9,554	**$ 10,000**	**$ 10,000**	**0.0%**
Total Revenues	*$ 296,416*	*$ 324,334*	*$ 352,371*	**$ 386,000**	**$ 377,371**	**-2.2%**
002-750.230 Streets Maintenance - Snow	$ -	$ -	$ -	**$ 386,000**	**$ 377,371**	**-2.2%**
Total Expenses	*$ -*	*$ -*	*$ -*	**$ 386,000**	**$ 377,371**	**-2.2%**
Total Ending Balance	**$ 296,416**	**$ 324,334**	**$ 352,371**	**$ -**	**$ -**	

** 2025Q2 taxes will be accrued once remittance advice received, total for FY25 is 2024Q3-2025Q1*
Carryover will be revised again once final FY25 distribution has been deposited.

LGSD BR (Ver. 2023)

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: 2026
Fund: 2
Revision Number: 1
Pages: 1

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5119
Fax: 304-340-5090
Email: lgs@wvsao.gov

City of Ranson
GOVERNMENT ENTITY

312 South Mildred Street
STREET OR PO BOX

Ranson | 25438
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: **Breanna Andrews**
Phone: **304-724-3880**
Fax: **304-728-8579**
Email: bandrews@ransonwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	358,000		5,629	352,371
310	Coal Severance Tax	18,000		3,000	15,000
380	Interest Earned on Investments	10,000			10,000
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-8,629		

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
750	Streets and Highways	386,000		8,629	377,371
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-8,629		

APPROVED BY THE STATE AUDITOR

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

AUTHORIZED SIGNATURE OF ENTITY

7/15/2025
APPROVAL DATE

AGENDA ITEM VII.9

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Nomination for HEPMPO Interstate Council – Jefferson County Municipal Representative

The Jefferson County Commission has requested that municipalities within the county submit nominations for the municipal representative to the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Interstate Council (ISC). This seat represents all Jefferson County municipalities and carries a two-year term. The ISC typically meets quarterly.

The Interstate Council serves as the governing and decision-making body of HEPMPO. It consists of 17 members, 15 of whom hold voting privileges, including representatives from state departments of transportation, public transit agencies, and local elected officials. The ISC plays a vital role in overseeing regional transportation planning efforts.

HEPMPO provides a collaborative forum for short and long-term transportation planning that supports mobility, economic development, environmental stewardship, and multimodal connectivity across its metropolitan planning area, which includes Washington County (MD), and Berkeley and Jefferson Counties (WV), with a small portion extending into Frederick County (VA).

Council is asked to consider submitting a nomination for the Jefferson County municipal seat on the HEPMPO Interstate Council.

ATTACHMENTS:

ISC_Members.pdf

Hagerstown/Eastern Panhandle MPO
Interstate Council Members

Name and Title	Representing Agency
Voting Members	
John Barr, Commissioner *(Pam Mohn – Alternate)*	Washington County, MD
Elaine Bartoldson, Director (Chair)	Eastern Panhandle Transit Authority
Brian Carr, Regional Planner	West Virginia Department of Transportation
Steve Catlett, Commissioner	Berkeley County, WV
Sean Flaherty, City Councilmember	City of Hagerstown, MD
Bill Green, Mayor, Town of Williamsport	Washington County Municipalities
Shawn Harbaugh, Director	Washington County Transit
John Hardy, Commissioner	Berkeley County, WV
Cara Keys, Commissioner	Jefferson County, WV
Shawn Kiernan, Regional Planner	Maryland Department of Transportation
Kevin Knowles, Mayor *(Andy Blake – Alternate)*	City of Martinsburg, WV
Bill McIntire, Mayor	City of Hagerstown, MD
Elizabeth Ricketts, City of Charles Town Councilmember	Jefferson County Municipalities
Rachel Snavely, Director	Eastern Panhandle Regional Planning and Development Council (Region 9)
Randy Wagner, Commissioner *(Jill Baker, Vice Chair – Alternate)*	Washington County, MD
Non-Voting Members:	
Ray Green	Pennsylvania Department of Transportation
John Flannery, Commissioner	Franklin County Commission
Karen Taylor	Winchester-Frederick MPO, VA

Updated 1/13/25

AGENDA ITEM VII.10

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Appointment to Ranson Planning Commission – Unexpired Term Ending December 31, 2026

A vacancy currently exists on the Ranson Planning Commission for a term ending December 31, 2026. This vacancy was created by the expiration of a sitting Council member's term, which concluded with the recent Council transition.

In accordance with Section 16-2 of the Ranson Municipal Code and West Virginia Code § 8A-2-3(d), the Planning Commission is composed of five members, including one representative from the City Council and one appointee of the City Manager. The remaining three members are nominated and confirmed by the City Council and must be residents of the City with qualifications and experience relevant to municipal development. At least three-fifths of the Commission must have been residents of Ranson for at least three years prior to appointment.

The Commission is charged with guiding growth and development within the City and must represent a diversity of knowledge and interests, including areas such as business, labor, government, and industry. Members serve without compensation but may be reimbursed for reasonable expenses incurred during official duties.

Council is asked to consider making an appointment to fill the unexpired term ending December 31, 2026.

ATTACHMENTS:

City of Ranson Planning Commission.docx
Mike Fagan.pdf

City of Ranson Planning Commission - Open Position

The City of Ranson is accepting applications for a position on the Planning Commission for a term beginning July 2025 and ending December 31, 2026. The Planning Commission is composed of five individuals and serves as an advisory body responsible for reviewing and making recommendations on land use, development, and zoning matters. Members must be residents of the municipality and possess knowledge and experience related to municipal development. At least three-fifths of the members must have resided in Ranson for a minimum of three years prior to nomination, appointment, and confirmation. One member of the Commission must be a current City Council member or their designer, appointed by the City Council, and one member must be appointed by the City Manager to represent the administrative department, in accordance with W. Va. Code § 8A-2-3(d). The council member's term on the Commission shall coincide with their term in office. The remaining three members shall be nominated and confirmed by City Council and must not be employed by the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Michael Fagan

Address: 200N Fairfax Blvd, Ranson, WV **Zip: 25438**

Telephone Home: (202) 309-7328 **Email: michaeljtfagan@gmail.com**

Occupation: Computer Scientist (before Aug. 15) / Professor of Cybersecurity (after Aug. 15)
Employer: U.S. Dept. of Commerce (before Aug. 15) / Shenandoah University (after Aug. 15)

Do you reside in the City Limits of Ranson? **Yes** [X] **No** [ ] **If so, how long? ___7 years__**

Political Affiliation: **Republican** [ ] **Independent** [ ] **Democrat** [X] **Other** [ ] _____

Education: **Elementary** [ ] **High School** [ ] **College** [ ] **Graduate School** [X]

Degrees/Majors/Course of Study: Bachelor of Arts in U.S. History and Computer Science
Ph.D. in Computer Science and Engineering

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date): Ranson Zoning Appeals Board (2025)

If appointed, could you meet: **Mornings** [X] **Afternoons** [X] **Evenings** [X]

If appointed, could you meet: **Mon.** [X] **Tues.** [X] **Wed.** [X] **Thurs.** [X] **Fri.** [X]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[ ]	Recreation	[X]	[ ]	Business Management	[X]	[X]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[ ]	Environment	[ ]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades
[X]	[ ]	Public Relations	[X]	[ ]	Budgeting	[X]	[X]	Economic Development
[X]	[ ]	Transportation	[X]	[ ]	Youth	[ ]	[ ]	Health Issues
[ ]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[X]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☒ **Planning Commission**	☐ **Convention/Visitors Bureau**
☐ **Board of Zoning Appeals**	☐ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☐ **Building Code Appeals Board**
☒ **Building Commission**	☐ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? Ranson Zoning Appeals Board (2025)

References

Name: Stephanie Fagan	**Phone No.: (202) 309-7328**
Name: Michael Liantonio	**Phone No.: (201) 286-0953**

Please explain why you are a good candidate for the position:

I am a six year resident of Ranson, and am proud to raise my family here. I have a passion for public service and want to get more involved in the Ranson community. I was honored to be accepted to join the Board of Zoning Appeals, and when I saw the openings for Planning Commission and Building Commission, I wanted to take the opportunity to expand my role in the community.

In my professional life, I've developed cybersecurity guidance as part of my work for a federal government agency for nearly a decade and worked in the technology and IT space before that. I feel my background in government, work experience in technology, and role as a father of two young children gives me a unique perspective to bring to the city's boards, commissions, or committees.

Having worked for nearly a decade in the public sector, but also previously working in the private sector, I understand the importance of balancing sometimes conflicting viewpoints and the role rules and rulemaking play in ensuring a prosperous community for all. As a property owner, I understand the need to ensure our town continues to grow and be a great place to live for all.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us
A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.11

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Appointment to Ranson Parks and Recreation Commission – Unexpired Term Ending June 30, 2027

A vacancy has been created on the Ranson Parks and Recreation Commission due to the resignation of Mayor Ken Suits from the board. This appointment will fill the remainder of the unexpired term, which runs through June 30, 2027.

In accordance with Sections 20-22 and 20-25 of the Ranson Municipal Code, members of the Parks and Recreation Commission must be residents of the City of Ranson and serve without compensation, though they may be reimbursed for reasonable expenses incurred while performing official duties. The Commission consists of five members appointed by the City Council and is charged with the exclusive management and oversight of the City's parks and recreational programs, facilities, and properties.

Council is asked to consider appointing a qualified city resident to fill the remainder of the term.

ATTACHMENTS:

City of Ranson Parks and Recreation Board.docx
Stephanie Fagan.pdf

City of Ranson Parks and Recreation Board - Open Position

The City of Ranson is accepting applications for the Board of Parks and Recreation Commission. The board provides control and oversight of the properties and activities operated in connection with the Ranson public park and recreation system. To qualify, applicants must be a resident of the City of Ranson and a freeholder of the city. Interested residents of Ranson who meet the eligibility requirements and wish to serve on the Board are encouraged to submit an application, which is available at www.ransonwv.gov. A hard copy may also be mailed or delivered to City of Ranson, Attention: City Clerk, 312 S. Mildred Street, Ranson, WV 25438 or email cityclerk@ransonwv.us. This position will remain open until it is filled, For further inquiries, please contact the City Clerk's office.

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Stephanie Fagan

Address: 200 N. Fairfax blvd Ranson WV Zip: 25438

Telephone Home: 202 557 9744 Email: SFagan@Ranson.wv.us

Occupation: Social Worker Employer: Self

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ If so, how long? 7 years

Political Affiliation: Republican ☐ Independent ☐ Democrat ☐ Other ☐

Education: Elementary ☐ High School ☐ College ☐ Graduate School ☑

Degrees/Majors/Course of Study: Master Degree Social Work

Please list Certifications, Licenses, or other Vocational Training received:

Independant Clinical Social Worker

Please list volunteer and other community experience (list by date):

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☑	☑	Recreation	☑	☑	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☑	☑	Cultural Activities	☑	☑	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☑	☑	Public Relations	☑	☑	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☑	☑	Youth	☑	☑	Health Issues
☑	☑	Volunteer Service	☑	☑	Aging Issues	☑	☑	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

☐ Planning Commission	☐ Convention/Visitors Bureau
☐ Board of Zoning Appeals	☑ Parks and Recreation Comm.
☐ Police Civil Service Comm.	☐ Building Code Appeals Board
☐ Building Commission	☐ Council At- Large

What Board, Commission or Committee have you served (or are serving) on?
EPIC Head Start policy Council - 3 term president

References

Name:	Phone No.:
Name:	Phone No.:

Please explain why you are a good candidate for the position:

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.12

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Appointments to Ranson Building Commission – Three Unexpired Terms

There are currently three vacancies on the Ranson Building Commission due to recent resignations. These appointments would fill the remainder of the following unexpired terms:

- Term ending June 30, 2027
- Term ending December 31, 2027
- Term ending December 31, 2026

In accordance with Section 20-4 of the Ranson Municipal Code, the Building Commission is composed of three members appointed by the City Council. Members must be residents of the municipality or county, may not hold any other public office or employment, and no more than two-thirds of the Commission may be from the same political party. Members serve without compensation but are eligible for reimbursement of reasonable expenses incurred in the performance of their duties.

The Building Commission is vested with the authority to manage and control all property, powers, and duties of the Commission and plays a key role in advancing municipal projects involving public facilities and infrastructure.

Council is asked to consider appointments to fill the three unexpired terms.

ATTACHMENTS:

City of Ranson Building Commission.docx

City of Ranson Building Commission - Open Positions

The City of Ranson is accepting applications for a five-year term on the Building Commission. This Commission is responsible for overseeing the construction, maintenance, and, when necessary, the acquisition and disposal of city buildings and properties. Its duties include ensuring that projects meet quality standards, managing budgets, and complying with applicable regulations. To be eligible for appointment, applicants must meet the following criteria: no more than two-thirds of the Commission's members may belong to the same political party; members may not hold any office or employment under the United States government, the state, any county or political subdivision, or any political party (except the office of notary public). All members must be residents of the municipality they represent and may not be employed by the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled.

AGENDA ITEM VII.13

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Appointments to the Ranson Civil Service Commission – Unexpired Terms

The City of Ranson currently has two vacancies on the Civil Service Commission due to recent resignations. In accordance with West Virginia Code § 8-14-7, the three-member Commission is composed of one appointee by the Mayor, one by the local chamber of commerce, and one by the local fraternal order of police.

The following unexpired terms are to be filled:

- Mayor's Appointment – Term ending December 31, 2026
- Chamber of Commerce Appointment – Term ending December 31, 2027

All appointees must be qualified voters of the City of Ranson. No more than two commissioners may be registered with the same political party, and no commissioner may hold another public office or engage in political campaign activity. Commissioners serve without compensation but may be reimbursed for reasonable expenses incurred in the course of their duties.

The Civil Service Commission is charged with overseeing the employment and disciplinary processes for Ranson's police department and ensuring those processes are conducted in accordance with civil service law.

Council is asked to acknowledge the vacancies and confirm the appointments made by the Mayor and the Chamber of Commerce.

ATTACHMENTS:

Civil Service Appointment Request - Chamber 2025.pdf
Jefferson County Chamber of Commerce.pdf

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579

Ken Suits - Mayor

Council Members:
Andy Colandrea
Tommy Custer
Herbie McDaniel
Jaden Bound
Stephanie Fagan

July 9, 2025

Heather McIntyre
Executive Director
Jefferson County Chamber of Commerce
44 Trifecta Place, Suite 202
Charles Town, WV 25414

Dear Ms. McIntyre,

Please be advised that the City of Ranson has accepted the resignation of the Chamber's appointed commissioner to the Ranson Policemen's Civil Service Commission. Pursuant to West Virginia Code § 8-14-7 and the Ranson City Ordinance adopting those provisions, this commission must be composed of three qualified voters of the City:

- One appointed by the Mayor
- One appointed by the local Fraternal Order of Police
- One appointed by the local Chamber of Commerce

Commissioners must be residents and qualified voters of the City of Ranson. Under normal circumstances, no more than two commissioners may belong to the same political party, and at least two must be individuals who fully support the civil service system. Commissioners are also prohibited from holding any other public office or actively participating in political campaigns, except as specifically permitted by law.

However, at this time only one commissioner remains seated. As such, the political party affiliation requirement is not currently applicable for this appointment and will only become relevant once the commission is fully reconstituted.

The vacancy to be filled is for the remainder of a four-year term, which expires on December 31, 2027. We respectfully request that the Chamber nominate a qualified candidate to serve in this capacity. Under the statutory timeline, we ask that this nomination be submitted no later than ten (10) days from the date of this letter.

Thank you for your prompt attention to this matter and for your continued commitment to supporting the City of Ranson and its public safety systems. Should you have any questions or need clarification, please feel free to contact my office directly.

Sincerely,

Todd Wilt
City Manager

44 Trifecta Place, Suite 202
Charles Town, WV 25414

Phone: 304.725.2055
Fax: 855.420.7009

July 15, 2025

Re: Ranson Police Civil Service Commission

Todd,

The Jefferson County Chamber of Commerce Board of Director's voted for Mike Anderson to represent the Chamber on the Ranson Police Service Commission.

Sincerely,

Heather M. McIntyre

Heather McIntyre
Executive Director

The Chamber is a For-Purpose organization that promotes profitable and vital growth for its business members through dedicated collaboration, networking, marketing, membership events, and education.

AGENDA ITEM VII.14

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Request to Civil Service Commission – Leave Policy Alignment

The City of Ranson recently adopted a revised employee handbook that includes updated policies related to employee leave, accrual structures, and administrative procedures. In light of these changes, the City Council seeks to maintain consistency and equity across all departments, including those governed by civil service rules.

To that end, the attached letter formally requests that the Ranson Civil Service Commission consider rescinding or amending Civil Service General Order 20-14, which currently governs leave policies for civil service employees. The goal is to align the Commission's leave policy with the City's updated, citywide policy.

ATTACHMENTS:

Civil Service Commission Leave Policy Amendment Request.docx

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579

Ken Suits - Mayor

Council Members:
Andy Colandrea
Tommy Custer
Herbie McDaniel
Jaden Bound
Stephanie Fagan

July 15, 2025

Ranson Civil Service Commission
312 South Mildred Street
Ranson, WV 25438

Members of the Ranson Civil Service Commission,

On behalf of the Ranson City Council, we respectfully submit this correspondence to formally request the Commission's consideration to rescind or revise Civil Service General Order 20-14, pertaining to the leave policy for civil service personnel.

As you may be aware, the City of Ranson recently adopted a new employee handbook, which introduces comprehensive updates to a number of employment policies, including a revised leave policy applicable to all City employees. This updated policy includes new forms of leave, updated accrual structures, and modernized processes for tracking and managing leave across all departments.

While the Civil Service Commission retains the authority to establish rules regarding the use and request of leave for civil service employees, the City, as the employer, maintains the authority to define, offer, and administer the accrual and categories of leave benefits available to all employees, including sworn police personnel.

In the interest of maintaining consistency across departments, avoiding conflicting policies, and ensuring equitable administration of employee benefits, we respectfully ask the Commission to consider rescinding or amending Civil Service General Order 20-14 to align with the City's current adopted policy.

We appreciate the Commission's continued service and your attention to this matter, and we remain available to collaborate on any revisions or questions that may arise as part of this review.

Sincerely,

Ken Suits, Mayor

cc: City Manager
Chief of Police
Human Resources

AGENDA ITEM VII.15

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: First Reading of an Ordinance Amending Chapter 15 - Personnel, of the Municipal Code of Ranson, West Virginia

Staff presents for first reading an ordinance amending Chapter 15 – Personnel, of the Municipal Code of the City of Ranson. Originally adopted in 1983, much of Chapter 15 is now outdated and inconsistent with current law, best practices, and the City's newly adopted Employee Handbook.

The proposed amendments aim to modernize the code, streamline administrative processes, and ensure consistency with applicable state and federal laws. Rather than restating or duplicating the detailed provisions of the Employee Handbook within the codified code, this ordinance allows the handbook to stand as the primary source for personnel policy and procedure, while Chapter 15 provides the enabling framework and references the handbook as the governing document for day-to-day personnel administration.

Council is asked to review and consider the ordinance for first reading. A public hearing and second reading will follow at a future meeting.

ATTACHMENTS:

Ranson Ch 15 Proposed Edits 6JUL.docx
Ordinance 2025-04 Chapter 15 Personnel Policy.docx

- **Chapter 15 - PERSONNEL**[1]

- **ARTICLE I. - IN GENERAL**

- **Sec. 15-1. - ~~Purpose.~~ Employment Rules and Policies**

(a) The City Council shall prescribe the duties of all of the officers and employees of the City where not prescribed by West Virginia Code or City Charter, and it shall be the duty of all such officers and employees to perform faithfully and diligently all the duties so prescribed by these laws or Council.

(b) City employees are public servants, and shall serve the public in a respectful, responsive and courteous manner. Employees shall always conduct themselves in a manner which reflects credit upon the City.

(c) An Employee Handbook shall be enacted by resolution of the City Council. The Handbook shall include and govern employee rights, duties, compensation, benefits and expectations of the City.

(d) The City Manager shall, from time to time, review the Employee Handbook and recommend to Council any desirable amendments. The City Council may interpret, revise, or supplement the provisions in the Handbook by resolution as it may deem appropriate.

(e) Unless employed by individual contract, every City employee is an "at-will" employee. The Employee Handbook is a communicative device conveying the personnel policies and procedures of the City. It is not intended as an employment contract and creates no right of the employee to enforce any provision therein.

~~(f) The policies included in the Employee Handbook shall apply to every employee of the City, except where a policy or practice is contrary to West Virginia statute or regulation, in which case West Virginia law shall be controlling.~~

~~or regular designed to serve as a reference guide and working framework for department heads and supervisory personnel in the day-to-day management of the city's personnel program. Incorporated in this chapter are the objectives and operating philosophies of the city.~~

~~(b)~~

~~By documenting the city's personnel policies and procedures, this chapter should function as an important and valuable tool to aid in systematically and impartially administering policies and subsequently promoting consistency, equity, continuity and understanding. A complete understanding should exist if the employees are expected to follow the outlined policies and procedures. To create a maximum level of understanding and to better employee relations and morale, all employees should be required to read this chapter.~~

- **Sec. 15-2. - ~~Merit principles~~. Equal Opportunity.**

~~The primary principle of this personnel program is declared to be selection, evaluation, advancement, development, and compensation of employees based on merit, knowledge, skills, abilities, and performance.~~

The City of Ranson is an Equal Opportunity Employer. Fair and equal consideration shall be given in hiring, advancement, compensation, and other employment practices to all qualified applicants and employees without regard to sex, race, color, national origin, religious beliefs, political affiliation or belief, age, military or veteran status or ~~handicap~~ disability.

- ~~**Sec. 15-3. - Equal opportunity.**~~

~~Fair and equal consideration shall be given in hiring, advancement, compensation, and other employment practices to all qualified applicants and employees without regard to sex, race, color, national origin, religious beliefs, political affiliation or belief, age, or handicap.~~

- **Sec. 15-4. - ~~Administration.~~**

~~(a)~~

~~The city administrator shall be the administrative head of the city government and is directly responsible to the city council. The city administrator shall be the chief supervisor of city personnel, directing personnel activities, approving personnel actions, and administering personnel policies. The city administrator shall develop and effect any supplementary policies necessary to accomplish the purposes or provisions of this personnel policy. The city administrator shall be responsible for establishing and maintaining a system of official personnel records for the employees of the city containing information relating to employee merit and changes of status.~~

~~(b)~~

~~All city employees shall be governed by these policies and procedures with one exception. The police department shall be governed by these policies and procedures only where they do not conflict with civil service rules and regulations.~~

~~(Code 1983, § 9-104)~~

- **Sec. 15-3. - Drugfree workplace.**

The City is committed to providing a safe work environment and to fostering the health and well-being of its employees. The cognitive, emotional, and behavioral impairment that results from drug use can affect productivity, morale, and the safety of the employee and their co-workers. As part of the City's commitment to provide a safe environment for employees and to comply with the Drug-Free Workplace Act (Act) of 1988, the Drug-Free Workplace Policy is established. It shall be the policy of the City government to provide a drugfree workplace for all employees. Use of, personal possession of, or selling of illegal drugs or substances shall be strictly forbidden while in the employment of the city or when representing the city or while on city-owned property. ~~The City will provide, through the police department, information on drug counseling and rehabilitation and assistance programs.~~

- **Sec. 15-4 West Virginia Ethics Act ~~and City Property~~**

(a)

Every City employee is a public official governed by the provisions of the West Virginia Ethics Act. Employees shall at all times remain in strict compliance with the Act. The City Manager shall ensure each employee receives initial and annual refereshser training on the provisions of the Act.

- **Sec 15-5 Employee Grievance and Bargaining Rights**

(a)

Every City employee has the right to progressively petition the chain of command in accordance with the Employee Handbook regarding perceived improper or unfair employment practices. No employee making a good faith petition shall be subject to adverse employment actions as a result of that petition.

(b)

The employee grievance procedure provides a sufficient opportunity for response to employee concerns. Council finds that collective bargaining complaints are inconsistent with good employer-employee communications and therefore shall not recognize or bargain with a public employee association or union.

- ~~**Sec. 15-31. - Attitude and courtesy.**~~

~~City employees are expected to deal with the public in a responsive and courteous manner. Employees shall conduct themselves at all times in a manner which reflects credit upon their departments and the city government.~~

- ~~**ARTICLE II. - RECRUITMENT AND APPOINTMENT**~~
- ~~**Sec. 15-20. - Recruitment procedures.**~~

~~All employment opportunities shall be advertised in a newspaper having general circulation in the county or city and shall be published at least seven days prior to the deadline for receiving applications. In addition, other appropriate means of advertisement such as journal advertisements, posted notices, or letters to community organizations are encouraged. The manner and extent of advertising shall be suitable for the position to be filled, and relatively limited notices may be used when recruiting for part-time or temporary personnel. All advertisements of employment opportunities shall be handled by the city administrator's office. Notices of employment opportunities shall specify qualifying requirements and pay information and shall state that the city is an equal opportunity employer. All application for employment shall be taken at the city administrator's office.~~

- **Sec. 15-21. - Appointment criteria.**

Applicants for appointment shall be recruited, screened, appointed, and promoted based on job-related experience, training, skills, knowledge, and abilities, on the quality of past performance, and on general suitability to perform the work required (including such factors as physical condition and neatness of appearance, if related to the job). Applicants may be required to take appropriate medical, written and oral examinations related to the required work. Factors not considered relevant include political or religious preference, race, color, national origin, sex, age, and non-job-related handicaps. When residents and nonresidents of the city are equally qualified, the city resident shall be given first consideration. When filling vacancies which represent promotional opportunities, qualified persons already employed by the city shall be given first consideration.

- **Sec. 15-22. - Affirmative action.**

The city will, in recruitment and employee development, undertake special efforts to locate, hire, and promote qualified persons from categories which may have been previously underrepresented in the city work force and in positions and departments within the city service.

- **Sec. 15-23. - Employment of relatives.**

Employment of a relative of any member of the governing body or administrative official of the city is discouraged. No person shall be hired or assigned to work under the administrative influence or supervision of a relative. This policy shall apply to the spouse, brother, sister, parent, child, aunt, uncle, niece, nephew or grandparent of the employee and spouse.

- **Sec. 15-24. - Appointment procedure.**

Following recruitment and screening of applicants, the department head of the department with a position vacancy shall recommend appointment of the most suitable applicant to the city administrator. Appointments are subject to the approval of the city administrator, and no employee shall be promised employment, enrolled, or commence work until such approval has been given.

- **Sec. 15-25. - Probationary period.**

New employees shall serve a probationary period which allows the appointee to adjust to the new job and to prove ability to perform the work, accept and exercise responsibility, and work well with the public and fellow employees. Unless otherwise designated at the time of appointment, the normal probationary period for nonpolice employees shall be six months. The normal probationary period for police officers shall be 12 months. A probationary period may be extended for up to an additional six months. During or at the end of a probationary period, employment may be discontinued upon the initiative of the city or the employee without adverse judgment. Upon successful completion of a probationary period, the employee shall be evaluated and may be considered for salary increase. Waiver of part or all of the probationary period may be made upon approval of the city administrator.

- **Secs. 15-26—15-29. - Reserved.**

-

- **ARTICLE III. - CONDITIONS OF EMPLOYMENT**

- **Sec. 15-30. - General responsibilities and conduct.**

(a)

Employees. Employees are expected to:

(1)

Report to work on time and remain on the job until the end of the work day or shift;

(2)

Perform their work conscientiously and to the best of their ability, contributing a fair day's work for their pay and carrying out assigned work duties in a timely manner;

(3)

Work well with other employees and refrain from spreading rumors or discontent or engaging in other activities which disrupt morale or work progress;

(4)

Accept additional assignments during periods of peak workloads or emergencies;

(5)

Request prior approval before taking leave or leaving the work site, and promptly report any anticipated tardiness or absence due to sickness or other cause;

(6)

Dress and conduct themselves in a manner appropriate to their work responsibilities.

(b)

Department heads and supervisors. All supervisors are expected to:

(1)

Execute administrative directives and policies, city ordinances, and legislative programs;

(2)

Deal with all employees in fair and equitable manner, upholding the principles of equal employment opportunity;

(3)

Develop and motivate employees to reach their greatest potential through continued education and training;

(4)

Keep employees informed of their role in accomplishing their unit's work and of conditions or changes affecting their work;

(5)

Objectively evaluate employee work performance and discuss appraisals with employees so as to achieve desired improvements;

(6)

Make every effort to resolve employee problems and grievances, consistent with organizational needs and good personnel practices;

(7)

Carry out the general responsibilities, including those set out in subsection (a) above, applicable to all employees.

- **Sec. 15-31. - Attitude and courtesy.**

City employees are expected to deal with the public in a responsive and courteous manner. Employees shall conduct themselves at all times in a manner which reflects credit upon their departments and the city government.

- **Sec. 15-32. - Punctuality and attendance.**

Because of the essential nature of city services, employees shall avoid unnecessary absence and tardiness. Attendance and punctuality are important employee responsibilities which may affect eligibility for merit raises and promotions. Employees are required to promptly notify their supervisors when illness prevents reporting for work or when unavoidable circumstances cause later reporting for work. If an employee is absent from such employee's job two consecutive work days without notice, it will be assumed that the employee has resigned and the employee shall forfeit any claim to terminal leave pay.

- **Sec. 15-33. - Performance appraisal.**

Employees may expect to continue their service without a reduction in pay as long as they continue to satisfactorily perform the basic requirements of their jobs. Supervisors will continually evaluate employees' work, and employees shall obtain an understanding of their job performance and needed improvements through open communications with their job supervisors. A written appraisal shall be completed for an employee upon completion of his probationary period and at least once each year thereafter. Performance appraisals shall be used to determine whether an employee is suited for permanent employment following a probationary period, eligible for a promotion, recommended for a merit raise, or demoted. The performance evaluation process is an important means of bringing the employee and supervisor together to discuss problems, questions, work progress, and employee development objectives. Appraisals shall ordinarily be conducted approximately one year following the employees' last appraisal or major personnel status change, whichever was later. Merit raises, promotions, and the like shall reset the appraisal cycle.

- **Sec. 15-34. - Outside employment.**

The work of the city shall have precedence over other occupational interests of full-time employees. All outside employment for salary, wages, or commissions, including military service, and all self-employment must be reported to and approved by an employee's department head. The city recognizes the right of employees to discretionary use of their off-duty time as long as those activities do not adversely affect their city work, represent a conflict of interest, or reflect discredit upon the city. Employees are cautioned not to engage in outside work which impairs their physical or mental abilities to perform their city job responsibilities.

- **Sec. 15-35. - Volunteer emergency service.**

The city recognizes the important role of volunteer public safety services in the community and participation by some city employees in the volunteer fire and rescue services is considered desirable. Due to the essential nature of municipal services, however, every employee shall obtain the written permission of such employee's department head before becoming a member of the volunteer fire department, rescue squad, or similar service. Permission may be denied if the department head or city administrator determines that such participation would significantly impair the essential work of the department. Temporary grant-supported workers shall not normally be granted such permission. Employees whose participation is approved may be asked to limit their on-call status to times outside their normal work hours. No administrative official of the city shall serve as the chief officer of a volunteer public safety service (not retroactive).

- **Sec. 15-36. - Political activity.**

(a)

The city encourages employees to exercise their civic responsibilities by supporting and voting for candidates and issues of their choice. Employees may join or affiliate with political parties and organizations attend political meetings, exercise their freedom to vote, participate in election campaigns, and advocate political principals and policies which are compatible to the constitution and laws of the state and of the United States of America. Employees may not, however:

(1)

Engage in political activity while on duty;

(2)

Seek nomination, election, or appointment to any city political office in the city;

(3)

Solicit contributions or engage in campaign activity involving candidates for city political office in the city;

(4)

Use or threaten to use influence in any city political election;

~~(5)~~

~~Use city supplies, equipment, or facilities for political campaign purposes;~~

~~(6)~~

~~Be required to contribute funds or support for political or partisan purposes as a condition of employment, pay raise, or promotion.~~

~~(b)~~

~~Employees who desire to seek election to noncity political office may request vacation leave or leave without pay to conduct their campaigns. Employees may not continue in active employment if the city administrator determines that their candidacy significantly affects their ability to perform their work duties or conflicts with their city employment.~~

- ~~**Sec. 15-37. - Solicitations.**~~

~~No employee shall solicit pledges or contributions nor promote sales for any cause during working hours without written approval of such employee's department head or the city administrator. Employees shall not be solicited by others for pledges, contributions, or enrollments during working hours, except those programs provided by the city as fringe compensation to all regular employees. Solicitations for optional insurance programs for which the city provides the convenience of payroll deductions must take place outside the employee's duty time (i.e. during meal periods, or before or after work).~~

- ~~**Sec. 15-38. - Rest periods; breaks.**~~

~~Because of variation in work schedules and needs among departments, the city makes no attempt to define a uniform policy for rest periods or breaks in all departments or divisions. Department heads may, subject to review of the city administrator, establish appropriate restperiod practices which will best serve the city interest in the work units under their supervision. If feasible, a department head may allow up to two ten-minute rest periods per day, but circumstances may exist which make regular rest periods or coffee breaks impossible. Such rest periods are allowed entirely at the city's discretion, are not cumulative nor a right, and are subordinate to any business.~~

- ~~**Sec. 15-39. - Gifts and favors.**~~

~~No official or employee of the city shall accept any valuable gift, whether in the form of service, loan, thing, money, or promise from any person which to such employee's knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the city. No official or employee shall accept any gift, favor, or thing of value which may tend to influence such employee in the discharge of work duties or which it is reasonable to believe is offered for the purpose of enhancing the giver's interest. No official or employee shall grant in the discharge of such employee's duties any improper favor, service, or thing of value. No employee shall seek personal or financial advantage through such employee's position with the city.~~

- ~~**Sec. 15-40. - Nondiscrimination.**~~

No discrimination shall be promised, threatened, or exercised by any supervisor or employee with regard to any application to employee in matters of hiring, advancement, compensation, or treatment because of that person's sex, race, national origin, religious beliefs, political affiliation or belief, age or handicap.

- **Sec. 15-41. - Personal indebtedness.**

Employees are expected to manage their personal financial affairs so that the city will not be embarrassed by excessive or delinquent personal indebtedness of an employee. They are particularly expected to satisfy their public obligations (taxes, etc.) in a timely manner.

- **Sec. 15-42. - Safety.**

(a)

Work safety is the responsibility of all employees. All employees have the right to work in a safe occupational environment, and all employees have a duty to help create that environment.

(b)

Department heads and other supervisors are responsible for:

(1)

Providing safe work procedures, sites and equipment;

(2)

Implementing safety policies and programs;

(3)

Training employees in safe work habits and procedures;

(4)

Detecting and correcting unsafe work habits and procedures;

(5)

Investigating work accidents and promptly submitting accident reports;

(6)

Encouraging employees to report unsafe conditions and to submit suggestions for enhancing work safety.

(c)

Employees are responsible for:

(1)

Learning and maintaining safe work habits and procedures;

(2)

Maintaining equipment and work sites in a safe condition;

(3)

Using available safety equipment, such as hard hats, reflective vests, hard-toed footgear, protective clothing, eye protection, warning signs and similar equipment when appropriate;

(4)

Avoiding unsafe practices, such as wearing loose clothing, rings, bracelets, and long hair around moving machinery or working without shoring in an unsloped ditch;

(5)

Promptly reporting all accidents and injuries and assisting in investigation of same;

(6)

Reporting unsafe work conditions and practices promptly.

- **Sec. 15-43. - Hours of work.**

(a)

Because of the essential nature of city work, some city jobs must be carried out 24 hours a day, every day. Some work requires being available on standby or being called out for emergency duty, and some work requires working overtime to complete important tasks. Employees may, therefore, be asked to be available on standby, or asked to work overtime when necessary. Standard weekly hours of work are generally designated as follow:

Expand

	Employee Group	Hours Per Week
(1)	Administrative, professional	40 plus
(2)	Clerical employees	40
(3)	Police officers and dispatchers, waste treatment plant operators	40 (average)
(4)	Other employees	40

(b)

Employees working on a "task system" may be allowed to leave work after less than a full work day or week if their assigned tasks are complete.

- **Sec. 15-44. - Time records.**

Records of hours worked and leave taken shall be maintained by supervisory personnel for all employees under their supervision. Each employee shall sign or initial such records to verify their accuracy. All

employees shall be responsible for insuring that leave taken is promptly and fully reported to the person responsible for maintaining personnel leave records.

- **Sec. 15-45. - City-owned property.**

City equipment, materials, tools, and supplies shall not be taken for personal use nor removed from city property except in the conduct of official city business. No other use shall be made of city property except under policies allowing use of that property by the general public. Vehicles owned by the city shall be cared for by employees in a responsible and conscientious manner. Vehicles shall be used exclusively for city business, except that department heads and other employees on emergency call may drive vehicles home upon written approval by the city administrator or except as other use of same may be part of an explicit compensation agreement. Home storage of vehicles shall be minimized, and employees driving vehicles home to a site outside the city may be required to pay differential mileage

Sec. 15-46. - Surrender of property.

Any employee who is terminating employment, or who is suspended for a significant length of time, shall return all items of equipment, including uniforms, to the city. The city may withhold employee pay until return of such equipment.

- **Sec. 15-47. - Confidential information.**

In order to insure that no official, employee, or private citizen uses confidential information concerning the property or affairs of the city to advance the financial or private interest of such person's self or others, no employee shall, without the approval of the city administrator, disclose confidential

Sec. 15-48. - Privacy of employee records.

The state general statutes state that certain information relating to city employees is a matter of public record and that all other information is confidential and open to inspection only under certain special circumstances. The statute also establishes employee's rights to review confidential information in their personnel files.

(1)

Public record. The following information is, by law, a matter of public record:

a.

Name;

b.

Age;

c.

Date of original employment or appointment;

d.

Current position title;

~~e.~~

~~Current salary;~~

~~f.~~

~~Date and amount of last salary increase or decrease;~~

~~g.~~

~~Date of most recent promotion, demotion, transfer, suspension, separation, or other personnel status change;~~

~~h.~~

~~Office or department to which assigned.~~

~~This information shall be maintained in the offices of the city administrator. Any person may have access to the designated public information by oral communication from the city administrator or the administrator designee during regular office hours or by compilation in written form within two work days of their request. This information shall not be released in any manner.~~

~~(2)~~

~~*Confidential information.* All information in an employee's personnel file which is not designated as public is confidential and is open to inspection only in the following instances:~~

~~a.~~

~~The employee or the employee's authorized agent may examine the file except: 1. preemployment letters of reference, and 2. information concerning a medical disability which a physician does not wish divulged to a patient;~~

~~b.~~

~~A licensed physician may, with the employee's written permission, examine the records;~~

~~c.~~

~~An employee's supervisor, immediate or otherwise, may examine all material in the file;~~

~~d.~~

~~Any person acting under authority of a court order may examine an employee's file;~~

~~e.~~

~~A state or federal official may inspect personnel files if the city administrator determines such inspection to be necessary and essential to the function of the inspecting agency. No information shall be divulged for the purpose of assisting in criminal prosecution or investigation of tax liability of the employee.~~

~~(3)~~

Employee review. Any employee who objects to material in such employee's personnel file on grounds that it is inaccurate or misleading may seek to have the material removed from the file by requesting removal, in writing, to the city administrator. The city administrator shall have the objectionable material removed or decline its removal within ten working days, and the administrator's decision shall be final. An employee may place a written statement in such employee's personnel file relating to such material at any time and no permission is required.

- **Sec. 15-49. - Travel.**

Employees of the city will, from time to time, be involved in travel away from the city for city business, including attendance at business meetings, schools, and conferences. The following policies shall apply to such travel:

(1)

Approval. All travel is to be in accordance with the travel budget and requires prior approval by the city administrator. Requests for travel should be submitted to the city administrator on the proper request form. Travel expense account forms will be filled out and submitted with receipts to the city administrator for approval and reimbursement within five days of the last day of travel. The form used must show the detail of expenses incurred by day and will be summarized by day and by category as provided for on the form. The purpose of any travel will be defined on the report and such purpose will be sufficient to allow for a review of the necessity of such travel.

(2)

Meals. Meals expenses shall ordinarily be reimbursed only when incurred on out-of-town travel or when the meal itself is the occasion of a business meeting. In cases where an employee is on an extended trip, meal costs will be allowed on both the day left home and on the day returned from the trip to the extent that leaving and arrival time includes such time as is normally used for a particular meal.

(3)

Transportation. The most economical means of travel shall be used, taking into consideration the employee's time as well. Reimbursement for the use of employee's personal car will be at the rate of $0.275 per mile. Receipted bills for travel by airlines and other common carriers must accompany and verify the employee's expense report. Other transportation costs will be reimbursed on an incurred basis as substantiated by receipts.

(4)

Lodging. Economical lodging shall be utilized, taking into consideration the location and prevailing cost there.

- **Sec. 15-50. - Training and development.**

(a)

Job-related training. Employees are encouraged to continually improve and update their job skills through education and training. The city will attempt to assist this development for clearly job-related

training and education as follows: (1) to authorize leave with pay in order to attend classes, (2) to pay fees, tuition, and/or expenses, or (3) both subsections (1) and (2). The extent of city assistance will depend on the availability of funds and the city's needs for acquired skills. Reimbursement of fees, tuition and/or expenses may be subject to successful completion of training.

(b)

Job-required training. Supervisors may require employees from time to time to receive training. Expenses related to this training will be paid by the city. In those situations where an employee must work such employee's regular hours in addition to attending job-required training the following shall apply:

(1)

Training must be approved by the city administrator;

(2)

Compensation shall be for actual classroom hours (no travel time) beyond a 40-hour week; and

(3)

Compensation should be by compensatory time if possible, but if not, the city administrator can authorize payment on a hour-for-hour basis (no overtime pay).

- **Sec. 15-51. - Grievance procedure.**

(a)

Management intent. The city believes that its employees are its most valuable resource in providing services to the citizens of the community and that any policy relating to individuals' work benefits forms a process by which employees may bring legitimate problems or concerns to the attention of management for resolution. The city encourages employees to discuss with their supervisors ideas, concerns, misunderstandings, or complaints which significantly affect their work or conditions of employment. The city hopes that free and informal communication between employees and their supervisors will successfully resolve most problems or complaints. The grievance procedure is intended to: (1) promote better understanding of policies, practices, and procedures, (2) assure employees of fair, impartial, and prompt responses to problems without fear of reprisal, (3) promote a continuing sense of responsibility by supervisors for maintaining effective work relationships and conditions, and (4) promote the well-being of the city government so that it may deliver reliable, quality services to citizens. A copy of this grievance procedure shall be given to every new employee so that such employee may be familiar with it.

(b)

Formal procedure. Recognizing that some problems may be resolved only after a more formal process of expression, the following procedure is established to insure fair and equitable adjustment of all employee grievances. This procedure is available to all employees of the city regardless of funding and is designed to be completed within a 60-day period.

(c)

Verbal discussion with supervisor. An employee shall first report a grievance to such employee's immediate supervisor. This report should ordinarily be made within seven days of the incident or action which created the problem. Within five days following this initial report, the supervisor will meet with the employee to discuss the grievance in an attempt to resolve the problem promptly and equitably. If the employee feels that the grievance has not been properly resolved during this informal meeting, such employee may appeal in writing, if possible, to the department head.

(d)

Appeal to department head. An employee may request a hearing with the department head to appeal an unresolved grievance. This request must be made in writing within seven days following the meeting with such employee's supervisor. The department head shall, if possible, schedule this hearing within seven days of the request and notify both the employee and the employee's supervisor of the date, place, and time. The employee may ask one fellow employee to attend the hearing and assist such employee's presentation. At the hearing, the department head will hear all parties fully and make every effort to resolve the problem to the satisfaction of all concerned. If a mutually satisfactory solution cannot be achieved, an appeal may be made to the city administrator. The employee should request the appeal in writing through the department head ordinarily within seven days following the hearing with the department head.

(e)

Appeal to city administrator. An unresolved grievance may be referred to the city administrator by forwarding a written report of the facts and issues. This summary shall be forwarded by the department head upon the request of the employee or supervisor within seven days of the request; they shall have an opportunity to review the report and add any additional information. After reviewing the report the administrator shall schedule a hearing at the earliest possible date, within seven days of receipt if possible, and notify the affected parties. Following the hearing, the city administrator shall notify the affected parties of such administrator's decision. At the administrator's discretion, a special advisory committee may be appointed to make recommendations toward resolving the problem. The administrator shall issue a written decision, if possible, within ten days of the hearing.

(f)

Appeal to city council. An unresolved grievance may be referred to the city council: (1) by the city administrator forwarding a written report of the facts and issues to the city council, (2) by the employee requesting review by the city council within ten days of the administrator's decision, or (3) upon request of the city council by majority vote. After reviewing all of the attendant documents, the city council may in its discretion schedule a hearing and the recorder shall notify all affected parties. The city council shall notify the parties to the hearing within 30 days of the date of the hearing of its decision, and its decision in the matter shall be final.

(g)

Discrimination cases. Additionally, it is the policy of the city not to discriminate against any person or group in the general public, any employee, or any job applicant on the basis of sex, race, color, national

origin, religious beliefs, political affiliation or belief, age or handicap. Any individual or organization who feels they have been discriminated against will follow the grievance procedure set forth by the city. An unresolved grievance may be referred to the city administrator for review. If a mutually satisfactory solution cannot be achieved, a final appeal may be made to the city council. If the situation can still not be resolved, the problem will be directed to circuit court.

- **Sec. 15-52. - Collective bargaining.**

The city acknowledges the legal right of employees to form and join employee associations. However, the city feels that the employee grievance procedure provides a sufficient opportunity for response to employee concerns and that collective complaints are inconsistent with good employer-employee communications. The city considers collective job action, such as work slowdowns, sit-ins, and strikes, to be inconsistent with public service and a breach of the employment relationship.

- **Sec. 15-53. - Physical condition.**

For the safety of all employees and for the best service of the public, it is important that each employee be physically able to perform the duties of such employee's job. If an employee's work ability is impaired by a health condition, it is the employee's duty to advise such employee's supervisor. If a supervisor believes that an employee's physical condition may be doubtful, submission of a medical examination report may be required. The city may require periodic submission of medical condition reports for any employee subject to significant stress or heavy physical requirements, who has a history of health problems, or who is over age 60. If funds are available, the city may pay or share the cost of these examinations.

- **Secs. 15-54—15-59. - Reserved.**

- **ARTICLE IV. - PERSONNEL STATUS CHANGES**

- **Sec. 15-60. - Merit pay raises.**

Merit pay raises within a pay range are made in special recognition of an employee's improved work performance, improved work abilities, and/or significant work accomplishments. Merit salary increases are never granted automatically and will be limited or denied when employee productivity, attitude, or work quality need improvement or are substandard. Permanent employees will ordinarily be considered for possible merit increases at the end of their probationary period and each July 1 following successful completion of their probationary period, subject to their work performance, the limits of the pay plan, the availability of funds, and the approval of the city administrator. Department head recommendations for employee pay raises must be accompanied by a written appraisal of the employee's progress or other written justification of the proposed increase. Employees will not ordinarily be considered for full merit increases more than twice in a 12-month period.

- **Sec. 15-61. - Promotions.**

A promotion is a move to a position which has a higher pay range. In filling vacancies, first consideration shall be given to promotion of qualified employees from within the city service. In the absence of

candidates from within the city service who meet the education, training, experience, and other standards to be promoted, vacancies shall be filled by outside candidates. Qualification for promotion shall be based on job-related experience, skill, training, knowledge, ability, past performance, and general suitability for the higher position.

- **Sec. 15-62. - Transfers.**

A transfer is a lateral move from one department, division, or work unit to another without a change in pay range. Employees may be transferred temporarily or permanently from one department, division, or unit to another to allow maximum utilization of manpower, cope with peak workloads, improve work relationships, or otherwise serve the best interests of the city. Transfers to existing vacancies may be arranged upon consent of the affected supervisors and the city administrator.

- **Sec. 15-63. - Suspensions.**

A suspension is an action by the city temporarily relieving an employee of duties and responsibilities and discontinuing the employee's pay.

(1)

Disciplinary. Suspensions may be utilized as a disciplinary action to penalize an employee for misconduct, insubordination, poor work habits, or the like. The duration of such suspensions shall depend upon the seriousness of the offense.

(2)

Nondisciplinary. Suspensions may be effected to allow time for the investigation, hearing, or trial of an employee against whom an allegation of wrongdoing has been made. If the allegation proves false, the employee may be reinstated without loss of pay or benefits.

- **Sec. 15-64. - Demotions.**

A demotion is a move to a position which has a lower pay range.

(1)

Disciplinary. Demotions may be utilized as a penalty for misconduct.

(2)

Nondisciplinary. Demotions may also be utilized in such circumstances as the following:

a.

When an employee has diminished ability, such as physical or other disability, to perform such employee's former position.

b.

When an employee is discovered to be unable to satisfactorily perform such employee's job responsibilities, but appears suitable for another job.

- **Sec. 15-65. - Pay reduction.**

A pay reduction is reduction of pay within a pay range, for reasons similar to those for which a demotion may occur.

- **Sec. 15-66. - Layoff.**

A layoff is a separation from employment because of an organizational change, lack of work, lack of funds, or other change which reflects no discredit upon the employee. An effort will be made to place any employee subject to layoff in any other suitable vacant position. When a layoff or layoffs become necessary, consideration will be given to each employee's performance, seniority, and the needs of the city in determining which employees will be retained.

- **Sec. 15-67. - Resignation.**

(a)

A resignation is a voluntary termination of employment with advance notice to the city. The city has a substantial investment in the development and work of its employees, each of whom occupies an important job in the city service. Employees voluntarily resigning their position in the city service should, as a matter of responsibility and courtesy, give the city adequate notice of their plans. Adequate notice shall be considered to be:

(1)

Department heads and professionals: four calendar weeks;

(2)

Other supervisory employees: three calendar weeks;

(3)

Regular, full-time, nonsupervisory employees: two calendar weeks;

(4)

Part-time and temporary employees: one calendar week.

(b)

Employees shall forfeit a portion or all of any accumulated vacation leave payable at termination for failure to give adequate notice as indicated above. Failure to give adequate notice may also be cause for denying future reemployment with the city.

(c)

The administrator may waive the city's rights to such notice when such waiver would be in the best interests of the city.

- **Sec. 15-68. - Dismissal.**

(a)

Unsatisfactory performance. Employees who are not performing their duties satisfactorily shall be informed of the deficiencies in their performance and shall be advised of the corrective actions necessary to perform satisfactory work. Notification may be orally or in writing, but a written record of same shall be entered in the employee's personnel record. Failure to correct deficiencies in work performance may result in dismissal or other actions, in order to insure that municipal business is conducted by competent and efficient employees. The following examples relating to unsatisfactory performance of duties are nonexclusive, but representative of those considered sufficient for dismissal or other action:

(1)

Inefficiency, negligence, or incompetence in work performance;

(2)

Physical or mental incapacity to perform duties;

(3)

Careless, negligent, or improper use of city property;

(4)

Discourteous treatment of the public or other employees;

(5)

Absence without approved leave;

(6)

Improper use of sick leave privileges;

(7)

Unauthorized tardiness or absence from assigned duties;

(8)

Violation of work rules or personnel policies;

(9)

Commission of acts which are crimes under the laws of the United States, the state or any other jurisdiction.

(b)

Misconduct.

(1)

Misrepresentations in securing employment;

(2)

~~Conviction of a felony, or conviction of a misdemeanor involving moral turpitude;~~

~~(3)~~

~~Misuse of city funds;~~

~~(4)~~

~~Falsification of city records;~~

~~(5)~~

~~Reporting to work under the influence of alcohol or drugs, or partaking of drugs or alcohol while on duty or on city property, with the exception of prescription or over-the-counter medication taken to protect health and safe to use while working;~~

~~(6)~~

~~Wilful or negligent destruction of property while on duty;~~

~~(7)~~

~~Wilfully or negligently endangering the lives or property of others while on duty;~~

~~(8)~~

~~Possession of unauthorized firearms or other lethal weapons while on duty;~~

~~(9)~~

~~Abusive or brutal actions toward other employees;~~

~~(10)~~

~~Insubordination;~~

~~(11)~~

~~Engaging in incompatible employment or serving a conflicting interest;~~

~~(12)~~

~~Acceptance of gifts in exchange for the use of influence or the grant of special privilege;~~

~~(13)~~

~~Engaging in prohibited political activity;~~

~~(14)~~

~~Disclosure of confidential information;~~

~~(15)~~

~~Engaging in strikes, sick-ins, or work slowdowns.~~

(c)

Temporary and probationary employees. Temporary and probationary employees may be terminated with or without reference to deficiencies in performance or conduct, at the discretion of the city and without prior notification.

(d)

General. The enumeration above of causes, examples of causes, and/or procedures for dismissal shall not be interpreted to limit or impair the city's common law right as an employer to terminate or otherwise discipline employees in the best interests of the organization.

- **Sec. 15-69. - Reinstatement.**

Reinstatement is reemployment of an employee who was laid off or who otherwise left the city service in good standing. The pay level and benefits for a reinstated employee are subject to approval of the administrator.

- **Secs. 15-70—15-79. - Reserved.**
-
- **ARTICLE V. - CLASSIFICATION AND PAY**
- **Sec. 15-80. - Position classification plan.**

(a)

The position classification plan shall include a description of each full-time position title being utilized by the city. The city administrator is responsible for administration, maintenance and periodic updating of this plan. Employees are invited to review their position descriptions in order to enhance understanding of their jobs and assist in keeping the plan current.

(b)

The city administrator shall make or cause to be made position classification studies of individual positions or groups of positions whenever the duties and responsibilities of existing positions have significantly changed or new positions are to be created. Department heads are responsible for advising the administrator of the possible need for classification plan revisions or additions through submission of position review requests.

(c)

Position title and description revisions shall be approved by the city administrator. Creation of new position classifications shall be approved by the city council.

- **Sec. 15-81. - Pay plan.**

The pay plan is a companion to the position classification plan which assigns pay ranges to each position.

(1)

Development. Pay ranges for each classification shall be determined based on the relative responsibilities and qualifications of the various positions, the availability of employees in particular occupational categories, prevailing rates of pay for similar employment in the city area and other governmental jurisdictions, cost of living factors affecting employees, state and federal wage laws, the financial condition of the city and considerations of economic policy. These factors shall form the basis for the administrator's recommendations for a plan which is current and competitive.

(2)

Form. Each position in the pay plan shall be assigned a minimum and maximum rate of pay. The pay plan shall also designate pay step increments within each range, which shall be two percent apart and shall constitute norms for average merit pay increases.

(3)

Adoption. The pay plan must be approved by the city council. An updated pay plan will ordinarily be recommended by the city administrator as an accompaniment to the budget each year, and the administrator may recommend new plans or amendments on other occasions if deemed necessary for effective personnel administration.

- **Sec. 15-82. - Starting pay.**

(a)

Basic policy. The pay rate of an employee newly entering city employment will normally be the minimum pay for the position to which appointed.

(b)

Minimum pay/living wage. No full-time or permanent part-time employee of the city shall be paid less than $12.00 per hour. Permanent part-time employees include those employees who work regular and ongoing hours on a permanent basis, but fewer hours a week than a full-time employee. This section shall not apply to temporary employees, "as-needed" employees or causal employees who are employed on an irregular basis with no set roster or routine. Temporary, casual and as-needed employees may be paid at the rate of the federal minimum wage or at the rate set in the city's minimum pay scale, whichever amount is greater.

(c)

Above-minimum pay. The city may, when unable to attract qualified applicants at the minimum pay level for a position, when able to hire an exceptionally well-qualified applicant, or when rehiring a previous employee with valuable experience, initially compensate a new employee at a level above the minimum for the position.

- **Sec. 15-83. - Pay changes.**

(a)

Merit raises. The normal merit pay increase for an employee being recognized for improved work performance or abilities or significant work accomplishments shall be a two, four or six percent increase in pay rate. Employees who have demonstrated improvements but whose performance improvement

has not fully met expectations or goals may receive a merit pay increase of two or four percent. Employees who exhibit superior performance improvement or who attain exceptional achievements may receive a merit increase of six percent. Thus, employees can advance a maximum of three pay steps per year, based on merit. All such raises shall be subject to the availability of funds.

(b)

Pay plan adjustments. Pay plan adjustments normally have an effect upon the pay rates of all regular full-time employees, through designation of new pay ranges in the pay plan. Such adjustments have no direct relationship to other pay changes such as merit increases, and are intended to adjust the overall pay plan in recognition of labor market factors, cost of living changes, economic conditions, comparative wage rates, statutory changes, and similar factors.

(c)

Promotions. Promotions to a higher position classification shall ordinarily be accompanied by a pay increase of at least four or six percent. (Such raises shall reset the employee's annual appraisal cycle.)

(d)

Demotions. Demotions shall be accompanied by a reduction in pay.

(e)

Transfers. Transfers shall not ordinarily involve any change in pay, but may establish a new probationary period and may reset the employee's appraisal cycle if the transfer is to a significantly different type of work.

(f)

Position reevaluations. Changes in pay ranges resulting from position reclassifications shall normally result in automatic adjustment of pay to a comparable level within the new pay range, unless it is determined that excessive reductions or windfall increases would result. Position reclassifications shall constitute partial pay plan adjustments and shall not affect eligibility for merit pay increases.

(g)

Temporary appointments. Employees charged with temporarily carrying out the responsibilities of a higher position while that position is vacant may receive temporary supplemental pay in recognition of their increased responsibilities.

- **Sec. 15-84. - Overtime pay.**

(a)

Overtime work. Supervisors shall arrange the work schedules of employees in their work units in order to accomplish the required work within the standard workday and workweek. Employees shall be required to work overtime only in cases of emergency or extraordinary city need. If it shall prove necessary for an employee to work beyond the hours established for the standard workday or workweek, the employee's department head may authorize overtime work for the causes stated above. "Overtime" shall consist of

approved hours worked beyond the standard workweek (40 hours, or 160 hours for a 28-day scheduling cycle).

(b)

Compensatory time off. When an employee has worked hours beyond the standard workweek, the employee may be granted compensatory time off on an hour-for-hour basis to be taken by the employee at the earliest possible time and at a time which, in the opinion of the employee's department head, will least affect the efficient operation of the office, section, or department. Supervisors shall make every effort to compensate necessary overtime with time off, especially when the overtime results only from relatively minor extensions of workdays. Compensatory time earned shall be reported to the city administrator's office and shall not normally be allowed to accumulate beyond 20 hours.

(c)

Overtime compensation. When overtime hours have been worked and compensatory time off has not been given or is not anticipated, an eligible employee may be compensated at a rate 1½ times the employee's regular rate of pay. An employee who desires to perform extra work for which another person ordinarily would have had to be hired may voluntarily waive rights to pay beyond regular rates.

(d)

Variance. No divergence from these policies shall occur except as authorized by the city administrator, for specific reasons.

- **Sec. 15-85. - Pay periods.**

The city has 26 pay periods, pay days on every other Friday.

- **Secs. 15-86—15-89. - Reserved.**
- **ARTICLE VI. - NONSALARY COMPENSATION AND BENEFITS**
- **Sec. 15-90. - Vacation leave.**

(a)

Leave benefit; leave earning rate. Vacation leave is a benefit granted at the discretion of the city. Each full-time employee eligible for vacation leave benefits shall earn vacation leave with pay based on the number of years of service to the city.

(1)

During the first ten years of service, vacation leave will be earned at the rate of one work day for each month of service. Persons hired on or before the 15th shall earn vacation leave for that month; those hired after the 15th begin earning in the following month.

(2)

After ten years of service employees' vacation leave will be calculated monthly to the amount of 15 days off per year.

(3)

Following 20 years of service, employees' vacation leave will be calculated monthly to the amount of 20 days off per year.

(4)

Employees with 25 or more years of service will receive 25 days of vacation leave per year, calculated monthly.

(5)

Part-time employees who average at least 20 hours of work per week are entitled to two hours of vacation leave per month of employment; provided that such vacation leave shall not be used until a part-time employee has successfully completed one full year of employment. Part-time employees averaging less than 20 hours of work per week shall not be entitled to vacation leave.

(b)

Taking leave; maximum accumulation. The city believes that periodic vacations are beneficial to an employee's health and productiveness. Employees are therefore encouraged to take vacations annually. Employees may not accumulate more than 30 days of vacation leave.

(c)

Initial use of leave. Vacation leave may be taken as earned, but normally shall be approved in more than minimal amounts during an employee's first six months of employment.

(d)

Leave compensation at termination. Employees who leave the city service in good standing shall be compensated for accumulated vacation leave.

(e)

Payment to estate. Upon the death of an employee, an accumulated vacation leave shall be paid to the employee's estate.

- **Sec. 15-91. - Health leave.**

(a)

Leave privilege; earnings rate. Health leave is a privilege and benefit granted at the discretion of the city. Each full-time employee eligible for health leave shall earn health leave with pay at the rate of one work day for each month of service, in the same manner as vacation leave.

(b)

Accumulation maximum. Employees may accumulate up to 60 days of health leave. Accumulations of any amounts beyond the previous maximum shall begin on the effective date of this policy.

(c)

Leave approval; reasons for use. Health leave must be approved by the employee's department head and is subject to review by the city administrator. The administrator or department head may require physician's certificates or other evidence to verify the eligibility of health leave. Health leave with pay may be requested for absences due to the following causes: employee sickness, bodily injury, necessary medical examinations or treatment, exposure to or contraction of contagious diseases which might endanger other employees' health, quarantine, illness in the immediate family requiring care by the employee, employee's birth of a child, death of a member of the employee's proximate family (maximum three days).

(d)

Health leave not compensable. No employee shall be compensated for accrued health leave as separation pay. Employees shall lose all sick leave credit upon termination. Health leave may not be taken after an employee's last work day without medical verification. Employees terminated due to a reduction in force shall be eligible, if rehired within two years, for full restoration of previously accumulated health leave. Employees who resign in good standing and are rehired within two years shall be eligible, upon approval by the city administrator, for restoration of up to one-half of previously accumulated health leave.

- **Sec. 15-92. - Military service leave.**

(a)

Active duty. Employees shall be entitled to leave without pay for periods of active duty service with the armed forces of the United States resulting from involuntary draft or military conscription. The city administrator may approve leave without pay for a period of voluntary enlistment in the armed forces not to exceed four years. Employees granted active duty military leave shall be entitled to reemployment for a period of six months following an honorable discharge, with reinstatement of previously accumulated leave and in a position and pay level as similar as possible to the person's previous position and pay. The city administrator may, in reappointing the former employee, take into consideration the city's personnel needs and the individual's qualifications at the time of application for reemployment.

(b)

Reserve duty. Employees who are members of a reserve component of the United States armed forces or of the National Guard shall be entitled to leave for a maximum of ten working days per year for any mandatory active duty. Employees granted reserve duty military leave shall be entitled to pay consisting of the amount, if any, by which their city pay exceeds their military pay for the same period of time. All fringe benefits shall continue as usual for any employee granted reserve duty military leave.

- **Sec. 15-93. - Sending sick employees home.**

An employee who becomes ill at work should get permission from such employee's supervisor. Although a supervisor may give an employee permission to go home because of illness, the supervisor is to make sure that the employee is well enough to travel.

- **Sec. 15-94. - Work injury.**

(a)

An employee cannot draw health leave or vacation pay while on work injury leave with pay.

(b)

An employee cannot draw health leave pay and workers' compensation pay at the same time; the employee may choose to receive one or the other, but not both at the same time. An employee can draw vacation pay while being paid workers' compensation benefits if the employee so chooses.

- **Sec. 15-95. - Leave without pay.**

A city employee may be granted a leave of absence without pay for up to one year by the city administrator for reasons of personal or family illness, reserve military duty beyond ten days, completion or advancement of education, or special work experience which will enable the city to profit by the experience gained or the work performed. Employees shall not continue to receive city-paid fringe benefits nor accumulate leave benefits during such leave, but shall not ordinarily lose already accumulated benefits.

- **Sec. 15-96. - Civil leave.**

An employee called for jury duty or as a witness in a judicial proceeding of the federal or state governments or a subdivision thereof shall be granted civil leave during the required absence. Employees serving as such shall be entitled to leave at regular pay and may keep any fees received for jury duty. Employees summoned as witnesses shall be entitled to leave at regular pay. Law enforcement officers may not receive or keep any witness fees for appearing in a criminal court in connection with their official duties.

- **Sec. 15-97. - Holidays.**

(a)

Each full-time regular employee eligible for holiday benefits shall receive a day off and a regular day's pay on the following holidays to be observed by the city government:

(1)

New Year's Day;

(2)

Martin Luther King's Birthday;

(3)

Lincoln's Birthday;

~~(4)~~

~~Washington's Birthday;~~

~~(5)~~

~~Veterans' Day;~~

~~(6)~~

~~Columbus Day;~~

~~(7)~~

~~Memorial Day;~~

~~(8)~~

~~West Virginia Day;~~

~~(9)~~

~~Independence Day;~~

~~(10)~~

~~Labor Day;~~

~~(11)~~

~~Thanksgiving Day;~~

~~(12)~~

~~Christmas Day.~~

~~(b)~~

~~The holidays will be observed on the dates established in W. Va. Code, § 2-2-2. In addition, a national, state or local election throughout the city where the election is held will be recognized as a legal holiday.~~

~~(c)~~

~~If the holiday falls on a weekend, the following Monday shall be observed as the holiday. If an employee engaged in shift work is required by the work schedule to work on a holiday or the holiday falls on an employee's scheduled day off, the employee shall be given a compensatory day off as soon as possible. Employees shall not be paid for holidays in lieu of actual leave except in circumstances of city operational need and hardship approved by the city administrator. Holiday pay may be denied to employees who are absent without approved leave preceding or following a holiday.~~

- **Sec~~. 15-98. - Employee benefits.~~**

~~(a)~~

The city participates in the state workers' compensation system and provides health and life insurance.

(b)

The city may participate in the state retirement plan. However, to date the council has chosen to abstain from participation. The city does participate in a private retirement plan.

- **Sec. 15-99. - Social security.**

The city and employees participate in the federal social security program, contributing shares as required by law. Social security is government insurance to provide workers with a base income for retirement or disability; some medical and death benefits are also provided. Details of social security benefits and coverage are available from brochures furnished by the city and from the nearest office of the social security administration.

- **Secs. 15-100—15-110. - Reserved.**

- **ARTICLE VII. - PREGNANCY/CHILDBIRTH**

- **Sec. 15-111. - Leave of absence.**

Any salaried female employee who is unable to work due to pregnancy/childbirth-related disability will be entitled to use accrued sick leave just as if she were disabled by illness or injury. If the employee does not have accrued health leave, such employee may request a medical leave of absence of up to three months.

- **Sec. 15-112. - Procedure.**

As soon as an employee informs such employee's superior of the pregnancy, the superior should counsel the employee on the various policies and procedures. In addition:

(1)

By the end of the employee's fourth month of pregnancy, she must submit to her supervisor a written statement from her doctor containing the estimated date of delivery and whether or not she may continue in her present employment without placing her health in jeopardy. The supervisor will forward this slip to her file. By the end of her eighth month of pregnancy, the employee must present to her supervisor a written statement from her doctor which gives the last day she will physically be able to perform the normal responsibilities of her job. This statement will also be forwarded to her file. The employee's physician may at any time change such date upon written statement to the company. The employee is responsible for delivering this statement to her supervisor.

(2)

An employee must notify the city of the termination of such employee's pregnancy within five days; and such employee must again furnish a physician's statement setting forth the earliest date such employee is physically able to return to work. If it is not received by the end of the fourth week following delivery, the employee's health leave benefits will be suspended until proper documentation is received.

- ~~**Secs. 15-113—15-119. Reserved.**~~

- **ARTICLE ~~VIII.~~ II - POLICE DEPARTMENT**

- **Sec. ~~15-120.~~ 15-6 Establishment; purpose; subject to authority of mayor.**

The governing body, in order to protect person and property within the city, to preserve law and order therein, and to enforce therein the criminal laws of this state and of this city, does hereby establish the Ranson Police Department, hereafter known as the city police department. It is also established that the chief of police shall be the administrative head of the city police department and shall be subject to the control of mayor. The governing body shall also provide all necessary equipment to maintain such a police department.

- **Sec. ~~15-121~~.15-7 - Police civil service established.**

All of the pertinent provisions of W. Va. Code, §§ 8-14-6 through 8-14-20, 8-14-22 and 8-14-23 are hereby adopted by the council and made applicable to the police department of this city and to the nonexempt members thereof and nonexempt applicants for membership therein.

- **Sec. ~~15-122~~ 15-8 - Composition of department.**

(a)

The police department shall consist of the police force and the civilian employees of the department.

(b)

The police force shall consist of a chief of police and such number of captains, lieutenants, sergeants, patrol officers and special police as the governing body may from time to time authorize.

(c)

The civilian employees of the police department shall consist of such secretaries, clerks and others as the governing body may from time to time authorize.

(d)

The civilian employees of the police department shall also consist of such special school zone police officers as the governing body may from time to time authorize. Special school zone police officers shall be appointed by and serve at the will and pleasure of the chief of police.

- **Sec. ~~15-123~~.15-9 - Duties of chief of police.**

(a)

~~The chief of police shall keep such records and make such reports concerning the activities of the department as may be required by the governing body. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.~~

~~(b)~~

~~Whenever a vacancy occurs in the office of chief of police, the mayor may designate an acting chief of police who shall temporarily assume the duties of the chief of police.~~

- **Sec. ~~15-124~~.15-10 - Chain of command.**

The chain of command shall be the mayor **and city manager**, chief of police, and other members of the police department according to rank and seniority within rank.

- **Sec. ~~15-125~~.15-11 – Employee Handbook and Police manual.**

Each member of the police department is an employee of the City, subject to the policies and practices included in the City's Employee Handbook, except where in conflict with West Virginia law, in which case the West Virginia law shall be controlling. Every membershall be obedient to and comply with the provisions of the city police manual applicable to the position and any other rules or regulations of the police department. ~~The police manual shall be subject to amendment from time to time by the governing body or the chief of police.~~

- **Sec. ~~15-126~~15-12. - Oath of office.**

All members of the city police department, before entering upon the discharge of their duties, shall take and subscribe to an oath which shall be in the form and effect as follows:

"State of West Virginia

City of Ranson to wit: I, _____ do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia and the municipal code of the City of Ranson, and I will honestly and faithfully perform the duties imposed upon me under the provisions of law as a member of the Ranson Police Department, to the best of my skill and judgment."

All such oaths shall be filed and preserved in the office of the city police department.

- **Sec. ~~15-127~~ 15-13. - Reimbursement agreement.**

Pursuant to the provisions of W. Va. Code, § 30-29-8, all law enforcement officers shall, before attendance at a law enforcement officers training academy, be required to enter into a written agreement with the city, which agreement shall require and specify that if such employee should voluntarily discontinue employment with the city within one year immediately following completion of such training curriculum, such employee shall be obligated to pay to the city the prorata portion of the sum of such compensation which is equal to the part of such year which the employee has chosen not to remain in the employ of the city.

- **Article III Bonding**

15-14 Faithful performance and true accounting bonds required of all officers and of certain agents and employees of city.

(a)

~~Every officer of the City, whether or not required by the Charter or by any other ordinance of the City or by any order of the City Council, and in addition to every City officer, every employee or agent of the City who in the course of official duties collects, receives, handles or has custody or control of City funds, negotiable instruments or securities of value in excess of $100.00 at any one time, shall, before entering upon the duties of office or position and within two weeks after election or appointment, give bond, with corporate surety, payable to the City, in such amount not less than $1,000.00 as shall be determined from time to time by the City Council, and conditioned upon the faithful performance of his or her duties, a true accounting to give of all City funds, negotiable instruments and securities collected, received or handled by him or her or coming within his or her custody or control, and payment to the City; provided, that the bonds of the mayor and chief of police be in an amount not less than $1,000.00; the bond of the city treasurer be in an amount not less than $60,000.00; the bond of the city manager be in an amount not less than $10,000.00; and the bonds of the city clerk, municipal court clerk, and municipal court judge be in an amount not less than $3,000.00; and provided further, that the bonds of deputies and assistants be in amounts not less than the bonds of their respective principals; and provided further, that during any period when two or more offices or positions are held by the same person, the bond for such person shall be in an amount not less than the highest amount required for any one of such offices or positions.~~

(b)

The premiums on all such bonds shall be paid by the city.

(c)

All bonds required by this section shall be in the custody of the City Clerk, except that the bond of the City Clerk shall be in the custody of the City Manager.

~~**Sec. 15-15. Bond required of those authorized to carry firearms.**~~

~~(a)~~

~~Each officer, employee and agent of the City who in the course of his or her official duties is authorized to carry any firearm shall, before entering upon the discharge of duties, give bond to the city, with corporate surety and in such amount as may be fixed by the city council but not less than $3,500.00, conditioned upon the faithful performance of duties and for the payment of all damages, judgments and decrees resulting from the negligent or unlawful use of such firearm by the employee or by any other person with knowledge and consent of the employee.~~

~~(b)~~

~~The City Attorney shall approve all bonds required by this section with respect to their form and legality, and the premiums shall be paid by the city. The City Manager shall approve all bonds required by this section with respect to their sufficiency unless otherwise provided at any time by the City Council.~~

Ordinance: 2025 - 04

AN ORDINANCE OF THE CITY OF RANSON AMENDING CHAPTER 15, ARTICLES 1 THROUGH 127, OF THE CITY CODE ENTITLED "PERSONNEL POLICIES"

WHEREAS, the City of Ranson recently adopted a comprehensive and updated Employee Handbook that reflects the current best practices in employment law, provides clear guidance for city personnel, and replaces outdated provisions previously codified in Chapter 15 of the City Code; and

WHEREAS, Chapter 15, originally adopted in 1983, contains numerous personnel policies that are now inconsistent with both the newly adopted Employee Handbook and modern legal and human resources standards; and

WHEREAS, the City finds it necessary and appropriate to streamline Chapter 15 to include only those essential provisions that are properly enacted by ordinance, while allowing the Employee Handbook to serve as the primary and authoritative source of day-to-day personnel policies and procedures; and

WHEREAS, this amendment is intended to eliminate obsolete and conflicting language, improve consistency with current employment practices, and ensure that all City employees, officials, and volunteers have access to a single, up-to-date resource for understanding the City's personnel policies.

NOW, THEREFORE, be it ordained by the City Council of the City of Ranson, by duly noticed public vote, that Chapter 15, Articles 1 through 127 of the City Code, are hereby amended and reenacted as follows

- **Chapter 15 - PERSONNEL [1]**
- **ARTICLE I. - IN GENERAL**
- **Sec. 15-1. - Employment Rules and Policies**

(a) The City Council shall prescribe the duties of all of the officers and employees of the City where not prescribed by West Virginia Code or City Charter, and it shall be the duty of all such officers and employees to perform faithfully and diligently all the duties so prescribed by these laws or Council.

(b) An Employee Handbook shall be enacted by resolution of the City Council. The Handbook shall include and govern employee rights, duties, compensation, benefits and expectations of the City.

(c) The City Manager shall, from time to time, review the Employee Handbook and recommend to Council any desirable amendments. The City Council may interpret, revise, or supplement the provisions in the Handbook by resolution as it may deem appropriate.

(d) Unless employed by individual contract, every City employee is an "at-will" employee. The Employee Handbook is a communicative device conveying the personnel policies and procedures of the City. It is not intended as an employment contract and creates no right of the employee to enforce any provision therein.

(e) The policies included in the Employee Handbook shall apply to every employee of the City, except where a policy or practice is contrary to West Virginia statute or regulation, in which case West Virginia law shall be controlled.

- **Sec. 15-2. - Equal Opportunity.**

The City of Ranson is an Equal Opportunity Employer. Fair and equal consideration shall be given in hiring, advancement, compensation, and other employment practices to all qualified applicants and employees without regard to sex, race, color, national origin, religious beliefs, political affiliation or belief, age, military or veteran status or disability.

- **Sec. 15-3. - Drugfree workplace.**

The City is committed to providing a safe work environment and to fostering the health and well-being of its employees. The cognitive, emotional, and behavioral impairment that results from drug use can affect productivity, morale, and the safety of the employee and their co-workers. As part of the City's commitment to provide a safe environment for employees and to comply with the Drug-Free Workplace Act (Act) of 1988, the Drug-Free Workplace Policy is established. It shall be the policy of the City government to provide a drug-free workplace for all employees. Use of, personal possession of, or selling of illegal drugs or substances shall be strictly forbidden while in the employment of the city or when representing the city or while on city-owned property.

- **Sec. 15-4 West Virginia Ethics Act**

(a)

Every City employee is a public official governed by the provisions of the West Virginia Ethics Act. Employees shall at all times remain in strict compliance with the Act. The City Manager shall ensure each employee receives initial and annual refresher training on the provisions of the Act.

- **Sec 15-5 Employee Grievance and Bargaining Rights**

(a)

Every City employee has the right to progressively petition the chain of command in accordance with the Employee Handbook regarding perceived improper or unfair employment practices. No employee making a good faith petition shall be subject to adverse employment actions because of that petition.

(b)

The employee grievance procedure provides a sufficient opportunity for response to employee concerns. Council finds that collective bargaining complaints are inconsistent with good employer-employee communications and therefore shall not recognize or bargain with a public employee association or union.

- **ARTICLE II - POLICE DEPARTMENT**
- **Sec. 15-6 Establishment; purpose; subject to authority of mayor.**

The governing body, in order to protect person and property within the city, to preserve law and order therein, and to enforce therein the criminal laws of this state and of this city, does hereby establish the Ranson Police Department, hereafter known as the city police department. It is also established that the chief of police shall be the administrative head of the city police department and shall be subject to the supervision of the administrative authority in accordance with the West Virginia Code and the city charter. The governing body shall also provide all necessary equipment to maintain such a police department.

- **Sec. 15-7 - Police civil service established.**

All of the pertinent provisions of WVa. Code, §§ 8-14-6 through 8-14-20, 8-14-22 and 8-14-23 are hereby adopted by the council and made applicable to the police department of this city and to the nonexempt members thereof and nonexempt applicants for membership therein.

- **Sec.15-8 - Composition of department.**

(a)

The police department shall consist of the police force and the civilian employees of the department.

(b)

The police force shall consist of a chief of police and such number of captains, lieutenants, sergeants, patrol officers and special police as the governing body may from time to time authorize.

(c)

The civilian employees of the police department shall consist of such secretaries, clerks and others as the governing body may from time to time authorize.

(d)

The civilian employees of the police department shall also consist of such special school zone police officers as the governing body may from time to time authorize. Special school zone police officers shall be appointed by and serve at the will and pleasure of the chief of police.

- **Sec. 15-9 - Duties of chief of police.**

The chief of police shall faithfully perform all the duties as defined by the Ranson City Code, applicable federal and state laws, and such additional duties as may be lawfully assigned by the mayor. The chief shall be responsible for the leadership, management, supervision and operational readiness of the department, and shall ensure that all prosecutions by the department are conducted with professionalism and integrity. The chief shall ensure that department operations and activities are coordinated and aligned with the City's goals, policies, and operational standards.

- **Sec. 15-10 - Chain of command.**

The chain of command shall be the mayor and city manager, chief of police, and other members of the police department according to rank and seniority within rank.

- **Sec.15-11 – Employee Handbook and Police manual.**

Each member of the police department is an employee of the City, subject to the policies and practices included in the City's Employee Handbook, except where in conflict with West Virginia law, in which case the West Virginia law shall be controlling. Every member shall be obedient to and comply with the provisions of the city police manual applicable to the position and any other policies, rules or regulations of the police department.

- **Sec. 15-12. - Oath of office.**

All members of the city police department, before entering upon the discharge of their duties, shall take and subscribe to an oath which shall be in the form and effect as follows:

"State of West Virginia

City of Ranson to wit: I, _____ do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia and the municipal code of the City of Ranson, and I will honestly and faithfully perform the duties imposed upon me under the provisions of law as a member of the Ranson Police Department, to the best of my skill and judgment."

All such oaths shall be filed and preserved in the office of the city police department.

- **Sec. 15-13. - Reimbursement agreement.**

Pursuant to the provisions of W. Va. Code, § 30-29-8, all law enforcement officers shall, before attendance at a law enforcement officers training academy, be required to enter into a written agreement with the city, which agreement shall require and specify that if such employee should voluntarily discontinue employment with the city within one year immediately following completion of such training curriculum, such employee shall be obligated to pay to the city the prorate portion of the sum of such compensation which is equal to the part of such year which the employee has chosen not to remain in the employ of the city.

Article III Bonding

- **Sec. 15-14. - Faithful performance and true accounting bonds required certain officers and employees of city.**

(a)

Every officer or employee of the City who in the course of official duties collects, receives, handles or has custody or control of City funds, negotiable instruments or securities of value in excess of $1000 at any one time, shall, before entering upon the duties of office or position and within two weeks after election or appointment, give bond, with corporate surety, payable to the City, in such amount not less than $10,000.00 as shall be determined from time to time by the City Council, and conditioned upon the faithful performance of his or her duties, a true accounting to give of all City funds, negotiable instruments and securities collected, received or handled by him or her or coming within his or her custody or control, and payment to the City; provided, that the bonds of the mayor and chief of police be in an amount not less than $10,000.00; the bonds of the city treasurer and finance director be in an amount not less than $60,000.00; the bond of the city manager be in an amount not less than $10,000.00; and the bonds of the city clerk, municipal court clerk, and municipal court judge be in an amount not less than $3,000.00.

(b)

The premiums on all such bonds shall be paid by the city.

(c)

All bonds required by this section shall be in the custody of the City Clerk, except that the bond of the City Clerk shall be in the custody of the City Manager.

First Reading: July 15, 2025

Public Hearing: _____

Second Reading: _____

Enacted this _____ day of _____ 2025

Adopted by the City Council of the City of Ranson after a 1st reading on July 15, 2025 and after a 2nd reading on _____ by a vote of _____ in the affirmative, _____in the negative with __ abstentions.

_____

Ken Suits, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

AGENDA ITEM VII.16

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Amendment to City of Ranson Employee Handbook - Acknowledgement Form

Staff proposes an amendment to the City of Ranson Employee Handbook Acknowledgement Form in response to concerns raised by several of the City's civil service employees. Specifically, concerns were expressed regarding the form's original language, which broadly stated that all employees are employed at-will. While the handbook includes other provisions that clearly recognize the authority of civil service laws and procedures, staff acknowledges that this language caused confusion and concern among affected employees.

The proposed amendment provides clarification that civil service and other protected classes of employees are not subject to at-will employment status in the same way other employees are. This change is consistent with existing law and policy and is not material in effect but is intended to promote transparency and ease employee concerns.

Council is asked to review and consider approval of the revised Acknowledgement Form language.

ATTACHMENTS:

Employee Handbook Acknowledgement -1.docx
Employee Acknowledgement Form.docx

Employee Handbook Acknowledgement

I have received a copy of the Employee Handbook of the City of Ranson, West Virginia (City) and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, City practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by the City at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the City to employ me now or hereafter and that my employment may be terminated by me or the City without reason at any time, so long as there is no violation of applicable federal or state law.

_____

Employee's Name in Print

_____

Signature of Employee

_____

Date Signed by Employee

A Signed Copy Will Be Placed in Employee's File

Employee Handbook Acknowledgement

I have received a copy of the Employee Handbook of the City of Ranson, West Virginia (City) and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, City practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by the City at any time without notice.

I understand that unless otherwise covered by a valid employment contract, collective bargaining agreement, civil service protection, or statutory exception, I am employed at will. This means that either I or the City may terminate the employment relationship at any time, with or without cause or notice, provided that such termination does not violate applicable federal or state law.

_____
Employee's Name in Print

_____
Signature of Employee

_____
Date Signed by Employee

A Signed Copy will be placed in Employee's File

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Thank you letters

- Boys & Girls Club of the Eastern Panhandle
- Ranson Elementary (snacks Provided during testing)
- Charles Town Race Track Chaplaincy Support Services Inc.

ATTACHMENTS:

Boys & Girls Club .pdf
Ranson.pdf
CT Race Track Chaplaincy Support Services Inc..pdf

BOYS & GIRLS CLUB
OF THE EASTERN PANHANDLE

Corporate Office
PO Box 1184, Martinsburg, WV 25402
P: (304) 263-1832 **F**: (304) 263-1833
www.bgcepwv.net

June 19, 2025

City of Ranson
312 South Mildred St.
Ranson, WV 25438

Dear City of Ranson,

Thank you so much for your generous Minigrant of $3,000(check# 117186 dated May 27, 2025) for the Jefferson County club. Your grant is making a difference in the lives of the children we serve, and we are so grateful for your support.

Thanks to entities like you, hundreds of children and their families will benefit from life changing programs, provided by caring, professional staff every day after school. Your investment in the youth we serve demonstrates your belief in their futures by helping provide access to character-building, educational, and recreational programs.

Your grant allows the Club to provide a place where youth have the chance to set and achieve goals, make friends, have fun, and learn about themselves and the larger world they live in. With the help of supporters like you, the Boys & Girls Clubs of the Eastern Panhandle will continue to offer impactful programs that improve academic success, character & citizenship and promote healthy lifestyles.

Support from people like you helps fulfill the dream of a brighter tomorrow for more youth in our community.

Sincerely,

Stacie Rohn
Chief Executive Officer

Boys & Girls Club of the Eastern Panhandle, tax ID number 20-2257657, is a 501(c)3 organization as determined by the Internal Revenue Service. Your gift is tax-deductible.

Please keep this letter for your tax records.

Thank you Ranson for generously providing snacks for our students during testing. Your support helps keep them energized and focused, and it means a lot to our school community!



Charles Town Race Track Chaplaincy Support Services Inc.

Chaplain Joel Pyron

Phone
304-725-4028

Mailing Address
Charles Town Race Track
Chaplaincy Support Services Inc.
PO Box 1377
Charles Town, WV 25414

President
*Dr. Henry Christie
304-279-6024

Vice President
*William R. Lewis Jr.
352-895-7771

Treasurer
*Tom Newcomer
304-886-6048

Assistant Treasurer
*Lori Bourne
304-279-0555

Secretary
*Lori Bourne
304-279-0555

PNGI Representative
Duane Sowers

HBPA Representative
John Funkhouser

Tax ID # 2273-3933
501(c3)

*Denotes Executive
Council Member

June 14, 2025
City of Ranson
312 South Mildred Street
Ranson, West Virginia 25438

Dear Mayor Pierson,

We greatly appreciate being a recipient of a Ranson Mini Grant Award for $2,500.00 (ck# 117211) We value the support of the community and thank you for remembering us during these challenging times.

The Chaplaincy's office continues to make its presence known to all individuals at the race track. We are here to help everyone who calls or comes to our office for help in everyday situations. We owe much of our success to your generosity.

Your contribution is helping us reach our goal and we thank you again.

There were no goods or services received by the donor in exchange for this contribution.

Sincerely and God Bless You,

Dr. Henry Christie, President
HC//ekb

AGENDA ITEM IX.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: WV Ethics News - July

ATTACHMENTS:

WV Ethics News - July .pdf

WV Ethics News

For all WV public officials and employees

Volume 26 July 2025

Summertime Edition from the WV Ethics Commission

Our next virtual training on the Ethics Act and the Open Meetings Act is on July 30, 2025, from 12 noon - 1pm. Earn 1 hour CLE/CPE credit. Email kimberly.b.weber@wv.gov for an invite.

Summertime Reminders

Summer Jobs for Children: The nepotism restrictions apply to temporary summer jobs. The restrictions apply when hiring someone you live with, your children, spouse, parents, siblings, grandparents, grandchildren, and some in-laws. The prohibitions include:



- A public employee or official may not participate in hiring a person listed above.
- A public employee or official may not directly supervise a person listed above.
- A public official may not vote on a personnel matter involving a person listed above.
- See Legislative Rule § 158-6-3.

Summer conferences: Personalized training sessions on the Ethics and Open Meetings Acts for professional associations and other large groups are available. See Training Request Form fillable.pdf.

Tips: Public W-2 employees, including part-time summer workers, may not accept over $25 from a customer per calendar year in tips under the Ethics Act. See AO 2021-17. See page 2 for more reminders.

NEW ADVISORY OPINIONS

2025-04 A board of education member may not hire a school bus operator during non-school hours to drive him to and from his place of business. The school bus operator is a subordinate subject to the direction, supervision, and control of the board of education member. Therefore, hiring the bus operator as his driver or chauffeur would constitute the improper solicitation of business in contravention of W. Va. Code §6B-2-5(o).



2025-05 A law enforcement agency may lend its name to an event sponsored by a nonprofit organization for the purpose of raising funds for cancer research, a charitable purpose. The specific restrictions that apply to all public officials and public employees who are soliciting for charitable purposes are in W. Va. Code Rule § 158-7 Gifts & Charitable Contributions. Law enforcement officers who are seeking donations for charities must abide by additional, stricter rules, which are set out in W. Va. Code Rule § 158-7-8. For example, law enforcement officers may not solicit for charity while in uniform, but they may show identification upon request and may solicit donations for charity while they are out of uniform and when they are off duty. Law enforcement officers may also deliver proceeds raised for a charitable cause to the recipient while they are in uniform and on duty.

New Contract Exemption

CE 2025-03 Pocahontas County Sheriff

The Ethics Commission granted a contract exemption to Troy A. McCoy, the Pocahontas County Sheriff, allowing the Sheriff's Office to contract with Shinaberry's Graphics, LLC, a business owned and operated by Deputy Brian Shinaberry, to install graphics and decals on police department vehicles.

More Summertime Reminders

Soliciting Donations

- If you ask for donations to support a cause or an event, make sure the donation is for a "charitable purpose." Examples may be found on our website on our advisory opinions index page: "Gifts - Acceptance and Solicitations."
- Do not ask subordinates to make donations.
- The manner of solicitation must conform with the requirements in Legislative Rule W. Va. Code R. § 158-7-7.
- Do not donate *public* funds to a charity unless there is legal authority to do so.

Employee Appreciation Events

Public agencies may host staff events that recognize public employees, with limitations. The event may include food, beverages, entertainment, and a gift or memento. Public funds of up to $25 per employee per year may be used, and coworkers may contribute any amount of their personal money for the event. See our Guideline, which includes other limitations, *e.g.:*

- Do not accept gifts or services for an event valued at over $25 per year from a person or entity with a matter pending before you or your subordinate.
- Do not ask subordinates to make donations.

Lobbying News

Deadline: Public Lobbying Contracts: By July 1 of each year, state agencies, municipalities, counties, and school districts in WV that have contracted with a person or an entity for lobbying services must disclose specific information to the Ethics Commission. For more information, visit the Ethics Commission's.

Searchable database: Did you know that our online lobbyist database uses searchable PDFs? Simply use the search box or hit ctrl/f and type in your search term. Search our Lobbyist Directory and Spending Reports. For questions, contact: kateland.j.cantrell@wv.gov.

Legislation Update

On April 30, the Governor issued the following veto of House Bill 2120.

Senate Bill 745 did not pass the Senate and House.

These bills would have made substantial changes to lobbying laws in West Virginia.

To search our website pages, use:



210 Brooks Street, Suite 300, Charleston, WV (304)558-0664
Email: ethics@wv.gov Website: ethics.wv.gov