CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

October 7, 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 - September 16, 2025
   City Council Regular Meeting September 16 2025.docx
2. Amended Minutes for the September 2, 2025 Meeting
   City Council Regular Meeting amended .docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Consideration - Appointment(s) to Ranson Building Commission – Term(s) Ending June 30, 2027 & 2028
   City of Ranson Building Commission.docx 2 positions 6242025.docx
   Cara Wildrick.pdf 100725.pdf
   Amanda Stroud.pdf

2. Correspondence from Jefferson County Commission ref: Property Acquisition
   LTR to Ranson Building Commission.pdf

3. Ordinance 2025-000 - First Reading of an Ordinance Amending and Reenacting Chapter 2 - Administration, Article II. Council Meetings of the Ranson City Code
   Article II Council Meeting.pdf

4. Consideration of Sale of City-Owned Vehicle at Public Auction

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Proclamation -Designation of Trick or Treating Hours October 31, 2025
   Halloween.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 - September 16, 2025

ATTACHMENTS:

City Council Regular Meeting September 16 2025.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~
September 16, 2025

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Stephanie Fagan	**Present**
Tommy Custer	**Present**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Present**

II. APPROVAL OF MINUTES

1. Minutes September 2, 2025
   Council member Andy Colandrea is motion to amend the minutes from the September 2, 2025 meeting under City managers report.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Tommy Custer	**Yes**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Second**

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Legislative Update and Discussion – Delegate Joe Funkhouser
   Mayor Ken Suits announced to the citizens and council members that Mr. Funkhouser would not be able to attend the meeting as scheduled. He will attend a council meeting in October.

Christine Wimer**,** representing the Jefferson County Foundation, addressed the Mayor and Council to express her concerns regarding the September 2, 2025 meeting minutes, specifically an amendment made by Councilmember Colandrea. Mrs. Wimer also voiced her objection to the discussion of the topic of annexation at that meeting, noting it was not listed on the agenda**.** She emphasized the need for greater transparency from the City of Ranson and requested that all items be discussed be clearly listed on the agenda**.** She further urged the Council to limit

discussions to agenda items only**,** so that the public is properly informed and has the opportunity to attend and provide comments.

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report - August

   Voices Against Domestic Violence has reached out to the Chief regarding a special event scheduled to take place in Ranson on October 3, 2025**,** from 6:00 PM to 8:00 PM. Streets will be blocked off from the Ranson Civic Center to 3rd Avenue**.** The walk will begin at the Lions Center and proceed along 3rd Street to Charles Town. The Chief also reported visiting 22 additional businesses in the city. On September 26, 2025**,** he will be present at the Shenandoah Springs Gazebo to answer and listen to any concerns the community may have, and Police Department testing is scheduled for September 27, 2025**,** at the Ranson Civic Center**.** Additionally, the Chief informed the council of an event taking place tomorrow night at the Height Church and confirmed that the department is aware of a planned candlelight vigil**.**

2. Community Development Status Report – August

   No Action at this time

3. Public Works Status Report -August

   No action at this time

4. Finance Department Status Report – August

   No action at this time

5. Parks and Recreation Status Report- August
   No action at this time

6. City Manager Report

   City Manager Todd Wilt informed the Council that the City of Ranson has scheduled a flu vaccination clinic with the Jefferson County Health Department. The clinic will be held at City Hall on Monday, September 16, 2025, from 10:00 AM to 12:00 PM. He also announced that the Career Fair is set for October 7, 2025, at the Ranson Civic Center, with 41 employers currently confirmed to attend.

V. COMMUNICATIONS FROM THE MAYOR

1. Ranson PD Chaplain Swearing - In Pastor Marsceau

   Mayor Kenneth Suits announced that Pastor Marsceau has been appointed as the new Chaplain for the Ranson Police Department. Mayor Suits administered the oath of office, officially swearing in Pastor Marsceau to serve as the Chaplain to the Ranson Police Department.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Appointment to Ranson Board of Zoning Appeals– Term Ending January 1, 2026

   Wesley Wildrick applied for the opening Board of Zoning Commission with a term ending January 1, 2026

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Second**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Motion**
Tommy Custer	**Yes**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Yes**

2. Resolution 2025 - 16 FY2026 General Budget Revision #2

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Second**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Tommy Custer	**Motion**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Yes**

3. Resolution 2025-17 FY2026 Capital Improvement Fund Budget Revision #1

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Motion**
Tommy Custer	**Yes**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Second**

4. Audit Committee Appointment for FY2025 & FY2026 Engagement

   Audit committee was formed with Breanna Andrews, Todd Wilt and Council Member Jaden Bound

Breanna Andrews

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Second**
Stephanie Fagan	**Motion**
Tommy Custer	**Yes**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Yes**

Jaden Bound

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Second**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Motion**
Tommy Custer	**Yes**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Yes**

Todd Wilt:

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Herbie McDaniel	**Second**
Stephanie Fagan	**Yes**
Tommy Custer	**Yes**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Motion**

5. Policy Proposal for Formal Complaints

Council Member Jaden Bound submitted a policy resolution aimed at improving transparency, accountability, and responsiveness within the city. He noted that while departments such as the Police Department and Code Enforcement have established policies and procedures, and Public Works utilizes “Fix It” request forms, there remains at gap at City Hall— in areas related to safety, traffic concerns, and overgrown bushes or trees. To address this, Council Member Bound proposed the use of a standardized form

that captures the nature of the issue, how it was reported, the resolution provided, and the date the matter was addressed. Council member Bound thinks this will also help in personal attacks with anonymous complaints.

Mayor Suits said the resolution was submitted without a Resolution Number and Mayor gave an example currently there is a resident raising a question that does not want to be identify and it is not a safety issue. Although his complaint is valet.

City manager Todd Wilt stated he is not getting anonymous complaints that have not been unfound in his time in Ranson. Mr. Wilt asks when do you determine the line of a conversation or a complaint. Mr. Wilt stated if the resident does not want to file a complaint but has had a conversation with the resident, Mr. Wilt has a duty to act on the conversation that took place. Council Colandrea agrees with Mr. Bound, likes the policy and likes paper trials. Colandrea also stated he likes how the policy writes there will be a quarterly report submitted to council for review.

Mayor Suits ask what the purpose was of bringing to the council quarterly, Council member Bound said when this is brought to City Council, and they can work on solutions. Council Colandrea stated the fact the council should know or not know how many complaints there are not the problem it is that it is documented and can be handled.

Kenneth Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Tommy Custer	**No**
Jaelyn Wratchford	**Absent**
Jaden Bound	**Second**

VIII. ADJOURNMENT

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

IX. INFORMATION ONLY

Kenneth Suits, Mayor

Darla Armstrong, City Clerk

AGENDA ITEM II.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Amended Minutes for the September 2, 2025 Meeting

ATTACHMENTS:

City Council Regular Meeting amended .docx

CITY COUNCIL REGULAR MEETING
September 2, 2025

~ MINUTES~

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Stephanie Fagan	**Present**
Jaden Bound	**Present**

II. APPROVAL OF MINUTES

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Joe Bosco, President of the Briar Run Homeowners Association (HOA), addressed the Mayor and Council to discuss the annexation of Briar Run Estates and inquired about the next steps in the process.

Lieutenant Dan Turner spoke to the Mayor and Council regarding the Stipend Program aimed at increasing volunteerism. City of Ranson has approved $100,000.00 for the program in the Fiscal Year 2026 budget.

IV. CITY MANAGER/STAFF REPORTS

1. City Manager Report

City manager Todd Wilt informed the mayor and council vacancies for the Building Commission and Board of Zoning appeals both opening we were advertised in the local paper

and Ranson Website. Land Water convention Grant for Marcus Field was awarded for about 50 % of the cost $750,000.000 from the grant and $750,000.00 from the city.
City Manager spoke regarding the annexation and the money spent for the last meeting. Originally in July City manager reached out to the city's engineering company to request the meets and bounds of the proposed area around Briar Run and other connecting properties that cost was just under $10,000.00. City manager asks before we move forward with a cost are we looking into just Briar Run or other parcels to be annexed into the city with Briar Run. Colandrea said to maybe look into only ~~the parcels North of~~ Angus MacDonald Farm property to be used for a connection to Country Club Road and Old West Virginia Road and have access to Curry Road. Mrs. Fagan ask where the McDonald farm stand on this annexation "does the McDonald Farm want to be annexed in the city of Ranson". Council Member Fagan stated Annexation and taking people's property is a big deal and feels that this process should not be rushed. Mr. Wilt informed Council Colandrea that property does not give access to Curry Rd. Mr. Wilt said the property to give access to Curry Rd is Mocking Bird LLC. Mr. Colandrea said he thinks this is another issue, Mocking Bird LLC has trailers on the property, and council member Colandrea says that it is against the Ranson Codes. Although Mr. Colandrea is open to discussion regarding McDonald farm and Mockingbird LLC.

2. Chief of Police Status Report

Bobby Miller handed out Police report to the council for the month of August. Chief Miller announced the officers will be fitted for their new uniforms on September 9, 2025. Also, there is a hiring advertisement out on linked, Facebook and looking for other ways to get the advertisement out. Testing is scheduled for September 27, 2025 at the Ranson Civic Center. Traffic Trailor is at the intersection to get some speed data, and the chief will be prepared to go over the findings with Councilman Custer.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Ken Suits informed the council that he is collaborating with region 9 to explore the feasibility of funding a study for a potential walking bridge across Route 9 and the Home Depot area. Additionally, the mayor has begun looking into a Brownfield rehabilitation grant for Coles Storage. If property owners agree, the city could spend between $12,000 and $20,000 on Phase 1 of the project.

Mayor Suits also announced that the task committee met on Wednesday, August 27, 2025. During the meeting, it was decided that the mayor will serve as the Public Information Officer (PIO), with City Manager Todd Wilt as the first alternate and Public Works Director Bill Silveous as the second alternate. Sergeant Watson will work on compiling a binder with relevant information. Council Member Fagan also suggested that the Civic Center begin exploring improvements to make the facility more accessible in the event of future disasters.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

No Council Announcements at this time

VII. COUNCIL BUSINESS

1. Resolution 2025-15 FY 2026 Coal Severance Fund

The final FY2025 quarterly distribution was received and recorded as of June 30, 2025. This accrual adjustment yielded an increase of $5,335 to the FY2026 carryover (previously reported as $352,371), bringing the total carryover to $357,706. Additionally, the 2025Q2 Coal Severance Tax Deposit increased the FY2025 tax revenue to $17,666, so this proposed revision adjusts the FY2026 budgeted tax revenue to $17,500 from the previously budgeted amount of $15,000.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Second**
Jaden Bound	**Yes**

2. City of Ranson, Social Media Policy - Proposed Update

The City of Ranson's social media policy was updated to include a provision addressing "off-topic comments that disrupt meaningful discussion." Mayor Suits explained that this language was intentionally left in place to protect freedom of speech. However, Council Members Colandrea and Bound expressed the view that social media activity should still be monitored to ensure that discussions remain constructive and on-topic.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Second**

3. Purdue Pharma/Sackler Family Settlement Announcement and Procedures

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Second**

4. Consideration of Policy Requiring Written Complaints Prior to Staff Action

Council Member Colandrea submitted a request regarding the handling of written complaints, stating that the intent of the policy is to distinguish between legitimate complaints and calls made to spread gossip. He emphasized the importance of having formal, documented complaints to ensure transparency. Mayor Suits questioned how every complaint could be recorded effectively. Council Member Bound noted that complaints received at the end of the workday risk being forgotten if not properly documented. Council Member Fagan expressed concern about requiring identification, stating that anonymous callers should feel safe when reporting issues. Despite differing views, Council Member Colandrea reiterated his request that official forms be used for submitting complaints.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**No**
Jaden Bound	**Second**

5. Consideration of Policy on Redacting Identifying Information from Public Agendas to Prevent Fraud and Abuse

Council Member Colandrea informed the council that scam artists have been collecting information and contacting permit applicants, falsely claiming that there is a fee required to obtain a permit. In an effort to curb these fraudulent activities, Mr. Colandrea proposed redacting email addresses associated with active permits. However, Mayor Suits expressed concern that this approach could raise transparency issues. In response, Council Member Colandrea clarified that his intent is not to reduce transparency, but rather to take steps too slow down the spread of these scams and protect residents from being misled.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**No**
Jaden Bound	**Second**

VIII. ADJOURNMENT

The meeting was adjourned at 9:28 PM. The motion to adjourn was made by Councilmember Stephanie Fagan and seconded by Councilmember Andy Colandrea the next Council meeting is scheduled for September 16, 2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

Kenneth 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: Police Chief Status Report

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: 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: Consideration - Appointment(s) to Ranson Building Commission – Term(s) Ending June 30, 2027 & 2028

These vacancies have arisen due to resignations prior to the end of existing terms. Consistent with State law, staff has advertised the position and has recently received the included application in response to the vacancy announcement.

The criteria for appointments to the BUILDING COMMISSIONERS are outlined in accordance with Ranson City Code Sec. 20-4

- No more than two-thirds of the total number of members of the board of each commission shall be from the same political party; and
- No member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state, any county or political subdivision thereof, or any political party; and
- All members shall be residents of the municipality

1) Motion to Appoint Applicant to a term on the Board of Building Commissioners, term ending June 30, 2028
2) Second in support of the same
3) Discussion
4) Vote

ATTACHMENTS:

City of Ranson Building Commission.docx 2 positions 6242025.docx
Cara Wildrick.pdf 100725.pdf
Amanda Stroud.pdf

City of Ranson Building Commission - Open Positions

The City of Ranson is accepting applications for three separate terms on the Ranson Building Commission. One term will expire on June 30, 2027, June 30, 2028 and the other on December 31, 2027. 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.gov 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: Cara Wildrick

Address: [redacted] Ranson WV **Zip:** 25438

Telephone Home: [redacted] **Email:** [redacted]

Occupation: Optometric assistant **Employer:** Dr. Lee R Moore Jr OD

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

Political Affiliation: Republican ☐ Independent ☐ Democrat ☑ Other ☐

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

Degrees/Majors/Course of Study:

Bachelor of Arts in Theatre/Dance and English

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

Please list volunteer and other community experience (list by date):
President of Old Dominion Alumnea Club of Alpha Gamma Delta,
Secretary of Policy Council for Epic Head Start.
Mary Kay Ash Foundation Ambassador, Alpha Psi Omega National Theatre Honorary

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.

- [x] Planning Commission
- [ ] Board of Zoning Appeals
- [ ] Police Civil Service Comm.
- [x] Building Commission
- [x] Convention/Visitors Bureau
- [ ] Parks and Recreation Comm.
- [ ] Building Code Appeals Board

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

None

References

Name: Stephanie Fagan	Phone No.: [redacted]
Name: Chris Tann	Phone No.:

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

I have been a resident of Ranson for over 5 years and I want to give back to my community. I have years of experience working with groups volunteering. I have held numerous positions on boards, including a national fraternity and Head Start. I also run my own business and work with many members of our 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.

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: Amanda Stroud

Address: [redacted] **Ranson, WV** **Zip: 25438**

Telephone Home: [redacted] **Email:** [redacted]

Occupation: retired **Employer: N/A**

Do you reside in the City Limits of Ranson? Yes [redacted] No [ ] **If so, how long?** 25 years

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

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

Degrees/Majors/Course of Study: History, Liberal Arts

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

Please list volunteer and other community experience (list by date):
Ranson City Council 2020-2025, Board member of Ranson CVB 2020-2024, board member of Ranson Community Gardens 2021-2025

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

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

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

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

References

Name: Joyce Garrison	**Phone No.:** [redacted]
Name: Scott Hutton	**Phone No.:** [redacted]

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

Serving on the Ranson City Council gave me the opportunity to observe the inner workings of the city of Ranson, develop a great working relationship with city staff as well as learn who the local players were on the development side. As a member of the Ranson Property Committee, I worked to assess which city-owned properties where potentially sellable. And was involved in the very early stage of talks to transfer the lot next to the ESA Building the county. In my spare time I attend a variety of local government meetings so I understand who's who and what's going on throughout the county.

Have strong research skills, the ability to understand policies and procedures, as well as good listening and teamwork skills. I wanted to continue to contribute to my community and keep Ranson on a path to being the best city in the Eastern Panhandle.

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: Correspondence from Jefferson County Commission ref: Property Acquisition

The Jefferson County Commission has expressed interest in Parcel 19-08--0008-0000, a 0.49-acre tract of land situated adjacent to the current Jefferson County Emergency Services Agency headquarters. The strategic location of the parcel makes it a potential asset for future development or expansion of county emergency services infrastructure. The letter is shared with the City Council as a formal request, and the Council is asked for its guidance to the Ranson Building Commission, the parcel in questions is deeded in the name of the Commission. State law notes the following in reference to intergovernmental property transactions:

§8-12-18. Sale, lease, or disposition of other municipal property.
(a) Every municipality, municipal building commission created pursuant to §8-33-1 et seq. of this code, and municipal development authority created pursuant to §7-12-1 et seq. of this code is authorized to sell, lease as lessor, or dispose of any of its real or personal property or any interest therein or any part thereof (other than a public utility which shall be sold or leased in accordance with the provisions of §8-12-17 of this code), as authorized in §1-5-1 et seq. of this code, or to the United States of America or any agency or instrumentality thereof, or to the state or any agency or instrumentality thereof, for a public purpose for an adequate consideration, without considering alone the present commercial or market value of such property.

ATTACHMENTS:

LTR to Ranson Building Commission.pdf

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

September 23, 2025

Ranson Building Commission
c/o Todd Wilt, City Manager
312 S. Mildred Street
Ranson, WV 25438

Dear Members of the Ranson Building Commission:

The Jefferson County Commission, in coordination with the Jefferson County Emergency Services Agency (JCESA), is interested in acquiring Parcel ID: 19-08-0008-0008-0000, a 0.49-acre lot located adjacent to the current JCESA headquarters. For your reference, here is the property link: https://mapwv.gov/parcel/?pid=19-08-0008-0008-0000.

Owning this lot will allow JCESA to expand its operational footprint efficiently, strengthening its ability to deliver responsive, high-quality emergency services to the residents of Jefferson County.

As a first step, we would appreciate the opportunity to provide the Commission with a tour of the current facility and to discuss preliminary concepts for expansion.

Please let us know your availability to schedule a visit and an initial discussion. We look forward to collaborating with the City of Ranson and the Building Commission on this opportunity to enhance public safety infrastructure.

Sincerely,

Edwina Benites-LM
County Administrator

cc: Mayor Ken Suits
City Manager Todd Wilt

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ordinance 2025-000 - First Reading of an Ordinance Amending and Reenacting Chapter 2 - Administration, Article II. Council Meetings of the Ranson City Code

Councilor Custer proposes the included amendment to City Ordinance Sec. 2-28. Public comment and hearing procedures. As a reminder, Ordinance revisions require two separate readings and a public hearing. If adopted on first reading, staff would schedule a public hearing and second reading for final consideration in accordance with applicable law at a future meeting.

ATTACHMENTS:

Article II Council Meeting.pdf

ARTICLE II. COUNCIL MEETINGS[1]

Sec. 2-28. Public comment and hearing procedures.

(a) During meetings of the city council or official public hearings and meetings of other city public bodies where public comment or a public hearing is listed as an agenda item, each speaker shall be allotted three minutes of speaking time, unless a majority of the public body present agrees to modify the duration. All comments must be directed to the presiding officer and will be included in the official record of the meeting.

(b) Citizens wishing to provide public comment during a city council meeting must sign up on the speaker's sign-up list provided by the city prior to the start of the meeting.

(c) Speakers who have signed up may choose to defer their speaking time to a designated spokesperson representing a group of aligned individuals, provided this intention is communicated before the start of their respective speaking time. No more than two deferrals may be made to any one spokesperson.

(d) The presiding officer holds the discretion to enforce time limits, manage the order of speakers, and maintain decorum to ensure an orderly and efficient meeting.

(Ord. No. 361, 11-19-24)

DRAFT

[1]State law reference(s)—General powers of council, W. Va. Code, §§ 8-11-1, 8-12-1, 8-12-5; extraterritorial jurisdiction, W. Va. Code, §§ 8-12-5(32), (42), (43), 8-12-19, 8-16-25; quorum of council, W. Va. Code, § 8-9-1.

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Public Works

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Sale of City-Owned Vehicle at Public Auction

Pursuant to West Virginia Code §8-12-18, staff recommends that the following city-owned vehicle be declared surplus and disposed of through public auction:

- 2006 Chevrolet Silverado 1500 Standard Cab, 4x4
  - VIN: 1GCEK14V66E113703
  - Mileage: 129,755
  - Equipped with snowplow

This vehicle was used as a work truck by the Public Works Department and has been recently replaced. Council consent regarding this recommendation will allow staff to proceed with the auction process in compliance with applicable law.

ATTACHMENTS:

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Proclamation -Designation of Trick or Treating Hours October 31, 2025

ATTACHMENTS:

Halloween.pdf

PROCLAMATION
Designation of Trick or Treating Hours
October 31, 2023, 6:00 PM - 8:00 PM

WHEREAS, the City of Ranson recognizes the cherished tradition of Trick or Treating as an enjoyable and communal activity for residents of all ages;

WHEREAS, Halloween, celebrated on October 31st each year, brings joy and excitement to the hearts of our citizens, fostering a sense of unity within our community;

WHEREAS, it is the responsibility of this city administration to ensure the safety and well-being of our residents during this festive occasion;

NOW, THEREFORE BE IT PROCLAIMED BY THE CITY OF RANSON, that Tuesday, October 31, 2023, from 6:00 PM to 8:00 PM shall be designated as the official Trick or Treating hours within the City of Ranson.

LET IT BE FURTHER PROCLAIMED BY THE CITY OF RANSON, that all participating residents should indicate their involvement by illuminating their front porch lights during these designated hours.

LET IT BE FURTHER PROCLAIMED BY THE CITY OF RANSON, that all traveling motorists are urged to exercise extreme caution and drive at reduced speeds throughout the city on the aforementioned date. Pedestrians, especially children, will be present in increased numbers, and it is our collective responsibility to ensure their safety.

LET IT BE FURTHER PROCLAIMED BY THE CITY OF RANSON, that parents and guardians are encouraged to accompany their children during these festivities, emphasizing the importance of visibility and traffic safety.

This proclamation shall take effect immediately and shall remain in force until otherwise amended or rescinded.

Keith D. Pierson, Mayor

ATTEST:

Darla Armstrong, City Clerk