CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

312 South Mildred St
Ranson, WV 25438
www.ransonwv.gov

November 17, 2026 | 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 - October 20, 2026
   City Council Regular Meeting October 20 2026.docx
2. Special Meeting Minutes - November 4, 2026
   City Council Special Meeting 11042026(13).docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Margaret Kursey - Family Support

IV. CITY MANAGER/STAFF REPORTS

1. Chief of Police Status Report
2. Public Works Status Report - October
   Nov 12th,2026 status report.pdf
3. Finance Department Status Report - October
   October 2026 AP Council Report.pdf
   October 2026 Capital Fund Budget Report.pdf
   October 2026 General Fund Budget Report.pdf
4. Community Development Status Report - October
   October 2026 CDD Report.pdf
   Permits Issued October 2026.pdf
5. Parks and Recreation Status Report - October

October 2026 Directors Report.docx

6. Operations Director's Report - October
   Website Refresh & Redesign Plan.pdf
   October 2026 Communications & Social Media Report.pdf

7. Interim City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Public Hearing - to accept public comments for an ordinance update revoking Chapter 5, Article VIII "Flood Plain Ordinance" in its entirety and re-enacting Chapter 5, Article VIII of the Code of Ranson, West Virginia, "Flood Plain Ordinance"
   Legal Notice floodplain - .docx

2. Consideration - Ordinance 2026-05 Second Reading for an ordinance update revoking Chapter 5, Article VIII "Flood Plain Ordinance" in its entirety and re-enacting Chapter 5, Article VIII of the Code of Ranson, West Virginia, "Flood Plain Ordinance"
   2026 Floodplain ordinance - redlined CC - 11926.docx
   2026 Floodplain ordinance - CC - 11-9-26 - Clean copy.pdf

3. Consideration - First Reading 2026-07 Ordinance Amending Chapter 2, Section 28 Public comment and hearing procedures of Municipal Code of Ranson, West Virginia.

   2024-361 Chapter 2 Article 2.pdf
   2026-07 Redline ARTICLE II, Sec 28 CouncilMeeting 11172026.docx
   2026-07 ARTICLE II, Sec 28 Council Meeting 11172026.docx

4. Discussion of a Blast Safety Ordinance: Risk Assessment, Safety Protocols, and Preventive Measures
   Fire Code Rule WV.pdf
   Draft- KnowBeforeTheyBlowOrdinance CC mtg.pdf
   Fire Marshal Blasting Activity Registration Form.pdf

5. Notification for the Eastern Panhandle Transit Bus Stop Shelter.
   Ranson_EPTA_Bus_Shelter_Council_Briefing.pptx

6. Resolution 2026-30 Authorizing the donation of a Surplus Police Vehicle to the Jefferson County Sheriff's office reserve program.
   Resolution 2026-30 Authorizing the Donation of Surplus Police Vehicle to the Jefferson County Sheriff11172026.docx

7. Ranson Youth Advisory Committee approval of application with plan in place.
   Ranson Youth Application 11202026.docx
   Terms and Conditions Youth Advisory.docx

8. Resolution 2026 - 31 A Resolution of the City Council of the City of Ranson, West Virginia, Authorizing Premium Pay for hourly employees working the 2026 Tree Lighting event
   Resolution_2026-31 TREE LIGHTING OVERTIME DRAFT.docx

9. Consideration and Authorization to resubmit a BUILD Grant Application for the WV Panhandle REC Path Project.
10. Consideration of Cancellation of the December 1, 2026 Regular City Council Meeting
11. Council Working Groups and Committees Discussion

VIII. ADJOURNMENT

IX. INFORMATION ONLY

AGENDA ITEM 1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes - October 20, 2026

ATTACHMENTS:

City Council Regular Meeting October 20 2026.docx

CITY COUNCIL REGULAR MEETING

Minutes - October 20, 2026

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Jaden Bound	**Present**
Andy Colandrea	**Present**
Stephanie Fagan	**Present**
Christopher Tarvin	**Present**
Daniel Strickland	**Present**
Wesley Wildrick	**Present**

II. APPROVAL OF MINUTES

1. Minutes - October 6, 2026

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

III.CITIZEN'S PRESENTATIONS/PETITIONS

Tina Renner thanked Sergeant Custer for listening to her concerns and assisting her with an issue near her residence. She stated that Sergeant Custer made frequent visits to that area of the neighborhood due to ongoing activities.

Dr. Christine Wimer representing the Jefferson County Foundation, spoke to the mayor and council on Three topics. Public Comment stated public comment is critical for the public to hold the government accountable and appreciates addressing the time of public comment and what meetings to hold public comments.
Ordinance committee stated the staff have suggestions for new and current ordinances. Believe the elected officials are to lead in legislating and making changes and creators. Ask to reconstitute the Ordinance committees. Dr. Wimer reminded the council that all members can be on an ordinance committee and explained it would be in open meetings that comply with the open meeting act and all could attend. City Council would need dedicated time for debating and time to write the ordinance. Would like to see everyone in an ordinance committee meeting at least

once a month and then entering them into the council meeting. This occurs with other municipalities

JCDA Jefferson County is not a joint municipal county development authority that is in the county and does not have the authority to work in Ranson. JCDA has been working in Ranson and is trying to get a grant or may have gotten to work on the Jefferson Orchard Site property that is in Ranson. That property has a very strict restriction deed on it. Seems the JCDA is not aware of the restrictions and has not been aware of the deed restriction to make moves to develop the Property and believes they do not have the authority to work in Ranson without engaging the city of Ranson.

IV. CITY MANAGER/STAFF REPORTS

1. Chief of Police Status Report

   The Chief informed the Mayor and Council that testing was conducted on Saturday for three candidates. One candidate successfully passed both the written and physical tests but has since decided to pursue employment with another agency. The Chief also reported that the Ranson Police Department, in coordination with federal and state law enforcement agencies, executed search warrants in Jefferson County, Berkeley County, West Virginia, and Maryland. The searches resulted in the recovery of drugs, money, and firearms.

2. Public Works Status Report - September
   No Action at this time
3. Finance Department Status Report - September
   No Action at this time
4. Community Development Status Report - September
   No Action at this time
5. Parks and Recreation Status Report - September
   No action at this time
6. Operations Director's Report - September
   No Action at this time

7. Interim City Manager Report

   Interim City Manager, Rick Rinehart reported the Shenandoah Springs, said he spoke to the residents, fire company that responded and the State Fire Marshall to ask for a review of the blasting operations and reached out to the DEP. City attorney has recommended working with the State Fire Marshall. Informed the affected residents on the procedure to report Carbone monoxide concerns and formal complaints to the Fire Marshall. There have been no additional complaints since October 9, 2026.

   Marcus Field turf field DEP has approved stormwater management plan and received the initial drawing for the plan. Our engineering partners have some improvements to be made.

   Public Works Director is continuing to work with the Power company to get permit power installed waiting on the Fire Marshall for inspection. Hoping to have Jefferson County Community Ministry completed in the Spring of 2027. Also included was a stat sheet on the visitors we have on our social media pages.

Councilor Colandrea confirmed the funds for Marcus Field in regard to the turf. Yes, money has been put aside with parks and recreation funds and the American Rescue Plan Act (ARPA) funds for the turf field at Marcus Field. If the cost exceeds then it will come back to council to review and approve.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Ken Suits reported to the council he attended the Jefferson County Community Ministry Shelly Moore Capito, was able to attend as well.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Consideration for Temporary use of Marcus Field for Toys for Tots storage
   Mr. and Mrs. Brown addressed the Council regarding the Toys for Tots program serving Jefferson County. City staff have been working with the organization to store the toys until they are ready for distribution. Mrs. Brown explained that eligible families must be residents of Jefferson County, complete an application, and provide valid identification. She stated that all families within Jefferson County who complete the application process will receive toys for the children in black trash bags. The toys will be available for pickup on December 15, 2026.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Motion**
Daniel Strickland	**Yes**
Wesley Wildrick	**Second**

2. Consideration and Possible Approval of Correspondence Regarding Data Center Good Neighbor Guardrails to the Governor's Office

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Motion**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Second**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

Councilor Daniel Strickland amended the prior motion for having only the mayor signature of the Correspondence regarding Data Center Good Neighbor Guardrails for submission to the Governor's Office.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Second**
Daniel Strickland	**Motion**
Wesley Wildrick	**Yes**

Councilor Daniel Strickland amended motion to provide all Councilors names on the document with their signatures for the Governors' Officers along with the mayor's signature.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

3. Consideration of Two (2) Appointments to the Board of Zoning Appeals

Andy Colandrea nominated Pat Riley to Board of Zoning. Seconded by Jaden Bound. Mr. Bound discussed how he reviewed Pat Riley and Mark Henderson with their background in building. Councilor Colandrea asked if the applicants reside in Ranson and withdrew his motion and agreed with Mr. Bound. Councilor Bound moved to table this item and filled in the Building Code Appeals.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Motion**
Andy Colandrea	**Yes**
Stephanie Fagan	**Second**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

4. Consideration for an Appointment to the Board of Building Commissioners - Term ending June 30, 2028

   Councilor Jaden Bound motion Asher Rudolph for the term ending June 30, 2028.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Motion**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Second**

5. Consideration of Three (3) Appointments to the Ranson Building Code Appeals Board.

   Councilor Colandrea motion to appoint Patrick Riley for a term ending June 30, 2028

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Second**
Andy Colandrea	**Motion**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

   Councilor Jaden Bound motion for Mark Henderson a term ending in December 2028.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Motion**
Andy Colandrea	**Yes**
Stephanie Fagan	**Yes**
Christopher Tarvin	**Second**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

Council directed staff to advertise for the one position for the Building Code Appeals with a term ending on June 30, 2028.

Councilor Bound motion to return to Item number 3 that was previously tabled second by Chris Tarvin. "Consideration of Two (2) Appointment to the Board of Zoning Appeals". Councilor Colandrea stated the opening has been open for some time and he motion to appoint David Gignilliat. Councilor Bound seconded the motion for discussion. Councilor Bound stated there is a

Three-year residency requirement for this board and verified with staff David Gignilliat has lived in the city for Three years. Motion failed due to lack of support.

Councilor Fagan motion to repost the ad and bring it back to council. Councilor Tarvin second the motion.

6. 2026 - 05 First reading Ordinance Article VIII. Flood Plain Ordinance

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Motion**
Andy Colandrea	**NO**
Stephanie Fagan	**Second**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Yes**

7. City Manager Hiring Procedures and Job Posting

   The City Council and Mayor discussed and proposed several changes to the previous hiring procedure for the City Manager position. The mayor suggested forwarding the proposed hiring procedure to the Ranson Municipal Committee (RMC) for review and recommendations before bringing them back to the Council. Bound encouraged all council members to review the documents and provide suggested revisions. The Councilors expressed a preference that applicants reside within the city limits. Councilor Tarvin proposed advertising the position for 60 days and reviewing applications every two weeks. Position requires knowledge of state and Municode code. Participation for a tour of Ranson is voluntarily and would like applicants to have a bachelor's degree and have experience of at least 5 years in government. Councilor Bound suggested that the Ranson Municipal Committee serve as the interview panel, with the possibility of adjusting the panel throughout the process. The panel would meet three times during the hiring process. Chief of Police Jeff Cisar and his department would be responsible for conducting the background checks on applicants.

8. Implementation of Ordinance request process
   Interim City Manager Rick Rinehart informed the Council of the order in which ordinances are placed on the agendas. Mr. Rinehart explained that requests must be submitted through the online portal, the request would come back to the council for direction. Items will be added to the agenda in the order they are received. However, if a priority needs to be established, the Council will determine which items take precedence and the order in which they will be addressed.

9. Discussion of a Proposed Ordinance Amending the City of Ranson Code of Ordinances to Establish the Ranson Youth Advisory Committee (RYAC).

   Councilor Wildrick informed the council this committee would be established with a Resolution. Adults would be non-voting members.

10. Discussion of a Proposed Amendment to Chapter 2, Section 28 of the City of Ranson Code of Ordinances to Codify Public Comment Procedures for All City Council, Commission, and

Board Meetings

Councilor Wildrick has seen meetings where there are no Public Comments unless the council votes and allows. Mr. Wildrick would like all Ranson Meeting to include public comment. Mr. Rinehart explained the boards and commissions have their own bylaws and would need time to look into the different boards.
Councilor Wildrick directed staff to the best of their ability to have Chapter 2, Section 28 of the City of Ranson Code of Ordinances to Codify Public Comment Procedures for All City Council, Commission, and Board Meetings for consideration at the November 17, 2026 meeting.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Yes**
Stephanie Fagan	**Second**
Christopher Tarvin	**Yes**
Daniel Strickland	**Yes**
Wesley Wildrick	**Motion**

VIII. ADJOURNMENT

The meeting was adjourned at 9:12 PM. The motion to adjourn was made by Councilmember Christopher Tarvin and seconded by Councilmember Andy Colandrea the next Council meeting is scheduled for November 17, 2026, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM 2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Special Meeting Minutes - November 4, 2026

ATTACHMENTS:

City Council Special Meeting 11042026(13).docx

RANSON
AT THE CENTER OF OPPORTUNITY.

CITY COUNCIL SPECIAL MEETING
Minutes

SPECIAL MEETING

www.ransonwv.gov

November 4, 2026 | 6:00 P.M. | Council Chamber

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Jaden Bound	**Present**
Andy Colandrea	**Present**
Stephanie Fagan	**Present**
Daniel Strickland	**Present**
Christopher Tarvin	**Present**
Wesley Wildrick	**Present**

III. COUNCIL BUSINESS

1. Authorization to receive legal counsel related to former City Manager, Todd Wilt vs City of Ranson. (Possible Executive Session)

A motion was made to enter into executive session at 6:03 p.m.

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Yes**
Andy Colandrea	**Motion**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Christopher Tarvin	**Yes**
Wesley Wildrick	**Second**

Executive Session concluded at 8:12 p.m. – No Action Taken

Kenneth Suits, Mayor	**Abstain**
Jaden Bound	**Second**
Andy Colandrea	**Motion**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Christopher Tarvin	**Yes**
Wesley Wildrick	**Motion**

IV. ADJOURNMENT

The meeting was adjourned at 8:14 p.m. upon a motion made by Jaden Bound and seconded by Stephanie Fagan. The next meeting will be a regular Council meeting scheduled for November 17, 2026.

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM 1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITIZEN'S PRESENTATIONS/PETITIONS**

SUBJECT: Margaret Kursey - Family Support

Providing an update on the status of obtaining a police social worker for the Ranson Police Department.

ATTACHMENTS:

AGENDA ITEM 1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Police

ITEM TYPE: PRESENTATION

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

SUBJECT: Chief of Police Status Report

Should there be any questions or concerns regarding the information provided, please contact Ranson Police Chief Cisar, for clarification or further assistance.

ATTACHMENTS:

AGENDA ITEM 2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

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

SUBJECT: Public Works Status Report - October

Should there be any questions or concerns regarding the data provided, please contact the Interim City Manager or Public Works Director for clarification or further assistance.

ATTACHMENTS:

Nov 12th,2026 status report.pdf

Work Order Summary List

Selected Date Range for Completion Dates:10/14/2026 - 11/12/2026 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**						
6821	City Hall			10/9/2026			$0.00
Medium	Keith Pierson			14	10/23/2026		
				10/9/2026 7:20:12 AM	10/23/2026		
hang lighting around soffits at city hall							
6841	Civic Center	MAIN AREA		10/13/2026		0.5	$42.50
Medium	Randy Cook			27	11/9/2026		
Flagpole				10/13/2026 5:58:23 PM	11/9/2026		
Please replace the American flag out in front of the civic center.			put up new flag				
Debbie McClure							
6842	Civic Center	MAIN AREA		10/13/2026			$0.00
Medium	Bill Silveous			10	10/23/2026		
Event Setup				10/13/2026 6:00:24 PM	10/23/2026		
Could you please arrange to have the Hallow een animatronics delivered to the Civic Center on Tuesday, October 20th. Thank you!							
Debbie McClure							
6843	PW VEHICLE			10/14/2026			$0.00
Medium	Robert Hawkins				10/14/2026		
				10/14/2026 9:49:17 AM	10/14/2026		
#9 A4 STORM SWEEPER TRUCK.NEEDS WINTERIZED							
Robert Haw kins			drained air out of the system and clean nozzles				
6848	CH VEHICLE	#19 2007 Jeep		10/15/2026			$0.00
Medium	Robert Hawkins				10/15/2026		
				10/15/2026 2:19:36 PM	10/15/2026		
Needs state inspection			State Inspection complete				
6849	CH VEHICLE			10/15/2026			$0.00
Medium	Robert Hawkins			1	10/16/2026		
				10/15/2026 2:21:08 PM	10/16/2026		
2024 ford Expedition needs oil change			Service complete at 3860. next service at 8860. 5w30 6.2qts				
6853	Streets			10/19/2026			$0.00
Medium	Bill Silveous			2	10/21/2026		
				10/19/2026 1:09:55 PM	10/21/2026		
Put out message boards for Monster bash							
Debbie McClure			P.W put out message boards for the event.				
6854	Visitors Center - Nancy	Main Floor reception		10/19/2026			$0.00
Medium				24	11/12/2026		
Event Setup				10/19/2026 2:31:55 PM	11/12/2026		
Please send How ard to get 10 bales of straw from Marty Kables. Mark Kable approved the 10 bales of straw.							
Debbie McClure							

Work Order Summary List

Selected Date Range for Completion Dates:10/14/2026 - 11/12/2026 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							
6855	Visitors Center - Nancy			10/19/2026			$0.00
Medium	Robert Hawkins			2	10/21/2026		
Signage				10/19/2026 2:33:30 PM	10/21/2026		
please put message board out for the Monster Bash: Should sayMonster BashFriday, Oct. 23 6pm to 8pmRanson Civic Center			Complete				
Debbie McClure							
6856	Civic Center			10/19/2026			$0.00
Medium				24	11/12/2026		
Event Setup				10/19/2026 3:52:51 PM	11/12/2026		
Need the stanctions brough over to the civic center for the Monster Bash. Animatronics and blow ups too.							
Debbie McClure							
6857	Visitors Center - Nancy			10/19/2026		12	$320.00
Medium	Randy Cook			9	10/28/2026		
Signage				10/19/2026 3:54:30 PM	11/10/2026		
Memorial banners need to be put up before October 30th. They will be up until the end of November. Please call or stop by to discuss the banners, I believe Mr. Johnson wants to change some out.			put up banners				
Debbie McClure							
6860	PW EQUIPMENT			10/21/2026			$0.00
Medium	Robert Hawkins			1	10/22/2026		
				10/21/2026 9:10:56 AM	10/22/2026		
needs tank put on trailer #1 for salt brine			Installed tank on trailer.				
Robert Hawkins							
6861	Civic Center			10/21/2026			$0.00
Medium	Keith Pierson			22	11/12/2026		
General Maintenance				10/21/2026 11:12:00 AM	11/12/2026		
Please move the old furniture and items in the garage out at the Jimmy Pierson Building.Please change the code to the Marcus Field building.This is so the Toys for Tots can have the use of the building from October to December.							
Debbie McClure							
6864	Public Works Building			10/23/2026			$0.00
Medium	Keith Pierson				10/23/2026		
				10/23/2026 2:18:27 PM	10/23/2026		
put forms up for generator 8x8			put forms up and poured 6in slab 8x8				
6865	Lancaster Circle			10/23/2026			$0.00
Medium	Keith Pierson				10/23/2026		
				10/23/2026 2:20:13 PM	10/23/2026		
trim and work on lights on xmas tree							

Work Order Summary List

Selected Date Range for Completion Dates:10/14/2026 - 11/12/2026 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							
6866	Lancaster Circle			10/23/2026			$0.00
Medium	Keith Pierson				10/23/2026		
				10/23/2026 2:23:51 PM	10/23/2026		
pow erw ash sidew alks in circle							
6867	City Hall			10/23/2026			$0.00
Medium	Keith Pierson				10/23/2026		
				10/23/2026 2:26:41 PM	10/23/2026		
put screens in dow nspouts							
6869	Civic Center	MAIN AREA		10/26/2026			$0.00
Medium	Robert Hawkins			1	10/27/2026		
Signage				10/26/2026 1:20:22 PM	10/27/2026		
please put message board out for upcoming yard sale: Board should say: Yard/Craft Show Center Nov. 7 8am to 2pm		Ranson Civic	Complete.				
Joyce Moler							
6872	Civic Center	OFFICE AREA		10/27/2026			$0.00
High	Keith Pierson			16	11/12/2026		
Key and Lock				10/27/2026 11:14:30 AM	11/12/2026		
We need to have electric combination locks put on doors. Door 1 is the main office and Door 2 is the upstairs bathroom.							
Timothy Michael							
6879	PW EQUIPMENT			11/2/2026			$0.00
Medium	Robert Hawkins				11/2/2026		
				11/2/2026 10:04:37 AM	11/2/2026		
put both salt boxes on dump trucks			Put both salt boxes on f- 750 trucks				
Robert Haw kins							
6881	Civic Center			11/3/2026			$0.00
Medium				9	11/12/2026		
Key and Lock				11/3/2026 9:06:32 PM	11/12/2026		
locks need to be cut off at Marcus Field. Please call me to discuss.							
Debbie McClure							
6891	City Buildings			11/12/2026			$0.00
Medium	Keith Pierson				11/12/2026		
				11/12/2026 8:46:02 AM	11/12/2026		
hang lights on porch of nancy mills							
6892	Civic Center			11/12/2026			$0.00
Medium	Keith Pierson				11/12/2026		
				11/12/2026 8:48:28 AM	11/12/2026		
caulk sinks at civic center							

Work Order Summary List

Selected Date Range for Completion Dates:10/14/2026 - 11/12/2026 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							
6893	Streets			11/12/2026			$0.00
Medium	Keith Pierson				11/12/2026		
				11/12/2026 8:51:03 AM	11/12/2026		
install new crossw alks and curb on goerge and 3rd							
Count: 24 Work Orders		**Avg. Age of WO's** 7			**Total for Complete**	**12.5**	**$362.50**
Count: 24 Work Orders		**Avg. Age of WO's** 7			**Grand Total**	12.5	$362.50

AGENDA ITEM 3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Finance

ITEM TYPE: PRESENTATION

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

SUBJECT: Finance Department Status Report - October

ATTACHMENTS:

October 2026 AP Council Report.pdf
October 2026 Capital Fund Budget Report.pdf
October 2026 General Fund Budget Report.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AT&T MOBILITY II, LLC	10/22/26	PD CAR CAD MIFI 9/6-10/5/	GENERAL FUND	POLICE DEPARTMENT	281.25
	10/22/26	PD CAR CAD MIFI 9/6-10/5/	GENERAL FUND	POLICE DEPARTMENT	92.60
				TOTAL:	373.85
10-42 TACTICAL LLC	10/09/26	PD BABINOVA UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	348.00
	10/09/26	PD BABINOVA UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	39.00
	10/09/26	PD BABINOVA UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	12.00
	10/09/26	PD BABINOVA UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	12.00
	10/09/26	PD BABINOVA UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	1,086.00
	10/09/26	PD BABINOVA UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	13.00
				TOTAL:	1,510.00
7-ELEVEN	10/09/26	RINEHART FUEL 9/17/26	GENERAL FUND	CITY ADMINISTRATION	36.19
	10/09/26	MEACHAM FUEL 9/6/26	GENERAL FUND	POLICE DEPARTMENT	63.54
	10/09/26	PORTNER FUEL 9/17/26	GENERAL FUND	POLICE DEPARTMENT	63.73
	10/09/26	MICHAEL FUEL 9/15/26	PARKS & RECREATION	Parks & Recreation	82.50
				TOTAL:	245.96
84 LUMBER	10/09/26	PW BLDG ROOFING MATERIAL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	295.65
	10/09/26	PW BLDG ROOFING MATERIAL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	118.26
				TOTAL:	413.91
8X8, INC	10/13/26	PHONES SEP 26	GENERAL FUND	CITY HALL	509.76
	10/20/26	STRICKLAND PHONE LINE	GENERAL FUND	CITY HALL	5.00
				TOTAL:	514.76
ABC PEST CONTROL	10/13/26	PD PEST CONTROL OCT 26	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	10/09/26	P&R PT LANCE SLUSHER 8/17/	PARKS & RECREATION	Parks & Recreation	178.00
	10/09/26	P&R PT CRANES LN 8/17/26	PARKS & RECREATION	Parks & Recreation	178.00
	10/09/26	P&R PT WEST END PARK 8/17/	PARKS & RECREATION	Parks & Recreation	178.00
				TOTAL:	534.00
ADVANCE AUTO PARTS	10/09/26	PW #1 FRONT BRAKES	GENERAL FUND	STREETS & TRANSPORT	250.58
	10/09/26	PW #1 FRONT BRAKES	GENERAL FUND	STREETS & TRANSPORT	44.99
	10/09/26	PW SHOP EXHAUST HANGER	GENERAL FUND	STREETS & TRANSPORT	6.07
	10/09/26	PW #25 FUEL/OIL FLTRS & OI	GENERAL FUND	STREETS & TRANSPORT	12.69
	10/09/26	PW #25 FUEL/OIL FLTRS & OI	GENERAL FUND	STREETS & TRANSPORT	35.82
	10/09/26	PW #25 FUEL/OIL FLTRS & OI	GENERAL FUND	STREETS & TRANSPORT	5.69
	10/09/26	PW #25 FUEL/OIL FLTRS & OI	GENERAL FUND	STREETS & TRANSPORT	165.60
	10/09/26	P&R #23 WIPERS X2	PARKS & RECREATION	Parks & Recreation	21.98
				TOTAL:	543.42
AFLAC	10/06/26	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	61.50
	10/06/26	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	61.50
	10/06/26	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	587.08
	10/06/26	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	587.08
	10/06/26	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	10/06/26	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,432.64
AMAZON.COM	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	15.12
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	24.20
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	23.98
	10/09/26	P&Z SUPPLIES	GENERAL FUND	CITY HALL	22.53

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/09/26	P&Z SUPPLIES	GENERAL FUND	CITY HALL	8.03
	10/09/26	P&Z SUPPLIES	GENERAL FUND	CITY HALL	23.48
	10/09/26	P&Z SUPPLIES	GENERAL FUND	CITY HALL	78.44
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	146.97
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	91.54
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	15.95
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	136.24
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	18.99
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	8.94
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	14.88
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	30.59
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	9.39
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	11.25
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	19.54
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	23.85
	10/09/26	CH SUPPLIES	GENERAL FUND	CITY HALL	30.59
	10/09/26	CH/PW SUPPLIES	GENERAL FUND	CITY HALL	33.99
	10/09/26	PD COFFEE FILTERS X200	GENERAL FUND	POLICE DEPARTMENT	10.69
	10/09/26	PD BINDER DIVDERS X120	GENERAL FUND	POLICE DEPARTMENT	27.81
	10/09/26	PD CAR TOOL KIT X1	GENERAL FUND	POLICE DEPARTMENT	50.99
	10/09/26	PD GUN LIGHT X4	GENERAL FUND	POLICE DEPARTMENT	668.44
	10/09/26	PD CAR TOOL KITS X2	GENERAL FUND	POLICE DEPARTMENT	101.98
	10/09/26	CH/PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	33.99
				TOTAL:	1,682.39
AMERICAN EXPRESS - MERCH FEES	10/05/26	AMEX TRANSACTION FEES SEPT	GENERAL FUND	CITY HALL	1.40
				TOTAL:	1.40
ATLANTIC MACHINERY INC	10/06/26	PW #9 GUTTER BRMS X2	GENERAL FUND	STREETS & TRANSPORT	418.89
	10/06/26	PW #9 GUTTER BRMS X2	GENERAL FUND	STREETS & TRANSPORT	421.70
	10/06/26	PW #9 GUTTER BRMS X2	GENERAL FUND	STREETS & TRANSPORT	111.82
				TOTAL:	952.41
BATTERY MART	10/09/26	MF CHAIR LIFT BATTERIES X2	PARKS & RECREATION	Parks & Recreation	43.90
				TOTAL:	43.90
BCN TELECOM INC	10/20/26	INTERNET OCT 26	GENERAL FUND	CITY HALL	537.22
	10/20/26	INTERNET OCT 26	GENERAL FUND	POLICE DEPARTMENT	265.95
	10/20/26	INTERNET OCT 26	GENERAL FUND	STREETS & TRANSPORT	265.95
	10/20/26	INTERNET OCT 26	PARKS & RECREATION	Parks & Recreation	265.95
	10/20/26	INTERNET OCT 26	PARKS & RECREATION	Parks & Recreation	265.95
				TOTAL:	1,601.02
BERKELEY CLUB BEVERAGES, INC	10/09/26	CH WATER 8/27/26 X5	GENERAL FUND	CITY HALL	46.49
	10/09/26	PD WATER 8/27/26 X3	GENERAL FUND	POLICE DEPARTMENT	31.49
	10/09/26	PW WATER 8/27/26 X4	GENERAL FUND	STREETS & TRANSPORT	38.99
				TOTAL:	116.97
BP	10/09/26	CUSTER FUEL 8/31-9/29/26	GENERAL FUND	POLICE DEPARTMENT	438.64
	10/09/26	HOSBY-BROWN FUEL 8/31-9/29	GENERAL FUND	POLICE DEPARTMENT	536.15
	10/09/26	BABINOVA FUEL 9/4-25/26	GENERAL FUND	POLICE DEPARTMENT	270.90
	10/09/26	CISAR FUEL 9/2-24/26	GENERAL FUND	POLICE DEPARTMENT	377.35
	10/09/26	JEFFRIES FUEL 9/5-26/26	GENERAL FUND	POLICE DEPARTMENT	177.90
	10/09/26	MCBRIDE FUEL 9/2-29/26	GENERAL FUND	POLICE DEPARTMENT	429.58
	10/09/26	WALKER FUEL 8/31-9/26/26	GENERAL FUND	POLICE DEPARTMENT	632.63
	10/09/26	WATSON FUEL 9/2-29/26	GENERAL FUND	POLICE DEPARTMENT	742.13

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	3,605.28
BREEZY HR INC	10/09/26	HR CONSULT 9/20-10/20/26	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	10/09/26	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	10/09/26	# 826850	GENERAL FUND	NON-DEPARTMENTAL	32.99
				TOTAL:	386.64
CHARLES TOWN UTILITIES GENERAL FUND	10/09/26	WATER 7/15-8/15/26	GENERAL FUND	CITY HALL	163.37
	10/09/26	WATER 7/15-8/15/26	GENERAL FUND	POLICE DEPARTMENT	56.16
	10/09/26	WATER 7/15-8/15/26	GENERAL FUND	STREETS & TRANSPORT	528.58
	10/09/26	WATER 7/15-8/15/26	GENERAL FUND	STREETS & TRANSPORT	56.16
	10/09/26	WATER 7/15-8/15/26	GENERAL FUND	STREET LIGHTS	56.16
	10/09/26	P&R WATER 7/15-8/15/26	PARKS & RECREATION	Parks & Recreation	268.26
	10/09/26	P&R WATER 7/15-8/15/26	PARKS & RECREATION	Parks & Recreation	56.16
	10/09/26	CVB WATER 7/15-8/15/26	PARKS & RECREATION	Parks & Recreation	56.16
	10/09/26	MF SEWER 7/30-8/30/26	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,271.49
CITGO	10/09/26	RR/MAYOR/JC LUNCH 9/18/26	GENERAL FUND	CITY ADMINISTRATION	43.98
				TOTAL:	43.98
CITY OF RANSON - PETTY CASH	10/20/26	PETTY CASH REPLENISHMENT	GENERAL FUND	NON-DEPARTMENTAL	178.00
	10/20/26	BKLOG P&Z RECRDNG FEE REQ	GENERAL FUND	PLANNING & ZONING	200.00
				TOTAL:	378.00
CONSTANT CONTACT	10/09/26	EMAILS SEP 26	PARKS & RECREATION	Parks & Recreation	152.00
				TOTAL:	152.00
CORPORATION OF RANSON	10/15/26	FY2027 Q1 REIMB	CAPITAL IMPROVEMEN	NON-DEPARTMENTAL	107,065.09
				TOTAL:	107,065.09
CREAMERS TIRE & AUTO SERVICE CENTER	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	18.67
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	74.94
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	64.00
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	64.00
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	79.95
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	149.88
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	449.64
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	374.70
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	20.00
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	176.08
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	97.98
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	260.81
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	248.33
	10/09/26	PD #10 INSP,ENGINE SVC	GENERAL FUND	POLICE DEPARTMENT	473.87
	10/09/26	PD #13 CK BRKS, EXHT, SENS	GENERAL FUND	POLICE DEPARTMENT	449.64
	10/09/26	PD #13 CK BRKS, EXHT, SENS	GENERAL FUND	POLICE DEPARTMENT	79.95
	10/09/26	PD #13 CK BRKS, EXHT, SENS	GENERAL FUND	POLICE DEPARTMENT	334.52
	10/09/26	PD #13 CK BRKS, EXHT, SENS	GENERAL FUND	POLICE DEPARTMENT	69.00
	10/09/26	PD #13 CK BRKS, EXHT, SENS	GENERAL FUND	POLICE DEPARTMENT	62.03
	10/09/26	PD #26 OIL & FILTER	GENERAL FUND	POLICE DEPARTMENT	67.85
	10/09/26	PD #26 OIL & FILTER	GENERAL FUND	POLICE DEPARTMENT	22.77
	10/09/26	PD #12 OIL/FILTER	GENERAL FUND	POLICE DEPARTMENT	69.00
	10/09/26	PD #12 OIL/FILTER	GENERAL FUND	POLICE DEPARTMENT	22.82

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	299.76
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	64.00
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	64.00
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	79.95
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	299.76
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	97.79
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	95.32
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	320.64
	10/09/26	PD #11 BRAKES/ROTORS	GENERAL FUND	POLICE DEPARTMENT	363.14
	10/09/26	PD #25 WV STATE INSPECTION	GENERAL FUND	POLICE DEPARTMENT	18.67
				TOTAL:	5,433.46
DEPARTMENT OF ENVIRONMENT PROTECTION	10/09/26	WVNPDES PRMT FEE MF 7/21/2	PARKS & RECREATION	Parks & Recreation	300.00
				TOTAL:	300.00
DEPARTMENT OF TAX & REVENUE	10/23/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,182.00
	10/23/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	581.00
	10/23/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,589.00
	10/23/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,907.00
	10/23/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,500.00
	10/23/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	260.00
				TOTAL:	16,019.00
DIGITAL DOCUMENT SOLUTIONS	10/29/26	1&3 COP OVGS 9/13/25-9/12	GENERAL FUND	CITY HALL	1,941.94
				TOTAL:	1,941.94
DIRTY GIRL	10/20/26	CLEANING 9/17-10/11/26	GENERAL FUND	CITY HALL	1,600.00
	10/20/26	CLEANING 9/17-10/11/26	GENERAL FUND	POLICE DEPARTMENT	612.50
	10/20/26	CLEANING 9/17-10/11/26	GENERAL FUND	STREETS & TRANSPORT	1,050.00
	10/20/26	CLEANING 9/17-10/11/26	PARKS & RECREATION	Parks & Recreation	600.00
	10/20/26	CLEANING 9/17-10/11/26	PARKS & RECREATION	Parks & Recreation	700.00
	10/20/26	CLEANING 9/17-10/11/26	PARKS & RECREATION	Parks & Recreation	400.00
				TOTAL:	4,962.50
DIVISION OF JUSTICE AND COMMUNITY SERV	10/15/26	BABINOVA ACDMY CERT	GENERAL FUND	POLICE DEPARTMENT	1,500.00
				TOTAL:	1,500.00
DOCUSIGN INC	10/09/26	RINEHART SUB 9/26	GENERAL FUND	CITY ADMINISTRATION	24.07
				TOTAL:	24.07
DOLLAR TREE	10/09/26	MB FOAM PUMPKINS X2 CASES	PARKS & RECREATION	Parks & Recreation	39.96
	10/09/26	MB FOAM PUMPKINS X2 CASES	PARKS & RECREATION	TOURISM & EVENTS	108.00
				TOTAL:	147.96
EAST MOUNTAIN HEALTH PHYSICIANS INC	10/09/26	PD MORETTI DRUG SCREEN 8/5	GENERAL FUND	POLICE DEPARTMENT	37.00
				TOTAL:	37.00
ETS CORPORATION	10/02/26	SEP2026 MERCH FEES - MGO O	GENERAL FUND	CITY HALL	2,636.87
				TOTAL:	2,636.87
EXECUTIVE EMERGENCY LIGHTING LLC	10/09/26	PD #24 INSTALL CARDLEPOINT	CAPITAL IMPROVEMEN	PUBLIC SAFETY	580.47
	10/09/26	PD NEW VEHICLE COMPONENTS	CAPITAL IMPROVEMEN	PUBLIC SAFETY	6,583.97
				TOTAL:	7,164.44
FEDEX	10/09/26	PD CANDELARIO ACDMY ENROLL	GENERAL FUND	POLICE DEPARTMENT	22.93
				TOTAL:	22.93

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FIDELITY POWER SYSTEM	10/06/26	CH GEN CONT FY27 30KW	GENERAL FUND	CITY HALL	1,796.00
	10/06/26	CH GEN CONT FY 27 22KW	GENERAL FUND	CITY HALL	1,956.00
	10/06/26	PD GEN CNT FY27	GENERAL FUND	POLICE DEPARTMENT	1,969.00
				TOTAL:	5,721.00
FIRE & POLICE SELECTION INC	10/20/26	PD PROMOTIONAL TESTING	GENERAL FUND	POLICE DEPARTMENT	750.00
	10/20/26	PD PROMOTIONAL TESTING	GENERAL FUND	POLICE DEPARTMENT	30.00
	10/20/26	PD PROMOTIONAL TESTING	GENERAL FUND	POLICE DEPARTMENT	24.00
				TOTAL:	804.00
FIRST CITIZEN BANK & TRUST CO	10/06/26	1&3 FLR COPIER SEP 26	GENERAL FUND	CITY HALL	478.00
	10/08/26	P&Z COPIER SEP 26	GENERAL FUND	CITY HALL	247.00
	10/29/26	1&3 COPIER LEASE OCT 26	GENERAL FUND	CITY HALL	478.00
				TOTAL:	1,203.00
FRONTIER	10/13/26	CH FAX LINE OCT 26	GENERAL FUND	CITY HALL	190.95
	10/20/26	CH ELEV OCT 26	GENERAL FUND	CITY HALL	124.23
	10/20/26	TRIFECTA ALARM OCT 26	GENERAL FUND	CITY HALL	235.96
	10/20/26	PD FAX LINE OCT 26	GENERAL FUND	POLICE DEPARTMENT	251.10
				TOTAL:	802.24
HARBOR FREIGHT TOOLS	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	9.99
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	17.99
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	4.99
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	19.99
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	7.99
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	49.99
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	59.99
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	89.99
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	89.99
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	20.97
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	11.99
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	3.49
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	3.99
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	4.98
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	24.99
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	4.99
	10/09/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	59.99
	10/09/26	PW AIR IMPACT WRENCH	GENERAL FUND	STREETS & TRANSPORT	5.99
	10/09/26	PW AIR IMPACT WRENCH	GENERAL FUND	STREETS & TRANSPORT	4.19
	10/09/26	PW AIR IMPACT WRENCH	GENERAL FUND	STREETS & TRANSPORT	69.99
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	22.99
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	54.99
				TOTAL:	644.45
HOME DEPOT	10/09/26	CH 2ND FLOOR SINK REPAIR	GENERAL FUND	CITY HALL	24.00
	10/09/26	CH 2ND FLR SINK REPAIR	GENERAL FUND	CITY HALL	10.98
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	59.70
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	35.80
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	27.00
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	36.86
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	64.83
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	6.64
	10/09/26	CH CONDUIT/WIRES	GENERAL FUND	CITY HALL	6.90
	10/09/26	CH WIRE STRAPS/CONDUIT	GENERAL FUND	CITY HALL	35.00
	10/09/26	CH WIRE STRAPS/CONDUIT	GENERAL FUND	CITY HALL	20.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/09/26	CH WIRE STRAPS/CONDUIT	GENERAL FUND	CITY HALL	100.00
	10/09/26	CH CONDUIT FITTINGS	GENERAL FUND	CITY HALL	9.96
	10/09/26	CH CONDUIT FITTINGS	GENERAL FUND	CITY HALL	5.95
	10/09/26	TRIFECTA BATTERIES	GENERAL FUND	CITY HALL	12.87
	10/09/26	TRIFECTA BATTERIES	GENERAL FUND	CITY HALL	12.87
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	100.00
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	100.00
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	55.50
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	18.37
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	6.10
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	1.20
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	25.76
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	24.98
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	59.97
	10/09/26	CH OUTDOOR BLDG LIGHTS	GENERAL FUND	CITY HALL	344.85
	10/09/26	PD KEY LOCK BOX WALL MOUNT	GENERAL FUND	POLICE DEPARTMENT	45.44
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	32.37
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	47.94
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	3.97
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	6.48
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	8.97
	10/09/26	PW CONCRETE X5	GENERAL FUND	STREETS & TRANSPORT	33.60
	10/09/26	PW CONCRETE X5	GENERAL FUND	STREETS & TRANSPORT	33.60
	10/09/26	PW CONCRETE X2	GENERAL FUND	STREETS & TRANSPORT	13.44
	10/09/26	PW CONCRETE X2	GENERAL FUND	STREETS & TRANSPORT	13.44
	10/09/26	PW SPRAY PAINT X10	GENERAL FUND	STREETS & TRANSPORT	59.80
	10/09/26	PW PAINT SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	25.94
	10/09/26	PW PAINT SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	4.68
	10/09/26	PW PAINT SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	9.98
	10/09/26	PW LOPPER X1	GENERAL FUND	STREETS & TRANSPORT	44.98
	10/09/26	PW LAG SCREWS X6	GENERAL FUND	STREETS & TRANSPORT	6.22
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	6.48
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	5.98
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	18.98
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	11.98
	10/09/26	PW PT X24	GENERAL FUND	STREETS & TRANSPORT	47.96
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	1.57
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.47
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	4.28
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	11.97
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	9.48
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	26.97
	10/09/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	13.21
	10/09/26	TRIFECTA BATTERIES	GENERAL FUND	STREETS & TRANSPORT	8.70
	10/09/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	49.96
	10/09/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	16.37
	10/09/26	PW BLDG BRICKMOLD X26	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	67.08
	10/09/26	PW BLDG WIRING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	7.65
	10/09/26	PW BLDG WIRING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	6.98
	10/09/26	PW BLDG WIRING	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	159.00
	10/09/26	CC COUPLING/LOCKNUTS	PARKS & RECREATION	Parks & Recreation	13.84
	10/09/26	CVB DOOR HANDLE	PARKS & RECREATION	Parks & Recreation	151.48
	10/09/26	CC FAUCET	PARKS & RECREATION	Parks & Recreation	7.28
				TOTAL:	2,252.58
HOME TEAM PEST DEFENSE	10/09/26	CH PEST CONTROL SEP 26	GENERAL FUND	CITY HALL	301.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/09/26	PW PEST CONTROL SEP 26	GENERAL FUND	STREETS & TRANSPORT	87.30
	10/09/26	CVB PEST CONTROL SEP 26	PARKS & RECREATION	Parks & Recreation	150.00
				TOTAL:	538.50
INTERNAL REVENUE SERVICE	10/09/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	12,898.12
	10/09/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	2,875.98
	10/09/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	35,198.66
	10/09/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	13,537.44
	10/23/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	12,635.63
	10/23/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	688.46
	10/09/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	8,270.37
	10/09/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	774.26
	10/09/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	3,445.04
	10/23/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	8,617.88
	10/23/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	467.56
	10/09/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,934.19
	10/09/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	181.08
	10/09/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,710.44
	10/09/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	974.22
	10/23/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	2,015.48
	10/23/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	109.36
	10/23/26	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	10/23/26	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	10/23/26	Social Security Payable	GENERAL FUND	CITY COUNCIL	258.35
	10/23/26	Medicare Payable	GENERAL FUND	CITY COUNCIL	60.40
	10/09/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	1,025.22
	10/09/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	774.26
	10/09/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	3,445.04
	10/23/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	918.34
	10/09/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	239.76
	10/09/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	181.08
	10/09/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	1,450.00
	10/09/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	601.11
	10/23/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	214.77
	10/23/26	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	10/23/26	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	10/09/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	929.86
	10/23/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	927.22
	10/09/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	217.47
	10/23/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	216.85
	10/09/26	Social Security Payable	GENERAL FUND	CITY HALL	702.20
	10/23/26	Social Security Payable	GENERAL FUND	CITY HALL	702.20
	10/09/26	Medicare Payable	GENERAL FUND	CITY HALL	164.23
	10/23/26	Medicare Payable	GENERAL FUND	CITY HALL	164.23
	10/09/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,937.78
	10/23/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,956.66
	10/23/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	467.56
	10/09/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	920.93
	10/23/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	925.38
	10/23/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	109.36
	10/09/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,675.31
	10/23/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,675.31
	10/09/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	391.80
	10/23/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	391.80
				TOTAL:	134,200.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INWOOD QUARRY, INC..	10/06/26	CRUSHED STONE 9/25/26	GENERAL FUND	STREETS & TRANSPORT	535.37
	10/06/26	CRUSHED STONE 9/28/26	GENERAL FUND	STREETS & TRANSPORT	1,443.06
				TOTAL:	1,978.43
JEFFERSON COUNTY CHAMBER OF COMMERCE,	10/29/26	2026 NONPROFIT MEMBSHIP	GENERAL FUND	CITY ADMINISTRATION	125.00
				TOTAL:	125.00
JEFFERSON COUNTY COMMUNITY MINISTRIES	10/09/26	PERSONAL PURCHASE REPD	GENERAL FUND	CITY ADMINISTRATION	70.20
				TOTAL:	70.20
JEFFERSON COUNTY SOLID WASTE AUTHORITY	10/08/26	YARD WAST P/U SEP 26	GENERAL FUND	STREETS & TRANSPORT	109.56
				TOTAL:	109.56
JEFFERSON COUNTY CVB	10/06/26	HOTEL TAX COLL SEP 26	GENERAL FUND	INVALID DEPARTMENT	30,403.86
				TOTAL:	30,403.86
JEFFERSON PUBLISHING CO. INC	10/09/26	NPH BRD ZNG APPEALS OPN 9/	GENERAL FUND	PLANNING & ZONING	43.58
	10/09/26	NPH ORD 3RD&4TH AVE ROW 9/	GENERAL FUND	PLANNING & ZONING	33.74
	10/09/26	BLD COMM OPEN POSITION 9/1	GENERAL FUND	PLANNING & ZONING	53.42
	10/09/26	NPH PROP SITE PLN 300 S PR	GENERAL FUND	PLANNING & ZONING	53.42
	10/09/26	NPH PRKLND COMM SEC 2 9/10	GENERAL FUND	PLANNING & ZONING	43.58
	10/09/26	NPH PRKLND COMM SEC 1 9/10	GENERAL FUND	PLANNING & ZONING	43.58
	10/09/26	NPH HUNTER MUSE PRK PLNG 8	PARKS & RECREATION	Parks & Recreation	64.14
				TOTAL:	335.46
JEFFERSON SECURITY BANK	10/09/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	560.00
	10/23/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	560.00
				TOTAL:	1,120.00
JIM SHORKEY AUTO GROUP	10/08/26	PD 2027 FORD INTERCEPTOR	CAPITAL IMPROVEMEN	PUBLIC SAFETY	49,329.73
	10/08/26	PD 2027 FORD INTERCEPTOR	CAPITAL IMPROVEMEN	PUBLIC SAFETY	49,329.73
	10/08/26	PD 2027 FORD INTERCEPTOR	CAPITAL IMPROVEMEN	PUBLIC SAFETY	49,329.73
				TOTAL:	147,989.19
JOHN HANCOCK	10/09/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,286.60
	10/23/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,332.02
	10/09/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	10/23/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	10/09/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	66.31
	10/23/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	73.34
	10/09/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	362.29
	10/23/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	362.29
	10/09/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	798.89
	10/23/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	720.35
	10/09/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	602.88
	10/23/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	404.34
	10/09/26	401a Payment	GENERAL FUND	PLANNING & ZONING	721.33
	10/23/26	401a Payment	GENERAL FUND	PLANNING & ZONING	721.33
	10/09/26	457b payment	GENERAL FUND	PLANNING & ZONING	627.16
	10/23/26	457b payment	GENERAL FUND	PLANNING & ZONING	627.16
	10/09/26	401a Payment	GENERAL FUND	CITY HALL	539.32
	10/23/26	401a Payment	GENERAL FUND	CITY HALL	539.32
	10/09/26	457b payment	GENERAL FUND	CITY HALL	539.32
	10/23/26	457b payment	GENERAL FUND	CITY HALL	539.32
	10/09/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,686.59
	10/23/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,803.83

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/09/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,686.59
	10/23/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,803.83
	10/09/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,305.37
	10/23/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,305.37
	10/09/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,253.98
	10/23/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,253.98
				TOTAL:	40,994.57
JOHN K. DORSEY, ATTORNEY AT LAW	10/29/26	PD JUDGE 7/2/25-10/7/26	GENERAL FUND	POLICE JUDGE'S OFFICE	3,987.50
				TOTAL:	3,987.50
JSN WELDING	10/09/26	PW FLAT EXPD METAL	GENERAL FUND	STREETS & TRANSPORT	173.40
	10/09/26	PW FLAT EXPD METAL	GENERAL FUND	STREETS & TRANSPORT	10.00
				TOTAL:	183.40
KIMBALL MIDWEST PAYEEZY CLOVER .COM	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	54.50
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	30.50
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	48.00
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	53.00
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	32.00
	10/09/26	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	17.00
				TOTAL:	235.00
KIMLEY - HORN AND ASSOCIATES INC.	10/20/26	FY27 GEN SVC SEP 26	GENERAL FUND	PLANNING & ZONING	2,980.58
				TOTAL:	2,980.58
LIBERTY	10/09/26	CUSTER FUEL 9/14/26	GENERAL FUND	POLICE DEPARTMENT	20.07
	10/09/26	WHITE FUEL 9/24/26	GENERAL FUND	STREETS & TRANSPORT	103.33
				TOTAL:	123.40
LINCOLN FINANCIAL GROUP	10/06/26	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	346.46
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	414.51
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	374.71
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,426.33
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	653.98
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	10/06/26	OCT LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,759.12
LITCHFIELD CAVO LLP	10/13/26	FFC VS RPC JUL 26	GENERAL FUND	PLANNING & ZONING	2,467.50
	10/29/26	FFC VA RPC AUG 26	GENERAL FUND	PLANNING & ZONING	13,171.88
				TOTAL:	15,639.38
MANNS WOODWARD STUDIOS INC	10/22/26	PD FACILITY PLNG OCT 26	CAPITAL IMPROVEMEN	PUBLIC SAFETY	19,750.00
				TOTAL:	19,750.00
MARATHON PETRO	10/09/26	BABINOVA FUEL 9/11-27/26	GENERAL FUND	POLICE DEPARTMENT	286.79
				TOTAL:	286.79
MARK ROPER	10/29/26	BLD PRMT 26-22-BLA RFND	GENERAL FUND	NON-DEPARTMENTAL	250.00
				TOTAL:	250.00
MATTHEW W. ANDERSON, PE, PLLC	10/09/26	INSPECTIONS 9/2-4/26	GENERAL FUND	PLANNING & ZONING	1,000.00
	10/09/26	INSPECTION 9/14/26	GENERAL FUND	PLANNING & ZONING	500.00
				TOTAL:	1,500.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MCP INSPECTIONS	10/06/26	INSPECTIONS 9/14-25/26	GENERAL FUND	PLANNING & ZONING	3,150.00
	10/06/26	INSPECTIONS 9/14-25/26	GENERAL FUND	PLANNING & ZONING	2,950.00
	10/20/26	INSPECTIONS 10/5-9/26	GENERAL FUND	PLANNING & ZONING	2,900.00
	10/29/26	INSPECTIONS 10/12-23/26	GENERAL FUND	PLANNING & ZONING	2,050.00
	10/29/26	INSPECTIONS 10/12-23/26	GENERAL FUND	PLANNING & ZONING	2,900.00
				TOTAL:	13,950.00
METLIFE	10/01/26	OCT 2026 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	374.55
	10/01/26	OCT 2026 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	133.67
	10/01/26	OCT 2026 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	198.27
	10/01/26	OCT 2026 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,323.41
	10/01/26	OCT 2026 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	976.75
	10/01/26	OCT 2026 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	101.37
				TOTAL:	3,108.02
NVR, INC	10/22/26	B&O TX RFND Q1&2 2026	GENERAL FUND	NON-DEPARTMENTAL	24,535.96
	10/22/26	B&O TX RFND Q1&2 2026	GENERAL FUND	NON-DEPARTMENTAL	31,101.37
				TOTAL:	55,637.33
ORACLE ELEVATOR HOLDCO, INC	10/09/26	CH ELEV MAINT SEP 26	GENERAL FUND	CITY HALL	180.77
				TOTAL:	180.77
ORIENTAL TRADING COMPANY	10/09/26	MB 26' GOODY BAGS/SLIME	PARKS & RECREATION	TOURISM & EVENTS	13.48
	10/09/26	MB 26' GOODY BAGS/SLIME	PARKS & RECREATION	TOURISM & EVENTS	39.99
				TOTAL:	53.47
PAYMENTECH - MERCH FEES	10/02/26	SEPT2026 TYLER CITY CC FEE	GENERAL FUND	CITY HALL	336.62
				TOTAL:	336.62
PEAC SOLUTIONS	10/06/26	PW&PR COPY 9/20-10/19/26	GENERAL FUND	STREETS & TRANSPORT	149.00
	10/06/26	PW&PR COPY 9/20-10/19/26	PARKS & RECREATION	Parks & Recreation	149.00
				TOTAL:	298.00
PEIA	10/06/26	OCT 2026 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	6,956.44
	10/06/26	OCT 2026 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	3,588.90
	10/06/26	OCT 2026 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,595.92
	10/06/26	OCT 2026 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	21,587.68
	10/06/26	OCT 2026 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	16,716.80
	10/06/26	OCT 2026 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	10/06/26	OCT 2026 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,591.04
				TOTAL:	56,058.58
PITNEY BOWES GLOBAL FINANCIAL SERVICES	10/06/26	POST LEASE 7/30-10/29/26	GENERAL FUND	CITY HALL	239.70
				TOTAL:	239.70
PITNEY BOWES INC	10/13/26	POSTAGE INK X3	GENERAL FUND	CITY HALL	338.61
				TOTAL:	338.61
POTOMAC EDISON	10/06/26	ELE SEP 26	GENERAL FUND	CITY HALL	1,020.46
	10/29/26	ELE OCT 26	GENERAL FUND	CITY HALL	966.69
	10/06/26	ELE SEP 26	GENERAL FUND	POLICE DEPARTMENT	539.98
	10/29/26	ELE OCT 26	GENERAL FUND	POLICE DEPARTMENT	601.90
	10/06/26	ELE SEP 26	GENERAL FUND	STREETS & TRANSPORT	302.05
	10/29/26	ELE OCT 26	GENERAL FUND	STREETS & TRANSPORT	324.82
	10/06/26	ELE SEP 26	GENERAL FUND	STREET LIGHTS	10,445.87
	10/29/26	ELE OCT 26	GENERAL FUND	STREET LIGHTS	12,257.34

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/06/26	ELE SEP 26	PARKS & RECREATION	Parks & Recreation	104.36
	10/06/26	ELE SEP 26	PARKS & RECREATION	Parks & Recreation	2,501.55
	10/29/26	ELE OCT 26	PARKS & RECREATION	Parks & Recreation	129.16
	10/29/26	ELE OCT 26	PARKS & RECREATION	Parks & Recreation	2,579.49
				TOTAL:	31,773.67
R&L LANDSCAPES, INC.	10/09/26	LANDSCAPE SEP 26	GENERAL FUND	POLICE DEPARTMENT	183.33
	10/09/26	LANDSCAPE SEP 26	GENERAL FUND	STREETS & TRANSPORT	9,679.04
	10/09/26	MF & PARKS LANDSCAPE SEP 2	PARKS & RECREATION	Parks & Recreation	1,999.90
	10/09/26	LANDSCAPE SEP 26	PARKS & RECREATION	Parks & Recreation	308.33
	10/09/26	LANDSCAPE SEP 26	PARKS & RECREATION	Parks & Recreation	125.00
				TOTAL:	12,295.60
RANSON BUILDERS CONSORTIUM LLC	10/15/26	FY2027 Q1 FSPS FEES	CAPITAL IMPROVEMEN	INVALID DEPARTMENT	27,625.00
				TOTAL:	27,625.00
RANSON CAPITAL IMPROVEMENT FUND	10/15/26	FY2027 Q1 REIMB	GENERAL FUND	NON-DEPARTMENTAL	21,721.66
				TOTAL:	21,721.66
RCS SECURITY	10/09/26	CH RPL HARD DRV CAMERA SYS	GENERAL FUND	CITY HALL	335.00
	10/09/26	CH CELL COMM/MNT SVC10/1-1	GENERAL FUND	CITY HALL	36.00
	10/09/26	CH CELL COMM/MNT SVC10/1-1	GENERAL FUND	CITY HALL	54.00
	10/09/26	CVB MNT SV/CELL COM 10/1-1	PARKS & RECREATION	Parks & Recreation	54.00
	10/09/26	CVB MNT SV/CELL COM 10/1-1	PARKS & RECREATION	Parks & Recreation	36.00
				TOTAL:	515.00
RICE TIRE CO	10/09/26	PD #10 TIRES X4	GENERAL FUND	POLICE DEPARTMENT	664.00
	10/09/26	PD #11 TIRES X4	GENERAL FUND	POLICE DEPARTMENT	572.00
				TOTAL:	1,236.00
SAMS CLUB	10/09/26	MB 26' CANDY X12	PARKS & RECREATION	TOURISM & EVENTS	281.28
	10/09/26	MB 26' CANDY X15	PARKS & RECREATION	TOURISM & EVENTS	470.82
				TOTAL:	752.10
SCPDC	10/13/26	MY GOV SEP 26	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHEETZ	10/09/26	WILT FUEL 9/3/26	GENERAL FUND	CITY ADMINISTRATION	100.76
	10/09/26	COULTER FUEL 9/10-25/26	GENERAL FUND	PLANNING & ZONING	114.63
	10/09/26	HOLLAND FUEL 9/9/26	GENERAL FUND	PLANNING & ZONING	49.00
	10/09/26	LUTMAN FUEL 9/1-16/26	GENERAL FUND	POLICE DEPARTMENT	120.46
	10/09/26	MEACHAM FUEL 9/4/26	GENERAL FUND	POLICE DEPARTMENT	72.78
	10/09/26	SZMIDT FUEL 9/4/26	GENERAL FUND	POLICE DEPARTMENT	47.93
	10/09/26	HARDER FUEL 9/1-16/26	GENERAL FUND	STREETS & TRANSPORT	414.35
	10/09/26	LONGERBEAM FUEL 9/10/26	GENERAL FUND	STREETS & TRANSPORT	546.89
	10/09/26	COOK FUEL 9/18/26	GENERAL FUND	STREETS & TRANSPORT	116.81
	10/09/26	HAWKINS FUEL 9/14-28/26	GENERAL FUND	STREETS & TRANSPORT	196.29
	10/09/26	PIERSON FUEL 9/24/26	GENERAL FUND	STREETS & TRANSPORT	208.47
				TOTAL:	1,988.37
SHERWIN-WILLIAMS	10/09/26	PW BLDG PAINT X1	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	45.95
				TOTAL:	45.95
SPECIAL FLEET SERVICE INC	10/09/26	PW #35 FIX WIRING LABOR	GENERAL FUND	STREETS & TRANSPORT	185.00
				TOTAL:	185.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SUNOCO	10/09/26	MEACHAM FUEL 9/10/26	GENERAL FUND	POLICE DEPARTMENT	97.34
	10/09/26	LONGERBEAM FUEL 9/9-29/26	GENERAL FUND	STREETS & TRANSPORT	175.03
	10/09/26	WHITE FUEL 9/9-14/26	GENERAL FUND	STREETS & TRANSPORT	150.61
	10/09/26	COOK FUEL 9/8/26	GENERAL FUND	STREETS & TRANSPORT	50.00
				TOTAL:	472.98
SUPERIOR LAUNDRIES INC.	10/06/26	PD & PW MATS 9/30/26	GENERAL FUND	CITY HALL	3.28
	10/06/26	PD & PW MATS 9/2/26	GENERAL FUND	POLICE DEPARTMENT	28.26
	10/06/26	PD & PW MATS 9/9/26	GENERAL FUND	POLICE DEPARTMENT	28.26
	10/06/26	PD & PW MATS 9/16/26	GENERAL FUND	POLICE DEPARTMENT	28.26
	10/06/26	PD & PW MATS 9/23/26	GENERAL FUND	POLICE DEPARTMENT	28.85
	10/06/26	PD & PW MATS 9/30/26	GENERAL FUND	POLICE DEPARTMENT	28.85
	10/06/26	PD & PW MATS 9/2/26	GENERAL FUND	STREETS & TRANSPORT	19.63
	10/06/26	PD & PW MATS 9/9/26	GENERAL FUND	STREETS & TRANSPORT	19.63
	10/06/26	PD & PW MATS 9/16/26	GENERAL FUND	STREETS & TRANSPORT	19.63
	10/06/26	PD & PW MATS 9/23/26	GENERAL FUND	STREETS & TRANSPORT	20.04
	10/06/26	PD & PW MATS 9/30/26	GENERAL FUND	STREETS & TRANSPORT	20.04
				TOTAL:	244.73
T-MOBILE	10/06/26	CELL PHONES SEP 26	GENERAL FUND	CITY ADMINISTRATION	77.82
	10/06/26	CELL PHONES SEP 26	GENERAL FUND	PLANNING & ZONING	96.51
	10/06/26	CELL PHONES SEP 26	GENERAL FUND	CITY HALL	226.20
	10/06/26	CELL PHONES SEP 26	GENERAL FUND	POLICE DEPARTMENT	62.66
	10/06/26	CELL PHONES SEP 26	GENERAL FUND	STREETS & TRANSPORT	308.22
	10/06/26	CELL PHONES SEP 26	PARKS & RECREATION	Parks & Recreation	28.80
	10/06/26	CELL PHONES SEP 26	PARKS & RECREATION	Parks & Recreation	28.80
				TOTAL:	829.01
TEK ADVISORS LLC	10/06/26	COMP MAINT OCT 26	GENERAL FUND	CITY HALL	7,793.97
	10/06/26	COMP MAINT OCT 26	GENERAL FUND	CITY HALL	950.00
	10/06/26	COMP MAINT OCT 26	GENERAL FUND	POLICE DEPARTMENT	879.98
	10/06/26	COMP MAINT OCT 26	GENERAL FUND	STREETS & TRANSPORT	23.75
	10/06/26	COMP MAINT OCT 26	PARKS & RECREATION	Parks & Recreation	23.75
	10/06/26	COMP MAINT OCT 26	PARKS & RECREATION	Parks & Recreation	23.75
				TOTAL:	9,695.20
THE THRASHER GROUP INC	10/06/26	MF ENG/ENV SVCS MAY 26	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	11,250.00
	10/06/26	MF ENG/ENV SVCS MAY 26	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	6,600.00
	10/06/26	MF ENV SVC AUG 26	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	8,800.00
				TOTAL:	26,650.00
THE TIRE SHOP	10/09/26	PW #9 INSTALL TIRE X1	GENERAL FUND	STREETS & TRANSPORT	63.90
				TOTAL:	63.90
THOMPSON GAS	10/20/26	PW BLDG PROPANE TANK	GENERAL FUND	STREETS & TRANSPORT	48.25
	10/22/26	PW PROPANE 10/13/26	GENERAL FUND	STREETS & TRANSPORT	742.67
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	494.85
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	32.95
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	137.50
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	87.90
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	99.99
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	30.60
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	384.95
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	350.00
	10/20/26	PW BLDG PROPANE TANK	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	39.94
				TOTAL:	2,449.60

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
THOS SOMERVILLE CO	10/09/26	CH 2ND FLR SINK REPAIR	GENERAL FUND	CITY HALL	31.80
	10/09/26	CC FAUCETS X2	PARKS & RECREATION	Parks & Recreation	441.20
				TOTAL:	473.00
TIMOTHY CROSS	10/20/26	PD #9 DETAILING	GENERAL FUND	POLICE DEPARTMENT	110.00
	10/28/26	PD #19 DETAILING	GENERAL FUND	POLICE DEPARTMENT	170.00
				TOTAL:	280.00
TIMOTHY P. STRANKO, ESQ	10/06/26	MTG W/MAYOR 9/22/26	GENERAL FUND	PLANNING & ZONING	173.28
	10/06/26	MTG W/MAYOR 9/22/26	GENERAL FUND	CITY HALL	4,275.00
	10/06/26	MTG W/MAYOR 9/22/26	GENERAL FUND	CITY HALL	234.25
				TOTAL:	4,682.53
TRACTOR SUPPLY	10/09/26	PW BOLTS X1.82 LBS	GENERAL FUND	STREETS & TRANSPORT	14.36
				TOTAL:	14.36
TROPHIES "R" US, INC.	10/09/26	P&R TENNIS TROPHIES & MEDA	PARKS & RECREATION	Parks & Recreation	187.65
	10/09/26	P&R TENNIS TROPHIES & MEDA	PARKS & RECREATION	Parks & Recreation	106.65
				TOTAL:	294.30
TRUIST MERCHANT SERVICES	10/15/26	SEP2026 PD OFFLINE CC FEES	GENERAL FUND	CITY HALL	198.46
				TOTAL:	198.46
TSYS MERCHANT SOLUTIONS	10/15/26	PSI PYMT PORTAL SEP 26	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
UNITED WAY OF THE EASTERN PANHANDLE	10/06/26	TEEN CRT REMIT SEP 26	GENERAL FUND	POLICE DEPARTMENT	321.78
				TOTAL:	321.78
US BANK	10/09/26	SEP2026 PCARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	52,352.33
				TOTAL:	52,352.33
VISION SERVICE PLAN	10/06/26	OCT 2026 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	66.77
	10/06/26	OCT 2026 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	30.09
	10/06/26	OCT 2026 VISION INS PREMIU	GENERAL FUND	CITY HALL	41.25
	10/06/26	OCT 2026 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	300.05
	10/06/26	OCT 2026 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	188.57
	10/06/26	OCT 2026 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	651.24
WALMART	10/09/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	16.67
	10/09/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	11.98
	10/09/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	4.56
	10/09/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	2.97
	10/09/26	PD CREDIT COFFEE FILTERS	GENERAL FUND	POLICE DEPARTMENT	4.56-
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	11.98
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	25.92
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	9.22
	10/09/26	PD SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	33.47
	10/09/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	15.99
	10/09/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	13.96
				TOTAL:	142.16
WAWA	10/09/26	JEFFRIES FUEL 9/23/26	GENERAL FUND	POLICE DEPARTMENT	101.19
	10/09/26	MEACHAM FUEL 9/24/26	GENERAL FUND	POLICE DEPARTMENT	91.82
	10/09/26	SIGULINSKY FUEL 8/31-9/25/	GENERAL FUND	POLICE DEPARTMENT	564.32

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10/09/26	SZMIDT FUEL 8/31-9/27/26	GENERAL FUND	POLICE DEPARTMENT	984.35
	10/09/26	DIX FUEL 9/2-29/26	GENERAL FUND	STREETS & TRANSPORT	190.00
	10/09/26	HARDER FUEL 9/8-28/26	GENERAL FUND	STREETS & TRANSPORT	619.59
	10/09/26	LONGERBEAM FUEL 9/21/26	GENERAL FUND	STREETS & TRANSPORT	136.55
	10/09/26	SMITH FUEL 9/9/26	GENERAL FUND	STREETS & TRANSPORT	127.22
	10/09/26	WHITE FUEL 9/4/26	GENERAL FUND	STREETS & TRANSPORT	168.50
	10/09/26	COOK FUEL 9/1/26	GENERAL FUND	STREETS & TRANSPORT	101.93
	10/09/26	PIERSON FUEL 9/17/26	GENERAL FUND	STREETS & TRANSPORT	106.60
	10/09/26	SILVEOUS FUEL 9/11-24/26	GENERAL FUND	STREETS & TRANSPORT	267.49
				TOTAL:	3,459.56
WEST VIRGINIA AMERICAN WATER	10/09/26	MF IRRIGATION WATER 8/4-9/	PARKS & RECREATION	Parks & Recreation	401.30
	10/09/26	MF WATER 8/4-9/1/26	PARKS & RECREATION	Parks & Recreation	126.57
				TOTAL:	527.87
WINCHESTER EQUIPMENT COMPANY	10/06/26	PW MINI EXCV TOOTH/PINS	GENERAL FUND	STREETS & TRANSPORT	99.70
	10/06/26	PW MINI EXCV TOOTH/PINS	GENERAL FUND	STREETS & TRANSPORT	45.82
				TOTAL:	145.52
WV STATE TREASURER'S OFFICE	10/02/26	SEP2026 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	2,404.24
				TOTAL:	2,404.24
**PAYROLL EXPENSES	10/01/2026 - 10/31/2026		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	4,166.70
			GENERAL FUND	CITY ADMINISTRATION	184,374.51
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	28,895.76
			GENERAL FUND	CITY HALL	21,572.60
			GENERAL FUND	POLICE DEPARTMENT	129,636.53
			GENERAL FUND	STREETS & TRANSPORT	52,214.27
			PARKS & RECREATION	Parks & Recreation	18,561.41
				TOTAL:	442,321.78

FUND TOTALS	
001 GENERAL FUND	984,016.64
201 CAPITAL IMPROVEMENT	338,669.30
900 PARKS & RECREATION	36,184.47
GRAND TOTAL:	1,358,870.41

TOTAL PAGES: 14

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: 10/01/2026 THRU 10/31/2026

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 10/01/2026 THRU 10/31/2026

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

CITY OF RANSON
CAPITAL FUND BUDGET
FY2027 - October 31, 2026
33% through Budget Year

	FY27 APPR. BUDGET 9-15-2026	FY2027 Q1	OCT 2026	YEAR TO DATE	BUDGET BALANCE	% Budget Rcvd/Spent
Carryover Balance	13,231,531	13,231,531	-	13,231,531	-	100%
201.350.100 City Service Fees	400,000	124,500	25,000	149,500	250,500	37%
201.369.100 Contributions from Other Funds	364,735	-	-	-	364,735	0%
201.376.000 Table Games Income	200,000	30,471	15,329	45,800	154,200	23%
201.380.100 Interest Income	200,000	53,360	24,573	77,934	122,066	39%
201.397.100 Video Lottery Income	600,000	35,771	76,762	112,533	487,467	19%
TOTAL REVENUES	***14,996,266***	***13,475,633***	***141,665***	***13,617,298***	***1,378,968***	***91%***
EXPENDITURES						
Bank Charges	50	-	-	-	50	0%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES						
Computer Replacement Program (201-975.459.001)	100,000	2,305	-	2,305	97,695	2%
Condemnation of Properties (201-975.459.002)	25,000	-	-	-	25,000	0%
Replacement Vehicle (201-975.459.003)	45,000	-		-	45,000	0%
Total - General Government	*170,050*	*2,305*	-	*2,305*	*167,745*	*1%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES						
3 Patrol Vehicles (201-976.459.001)	162,000	147,989	4,500	152,489	9,511	94%
Equipment for Patrol Vehicles (201-976.459.002)	100,000	90,181	5,153	95,335	4,665	95%
Three In-Car Camera Systems (201-976.459.002)	40,000	11,790	-	11,790	28,210	29%
Three CAD units (201-976.459.002)	20,000	18,200	4,226	22,426	(2,426)	112%
E-Ticketing (201-976.459.003)	8,000	-	-	-	8,000	0%
Radios (201-976.459.003)	17,500	16,841	-	16,841	659	0%
Radars (201-976.459.003)	7,500	-	-	-	7,500	0%
Tasers (201-976.459.003)	15,000	15,286	-	15,286	(286)	102%
Equipment (201-976.459.004)	68,000	18,894	-	18,894	49,106	28%
Existing Police Dept Improvements (201-976.459.005)	50,000	-	-	-	50,000	0%
New Police Department Building (201-976.459.005)	750,000	10,000	19,750	29,750	720,250	4%
Total - Public Safety	*1,238,000*	*329,182*	*33,629*	*362,812*	*875,188*	*29%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2027 - October 31, 2026
33% through Budget Year

	FY27 APPR. BUDGET 9-15-2026	FY2027 Q1	OCT 2026	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)	1,000,000	-	-	-	1,000,000	0%
Stormwater Engineering/Repairs						
SWM/Engineering & Construction	50,000	-	-	-	50,000	0%
SWM/Engineering (Mildred) - Design (201-977.459.012)	220,000	-	-	-	220,000	0%
SWM Mildred Construction Phase (201-977.459.012)	1,000,000	-	-	-	1,000,000	0%
Miscellaneous Other Capital Projects						
City Hall Roof (201-977.459.011)	20,000	-	-	-	20,000	0%
City Hall Elevator (201-977.459.011)	250,000	-	-	-	250,000	0%
Property Acquisition (201-977.459.011)	550,000	-	-	-	550,000	0%
Trifecta Place (201-977.459.013)	50,000	-	-	-	50,000	0%
PW Capital Budget Items						
Street Preservation (Asphalt Overlay) (201-977.459.001)	300,000	-	-	-	300,000	0%
Alley Construction & Preservation (201-977.459.002)	50,000	3,500	-	3,500	46,500	7%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-	-	-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	-	-	-	50,000	0%
Street Light Replacement (201-977.459.005)	75,000	22,470	-	22,470	52,530	30%
Equipment (201-977.459.009)	75,000	-	-	-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	142,630	6,268	8,506	14,774	127,856	N/A
Total - Streets & Transportation	*3,932,630*	*32,238*	*8,506*	*40,744*	*3,891,886*	*1%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES						
Civic Center Improvements (201-979.459.001)	100,000	-	-	-	100,000	0%
Flowing Springs Trail (201-979.459.008)	600,000	-	-	-	600,000	0%
Marcus Fields Improvements (201-979.459.002) *Current Expenses are engineering-based grant services*	850,000	26,650	4,450	31,100	818,900	4%
Total - Parks & Recreation	*1,550,000*	*26,650*	*4,450*	*31,100*	*1,518,900*	*2%*
TOTAL EXPENSES	***6,890,680***	***390,376***	***46,586***	***436,961***	***6,453,719***	***6%***
REVENUES OVER EXPENSES	***8,105,586***	***13,085,258***	***95,079***	***13,180,337***		

CITY OF RANSON						
CAPITAL FUND BUDGET						
FY2027 - October 31, 2026						
33% through Budget Year						
	FY27 APPR. BUDGET 9-15-2026	***FY2027 Q1***	***OCT 2026***	***YEAR TO DATE***	***BUDGET BALANCE***	***% Budget Rcvd/Spent***
**Current Year Contingencies*	*689,068*	*Previously 100% excess balance allocated to contingencies; for FY2027, applying WVSAO standard of 10% budgeted expenses to contingencies line.*				
***Future Year Major Project Reserves (NEW)*	*7,416,518*	*NEW: separate accounting of excess fund balance for future year budget obligations associated with major multi-year projects*				

FY 2027
General Fund Budget
October 2026 Financials

33% through Budget Year

	Current Budget FY2027 9-15-2026	Year to Date Oct 2026	Budget Balance	% of Budget Received
FY26 Carryover Fund Balance	*3,521,131*	*3,521,131*	-	100%
Revenue Summary				
Taxes	6,652,884	2,480,091	4,172,793	37%
Fines & Forfeitures	225,000	57,789	167,211	26%
Licenses & Permits	816,000	389,812	426,188	48%
Intergovernmental	25,000	99	24,901	0%
Miscellaneous	112,000	23,658	88,342	21%
Total Revenues	***11,352,015***	***6,472,579***	***4,879,436***	***57%***
Expenditure Summary				
Mayor's Office	17,060	4,371	12,689	26%
City Council	78,800	23,412	55,388	30%
City Administrator	795,067	382,510	412,557	48%
Police Judge's Office	34,300	12,169	22,131	35%
Contribution to Commissions	365,000	-	365,000	0%
Regional Development Authority	10,000	9,399	601	94%
Planning & Zoning	1,129,783	310,109	819,674	27%
City Hall	1,384,050	443,472	940,578	32%
Contribution/Transfer	845,004	-	845,004	0%
Contingency	1,135,201	-	1,135,201	0%
Police Department	3,296,450	954,271	2,342,179	29%
Streets Department	1,571,300	462,927	1,108,373	29%
Street Lights	140,000	42,376	97,624	30%
Parks & Recreation	275,000	94,109	180,891	34%
Convention & Visitor's Bureau	275,000	94,109	180,891	34%
Total Expenditures	***11,352,015***	***2,833,234***	***8,518,781***	***25%***
Revenue Over Expenses		***3,639,346***		

Account Number	Description	Current Budget FY2027 9-15-2026	FY2027 Q1	Oct-26	Year to Date	Budget Balance	% of Budget Received
	FY26 Carryover Fund Balance	*3,521,131*	*3,521,131*	**-**	***3,521,131***	**-**	*100%*
001.301.100	Ad Valorem Tax Current Year	1,966,634	902,550	190,085	1,092,635	873,999	56%
001.301.102	Property Tax Prior Years	100,000	28,529	15,124	43,653	56,347	44%
001.301.106	Supplemental Taxes	60,000	11,263	5,222	16,485	43,515	27%
001.302.100	Tax Penalties and Interest	15,000	2,544	1,571	4,115	10,885	27%
001.303.100	Gas and Oil Severance Tax Current Year	15,000	-	24,215	24,215	(9,215)	161%
001.304.100	Utility Tax	375,000	56,315	50,097	106,411	268,589	28%
001.305.100	B&O Tax	3,500,000	24,755	979,053	1,003,808	2,496,192	29%
001.306.100	Wine and Liquor Tax	70,000	-	-	-	70,000	0%
001.307.100	Animal Tax	1,250	400	151	551	699	44%
001.308.100	Hotel/Motel Tax	550,000	129,577	58,640	188,217	361,783	34%
001.320.100	Fines, Fees, and Court Costs	225,000	41,211	16,538	57,749	167,251	26%
001.321.100	Parking Tickets	-	40	-	40	(40)	N/A
001.325.100	Business Licenses	30,000	9,760	1,400	11,160	18,840	37%
001.326.100	Building Permits	675,000	234,560	127,152	361,712	313,288	54%
001.328.100	Franchise Tax	45,000	-	-	-	45,000	0%
001.329.100	Rental Registration	1,000	160	80	240	760	24%
001.330.100	IRP Fees	65,000	12,573	4,126	16,699	48,301	26%
001.374.100	Payroll Reimbursement	25,000	99	-	99	24,901	0%
001.380.100	Interest Gained on Investments	70,000	9,815	5,925	15,741	54,259	22%
001.382.100	Refunds & Rebates	25,000	-	40	40	24,960	0%
001.383.100	Sale of Fixed Asset	5,000	5,000	-	5,000	-	100%
001.386.100	Insurance Claim	5,000	1,000	-	1,000	4,000	20%
001.389.100	Accident Reports	5,000	920	240	1,160	3,840	23%
001.399.100.	Miscellaneous	1,500	597	5	602	898	40%
001.399.102	Yard Sale Fees	250	95	10	105	145	42%
001.399.103	Fingerprint Fee	250	5	5	10	240	4%
	Total Revenues	***11,352,015***	***4,992,901***	***1,479,679***	***6,472,579***	***4,879,436***	***57%***

Account Number	Description	Current FY27 Budget 9-15-2026	FY2027 Q1	Oct-26	Year-to-date	Budget Balance	Percent of Budget Expended
409 - Mayor's Office							
001.409.101	Mayor Salary	12,000	3,000	1,000	4,000	8,000	33%
001.409.104	Mayor FICA	960	230	77	306	654	32%
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	1,000	50	15	65	935	7%
001.409.568	Mayor Contributions	500	-	-	-	500	0%
	Total	**17,060**	**3,280**	***1,091***	***4,371***	***12,689***	***26%***
410 - City Council							
001.410.101	City Council Salary (6 members)	60,000	12,500	4,167	16,667	43,333	28%
001.410.104	City Council FICA	4,800	956	319	1,275	3,525	27%
001.410.214	City Council Travel	10,000	4,615	-	4,615	5,385	46%
001.410.230	City Council Contracted Services	500	-	-	-	500	0%
001.410.341	City Council Departmental Supplies	3,500	856	-	856	2,644	24%
	Total	**78,800**	**18,927**	**4,485**	**23,412**	**55,388**	**30%**
412 - City Administration Office							
001.412.103	City Administration Salary (5 FT employees)	475,782	115,377	184,329	299,706	176,076	63%
001.412.104	City Administration FICA	39,310	9,149	8,850	17,998	21,312	46%
001.412.105	City Administration Insurance	109,300	23,712	7,812	31,524	77,776	29%
001.412.106	City Administration Retirement	46,425	10,176	2,526	12,703	33,722	27%
001.412.108	City Administration Overtime	8,000	122	46	167	7,833	2%
001.412.211	City Administration Phone	5,000	233	78	311	4,689	6%
001.412.214	City Administration Travel	10,000	660	-	660	9,340	7%
001.412.220	City Administration Ads/Legal Publications	1,500	-	499	499	1,001	33%
001.412.221	City Administration Training	7,500	1,517	43	1,560	5,940	21%
001.412.222	City Administration Dues and Subscriptions	3,500	322	45	368	3,132	11%
001.412.223	City Administration Professional Services	25,000	567	189	756	24,244	3%
001.412.226	City Administration Insurance and Bonds	250	-	-	-	250	0%
001.412.230	City Administration Contracted Services	10,000	-	-	-	10,000	0%
001.412.341	City Administration Supplies and Materials	7,500	973	(60)	913	6,587	12%
001.412.343	City Administration Gas Oil Tires	1,500	268	-	268	1,232	18%
001.412.345	City Administration Uniforms	2,000	-	-	-	2,000	0%
001.412.353	City Administration Computer Software	42,500	14,035	1,042	15,077	27,423	35%
	Total	**795,067**	**177,111**	***205,399***	***382,510***	***412,557***	***48%***

Account Number	Description	Current FY27 Budget 9-15-2026	FY2027 Q1	Oct-26	Year-to-date	Budget Balance	Percent of Budget Expended
416 - Police Judge's Office							
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	5,700	1,900	7,600	17,400	30%
001.416.104	Police Judge FICA	2,000	436	145	581	1,419	29%
001.416.223	Police Judge Professional Services	7,000	-	3,988	3,988	3,013	57%
001.416.226	Police Judge Insurance & Bond	300	-	-	-	300	0%
	Total	**34,300**	**6,136**	***6,033***	***12,169***	***22,131***	***35%***
424 - Contributions							
001.424.568 Contributions Dispersed to Outside Entities	Eastern Panhandle Transit Authority	20,000	-	-	-	20,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	-	200,000	0%
	Independent Fire Dept	50,000	-	-	-	50,000	0%
	Citizen Fire Dept.	20,000	-	-	-	20,000	0%
	Charles Town Library	7,500	-	-	-	7,500	0%
	Jefferson County P&R - Fireworks	7,500	-	-	-	7,500	0%
	Mini-Grant Program	50,000	-	-	-	50,000	0%
	Community Sponsorship	10,000	-	-	-	10,000	0%
	Total	**365,000**	**-**	**-**	**-**	***365,000***	***0%***
435 - Regional Development Authority							
001.435.222	Region 9 Planning & Development Council	**10,000**	9,399	-	9,399	601	94%
437 - Planning and Zoning							
001.437.103	Planning and Zoning Salary (6 FT employees, 1 vac.)	453,818	102,770	28,853	131,623	322,195	29%
001.437.104	Planning and Zoning FICA	38,190	8,207	2,291	10,499	27,691	27%
001.437.105	Planning and Zoning Insurance	113,200	12,719	4,127	16,846	96,354	15%
001.437.106	Planning and Zoning Retirement	45,575	9,618	2,697	12,315	33,260	27%
001.437.108	Planning and Zoning Overtime/Extra Help	22,000	223	43	266	21,734	1%
001.437.110	Planning and Zoning Fringe Benefits	750	500	-	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	278	97	375	1,625	19%
001.437.214	Planning and Zoning Travel	3,000	-	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	-	500	0%
001.437.218	Planning and Zoning Postage	5,000	-	-	-	5,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	659	132	791	3,209	20%
001.437.221	Planning and Zoning Training	10,000	293	-	293	9,707	3%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	834	-	834	666	56%
001.437.223	Planning and Zoning Professional Services	400,000	103,957	29,122	133,079	266,921	33%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	102	200	302	698	30%
001.437.341	Planning and Zoning Supplies and Materials	10,000	215	-	215	9,785	2%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	436	116	552	1,948	22%
001.437.345	Planning and Zoning Uniforms	3,500	-	-	-	3,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	1,621	-	1,621	11,379	12%
	Total	**1,129,783**	**242,431**	***67,678***	***310,109***	***819,674***	***27%***

Account Number	Description	Current FY27 Budget 9-15-2026	FY2027 Q1	Oct-26	Year-to-date	Budget Balance	Percent of Budget Expended
440 - City Hall							
001.440.103	City Hall Salary (5 FT employees, 1 vacant)	352,000	74,405	21,573	95,977	256,023	27%
001.440.104	City Hall FICA	28,750	5,977	1,733	7,710	21,040	27%
001.440.105	City Hall Insurance	100,000	15,528	5,103	20,630	79,370	21%
001.440.106	City Hall Retirement	33,800	7,441	2,157	9,598	24,202	28%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	-	5,000	0%
001.440.211	City Hall Telephone	30,000	5,136	1,832	6,968	23,032	23%
001.440.212	City Hall Printing	3,500	2,229	-	2,229	1,271	64%
001.440.213	City Hall Utilities	25,000	3,597	1,130	4,727	20,273	19%
001.440.214	City Hall Travel	2,000	-	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	1,202	301	1,503	13,497	10%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	12	12	488	2%
001.440.218	City Hall Postage / Meter	6,000	1,507	339	1,845	4,155	31%
001.440.219	City Hall Building and Equipment Rents	10,000	2,415	725	3,140	6,860	31%
001.440.220	City Hall Advertising / Legal Publications	4,000	-	1,989	1,989	2,011	50%
001.440.221	City Hall Training	3,000	-	-	-	3,000	0%
001.440.222	City Hall Dues and Subscriptions	3,000	2,331	-	2,331	669	78%
001.440.223	City Hall Professional Services	75,000	18,009	808	18,818	56,183	25%
001.440.224	City Hall Audit Costs	50,000	10,175	-	10,175	39,825	20%
001.440.226	City Hall Insurance and Bonds (Travelers)	316,500	145,533	-	145,533	170,968	46%
001.440.230	City Hall Contracted Services	125,000	34,247	10,937	45,184	79,816	36%
001.440.232	City Hall Bank Charges	60,000	11,098	3,411	14,509	45,491	24%
001.440.341	City Hall Supplies and Materials	25,000	3,053	614	3,667	21,333	15%
001.440.343	City Hall Oil, Gas & Tires	1,000	-	-	-	1,000	0%
001.440.345	City Hall Uniforms	2,500	-	-	-	2,500	0%
001.440.353	City Hall Computer Software	100,000	46,782	-	46,782	53,218	47%
001.440.570	City Hall Miscellaneous Fees	7,000	146	-	146	6,854	2%
	Total	**1,384,050**	**390,808**	***52,664***	***443,472***	***940,578***	***32%***
444 - Contributions to Other Funds							
1.444.566	Contributions to Others Funds						
	Municipal Capital Improvement	604,869	-	-	-	604,869	0%
	Municipal Stabilization	240,135	-	-	-	240,135	0%
	Total	**845,004**	**-**	**-**	**-**	***845,004***	***0%***
699 - Contingencies							
1.699.000	Contingencies	1,135,201	-	-	-	1,135,201	0%
	Total	**1,135,201**	**-**	**-**	**-**	***1,135,201***	***0%***

Account Number	Description	Current FY27 Budget 9-15-2026	FY2027 Q1	Oct-26	Year-to-date	Budget Balance	Percent of Budget Expended
700 - Police							
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,870,000	400,210	116,851	517,060	1,352,940	28%
001.700.104	Police FICA	166,250	37,255	10,318	47,573	118,678	29%
001.700.105	Police Insurance	400,000	80,527	24,637	105,164	294,836	26%
001.700.106	Police Retirement	167,000	37,918	10,981	48,899	118,101	29%
001.700.108	Police Overtime / Extra Help	230,750	65,268	12,286	77,554	153,196	34%
001.700.110	Police Fringe Benefits	4,750	3,500	500	4,000	750	84%
001.700.211	Police Telephone	7,500	2,282	954	3,236	4,264	43%
001.700.212	Police Printing	500	-	-	-	500	0%
001.700.213	Police Utilities	22,500	3,058	1,162	4,220	18,280	19%
001.700.214	Police Travel	10,000	585	110	695	9,305	7%
001.700.215	Police Maintenance / Repair Building	2,500	195	-	195	2,305	8%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	50,000	14,694	940	15,634	34,366	31%
001.700.218	Police Postage	1,000	102	88	190	810	19%
001.700.219	Police Building and Equipment Rents	6,000	1,817	-	1,817	4,183	30%
001.700.220	Police Advertising / Legal Publication	1,500	-	-	-	1,500	0%
001.700.221	Police Training	10,000	(995)	2,280	1,285	8,715	13%
001.700.222	Police Dues and Subscriptions	1,500	-	-	-	1,500	0%
001.700.223	Police Professional Services	25,000	7,134	936	8,070	16,930	32%
001.700.226	Police Insurance and Bonds	200	-	-	-	200	0%
001.700.230	Police Contracted Services	35,000	7,260	2,044	9,304	25,696	27%
001.700.233	Police Investigation Fees	1,000	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	75,000	6,694	2,726	9,420	65,580	13%
001.700.341	Police Supplies and Materials	50,000	23,891	995	24,887	25,113	50%
001.700.343	Police Gas Oil Tires	60,000	18,951	6,612	25,563	34,437	43%
001.700.345	Police Uniforms	50,000	12,057	1,666	13,723	36,277	27%
001.700.353	Police Software	45,000	35,783	-	35,783	9,217	80%
001.700.570	Police Miscellaneous Fees	2,500	-	-	-	2,500	0%
	Total	**3,296,450**	**758,186**	***196,085***	***954,271***	***2,342,179***	***29%***

Account Number	Description	Current FY27 Budget 9-15-2026	FY2027 Q1	Oct-26	Year-to-date	Budget Balance	Percent of Budget Expended
750 - Streets							
001.750.103	Streets Salary (11 FT employees, 1 vacant)	772,000	180,413	52,214	232,628	539,372	30%
001.750.104	Streets FICA	65,000	14,486	4,134	18,621	46,379	29%
001.750.105	Streets Insurance	247,000	56,158	18,536	74,694	172,306	30%
001.750.106	Streets Retirement	72,500	17,664	5,119	22,783	49,717	31%
001.750.108	Streets Overtime / Extra Help	20,000	8	-	8	19,992	0%
001.750.110	Streets Fringe Benefits	2,750	2,500	-	2,500	250	91%
001.750.211	Streets Telephone	6,750	1,723	574	2,297	4,453	34%
001.750.213	Streets Utilities	10,000	3,660	1,490	5,150	4,850	51%
001.750.214	Streets Travel	1,000	-	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	5,795	-	5,795	(795)	116%
001.750.216	Streets Maintenance / Repair Equipment	10,000	1,649	1,521	3,170	6,830	32%
001.750.217	Streets Maintenance / Repair Vehicles	15,000	2,592	227	2,819	12,181	19%
001.750.219	Streets Building and Equipment Rents	5,000	522	149	671	4,329	13%
001.750.221	Streets Training	2,500	-	-	-	2,500	0%
001.750.222	Streets Dues	500	100	-	100	400	20%
001.750.223	Streets Professional Services	500	-	-	-	500	0%
001.750.226	Streets Insurance and Bonds	300	-	-	-	300	0%
001.750.230	Streets Contracted Services	215,000	38,129	21,650	59,779	155,221	28%
001.750.341	Streets Supplies and Materials	72,500	15,997	1,840	17,836	54,664	25%
001.750.343	Streets Gas Oil Tires	30,000	10,786	1,798	12,584	17,416	42%
001.750.345	Streets Uniforms	11,000	-	-	-	11,000	0%
001.750.353	Streets Software	7,000	1,492	-	1,492	5,508	21%
	Total	**1,571,300**	**353,674**	***109,252***	***462,927***	***1,108,373***	***29%***
751 - Street Lights							
001.751.213	Street Lights - Utilities	140,000	30,062	12,314	42,376	97,624	30%
	Total	**140,000**	**30,062**	***12,314***	***42,376***	***97,624***	***30%***
900 - Parks & Recreation							
001.900.568	Parks & Recreation Pass through Hotel Tax	275,000	64,789	29,320	94,109	180,891	34%
	Total	***275,000***	***64,789***	***29,320***	***94,109***	***180,891***	***34%***
901 - Convention & Visitors Bureau (CVB)							
001.901.568	CVB Pass through Hotel Tax	275,000	64,789	29,320	94,109	180,891	34%
	Total	**275,000**	***64,789***	***29,320***	***94,109***	***180,891***	***34%***
	Total Expenses	***11,352,015***	***2,119,591***	***713,642***	***2,833,234***	***8,518,781***	***25%***
	Revenue Over Expenses	***-***	***2,873,309***	***766,036***	***3,639,346***		

AGENDA ITEM 4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

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

SUBJECT: Community Development Status Report - October

Should there be any questions or concerns regarding the data provided, please contact the Interim City Manager for clarification or further assistance.

ATTACHMENTS:

October 2026 CDD Report.pdf
Permits Issued October 2026.pdf

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: Kim Hawkins, Permit Manager

RE: Community Development Department Report –October 2026

Permitting:

- **Staff received 104 permit applications:**
  - 68 – regular permit applications (decks, fences, etc.)
  - 12– townhome permit applications
  - 12– single family permit applications
  - 11 – seasonal site surety
  - 1 – rental applications

- **Staff issued 165 permits totaling $18,548,972.59 in valuation.**
  - 55 were for new homes totaling $12,000,000 in valuation.
  - Permit fees collected totaled $620,920.65
  - U&O fees collected totaled $4,150
  - City Service fees collected totaled $54,500

Code Enforcement:

- **Staff started 4 new code cases** (camper complaint, work without permit)

Inspections:

- **Staff performed 1123 permit inspections. This is down by 71 from September.**
  - Patrick Coulter performed 538 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 39 inspections
  - Gary Englebert (contracted) performed 518 inspections
  - Zach Holland performed 26 site inspections
  - Kim Hawkins completed 2 inspections (rental verification; zoning for shed)

- **Department Staff also performed 6 code enforcement inspections.**

Planning & Zoning:

Planning Commission October 5th Meeting Summary:

New Business:

- 26-16-BR – Parkland Commons Section 1 Bond Reduction
    - Public Hearing held with no comments.
    - Staff explained this request is to correct a few clerical errors when the bond reduction was passed by the Planning Commission in July. Motion passed.
- 26-19-BRR – Parkland Commons Section 2 Bond Reduction
    - Public Hearing held with no comments
    - Staff explained the clerical errors with the previously approved Resolution. Motion passed to approve thus fixing the errors.
- 26-21-SP – WVU Medicine Jefferson Medical Center Expansion Site Plan
    - Public Hearing held with no comments.
    - Staff deemed the site plan complete but noted the 3rd/4th Avenue R-O-W Abandonment, a mutually agreed upon development agreement, and continued collaboration with the City and WVDOH on the 5th Avenue Streetscape Project should be part of the conditional approval.
    - President Fagan suggested the WVDOH conditional item be included in the development agreement with Staff and the PC members agreeing.
    - Motion passed to approve the site plan under the previously stated conditions.
- 26-21-SP – WVU-E Bond Submittal for the Jefferson Medical Center Expansion
    - Public Hearing held with no comments.
    - Bond submittal passed.

Applications Received:

- Madison Green Phase 3A Final Plat
- Madison Green Phase 3B Final Plat
- Bane Farm Land Development Plan & Plat

Permits Issued By Permit Type

Between 10/1/2026 & 10/31/2026

Permit Type	Permit Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (C)	26-1106	427 ANTHEM ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	Total Permit Type: 1		**$4,500.00**	**$45.00**	**$0.00**	**$0.00**
Deck (R)	26-923	421 NATIONAL ST RANSON, WV 25438	$23,000.00	$230.00	$0.00	$0.00
	26-954	248 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1055	348 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	26-1056	352 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1057	360 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1058	368 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1059	374 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1060	382 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1061	390 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	26-1062	394 HUNTWELLWEST BLVD RANSON, WV 25438	$3,600.00	$36.00	$0.00	$0.00
	26-1063	386 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1064	121 BRAXTON AVE RANSON, WV 25438	$8,100.00	$81.00	$0.00	$0.00
	26-1068	351 THUMPER DR RANSON, WV 25438	$500.00	$25.00	$0.00	$0.00
	26-1092	79 SHERMAN AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1093	75 SHERMAN AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1094	71 SHERMAN AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1095	67 SHERMAN AVE RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	26-1102	411 ANTHEM ST RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1103	415 ANTHEM ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1104	419 ANTHEM ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1105	423 ANTHEM ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1107	431 ANTHEM ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1108	435 ANTHEM ST RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1115	363 SHORT BRANCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1116	367 SHORT BRANCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1117	371 SHORT BRANCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1118	375 SHORT BRANCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1119	379 SHORT BRANCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1120	383 SHORT BRANCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00

	26-1128	12 WILSON MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1130	16 WILSON MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1131	20 WILSON MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1132	24 WILSON MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1133	28 WILSON MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1138	1711 DESTRIER ST RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1139	1695 DESTRIER ST RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1144	31 MYSTIC DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1145	47 MYSTIC DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1159	885 OAK LEE DR RANSON, WV 25438	$8,640.00	$86.40	$0.00	$0.00
	26-1160	320 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1161	324 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1162	328 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1163	332 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1164	336 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1165	340 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1166	344 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1167	348 PRESIDENTS POINTE AVE	$5,000.00	$50.00	$0.00	$0.00
	26-1171	230 WALLACE BLVD RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1178	433 SILVER BIRCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1179	431 SILVER BIRCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1180	429 SILVER BIRCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1181	427 SILVER BIRCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1182	425 SILVER BIRCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-1183	423 SILVER BIRCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-1194	321 WALLACE BLVD RANSON, WV 25438	$5,500.00	$55.00	$0.00	$0.00
	26-1203	61 ALOMA ST CHARLES TOWN, WV	$6,000.00	$60.00	$0.00	$0.00
	26-1204	57 ALOMA ST CHARLES TOWN, WV	$6,000.00	$60.00	$0.00	$0.00
	26-1205	53 ALOMA ST CHARLES TOWN, WV	$6,000.00	$60.00	$0.00	$0.00
	26-1206	49 ALOMA ST CHARLES TOWN, WV	$6,000.00	$60.00	$0.00	$0.00
	26-1207	45 ALOMA ST CHARLES TOWN, WV	$6,000.00	$60.00	$0.00	$0.00
	26-1208	41 ALOMA ST CHARLES TOWN, WV	$6,000.00	$60.00	$0.00	$0.00
	26-1220	295 WALLACE BLVD RANSON, WV 25438	$5,500.00	$55.00	$0.00	$0.00
	Total Permit Type: 62		**$352,240.00**	**$3,542.40**	**$0.00**	**$0.00**
Demolition (R)	26-1200	1728 N MILDRED ST RANSON, WV 25438	$0.00	$200.00	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$200.00**	**$0.00**	**$0.00**

Electrical Only (R)	26-1096	116 W 5TH AVE RANSON, WV 25438	$32,000.00	$320.00	$0.00	$0.00
	26-1099	316 PRESIDENTS POINTE AVE	$1,000.00	$25.00	$0.00	$0.00
	26-1202	158 RANSON ESTATES CIR RANSON, WV 25438	$1,650.00	$25.00	$0.00	$0.00
	Total Permit Type: 3		**$34,650.00**	**$370.00**	**$0.00**	**$0.00**
Mechanical Only (R)	26-1101	733 N MILDRED ST RANSON, WV 25438	$2,500.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$2,500.00**	**$25.00**	**$0.00**	**$0.00**
New Single Family (R)	26-946	335 WALLACE BLVD RANSON, WV 25438	$270,000.00	$10,506.20	$100.00	$1,000.00
	26-1043	121 BRAXTON AVE RANSON, WV 25438	$0.00	$10,367.40	$100.00	$1,000.00
	26-1077	301 WALLACE BLVD RANSON, WV 25438	$320,000.00	$11,229.40	$100.00	$1,000.00
	26-1086	100 SHERMAN AVE RANSON, WV 25438	$386,000.00	$10,592.20	$100.00	$1,000.00
	26-1087	160 SHERMAN AVE RANSON, WV 25438	$389,000.00	$10,780.00	$100.00	$1,000.00
	26-1112	355 21ST AVE RANSON, WV 25438	$285,000.00	$11,006.20	$100.00	$1,000.00
	26-1113	363 21st Avenue Ranson, WV 25438	$270,000.00	$10,781.40	$100.00	$1,000.00
	26-1126	186 Reagan Ave Ranson, WV 25438	$180,000.00	$10,091.05	$50.00	$1,000.00
	26-1127	200 REAGAN AVE RANSON, WV 25438	$180,000.00	$10,091.05	$50.00	$1,000.00
	26-1134	218 REAGAN AVE RANSON, WV 25438	$180,000.00	$9,691.30	$50.00	$1,000.00
	26-1137	230 REAGAN AVE RANSON, WV 25438	$180,000.00	$9,639.60	$50.00	$1,000.00
	26-1173	236 REAGAN AVE RANSON, WV 25438	$180,000.00	$9,739.30	$50.00	$1,000.00
	26-1174	250 REAGAN AVE RANSON, WV 25438	$180,000.00	$9,739.30	$50.00	$1,000.00
	Total Permit Type: 13		**$3,000,000.00**	**$134,254.40**	**$1,000.00**	**$13,000.00**
Patio (R)	26-1048	368 FREEMAN ST RANSON, WV 25438	$2,400.00	$25.00	$0.00	$0.00
	26-1114	198 SHORT BRANCH DR RANSON, WV 25438	$1,500.00	$25.00	$0.00	$0.00
	Total Permit Type: 2		**$3,900.00**	**$50.00**	**$0.00**	**$0.00**
Renovation (C)	26-744	217 OAK LEE DR RANSON, WV 25438	$250,000.00	$5,000.00	$0.00	$0.00
	Total Permit Type: 1		**$250,000.00**	**$5,000.00**	**$0.00**	**$0.00**
Renovation (R)	26-1009	184 SWAN FIELD AVE RANSON, WV 25438	$1,000.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$1,000.00**	**$25.00**	**$0.00**	**$0.00**
Roof (R)	26-995	70 GLENBROOK RD RANSON, WV 25438	$18,282.59	$50.00	$0.00	$0.00
	26-1121	1316 STALLION ST RANSON, WV 25438	$8,000.00	$50.00	$0.00	$0.00
	26-1175	408 S REYMANN ST RANSON, WV 25438	$9,860.00	$50.00	$0.00	$0.00
	26-1192	89 RIPARIAN LN RANSON, WV 25438	$7,650.00	$50.00	$0.00	$0.00
	26-1197	885 OAK LEE DR RANSON, WV 25438	$15,400.00	$50.00	$0.00	$0.00
	26-1221	505 S MILDRED ST RANSON, WV 25438	$13,500.00	$50.00	$0.00	$0.00
	26-1225	113 N MILDRED ST RANSON, WV 25438	$6,000.00	$75.00	$0.00	$0.00
	Total Permit Type: 7		**$78,692.59**	**$375.00**	**$0.00**	**$0.00**
Season Site Surety (R)	26-1100	122 SHERMAN AVE RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00

	26-1146	272 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1147	302 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1148	223 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1149	344 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1150	321 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1151	252 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1152	322 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1154	343 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1155	284 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1156	296 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1157	230 WALLACE BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-1230	280 MONROE AVE RANSON, WV 25438	$0.00	$0.00	$0.00	$0.00
	26-1231	284 MONROE AVE RANSON, WV 25438	$0.00	$0.00	$0.00	$0.00
	26-1232	288 MONROE AVE RANSON, WV 25438	$0.00	$0.00	$0.00	$0.00
	Total Permit Type: 15		**$0.00**	**$18,000.00**	**$0.00**	**$0.00**
Siding (R)	26-1196	106 N FAIRFAX BLVD RANSON, WV 25438	$6,450.00	$64.50	$0.00	$0.00
	Total Permit Type: 1		**$6,450.00**	**$64.50**	**$0.00**	**$0.00**
Sign (C)	26-401	2328 N MILDRED ST RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	26-1169	230 OAK LEE DR RANSON, WV 25438	$10,000.00	$200.00	$0.00	$0.00
	Total Permit Type: 2		**$10,000.00**	**$250.00**	**$0.00**	**$0.00**
Site Development (C)	26-987	300 S PRESTON ST RANSON, WV 25438	$0.00	$42,885.50	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$42,885.50**	**$0.00**	**$0.00**
Site Development (R)	26-1045	West Branch Drive Ranson, WV 25438	$5,700,000.00	$250.00	$0.00	$0.00
	Total Permit Type: 1		**$5,700,000.00**	**$250.00**	**$0.00**	**$0.00**
Storage Building (C)	26-1024	430 SILVER BIRCH DR RANSON, WV 25438	$30,640.00	$306.40	$0.00	$0.00
	Total Permit Type: 1		**$30,640.00**	**$306.40**	**$0.00**	**$0.00**
Storage Building (R)	26-1097	211 N FAIRFAX BLVD RANSON, WV 25438	$400.00	$25.00	$0.00	$0.00
	26-1098	102 MONROE AVE RANSON, WV 25438	$3,000.00	$30.00	$0.00	$0.00
	26-1199	517 E 12TH AVE RANSON, WV 25438	$1,500.00	$25.00	$0.00	$0.00
	Total Permit Type: 3		**$4,900.00**	**$80.00**	**$0.00**	**$0.00**
Swimming Pool (R)	26-1109	471 MOUNTAIN LAUREL BLVD	$50,000.00	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$50,000.00**	**$50.00**	**$0.00**	**$0.00**
Townhouse (R)	26-898	11 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,579.65	$50.00	$1,000.00
	26-899	15 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,579.65	$50.00	$1,000.00
	26-900	19 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,579.65	$50.00	$1,000.00
	26-901	23 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,579.65	$50.00	$1,000.00

	26-902	27 WILSON MEWS RANSON, WV 25438	$180,000.00	$10,031.30	$100.00	$500.00
	26-1017	439 ECLIPSE ST CHARLES TOWN, WV	$125,000.00	$9,588.95	$50.00	$1,000.00
	26-1018	443 ECLIPSE ST CHARLES TOWN, WV	$125,000.00	$9,588.95	$50.00	$1,000.00
	26-1019	447 ECLIPSE ST CHARLES TOWN, WV	$125,000.00	$9,588.95	$50.00	$1,000.00
	26-1020	451 ECLIPSE ST CHARLES TOWN, WV	$125,000.00	$9,588.95	$50.00	$1,000.00
	26-1021	455 ECLIPSE ST CHARLES TOWN, WV	$125,000.00	$9,588.95	$50.00	$1,000.00
	26-1022	459 ECLIPSE ST CHARLES TOWN, WV	$125,000.00	$9,588.95	$50.00	$1,000.00
	26-1031	348 HUNTWELLWEST BLVD RANSON, WV 25438	$280,000.00	$10,080.90	$100.00	$1,000.00
	26-1032	352 HUNTWELLWEST BLVD RANSON, WV 25438	$293,000.00	$10,268.80	$100.00	$1,000.00
	26-1033	356 HUNTWELLWEST BLVD RANSON, WV 25438	$273,000.00	$10,085.40	$100.00	$1,000.00
	26-1034	360 HUNTWELLWEST BLVD RANSON, WV 25438	$293,000.00	$10,268.80	$100.00	$1,000.00
	26-1035	364 HUNTWELLWEST BLVD RANSON, WV 25438	$273,000.00	$10,085.40	$100.00	$1,000.00
	26-1036	368 HUNTWELLWEST BLVD RANSON, WV 25438	$290,000.00	$10,251.90	$100.00	$1,000.00
	26-1037	374 HUNTWELLWEST BLVD RANSON, WV 25438	$293,000.00	$10,268.80	$100.00	$1,000.00
	26-1038	378 HUNTWELLWEST BLVD RANSON, WV 25438	$272,000.00	$10,085.40	$100.00	$1,000.00
	26-1039	382 HUNTWELLWEST BLVD RANSON, WV 25438	$283,000.00	$10,085.40	$100.00	$1,000.00
	26-1040	386 HUNTWELLWEST BLVD RANSON, WV 25438	$288,000.00	$10,268.80	$100.00	$1,000.00
	26-1041	390 HUNTWELLWEST BLVD RANSON, WV 25438	$276,000.00	$10,085.40	$100.00	$1,000.00
	26-1042	394 HUNTWELLWEST BLVD RANSON, WV 25438	$279,000.00	$10,080.90	$100.00	$1,000.00
	26-1047	449 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,584.70	$50.00	$1,000.00
	26-1049	453 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,581.20	$50.00	$1,000.00
	26-1050	457 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,581.20	$50.00	$1,000.00
	26-1051	461 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,581.20	$50.00	$1,000.00
	26-1052	465 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,581.20	$50.00	$1,000.00
	26-1053	469 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,581.20	$50.00	$1,000.00
	26-1081	32 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,578.25	$50.00	$1,000.00
	26-1082	36 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,578.25	$50.00	$1,000.00
	26-1083	40 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,578.25	$50.00	$1,000.00
	26-1084	44 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,578.25	$50.00	$1,000.00
	26-1085	48 WILSON MEWS RANSON, WV 25438	$180,000.00	$9,578.25	$50.00	$1,000.00
	26-1088	79 SHERMAN AVE RANSON, WV 25438	$296,000.00	$10,268.80	$100.00	$1,000.00
	26-1089	75 SHERMAN AVE RANSON, WV 25438	$291,000.00	$10,268.80	$100.00	$1,000.00
	26-1090	71 SHERMAN AVE RANSON, WV 25438	$289,000.00	$10,268.80	$100.00	$1,000.00
	26-1091	67 SHERMAN AVE RANSON, WV 25438	$291,000.00	$10,268.80	$100.00	$1,000.00
	26-1122	1651 DESTRIER ST RANSON, WV 25438	$230,000.00	$10,160.00	$100.00	$1,000.00
	26-1123	1647 DESTRIER ST RANSON, WV 25438	$220,000.00	$10,040.00	$100.00	$1,000.00

	26-1124	1643 DESTRIER ST RANSON, WV 25438	$240,000.00	$10,270.40	$100.00	$1,000.00
	26-1125	1639 DESTRIER ST RANSON, WV 25438	$0.00	$10,270.40	$100.00	$1,000.00
	Total Permit Type: 42		**$9,000,000.00**	**$414,997.45**	**$3,150.00**	**$41,500.00**
Wall or Fence (R)	26-992	204 HUNTWELLWEST BLVD RANSON, WV 25438	$4,000.00	$25.00	$0.00	$0.00
	26-1110	46 WHISPERING BROOK LN RANSON, WV 25438	$1,000.00	$25.00	$0.00	$0.00
	26-1177	1157 STALLION ST RANSON, WV 25438	$1,800.00	$25.00	$0.00	$0.00
	26-1191	15 SHERMAN AVE RANSON, WV 25438	$2,000.00	$25.00	$0.00	$0.00
	26-1193	17 WHISPERING BROOK LN RANSON, WV 25438	$6,500.00	$25.00	$0.00	$0.00
	26-1246	184 MONROE AVE RANSON, WV 25438	$4,200.00	$25.00	$0.00	$0.00
	Total Permit Type: 6		**$19,500.00**	**$150.00**	**$0.00**	**$0.00**
Total	**Total Permits: 165**		**$18,548,972.59**	**$620,920.65**	**$4,150.00**	**$54,500.00**

AGENDA ITEM 5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

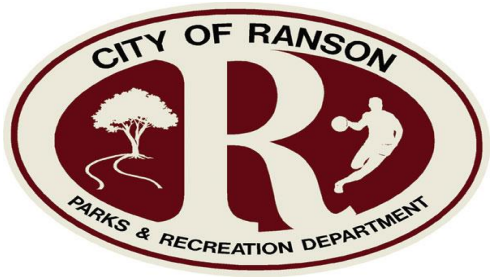
AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Parks and Recreation Status Report - October

Should there be any questions or concerns regarding the information provided, please contact the Interim City Manager or Parks and Recreation Director for clarification or further assistance.

ATTACHMENTS:

October 2026 Directors Report.docx



Scott Coulter
Stephanie Fagan
Mike Baker
Dylan Kenney
Amanda Stroud

Ranson Parks and Recreation Board
Directors Report
October 2026

Meetings

- Directors' meeting.
- Discussion on Marcus Field.
- Marcus Field progress meetings.
- Leadership Academy.
- Meetings with WVHSSCA for All Star Banquet.
- Monster Bash Meetings.
- Pizza with Santa Meeting.
- Toys for Tots meetings for logistics.

Events

- Harvest Pointe Church
- Red Cross Blood Drive
- Travel Soccer
- Frederick Baptist Volleyball
- Travel Basketball (Multiple Teams)
- Project Linus
- Soccer at Marcus Field
- Yard Sale and Craft Show
- Senior Fitness Class
- Wrestling Event
- Birthday Parties
- Girl Scouts
- Homeschool Volleyball
- Police Testing

AGENDA ITEM 6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

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

SUBJECT: Operations Director's Report - October

ATTACHMENTS:

Website Refresh & Redesign Plan.pdf
October 2026 Communications & Social Media Report.pdf

CITY OF RANSON



WEBSITE REFRESH & REDESIGN

NOVEMBER 17, 2026, CITY COUNCIL PRESENTATION

WHY WE'RE REFRESHING THE WEBSITE

Modernize the City's online presence

Make information easier to find and understand

Improve the resident experience

Make content more concise and engaging

Improve the organization and presentation of information

Create a website that better reflects the City of Ranson today

TODAY	REFRESH OPPORTUNITY
Information organized primarily by department	Make information easier for residents to navigate and find
Long lists of links/documents	Better organize information and break up dense content visually
Text-heavy department pages	More concise, engaging department content
Basic homepage navigation	Create clearer pathways to frequently needed information
Information and resources are spread across different areas	Improve the overall organization and connection between related information

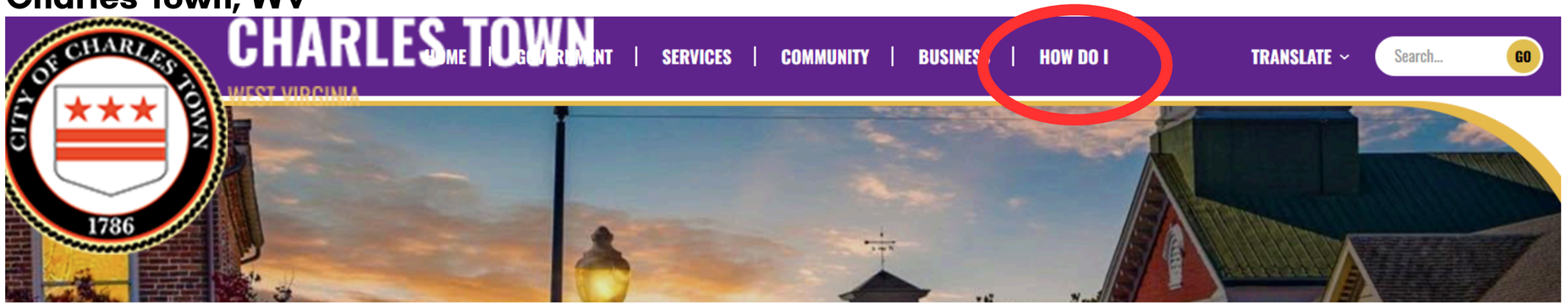
WHAT A MODERN MUNICIPAL WEBSITE CAN INCLUDE:

- Resident-focused pathways
- Clear calls to action
- Improved document organization
- Department and service pages
- Events and calendars
- News and announcements
- Alerts and notices
- Government and Council information
- Project information
- Maps
- Online forms and requests
- Mobile-friendly design
- Accessibility considerations
- Informative, engaging content

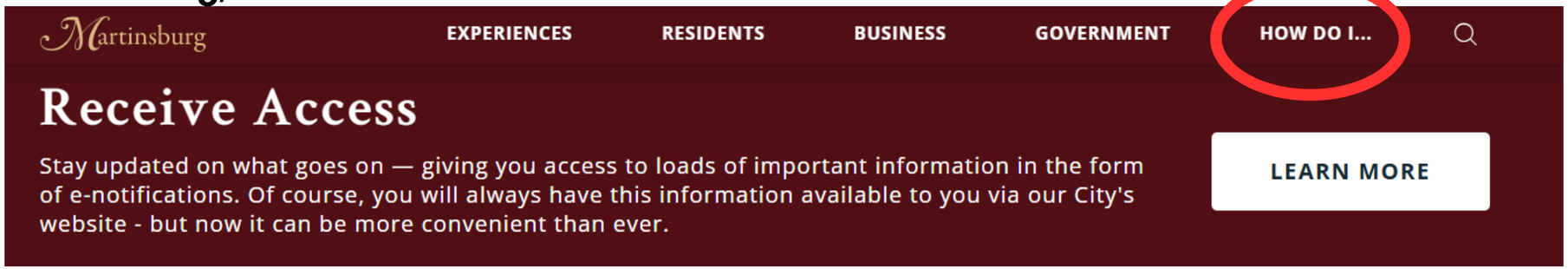
Ranson's website already has a lot of these components but it's about **reorganzing information** and **refreshing the look and feel of the site** to create a better user experience.

HOW DO I... NAVIGATION

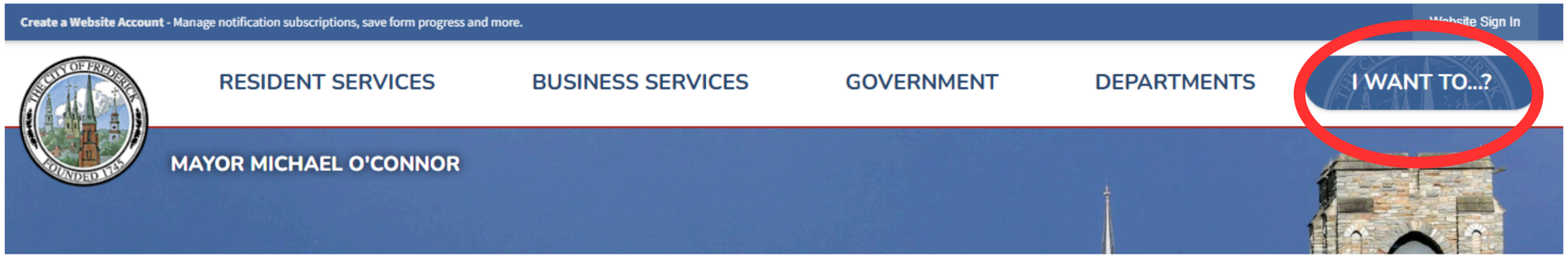
Charles Town, WV



Martinsburg, WV



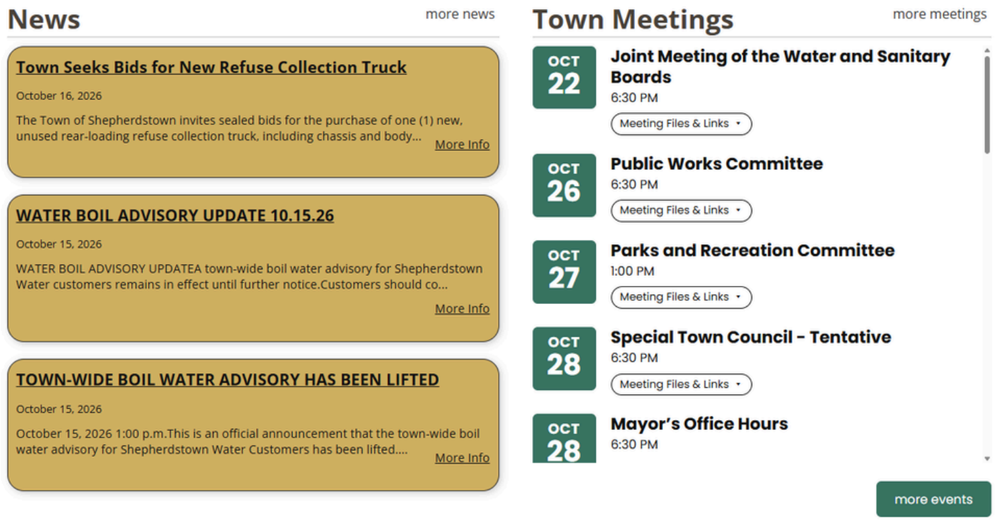
Frederick, MD



Purpose: Make it easier for residents to find information and complete common tasks without needing to know which City department is responsible.

PROMINENT EVENT INFORMATION

Shepherdstown, WV



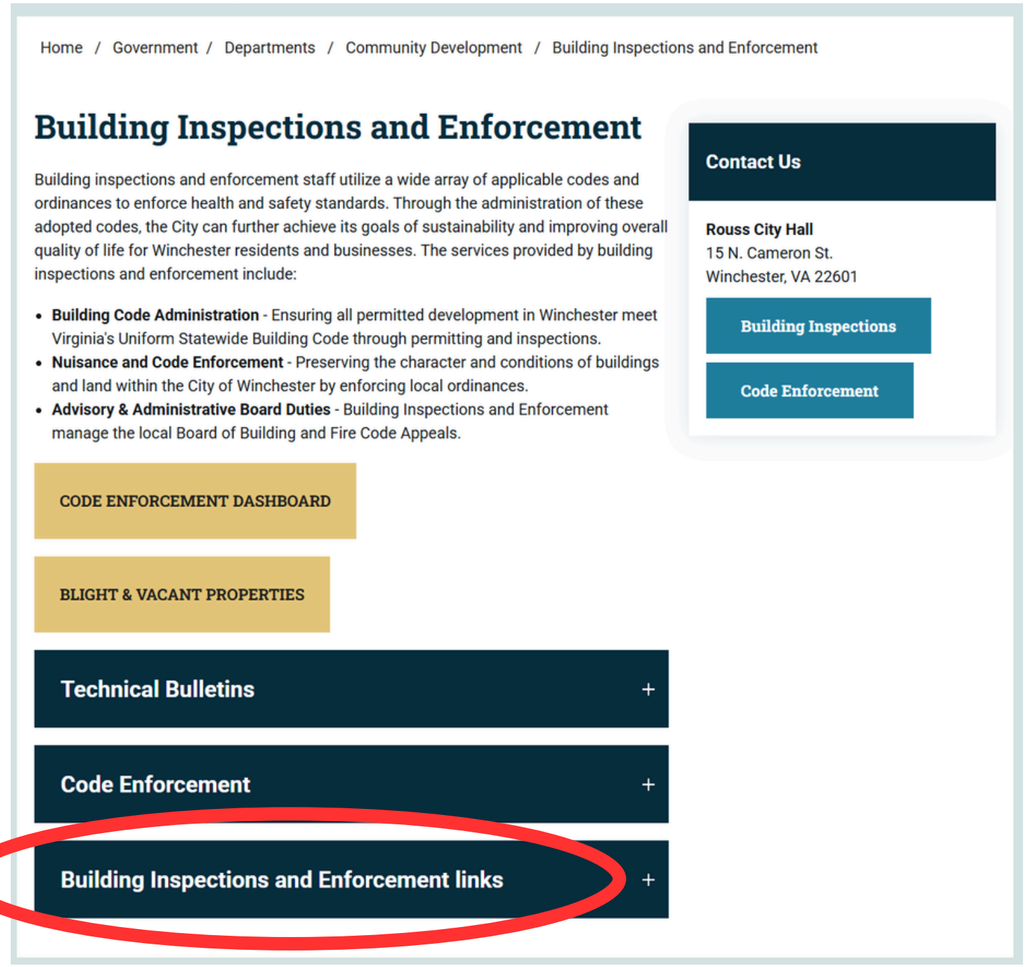
Winchester, VA



Purpose: Keep residents informed and connected by making upcoming City events, meetings, and important dates easy to find.

ORGANIZING FORMS AND DOCUMENTS BY SERVICE

Winchester, VA



Purpose: Improve the organization of City forms and documents by connecting them directly to the departments, services, and processes they support.

MOBILE FRIENDLY DESIGN

Purpose: Prioritize the mobile user experience to ensure residents can easily access and navigate City information from their phones.

HOW WE'LL APPROACH THE REFRESH

1

- Goals and vision documentation
- Budget alignment
- Scope of work determination
- Timeline establishment

2

- Implement design changes
- Assess ADA compliance of new design and address any issues
- City staff and LovelyPixels team build out website

3

- Coordinate launch of the new site

RANSON

Monthly Communications & Social Media Report

Reporting Period: October 1, 2026 – October 31, 2026

Prepared by: Tayler Sisk, Communications Specialist

Communications at a Glance

Social Media Posts	Social Media Accounts	Total Content Interactions
81	7	2996
New Followers	**Email Bulletins**	**Emails Sent**
285	24	1536

Social Media Performance

Account	Posts	Content Interactions	New Followers	Total Followers
City – FB	21	561	34	8016
City - LI	14	19	1	107
Parks & Rec - FB	19	754	125	5080
Parks & Rec - IG	8	8	1	9
Police Dept. - FB	8	1649	118	7645
Police Dept. - LI	6	1	0	23
Police Dept. - IG	5	4	6	13
TOTAL	81	2996	285	20893

GovDelivery Performance

Topic	Bulletins Sent	Subscriber Change	Total Subscribers	Subscriber Growth Rate	Average Open Rate
Activities & Special Events	12	+3	59	5%	52%
Board of Zoning Appeals	-	+1	50	2%	-
Building Code Appeals	-	-	39	-	-
Building Commission	-	-	45	-	-
City Alerts, Updates	1	+16	279	6%	50%
City Council (Regular)	4	+1	69	1%	54%
City Council (Special)	-	+1	61	2%	-
City Council Workshop	-	+1	46	2%	-
Committee Meetings	-	-	39	-	-
Employment Opportunities	2	+4	35	13%	58%
Meetings & Agenda Tracker	-	-	36	-	-
Planning Commission	-	+1	64	2%	-

Information last updated 11/2/2026

RANSON

Monthly Communications & Social Media Report

Reporting Period: October 1, 2026 – October 31, 2026

Prepared by: Tayler Sisk, Communications Specialist

Topic	Bulletins Sent	Subscriber Change	Total Subscribers	Subscriber Growth Rate	Average Open Rate
Planning Commission Workshop	-	+1	54	2%	-
Ranson Mini Grant	1	+1	39	3%	56%
Ranson Parks & Rec	2	+2	59	4%	56%
RFBs & RFPs	-	+2	31	7%	-
Traffic Updates	-	+2	54	4%	-
Utilities & Yard Waste Pickup	2	+1	40	3%	63%

Information last updated 11/2/2026

AGENDA ITEM 7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

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

SUBJECT: Interim City Manager Report

The Interim City Manager will present a report addressing matters of relevance to the City Council.

ATTACHMENTS:

AGENDA ITEM 1

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 for an ordinance update revoking Chapter 5, Article VIII “Flood Plain Ordinance” in its entirety and re-enacting Chapter 5, Article VIII of the Code of Ranson, West Virginia, “Flood Plain Ordinance”

ATTACHMENTS:

Legal Notice floodplain - .docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

Ranson City Council will hold a public hearing on Tuesday, November 17, 2026 at 7:00 pm at Ranson City Hall, 312 S. Mildred Street, Ranson, WV. The purpose of the public hearing is to accept public comments on an ordinance update revoking Chapter 5, Article VIII "Flood Plain Ordinance" in its entirety and re-enacting Chapter 5, Article VIII of the Code of Ranson, West Virginia, "Flood Plain Ordinance" to meet the intention of meeting the requirements of the National Flood Insurance Act of 1968, and to be in compliance with Title 44, Chapter I, Part 67, Section 67.11 of the Code of Federal Regulations. The Floodplain Ordinance requires a permit for all development within the designated Floodplain zones, provides certain minimum standards for construction within the Floodplain zone, sets forth standards and procedures for submission and approval of plans for development, establishes penalties for failure to comply with the provisions of the ordinance, and for other related purposes. All persons are invited to attend and make comments about the proposed amendments. If you cannot attend but wish to comment, you may write to the following address prior to November 13, 2026: City of Ranson, 312 S. Mildred Street Ranson, WV 25438 or email to cityclerk@ransonwv.us. Written comments received prior to November 13, 2026, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM 2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration - Ordinance 2026-05 Second Reading for an ordinance update revoking Chapter 5, Article VIII "Flood Plain Ordinance" in its entirety and re-enacting Chapter 5, Article VIII of the Code of Ranson, West Virginia, "Flood Plain Ordinance"

Since the first reading, the only changes have been minor:

1. Removed Section 5-196 as "Variances" and consolidate the variance criteria into one section. Section 5-196 reverts back to the original "Penalties" section.
2. Sect. 5-166 says the City Manager or the Mayor fills in if no administrator is appointed. The words "or the Mayor" have been removed to make the alternate of City Manager consistent throughout the document.
3. The title "special flood hazard area administrator" still appeared in six spots. Those areas have been corrected to read "Floodplain Administrator" throughout.
4. Under "Appurtenant Structures" in Sect.5-184(3)(b)1, the original language of "Structures shal be no more than 600 square feet in size and valued at less than $10,000.00" was queried by Councilman Bound, who asked if we could leave the original language intact. In consultation with the State Coordinator, we do not have to change the size and value to the new recommended numbers, and keeping the language as is will not affect floodplain insurance accessibility.

ATTACHMENTS:

2026 Floodplain ordinance - redlined CC - 11926.docx
2026 Floodplain ordinance - CC - 11-9-26 - Clean copy.pdf

Ordinance 2026-05 – Amending the Ranson Municipal Code, PART II – The Code Chapter 5 – Buildings; Construction and Related Activities Article VIII. Flood Plain Ordinance

AN ORDINANCE to amend the entire Article VIII of the Ranson Municipal Code as more specifically set forth below to meet the requirements of Section 44 CFR Part 60.3(d) of the National Flood Insurance Program.

WHEREAS, the City Council seeks to be in compliance with Section 44 CFR Part 60.3(d) of the National Flood Insurance Program, to continue eligibility in the National Flood Insurance Program,

NOW THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia, Chapter 5, Article VIII of the Ranson Municipal Code is amended as follows:

ARTICLE VIII. FLOODPLAIN ORDINANCE[1]

Sec. 5-160. Authority.

(a) The provisions of this article have been prepared with the intention of meeting the requirements of the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.) Amended by the Congress of the United States through the 15th of February, 1975 (Public Law 91-152).

(b) Authority to adopt, administer and enforce this article is vested in the community pursuant to W. Va. Code, §§ 8-12-14, 7-1-3v, 7-1-3n and 7-1-3kk and W. Va. Code, §§ 8A-4-2, 8A-5-7, 8A-7-2.

(Ord. No. 206, 1-19-10)

Sec. 5-161. Intent.

The intent of this article is to:

(1) Promote the general health, welfare, and safety of the community.

(2) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future and protect natural drainage.

[1]Editor's note(s)—Ord. No. 206, adopted January 19, 2010, repealed and reenacted article VIII, §§ 5-161—5-168, in its entirety, which pertained to flood damage control, and derived from Ord. No. 164, adopted October 2, 2006, and Ord. No. 205, adopted December 15, 2009.

(3) Minimize danger to public health and safety by protecting water supply and sanitary sewage disposal in cooperation with the county sanitarian.

(4) Assure the county assessor obtains information concerning improvement of real property as required by W. Va. Code, § 11-3-3A.

(5) Assure county E-911 addresses are obtained to maintain the currency of established emergency response dispatch systems.

(6) Reduce financial burdens imposed on the community, its governmental units, and its residents, by preventing the unwise design and construction of development in areas subject to flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-162. Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in flood prone areas. Any ordinance, however, shall remain in full force and effect to the extent that its provisions are more restrictive. If there is any conflict between any of the provisions of this Ordinance, the more restrictive shall apply.

(Ord. No. 206, 1-19-10)

Sec. 5-163. Applicability.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development, new construction, substantial improvement, repair of substantial damage, or the placement or relocation of any structure (including manufactured homes) within the C~~e~~ity in the Special Flood Hazard Area within the City of Ranson unless a permit application has been completed and a permit or certificate of occupancy has been obtained from the Floodplain Administrator. In addition, where land partially or fully in the special flood hazard area is to be developed, subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a site plan with elevation data must be submitted to, and approved by, the Floodplain Administrator prior to any development.

Provision of all other codes, ordinances, and regulations shall be applicable insofar as they are consistent with the provisions of this article and the City's ~~community's~~ need to minimize the hazards and damage resulting from flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-164. Matters not provided for specifically.

Where conditions are encountered that are not specifically provided for herein, the Floodplain Administrator shall determine the applicability of the provisions of this article in

accordance with its intent and shall require the applicant to take appropriate measures pursuant to such determination.

(Ord. No. 206, 1-19-10)

Sec. 5-165. Interpretations.

For the purpose of this article, the following interpretations shall apply:

(1) Words used in the present tense include the future tense.

(2) The singular includes the plural.

(3) The plural includes the singular.

(4) The word "person" includes a corporation, unincorporated association or partnership as well as an individual.

(5) The term "shall" or "will" is always mandatory.

(6) The word "building" or "structure" shall be construed as if followed by the phrase "or part thereof".

(7) The word "ordinance" [article] shall refer to the special flood hazard area ordinance.

(Ord. No. 206, 1-19-10)

Sec. 5-166. Definitions.

Unless specifically defined below, words and phrases used in this article shall be interpreted so as to give this article ~~it's~~ its most reasonable application.

Adjacent Property includes any surface tract, regardless of whether such surface tract is entirely within the City of Ranson, so long as a portion of said surface tract is located within the town, which shares an immediate and common boundary up or down stream to the property that is the subject of the application for a Special flood hazard area Permit. Adjacent property also includes all other property that may be affected by flooding.

Adversely Affect Adjacent Properties means that to adversely affect a property, the increase in the elevation of the 1% chance (100-year) base flood elevation must be more than 1 foot at any point. Stated conversely, if the effect is that the 1% chance (100-year) flood base flood elevation rises 1 foot or less, the property is not “affected.” This standard does not apply to the Floodway. If prior permit(s) has/have been approved in the same area of the Special flood hazard area, the above definition would include the cumulative impact to the base flood elevation.

Advisory Flood Height is the water surface elevation (WSEL), in feet, of the 1% annual chance (100-year) flood at a given location, as determined using hydrology and hydraulics (H&H) analysis and the best available elevation data.

Appurtenant structure means a secondary structure on the same parcel of property as the principal structure, ~~and~~ the use of which is incidental to the use of the principal structure and shall not be habitable but shall only be used for storage in association with the principal structure on said property. This does not include a gas or liquid storage tank.

Base flood means the flood, which has been selected to serve as the basis upon which the special flood hazard area management provisions of this and other ordinances have been prepared; for purposes of this article, the 100-year flood. Otherwise stated, it means the flood having a one percent (1%) chance of being equaled or exceeded in any given year.

Base flood elevation means the water surface elevation of the base flood in relation to the datum specified on the City's ~~community's~~ Flood Insurance Rate Map (FIRM) ~~flood insurance rate map~~. For the purposes of this article, the 100-year flood or one percent or greater chance of flooding in any given year ~~annual chance flood.~~

Basement means any area of the building having its floor sub grade (below ground level) on all sides.

Certificate of occupancy means a certification that the entire development, including the elevation of fill or the lowest floor of a structure, is in compliance with all of the provisions of this article.

Compensatory storage means an artificially excavated, hydraulically equivalent volume of storage within the special flood hazard area used to balance the loss of natural flood storage capacity when artificial fill or structures are placed within the ~~special flood hazard area~~ special flood hazard area.

Contractor (W. Va. Code, § 21-11-3(c)) means a person who in any capacity for compensation, other than as an employee of another, undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, structure or excavation associated with a project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith, where the cost of the undertaking is ~~$1,000.00~~ $2,500 (two thousand five hundred dollars) or more. "Contractor" includes a construction manager who performs management and counseling services on a construction project for a professional fee.

"Contractor" does not include:

(1) One who merely furnishes materials or supplies without fabricating or consuming them in the construction project;

(2) A person who personally performs construction work on the site of real property which the person owns or leases whether for commercial or residential purposes;

(3) A person who is licensed or registered as a professional and who functions under the control of any other licensing or regulatory board, whose primary business is real estate sales, appraisal, development, management and maintenance, who acting in

his or her respective professional capacity and any employee of such professional, acting in the course of his or her employment, performs any work which may be considered to be performing contracting work;

(4) A pest control operator licensed under the provisions of W. Va. Code, ~~section seven, article 16-A, chapter 19~~ §19-16(A)-7(a) to engage in the application of pesticides for hire, unless the operator also performs structural repairs exceeding $1,000.00 on property treated for insect pests; or

(5) A corporation, partnership or sole proprietorship whose primary purpose is to prepare construction plans and specifications used by the contractors defined in W. Va. Code, § 21-11-3(c) and who employs full time a registered architect licensed to practice in this state or a registered professional engineer licensed to practice in this state. "Contractor" also does not include employees of such corporation, partnership or sole proprietorship.

Critical facility means any facility in which even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities. These should be given special consideration when formulating regulatory alternatives and special flood hazard area management plans. A critical facility should not be located in a special flood hazard area if at all possible. If a critical facility must be located in a special flood hazard area, it should be provided a higher level of protection so that it can continue to function and provide services during a flood.

Development means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations oil/gas well sites, pads, pits, retention ponds or storage of equipment or materials.

Flood means a general and temporary inundation of normally dry land areas.

Flood Insurance Rate Map (FIRM) means the official map on which the Federal Emergency Management Agency ~~or Federal Insurance Administration~~ has delineated both the ~~areas of~~ special flood hazard areas and the risk premium zones applicable to the City ~~community~~. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood insurance study means the official report in which the Federal Emergency Management Agency has provided flood profiles, floodway information, and water surface elevations.

Floodplain means: (*Also See: Special flood hazard area)*

(1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation;

(2) An area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain Administrator shall be a resident of West Virginia and/or a person who has completed within one year of his or her appointment the State/FEMA sponsored NFIP Class 273 entitled "Managing Floodplain Development" and remain current with State required continuing education training pursuant to W.Va. Code § 15-5-20(a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager.

Floodway means the channel of a river or other watercourse and the adjacent land area that must be reserved to discharge the base flood without increasing the water surface elevation of that flood more than one foot at any point.

Flood proofing (NON-RESIDENTIAL ONLY) means any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Freeboard means a factor of safety usually expressed in feet above a flood level or BFE for purposes of floodplain management. Freeboard tends to compensate for unknown factors that may contribute uncertainty to flood heights of any given flood and floodway condition, such as wave action, blockage at stream crossings, and increased runoff from urbanization of the watershed.

Highest adjacent grade means the highest natural elevation of the ground surface immediately adjacent to the development or structure foundation. This is primarily used for purposes of insurance rating in approximated floodplains. ~~prior to construction next to the proposed foundation of a structure~~.

Historic structure means any structure that is:

(1) Listed individually in the N~~n~~ational R~~r~~egister of H~~h~~istoric P~~p~~laces (a listing maintained by the D~~d~~epartment of I~~i~~nterior) or preliminarily determined by the S~~s~~ecretary of the I~~i~~nterior as meeting the requirements for individual listing on the N~~n~~ational R~~r~~egister;

(2) Certified or preliminarily determined by the S~~s~~ecretary of the I~~i~~nterior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the S~~s~~ecretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the S~~s~~ecretary of the I~~i~~nterior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

a. By an approved state program as determined by the S~~s~~ecretary of the I~~i~~nterior; or

b. Directly by the S~~s~~ecretary of the I~~i~~nterior in states without approved programs.

Interested Person or Party includes (1) the applicant; (2) the owner(s) of the subject property; (3) at least one adult residing in any residence on the subject property at the time the Floodplain Permit Application is filed; (4) owners of any adjacent property; and (5) at least one adult residing in any residence on the adjacent property at the time the Floodplain Permit Application is filed.

Licensed manufactured home retailer means a business licensed to sell manufactured homes in the state as set forth in the State Code.

Licensed manufactured home installer means a contractor licensed to install manufactured homes in the state as set forth in the State Code.

Licensed professional surveyor means any person licensed by the West Virginia S~~s~~tate B~~b~~oard of E~~e~~xaminers of L~~l~~and S~~s~~urveyors to engage in the practice of land surveying as defined in the State Code.

Lowest Adjacent Grade (LAG) means the lowest natural elevation of the ground surface immediately adjacent to the proposed development or structure foundation. The primary use of the LAG is to determine whether the structure is located within a special flood hazard area by comparing it to the base flood elevation.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished enclosure constructed with flood resistant materials as defined in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) and usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure has proper flood openings and is not built so as to render the structure in violation of the applicable non-elevation design requirements of this article.

Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

New construction means structures for which the start of construction as herein defined commenced on or after June 15, 1979 and including any subsequent improvements to such structures.

100-year flood (1% Annual Chance) means a flood that has one chance in 100 or a one percent chance of being equaled or exceeded in any given year. (See Base Flood Elevation also)

Person means any individual or group of individuals, corporation, partnership, association or other entity, including state and local governments and agencies.

Practice of engineering means any service or creative work, as described in W. Va. Code, article ~~13~~ 30-13-1 et seq., the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems; planning the use of land and

water; teaching of advanced engineering subjects, engineering surveys and studies; and the review of construction for the purpose of assuring compliance with drawings and specifications any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic or thermal nature, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering services. Engineering surveys include all survey activities required to support the sound conception, planning, design, construction, maintenance and operation of engineered projects.

Any person who practices any branch of the profession of engineering or who, by verbal claim, sign, advertisement, letterhead, card or in any other way represents himself or herself to be a registered professional engineer, or by using another title implies that he or she is a registered professional engineer or that he or she is registered under W. Va. Code, article ~~13~~ 30-13-1 et seq., or who holds himself or herself out as able to perform, or who performs any engineering service or work or any other service designated by the practitioner which is recognized as engineering, is considered to practice or offer to practice engineering within the meaning and intent of W. Va. Code, article ~~13~~ 30-13-1 et seq.

Principally above ground is where at least 51 percent of the actual cash value of a structure, less land value, is above ground. [44 Code of Federal Regulations §59.1]

*Professional is a*ny "professional" including but not limited to a "contractor," "developer," "engineer," "architect," "hydrologist," "land surveyor," etc., acting in any capacity with respect to this Ordinance, must be licensed by the State of West Virginia, when certification or licensure from the State of West Virginia is so required.

Reasonably safe from flooding means that during the base flood, or any other known flooding by the Floodplain Administrator, water should not damage structures and any subsurface waters related to the base flood should not damage existing or proposed structures. Ways of determining Reasonably Safe from Flooding may be 3 feet above Highest Adjacent Grade, above high-water marks from historic flooding, using topographic extrapolation from contour lines or utilizing the advisory flood height data on the WV Flood Tool.

Recreational vehicle means a vehicle which is:

(1) Built on a single chassis;

(2) Four hundred square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or permanently towable by a light duty truck; and

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Registered professional engineer means a person who has been duly registered or licensed as a registered professional engineer by the West Virginia S~~s~~tate B~~b~~oard of R~~r~~egistration for P~~p~~rofessional E~~e~~ngineers as required under W. Va. Code, article ~~13~~ 30-13-1 et seq.

Remedy a violation means to bring a structure or other development into compliance with the requirements of this article, or, if full compliance is not possible, to reduce the adverse impacts of the non-compliance to the greatest extent feasible.

Special flood hazard area means the land in the special flood hazard area subject to a one percent or greater chance of flooding in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency in flood insurance studies and on flood insurance rate maps as zones A, AE, AO, AH ~~A1-30~~, and A99. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in this article.

Start of construction means the date the permit was issued, including permit for substantial improvement or repair of substantial damage, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Although a permit must be obtained prior to the beginning of the permitted work, permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State coordinating office means the West Virginia Emergency Management Division ~~Division of Homeland Security and Emergency Management.~~

Stream means, as defined in W. Va. Code, § 7-1-3U, any watercourse, whether natural or man-made, distinguishable by banks and a bed, regardless of their size, through which water flows continually or intermittently, regardless of its volume.

Structure means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Subdivision means development that includes the creation of individual land parcels for future sale. It does not include development where rights-of-way or easements are obtained and recorded.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to ~~it's~~ its before damage condition would equal or exceed 50

percent of the market value of the structure before the damage occurred. Substantial damage also means cumulative flood-related damages sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each flood event equals or exceeds 25 percent of the market value of the structure before the damage occurred. See "Substantial Improvement."

Substantial improvement means any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.

This term includes structures, which have incurred "substantial damage," as defined herein regardless of the actual repair work performed. The term does not, however, include any project for improvement of a structure to correct existing violation of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the Nnational Rregister of Hhistoric Pplaces or the Sstate Iinventory of Hhistoric Pplaces must be obtained from the Ssecretary of the Iinterior or the Sstate Hhistoric Ppreservation Oofficer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

For the purpose of this definition improvement is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences whether or not that alteration affects the external dimensions of the structure.

Top of bank means the lines depicted on the FIRM maps delineating each side of a stream indicate the top of bank. In the field a professional familiar with fluvial geomorphology should document the top of bank. When a professional is not employed the top of the bank will be considered to be the top of the first significant slope landward of the waters edge when it is followed by at least 50 feet of relatively flat land.

Violation means the failure of any structure or development to be fully compliant with all the requirements of this article. Any structure or other development lacking the certifications, finished construction elevation certificate or other evidence of compliance required by this article is presumed to be in violation until such time as that documentation is provided. No future improvements or developments can be made to structures found to be in violation unless the development is to bring the structure into compliance with this article.

(Ord. No. 206, 1-19-10)

Sec. 5-167. Identification and establishment of flood plain area.

(a) The identified special flood hazard area shall be those areas of the city which are subject to the 100-year flood or the 1% or greater chance of flooding in any given year as shown on the F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~ap (FIRM) and described in the F~~f~~lood I~~i~~nsurance S~~s~~tudy (FIS) prepared for the ~~city~~ City by the Federal Emergency Management Agency (FEMA) dated ~~December 18, 2009~~ November 27, 2026 or the most recent revision thereof including all digital data developed as part of the FIS.

(b) The identified special flood hazard area shall also be those areas which have been identified as flood hazard areas by the ~~city~~ City by use of historic or other technical data and shown on an officially recognized "FIRM or the West Virginia Flood Tool specifically Advisory Flood Height data" ~~"local flood hazards map."~~ These areas shall be designated as appropriate with the level of technical data described below and shall be managed accordingly.

(Ord. No. 206, 1-19-10)

Sec. 5-168. Descriptions of special flood hazard areas.

(a) The identified special flood hazard area shall consist of the following four specific areas:

(1) The floodway area (F1) shall be those areas of AE zone identified as ~~such~~ Floodways in the FIS and as shown on the FIRM. The term shall also include floodway areas identified in studies required to be used in the approximate areas as discussed below.

(2) The AE Area Without Floodway ~~floodway fringe area~~ (F2) shall be those areas identified as an AE Zone on the FIRM included in the FIS prepared by FEMA for which specific 100-year flood elevations have been provided ~~in the FIS~~ but no Floodway has been delineated ~~which lie beyond the floodway area~~.

(3) The Approximated floodplain ~~AE area without floodway~~ (F3) shall be those areas identified as an ~~AE~~ zone on the FIRM included in the FIS prepared by FEMA for which 100-year flood elevations have been provided but no floodway has been delineated.

(4) ~~The approximated area (F4) shall be those areas identified as an A zone on the FIRM included in the FIS prepared by FEMA and for which no 100-year flood elevations have been provided.~~ Advisory Flood Heights. This information is displayed on the WV Flood Hazard Determination Tool. This data may be used (when available) by the Floodplain Administrator to determine if a property is in the Special Flood Hazard Area, also to assist to determine the height in which to elevate the structure as a permitting tool and is acceptable data to FEMA for a Letter of Map Amendment (LOMA).

(b) The AO and AH floodplain those areas identified as Zones AO and AH on the FIRM and in the FIS. These areas are subject to inundation by 1-percent-annual-chance shallow flooding

where average depths are between one and three feet. In Zones AO and AH, drainage paths shall be established to guide floodwaters around and away from structures on slopes.

(Ord. No. 206, 1-19-10)

Sec. 5-169. Changes in designation of area.

(a) The delineation of the identified special flood hazard area may be revised by the City where natural or man-made changes have occurred and/or more detailed studies conducted or undertaken by the U.S. Army Corps of Engineers ~~a river basin commission~~ or other qualified government agency or a private entity or individual can document the necessity for such changes. The process to revise the delineation of the identified special flood hazard area may be recommended by the Floodplain Administrator and executed by the City of Ranson. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency (FEMA) ~~Federal Insurance Administration (FIA)~~.

(b) The City's ~~A community's~~ base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable but, not later than six months after the date such information becomes available, the City ~~community~~ shall notify FEMA ~~the NFIP administrator~~ of the changes by submitting technical or scientific data.

(c) The city may identify and regulate new local flood hazard or ponding areas. These areas may be delineated on a "local flood hazard map" using best available topographic data and locally derived information such as flood of record, historic high-water marks or approximate study methodologies.

(Ord. No. 206, 1-19-10)

Sec. 5-170. Elevations prevail.

(a) If the lowest natural grade adjacent to proposed development within an identified flood hazard area is ~~at or~~ *above* the base flood elevation, and the following is provided to the Floodplain Administrator ~~specified in the flood insurance study~~, the structure shall be considered to be outside the special flood hazard area and shall not be required to conform to the flood prevention design and construction standards or flood-related development codes in Section 5-183 of this ordinance:

1. Elevation information ~~Topographic data~~ certified by a Licensed / registered professional engineer or ~~licensed professional~~ and a site plan demonstrating that all proposed development will occur above the Base Flood Elevation, or ~~surveyor shall be submitted in sufficient detail to allow a thorough review by the special flood hazard area administrator.~~

2. A Letter of Map Amendment (LOMA) from FEMA removing the site from the SHFA. ~~The applicant is advised to apply for a letter of map amendment (LOMA) from FEMA to have the special flood hazard area designation removed from the parcel or structure.~~

(b) If the lowest natural grade adjacent to proposed development is below the base flood elevation ~~specified in the flood insurance study~~, the site shall be considered to be within the special flood hazard area and the proposed structure shall be required to conform to all appropriate provisions of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-171. Boundary disputes.

Should a dispute concerning any ~~district~~ floodplain boundary arise, an initial determination shall be made by the floodplain administrator and any party aggrieved by this decision may appeal to the Board of Zoning Appeals ~~city~~. The burden of proof shall be on the appellant/applicant.

(Ord. No. 206, 1-19-10)

Sec. 5-172. Utilization of flood plain area; floodway.

(a) Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge ~~the base flood elevation~~. The resultant engineering study (H&H) shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(b) Because floodways present increased risk to human life and property due to their relatively faster and deeper flowing waters, the floodways shall be preserved to the greatest extent possible.

(1) New development shall not be permitted in the floodway where reasonable alternatives exist elsewhere as determined by the Floodplain Administrator. In addition to the requirements below the applicant shall demonstrate that there are no reasonable alternatives other than the floodway encroachment before a permit is issued.

(2) When the floodway is the only reasonable alternative, the applicant shall demonstrate that the floodway encroachment is the minimum necessary to accomplish the project.

(3) All permitted uses, activities, and development shall be undertaken in strict compliance with the flood proofing and related provisions contained herein, and in all other applicable codes, ordinances and regulations.

(4) When small, single lot development (not incorporating significant amounts of fill) is proposed in a special flood hazard areas for which no regulatory floodway has been designated, a regulatory floodway may, at the discretion of the Floodplain Administrator, be determined to be a width equal to the channel of the stream and the adjacent land areas to a distance of one-half the width of the special flood hazard area as measured from the top of the bank nearest the site to the upland limit of the 1% annual chance special flood hazard area boundary.

(Ord. No. 206, 1-19-10)

Sec. 5-173. Floodway fringe.

Within any floodway fringe area any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(Ord. No. 206, 1-19-10)

Sec. 5-174. AE Zone without floodway area.

Within any AE without floodway area, no new construction or development shall be allowed unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one foot at any point. This requirement can be satisfied by utilization of the floodway area where determined.

(Ord. No. 206, 1-19-10)

Sec. 5-175. Approximated special flood hazard area (zone "A"); administrative procedures.

(a) Within any approximated ~~floodplain~~ special flood hazard area:

(1) The Floodplain Administrator shall use elevation and floodway information from federal, state, or other acceptable sources when available to determine the elevation above which development will be reasonably safe from flooding.

(2) When data from an acceptable source is not available, the special flood hazard area administrator shall review, or shall cause to be reviewed; all proposed development to determine (1) the amount being invested, and (2) the specific flood risk at the site. The Floodplain Administrator shall then require the applicant to determine the elevation above which the development will be reasonably safe from flooding using

the techniques set forth in subsection (b). When hydrologic and hydraulic analyses are required, they shall only be undertaken by a registered professional engineer who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(3) Any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(4) Within any approximated Floodplain Zone (Zone A) without Floodway Area, no new construction or development shall be allowed unless it is demonstrated that the cumulative impact of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one (1) foot at any point.

(5) When Advisory Flood Height Data is available, this data will be utilized to assist in permitting and regulating development within the Special Flood Hazard Area.

(b) Development proposed in flood hazard areas without base flood elevations ("A" zones) must provide the data necessary for the Floodplain Administrator to establish a flood elevation as set forth below.

(1) *Method I—Using "point on boundary" elevation data and/or historic flood height data.* This method produces approximate flood elevations and should only be used for development that represents a low safety risk and minimal investment of $20,000.00 or less. If this method is used for structures other than appurtenant structures i.e. garages or sheds (not recommended by the state special flood hazard area management program) the lowest floor height must be elevated at least three feet above the highest adjacent grade (HAG) even when the collected elevation data would indicate a lower elevation. Three feet above HAG will result in more affordable flood insurance rates AND added safety.

(2) *Method II—USGS methodology, Quick-2 engineering program or advisory flood heights obtained through LOMA or other source.* Development that represents a low to medium safety risk and a moderate investment level of $60,001.00 to $99,000.00 must use this semi-detailed method to develop a base flood elevation. More information on the USGS methodology or the LOMA process can be obtained from the state special flood hazard area management program; local engineers can find information on the Quick-2 program at the FEMA website: www.fema.gov/plan/prevent/fhm/dl_qck22.shtm

(3) *Method III—HEC-II or HEC-ras engineering.* Development that represents a medium to high safety risk and/or a significant investment over $99,001.00 must use this detailed method to develop a base flood elevation This BFE can be used for permitting AND to obtain the lowest possible flood insurance.

(Ord. No. 206, 1-19-10)

Sec. 5-176. Alteration or relocation of a stream; stream crossing administrative procedures.

(a) Whenever a developer intends to alter or relocate a stream within the ~~floodplain~~ special flood hazard area, the developer shall notify in writing, by certified mail, the C~~c~~ity, the Floodplain Administrator, the S~~s~~tate C~~c~~oordinating O~~o~~ffice, any adjacent communities and any adjacent property owners of all such intended activities prior to the alteration or relocation of the stream. Copies of all required notifications must be submitted to the Federal Emergency Management Agency ~~Insurance Administration~~. In addition, prior to issuing the local permit, the Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which F~~f~~ederal or ~~s~~State law requires approval. ~~Contact information for state and federal permitting authorities as well as addresses for required notification of appropriate county, state and federal government agencies as of the date of publication of this article are as follows:~~

(1) ~~To coordinate regulatory issues involving stream and wetlands encroachment developers should be referred to the US Army Corps of Engineers in Huntington (866) 502-2570 Ext. 5710 or Pittsburgh (412) 395-7155 as appropriate.~~

~~(2) All proposed development, including fill, that disturbs a stream requires a permit through the WV DEP Division of Water and Waste Management (304-926-0499 Ext. 1092) or the Regional Field Offices at Fairmont (304-368-3960), Oak Hill (304-465-1919) or Romney (304-822-7266).~~

~~(3) If stream crossing is a culvert, or if bridge abutments will be placed in such a way to enter the stream the developer should also be required to contact WVDNR, Public Lands Corporation (304) 558-3225.~~

(b) The developer shall also assure the ~~c~~City in writing that the flood carrying capacity within the altered or relocated portion of the stream will be maintained. The Floodplain Administrator may require the applicant to demonstrate that the altered or relocated portion of stream will provide equal or greater conveyance than the original stream segment. If hydrologic and hydraulic (H&H) analyses are required, they shall only be undertaken by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study (H&H) shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, and computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(c) Alteration of a stream includes placement of temporary or permanent culverts, bridges or other stream crossings. The Floodplain Administrator may require the use of certain "best practice" techniques in the construction of bridges, culverts or stream crossings to prevent damage, loss of stream crossings and localized flooding caused by blockage. These techniques may include, but are not limited to, wing walls, trash grates or requiring openings to be of sufficient size to pass debris and/or anticipated future increases in flood heights.

(d) All new and replacement bridges, culverts and other stream crossings shall adhere to the relevant anchoring requirements contained in this article.

(e) The developer is required to provide the City ~~community~~ with a legal agreement detailing all scheduled inspections and maintenance to be performed on altered or relocated watercourses including culverts, bridges and other stream crossings. It shall be the responsibility of the applicant to transfer this agreement to the new owner when the land associated with the watercourse alteration is transferred. A copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall be subject to the violator to the penalties set forth in section 5-196.

(f) When any watercourse alteration has occurred, t~~T~~he applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the flood ~~i~~nsurance study and/or F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~aps, when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(g) The Floodplain Administrator shall determine whether the structure is a new hydraulic structure or a replacement for a hydraulic structure that existed prior to the effective date of the original community F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~ap.

(1) *Replacements for stream crossings constructed before the effective date of the original community F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~ap (pre-FIRM structures).* The Floodplain Administrator will establish whether the replacement structure would be essentially identical to the existing hydraulic structure. This will include but is not limited to deck height and the amount of encroachment caused by approaches and abutments. In most cases, replacing a pre-FIRM structure with an essentially identical structure may be determined to maintain the existing flood carrying capacity of the channel. If the Floodplain Administrator is not confident the replacement structure will not have an adverse impact on flood heights, the applicant will be required to obtain a professional opinion from a qualified engineer. Either the developer or the responsible engineer shall provide a signed statement to the Floodplain Administrator assuring the ~~c~~City that the flood carrying capacity of the channel will be maintained. Specific special flood hazard area ordinance requirements such as anchoring and other requirements to prevent future flood damage to replacement stream crossings shall be strictly adhered to.

(2) *New hydraulic structures.* Developer must assure the flood plain administrator that the stream alteration will not adversely affect the flood carrying capacity of the channel. This shall be accomplished by requiring the applicant to obtain a hydraulic and hydrologic study from a registered professional engineer. The resultant study shall be accompanied by a cover letter, signed and sealed by the responsible professional, setting forth the study findings in layman's terms. A study may not be necessary if the developer can provide technical data demonstrating that the new hydraulic structure's abutments won't impinge on the channel and the lowest chord of the bridge deck will be located above Base flood elevation. Additional data will be required if fill is used to elevate approaches and/or if parts of the bridge encroach into the mapped floodway.

(3) *Replacement of hydraulic structures originally installed after the issuance of the original effective flood insurance rate map; violations.* Hydraulic structures installed without a permit and in violation of the ~~communities~~ City's special flood hazard area regulations shall be required to adhere to the requirements for new structures listed above.

(Ord. No. 206, 1-19-10)

Sec. 5-177. Criteria for building and site plan approval; generally.

Permits are required in order to determine whether all new construction or substantial improvements are:

(1) Located in an identified special flood hazard area, floodway or other special flood hazard area.

(2) Designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(3) Constructed with material and utility equipment resistant to flood damage as outlined in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) or the most recent revision thereof.

(4) Constructed by methods and practices that minimize flood damage.

(5) Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(6) To comply with W. Va. Code, § 11-3-3a concerning county assessor "building or real property improvement notice."

(7) Approved by county health department for water and sewer and other permits to assure facilities are designed or located in compliance with the flood damage reduction requirements of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-178. Basic format.

The basic format of the permit shall include the following:

(1) Name and address of applicant.

(2) Name and address of owner of land on which proposed development is to occur.

(3) Names, addresses, and valid WV license numbers of all contractors working at the building site, or affidavits stating that work is being performed by individuals exempt from contractor licensing as set forth in W. Va. Code, title 28, series 2, section 3.9(b) or the most recent revision thereof, if known at the time the permit application is submitted. If not known, the applicant shall provide the information within 14 calendar days of execution of a contract with its contractor(s) prior to beginning construction.

(4) A description of site location sufficient to locate the project including tax map and parcel number and most recent deed book and page number.

(5) A standard site plan showing size and location of the proposed development as well as any existing buildings or structures. The site plan shall also show all adjacent roads and watercourses with direction of flow, the lowest adjacent grade to the proposed foundation and/or toe of fill, the base flood elevation and the location of the floodway boundary when applicable.

(6) An acknowledgement that the applicant agrees to pay any and all fees associated with the permitting process as set forth in section 5-193.

(7) Reserved.

(8) An acknowledgement that the applicant agrees to allow the Floodplain Administrator and authorized representatives of floodplain management programs access to the development to inspect for compliance.

(9) The contract required by W. Va. Code, title 28, series 4, and all addendums to the contract(s) shall be presented to the Floodplain Administrator for review within ~~five~~ fourteen (14) business days of contract signing. The ~~community~~ Floodplain Administrator ~~does not require and will not~~ shall keep copies of the contracts or addendums and shall file "redacted" copies of the contracts and addendums with the Clerk of the County Court in the Applicant's Permit Application file. The Floodplain Administrator shall consult with the applicant to redact proprietary and confidential information from the contracts and addendums that are not otherwise public

information. Failure to present contract(s) or addendums for review shall void the permit. If a licensed contractor is not involved, or the work is of an aggregate value of less than $10,000.00 including materials and labor, a brief written description of proposed work and the estimated value will suffice.

(Ord. No. 206, 1-19-10)

Sec. 5-179. Elevation and flood proofing information.

(a) All applicants are encouraged to exceed the minimum elevation requirements contained herein. Flood insurance rates can be lowered significantly by increasing the elevation of the lowest floor above the freeboard height required by this article.

(b) Depending on the type of structure involved, the following information shall also be included in the application for work within the special flood hazard area:

(1) For structures to be elevated two feet above the base flood elevation:

a. A plan showing the size of the proposed structure and its relation to the lot where it is to be constructed.

b. A determination of elevations of the base flood, existing ground, proposed finished ground and lowest floor, certified by a registered professional engineer or licensed professional surveyor.

c. Plans showing the method of elevating the proposed structure including details of proposed fills, pile structures, retaining walls, foundations, erosion protection measures, etc. When required by the Floodplain Administrator, a registered professional engineer or architect shall prepare these plans.

d. Plans showing the methods used to protect utilities (including sewer, water, telephone, electric, gas, etc.) from flooding to two feet above the base flood elevation at the building site.

e. During the course of construction, as soon as the basic elements of the lowest floor are in place and before further vertical construction, it is highly recommended that the applicant check for error by obtaining elevation data completed by a registered professional engineer or licensed professional surveyor certifying the height of the lowest floor. If a mistake in elevation has been made, this is the best time to correct the error.

f. A finished construction elevation certificate must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate must confirm that the structure in question, together with attendant utilities is elevated in compliance with permit conditions.

g. A nonconversion agreement shall be signed by the applicant whenever the ~~community~~ Floodplain Administrator determines that the area below the first

floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.
2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) For structures to be flood proofed to two feet above the base flood elevation (nonresidential structures only):

a. All applicants are encouraged to exceed the minimum flood proofing requirements contained herein. Flood insurance rates can be lowered significantly by increasing the level of flood proofing above the height required by this article. In order to obtain an "elevation credited" flood insurance rate on dry flood proofed buildings, flood proofing must extend at least one foot above the base flood elevation.

b. Plans showing details of all flood proofing measures, prepared by a registered professional engineer, showing the size of the proposed structure and its relation to the lot where it is to be constructed.

c. A determination of elevations of the base flood, existing ground, proposed finished ground, lowest floor, and flood proofing limits; certified by a registered professional engineer or licensed professional surveyor.

d. A flood proofing certificate, FEMA 81-65, as revised by FEMA, shall be prepared by the registered professional engineer who prepared the plans in subsection (1), stating that the finished structure, together with attendant utility and sanitary facilities is designed so that:

1. The structure is watertight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.
2. The structure will withstand the hydrostatic, hydrodynamic, buoyant, impact, and other forces resulting from the flood depths, velocities, pressures, and other factors associated with the base flood.

(3) For appurtenant structures constructed of flood resistant materials used solely for parking of vehicles, or limited storage, (appurtenant structures only):

a. A site plan prepared by a licensed professional surveyor or others of demonstrated qualifications showing elevation of existing ground, proposed finished ground and lowest floor. The plan shall also show details of proposed flood resistant materials usage and the size of the proposed structure and its relation to the lot where it is to be constructed. The location of the floodway boundary shall be represented on the plan when a floodway is present on the site.

b. An elevation certificate, based on finished construction, must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate confirm that the structure in question, together with attendant utilities is designed so that:

1. Flood resistant materials as detailed in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) are used in the construction of the structure from the lowest structural element to two feet above the base flood elevation and that all utilities are located at least two feet above the base flood elevation.

2. Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

A. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

B. The bottom of all openings shall be no higher than one foot above grade.

C. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, the applicant shall sign a non-conversion agreement and notify prospective buyers of the existence of the agreement. It shall be the responsibility of the applicant to transfer the non-conversion agreement to any new owner at closing via notarized signature. A signed copy of the transferred non-conversion agreement shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(Ord. No. 206, 1-19-10)

Sec. 5-180. Site plan criteria.

(a) Site plans are required for all development, new construction and substantial improvements determined to be located in a mapped special flood hazard ~~floodplain~~ area and all proposed subdivisions and manufactured home parks. These proposals shall be reviewed by the Floodplain Administrator to assure that they are consistent with the need to minimize flood damage. The owner or developer shall submit a preliminary site plan to the Floodplain Administrator that includes the following information:

(1) A map showing the location of the proposed subdivision and/or development with respect to special flood hazard area areas, proposed lot sites, and fills.

(2) Name of registered professional engineer, licensed professional surveyor or other qualified person responsible for providing the information required in this section.

(3) Where the subdivision or manufactured home park lie partially or completely in the special flood hazard ~~floodplain~~ areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites. All such maps shall also show contours at intervals of two or five feet depending upon the slope of the land and identify accurately the boundaries of the special flood hazard ~~floodplain~~ areas. A registered professional engineer or licensed professional surveyor must certify the site plan.

(b) All subdivision proposals and other proposed new developments which are proposed to take place either fully or partially within the approximated special flood hazard ~~floodplain~~ area ~~(F4)~~ and which are greater than ten lots or two acres, whichever is the lesser, shall include base flood elevation data and shall delineate a floodway.

When a flood insurance study (FIS) is available from FEMA, the data contained in that study must be used to substantiate the base flood elevation.

(1) If a FEMA flood insurance study is not available, the required data may be available from an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, Natural Resource Conservation Service or state and local water resource department.

(2) If the required data is not available from other sources, the applicant shall develop the technical data using detailed methodologies comparable to those contained in a flood insurance study. This data shall be prepared and certified by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts.

(c) Where the subdivision or other development site lies partially in the special flood hazard area and all proposed development including fill will take place on natural grade a significant vertical distance above the approximated floodplain area (zone "A") boundary depicted on the map, development of detailed base flood elevation data may not be necessary. In these cases, the site plan for the proposed development must show contours

at intervals of two or five feet, depending on the slope, and clearly delineate the area to be developed and the location of the floodplain area boundary as scaled from the FEMA map. A registered professional engineer or licensed professional surveyor must certify the site plan.

(Ord. No. 206, 1-19-10)

Sec. 5-181. Restrictions to subdivision of land in special flood hazard areas.

Subdivision of land in the special flood hazard area must result in lots that include a buildable portion outside of the identified special flood hazard area and be served by streets within the proposed subdivision having surfaces not lower than one foot below the elevation of the line defining the special flood hazard area limits. All new structures must be sited on the portion of the subdivided lot that is located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-182. Restrictions to development in special flood hazard areas.

The development of any proposed manufactured home (rental unit) park or other commercial (for profit and non-profit), institutional, or industrial type development project shall result in a buildable area outside of the identified special flood hazard area. The buildable area shall have a minimum building setback of 25 feet horizontal from the limits of the flood hazard area, or two feet vertical above the base flood elevation, whichever is greater in the horizontal distance from the limits of the flood hazard area. All new building and structures shall be sited on the buildable area located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-183. Specific requirements; design and construction standards.

In order to prevent excessive damage to buildings, structures, and related utilities and facilities, the following restrictions apply to all development, subdivision proposals, manufactured home parks, new construction and to construction of substantial improvements, and the repair of substantial damage, to existing structures occurring in the special flood hazard ~~floodplain~~ area.

(1) *Basements and lowest floors.*

a. Residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of residential structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation.

b. Non-residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of nonresidential

structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation; or, together with attendant utility and sanitary facilities, be designed so that the structure is water tight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.

c. Openings. For all new construction, relocation, substantial improvements, and repair of substantial damage, those fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
2. The bottom of all openings shall be no higher than one foot above grade.
3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

d. A non-conversion agreement shall be signed by the applicant on all flood-proofed structures and any elevated structures when the Floodplain Administrator ~~community~~ determines that the area below the first floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.
2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) *Manufactured home placement.* Certain unique characteristics of manufactured homes installed in special flood hazard areas pose an elevated risk of substantial damage to property. Thus, all manufactured homes to be sited within the identified special flood hazard areas of the C~~c~~ity shall be installed by a contractor possessing a

valid state manufactured home installer's license. The installer shall use an installation design engineered to withstand flood hazards specific to the particular home site. Manufactured homes to be placed or substantially improved within the special flood hazard areas shall be installed in accordance with the following standards:

a. The lowest floor, ductwork and utilities including HVAC/heat pump shall be elevated two feet above the base flood elevation.

b. Elevation shall be on reinforced piers on a permanent foundation or shall use foundation elements of at least equivalent strength engineered for use in a special flood hazard area. Installation designs incorporating dry stacked block piers shall not be used in special flood hazard areas.

c. All manufactured homes shall be securely anchored to an adequately anchored foundation system in compliance with the requirements of 42 West Virginia Code of State Regulations, Series 19, Sections ~~10.1~~10.A, 10.~~2~~B, and 10b as authorized by W. Va. Code, § ~~21-9-4~~ 21-9-1 et seq. or the most recent revisions thereof. The anchoring shall be adequate to resist flotation, collapse, or lateral movement. Methods of anchoring may include but are not limited to the over-the-top and frame ties, attached to permanent foundation elements. Ground anchors may not be adequate to satisfy flood specific anchoring requirements. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

d. Permanently attached rigid skirts and perimeter wall skirts of brick or block must have openings; this type of skirting can collapse during floods and compromise supporting piers. The openings must be designed to automatically equalize hydrostatic flood forces by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

    1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

    2. The bottom of all openings shall be no higher than one foot above grade.

    3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

e. Any additions to a manufactured home shall be similarly anchored and vented.

f. Flexible skirting and rigid skirting not attached to frame or foundation of a manufactured home are not required to have openings.

g. The licensed state manufactured home installer placing the unit shall perform a site inspection and certify in writing that the manufactured home has been installed to the standards set forth in this article.

(3) *Appurtenant structures.*

a. Except as provided in subsection b., appurtenant structures shall be located out of the special flood hazard ~~floodplain~~ area or elevated to two feet above the base flood elevation.

b. Where appurtenant structures not connected to the principal structure are to be located on sites below the base flood elevation, the following flood damage reduction provisions apply:

1. Structures shall be no more than 600 square feet in size and valued at less than $10,000.00.

2. Floors shall be at or above grade on at least one side.

3. Structures shall be located, oriented and constructed to minimize flood damage.

4. Structures shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

5. Flood resistant materials as detailed in FEMA Technical Bulletin ~~2~~ 2-93 (FIA-TB-2) shall be used in the construction of the structure from the lowest structural element to two feet above the base flood elevation.

6. Machinery, electric devices or appliances, and all utilities shall be located at least two feet above the base flood elevation.

7. ~~The venting requirements contained in subsection (a)(1) are applicable and shall be strictly adhered to.~~ Opening requirements:

Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

(i) A minimum of two openings have a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

(ii) The bottom of all openings shall be no higher than one foot (12") above grade.

(iii) Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, a non-conversion agreement shall be signed by the applicant stating that the use of the appurtenant structure or detached or attached garage shall not be changed from the use permitted, acknowledging that the structure may be subject to greater flood risk and that higher flood insurance premiums may be possible, and that a change in use may require full compliance with this article. The applicant agrees to notify prospective buyers of the existence of this agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(4) *Recreational vehicle placement.* Recreational vehicles to be placed within any special flood hazard ~~floodplain~~ area shall either:

a. Be on site for fewer than 180 consecutive days; and

b. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect utilities and security devices, and has no permanently attached additions; or

c. Be installed in accordance with the manufactured home placement requirements and all other flood reduction requirements contained in this article.

(5) *Fill.*

a. The C~~c~~ity officially recognizes the beneficial functions the special flood hazard ~~floodplain~~ area serves in storage and transportation of water during floods. No fill shall be permitted in the floodway. Placement of fill in the ~~floodplain~~ special flood hazard area is restricted to functional purposes such as elevating a structure. Fill shall only be permitted in the same permit with the related structure or other functional purpose. Placement of fill to dispose of spoil from excavation or to elevate yards, parking lots, or fields will not generally be considered a functional purpose. The Floodplain Administrator may require the developer to provide compensatory storage before permitting fill. No fill shall be permitted unless it meets the requirements of section 5-172. All fill placed in the ~~floodplain~~ special flood hazard area shall meet or exceed the following standards.

b. Fill shall be used only to the extent to which it does not adversely affect adjacent properties. The C~~c~~ity may require the applicant to demonstrate through engineering reports that proposed fill would not adversely affect adjacent properties. When required, hydrologic and hydraulic analyses shall be undertaken only by professional engineers who shall certify that the technical methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator ~~city~~. During permit review, the Floodplain Administrator ~~community~~ shall consider the following issues that have the potential to cause adverse impact to adjacent properties:

   1. Unacceptable increases in flood heights.
   2. Blocking drainage from adjacent property.
   3. Deflection of floodwaters onto adjacent existing structures.
   4. Increases to stream velocity initiating or exacerbating erosion problems.
   5. Other unique site conditions may be considered when determining whether fill will cause adverse impact to adjacent property including, but not limited to, subsidence areas, Karst topography, stream blockages, and steep topography adjacent to the channel.

c. Fill shall be used only to the extent to which it does not adversely affect the capacity of channels or floodways of any tributary to the main stream, drainage ditch, or any other drainage facility or system.

d. ~~Filled site must be contoured to drain properly (avoid ponding).~~ A Fill Site must be contoured to drain properly (avoid ponding) consistent with pre-construction conditions. This provision does not apply to properly constructed impoundments which comply with the remainder of this Ordinance, and which are properly permitted by the West Virginia Department of Environmental Protection.

e. Fill shall extend beyond a structure for a sufficient distance to provide acceptable access. For residential structures, fill shall extend laterally 15 feet beyond the building line from all points before the start of sloping required in following subsection. For nonresidential structures, fill shall be placed to provide access acceptable for intended use. At grade access, with fill extending laterally 15 feet beyond the building line shall be provided to a minimum of 25 percent of the perimeter of a nonresidential structure.

f. Fill shall consist of soil or rock material only. Sanitary landfills shall not be permitted; no trash or woody debris shall be buried on site.

g. Fill material shall be compacted to provide the necessary stability and resistance to erosion, scouring or settling. Fill compaction standards must be appropriate to proposed post fill use; particular attention is necessary when fill is being used to elevate a structure.

h. Fill slopes shall be no steeper than one vertical on two horizontal, unless substantiating data justifying steeper slopes are submitted to and approved by the Floodplain Administrator.

i. Fill site and fill must be protected from erosion.

j. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of five feet per second or less must be protected from erosion by covering them with grass, vines, weeds, or similar vegetative undergrowth.

k. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of greater than five feet per second must be protected from erosion by armoring them with stone or rock slope protection.

l. All applicants placing fill in a special flood hazard area must obtain a ~~c~~Conditional L~~l~~etter of M~~m~~ap R~~r~~evision (CLOMR) from FEMA when directed to do so by the Floodplain Administrator before a permit can be issued. After fill is finished, the applicant must convert the CLOMR to a L~~l~~etter of M~~m~~ap R~~r~~evision based on F~~f~~ill (LOMR-F) before a C~~c~~ertificate of O~~o~~ccupancy can be issued. The Floodplain Administrator is hereby appointed as the designated official to approve a request for a CLOMR-F or LOMR-F and shall cooperate with the applicant with respect to any requirements of FEMA for requesting a CLOMR-F or LOMR-F, which includes, but is not necessarily limited to, approving said request and executing Form 1, "Overview and Concurrence Form" or other form as may be required by FEMA.

m. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the F~~f~~lood I~~i~~nsurance S~~s~~tudy (FIS) and/or F~~f~~lood I~~i~~nsurance R~~r~~ate M~~m~~aps (FIRM), when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(6) *Placement of structures and other development.* All structures and other development shall be constructed or placed on the lot so as to offer the minimum obstruction to the flow of water and shall be designed to have a minimum obstruction effect upon the flow and height of floodwater.

a. Whenever possible, structures and other development shall be constructed with the longitudinal axis parallel to the direction of flood flow, and

b. So far as practicable, structures and other developments shall be placed approximately on the same flood-flow lines as those of adjoining structures or development.

(7) *Anchoring.*

a. All structures and other development including stream crossings shall be firmly anchored in accordance with accepted engineering practices to prevent flotation, collapse, and lateral movement, thus reducing the threat to life and property and decreasing the possibility of the blockage of bridge openings and other restricted sections of the watercourse.

b. All air ducts, large pipes, swimming pools and storage tanks located at or below the base flood elevation shall be firmly anchored to resist flotation or lateral movement.

(8) *Building and structures flood hazard area setback.*

~~a. Buildings and structures shall be set back a minimum of 25 feet horizontal from the limits of the flood hazard area, or two feet vertical above the base flood elevation, whichever is greater in the horizontal distance from the limits of the flood hazard area.~~

~~b. The floodplain administrator may consider an appeal to the flood hazard area setback requirement if the applicant demonstrates that it is impossible or impractical to allow any development without encroachment into the flood hazard area. When the flood hazard area is the only reasonable alternative, the appeal conditions shall be the minimum necessary and shall be made only after due consideration is given to varying other sitting standards, such as side, front and back lot line setbacks.~~

a. A Flood Protection Setback equal to twice the width of the watercourse channel measuring from the top of one bank to the top of the opposite bank of 50 feet, whichever is less, shall be maintained from the top of the banks of all watercourses. Specifically, as for oil and gas wells and well pads, no well pad may be prepared or well drilled within 100 feet from any perennial stream, natural or artificial lake, pond, reservoir or wetland. [See W.Va. Code §22-6A-12(b)]. To reduce erosion, natural vegetation shall be maintained in this area. Where natural vegetation does not exist along the watercourse and conditions for replanting are suitable, high priority shall be given to planting vegetation in the setback area to stabilize banks and enhance aquatic resources.

b. Necessary public works and temporary construction may be exempted from this subsection at the discretion of the Floodplain Administrator.

c. At the discretion of the Floodplain Administrator, the Flood Protection Setback requirement can be waived in whole or part if the applicant demonstrates that it

is impossible to allow any development without encroachment into the Flood Protection Setback Area. The conditions shall be the minimum necessary and shall be made only after due consideration is given to varying other siting standards, such as side, front and back lot line setbacks.

(9) *Storage.*

a. No materials that are buoyant, flammable, explosive, or in times of flooding could be injurious to human, animal or plant life, shall be stored below base flood elevation except for mineral storage properly and wholly within the ground in compliance with other State environmental agency requirements.

b. Storage of other material or equipment may be allowed if not subject to major damage by floods and firmly anchored to prevent flotation or readily removable from the area within the time available after flood warning.

c. Due to the difficulty of masking the natural elevation and making it more difficult to enforce this ordinance, material that resembles "fill" material shall not be considered "storage" material for purposes of this subsection.

(10) *Utility and facility requirements.*

a. All new or replacement water systems whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems.

b. All new or replacement sanitary disposal systems, whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.

c. All other new or replacement public and/or private utilities and facilities shall be located and constructed to minimize or eliminate flood damage.

d. Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(11) *Drainage.*

a. Adequate drainage shall be provided to reduce exposure to the special flood hazard areas.

b. Adequate drainage paths are required around structures on slopes within zones AH and AO to guide floodwaters around and away from proposed structures.

(12) *Backflow preventers.* Back flow prevention valves should be used for all enclosed structures with sewage or drainage facilities located in the special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-184. Administration; designation of Floodplain Administrator.

The city manager or his designee is hereby appointed as Floodplain Administrator to administer and implement this article by granting or denying special flood hazard area development permits in accordance with its provisions. Upon appointment of a new Floodplain Administrator, the meeting minutes with the applicable Floodplain Ordinance shall be provided to The State Coordinating Office and FEMA.

Within one year (1) of their appointment, the new Floodplain Manager must attend the State/FEMA sponsored NFIP Class 273 entitled "Managing Floodplain Development" and remain current with State required continuing education annual training. (See W.Va. Code §15-5-20a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager.

The Floodplain Administrator shall administer and implement this Ordinance by granting or denying floodplain development permits in accordance with its provisions. The Floodplain Administrator shall also be responsible for submitting all required reports to FEMA concerning participation in the National Flood Insurance Program.

(Ord. No. 206, 1-19-10)

Sec. 5-185. Development permits and site plan approvals required.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development or the new construction, substantial improvement, repair of substantial damage, the placement or relocation of any structure (including manufactured homes) within the City, unless a permit application and standard site plan has been completed, and a permit has been obtained from the Floodplain Administrator. In addition, where land that is either partially or fully in the regulatory special flood hazard area is to be subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a detailed site plan must be submitted to, and approved by, the Floodplain Administrator prior to any development.

(Ord. No. 206, 1-19-10)

Sec. 5-186. Approval of permits and plans.

(a) The Floodplain Administrator shall review, or shall cause to be reviewed, all permit applications and plans within 90 calendar days from the Permit Application submission date in order to determine whether the proposed development is reasonably safe from flooding. Further, the Floodplain Administrator shall review all objections, comments, protest letters and other writings submitted in opposition of said Floodplain Permit Application and give due consideration to the same before granting or denying said Permit. ~~The Floodplain Administrator shall review, or shall cause to be reviewed; all permit~~

~~applications and plans in order to determine whether proposed building sites are reasonably safe from flooding.~~

(b) All permits and plans shall be approved only after it has been determined that the proposed work to be undertaken will be in conformance with the requirements of the state and all other applicable codes and ordinances.

(c) The Floodplain Administrator shall not issue a permit to any person who does not possess a valid contractor's license when a contractor's license is required by W. Va. Code, § 21-11-~~10~~ 7.

(d) The Floodplain Administrator, before issuance of the permit, shall require the applicant to furnish satisfactory proof that such person is duly licensed as a contractor under the provisions of the West Virginia Code. If the applicant is not licensed, a written affidavit that such person is not subject to licensure as a contractor or subcontractor as defined in W. Va. Code, § 21-11-~~3~~6 shall be provided to the Floodplain Administrator and placed in the permit file.

(e) The Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which federal or state law requires approval.

(f) The Floodplain Administrator shall provide a copy of all permits to the county assessor as required by W. Va. Code, § 11-3-3A.

(g) The Floodplain Administrator shall provide a copy of all permits for new structures to the county E-911 addressing coordinator.

(h) The county E-911 addressing coordinator shall provide a copy of all requests for addresses for new structures to the county Floodplain Administrator.

(i) The city shall provide sufficient space to allow the Floodplain Administrator to keep on file in perpetuity, in a location safe from natural hazards, all information collected during the course of the administration of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-187. Application procedures.

Application for a permit and/or site plan approvals shall be made, in writing, on the forms supplied by the city, and shall include all information stipulated under sections 5-177 through 5-180.

(Ord. No. 206, 1-19-10)

Sec. 5-188. Changes.

After the issuance of a permit or site plan approval by the Floodplain Administrator, no changes of any kind shall be made to the application, permit, or any of the plans, specification

or other documents submitted with the application without the written consent or approval of the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-189. Permit placards.

The Floodplain Administrator shall issue a permit placard, which shall be prominently displayed on the premises during the time construction is in progress. This placard shall show the number of the permit, the date of its issuance and be signed by the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-190. Start of construction.

Work on the proposed development shall begin within 180 days after the date of issuance of the permit or the permit shall expire unless a time extension is granted, in writing, by the Floodplain Administrator. All work on the proposed development must be completed within 18 months of permit issuance, at which time the permit shall expire, unless a time extension is granted in writing by the Floodplain Administrator. The request for an extension shall be in writing and shall state the reasons for the extension. When considering an extension, the Floodplain Administrator shall consider the following criteria:

(1) Has the developer diligently pursued the completion of the proposed development during the 18 months?

(2) Will the granting of the extension be detrimental to public safety, health, or welfare or injurious to other property?

(Ord. No. 206, 1-19-10)

Sec. 5-191. Inspections, stop-work orders, violation notice and revocations.

(a) *Inspections.*

(1) Upon learning of a potential violation of this article, the Floodplain Administrator or staff shall investigate to determine whether a violation has occurred.

(2) During the construction period, the Floodplain Administrator or other authorized official may inspect the premises to determine that the work is progressing in compliance with the information provided on the permit application and with all applicable laws and ordinances.

(3) The Floodplain Administrator or other authorized official may inspect any development covered by this or previous ordinance to determine whether any

portion of the development has been altered to be in non-compliance with the requirements of this article.

(b) *Stop-work orders.* The Floodplain Administrator shall immediately issue, or cause to be issued, a "stop-work order" for any development found ongoing without having obtained a special flood hazard area determination or a permit. Disregard of a stop work order shall subject the violator to the penalties described in section 5-196.

(c) *Violation notice and revocations.* When it appears after investigation that a permitted development is non-compliant with the provisions of this law and/or the conditions of the permit, the Floodplain Administrator shall notify the violator by means of written violation notice. The violation notice shall specify the nature of the violation and request that the violation be corrected within 15 days from the date appearing on the notice. Failure to correct the violation within this time period shall be cause for revocation of the permit and the governing body, or authorized employee or agent to:

(1) Seek an injunction in the Circuit Court of Jefferson County to restrain the violator from continuing the violation, including but not limited to requests for the removal of structures or land uses from the property involved; and

(2) Seek a misdemeanor conviction in magistrate court or circuit court.

(Ord. No. 206, 1-19-10)

Sec. 5-192. Certificate of occupancy.

(a) In areas of flood hazard, it shall be unlawful to occupy, or to permit the use or occupancy, of any building or premises, or both, or part thereof hereafter created, erected, installed, changed, converted or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy has been issued by the ~~local~~ Floodplain Administrator stating that the building or land conforms to the requirements of this article. Occupying or using a building or premises in violation of this section shall subject the violator to the penalties described in section 5-196.

(b) In areas of flood hazard, it shall be unlawful to inspect and approve a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until the inspector is in possession of a copy of the Certificate of Occupancy issued by the ~~local~~ Floodplain Administrator stating that the particular development being inspected conforms to the requirements of this article. Inspection and approval of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(c) In areas of flood hazard, it shall be unlawful to install a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until a Certificate of Occupancy has been issued by the ~~local~~ Floodplain Administrator stating that the development conforms to the requirements of this article.

Installation of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(d) A Certificate of Occupancy shall be issued by the Floodplain Administrator ~~local administrator~~ upon satisfactory completion of all development in areas of special flood hazard.

(e) Issuance of the certificate shall be based upon the inspections conducted as prescribed in this article or local administrative procedures, and any finished construction elevation certificate, hydraulic data, flood proofing certificate, or encroachment analyses which may have been required as a condition of permit approval.

(Ord. No. 206, 1-19-10)

Sec. 5-193. Fees.

(a) A special flood hazard area determination fee of $100.00 payable to the City shall be assessed on all proposed development.

(b) Proposed development determined to be occurring in a special flood hazard area regulated by this article shall be assessed an additional fee, payable to the City based upon a set schedule approved by the City using the estimated value of the proposed construction as determined by the Floodplain Administrator.

(c) In addition, the applicant shall be responsible for reimbursing the City for any additional costs for services necessary for review and/or inspection of proposed development. Services include, but are not limited to, professional engineering and surveying. The Floodplain Administrator may require a deposit towards these additional costs. Additional costs may include reimbursement for contracted services.

(d) Due to the increased cost of processing, when any work for which a permit is required by this article is started or proceeded with prior to obtaining a permit the fees above specified shall be doubled. The additional fee is intended to partially reimburse the ~~county~~ City for the additional cost of processing permits for work already underway. To more fully recover this cost, the fees above shall be tripled for every subsequent occurrence by the same person. Payment of the increased fee shall not relieve any person from complying fully with the requirements of this article in the execution of the work or from other penalties prescribed herein.

(Ord. No. 206, 1-19-10)

Sec. 5-194. Appeals.

Whenever any person is aggrieved by a decision of the Floodplain Administrator with respect to the provision of this article, it is the right of that person to appeal to the ~~city council~~ Board of Zoning Appeals ~~which shall be known as the appeals board~~. If compliance with any of the requirements of this Ordinance would result in an exceptional hardship to a prospective

builder, developer or landowner, the City of Ranson may, upon request, grant relief from the strict application of the requirements. Such appeal must be filed with the ~~city council~~ Board of Zoning Appeals in writing, within 30 days after notification of the decision. Upon receipt of such appeal, ~~the appeals board~~ Board of Zoning Appeals shall set a time and place not less than ten nor more than 60 days for the purpose of hearing the appeal. Notice of the time and place of the hearing shall be given to all parties at which time they may appear and be heard. The determination by the ~~appeals board~~ Board of Zoning Appeals shall be final in all cases.

(Ord. No. 206, 1-19-10)

Sec. 5-195. Appeal review criteria.

Considerations for the issuance of Variances to this Ordinance shall adhere to the following criteria:

(a) All appeals contesting only the permit fee, the cumulative substantial damage requirement, the flood protection setback requirement, or the freeboard requirements, may be handled at the discretion of the ~~appeals board~~ Board of Zoning Appeals.

(b) All decisions on appeals to all other provisions of this article shall adhere to the following criteria:

(1) Affirmative decisions shall only be issued by the ~~appeals board~~ Board of Zoning Appeals upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the appeal would result in exceptional hardship to the applicant, and (iii) a determination that the granting of an appeal will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing locals laws or ordinance.

(2) An affirmative decision shall be issued only upon determination that it is the minimum necessary, considering the flood hazard, to afford relief. Financial hardship, as a sole criterion, shall not be considered sufficient justification to grant an appeal.

(3) An affirmative decision shall be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(4) The ~~appeals board~~ Board of Zoning Appeals shall notify the applicant in writing over the signature of the Floodplain Administrator ~~a community official~~ that (i) the issuance of a decision to allow construction of a structure below the base flood elevation will result in increased premium rates for flood insurance, (ii) such construction below the base flood elevation increases risk to life and property. Such notifications shall be maintained with a record of all decisions as required in subsection (4); and

(5) The ~~appeals board~~ Board of Zoning Appeals shall (i) maintain a record of all decisions including justification for their issuance, and (ii) report such decisions issued in its biannual report to the Federal Insurance Administration.

(6) An affirmative decision shall not be granted for any construction, development, use or activity within any floodway area that would cause any increase in the base flood elevation.

(Ord. No. 206, 1-19-10)

Sec. 5-196. Penalties.

Any person who fails to comply with any or all of the requirements or provisions of this article or direction of the Floodplain Administrator, or any other authorized employee of the ~~community~~ City, shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, pay a fine to the city of not less than $50.00 or more than $500.00 plus cost of prosecution. In default of such payment such person shall be imprisoned for a period not to exceed ten days. Each day during which any violation of this article continues shall constitute a separate offense. In addition to the above penalties, all other actions are hereby reserved including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or non-compliance with, this article shall not excuse the violation or non-compliance with the ordinance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliance within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in non-compliance with this article may be declared by the Caity to be a public nuisance and abatable as such.

(Ord. No. 206, 1-19-10)

Sec. 5-197. Governmental action and jurisdictional boundary changes.

In accordance with the Code of Federal Regulations, Title 44, Subpart (B), Section 59.22(a)(9)(v), all ~~NFIP~~ FEMA participating communities must notify the Federal Insurance Administration and the State Coordinating Office in writing whenever the boundaries of the ~~community~~ City have been modified by annexation or the ~~community~~ City has otherwise assumed or no longer has authority to adopt and enforce flood plain management regulations for a particular area. In order that all flood insurance rate maps accurately represent the ~~community's~~ City's boundaries, a copy of a map of the ~~community~~ City suitable for reproduction, clearly delineating the new corporate limits or new area for which the ~~community~~ City has assumed or relinquished flood plain management regulatory authority, must be included with the notification.

(Ord. No. 206, 1-19-10)

Sec. 5-198. Permits for government entities.

Unless specifically exempted by law, all public utilities and municipal, county, state and federal entities are required to comply with this article and obtain all necessary permits. Any entity claiming to be exempt from the requirements of this article must provide a written statement setting forth the rationale for exemption and file the same with FEMA. In addition, the entity claiming exemption shall provide copies of all relevant legal documentation demonstrating the exemption.

(Ord. No. 206, 1-19-10)

Sec. 5-199. Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this article which shall remain in full force and effect and for this purpose the provisions of this article are hereby declared to be severable.

(Ord. No. 206, 1-19-10)

Sec. 5-199.1 Liability.

The granting of a permit or approval of a subdivision or development plan in an identified flood-prone area, shall not constitute a representation, guarantee, or warranty of any kind by the city or by any official or employee thereof of the practicability or safety of the proposed use, and shall create no liability upon the city.

The Floodplain Administrator or any other employee or agent charged with the enforcement and administration of this article, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this article or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee or agent because of an act performed by that officer or employee or agent in the lawful discharge of duties and under the provisions of this article shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Floodplain Administrator or any employee or agent shall not be liable for the cost of any action, suit, or proceeding that is instituted in pursuant of the provisions of this Code.

All applicants proposing development in or near a flood hazard area are hereby officially advised to locate development as far away from, and/or as high above, all flooding sources as possible.

(Ord. No. 206, 1-19-10)

Repeal: All ordinances in conflict with this Ordinance are hereby repealed.

Effective Date: This Ordinance shall become effective immediately upon final adoption and enactment.

First Reading: October_____, 2026.
Public Hearing: _____, 2026.
Second Reading: _____, 2026

Enacted the _____day of _____, 2026.

Adopted by the City Council of the City of Ranson after a First Reading on _____ and after a Second Reading on _____, 2026 by a vote of _____ in the affirmative, _____ in the negative, and _____ abstentions.

Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

Ordinance 2026-05 – Amending the Ranson Municipal Code, PART II – The Code Chapter 5 – Buildings; Construction and Related Activities Article VIII. Flood Plain Ordinance

AN ORDINANCE to amend the entire Article VIII of the Ranson Municipal Code as more specifically set forth below to meet the requirements of Section 44 CFR Part 60.3(d) of the National Flood Insurance Program.

WHEREAS, the City Council seeks to be in compliance with Section 44 CFR Part 60.3(d) of the National Flood Insurance Program, to continue eligibility in the National Flood Insurance Program,

NOW THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia, Chapter 5, Article VIII of the Ranson Municipal Code is amended as follows:

ARTICLE VIII. FLOODPLAIN ORDINANCE[1]

Sec. 5-160. Authority.

(a) The provisions of this article have been prepared with the intention of meeting the requirements of the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.) Amended by the Congress of the United States through the 15th of February, 1975 (Public Law 91-152).

(b) Authority to adopt, administer and enforce this article is vested in the community pursuant to W. Va. Code, §§ 8-12-14, 7-1-3v, 7-1-3n and 7-1-3kk and W. Va. Code, §§ 8A-4-2, 8A-5-7, 8A-7-2.

(Ord. No. 206, 1-19-10)

Sec. 5-161. Intent.

The intent of this article is to:

(1) Promote the general health, welfare, and safety of the community.

(2) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future and protect natural drainage.

(3) Minimize danger to public health and safety by protecting water supply and sanitary sewage disposal in cooperation with the county sanitarian.

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[1]Editor's note(s)—Ord. No. 206, adopted January 19, 2010, repealed and reenacted article VIII, §§ 5-161—5-168, in its entirety, which pertained to flood damage control, and derived from Ord. No. 164, adopted October 2, 2006, and Ord. No. 205, adopted December 15, 2009.

(4) Assure the county assessor obtains information concerning improvement of real property as required by W. Va. Code, § 11-3-3A.

(5) Assure county E-911 addresses are obtained to maintain the currency of established emergency response dispatch systems.

(6) Reduce financial burdens imposed on the community, its governmental units, and its residents, by preventing the unwise design and construction of development in areas subject to flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-162. Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in flood prone areas. Any ordinance, however, shall remain in full force and effect to the extent that its provisions are more restrictive. If there is any conflict between any of the provisions of this Ordinance, the more restrictive shall apply.

(Ord. No. 206, 1-19-10)

Sec. 5-163. Applicability.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development, new construction, substantial improvement, repair of substantial damage, or the placement or relocation of any structure (including manufactured homes) within the City in the Special Flood Hazard Area within the City of Ranson unless a permit application has been completed and a permit or certificate of occupancy has been obtained from the Floodplain Administrator. In addition, where land partially or fully in the special flood hazard area is to be developed, subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a site plan with elevation data must be submitted to, and approved by, the Floodplain Administrator prior to any development.

Provision of all other codes, ordinances, and regulations shall be applicable insofar as they are consistent with the provisions of this article and the City's need to minimize the hazards and damage resulting from flooding.

(Ord. No. 206, 1-19-10)

Sec. 5-164. Matters not provided for specifically.

Where conditions are encountered that are not specifically provided for herein, the Floodplain Administrator shall determine the applicability of the provisions of this article in accordance with its intent and shall require the applicant to take appropriate measures pursuant to such determination.

(Ord. No. 206, 1-19-10)

Sec. 5-165. Interpretations.

For the purpose of this article, the following interpretations shall apply:

(1) Words used in the present tense include the future tense.

(2) The singular includes the plural.

(3) The plural includes the singular.

(4) The word "person" includes a corporation, unincorporated association or partnership as well as an individual.

(5) The term "shall" or "will" is always mandatory.

(6) The word "building" or "structure" shall be construed as if followed by the phrase "or part thereof".

(7) The word "ordinance" [article] shall refer to the special flood hazard area ordinance.

(Ord. No. 206, 1-19-10)

Sec. 5-166. Definitions.

Unless specifically defined below, words and phrases used in this article shall be interpreted so as to give this article its most reasonable application.

Adjacent Property includes any surface tract, regardless of whether such surface tract is entirely within the City of Ranson, so long as a portion of said surface tract is located within the town, which shares an immediate and common boundary up or down stream to the property that is the subject of the application for a Special flood hazard area Permit. Adjacent property also includes all other property that may be affected by flooding.

Adversely Affect Adjacent Properties means that to adversely affect a property, the increase in the elevation of the 1% chance (100-year) base flood elevation must be more than 1 foot at any point. Stated conversely, if the effect is that the 1% chance (100-year) flood base flood elevation rises 1 foot or less, the property is not “affected.” This standard does not apply to the Floodway. If prior permit(s) has/have been approved in the same area of the Special flood hazard area, the above definition would include the cumulative impact to the base flood elevation.

Advisory Flood Height is the water surface elevation (WSEL), in feet, of the 1% annual chance (100-year) flood at a given location, as determined using hydrology and hydraulics (H&H) analysis and the best available elevation data.

Appurtenant structure means a secondary structure on the same parcel of property as the principal structure, the use of which is incidental to the use of the principal structure and shall not be habitable but shall only be used for storage in association with the principal structure on said property. This does not include a gas or liquid storage tank.

Base flood means the flood, which has been selected to serve as the basis upon which the special flood hazard area management provisions of this and other ordinances have been

prepared; for purposes of this article, the 100-year flood. Otherwise stated, it means the flood having a one percent (1%) chance of being equaled or exceeded in any given year.

Base flood elevation means the water surface elevation of the base flood in relation to the datum specified on the City's Flood Insurance Rate Map (FIRM). For the purposes of this article, the 100-year flood or one percent or greater chance of flooding in any given year.

Basement means any area of the building having its floor sub grade (below ground level) on all sides.

Certificate of occupancy means a certification that the entire development, including the elevation of fill or the lowest floor of a structure, is in compliance with all of the provisions of this article.

Compensatory storage means an artificially excavated, hydraulically equivalent volume of storage within the special flood hazard area used to balance the loss of natural flood storage capacity when artificial fill or structures are placed within the special flood hazard area.

Contractor (W. Va. Code, § 21-11-3(c)) means a person who in any capacity for compensation, other than as an employee of another, undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, structure or excavation associated with a project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith, where the cost of the undertaking is $2,500 (two thousand five hundred dollars) or more. "Contractor" includes a construction manager who performs management and counseling services on a construction project for a professional fee.

"Contractor" does not include:

(1) One who merely furnishes materials or supplies without fabricating or consuming them in the construction project;

(2) A person who personally performs construction work on the site of real property which the person owns or leases whether for commercial or residential purposes;

(3) A person who is licensed or registered as a professional and who functions under the control of any other licensing or regulatory board, whose primary business is real estate sales, appraisal, development, management and maintenance, who acting in his or her respective professional capacity and any employee of such professional, acting in the course of his or her employment, performs any work which may be considered to be performing contracting work;

(4) A pest control operator licensed under the provisions of W. Va. Code,-§19-16(A)-7(a) to engage in the application of pesticides for hire, unless the operator also performs structural repairs exceeding $1,000.00 on property treated for insect pests; or

(5) A corporation, partnership or sole proprietorship whose primary purpose is to prepare construction plans and specifications used by the contractors defined in W. Va. Code, § 21-11-3(c) and who employs full time a registered architect licensed to practice in this state or a registered professional engineer licensed to practice in this state. "Contractor" also does not include employees of such corporation, partnership or sole proprietorship.

Critical facility means any facility in which even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities. These should be given special consideration when formulating regulatory alternatives and special flood hazard area management plans. A critical facility should not be located in a special flood hazard area if at all possible. If a critical facility must be located in a special flood hazard area, it should be provided a higher level of protection so that it can continue to function and provide services during a flood.

Development means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations oil/gas well sites, pads, pits, retention ponds or storage of equipment or materials.

Flood means a general and temporary inundation of normally dry land areas.

Flood Insurance Rate Map (FIRM) means the official map on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the City . A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood insurance study means the official report in which the Federal Emergency Management Agency has provided flood profiles, floodway information, and water surface elevations.

Floodplain means: (*Also See: Special flood hazard area)*

(1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation;

(2) An area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain Administrator shall be a resident of West Virginia and/or a person who has completed within one year of his or her appointment the State/FEMA sponsored NFIP Class 273 entitled “Managing Floodplain Development” and remain current with State required continuing education training pursuant to W.Va. Code § 15-5-20(a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager.

Floodway means the channel of a river or other watercourse and the adjacent land area that must be reserved to discharge the base flood without increasing the water surface elevation of that flood more than one foot at any point.

Flood proofing (NON-RESIDENTIAL ONLY) means any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Freeboard means a factor of safety usually expressed in feet above a flood level or BFE for purposes of floodplain management. Freeboard tends to compensate for unknown factors that may contribute uncertainty to flood heights of any given flood and floodway condition, such as wave action, blockage at stream crossings, and increased runoff from urbanization of the watershed.

Highest adjacent grade means the highest natural elevation of the ground surface immediately adjacent to the development or structure foundation. This is primarily used for purposes of insurance rating in approximated floodplains.

Historic structure means any structure that is:

(1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

    a. By an approved state program as determined by the Secretary of the Interior; or

    b. Directly by the Secretary of the Interior in states without approved programs.

Interested Person or Party includes (1) the applicant; (2) the owner(s) of the subject property; (3) at least one adult residing in any residence on the subject property at the time the Floodplain Permit Application is filed; (4) owners of any adjacent property; and (5) at least one adult residing in any residence on the adjacent property at the time the Floodplain Permit Application is filed.

Licensed manufactured home retailer means a business licensed to sell manufactured homes in the state as set forth in the State Code.

Licensed manufactured home installer means a contractor licensed to install manufactured homes in the state as set forth in the State Code.

Licensed professional surveyor means any person licensed by the West Virginia State Board of Examiners of Land Surveyors to engage in the practice of land surveying as defined in the State Code.

Lowest Adjacent Grade (LAG) means the lowest natural elevation of the ground surface immediately adjacent to the proposed development or structure foundation. The primary use of the LAG is to determine whether the structure is located within a special flood hazard area by comparing it to the base flood elevation.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished enclosure constructed with flood resistant materials as defined in FEMA Technical Bulletin 2-93 (FIA-TB-2) and usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure has proper flood openings and is not built so as to render the structure in violation of the applicable non-elevation design requirements of this article.

Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

New construction means structures for which the start of construction as herein defined commenced on or after June 15, 1979 and including any subsequent improvements to such structures.

100-year flood (1% Annual Chance) means a flood that has one chance in 100 or a one percent chance of being equaled or exceeded in any given year. (See Base Flood Elevation also)

Person means any individual or group of individuals, corporation, partnership, association or other entity, including state and local governments and agencies.

Practice of engineering means any service or creative work, as described in W. Va. Code, article 30-13-1 et seq., the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems; planning the use of land and water; teaching of advanced engineering subjects, engineering surveys and studies; and the review of construction for the purpose of assuring compliance with drawings and specifications any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic or thermal nature, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering services. Engineering surveys include all survey activities required to support the sound conception, planning, design, construction, maintenance and operation of engineered projects.

Any person who practices any branch of the profession of engineering or who, by verbal claim, sign, advertisement, letterhead, card or in any other way represents himself or herself to be a registered professional engineer, or by using another title implies that he or she is a registered professional engineer or that he or she is registered under W. Va. Code, article 30-13-1 et seq., or who holds himself or herself out as able to perform, or who performs any engineering service or work or any other service designated by the practitioner which is recognized as engineering, is considered to practice or offer to practice engineering within the meaning and intent of W. Va. Code, article 30-13-1 et seq.

Principally above ground is where at least 51 percent of the actual cash value of a structure, less land value, is above ground. [44 Code of Federal Regulations §59.1]

*Professional is a*ny "professional" including but not limited to a "contractor," "developer," "engineer," "architect," "hydrologist," "land surveyor," etc., acting in any capacity with respect to this Ordinance, must be licensed by the State of West Virginia, when certification or licensure from the State of West Virginia is so required.

Reasonably safe from flooding means that during the base flood, or any other known flooding by the Floodplain Administrator, water should not damage structures and any subsurface waters related to the base flood should not damage existing or proposed structures. Ways of determining Reasonably Safe from Flooding may be 3 feet above Highest Adjacent Grade, above high-water marks from historic flooding, using topographic extrapolation from contour lines or utilizing the advisory flood height data on the WV Flood Tool.

Recreational vehicle means a vehicle which is:

(1) Built on a single chassis;

(2) Four hundred square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or permanently towable by a light duty truck; and

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Registered professional engineer means a person who has been duly registered or licensed as a registered professional engineer by the West Virginia State Board of Registration for Professional Engineers as required under W. Va. Code, article 30-13-1 et seq.

Remedy a violation means to bring a structure or other development into compliance with the requirements of this article, or, if full compliance is not possible, to reduce the adverse impacts of the non-compliance to the greatest extent feasible.

Special flood hazard area means the land in the special flood hazard area subject to a one percent or greater chance of flooding in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency in flood insurance studies and on flood insurance rate maps as zones A, AE, AO, AH, and A99. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in this article.

Start of construction means the date the permit was issued, including permit for substantial improvement or repair of substantial damage, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Although a permit must be obtained prior to the beginning of the permitted work, permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State coordinating office means the West Virginia Emergency Management Division

Stream means, as defined in W. Va. Code, § 7-1-3U, any watercourse, whether natural or man-made, distinguishable by banks and a bed, regardless of their size, through which water flows continually or intermittently, regardless of its volume.

Structure means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Subdivision means development that includes the creation of individual land parcels for future sale. It does not include development where rights-of-way or easements are obtained and recorded.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. Substantial damage also means cumulative flood-related damages sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each flood event equals or exceeds 25 percent of the market value of the structure before the damage occurred. See "Substantial Improvement."

Substantial improvement means any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.

This term includes structures, which have incurred "substantial damage," as defined herein regardless of the actual repair work performed. The term does not, however, include any project for improvement of a structure to correct existing violation of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic Places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

For the purpose of this definition improvement is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences whether or not that alteration affects the external dimensions of the structure.

Top of bank means the lines depicted on the FIRM maps delineating each side of a stream indicate the top of bank. In the field a professional familiar with fluvial geomorphology should document the top of bank. When a professional is not employed the top of the bank will be considered to be the top of the first significant slope landward of the waters edge when it is followed by at least 50 feet of relatively flat land.

Violation means the failure of any structure or development to be fully compliant with all the requirements of this article. Any structure or other development lacking the certifications, finished construction elevation certificate or other evidence of compliance required by this article is presumed to be in violation until such time as that documentation is provided. No future improvements or developments can be made to structures found to be in violation unless the development is to bring the structure into compliance with this article.
(Ord. No. 206, 1-19-10)

Sec. 5-167. Identification and establishment of flood plain area.

(a) The identified special flood hazard area shall be those areas of the city which are subject to the 100-year flood or the 1% or greater chance of flooding in any given year as shown on the Flood Insurance Rate Map (FIRM) and described in the Flood Insurance Study (FIS) prepared for the City by the Federal Emergency Management Agency (FEMA) dated November 27, 2026 or the most recent revision thereof including all digital data developed as part of the FIS.

(b) The identified special flood hazard area shall also be those areas which have been identified as flood hazard areas by the City by use of historic or other technical data and shown on an officially recognized **"**FIRM or the West Virginia Flood Tool specifically Advisory Flood Height data." These areas shall be designated as appropriate with the level of technical data described below and shall be managed accordingly.

(Ord. No. 206, 1-19-10)

Sec. 5-168. Descriptions of special flood hazard areas.

(a) The identified special flood hazard area shall consist of the following four specific areas:

(1) The floodway area (F1) shall be those areas of AE zone identified as Floodways in the FIS and as shown on the FIRM. The term shall also include floodway areas identified in studies required to be used in the approximate areas as discussed below.

(2) The AE Area Without Floodway (F2) shall be those areas identified as an AE Zone on the FIRM included in the FIS prepared by FEMA for which specific 100-year flood elevations have been provided but no Floodway has been delineated.

(3) The Approximated floodplain (F3) shall be those areas identified as an zone on the FIRM included in the FIS prepared by FEMA for which 100-year flood elevations have been provided but no floodway has been delineated.

(4) Advisory Flood Heights. This information is displayed on the WV Flood Hazard Determination Tool. This data may be used (when available) by the Floodplain Administrator to determine if a property is in the Special Flood Hazard Area, also to assist to determine the height in which to elevate the structure as a permitting tool and is acceptable data to FEMA for a Letter of Map Amendment (LOMA).

(b) The AO and AH floodplain those areas identified as Zones AO and AH on the FIRM and in the FIS. These areas are subject to inundation by 1-percent-annual-chance shallow flooding where average depths are between one and three feet. In Zones AO and AH, drainage paths shall be established to guide floodwaters around and away from structures on slopes.

(Ord. No. 206, 1-19-10)

Sec. 5-169. Changes in designation of area.

(a) The delineation of the identified special flood hazard area may be revised by the City where natural or man-made changes have occurred and/or more detailed studies conducted or undertaken by the U.S. Army Corps of Engineers or other qualified government agency or a private entity or individual can document the necessity for such changes. The process to revise the delineation of the identified special flood hazard area may be recommended by the Floodplain Administrator and executed by the City of Ranson. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency (FEMA).

(b) The City's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable but, not later than six months after the date such information becomes available, the City shall notify FEMA of the changes by submitting technical or scientific data.

(c) The city may identify and regulate new local flood hazard or ponding areas. These areas may be delineated on a "local flood hazard map" using best available topographic data and locally derived information such as flood of record, historic high-water marks or approximate study methodologies.

(Ord. No. 206, 1-19-10)

Sec. 5-170. Elevations prevail.

(a) If the lowest natural grade adjacent to proposed development within an identified flood hazard area is *above* the base flood elevation, and the following is provided to the Floodplain Administrator, the structure shall be considered to be outside the special flood hazard area and shall not be required to conform to the flood prevention design and construction standards or flood-related development codes in Section 5-183 of this ordinance:

1. Elevation information certified by a Licensed / registered professional engineer or and a site plan demonstrating that all proposed development will occur above the Base Flood Elevation, or

2. A Letter of Map Amendment (LOMA) from FEMA removing the site from the SHFA.

(b) If the lowest natural grade adjacent to proposed development is below the base flood elevation, the site shall be considered to be within the special flood hazard area and the proposed structure shall be required to conform to all appropriate provisions of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-171. Boundary disputes.

Should a dispute concerning any floodplain boundary arise, an initial determination shall be made by the Floodplain Administrator and any party aggrieved by this decision may appeal to the Board of Zoning Appeals. The burden of proof shall be on the appellant/applicant.

(Ord. No. 206, 1-19-10)

Sec. 5-172. Utilization of flood plain area; floodway.

(a) Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge. The resultant engineering study (H&H) shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition,

studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(b) Because floodways present increased risk to human life and property due to their relatively faster and deeper flowing waters, the floodways shall be preserved to the greatest extent possible.

(1) New development shall not be permitted in the floodway where reasonable alternatives exist elsewhere as determined by the Floodplain Administrator. In addition to the requirements below the applicant shall demonstrate that there are no reasonable alternatives other than the floodway encroachment before a permit is issued.

(2) When the floodway is the only reasonable alternative, the applicant shall demonstrate that the floodway encroachment is the minimum necessary to accomplish the project.

(3) All permitted uses, activities, and development shall be undertaken in strict compliance with the flood proofing and related provisions contained herein, and in all other applicable codes, ordinances and regulations.

(4) When small, single lot development (not incorporating significant amounts of fill) is proposed in a special flood hazard areas for which no regulatory floodway has been designated, a regulatory floodway may, at the discretion of the Floodplain Administrator, be determined to be a width equal to the channel of the stream and the adjacent land areas to a distance of one-half the width of the special flood hazard area as measured from the top of the bank nearest the site to the upland limit of the 1% annual chance special flood hazard area boundary.

(Ord. No. 206, 1-19-10)

Sec. 5-173. Floodway fringe.

Within any floodway fringe area any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(Ord. No. 206, 1-19-10)

Sec. 5-174. AE Zone without floodway area.

Within any AE without floodway area, no new construction or development shall be allowed unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one foot at any point. This requirement can be satisfied by utilization of the floodway area where determined.

(Ord. No. 206, 1-19-10)

Sec. 5-175. Approximated special flood hazard area (zone "A"); administrative procedures.

(a) Within any approximated special flood hazard area:

(1) The Floodplain Administrator shall use elevation and floodway information from federal, state, or other acceptable sources when available to determine the elevation above which development will be reasonably safe from flooding.

(2) When data from an acceptable source is not available, the special flood hazard area administrator shall review, or shall cause to be reviewed; all proposed development to determine (1) the amount being invested, and (2) the specific flood risk at the site. The Floodplain Administrator shall then require the applicant to determine the elevation above which the development will be reasonably safe from flooding using the techniques set forth in subsection (b). When hydrologic and hydraulic analyses are required, they shall only be undertaken by a registered professional engineer who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(3) Any development and/or use of land shall be permitted provided that all such uses, activities and/or development shall be undertaken in strict compliance with the flood-proofing and related provisions contained herein and in all other applicable codes, ordinances and regulations.

(4) Within any approximated Floodplain Zone (Zone A) without Floodway Area, no new construction or development shall be allowed unless it is demonstrated that the cumulative impact of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the 100-year flood more than one (1) foot at any point.

(5) When Advisory Flood Height Data is available, this data will be utilized to assist in permitting and regulating development within the Special Flood Hazard Area.

(b) Development proposed in flood hazard areas without base flood elevations ("A" zones) must provide the data necessary for the Floodplain Administrator to establish a flood elevation as set forth below.

(1) *Method I—Using "point on boundary" elevation data and/or historic flood height data.* This method produces approximate flood elevations and should only be used for development that represents a low safety risk and minimal investment of $20,000.00 or less. If this method is used for structures other than appurtenant structures i.e.

garages or sheds (not recommended by the state special flood hazard area management program) the lowest floor height must be elevated at least three feet above the highest adjacent grade (HAG) even when the collected elevation data would indicate a lower elevation. Three feet above HAG will result in more affordable flood insurance rates AND added safety.

(2) *Method II—USGS methodology, Quick-2 engineering program or advisory flood heights obtained through LOMA or other source.* Development that represents a low to medium safety risk and a moderate investment level of $60,001.00 to $99,000.00 must use this semi-detailed method to develop a base flood elevation. More information on the USGS methodology or the LOMA process can be obtained from the state special flood hazard area management program; local engineers can find information on the Quick-2 program at the FEMA website: www.fema.gov/plan/prevent/fhm/dl_qck22.shtm

(3) *Method III—HEC-II or HEC-ras engineering.* Development that represents a medium to high safety risk and/or a significant investment over $99,001.00 must use this detailed method to develop a base flood elevation. This BFE can be used for permitting AND to obtain the lowest possible flood insurance.

(Ord. No. 206, 1-19-10)

Sec. 5-176. Alteration or relocation of a stream; stream crossing administrative procedures.

(a) Whenever a developer intends to alter or relocate a stream within the ~~floodplain~~ special flood hazard area, the developer shall notify in writing, by certified mail, the C~~c~~ity, the Floodplain Administrator, the State Coordinating Office, any adjacent communities and any adjacent property owners of all such intended activities prior to the alteration or relocation of the stream. Copies of all required notifications must be submitted to the Federal Emergency Management Agency. In addition, prior to issuing the local permit, the Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which Federal or State law requires approval.

(b) The developer shall also assure th~~e City in w~~riting that the flood carrying capacity within the altered or relocated portion of the stream will be maintained. The Floodplain Administrator may require the applicant to demonstrate that the altered or relocated portion of stream will provide equal or greater conveyance than the original stream segment. If hydrologic and hydraulic (H&H) analyses are required, they shall only be undertaken by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts. The resultant study (H&H) shall include a cover letter, signed by the responsible professional, providing a statement of

findings in basic terms. In addition, studies, analyses, and computations, etc. shall be submitted in sufficient detail to allow a thorough technical review by the Floodplain Administrator.

(c) Alteration of a stream includes placement of temporary or permanent culverts, bridges or other stream crossings. The Floodplain Administrator may require the use of certain "best practice" techniques in the construction of bridges, culverts or stream crossings to prevent damage, loss of stream crossings and localized flooding caused by blockage. These techniques may include, but are not limited to, wing walls, trash grates or requiring openings to be of sufficient size to pass debris and/or anticipated future increases in flood heights.

(d) All new and replacement bridges, culverts and other stream crossings shall adhere to the relevant anchoring requirements contained in this article.

(e) The developer is required to provide the City with a legal agreement detailing all scheduled inspections and maintenance to be performed on altered or relocated watercourses including culverts, bridges and other stream crossings. It shall be the responsibility of the applicant to transfer this agreement to the new owner when the land associated with the watercourse alteration is transferred. A copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall be subject to the violator to the penalties set forth in section 5-196.

(f) When any watercourse alteration has occurred, the applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the flood ~~i~~nsurance study and/or Flood Insurance Rate Maps, when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(g) The Floodplain Administrator shall determine whether the structure is a new hydraulic structure or a replacement for a hydraulic structure that existed prior to the effective date of the original community Flood Insurance Rate Map.

(1) *Replacements for stream crossings constructed before the effective date of the original community Flood Insurance Rate Map (pre-FIRM structures).* The Floodplain Administrator will establish whether the replacement structure would be essentially identical to the existing hydraulic structure. This will include but is not limited to deck height and the amount of encroachment caused by approaches and abutments. In most cases, replacing a pre-FIRM structure with an essentially identical structure may be determined to maintain the existing flood carrying capacity of the channel. If the Floodplain Administrator is not confident the replacement structure will not have an adverse impact on flood heights, the applicant will be required to obtain a professional opinion from a qualified engineer. Either the developer or the responsible engineer shall provide a signed statement to the Floodplain Administrator assuring the City that the flood carrying capacity of the channel will be maintained.

Specific special flood hazard area ordinance requirements such as anchoring and other requirements to prevent future flood damage to replacement stream crossings shall be strictly adhered to.

(2) *New hydraulic structures.* Developer must assure the flood plain administrator that the stream alteration will not adversely affect the flood carrying capacity of the channel. This shall be accomplished by requiring the applicant to obtain a hydraulic and hydrologic study from a registered professional engineer. The resultant study shall be accompanied by a cover letter, signed and sealed by the responsible professional, setting forth the study findings in layman's terms. A study may not be necessary if the developer can provide technical data demonstrating that the new hydraulic structure's abutments won't impinge on the channel and the lowest chord of the bridge deck will be located above Base flood elevation. Additional data will be required if fill is used to elevate approaches and/or if parts of the bridge encroach into the mapped floodway.

(3) *Replacement of hydraulic structures originally installed after the issuance of the original effective flood insurance rate map; violations.* Hydraulic structures installed without a permit and in violation of the City's special flood hazard area regulations shall be required to adhere to the requirements for new structures listed above.

(Ord. No. 206, 1-19-10)

Sec. 5-177. Criteria for building and site plan approval; generally.

Permits are required in order to determine whether all new construction or substantial improvements are:

(1) Located in an identified special flood hazard area, floodway or other special flood hazard area.

(2) Designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(3) Constructed with material and utility equipment resistant to flood damage as outlined in FEMA Technical Bulletin 2-93 (FIA-TB-2) or the most recent revision thereof.

(4) Constructed by methods and practices that minimize flood damage.

(5) Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(6) To comply with W. Va. Code, § 11-3-3a concerning county assessor "building or real property improvement notice."

(7) Approved by county health department for water and sewer and other permits to assure facilities are designed or located in compliance with the flood damage reduction requirements of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-178. Basic format.

The basic format of the permit shall include the following:

(1) Name and address of applicant.

(2) Name and address of owner of land on which proposed development is to occur.

(3) Names, addresses, and valid WV license numbers of all contractors working at the building site, or affidavits stating that work is being performed by individuals exempt from contractor licensing as set forth in W. Va. Code, title 28, series 2, section 3.9(b) or the most recent revision thereof, if known at the time the permit application is submitted. If not known, the applicant shall provide the information within 14 calendar days of execution of a contract with its contractor(s) prior to beginning construction.

(4) A description of site location sufficient to locate the project including tax map and parcel number and most recent deed book and page number.

(5) A standard site plan showing size and location of the proposed development as well as any existing buildings or structures. The site plan shall also show all adjacent roads and watercourses with direction of flow, the lowest adjacent grade to the proposed foundation and/or toe of fill, the base flood elevation and the location of the floodway boundary when applicable.

(6) An acknowledgement that the applicant agrees to pay any and all fees associated with the permitting process as set forth in section 5-193.

(7) Reserved.

(8) An acknowledgement that the applicant agrees to allow the Floodplain Administrator and authorized representatives of floodplain management programs access to the development to inspect for compliance.

(9) The contract required by W. Va. Code, title 28, series 4, and all addendums to the contract(s) shall be presented to the Floodplain Administrator for review within fourteen (14) business days of contract signing. The Floodplain Administrator shall keep copies of the contracts or addendums and shall file “redacted” copies of the contracts and addendums with the Clerk of the County Court in the Applicant’s Permit Application file. The Floodplain Administrator shall consult with the applicant to redact proprietary and confidential information from the contracts and addendums that are not otherwise public information. Failure to present contract(s) or addendums for review shall void the permit. If a licensed contractor is not involved, or

the work is of an aggregate value of less than $10,000.00 including materials and labor, a brief written description of proposed work and the estimated value will suffice.

(Ord. No. 206, 1-19-10)

Sec. 5-179. Elevation and flood proofing information.

(a) All applicants are encouraged to exceed the minimum elevation requirements contained herein. Flood insurance rates can be lowered significantly by increasing the elevation of the lowest floor above the freeboard height required by this article.

(b) Depending on the type of structure involved, the following information shall also be included in the application for work within the special flood hazard area:

(1) For structures to be elevated two feet above the base flood elevation:

a. A plan showing the size of the proposed structure and its relation to the lot where it is to be constructed.

b. A determination of elevations of the base flood, existing ground, proposed finished ground and lowest floor, certified by a registered professional engineer or licensed professional surveyor.

c. Plans showing the method of elevating the proposed structure including details of proposed fills, pile structures, retaining walls, foundations, erosion protection measures, etc. When required by the Floodplain Administrator, a registered professional engineer or architect shall prepare these plans.

d. Plans showing the methods used to protect utilities (including sewer, water, telephone, electric, gas, etc.) from flooding to two feet above the base flood elevation at the building site.

e. During the course of construction, as soon as the basic elements of the lowest floor are in place and before further vertical construction, it is highly recommended that the applicant check for error by obtaining elevation data completed by a registered professional engineer or licensed professional surveyor certifying the height of the lowest floor. If a mistake in elevation has been made, this is the best time to correct the error.

f. A finished construction elevation certificate must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate must confirm that the structure in question, together with attendant utilities is elevated in compliance with permit conditions.

g. A nonconversion agreement shall be signed by the applicant whenever the Floodplain Administrator determines that the area below the first floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.

2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) For structures to be flood proofed to two feet above the base flood elevation (nonresidential structures only):

a. All applicants are encouraged to exceed the minimum flood proofing requirements contained herein. Flood insurance rates can be lowered significantly by increasing the level of flood proofing above the height required by this article. In order to obtain an "elevation credited" flood insurance rate on dry flood proofed buildings, flood proofing must extend at least one foot above the base flood elevation.

b. Plans showing details of all flood proofing measures, prepared by a registered professional engineer, showing the size of the proposed structure and its relation to the lot where it is to be constructed.

c. A determination of elevations of the base flood, existing ground, proposed finished ground, lowest floor, and flood proofing limits; certified by a registered professional engineer or licensed professional surveyor.

d. A flood proofing certificate, FEMA 81-65, as revised by FEMA, shall be prepared by the registered professional engineer who prepared the plans in subsection (1), stating that the finished structure, together with attendant utility and sanitary facilities is designed so that:

1. The structure is watertight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.

2. The structure will withstand the hydrostatic, hydrodynamic, buoyant, impact, and other forces resulting from the flood depths, velocities, pressures, and other factors associated with the base flood.

(3) For appurtenant structures constructed of flood resistant materials used solely for parking of vehicles, or limited storage, (appurtenant structures only):

a. A site plan prepared by a licensed professional surveyor or others of demonstrated qualifications showing elevation of existing ground, proposed

finished ground and lowest floor. The plan shall also show details of proposed flood resistant materials usage and the size of the proposed structure and its relation to the lot where it is to be constructed. The location of the floodway boundary shall be represented on the plan when a floodway is present on the site.

b. An elevation certificate, based on finished construction, must be prepared by a licensed professional surveyor or others of demonstrated qualifications. The elevation certificate confirm that the structure in question, together with attendant utilities is designed so that:

    1. Flood resistant materials as detailed in FEMA Technical Bulletin 2-93 (FIA-TB-2) are used in the construction of the structure from the lowest structural element to two feet above the base flood elevation and that all utilities are located at least two feet above the base flood elevation.

    2. Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

        A. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

        B. The bottom of all openings shall be no higher than one foot above grade.

        C. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, the applicant shall sign a non-conversion agreement and notify prospective buyers of the existence of the agreement. It shall be the responsibility of the applicant to transfer the non-conversion agreement to any new owner at closing via notarized signature. A signed copy of the transferred non-conversion agreement shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(Ord. No. 206, 1-19-10)

Sec. 5-180. Site plan criteria.

(a) Site plans are required for all development, new construction and substantial improvements determined to be located in a mapped special flood hazard area and all

proposed subdivisions and manufactured home parks. These proposals shall be reviewed by the Floodplain Administrator to assure that they are consistent with the need to minimize flood damage. The owner or developer shall submit a preliminary site plan to the Floodplain Administrator that includes the following information:

(1) A map showing the location of the proposed subdivision and/or development with respect to special flood hazard area areas, proposed lot sites, and fills.

(2) Name of registered professional engineer, licensed professional surveyor or other qualified person responsible for providing the information required in this section.

(3) Where the subdivision or manufactured home park lie partially or completely in the special flood hazard areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites. All such maps shall also show contours at intervals of two or five feet depending upon the slope of the land and identify accurately the boundaries of the special flood hazard areas. A registered professional engineer or licensed professional surveyor must certify the site plan.

(b) All subdivision proposals and other proposed new developments which are proposed to take place either fully or partially within the approximated special flood hazard area and which are greater than ten lots or two acres, whichever is the lesser, shall include base flood elevation data and shall delineate a floodway.

When a flood insurance study (FIS) is available from FEMA, the data contained in that study must be used to substantiate the base flood elevation.

(1) If a FEMA flood insurance study is not available, the required data may be available from an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, Natural Resource Conservation Service or state and local water resource department.

(2) If the required data is not available from other sources, the applicant shall develop the technical data using detailed methodologies comparable to those contained in a flood insurance study. This data shall be prepared and certified by a registered professional engineer, who shall certify that the methods used correctly reflect currently accepted technical concepts.

(c) Where the subdivision or other development site lies partially in the special flood hazard area and all proposed development including fill will take place on natural grade a significant vertical distance above the approximated floodplain area (zone "A") boundary depicted on the map, development of detailed base flood elevation data may not be necessary. In these cases, the site plan for the proposed development must show contours at intervals of two or five feet, depending on the slope, and clearly delineate the area to be developed and the location of the floodplain area boundary as scaled from the FEMA map. A registered professional engineer or licensed professional surveyor must certify the site plan.

(Ord. No. 206, 1-19-10)

Sec. 5-181. Restrictions to subdivision of land in special flood hazard areas.

Subdivision of land in the special flood hazard area must result in lots that include a buildable portion outside of the identified special flood hazard area and be served by streets within the proposed subdivision having surfaces not lower than one foot below the elevation of the line defining the special flood hazard area limits. All new structures must be sited on the portion of the subdivided lot that is located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-182. Restrictions to development in special flood hazard areas.

The development of any proposed manufactured home (rental unit) park or other commercial (for profit and non-profit), institutional, or industrial type development project shall result in a buildable area outside of the identified special flood hazard area. The buildable area shall have a minimum building setback of 25 feet horizontal from the limits of the flood hazard area, or two feet vertical above the base flood elevation, whichever is greater in the horizontal distance from the limits of the flood hazard area. All new building and structures shall be sited on the buildable area located outside of the identified special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-183. Specific requirements; design and construction standards.

In order to prevent excessive damage to buildings, structures, and related utilities and facilities, the following restrictions apply to all development, subdivision proposals, manufactured home parks, new construction and to construction of substantial improvements, and the repair of substantial damage, to existing structures occurring in the special flood hazard area.

(1) *Basements and lowest floors.*

a. Residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of residential structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation.

b. Non-residential structures. All new construction, relocation, substantial improvements, including repair of substantial damage, of nonresidential structures must have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the base flood elevation; or, together with attendant utility and sanitary facilities, be designed so that the structure is water tight with walls substantially impermeable to the passage of water from the lowest structural element to two feet above the base flood elevation.

c. Openings. For all new construction, relocation, substantial improvements, and repair of substantial damage, those fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
2. The bottom of all openings shall be no higher than one foot above grade.
3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

d. A non-conversion agreement shall be signed by the applicant on all flood-proofed structures and any elevated structures when the Floodplain Administrator determines that the area below the first floor could be converted to a non-conforming use (generally applies to enclosed areas below base flood elevation that are five feet high or more). This agreement shall state:

1. The area below base flood elevation shall not be converted for use other than for parking, building access or for allowable storage as detailed in this article.
2. The applicant agrees to notify prospective buyers of the existence of the non-conversion agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature, a copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(2) *Manufactured home placement.* Certain unique characteristics of manufactured homes installed in special flood hazard areas pose an elevated risk of substantial damage to property. Thus, all manufactured homes to be sited within the identified special flood hazard areas of the City shall be installed by a contractor possessing a valid state manufactured home installer's license. The installer shall use an installation design engineered to withstand flood hazards specific to the particular home site. Manufactured homes to be placed or substantially improved within the special flood hazard areas shall be installed in accordance with the following standards:

a. The lowest floor, ductwork and utilities including HVAC/heat pump shall be elevated two feet above the base flood elevation.

b. Elevation shall be on reinforced piers on a permanent foundation or shall use foundation elements of at least equivalent strength engineered for use in a special flood hazard area. Installation designs incorporating dry stacked block piers shall not be used in special flood hazard areas.

c. All manufactured homes shall be securely anchored to an adequately anchored foundation system in compliance with the requirements of 42 West Virginia Code of State Regulations, Series 19, Sections 10.A, 10.B, and 10b as authorized by W. Va. Code, § 21-9-1 et seq. or the most recent revisions thereof. The anchoring shall be adequate to resist flotation, collapse, or lateral movement. Methods of anchoring may include but are not limited to the over-the-top and frame ties, attached to permanent foundation elements. Ground anchors may not be adequate to satisfy flood specific anchoring requirements. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

d. Permanently attached rigid skirts and perimeter wall skirts of brick or block must have openings; this type of skirting can collapse during floods and compromise supporting piers. The openings must be designed to automatically equalize hydrostatic flood forces by allowing for entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

    1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

    2. The bottom of all openings shall be no higher than one foot above grade.

    3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

e. Any additions to a manufactured home shall be similarly anchored and vented.

f. Flexible skirting and rigid skirting not attached to frame or foundation of a manufactured home are not required to have openings.

g. The licensed state manufactured home installer placing the unit shall perform a site inspection and certify in writing that the manufactured home has been installed to the standards set forth in this article.

(3) *Appurtenant structures.*

a. Except as provided in subsection b., appurtenant structures shall be located out of the special flood hazard area or elevated to two feet above the base flood elevation.

b. Where appurtenant structures not connected to the principal structure are to be located on sites below the base flood elevation, the following flood damage reduction provisions apply:

1. Structures shall be no more than 600 square feet in size and valued at less than $10,000.00.

2. Floors shall be at or above grade on at least one side.

3. Structures shall be located, oriented and constructed to minimize flood damage.

4. Structures shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

5. Flood resistant materials as detailed in FEMA Technical Bulletin 2-93 (FIA-TB-2) shall be used in the construction of the structure from the lowest structural element to two feet above the base flood elevation.

6. Machinery, electric devices or appliances, and all utilities shall be located at least two feet above the base flood elevation.

7. Opening requirements:

Hydrostatic flood forces on exterior walls are equalized by allowing for automatic entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

(i) A minimum of two openings have a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
(ii) The bottom of all openings shall be no higher than one foot (12”) above grade.
(iii) Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. In addition, a non-conversion agreement shall be signed by the applicant stating that the use of the appurtenant structure or detached or attached garage shall not be changed from the use permitted, acknowledging that the structure may

be subject to greater flood risk and that higher flood insurance premiums may be possible, and that a change in use may require full compliance with this article. The applicant agrees to notify prospective buyers of the existence of this agreement. It shall be the responsibility of the applicant to transfer the agreement at closing to the new owner via notarized signature. A copy of all new agreements shall be provided to the Floodplain Administrator. Failure to transfer the agreement and provide a signed copy to the Floodplain Administrator shall subject the violator to the penalties set forth in section 5-196.

(4) *Recreational vehicle placement.* Recreational vehicles to be placed within any special flood hazard area shall either:

a. Be on site for fewer than 180 consecutive days; and

b. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect utilities and security devices, and has no permanently attached additions; or

c. Be installed in accordance with the manufactured home placement requirements and all other flood reduction requirements contained in this article.

(5) *Fill.*

a. The City officially recognizes the beneficial functions the special flood hazard area serves in storage and transportation of water during floods. No fill shall be permitted in the floodway. Placement of fill in the special flood hazard area is restricted to functional purposes such as elevating a structure. Fill shall only be permitted in the same permit with the related structure or other functional purpose. Placement of fill to dispose of spoil from excavation or to elevate yards, parking lots, or fields will not generally be considered a functional purpose. The Floodplain Administrator may require the developer to provide compensatory storage before permitting fill. No fill shall be permitted unless it meets the requirements of section 5-172. All fill placed in the special flood hazard area shall meet or exceed the following standards.

b. Fill shall be used only to the extent to which it does not adversely affect adjacent properties. The City may require the applicant to demonstrate through engineering reports that proposed fill would not adversely affect adjacent properties. When required, hydrologic and hydraulic analyses shall be undertaken only by professional engineers who shall certify that the technical methods used correctly reflect currently accepted technical concepts. The resultant study shall include a cover letter, signed and sealed by the responsible professional, providing a statement of findings in basic terms. In addition, studies, analyses, computations, etc., shall be submitted in sufficient detail to

allow a thorough technical review by the Floodplain Administrator. During permit review, the Floodplain Administrator shall consider the following issues that have the potential to cause adverse impact to adjacent properties:

1. Unacceptable increases in flood heights.
2. Blocking drainage from adjacent property.
3. Deflection of floodwaters onto adjacent existing structures.
4. Increases to stream velocity initiating or exacerbating erosion problems.
5. Other unique site conditions may be considered when determining whether fill will cause adverse impact to adjacent property including, but not limited to, subsidence areas, Karst topography, stream blockages, and steep topography adjacent to the channel.

c. Fill shall be used only to the extent to which it does not adversely affect the capacity of channels or floodways of any tributary to the main stream, drainage ditch, or any other drainage facility or system.

d. A Fill Site must be contoured to drain properly (avoid ponding) consistent with pre-construction conditions. This provision does not apply to properly constructed impoundments which comply with the remainder of this Ordinance, and which are properly permitted by the West Virginia Department of Environmental Protection.

e. Fill shall extend beyond a structure for a sufficient distance to provide acceptable access. For residential structures, fill shall extend laterally 15 feet beyond the building line from all points before the start of sloping required in following subsection. For nonresidential structures, fill shall be placed to provide access acceptable for intended use. At grade access, with fill extending laterally 15 feet beyond the building line shall be provided to a minimum of 25 percent of the perimeter of a nonresidential structure.

f. Fill shall consist of soil or rock material only. Sanitary landfills shall not be permitted; no trash or woody debris shall be buried on site.

g. Fill material shall be compacted to provide the necessary stability and resistance to erosion, scouring or settling. Fill compaction standards must be appropriate to proposed post fill use; particular attention is necessary when fill is being used to elevate a structure.

h. Fill slopes shall be no steeper than one vertical on two horizontal, unless substantiating data justifying steeper slopes are submitted to and approved by the Floodplain Administrator.

i. Fill site and fill must be protected from erosion.

j. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of five feet per second or less must be protected from erosion by covering them with grass, vines, weeds, or similar vegetative undergrowth.

k. Fill slopes exposed to flood waters with expected velocities during the occurrence of the base flood of greater than five feet per second must be protected from erosion by armoring them with stone or rock slope protection.

l. All applicants placing fill in a special flood hazard area must obtain a Conditional Letter of Map Revision (CLOMR) from FEMA when directed to do so by the Floodplain Administrator before a permit can be issued. After fill is finished, the applicant must convert the CLOMR to a Letter of Map Revision based on Fill (LOMR-F) before a Certificate of Occupancy can be issued. The Floodplain Administrator is hereby appointed as the designated official to approve a request for a CLOMR-F or LOMR-F and shall cooperate with the applicant with respect to any requirements of FEMA for requesting a CLOMR-F or LOMR-F, which includes, but is not necessarily limited to, approving said request and executing Form 1, "Overview and Concurrence Form" or other form as may be required by FEMA.

m. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the Flood Insurance Study (FIS) and/or Flood Insurance Rate Maps (FIRM), when notified by the Floodplain Administrator, and must pay any fees or other costs assessed by FEMA for this purpose.

(6) *Placement of structures and other development.* All structures and other development shall be constructed or placed on the lot so as to offer the minimum obstruction to the flow of water and shall be designed to have a minimum obstruction effect upon the flow and height of floodwater.

a. Whenever possible, structures and other development shall be constructed with the longitudinal axis parallel to the direction of flood flow, and

b. So far as practicable, structures and other developments shall be placed approximately on the same flood-flow lines as those of adjoining structures or development.

(7) *Anchoring.*

a. All structures and other development including stream crossings shall be firmly anchored in accordance with accepted engineering practices to prevent flotation, collapse, and lateral movement, thus reducing the threat to life and property and decreasing the possibility of the blockage of bridge openings and other restricted sections of the watercourse.

b. All air ducts, large pipes, swimming pools and storage tanks located at or below the base flood elevation shall be firmly anchored to resist flotation or lateral movement.

(8) *Building and structures flood hazard area setback.*

a. A Flood Protection Setback equal to twice the width of the watercourse channel measuring from the top of one bank to the top of the opposite bank of 50 feet, whichever is less, shall be maintained from the top of the banks of all watercourses. Specifically, as for oil and gas wells and well pads, no well pad may be prepared or well drilled within 100 feet from any perennial stream, natural or artificial lake, pond, reservoir or wetland. [See W.Va. Code §22-6A-12(b)]. To reduce erosion, natural vegetation shall be maintained in this area. Where natural vegetation does not exist along the watercourse and conditions for replanting are suitable, high priority shall be given to planting vegetation in the setback area to stabilize banks and enhance aquatic resources.

b. Necessary public works and temporary construction may be exempted from this subsection at the discretion of the Floodplain Administrator.

c. At the discretion of the Floodplain Administrator, the Flood Protection Setback requirement can be waived in whole or part if the applicant demonstrates that it is impossible to allow any development without encroachment into the Flood Protection Setback Area. The conditions shall be the minimum necessary and shall be made only after due consideration is given to varying other siting standards, such as side, front and back lot line setbacks.

(9) *Storage.*

a. No materials that are buoyant, flammable, explosive, or in times of flooding could be injurious to human, animal or plant life, shall be stored below base flood elevation except for mineral storage properly and wholly within the ground in compliance with other State environmental agency requirements.

b. Storage of other material or equipment may be allowed if not subject to major damage by floods and firmly anchored to prevent flotation or readily removable from the area within the time available after flood warning.

c. Due to the difficulty of masking the natural elevation and making it more difficult to enforce this ordinance, material that resembles “fill” material shall not be considered “storage” material for purposes of this subsection.

(10) *Utility and facility requirements.*

a. All new or replacement water systems whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems.

b. All new or replacement sanitary disposal systems, whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.

c. All other new or replacement public and/or private utilities and facilities shall be located and constructed to minimize or eliminate flood damage.

d. Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(11) *Drainage.*

a. Adequate drainage shall be provided to reduce exposure to the special flood hazard areas.

b. Adequate drainage paths are required around structures on slopes within zones AH and AO to guide floodwaters around and away from proposed structures.

(12) *Backflow preventers.* Back flow prevention valves should be used for all enclosed structures with sewage or drainage facilities located in the special flood hazard area.

(Ord. No. 206, 1-19-10)

Sec. 5-184. Administration; designation of Floodplain Administrator.

The city manager or his designee is hereby appointed as Floodplain Administrator to administer and implement this article by granting or denying special flood hazard area development permits in accordance with its provisions. Upon appointment of a new Floodplain Administrator, the meeting minutes with the applicable Floodplain Ordinance shall be provided to The State Coordinating Office and FEMA.

Within one year (1) of their appointment, the new Floodplain Manager must attend the State/FEMA sponsored NFIP Class 273 entitled "Managing Floodplain Development" and remain current with State required continuing education annual training. (See W.Va. Code §15-5-20a). In the absence of a formally appointed Floodplain Administrator, the duties set forth in this Ordinance for the Floodplain Administrator shall be temporarily fulfilled by the City Manager.

The Floodplain Administrator shall administer and implement this Ordinance by granting or denying floodplain development permits in accordance with its provisions. The Floodplain Administrator shall also be responsible for submitting all required reports to FEMA concerning participation in the National Flood Insurance Program.

(Ord. No. 206, 1-19-10)

Sec. 5-185. Development permits and site plan approvals required.

It shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development or the new construction, substantial improvement, repair of substantial damage, the placement or relocation of any structure (including manufactured homes) within the City, unless a permit application and standard site plan has been completed, and a permit has been obtained from the Floodplain Administrator.

In addition, where land that is either partially or fully in the regulatory special flood hazard area is to be subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a detailed site plan must be submitted to, and approved by, the Floodplain Administrator prior to any development.

(Ord. No. 206, 1-19-10)

Sec. 5-186. Approval of permits and plans.

(a) The Floodplain Administrator shall review, or shall cause to be reviewed, all permit applications and plans within 90 calendar days from the Permit Application submission date in order to determine whether the proposed development is reasonably safe from flooding. Further, the Floodplain Administrator shall review all objections, comments, protest letters and other writings submitted in opposition of said Floodplain Permit Application and give due consideration to the same before granting or denying said Permit.

(b) All permits and plans shall be approved only after it has been determined that the proposed work to be undertaken will be in conformance with the requirements of the state and all other applicable codes and ordinances.

(c) The Floodplain Administrator shall not issue a permit to any person who does not possess a valid contractor's license when a contractor's license is required by W. Va. Code, § 21-11-7.

(d) The Floodplain Administrator, before issuance of the permit, shall require the applicant to furnish satisfactory proof that such person is duly licensed as a contractor under the provisions of the West Virginia Code. If the applicant is not licensed, a written affidavit that such person is not subject to licensure as a contractor or subcontractor as defined in W. Va. Code, § 21-11-6 shall be provided to the Floodplain Administrator and placed in the permit file.

(e) The Floodplain Administrator shall require copies of all necessary permits from those governmental agencies from which federal or state law requires approval.

(f) The Floodplain Administrator shall provide a copy of all permits to the county assessor as required by W. Va. Code, § 11-3-3A.

(g) The Floodplain Administrator shall provide a copy of all permits for new structures to the county E-911 addressing coordinator.

(h) The county E-911 addressing coordinator shall provide a copy of all requests for addresses for new structures to the county Floodplain Administrator.

(i) The city shall provide sufficient space to allow the Floodplain Administrator to keep on file in perpetuity, in a location safe from natural hazards, all information collected during the course of the administration of this article.

(Ord. No. 206, 1-19-10)

Sec. 5-187. Application procedures.

Application for a permit and/or site plan approvals shall be made, in writing, on the forms supplied by the city, and shall include all information stipulated under sections 5-177 through 5-180.

(Ord. No. 206, 1-19-10)

Sec. 5-188. Changes.

After the issuance of a permit or site plan approval by the Floodplain Administrator, no changes of any kind shall be made to the application, permit, or any of the plans, specification or other documents submitted with the application without the written consent or approval of the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-189. Permit placards.

The Floodplain Administrator shall issue a permit placard, which shall be prominently displayed on the premises during the time construction is in progress. This placard shall show the number of the permit, the date of its issuance and be signed by the Floodplain Administrator.

(Ord. No. 206, 1-19-10)

Sec. 5-190. Start of construction.

Work on the proposed development shall begin within 180 days after the date of issuance of the permit or the permit shall expire unless a time extension is granted, in writing, by the Floodplain Administrator. All work on the proposed development must be completed within 18 months of permit issuance, at which time the permit shall expire, unless a time extension is granted in writing by the Floodplain Administrator. The request for an extension shall be in writing and shall state the reasons for the extension. When considering an extension, the Floodplain Administrator shall consider the following criteria:

(1) Has the developer diligently pursued the completion of the proposed development during the 18 months?

(2) Will the granting of the extension be detrimental to public safety, health, or welfare or injurious to other property?

(Ord. No. 206, 1-19-10)

Sec. 5-191. Inspections, stop-work orders, violation notice and revocations.

(a) *Inspections.*

(1) Upon learning of a potential violation of this article, the Floodplain Administrator or staff shall investigate to determine whether a violation has occurred.

(2) During the construction period, the Floodplain Administrator or other authorized official may inspect the premises to determine that the work is progressing in compliance with the information provided on the permit application and with all applicable laws and ordinances.

(3) The Floodplain Administrator or other authorized official may inspect any development covered by this or previous ordinance to determine whether any portion of the development has been altered to be in non-compliance with the requirements of this article.

(b) *Stop-work orders.* The Floodplain Administrator shall immediately issue, or cause to be issued, a "stop-work order" for any development found ongoing without having obtained a special flood hazard area determination or a permit. Disregard of a stop work order shall subject the violator to the penalties described in section 5-196.

(c) *Violation notice and revocations.* When it appears after investigation that a permitted development is non-compliant with the provisions of this law and/or the conditions of the permit, the Floodplain Administrator shall notify the violator by means of written violation notice. The violation notice shall specify the nature of the violation and request that the violation be corrected within 15 days from the date appearing on the notice. Failure to correct the violation within this time period shall be cause for revocation of the permit and the governing body, or authorized employee or agent to:

(1) Seek an injunction in the Circuit Court of Jefferson County to restrain the violator from continuing the violation, including but not limited to requests for the removal of structures or land uses from the property involved; and

(2) Seek a misdemeanor conviction in magistrate court or circuit court.

(Ord. No. 206, 1-19-10)

Sec. 5-192. Certificate of occupancy.

(a) In areas of flood hazard, it shall be unlawful to occupy, or to permit the use or occupancy, of any building or premises, or both, or part thereof hereafter created, erected, installed, changed, converted or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy has been issued by the Floodplain Administrator stating that the building or land conforms to the requirements of this article. Occupying or using a building or premises in violation of this section shall subject the violator to the penalties described in section 5-196.

(b) In areas of flood hazard, it shall be unlawful to inspect and approve a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until the inspector is in possession of a copy of the Certificate

of Occupancy issued by the Floodplain Administrator stating that the particular development being inspected conforms to the requirements of this article. Inspection and approval of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(c) In areas of flood hazard, it shall be unlawful to install a permanent utility connection to any building or premises, or both, or part thereof hereafter created, erected, installed or rebuilt until a Certificate of Occupancy has been issued by the Floodplain Administrator stating that the development conforms to the requirements of this article. Installation of utilities in violation of this section shall subject the violator to the penalties described in section 5-196.

(d) A Certificate of Occupancy shall be issued by the Floodplain Administrator upon satisfactory completion of all development in areas of special flood hazard.

(e) Issuance of the certificate shall be based upon the inspections conducted as prescribed in this article or local administrative procedures, and any finished construction elevation certificate, hydraulic data, flood proofing certificate, or encroachment analyses which may have been required as a condition of permit approval.

(Ord. No. 206, 1-19-10)

Sec. 5-193. Fees.

(a) A special flood hazard area determination fee of $100.00 payable to the City shall be assessed on all proposed development.

(b) Proposed development determined to be occurring in a special flood hazard area regulated by this article shall be assessed an additional fee, payable to the City based upon a set schedule approved by the City using the estimated value of the proposed construction as determined by the Floodplain Administrator.

(c) In addition, the applicant shall be responsible for reimbursing the City for any additional costs for services necessary for review and/or inspection of proposed development. Services include, but are not limited to, professional engineering and surveying. The Floodplain Administrator may require a deposit towards these additional costs. Additional costs may include reimbursement for contracted services.

(d) Due to the increased cost of processing, when any work for which a permit is required by this article is started or proceeded with prior to obtaining a permit the fees above specified shall be doubled. The additional fee is intended to partially reimburse the City for the additional cost of processing permits for work already underway. To more fully recover this cost, the fees above shall be tripled for every subsequent occurrence by the same person. Payment of the increased fee shall not relieve any person from complying fully with the requirements of this article in the execution of the work or from other penalties prescribed herein.

(Ord. No. 206, 1-19-10)

Sec. 5-194. Appeals.

Whenever any person is aggrieved by a decision of the Floodplain Administrator with respect to the provision of this article, it is the right of that person to appeal to the Board of Zoning Appeals. If compliance with any of the requirements of this Ordinance would result in an exceptional hardship to a prospective builder, developer or landowner, the City of Ranson may, upon request, grant relief from the strict application of the requirements. Such appeal must be filed with the Board of Zoning Appeals in writing, within 30 days after notification of the decision. Upon receipt of such appeal, Board of Zoning Appeals shall set a time and place not less than ten nor more than 60 days for the purpose of hearing the appeal. Notice of the time and place of the hearing shall be given to all parties at which time they may appear and be heard. The determination by the Board of Zoning Appeals shall be final in all cases.

(Ord. No. 206, 1-19-10)

Sec. 5-195. Appeal review criteria.

Considerations for the issuance of Variances to this Ordinance shall adhere to the following criteria:

(a) All appeals contesting only the permit fee, the cumulative substantial damage requirement, the flood protection setback requirement, or the freeboard requirements, may be handled at the discretion of the Board of Zoning Appeals.

(b) All decisions on appeals to all other provisions of this article shall adhere to the following criteria:

(1) Affirmative decisions shall only be issued by the Board of Zoning Appeals upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the appeal would result in exceptional hardship to the applicant, and (iii) a determination that the granting of an appeal will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing locals laws or ordinance.

(2) An affirmative decision shall be issued only upon determination that it is the minimum necessary, considering the flood hazard, to afford relief. Financial hardship, as a sole criterion, shall not be considered sufficient justification to grant an appeal.

(3) An affirmative decision shall be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

(4) The Board of Zoning Appeals shall notify the applicant in writing over the signature of the Floodplain Administrator that (i) the issuance of a decision to allow construction

of a structure below the base flood elevation will result in increased premium rates for flood insurance, (ii) such construction below the base flood elevation increases risk to life and property. Such notifications shall be maintained with a record of all decisions as required in subsection (4); and

(5) The Board of Zoning Appeals shall (i) maintain a record of all decisions including justification for their issuance, and (ii) report such decisions issued in its biannual report to the Federal Insurance Administration.

(6) An affirmative decision shall not be granted for any construction, development, use or activity within any floodway area that would cause any increase in the base flood elevation.

(Ord. No. 206, 1-19-10)

Sec. 5-196. Penalties.

Any person who fails to comply with any or all of the requirements or provisions of this article or direction of the Floodplain Administrator, or any other authorized employee of the City, shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, pay a fine to the city of not less than $50.00 or more than $500.00 plus cost of prosecution. In default of such payment such person shall be imprisoned for a period not to exceed ten days. Each day during which any violation of this article continues shall constitute a separate offense. In addition to the above penalties, all other actions are hereby reserved including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or non-compliance with, this article shall not excuse the violation or non-compliance with the ordinance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliance within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in non-compliance with this article may be declared by the Caity to be a public nuisance and abatable as such.

(Ord. No. 206, 1-19-10)

Sec. 5-197. Governmental action and jurisdictional boundary changes.

In accordance with the Code of Federal Regulations, Title 44, Subpart (B), Section 59.22(a)(9)(v), all FEMA participating communities must notify the Federal Insurance Administration and the State Coordinating Office in writing whenever the boundaries of the City have been modified by annexation or the City has otherwise assumed or no longer has authority to adopt and enforce flood plain management regulations for a particular area. In order that all flood insurance rate maps accurately represent the City's boundaries, a copy of a map of the City suitable for reproduction, clearly delineating the new corporate limits or new area for which the City has assumed or relinquished flood plain management regulatory authority, must be included with the notification.

(Ord. No. 206, 1-19-10)

Sec. 5-198. Permits for government entities.

Unless specifically exempted by law, all public utilities and municipal, county, state and federal entities are required to comply with this article and obtain all necessary permits. Any entity claiming to be exempt from the requirements of this article must provide a written statement setting forth the rationale for exemption and file the same with FEMA. In addition, the entity claiming exemption shall provide copies of all relevant legal documentation demonstrating the exemption.

(Ord. No. 206, 1-19-10)

Sec. 5-199. Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this article which shall remain in full force and effect and for this purpose the provisions of this article are hereby declared to be severable.

(Ord. No. 206, 1-19-10)

Sec. 5-199.1 Liability.

The granting of a permit or approval of a subdivision or development plan in an identified flood-prone area, shall not constitute a representation, guarantee, or warranty of any kind by the city or by any official or employee thereof of the practicability or safety of the proposed use, and shall create no liability upon the city.

The Floodplain Administrator or any other employee or agent charged with the enforcement and administration of this article, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this article or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee or agent because of an act performed by that officer or employee or agent in the lawful discharge of duties and under the provisions of this article shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Floodplain Administrator or any employee or agent shall not be liable for the cost of any action, suit, or proceeding that is instituted in pursuant of the provisions of this Code.

All applicants proposing development in or near a flood hazard area are hereby officially advised to locate development as far away from, and/or as high above, all flooding sources as possible.

(Ord. No. 206, 1-19-10)

Repeal: All ordinances in conflict with this Ordinance are hereby repealed.

Effective Date: This Ordinance shall become effective immediately upon final adoption and enactment.

First Reading: October_____, 2026.
Public Hearing: _____, 2026.
Second Reading: _____, 2026

Enacted the _____day of _____, 2026.

Adopted by the City Council of the City of Ranson after a First Reading on _____ and after a Second Reading on _____, 2026 by a vote of _____ in the affirmative, _____ in the negative, and _____ abstentions.

Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

AGENDA ITEM 3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration - First Reading 2026-07 Ordinance Amending Chapter 2, Section 28 Public comment and hearing procedures of Municipal Code of Ranson, West Virginia.

At the request of the City Council, recommended changes to the Ranson Municipal Code to establish public comment periods must be included as an item on the agenda for all meetings.

ATTACHMENTS:

2024-361 Chapter 2 Article 2.pdf
2026-07 Redline ARTICLE II, Sec 28 CouncilMeeting 11172026.docx
2026-07 ARTICLE II, Sec 28 Council Meeting 11172026.docx

Ordinance 2024-361
Clean Copy

AN ORDINANCE AMENDING AND REENACTING RANSON CITY CODE CHAPTER 2 ARTICLE 2

WHEREAS, West Virginia Code Chapter 8, Article 12, Section 5 (44) authorizes the governing body to adopt rules for the transaction of business and the government and regulation of the governing body; and,

WHEREAS, City Council finds that well conducted and productive business meetings are essential to the sound government service and the continued success of the City.

NOW THEREFORE, the City Council by duly noticed public vote hereby AMENDS AND REENACTS Chapter 2, Article 2, Section 2 of the Ranson City Code as follows

(additions underlined, deletions strikethrough):

Sec. 2-20. - Days, time, place and agenda of regular and special meetings.

(a) The council shall hold regular meetings at 7:00 p.m. on the first and third Tuesdays of each month in the council chambers, at the city hall.

(b) The mayor, or any three members of the council may call special meetings as deemed necessary.

(c) The city shall make available, in advance, the time and place of all regularly scheduled meetings of the council and the date, time, place and agenda purpose of all special meetings of the council, to the public and news media.

(d) A notice shall be posted and maintained by the City Clerk at the front door of the city hall stating the date, time and place fixed and entered on record by council for the holding of regularly scheduled meetings. In addition, a copy of the agenda for each regularly scheduled meeting shall be posted at the same location by the City Clerk not less than three business days before such regular meeting is to be held. If a particular regularly scheduled meeting is cancelled, a notice of such cancellation or postponement shall be posted at the same location as soon as feasible after such cancellation or postponement has been determined.

(e) A notice shall be posted by the City Clerk at the front door of the city hall not less than least two days before a specially scheduled meeting is to be held, stating the date, time, place and purpose for which such special meeting shall be held. If the special meeting is cancelled, a notice of such cancellation shall be posted at the same location as soon as feasible after such cancellation has been determined.

Sec. 2-21. - Who is to preside at meetings; quorum; interested members of council not to vote.

(a) The council shall be presided over at its meeting by the mayor, or in the mayor's absence council shall appoint a chairperson or presiding officer, by a vote of a majority of the members present, who shall exercise all the powers and discharge all the duties pertaining to the office of the mayor.

(b) A quorum, consisting of a majority of the members of the council, must be present in order to transact business.

(c) No member of the council shall vote upon any ordinance, order, measure, resolution, or proposition, in which such member may be interested, other than as a citizen of the city.

Sec. 2-22. - Tie vote; mayor and recorder may vote.

(a) The mayor shall vote as a member of the common council subject to the rules of this section.

(b) In the case of a tie, the presiding officer at the time shall cast the tie-breaking vote, unless such officer has previously voted.

(c) If the mayor or authorized representative presides at meetings of the governing body, such presiding officer may elect not to vote on issues decided by the council. However, this choice does not restrict such officer's right to cast a tie-breaking vote.

Sec. 2-23. - Order of business.

Unless dispensed with a two-thirds majority of the members present, the council shall observe the following regular order of business.

(1) Call to order by the presiding officer.

(2) Roll call by the City Clerk.

(3) Reading of minutes of the previous meeting by the recorder and approval of corrections.

(4) Citizen's presentations/petitions.

(5) Council/committee announcements.

(6) Staff/city manager report.

(7) Communication with the city manager.

(8) Communication from the mayor.

(9) Council business.

(10) Adjournment.

Sec. 2-24. - Special committees.

Special committees may be established to study certain issues and report back to the full council as the mayor deems necessary or as may be directed by the majority of the quorum of council, the members to be appointed by the mayor.

Sec. 2-25. - Reducing motions and propositions to writing.

Every motion or proposition shall, at the request of either the mayor or any member, be reduced to writing.

Sec. 2-26. - Ordinance adoption.

(a) All ordinances shall be presented in writing.

(b) No ordinance shall be amended after its first reading as to change its general purpose.

(c) All ordinances shall be read twice by title unless a member of the governing body demands that the ordinance be read in full. No ordinance shall be presented for second reading or considered for final passage at the meeting at which it is introduced, and there shall be at least one week intervening between each meeting at which it is presented. The first reading of an ordinance proposed at a council meeting shall be for information and the question shall be: "Shall the proposition be rejected?" If no objection is made or the question to reject is lost, the ordinance shall go on to a second reading without further question, at which time it shall be subject to amendment or debate and ready for final passage.

(d) At least five days before the meeting at which a proposed ordinance, the principal object of which is the raising of revenue for the city, is to be finally adopted, the governing body shall cause notice of the proposed adoption of such proposed ordinance to be published as a class I-O legal advertisement in compliance with the provisions of W. Va. Code, § 59-3-1 et seq. and the publication area for such publication shall be the city. The notice shall state the subject matter and general titles of such proposed ordinance; the date, time and place of the proposed final vote on adoption; and the place or places within the city where such proposed ordinance may be inspected by the public. A reasonable number of copies of the proposed ordinance shall be kept at such place or places and be made available for public inspection. Such notice shall also advise that interested parties may appeal at the meeting and be heard with respect to the proposed ordinance.

Sec. 2-27. - Robert's Rules of Order.

The rules of order and parliamentary procedure contained in Robert's Rules of Order, as last revised, shall govern the transaction of business by and before the council insofar as they are not in conflict with provisions of this Code or a majority vote of the quorum of Council.

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.

(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.

Sec. 2-29. - Reserved.

Ordinance 2024-361

AN ORDINANCE AMENDING AND REENACTING RANSON CITY CODE CHAPTER 2 ARTICLE 2

First Reading: **October 1, 2024**

Public Hearing: **November 19, 2024**

Second Reading: **November 19, 2024**

Enacted this 19th day November 2024

Adopted by the City Council of the City of Ranson after a 1st reading on October 1, 2024 and after a 2nd reading on November 19, 2024 by a vote of 6 in the affirmative, 0 in the negative with 0 abstentions.

Keith D. Pierson, Mayor

ATTEST:

D. Armstrong

Darla Armstrong, City Clerk

AFFIX CITY SEAL



AN ORDINANCE AMENDING AND REENACTING RANSON CITY CODE CHAPTER 2 ADMINISTRATION, ARTICLE II COUNCIL MEETINGS SECTION 2-28 – PUBLIC COMMENTS AND HEARING PROCEDURES

WHEREAS, West Virginia Code Chapter 8, Article 12, Section 5 (~~44~~) authorizes the governing body to adopt rules for the transaction of business and the government and regulation of the governing body; and,

WHEREAS, the City Council finds that conducting regular City Council business meetings is essential to ensuring effective governance, the delivery of municipal services, and the continued success of the City; and

WHEREAS, the City Council further finds that all City Council meetings and meetings of public bodies shall include a designated public comment period as an agenda item, during which each speaker shall be allotted three (3) minutes to address the Council or public body.

NOW THEREFORE, the City Council by duly noticed public vote hereby AMENDS AND REENACTS Chapter 2, Article II, Section 28 of the Ranson City Code as follows;

Sec. 2-20. - Days, time, place and agenda of regular and special meetings.

(a) The council shall hold regular meetings at 7:00 p.m. on the first and third Tuesdays of each month in the council chambers, at the city hall.

(b) The mayor, or any three members of the council may call special meetings as deemed necessary.

(c) The city shall make available, in advance, the time and place of all regularly scheduled meetings of the council and the date, time, place and agenda purpose of all special meetings of the council, to the public and news media.

(d) A notice shall be posted and maintained by the City Clerk at the front door of the city hall stating the date, time and place fixed and entered on record by council for the holding of regularly scheduled meetings. In addition, a copy of the agenda for each regularly scheduled meeting shall be posted at the same location by the City Clerk not less than three business days before such regular meeting is to be held. If a particular regularly scheduled meeting is cancelled, a notice of such cancellation or postponement shall be posted at the same location as soon as feasible after such cancellation or postponement has been determined.

(e) A notice shall be posted by the City Clerk at the front door of the city hall not less than least two days before a specially scheduled meeting is to be held, stating the date, time, place and purpose for which such special meeting shall be held. If the special meeting is cancelled, a notice of such cancellation shall be posted at the same location as soon as feasible after such cancellation has been determined.

Sec. 2-21. - Who is to preside at meetings; quorum; interested members of council not to vote.

(a) The council shall be presided over at its meeting by the mayor, or in the mayor's absence council shall appoint a chairperson or presiding officer, by a vote of a majority of the members present, who shall exercise all the powers and discharge all the duties pertaining to the office of the mayor.

(b) A quorum, consisting of a majority of the members of the council, must be present in order to transact business.

(c) No member of the council shall vote upon any ordinance, order, measure, resolution, or proposition, in which such member may be interested, other than as a citizen of the city.

Sec. 2-22. - Tie vote; mayor and recorder may vote.

(a) The mayor shall vote as a member of the common council subject to the rules of this section.

(b) In the case of a tie, the presiding officer at the time shall cast the tie-breaking vote, unless such officer has previously voted.

(c) If the mayor or authorized representative presides at meetings of the governing body, such presiding officer may elect not to vote on issues decided by the council. However, this choice does not restrict such officer's right to cast a tie-breaking vote.

Sec. 2-23. - Order of business.

Unless dispensed with a two-thirds majority of the members present, the council shall observe the following regular order of business.

(1) Call to order by the presiding officer.

(2) Roll call by the City Clerk.

(3) Reading of minutes of the previous meeting by the recorder and approval of corrections.

(4) Citizen’s presentations/petitions.

(5) Council/committee announcements.

(6) Staff/city manager report.

(7) Communication with the city manager.

(8) Communication from the mayor.

(9) Council business.

(10) Adjournment.

Sec. 2-24. - Special committees.

Special committees may be established to study certain issues and report back to the full council as the mayor deems necessary or as may be directed by the majority of the quorum of council, the members to be appointed by the mayor.

Sec. 2-25. - Reducing motions and propositions to writing.

Every motion or proposition shall, at the request of either the mayor or any member, be reduced to writing.

Sec. 2-26. - Ordinance adoption.

(a) All ordinances shall be presented in writing.

(b) No ordinance shall be amended after its first reading as to change its general purpose.

(c) All ordinances shall be read twice by title unless a member of the governing body demands that the ordinance be read in full. No ordinance shall be presented for second reading or considered for final passage at the meeting at which it is introduced, and there shall be at least one week intervening between each meeting at which it is presented. The first reading of an ordinance proposed at a council meeting shall be for information and the question shall be: "Shall the proposition be rejected?" If no objection is made or the question to reject is lost, the ordinance shall go on to a second reading without further question, at which time it shall be subject to amendment or debate and ready for final passage.

(d) At least five days before the meeting at which a proposed ordinance, the principal object of which is the raising of revenue for the city, is to be finally adopted, the governing body shall cause notice of the proposed adoption of such proposed ordinance to be published as a class I-O legal advertisement in compliance with the provisions of W. Va. Code, § 59-3-1 et seq. and the publication area for such publication shall be the city. The notice shall state the subject matter and general titles of such proposed ordinance; the date, time and place of the proposed final vote on adoption; and the place or places within the city where such proposed ordinance may be inspected by the public. A reasonable number of copies of the proposed ordinance shall be kept at such place or places and be made available for public inspection. Such notice shall also advise that interested parties may appeal at the meeting and be heard with respect to the proposed ordinance.

Sec. 2-27. - Robert's Rules of Order.

The rules of order and parliamentary procedure contained in Robert's Rules of Order, as last revised, shall govern the transaction of business by and before the council insofar as they are not in conflict with provisions of this Code or a majority vote of the quorum of Council.

Chapter 2
Sec. 2-28. - Public comment and Hearing Procedures.

(a) During all meetings of the city council or official public hearings and meetings of other city public bodies, a public comment period must be included as an item on the agenda and 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.

(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.

(e) Nothing in this section shall supersede, modify, or limit any public notice, testimony, evidentiary, or hearing requirements established by state law or other applicable provisions of the City Code. Any general public comment period required under this section shall be separate from, and shall not replace, any public hearing required by law.

(f) This section does not apply to the Civil Service, Building Commission, or the Board of Parks and Recreation Commissioners, which have plenary authority to adopt their own rules regarding the conduct of meetings.

First Reading: November 17, 2026

Public Hearing: _____

Second Reading: _____

Adopted by the City Council of the City of Ranson after a 1st reading on **November 17, 2026** and after a 2nd reading on _____by a vote of _____ in the affirmative, _____in the negative with ____ abstentions.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

AN ORDINANCE AMENDING AND REENACTING RANSON CITY CODE CHAPTER 2 ADMINISTRATION, ARTICLE II COUNCIL MEETINGS SECTION 2-28 – PUBLIC COMMENTS AND HEARING PROCEDURES

WHEREAS, West Virginia Code Chapter 8, Article 12, Section 5 (~~44~~) authorizes the governing body to adopt rules for the transaction of business and the government and regulation of the governing body; and,

WHEREAS, the City Council finds that conducting regular City Council business meetings is essential to ensuring effective governance, the delivery of municipal services, and the continued success of the City; and

WHEREAS, the City Council further finds that all City Council meetings and meetings of public bodies shall include a designated public comment period as an agenda item, during which each speaker shall be allotted three (3) minutes to address the Council or public body.

NOW THEREFORE, the City Council by duly noticed public vote hereby AMENDS AND REENACTS Chapter 2, Article II, Section 28 of the Ranson City Code as follows;

Sec. 2-20. - Days, time, place and agenda of regular and special meetings.

(a) The council shall hold regular meetings at 7:00 p.m. on the first and third Tuesdays of each month in the council chambers, at the city hall.

(b) The mayor, or any three members of the council may call special meetings as deemed necessary.

(c) The city shall make available, in advance, the time and place of all regularly scheduled meetings of the council and the date, time, place and agenda purpose of all special meetings of the council, to the public and news media.

(d) A notice shall be posted and maintained by the City Clerk at the front door of the city hall stating the date, time and place fixed and entered on record by council for the holding of regularly scheduled meetings. In addition, a copy of the agenda for each regularly scheduled meeting shall be posted at the same location by the City Clerk not less than three business days before such regular meeting is to be held. If a particular regularly scheduled meeting is cancelled, a notice of such cancellation or postponement shall be posted at the same location as soon as feasible after such cancellation or postponement has been determined.

(e) A notice shall be posted by the City Clerk at the front door of the city hall not less than two days before a specially scheduled meeting is to be held, stating the date, time, place and purpose for which such special meeting shall be held. If the special meeting is cancelled, a notice of such cancellation shall be posted at the same location as soon as feasible after such cancellation has been determined.

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(d) At least five days before the meeting at which a proposed ordinance, the principal object of which is the raising of revenue for the city, is to be finally adopted, the governing body shall cause notice of the proposed adoption of such proposed ordinance to be published as a class I-O legal advertisement in compliance with the provisions of W. Va. Code, § 59-3-1 et seq. and the publication area for such publication shall be the city. The notice shall state the subject matter and general titles of such proposed ordinance; the date, time and place of the proposed final vote on adoption; and the place or places within the city where such proposed ordinance may be inspected by the public. A reasonable number of copies of the proposed ordinance shall be kept at such place or places and be made available for public inspection. Such notice shall also advise that interested parties may appeal at the meeting and be heard with respect to the proposed ordinance.

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Chapter 2

Sec. 2-28. - Public comment and Hearing Procedures.

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(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.

(e) Nothing in this section shall supersede, modify, or limit any public notice, testimony, evidentiary, or hearing requirements established by state law or other applicable provisions of the City Code. Any general public comment period required under this section shall be separate from, and shall not replace, any public hearing required by law.

(f) This section does not apply to the Civil Service, Building Commission, or the Board of Parks and Recreation Commissioners, which have plenary authority to adopt their own rules regarding the conduct of meetings.

First Reading: November 17, 2026

Public Hearing: _____

Second Reading: _____

Adopted by the City Council of the City of Ranson after a 1st reading on **November 17, 2026** and after a 2nd reading on _____by a vote of _____ in the affirmative, _____in the negative with ____ abstentions.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

AGENDA ITEM 4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Discussion of a Blast Safety Ordinance: Risk Assessment, Safety Protocols, and Preventive Measures

Community Developer Director to have discussion with councilors of direction to proceed.

ATTACHMENTS:

Fire Code Rule WV.pdf
Draft- KnowBeforeTheyBlowOrdinance CC mtg.pdf
Fire Marshal Blasting Activity Registration Form.pdf

TITLE 87
LEGISLATIVE RULE
FIRE COMMISSION

SERIES 1
FIRE CODE

§ 87-1-1. General.

1.1. Scope. -- This rule establishes the State Fire Code for the safeguarding of life and property from the hazards of fire and explosion.

1.2. Authority. -- This legislative rule is issued under authority of W. Va. Code § 15A-11-3.

1.3. Filing Date. -- May 13, 2026.

1.4. Effective Date. -- July 1, 2026.

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2031.

1.6. Exemption. -- This State Fire Code has no application to personal care homes caring for three or less patients or buildings used wholly as dwelling houses for no more than two families and has no application to buildings or structures used primarily for agricultural purposes including agritourism purposes. Provided; however, that farm structures (1) used for group sleeping accommodations for farm workers or (2) used for health care, or detention/correctional occupancy are not exempt from the requirements of this State Fire Code. All permits and processes pertaining to the boilers, including inspections, are exempt from the State Fire Code and are under the jurisdiction of the West Virginia Division of Labor.

1.7. Incorporation of Other Documents. -- This State Fire Code does not include a reprinting of all the requirements imposed by statute or by the incorporation of various National Standards and Codes cited in section 2 of this rule. For ascertaining these additional standards and requirements it is necessary to make reference to these other documents. A copy of the relevant standards are listed throughout this Rule, and in Appendices A and B, attached to this Rule. The relevant standards may be viewed, at no cost, on the National Fire Protection Association website at the time of the adoption of this rule.

1.8. Conflicts.

1.8.1. Whenever there is a conflict between NFPA 1 and NFPA 101, the requirements of NFPA 101 shall take precedence.

1.8.2. Whenever there is a conflict between the State Building code and the State Fire Code, the State Fire Code shall take precedence.

1.8.3. Whenever there is a conflict between the State Fire Code and the NFPA codes, the State Fire Code shall take precedence.

§ 87-1-2. National Standards and Codes.

2.1. The standards and requirements as set out and established by NFPA 1 of the 2021 edition of "The

National Fire Codes" published by the National Fire Protection Association ("NFPA") and has the same force and effect as if set out verbatim in this rule and is hereby adopted and promulgated by the State Fire Commission as a part of the State Fire Code with the following exceptions or additions:

2.1.1. NFPA 101 2021 edition is adopted in full, as opposed to the limited capacity as set forth in NFPA 1, with the following additions:

2.1.1.a NFPA 101 section 11.8 is adopted in full with the following additions:

2.1.1.a.1. Any new building or structure more than 75 feet in height, measured from the lowest level of fire department vehicle access to the floor of the highest normally occupied space used for human occupancy of the structure, is subject to this paragraph for high rise buildings. This rule shall not nullify or interfere with existing city high rise ordinances or local laws previously adopted prior to September 8, 1975 relative to high rise buildings. Industrial occupancies not occupied as business offices are exempted from the provisions of this paragraph.

2.1.1.a.2. Addition of Floors to Existing Buildings. -- Whenever floors are added to an existing building, which previously was not a high rise, causing the building to become a high rise, the building shall qualify as a new building for purposes of this rule.

2.1.1.a.3. Automatic Fire Protection Systems. -- Any building or structure as defined in subparagraphs 2.1.1.a.1. or 2.1.1.a.2. or Table 2.2. 1. of this rule and used for human occupancy shall have an approved automatic fire extinguishing system throughout the entire building and standpipe systems installed in accordance with The National Fire Codes, adopted under Section 2 of this rule. Class I Manual Standpipe Systems may be used up to 75 feet as adopted by NFPA 14, Standard for Standpipe Systems. The fire alarm system of a high-rise building shall conform to the Standards imposed by this rule.

2.1.1.a.4. Fire Department Voice Communication System. -- A High rise building or structure used for human occupancy that is 75 feet in height or greater as measured in accordance with subparagraph 2.1.1.a.1. of this Section shall have an approved electrically supervised fire department voice communication system. The Fire Department Voice Communication System shall be located at each floor level of stair enclosures, elevator lobbies, the penthouse and in any elevator designated for fire department use. This system shall be a telephone jack system unless specifically approved otherwise by the designated fire authority having jurisdiction.

2.1.1.a.5. High Rise Central Control Station. -- In every high rise building as defined in subparagraphs 2.1.1.a.1. and 2.1.1.a.2. of this section, a central control station for fire department operations shall be provided in a location approved by the State Fire Marshal or the designated local fire authority. The Central Control Station shall contain: (1) the fire department voice communication system panel when required, (2) fire detection and alarm system panels, (3) status indicators for the heating, ventilation, and air conditioning (HVAC), smoke control system, fire pumps and emergency generator and a (4) telephone approved by designated fire authority having jurisdiction. Emergency lighting shall be provided at the Central Control Station.

2.1.1.a.6. Emergency Power. -- A permanently installed emergency power generation system conforming to The National Fire Codes adopted by section 2 of this rule shall be provided in every high rise building 75 feet in height or greater, as measured in accordance with subparagraph 2.1.1.a.1. of this section. All power, lighting, signal, and communication facilities, required by this rule or otherwise, shall be transferable automatically to the emergency power system. The emergency power system shall be of sufficient capacity to provide service for, but not limited to, the following:

2.1.1.a.6.A. the Fire Alarm System;

2.1.1.a.6.B. Exit & Other Emergency Lighting;

2.1.1.a.6.C. Fire Protection Equipment;

2.1.1.a.6.D. the Smoke Management System;

2.1.1.a.6.E. the Fire Department Elevator;

2.1.1.a.6.F. the Fire Department Voice Communication System; and

2.1.1.a.6.G. the Fire Pumps.

2.1.1.a.7. Smoke Management. -- In all high rise buildings as defined in subparagraphs 2.1.1.a.1. and 2.1.1.a.2. of this section, a smoke management system designed in accordance with NFPA 92 Smoke-Control Systems, shall be provided and acceptable to the State Fire Marshal.

2.1.1.a.8. Floor Designation. -- All stairway doors, both on the stairway and entrance side, shall indicate the floors by number. The floor number shall be in at least 6-inch block letters in a contrasting color.

2.1.2. Except as otherwise provided in this rule, the standards set forth in section 2.2. of NFPA 1 are modified as follows:

2.1.2.a. NFPA 5000 is excluded in its entirety;

2.1.2.b. NFPA 472 is excluded in its entirety;

2.1.2.c. NFPA 120 is excluded in its entirety;

2.1.2. d. NFPA 101A is excluded in its entirety.

2.1.3. Except as otherwise provided in this rule, the following NFPA standards are incorporated as if set forth fully in this subdivision:

2.1.3.a. The referenced codes and standards found in the National Fire Protection Association NFPA 1 (2021 Edition), Referenced Publications, NFPA Publications shall be incorporated in this rule in its entirety.

2.1.3.b. SUPPLEMENT VOLUME 1: Tentative Interim Amendment to NFPA 70, Revise Article 517.41(E) to read as follows: (E) Receptacle Identification. The cover plates for the electrical receptacles or the electrical receptacles themselves supplied from the essential electrical system shall have a distinctive color or marking so as to be readily identifiable. [99:6.5.2.2.4.2]

2.1.4. All Plan Reviews conducted shall meet the requirements of the State Fire Code, NFPA 1 Sections 1.7.12 through 1.7.14, NFPA 1 Section 1.14, NFPA 101, and other applicable NFPA codes. All Inspections conducted shall meet the requirements of the State Fire Code, NFPA 1 Section 1.7.7, NFPA 101, and other applicable NFPA codes.

2.1.4.a. The owner or occupant of a new building, existing Industrial and Storage occupancies,

or an existing building that has had 50% or more of the space renovated or reconstructed, shall obtain a certificate of occupancy including but not be limited to the State Fire Marshal's Office alone, before the building is occupied or used for its intended purpose.

2.1.4.b. The projects, where applicable, shall be designed by an Architect licensed by the West Virginia Board of Architects or a Professional Engineer licensed by the West Virginia State Board of Registration for Professional Engineers. Any such licensed professional shall affix his or her seal to the design documents per the respective licensing board and obtain a review approval from the Authority Having Jurisdiction ("AHJ") prior to construction or noted renovation or reconstructed as noted in part 2.1.1.1.3.1. of this rule.

2.1.4.c. The State Fire Marshal's Office shall provide a system for the electronic filing of all documents submitted for the plan review of projects, including payments, attachments, drawings, or other requirements. The State Fire Marshal's Office shall have the system in place by January 1, 2025. After that date, the owner or occupant applying for a final inspection or certificate of occupancy shall submit all documents for a plan review electronically.

2.1.4.d. The appropriate AHJ shall complete a plan review for a project within 45 days of receiving the project plan's submission. If the submitted project plans do not meet the requirements of this subdivision, the AHJ shall notify the owner or occupant of the project plan's deficiencies with specificity. The owner or occupant has 10 days to submit additional required documentation to the AHJ. The AHJ has 10 days to complete the plan review once all of the requirements of this subdivision have been met.

2.2. For purposes of this rule, the following shall be in addition to any standard set forth in NFPA 1, or NFPA 101.

2.2.1. Sprinkler Protection and Area Limitations.

2.2.1.a. Approved automatic sprinkler systems in accordance with the applicable NFPA Standard for Sprinkler Systems will be installed in all new buildings used for any occupancy except for Industrial occupancies: *Provided*, That if the Industrial Occupancy is classified as a high hazard occupancy, NFPA approved automatic sprinkler or suppression systems will be installed. Storage occupancies that are high hazard would also have to be sprinkled or suppression systems installed, including buildings containing high-piled storage, bulk storage of tires, and new mini-storage buildings built after the effective date of this rule, as identified in NFPA 1, Section 13.3.2.26. Existing mini-storage buildings constructed and established prior to the effective date of this rule shall not be required to be retrofitted with automatic sprinkler or suppression systems. High hazard occupancies would also have to be sprinkled or suppression systems installed, unless an applicable code or standard allowed for an exemption from the height and area requirements if the building or structure was of Type I and II construction as previously described; others exceeding the area limitations noted in the chart at the end of this subsection, or as required by occupancy chapters of the applicable NFPA codes and other NFPA codes, where no conflicts in the language exist. Sprinkler protection for occupancies covered by section 2 of this rule are required to provide sprinkler protection regardless of area limitations. *See* Table 2.2.1. below.

2.2.1.b. All residential occupancies, except one- and two-family dwellings, shall prominently display signage stating whether the building contained an approved automatic sprinkler and whether the windows are capable of being opened or broken in an emergency.

TABLE 2.2.1.
SPRINKLER PROTECTION & AREA LIMITATION**
BUILDING HEIGHT

Type of Construction	1 Story	2 Story	More than 2 Stories and Up to 40 ft.	More than 40 feet	More than 75 feet
Type I					
443					
Fire Resistive	60,000	60,000	40,000	35,000	High Rise
332					
Fire Resistive	40,000	40,000	30,000	25,000	High Rise
Type II					
222					
Protected Non-Com.	35,000	25,000	10,000	Sprinklered	High Rise
111					
Protected Limited Combustible	30,000	20,000	8,000	Sprinklered	High Rise
000					
Unprotected Limited Unprotected Non-Com.	12,000	8,000	Sprinklered	Not Permitted	Not Permitted
Type III					
211					
Protected Ordinary	14,000	14,000	Sprinklered	Not Permitted	Not Permitted
200					
Non-Protected Ordinary	9,000	6,000	Sprinklered	Not Permitted	Not Permitted
Type IV					
2HH					
Heavy Timber	15,000	15,000	Sprinklered	Not Permitted	Not Permitted
Type V					
111					
Protected Wood Frame	11,500	11,500	Sprinklered	Not Permitted	Not Permitted
000					
Non-Protected Wood Frame	6,000	6,000	Not Permitted	Not Permitted	Not Permitted

**Notes to Table 2.2.1:

(1) The word "area" means that area enclosed by exterior or foundation walls, fire walls, or a combination of exterior or foundation walls. A fire wall shall be constructed in accordance with NFPA 221, Standard for Fire Walls and Fire Barrier Walls, with a minimum of a 2 hour fire rating.

(2) The phrase "not permitted" means that buildings of these heights are not permitted for the type of construction indicated.

(3) The phrase "High Rise" means that the building shall also comply with subsection 2.1. of this Rule.

(4) Types of building construction indicated in the chart are located in NFPA 220 and 221, Standard on Types of Building Construction.

(5) Exception: Automatic sprinklers shall not be required in open parking structures as defined in NFPA 88A of Type I or Type II construction that are less than 40 feet in height as measured per part 2.1.1.a.1. of this Rule.

2.2.2. Sprinkler Protection (Certain Occupancies).

2.2.2.a. In Lodging and Rooming occupancies, a sprinkler system shall not be required where there is directing outside exiting from each sleeping room and an approved electrically supervised fire alarm system is installed.

2.2.2.b. Homes or institutions caring for more than three patients shall meet the requirements of this section.

2.2.2.c. Buildings commencing construction after July 1, 2023, housing emergency fire, rescue, or ambulance services shall be protected throughout by approved automatic sprinkler systems; *Provided*, That emergency services buildings that house only equipment, are less than 5,000 square feet, and do not have designated sleeping areas or quarters within them, regardless of when constructed or commencing construction, are exempt from this requirement.

2.2.3. Fire Alarm System.

2.2.3.a. General Requirements for All Occupancies.

2.2.3.a.1. The following requirements apply in addition to NFPA 101, Life Safety Code, Chapter 9, Section 9.6, Chapters 11 through 43, and other applicable NFPA codes as adopted by this Rule:

2.2.3.a.2. All Hotels that are 3 or more stories high and Motels that are 3 or more stories high, shall be tied into a listed central supervising station or a communication center with 24-hour supervision which is responsible for receiving emergency calls.

2.2.3.a.3. Exception: Hotels and motels with direct to outside exits from all guests' rooms.

2.2.4. Hood Exhaust and Fire Suppression for Limited Use Food Preparation Facilities.

2.2.4.a. Commercial cooking in limited use food preparation facilities – NFPA 1 Chapter 50 shall be amended to read as follows:

(1) "Limited use food preparation facilities" are defined as stationary, stand-alone or individual food preparation booths which cook and serve food for short periods of time throughout the year, not to exceed 15 days per year: *Provided*, That an individual food preparation booth may not be attached to any larger structure where persons reside. This exception does not apply to mobile food operations as food trucks.

(2) Existing fire code rules for the installation of ventilation hoods and automatic fire suppression may not apply to limited use food preparation facilities.

(3) There is hereby established an equipment requirement for each limited use food preparation facility, including but not limited to an appropriate number of fire extinguishers for the correct fire suppression type for the conditions of the limited use

food preparation facility. These requirements include, but are not limited to, the following:

a. The requirement of a handheld fire extinguisher for grease fires if cooking grease and oils are produced or used;

b. A fully charged fire extinguisher for each 1000 square feet of floor space where cooking is done, with a minimum of two;

c. Persons working in a limited use food preparation facility shall be minimally trained in the dangers of cooking fires and the use of the fire extinguishers;

d. The cooking equipment of the limited use food preparation facility shall be constantly monitored any time it is in operation;

e. A reasonable amount of ventilation and air flow shall be utilized to disperse fumes and "vaporized grease" from any cooking activities;

f. Performing leak checks and corrective action for all fuel-fired cooking appliances and piping prior to its operational use;

g. Providing regular general housekeeping and cleaning within each cooking area including spillage of animal fats and oils; and,

h. Providing 10 feet separation from each adjacent structure constructed with combustible wall construction. This shall also include those using cooking appliance on the outside of these structures.

2.2.5. Requirements for Educational Occupancies.

2.2.5.a. Classroom door locking to prevent unwanted entry- NFPA 101 section 15.2.2.2.4 shall be amended to read as follows:

(1) the locking mechanism shall be capable of being engaged without opening the door.

(2) The unlocking and unlatching from the classroom side of the door can be accomplished without the use of a key, tool, or special knowledge or effort.

(3) Locks, if remotely engaged, shall be unlockable from the classroom side of the door without the use of a key, tool, or special knowledge or effort.

(4) the locking means shall not modify the door closer, panic hardware, or fire exit hardware, provided that any device purchased and approved by the Fire Marshal prior to July 1, 2020, is exempt from this subdivision.

(5) Two non-simultaneous releasing operations shall be permitted.

(6) The temporary door locking device can be opened by school staff, school administrators, and first responders from the ingress side of the door, provided that any

device purchased and approved by the Fire Marshal, prior to July 1, 2020, is exempt from this subdivision if the school has notified the first responders that it is exempt from this subdivision.

(7) Modifications to fire door assemblies, including door hardware shall be in accordance with NFPA 80.

(8) Staff shall be drilled in the engagement and release of the locking means, from within and outside the room, as part of the emergency egress drills required by 14.7.2.

(9) Any locking mechanism purchased, installed, or utilized pursuant to this section shall be approved by the State Fire Marshal in accordance with policies promulgated by him.

(10) In addition, a temporary door locking device shall only be used under the following conditions:

a. Proof is provided by the administrative authority of a school building that a school safety plan has been adopted and filed; and

b. The temporary door locking device shall only be used in an emergency and during active shooter drills; and

c. During any type of training event, the temporary door locking device is engaged only by a staff member of the school building; and

d. The temporary door locking device shall only be engaged for a finite period of time as determined by the administrative authority of a school building in accordance with the approved and adopted school safety plan or during an actual active shooter event until first responders instruct them to disengage the said device;

e. Proof is provided by the administrative authority of a school building that all appropriate fire responder agencies having jurisdiction for the school building have been notified prior to the use of the temporary door locking device; and

f. In-service training on the use of the temporary door locking device is provided for school staff members and local first responders; records verifying this training shall be maintained on file and provided to the State Fire Marshal's Office upon request.

2.2.5.b. All Modular classroom structures with Manufacturer's Statements of Origin after January 1, 2018, shall be considered a new building and fall under New Educational Occupancy requirements of NFPA 101 Code. All other classroom structures with Manufacturer's Statements of Origin prior to January 1, 2018, shall be considered an existing building and fall under Existing Educational Occupancy requirements of NFPA 101 Code, regardless of the date of installation of the structure at the educational facility's location.

2.2.6. Explosives.

2.2.6.a. As soon as practical after all loaded blast holes (shot) are linked, they shall be immediately connected to a source of ignition and fired by a person legally permitted to do so.

2.2.6.b. Pre-loading blast holes (shots) to be fired at a later time are prohibited unless a waiver has been granted to do so by the State Fire Marshal.

2.2.6.c. Section 4.6.2 of the National Fire Protection Association (NFPA) 495, Explosive Material Code, the provisions of which are incorporated in NFPA 1 and adopted by reference in subsection 2.1 of this rule, is amended to provide that persons 18 years and older may be issued a Class G Special "Helper" permit to use explosives.

2.2.6.d. A valid explosives storage permit shall be obtained from the State Fire Marshal for any explosives stored overnight. Provided that type III portable magazines and type V trailers which have not been disabled for over the road use shall not be counted as magazines for the purposes of the storage permit only. Also provided that a storage permit for explosives stored exclusively underground shall not be required.

2.2.6.e. A valid permit to use explosives ("Blaster License") shall be obtained from the State Fire Marshal for all persons detonating explosives for legal purposes and persons possessing and handling explosives. Exception: persons handling and possessing explosives for the sole purpose of inventory and accounting, and who also shall possess an "Employee Possessor/Responsible Person" clearance as issued by the Bureau of Alcohol, Tobacco, Firearms and Explosives where applicable.

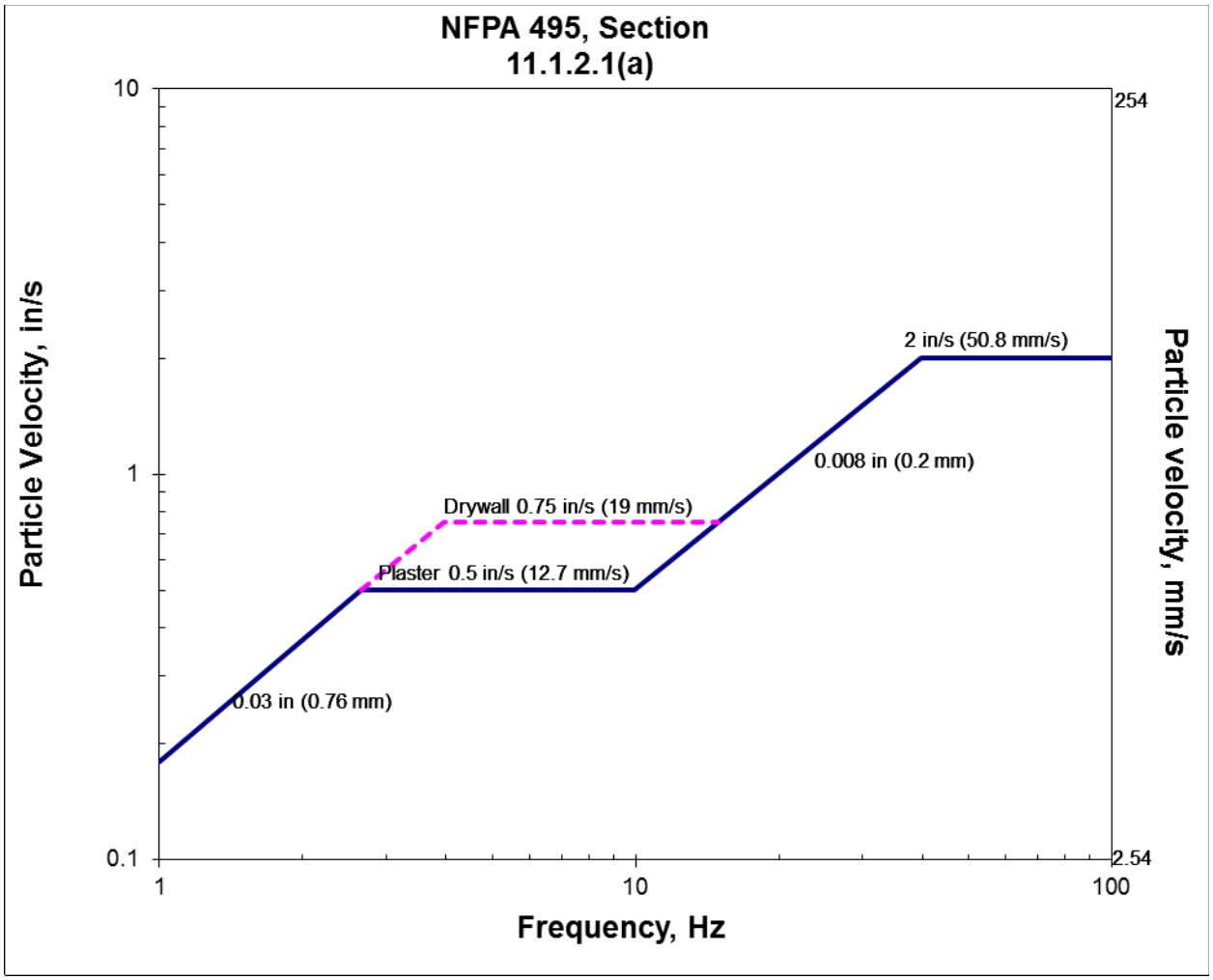
2.2.6.f. Control of Adverse Effects.

2.2.6.f.1. Blasting shall be conducted in a manner that prevents injury to persons and damage to public or private property outside the permit or blast area for which blasting activity occurs. For purposes of this rule, the definition of blast area is the area in which concussion (shock wave), flying material, or gases from an explosion can cause injury to persons (NFPA 495).

2.2.6.f.2. "Flyrock" defined as rock, mud, or debris (excluding dust or detonation byproducts) ejected from the blast site by the force of a blast, shall not be cast beyond the operational boundary of the permit or blast area.

2.2.6.f.2.A. If flyrock is cast beyond the operational boundary of the permit or blast area, the licensed blaster shall notify the State Fire Marshal by telephone within 2 hours after learning of the flyrock incident, and submit a flyrock incident report to the State Fire Marshal within 3 business days after learning of the incident. The report shall be signed by the blaster-in-charge who conducted the blast. The report shall include, at a minimum, a copy of the blast record and all available seismograph data, a sketch of the blast site and rock deposition area, and a detailed explanation of: how the blasts were designed and loaded; who witnessed the blasts and where they were located and what they observed; the location and nature of the flyrock deposition (including property owners, type and approximate number of rocks, size and distance range), property damages (if any) and personal injuries (if any); the probable cause of the flyrock incident; and the corrective measures to be taken to prevent another flyrock incident.

2.2.6.f.3. Ground vibration, when measured at any dwelling, public or commercial building, school, church, dam, earthen impoundment, or community or institutional building located outside the operational boundary of the permit or work area not owned or leased by the permitee, shall not exceed the limitations as defined and illustrated in NFPA 495, Section 11.1.2.1(a). *Provided, that the requirements set forth in this subsection shall not apply to blasting operations on surface coal extraction sites, and quarries otherwise permitted and regulated by the West Virginia Department of Environmental Protection, Office of Explosives and Blasting within the Division of Mining and Reclamation.* Alternatively, a waiver of this requirement from the owner of the structure may be filed with the State Fire Marshal's Office.



2.2.6.f.4. Airblast, when measured at any dwelling or building listed in subparagraph 2.2.6.f.3. of this rule shall be in compliance with NFPA 495, Table 11.2. Air Overpressure Limits.

Table 11.2 Air Overpressure Limits

Lower Frequency of Measuring System [Hz (+/- 3 dBL)	Measurement Level (dBL)
0.1 Hz or lower – flat response*	134 peak
2 Hz or lower- flat response	133 peak
6 Hz or lower – flat response	129 peak
C-Weighted – slow response*	105 peak

*Only where approved by the state fire marshal.

2.2.6.f.5. A seismograph shall be used beside the nearest dwelling or building listed in subparagraph 2.2.6.f.3. of this rule to demonstrate compliance with the ground vibration and airblast limits listed in subparagraph 2.2.6.f.3. and 2.2.6.f.4. of this rule. As an alternate to seismographic monitoring, the

blast shall comply with scaled distance equation, $W = (D/50)^2$, where W is the maximum weight of explosives, in pounds, that can be detonated within any period less than 8 milliseconds, D is the distance, in feet, from the nearest blasthole to the nearest dwelling or building listed in subsection 2.2.6.f.3 of this rule, and fifty is the applicable scaled distance factor.

2.2.6.f.6. For structures not listed in subsection 2.2.6.f.3. of this rule, such as oil or gas wells, oil or gas transmission and distribution lines, high-voltage steel transmission towers, public water lines, and silos, located outside the operational boundary of the blasting operation not owned or leased by the permittee, a seismograph shall be used beside the nearest structure to demonstrate that the peak particle velocity did not exceed 2.0 inches per second. As an alternate to seismographic monitoring, the blast shall comply with scaled distance equation, $W = (D/50)^2$, where W is the maximum weight of explosives, in pounds, that can be detonated within any period less than 8 milliseconds, D is the distance, in feet, from the nearest blasthole to the nearest dwelling or building listed in subparagraph 2.2.6.f.3. of this rule, and fifty is the applicable scaled distance factor. Alternatively, a waiver of this requirement from the owner of the structure may be filed with the State Fire Marshal's Office.

2.2.7. Monitoring instruments – All seismographs used to prove compliance with the ground vibration and airblast limits required by this rule shall be deployed in the field according to the ISEE Field Practice Guidelines for Blasting Seismographs (2009 Edition). Whenever possible, the seismographic measurement shall be made within 10 feet of the building or structure being monitored, on the side of the building or structure closest to the blast site.

2.2.7.a. A monitoring instrument for recording ground vibration, at a minimum, shall have:

a. A frequency range of 2 Hz to 250 Hz;

b. Particle velocity range of .02 to 4.0 inches per second or greater; and

c. An internal dynamic calibration system.

2.2.7.b. A monitoring instrument used to record airblast shall have:

a. A lower frequency limit of 0.1, 2.0 or 6 Hz;

b. An upper end flat-frequency response of at least 250 Hz; and

c. A dynamic range that, at a minimum, extends from 106 to 142 dBL.

2.2.7.c. A monitoring instrument shall be calibrated annually and when an instrument is repaired and then the repair may effect the response of the instrument. Calibration shall be done by the manufacturer of the equipment, or by an organization approved by the manufacturer, or by an organization having verifiable knowledge of the calibration procedures developed by the manufacturer. The calibration procedure shall include testing the response of the entire system to externally-generated dynamic inputs. These inputs shall test the entire monitoring system at a sufficient number of discrete frequency intervals to assure flat response throughout the frequency ranges specified by this rule. Dynamic reference standards used for calibration shall be traceable to the National Institute of Standards and technology (NIST). Calibration procedures and documentation of calibration shall immediately be made available upon demand by the State Fire Marshal, or other law enforcement or regulatory personnel.

2.2.7.d. A certificate that indicates the name of the calibration facility, the calibration technician, the date of calibration and frequency range of the airblast monitor shall be made available upon

request by the State Fire Marshal, or other law enforcement or regulatory agency.

2.2.8. Monitoring Records.

2.2.8.a. Any person who operates a seismograph for the purpose of demonstrating compliance with the ground vibration and airblast limits of this rule shall receive appropriate training for the specific seismograph model(s) in use in: programming the seismograph(s) to record the blast; positioning the geophone and microphone; coupling the geophone to the ground; extracting the data after the blast in digital and printed forms; and understanding the results. Such training shall be received from a representative of the seismograph manufacturer or distributor, or other competent person(s). A record of such training shall be maintained by the seismograph operator or his or her employer, and made immediately available for inspection by the State Fire Marshal or other law enforcement or regulatory agency. All persons who operate a seismograph for the purpose of demonstrating compliance with the ground vibration and airblast limits of this rule shall also receive refresher training every two years.

2.2.8.b. Monitoring records, at a minimum, shall contain:

2.2.8.b.1. A calibration pulse on each of the mutually-perpendicular ground vibration traces. These pulses shall represent the dynamic response of the entire recording system to an internally-generated calibration signal, and shall allow the State Fire Marshal, or other law enforcement or regulatory personnel to verify that the seismograph is recording ground vibration to its specific accuracy.

2.2.8.b.2. The time history of particle velocities for three mutually perpendicular ground vibration traces and one air-overpressure trace, including time base, amplitude scales and peak values for all traces.

2.2.8.b.3. The results of a field calibration test for each channel.

2.2.8.b.4. The frequency content of all vibration signals using either single degree of freedom (SDF) response spectrum, Fast Fourier Transform (FFT) or half-cycle zero-crossing analysis methods.

2.2.8.b.5. Frequency versus particle velocity plots as indicated in NFPA 495, Table 11.1.2.1(b).

2.2.8.b.6. The name of the individual taking the recording.

2.2.8.b.7. The GPS NAD 83 or 27 location of the monitoring instrument, and the date and time of the recording; and

2.2.8.b.8. The last calibration date of the monitoring instrument.

2.2.8c. If the State Fire Marshal questions the validity of a ground vibration or airblast record, or the interpretation of the record, the State Fire Marshal may require a ground vibration or airblast recording to be analyzed or certified by the seismograph company supplying and calibrating the seismograph. When the State Fire Marshal requires that a recording be analyzed or certified, it shall be performed and included with the blast report within 30 days.

2.2.9. Blasting Activity Registration.

2.2.9.a. "Applicant" is defined as any user of commercial explosives that has obtained

applicable Bureau of Alcohol Tobacco & Firearms ("BATF") clearances and intends to legally detonate any amount of commercial explosives for authorized purposes.

2.2.9.b. An agency approved form shall be submitted for any and all blasting activity, excluding surface coal extraction activities already permitted by the West Virginia Department of Environmental Protection, Office of Explosives and Blasting within the Division of Mining and Reclamation, to the State Fire Marshal no less than 2 business prior to the blasting activity commencing, and shall include the following information:

2.2.9.b.1. The applicant's name, address, telephone number and type of business;

2.2.9.b.2. A contact person's name, title, and telephone number;

2.2.9.b.3. The identity of independent subcontractors who will be performing the blasting activity;

2.2.9.b.4. The type of explosive to be used;

2.2.9.b.5. The location of the blasting activity; and

2.2.9.b.6. Job duration and times of the blasting activity.

2.2.10. Blast logs.

2.2.10.a. Blast logs shall be maintained for a period of five years by anyone conducting blasting activities. Those logs shall immediately be made available upon demand by the State Fire Marshal, or other law enforcement or regulatory personnel.

2.2.10.b. The blast log shall include as a minimum:

2.2.10.b.1. The name of the blasting activity applicant;

2.2.10.b.2. The date and time of the blast;

2.2.10.b.3. The location of the blast using GPS NAD 83 or 27 coordinate system;

2.2.10.b.4. The owner name and address or the GPS NAD 83 or 27 coordinates of the nearest building location not owned by the blasting activity applicant or customer;

2.2.10.b.5. The direction and distance in feet from the blast site to the nearest structure not owned by the blasting activity applicant or its customer;

2.2.10.b.6. The direction and distance to the closest utility not owned by the blasting activity applicant or its customer;

2.2.10.b.7. The type of material to be blasted;

2.2.10.b.8. The type of stemming/decking material used;

2.2.10.b.9. The measures taken to control flyrock, including whether or not mats were used;

2.2.10.b.10. The weather conditions including temperature, wind direction and estimated speed, cloud cover;

2.2.10.b.11. The total number of holes, diameters, depths, burdens, spacings, subdrill, top and deck stemming heights, pounds per hole;

2.2.10.b.12. Explosives product densities and pounds used and/or units, not including detonating cord;

2.2.10.b.13. The total weight in pounds of explosives and primer cartridges used;

2.2.10.b.14. The type and total length in feet of detonating cord(s) used;

2.2.10.b.15. The type, length, delay period(s), of each detonator and the total quantity each type of detonator used: *Provided, that for the purposes of this subparagraph, if an electronic detonator is used, a delay period is not required to be reported on the blast log;*

2.2.10.b.16. The type(s) of initiation system used;

2.2.10.b.17. The maximum weight in pounds of explosives detonated per delay period of less than 8 milliseconds;

2.2.10.b.18. The scaled distance to the closest structure and/or utility not owned by the applicant or client;

2.2.10.b.19. The powder factor(s) in pounds per cubic yard, tons per pound, or pounds per square foot;

2.2.10.b.20. The monitoring records required shall be made a part of the blast report within 24 hours of the blast if required by subparagraph 2.2.6.f.3.;

2.2.10.b.21. A technical illustration (sketch) showing north arrow, the direction to the nearest structure and/or utility, the arrangement of blast hole burdens and spacings, firing time(s) and/or delay patterns for each blast charge, point of initiation, and free faces;

2.2.10.b.22. A technical illustration (sketch) showing typical borehole load cross sections;

2.2.10.b.23. The printed name, signature, and permit number of the blaster-in-charge for each blast; and

2.2.10.b.24. Any unusual conditions or comments.

2.3. Necessity of Installation and Maintenance of Carbon Monoxide Alarms or Detectors.

2.3.1. An operational single station carbon monoxide detector with a suitable alarm or a combination smoke detector and carbon monoxide detector, which shall be alternating current (AC) powered with battery backup shall be in all new construction; and, in existing construction, shall either be plugged directly into an electrical outlet that is not controlled by a switch or hardwired into an alternating current (AC) electrical source, with battery backup. Carbon Monoxide Alarms or Detectors shall be

installed, maintained, tested, repaired, or replaced, if necessary, in accordance with the manufacturer's direction:

2.3.1.a. In any newly constructed residential unit which has a fuel-burning heating or cooking source including, but not limited to, an oil or gas furnace or stove;

2.3.1.b. In any residential unit which is connected to a newly constructed building, including, but not limited to, a garage, storage shed or bar, which has a fuel-burning heating or cooking source, including, but not limited to, an oil or gas furnace or stove;

2.3.1.c. In either a common area where the general public has access or all rooms in which a person will be sleeping that are adjoining to and being directly below and above all areas or rooms that contain permanently installed fuel-burning appliances and equipment that emit carbon monoxide as a byproduct of combustion located within all apartment buildings, boarding houses, dormitories, long-term care facilities, adult or child care facilities, assisted living facilities, one- and two- family dwellings intended to be rented or leased, hotels and motels.

2.3.1c.1. All single station carbon monoxide detector with a suitable alarm or a combination smoke detector and carbon monoxide detector shall be hardwired into an alternating current (AC) electrical source, with battery backup, when installed in all newly constructed apartment buildings, boarding houses, dormitories, hospitals, long-term care facilities, adult or child care facilities, assisted living facilities, one- and two- family dwellings intended to be rented or leased, hotels and motels.

2.3.1.c.2. In any long-term care facility that is staff on a 24 hour, 7 day a week basis, the single station carbon monoxide detector with a suitable alarm or a combination smoke detector and carbon monoxide detector shall only be required to be installed in an area of the facility that permits the detector to be audible to the staff on duty.

2.3.1c.3. In every public or private school or daycare facility that uses a fuel-burning heating system or other fuel-burning device that produces combustion gases. A carbon monoxide detector shall be located in each area with a fuel-burning heating system or other fuel-burning device that produces combustion gases.

2.3.1c.4. Any person installing a carbon monoxide detector in a residential unit shall inform the owner, lessor or the occupant or occupants of the residential unit of the dangers of carbon monoxide poisoning and instructions on the operation of the carbon monoxide detector installed.

2.3.1.c.5. When repair or maintenance work is undertaken on a fuel-burning heating or cooking source or a venting system in an existing residential unit, the person making the repair or performing the maintenance shall inform the owner, lessor or the occupant or occupants of the unit being served by the fuel-burning heating or cooking source or venting system of the dangers of carbon monoxide poisoning and recommend the installation of a carbon monoxide detector.

2.3.2. Carbon monoxide detectors shall be permitted to be connected to an approved fire alarm system. Activation of the carbon monoxide detector shall signal a supervisory alarm on the fire alarm control panel.

2.4. Necessity of NICET Certification for Fire Protection and Fire Alarm Systems.

2.4.1. No fire protection and fire alarm system maintenance, repair or inspection work may be performed, offered, or engaged in for compensation or hire within the State of West Virginia by any company unless the company maintains at least 1 employee possessing a valid certificate of competency of

level 2 issued by the National Institute of Certification in Engineering Technologies (NICET). All companies shall be registered with the State Fire Commission and shall provide annual information on NICET certificate holders employed by their company for the purpose of maintenance, repair or inspection activities and shall include, but not be limited to, other qualified personnel who meet one or more of the following: (1) Personnel who are factory trained and certified for the specific type and brand of system being serviced; (2) Personnel who are certified by a nationally recognized certification organization acceptable to the authority having jurisdiction; (3) Personnel who are registered, licensed, or certified by a state or local authority to perform service on systems addressed within scope of this Code, either individually or through their affiliation with an organization; (4) Personnel who are employed and qualified by an organization listed by a nationally recognized testing laboratory for the servicing of systems within the scope of this Code.

2.4.2. All fire protection extinguishment devices or systems not covered by subsection 2.4.1. shall adhere to the following: No fire protection equipment or system installation, maintenance, repair, or inspection work may be performed, offered, or engaged in for compensation or hire within the State of West Virginia by any company unless the company maintains at least 1 employee possessing a valid certificate of competency issued by the equipment or system manufacturer. All companies shall be registered with the State Fire Commission and shall provide annual information on certificate holders employed by their company for the purpose of installation, maintenance, repair, or inspection activities.

2.4.3. All fire protection systems plans and specifications shall be developed in accordance with applicable codes pertaining to the specific system for submittal and review and shall have at least 1 employee possessing a valid certificate of competency issued by the National Institute of Certification in Engineering Technologies (NICET) level 3 for design purposes. The system designer shall be identified on the system design documents. The system designer shall provide evidence of their qualifications and/or certification to the agency.

2.5 Inspection Tags

2.5.1. An inspection tag shall be attached to each fire protection system near the main control valve, main panel, or other such appropriate and visible location as determined by the authority having jurisdiction ("AHJ"). The inspection tag shall contain the following information:

2.5.2. The individual performing the work;

2.5.3. The date of the test;

2.5.4. Results of the inspection and test.

§ 87-1-3. Reporting of Fire Incidents.

3.1. The fire chief of any organized public fire brigade, department or company shall report every fire and non-fire incident to the State Fire Marshal. Every fire and non-fire incident response shall be reported within 180 days after the date of the incident. Provided, that any fire or explosion involving human fatality, arson or suspected arson shall be reported immediately.

§ 87-1-4. Unvented Heaters.

4.1. All unvented fuel fired heaters are prohibited for all occupancies except 1 and 2 family dwellings. Provided, that a single unvented fuel fired heater is permitted for demonstration purposes in authorized mercantile applications when installed in accordance with the manufacturer's recommendations. The single

heater shall be connected to a permanent source of fuel and shall not be used as a permanent or alternate source of heating. The unvented heater shall be shut off at the end of each business day.

§ 87-1-5. Maintenance of Fire Hazard; Order for Correcting Condition, Removal of Material, Repair, Demolition, etc.; Order to Contain Notice to Comply and Right to Appeal.

5.1. Whenever the State Fire Marshal, by and through persons working under his or her direction, determines based upon the State Fire Code and/or on the experience and knowledge applied in the operation of his or her office (1) that any building or structure has been constructed, altered, or repaired in a manner violating the State Fire Code as promulgated prior to the commencement of the construction, alterations, or repairs, or (2) that any building or structure is being maintained or used in such a way as to endanger life or property from the hazards of fire or explosion, or (3) that any building or other structure or property of any kind, which, for want of repairs, or by reason of its age, dilapidated, or abandoned condition or for any other reason constitutes a fire hazards and is located or constructed so as to constitute a danger to other buildings, property, persons, life, or limb, or (4) that in any building or upon any premises there is located any combustible, flammable, or explosive substance or material or other condition dangerous to the safety of persons occupying the building or premises and adjacent premises and property, the State Fire Marshal shall order the condition or thing to be corrected, or combustible, flammable or explosive, items to be removed, or the building or buildings to be repaired, closed to occupants, or removed, as required by the circumstances. The order shall be promptly complied with by the owner, agent, occupant, and lessee of the premises, place, property, or thing. Any order may be expressed in the alternative, e.g., allowing repair but on the failure to repair requiring demolition. Any order by the State Fire Marshal which concludes that a fire hazard exists, shall state what repairs and/or demolition must be accomplished, and that compliance must be completed within thirty (30) days of issuance. In the event of noncompliance, the State Fire Marshal is authorized by statute to enter into and upon the premises affected by the order and cause the building, structure, premises, or thing to be repaired, or torn down, materials removed, and all dangerous conditions remedied (as the case may be) at the expense of the owner, and shall advise that the order can be contested by entering an appeal to the State Fire Commission as outlined in section 17 of this rule.

§ 87-1-6. Interference with Fire Protection Equipment.

6.1. No person shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible except as may be necessary during emergencies, maintenance, drills, or prescribed testing.

6.1.1. Any person responsible for maintenance, prescribed testing, or for drill purposes, shall contact the local 911 center to make them aware of the said activities at the commencement and conclusion of the above activities.

§ 87-1-7. Exit Inspections and Public Life Safety Announcements.

7.1. Inspection of Exits. Not more than 90 minutes prior to the scheduled commencement of any noncontinuous activity, event, performance, show, meeting, function, or other occasion for which people will gather in a place of assembly, the owner or his or her designee pursuant to written authority, instructions, or procedures shall inspect every required exit, way of approach to an exit, and way of departure from an exit. If the inspection reveals that any required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, the scheduled program shall not begin, nor shall admittance to the place of assembly be permitted, until necessary corrective action has been completed.

7.2. Announcements. Immediately prior to the start of a program for which 300 or more people will gather in a place of assembly, the owner or his or her authorized agent shall orally notify all attendees concerning the location of the exits to be used in case of fire or other emergency.

7.3. Records. An accurate record of all inspections, corrections, and notifications shall be kept and retained for at least 2 years in the offices of the respective building owners. The records shall contain:

7.3.1. A brief description of each activity, event, performance, etc., including its date, time, and location; and

7.3.2. The name and signature of the person who performed each requirement of this section; and

7.3.3. The date and time when each requirement was performed.

7.4. Alternatives. In case of practical difficulty or undue hardship, or in which compliance would not significantly increase life safety, the State Fire Marshal may approve or accept alternative means of accomplishing the objectives of this section.

§ 87-1-8. Forest Fire Season.

8.1. The periods of each year between March 1st and May 31st, inclusive, and October 1st and December 31st , inclusive, are designated as forest fire seasons. No person shall during any fire season, except between the hours of 5:00 PM and 7:00 AM prevailing time, set fire to, or procure another to set fire to, any brush, leaves, grass, debris, or field containing dry grass or other inflammable material capable of spreading fire, located in or within 300 feet of any woodland, brushland, or field containing dry grass or other inflammable material. Any fire set during this time shall be extinguished prior to 7:00 AM prevailing time. The prohibition of fires between 7:00 AM and 5:00 PM prevailing time does not include (1) small fires set for the purpose of food preparation, or providing light or warmth around which all grass, brush, stubble, or other debris has been removed for a distance of 10 feet from the fire, and (2) burning which may be conducted at any time when the ground surrounding the burning site is covered by 1 inch or more of snow. Any person who sets or causes to be set any fire permitted by this section shall not leave the fire unattended for any period of time.

8.2. Any person or his or her agent or employee who sets or causes to be set any fire at any time in the use and occupation of any kind on which the burning was being done is in violation of this section if fire escapes beyond the safety strip. Any person who, by himself or herself, or by his or her employees, agents, or guides or as an employee, agent, or guide of any other person, at any time builds or uses any fire in any field, on any public or private road, or in any area adjacent to or on any forest land in this state, shall before leaving the fire for any period of time, totally extinguish the fire. A person shall not at any time throw or place any lighted match, cigar, cigarette, firecracker or lighted material on any forest land, private road, public highway, or railroad right-of-way within this state.

§ 87-1-9. Executive Order by the Governor on Open Burning.

9.1. On those occasions when the Governor of the State issues an Executive Order or Proclamation to ban open burning due to weather conditions, the State Fire Marshal may assist in the enforcement of the provisions of the Proclamation or Executive Order.

§ 87-1-10. Outdoor Storage of Used Tires.

The storage of used tires shall comply with the following:

10.1. All outdoor storage of used tires shall be free from all trash and debris within the site;

10.2. The owner and operators of outdoor storage of used tires shall maintain controlled access to the property with only one entrance/exit, and shall install security lighting for use during evening and night time hours as designated by the State Fire Marshal;

10.3. All outdoor storage of used tires shall have a perimeter security chain link fence of a minimum height of six feet;

10.4. All storage of used tires, shredded or unshredded, shall be separated into individual piles on the property. No pile may exceed 50 feet wide by 50 feet deep by 15 feet in height;

10.5. In the absence of an available water supply of at least 500 GPM (gallons per minute) provided by fire hydrants within 1000 feet of the facility, a minimum of 10,000 thousand gallon water supply on the site for exclusive use of fire fighting personnel shall be established;

10.6. Fire lanes having a minimum of 45 foot lanes capable of supporting fire apparatus shall be established and maintained between all tire piles;

10.7. A minimum of a 50 foot wide zone around the site perimeter inside the fence line shall be maintained;

10.8. All storage piles shall have a minimum of a 30 inch high earthen dike around each tire pile as the piles are established;

10.9. A maximum of 18 tire piles may be established on a single site; and

10.10. No site may exceed the storage of more than three hundred thousand tires without the approval of the State Fire Marshal.

§ 87-1-11. Stopping, Standing or Parking Prohibited in Specified Areas.

11.1. No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the law or the directions of a police officer or traffic-control device, in any of the following places:

11.1.1. Within 15 feet of a fire hydrant; or

11.1.2. Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of the entrance when properly sign-posted.

§ 87-1-12. Crossing Fire Hose.

12.1. No person shall drive a streetcar or vehicle over any unprotected hose of a fire department when it is laid down on any street, private driveway, or streetcar track, to be used at any fire or alarm of fire, without the consent of the fire department official in command.

§ 87-1-13. Emergency Vehicle Permits.

13.1. Authorization for all fire department vehicles and firefighters to operate Class A vehicles shall be designated by their fire chief and the State Fire Marshal's Office. Vehicles authorized by W. Va. Code

§ 17C-15-26 shall have red flashing warning lights and an audible signaling device, such as a siren, whistle or bell capable of emitting sound audible from a distance of not less than 500 feet.

13.2. Upon receipt of written notification from the Fire Chief of the local fire department to the State Fire Marshal requesting that an Emergency Vehicle Permit be revoked, the State Fire Marshal shall cause the permit to be revoked.

§ 87-1-14. Fire Safety Separation Requirements for Mobile Home Sites.

14.1. No portion of a manufactured home, excluding the tongue, shall be located closer than 3 m (10 ft) side to side, 2.4 m (8 ft) end to side, or 1.8 m (6 ft) end to end horizontally from any other manufactured home or community building unless the exposed composite walls and roof of either structure are without openings and constructed of materials that will provide a 1-hour fire resistance rating or the structures are separated by a 1-hour fire-rated barrier.

14.2. Manufactured homes shall not be positioned vertically, stacked with one over the other, in whole or in part, unless the structure is designed and approved for such installation and permitted by the authority having jurisdiction.

§ 87-1-15. Propane Gas Training Program Certification.

15.1. Any person who installs or maintains liquefied petroleum gas systems shall complete training standards and qualifications as established by the Propane Education and Research Council (PERC) Training Program. Exemption: Any person who installs, fuels, maintains, or services a fuel gas system on a single family dwelling owned or leased, and occupied by that person.

§87-1-16. Exemption for agricultural purposes.

16.1. If a property owner or other responsible party claims exemption from the State Fire Code based on the agricultural purposes exemption identified in subsection 1.6. of this rule, it would be based upon W. Va. Code §15A-11-3, that "buildings or structures utilized primarily for agricultural purposes shall be exempt from the provisions of the State Building Code, the State Fire Code, and any county or municipal building code or ordinance that is or may be adopted".

16.2. The term "agricultural purposes" means the raising, cultivation, drying, harvesting, marketing, production, or storage of agricultural products, including both crops and livestock, for sale or use in agriculture or agricultural production, or the storage of machinery or equipment used in support of agricultural production.

16.3. To obtain approval consideration for this exemption; a formal request will be made directly to the WV Department of Agriculture. If approved, the exemption shall be provided to this agency from the submitter or the Department of Agriculture.

§ 87-1-17. Orders and Decisions of the State Fire Marshal; and Appeals and Procedure for Appeals from such Orders or Decisions.

17.1. State Fire Marshal's Order and Decisions are Final and Conclusive. -- Any order or final written decision of the State Fire Marshal based upon or made in the course of the administration or enforcement of the provisions of W. Va. Code § 15A-10-1 et seq. based upon or made pursuant to this rule is final, unless vacated or modified upon review pursuant to the appeal rights and procedures provided by W. Va. Code § 51-11-1 et seq. and this rule.

17.2. State Fire Marshal's Order And Decisions Appealed. -- Any person aggrieved by an order or final written decision of the State Fire Marshal based upon or made in the course of the administration or enforcement of the provisions of W. Va. Code § 15A-10-1 et seq. or made pursuant to this rule, and desiring to contest the order or written decision may file an appeal from the order or written decision with the Office of Administrative Hearings, as set forth in W.Va. Code §15A-9-1 *et seq.* Preservation of the right to an appeal and the procedure for the contested case is governed by this section 15A-10-1 et seq.

17.3. W. Va. Code § 15A-10-3(g) and (i) Inquiry and Investigation. -- The testimony which may be obtained by the State Fire Marshal pursuant to the authority in W. Va. Code § 15A-10-3(g) and (i) shall be obtained without compliance with the provisions in this rule governing "Procedure in Contested Cases." Where appropriate, a subsequent order by the State Fire Marshal relating to the testimony obtained is the same as any other order by the State Fire Marshal subject to the appeal rights provided in W. Va. Code § 15A-10-1 et seq.

17.4. Appeal Petition. -- When any person aggrieved by an order or final written decision of the State Fire Marshal desires to appeal such order or final written decision, the appeal petition shall be typewritten, styled "Appeal Petition", and the appellant shall submit an original and 1 copy to the Office of Administrative Hearings. The Appeal Petition shall be complete in itself so as to fully state the matters contested. No telegram, telephone call, or similar communication will be regarded as an appeal petition. The appeal petition shall contain and include the following:

17.4.1. a copy of the order or decision of the State Fire Marshal being contested;

17.4.2. a clear and concise assignment of each error which the petitioner alleges to have been committed by the State Fire Marshal in issuing the order or decision with each assignment of error being shown in separately numbered paragraphs;

17.4.3. a clear and concise statement of the facts upon which the petitioner relies as sustaining his or her assignment of errors;

17.4.4. the address to which the petitioner desires to have all notices, documents, and the final order of the Office of Administrative Hearings mailed;

17.4.5. the telephone number or numbers where the petitioner can be contacted;

17.4.6. the names and addresses of all persons having any ownership interest in the property which is the subject of the State Fire Marshal's order being contested;

17.4.7. a prayer setting forth the relief sought; and

17.4.8. the signature of the petitioner or its duly authorized officer.

17.5. Time Requirement and Manner of Filing Appeal Petition. -- The petitioner shall submit an appeal petition by personal delivery or mailed to the Office of Administrative Hearings within 30 days following service upon the petitioner, or within 30 days following actual receipt if service is not required or for some reason is not made of the order or decision being contested. Any appeal petition shall be sent by certified mail, return receipt requested, and is timely if postmarked within the 30 day period. Any appeal petition not delivered or mailed within the 30 day period is not timely filed and the order or decision of the State Fire Marshal being contested is final.

17.6. Copy of Appeal Petition to Office of Administrative Hearings. -- Upon receipt of an appeal petition, the Chief Hearing Examiner~~,~~ or hearing examiner with the Office of Administrative Hearings, through office staff, shall supply a copy of the petition to the State Fire Marshal. If the State Fire Marshal elects to file a response to the appeal petition, he or she shall deliver a copy of the response to the Chief Hearing Examiner~~,~~ or hearing examiner with the Office of Administrative Hearings and a copy to the petitioner.

17.7. Scheduling Appeal Petition for and Notice of Hearing. -- The Chief Hearing Examiner~~,~~ or hearing examiner with the Office of Administrative Hearings, through office staff, shall schedule a hearing on the appeal petition giving the petitioner and the State Fire Marshal at least 10 days written notice of the date, time, and place of the hearing. The notice to the petitioner shall be by personal delivery or by certified mail, return receipt requested, shall contain a short and plain statement of the matters to be considered at the hearing, and a copy of the State Fire Marshal's response, if any, to the appeal petition, and shall be mailed or personally delivered by the State Fire Marshal no later than 30 days after receipt of the appeal petition. A copy of the notice to the petitioner shall be supplied to the State Fire Marshal. The hearing shall be conducted at a designated location in Charleston, West Virginia, or in the discretion of the Chief Hearing Examiner~~,~~ or hearing examiner with the Office of Administrative Hearings at a location within the county where the premises in question are located.

17.8. Authorized Representative. -- The petitioner may appear individually, or by counsel.

17.9. Continuances -- A motion for continuance shall not be granted unless made in writing three days before the hearing or during the hearing, in either case for good and sufficient cause. Upon consideration of a motion for continuance, the urgency of the situation shall be determined and taken into consideration. Conflicting engagements of counsel or the employment of new counsel are not good grounds for a continuance unless a motion is filed promptly after the notice of hearing has been mailed or unless extenuating circumstances are shown, which the hearing examiner considers adequate.

17.10. Absence of Petitioner or Counsel at the Scheduled Hearing -- A hearing being conducted pursuant to this rule shall not be delayed or continued due to the absence of the petitioner or his or her legal counsel at a hearing, after service of notice of the time, date, and place of the hearing. The hearing shall proceed and the case shall be submitted for decision on the part of the absent petitioner or petitioners.

17.11. Subpoenas and Subpoenas *Duces Tecum*.

17.11.1. At any hearing held under this section, the testimony of witnesses and the production of documentary evidence may be required through the use of subpoenas and subpoenas *duces tecum*. The State Fire Marshal may issue subpoenas and subpoenas *duces tecum* at the request of the petitioner, or the hearing examiner.

17.11.2. Every subpoena or subpoena *duces tecum* is required to prove service at least 5 days before the return date of that subpoena, either by personal service made by any person 18 years of age, or older, or by registered or certified mail. A return acknowledgment signed by the person to whom the subpoena or subpoena *duces tecum* is directed is required to prove service by registered or certified mail.

17.11.3. Any party requesting a subpoena or subpoena *duces tecum* shall see that it is properly served.

17.11.4. Any public official who serves any subpoena or subpoena *duces tecum* is entitled to the same fee as a Sheriff who serves a witness subpoena for a circuit court of this state; and fees for the attendance and travel of witnesses are the same as for witnesses before the circuit courts of this state. All

fees shall be paid by the State Fire Marshal if the subpoena or subpoena *duces tecum* is issued at the instance of the hearing examiner. All fees related to any subpoena or subpoena *duces tecum* issued at the instance of the petitioner or the State Fire Marshal shall be paid by the party requesting the subpoena or subpoena *duces tecum*.

17.11.5. A request for a subpoena or subpoena *duces tecum* shall be in writing and shall contain a statement acknowledging that the requesting party agrees to pay the required fee.

17.11.6. Any person receiving a subpoena or subpoena *duces tecum* issued under this section shall honor the subpoena or subpoena *duces tecum* as though it were issued by a circuit court of the state, and shall appear as a witness and/or produce the books, records, or papers in response to the subpoena or subpoena *duces tecum*. In case of disobedience or neglect of any subpoena or subpoena *duces tecum* served on any person or the refusal of any witness to testify to any matter regarding which he or she may be lawfully interrogated, the circuit court of the county in which the hearing is being held, upon application by the hearing examiner, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena or subpoena *duces tecum* issued from the circuit court or a refusal to testify in the circuit court.

17.12. Evidence.

17.12.1. All witnesses appearing at the hearing shall testify under oath or affirmation. Every adverse party has the right of cross-examination of witnesses who testify, and has the right to submit rebuttal evidence.

17.12.2. All relevant and material evidence, including papers, records, agency staff memoranda and documents in the possession of the State Fire Commission or the State Fire Marshal of which either party desires to avail himself or herself, may be offered and made a part of the record in the case.

17.12.3. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded by the hearing examiner. Except as otherwise in this section, the rules of evidence as applied in civil cases in the circuit courts of this state shall be followed in considering the admissibility of evidence. However, when necessary to ascertain facts not reasonably susceptible of proof under those rules, reasonably authenticated evidence not admissible under those Rules may be admitted, except where precluded by the W. Va. Code or privilege, if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs.

17.13. Record of Proceedings. -- All of the testimony, evidence, and rulings on admissibility of evidence at any hearing shall be recorded by a certified court reporter, or electronic means. A transcript shall only be prepared if the Commission's final decision is appealed. The cost of the transcript shall be paid by the party requesting it.

17.14. Informal Disposition. -- At any stage of the proceedings, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order, or default.

17.15. Decision by the hearing examiner. -- Upon the conclusion of the hearing, the hearing examiner shall prepare a decision supported by findings of fact and conclusions of law affirming, modifying, or vacating the earlier order or decision of the State Fire Marshal. The decision signed by the hearing examiner shall be final unless vacated or modified upon judicial review thereof. A copy of the order shall be served on all parties to the hearing and all attorneys of record, if any, in person or by certified mail, return receipt requested.

17.16. Judicial Review. -- The petitioner or the State Fire Marshal may appeal the hearing examiner's decision to the Intermediate Court of Appeals as the Intermediate Court of Appeals has appellate jurisdiction over all "[f]inal judgments, orders, or decisions of an agency or administrative law judge entered after June 30, 2022" per West Virginia Code §51-11-4(b)(4).

"Know Before They Blow" - Draft Ordinance

Drafted by Councilman Tarvin

If adopted, it is recommended to be NEW Chapter 5, Article X of Ranson Code

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ORDINANCE NO. 2026-_____

AN ORDINANCE ESTABLISHING ADVANCE NOTIFICATION, SURVEY, REPORTING AND NOXIOUS GAS PROTECTION REQUIREMENTS FOR BLASTING OPERATIONS ASSOCIATED WITH LAND DEVELOPMENT, CONSTRUCTION, AND SITE PREPARATION WITHIN THE CITY OF RANSON

Be it ordained by the City Council of the City of Ranson, West Virginia:

Section 1. Purpose and Intent

The purpose of this Ordinance is to promote public health, safety, and welfare by establishing reasonable advance notification, documentation, and communication requirements for blasting operations conducted in connection with land development, subdivision construction, commercial construction, infrastructure improvements, and related earthmoving activities.

The City Council recognizes that blasting operations may cause ground vibration, air overpressure, noise, and other disturbances affecting nearby residents, structures, and properties.

This Ordinance is intended to supplement applicable state and federal requirements, including the West Virginia State Fire Code Title 87-1-1 and 87-1-2, and shall not supersede any state law or regulation governing the licensing, handling, storage, or use of explosives.

The City of Ranson's receipt, filing, or review of all documents related to blasting operations pursuant to this Section is strictly for administrative record-keeping. Such actions shall not create any municipal liability, duty of care, oversight obligation, or warranty regarding the safety, legality, or structural impacts of the blasting operations, which remain entirely the responsibility of the developer and certified blaster.

Section 2. Applicability

A. This Ordinance shall apply to any developer, property owner, contractor, subcontractor, or other person conducting or causing blasting operations within the corporate limits of the City of Ranson for the purpose of:

1. Residential subdivision development;
2. Commercial, institutional or industrial land development;
3. Roadway, utility, or infrastructure construction;

4. Grading, excavation, or site preparation;
5. Any other non-mining construction activity involving the intentional detonation of explosives.

B. Blasting activities regulated under West Virginia laws shall remain subject to all applicable state requirements. Municipal notification provisions shall apply only to the extent authorized by law and not preempted by state regulation.

C. Emergency blasting operations expressly authorized by the appropriate public safety authority may be exempted from the advance notification periods when necessary to address an immediate threat to life or property.

Section 3. Advance Written Notification

A. No person subject to this Ordinance shall commence blasting operations until written notification has been provided at least fourteen (14) calendar days before the first scheduled detonation.

B. Written notification shall be provided to:

1. All owners of real property located within 1,500 feet of the proposed blasting area;
2. All occupants of residential dwellings and buildings located within 1,500 feet of the proposed blasting area, whether owners or tenants;
3. The City of Ranson Community Development Department, or other designated municipal official;
4. The local fire department and appropriate emergency communications authority.

C. The developer shall submit:

1. Identification of the blasting contractor and responsible blaster;
2. A map identifying the proposed blasting area and surrounding properties;
3. The anticipated blasting schedule;
4. A designated emergency contact available during blasting operations;
5. A statement identifying the state agencies having jurisdiction over the blasting activity.

The developer shall also submit a copy of the notification, the mailing list, and proof of mailing or delivery to the City of Ranson no later than ten (10) calendar days before the first scheduled blast. The City's receipt of this information shall not constitute technical approval of blasting design or explosives handling.

D. The notification distance shall be measured from the closest boundary of the proposed blasting area to the affected property boundary.

E. Notification shall be delivered by first-class United States mail or certified personal delivery, at a minumum. Owners and occupants shall receive separate notices. The developer shall maintain records demonstrating compliance.

Section 4. Required Contents of Notification

Each written notification shall contain, at a minimum:

A. The name and location of the development or construction project;
B. The name, address, email address and telephone number of the developer and blasting contractor;
C. The anticipated starting and ending dates of blasting operations;
D. A general description of the blasting activity and its purpose;
E. A map or description identifying the approximate blasting area;
F. Information explaining how nearby property owners may request a preblast property condition survey;
G. A statement that blasting operations will comply with applicable West Virginia laws and safety requirements;
H. Instructions for receiving additional schedule updates;

I. Offer of a Carbon monoxide monitor and related safety information per Section 7 of this ordinance

Section 5. Notification Prior to Individual Blasting Events

A. In addition to the initial fourteen-day notification, the developer or blasting contractor shall provide an updated notice at least two (2) business days before each scheduled blasting event, concurrent with the submittal of the blasting activity form to the Fire Marshal.
B. Such notice may be provided through electronic mail, text message, telephone notification, or another method approved by the City, provided that the initial written notice clearly explains how affected persons may enroll in the notification system.
C. Affected residents who do not enroll in electronic notifications shall be provided access to a publicly available blasting schedule maintained by the developer and the City.
D. Where a scheduled blast is delayed or canceled, reasonable efforts shall be made by the blasting agent and property owner / developer to communicate the change promptly.
E. A blast conducted outside a previously announced time window shall require an updated notification to all parties identified in Section 3 of this ordinance, except when a delay is necessary to address an immediate safety concern and applicable law permits the operation.

Section 6. Preblast Property Condition Surveys

A. In the written notification, the developer shall offer a preblast property condition survey, at the developer's expense, to owners of residential dwellings and other occupied structures located within 1,500 feet of the proposed blasting area.
B. The offer shall be included in the initial written notification.
C. A property owner shall have at least ten (10) calendar days from the date of the initial notice to request a survey.
D. Requested surveys shall be performed by a qualified, independent professional (not associated with the blasting site) before blasting begins in the vicinity of the affected property.
E. The survey shall document the interior and exterior condition of the principal structure, including foundation walls, load-bearing elements, masonry, chimneys, drywall, and any existing structural flaws. Documentation shall include high-resolution photographs, video records, and detailed written descriptions.
F. Participation shall be voluntary. No developer or contractor shall enter private property without the owner's consent or other lawful authorization. Failure of a property owner to grant access after reasonable written notice shall relieve the developer of liability for pre-existing or unverified damages to that specific property.
G. The developer shall provide the property owner with a copy of the completed survey before blasting begins.
H. The developer shall maintain records of survey offers, requests, completed surveys, and refusals. Private survey reports shall not be publicly disclosed by the City except as required by applicable law.

Section 7. Carbon Monoxide Awareness and Detector Protection

A. Purpose and Findings

The City Council recognizes that the detonation of explosives used in land development, excavation, and construction may generate carbon monoxide (CO), a colorless, odorless, and potentially deadly gas.

The City further recognizes that carbon monoxide produced during blasting operations may migrate through subsurface rock formations, soil, utility trenches, and other underground pathways, potentially accumulating in nearby residential and occupied structures.

Accordingly, the City establishes the following supplemental notification and protective measures for residents and property owners located near development-related blasting operations.

B. Required Offer of Carbon Monoxide Detectors

1. Any developer, property owner, or contractor responsible for blasting operations subject to this Ordinance shall offer, at no cost to the recipient, a minimum of one (1) operational carbon monoxide detector to each occupied residential dwelling located within one thousand five hundred (1,500) feet of the proposed blasting area.
2. The offer shall be included in the required advance written blasting notification and shall be made regardless of whether the dwelling contains fuel-burning appliances or an existing carbon monoxide detector.
3. Eligible residents who request a detector shall receive the detector before blasting operations commence.
4. The number and recommended placement of detectors shall be consistent with applicable fire safety standards, manufacturer instructions, and any recommendations issued by the appropriate fire safety authority.

C. Detector Standards

All carbon monoxide detectors provided under this section shall:

1. Be new and comply with applicable nationally recognized safety standards, including UL 2034 or its applicable successor standard;
2. Include an audible alarm;
3. Be suitable for residential use;
4. Be accompanied by manufacturer instructions explaining proper placement, installation, testing, maintenance, and replacement.
5. Deaf or Hard of Hearing Residents: If a dwelling is occupied by an individual who is deaf or hard of hearing, the developer must provide a detector with a visual light signal upon written request

D. Distribution of Detectors

1. Eligible residents shall be provided a reasonable opportunity to request a detector following receipt of the initial blasting notification.
2. The developer shall provide requested detectors before the commencement of blasting operations.
3. No developer or contractor shall enter a dwelling without lawful authorization.
4. A resident's decision to decline a detector shall not relieve the developer or blasting contractor of any other applicable safety obligation.

E. Carbon Monoxide Safety Information

The developer shall provide written educational information to all property owners and occupants within the designated notification area explaining:

1. That blasting operations may produce carbon monoxide;
2. That carbon monoxide can migrate underground and potentially enter buildings through sump pump pits, basement floor cracks, crawlspaces, and around water/sewer line penetrations;
3. The symptoms of carbon monoxide exposure, including headache, dizziness, nausea, confusion, and weakness, and pets and children are more quickly affected;
4. The importance of properly installed and operational carbon monoxide detectors;
5. That detectors should be kept active to monitor for carbon monoxide gas migration potentially hours to days after the actual detonation;
6. The need to immediately evacuate to fresh air and contact 911 if a carbon monoxide alarm activates or carbon monoxide exposure is suspected;
7. That occupants shall not reenter the building until authorized by emergency responders.

F. Documentation of Compliance

At least two (2) business days prior to commencement of blasting operations, the developer shall submit to the City of Ranson Community Development Department:

1. A copy of the written carbon monoxide detector offer;
2. Documentation identifying the dwellings to which offers were delivered;
3. A record of detector requests, distributions, and installation assistance;
4. Documentation (name and address) of any residents who expressly declined the offer;
5. Documentation of any additional detectors provided pursuant to subsection B(4).

The City may require additional documentation reasonably necessary to verify compliance, subject to applicable privacy and records laws.

G. Additional Protective Measures

1. Where site-specific geological conditions, proximity to occupied structures, subsurface blasting methods, or other identified conditions indicate an elevated potential for carbon monoxide migration, the City may request review by the appropriate state regulatory or fire safety authority.
2. Where a qualified blasting professional or appropriate fire safety authority identifies a potential for carbon monoxide migration beyond the established 1,500-foot notification radius, the developer shall provide additional notification and detector offers to affected properties within the expanded area, to the extent authorized by applicable law.
3. Nothing in this section shall relieve a developer or blasting contractor of any applicable duty to evaluate, monitor, prevent, or respond to hazardous blasting-related gases.

H. Relationship to State Law

This section is intended to supplement applicable West Virginia law, including West Virginia Code §15A-10-12, and shall be interpreted consistently with state fire safety requirements.

No provision of this section shall be construed to authorize a municipal requirement prohibited or preempted by state law.

I. Administrative Disclaimer of Liability

The City of Ranson's receipt, filing, or review of carbon monoxide detector offers, distribution records, compliance documentation, or notifications pursuant to this Section is strictly for administrative record-keeping and public compliance tracking. Such actions shall not create any municipal liability, duty of care, oversight obligation, or warranty regarding the safety, efficacy, or placement of carbon monoxide detectors, nor shall it create liability for the prevention or mitigation of blasting-related gases, which remain entirely the legal responsibility of the developer, contractor, and certified blaster.

Section 8. Public Safety and Complaints

A. The developer and blasting contractor shall publish and maintain a contact number for residents to report blasting-related concerns.
B. The developer shall maintain a written record of complaints received, including the date, nature of the complaint, and action taken.
C. Complaints alleging structural damage, excessive vibration, flyrock, or other safety concerns shall be referred to the State Fire Marshal.
D. Upon request, the developer shall provide the City with complaint records and available blast-monitoring documentation, subject to applicable confidentiality and disclosure requirements.
E. Nothing in this Ordinance shall limit the authority of the State Fire Marshal or other authorized state agency to investigate or enforce applicable explosives regulations.

Section 9. Changes in Blasting Location or Schedule

A. If blasting operations are expanded beyond the originally identified blasting area, the developer shall provide a new fourteen-day (14) advance notice to any additional property owners and occupants brought within the notification radius.

B. If blasting operations are suspended for more than sixty (60) consecutive days, the developer shall provide a new initial notice before operations resume.
C. Material changes to the anticipated blasting schedule shall be communicated to affected residents and the City.

Section 10. Enforcement

A. Compliance with this Ordinance shall be administered by the City's designated code enforcement or development official.
B. Upon finding a violation, the City may issue written notice specifying the violation and the corrective action required.
C. To the extent authorized by West Virginia law, the City may withhold approval for commencement of development-related blasting or take appropriate action concerning a City-issued development permit until the required notices have been provided.
D. Any monetary penalties shall be established in accordance with applicable West Virginia statutory limits and municipal enforcement procedures.
E. Enforcement under this Ordinance shall not interfere with state or federal jurisdiction over explosives safety, licensing, notification or blasting practices.

Section 11. Severability

If any section, subsection, sentence, clause, or provision of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions.

Section 12. Effective Date

This Ordinance shall become effective upon adoption in accordance with applicable law and shall apply to blasting operations first commenced after the effective date, including blasting conducted as part of a development previously approved by the City, to the extent legally permissible.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA

Date: _____

Mayor: _____

Attest: _____

West Virginia State Fire Marshal's Office

Blasting Activity Registration Form

The form shall be submitted at least 2 business days before any blasting activity takes place.

Applicant

Applicant Name:	
Address:	
City, State, Zip:	
Phone Number:	
Type of Business:	

Contact Person

Contact Name:	
Contact Phone Number:	
Blasting Subcontractor:	

Explosive & Location Information

Project Name:				
Explosive Types to be Used:				
Detonator Types to be Used:				
Blasting Location Address:				
Blasting County:				
Blasting GPS Coordinates:	N		W	
Start Date:				
Job Duration (1 year max):				
Blast Times:				

Form may be submitted via fax to (304) 558-2537 or by email to sfmlicensing@wv.gov

AGENDA ITEM 5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Notification for the Eastern Panhandle Transit Bus Stop Shelter.

Eastern panhandle Transit additional bus routes in the city of Ranson.

ATTACHMENTS:

Ranson_EPTA_Bus_Shelter_Council_Briefing.pptx

EPTA Bus Shelter Expansion Initiative

City Council Briefing • Proposed Locations

Eastern Panhandle Transit Authority Partnership

Project Overview

Expanding shelter coverage through the City's existing partnership with EPTA

EPTA

Will provide 3–4 additional bus shelters to the City at no cost.

City of Ranson

Public Works will primarily provide site preparation and installation.

Proven Partnership

Replacement shelters at City Hall and Apple Tree Garden Apartments are installed and in service.

Improves rider comfort and protection from weather

Supports access to residential, employment and commercial destinations

Expands public infrastructure with a limited City financial commitment

Recommended Locations

Staff recommends moving forward with the following three locations

1

Potomac Marketplace/
Oak Lee Drive

Primary commercial destination with access to retail, restaurants and employment.

2

Flowing Springs Road/
Mountain Laurel Boulevard

Fast-growing residential area with potential to support current and future development.

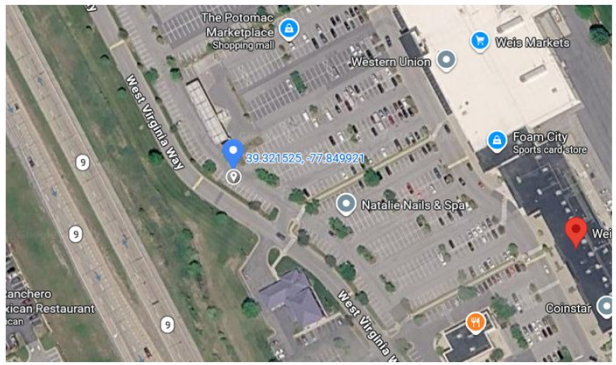
3

East 5th Avenue/Hollywood
Casino Parking Garage

Major employment center and regional destination with existing transit activity.

Proposed Locations — Site Views

Final placement within each general location remains subject to EPTA/site feasibility



Potomac Marketplace/Oak Lee Drive



Flowing Springs Rd/Mountain Laurel Blvd



East 5th Ave/Hollywood Casino

Staff Recommendation & Requested Action

Approve the proposed locations and authorize staff to proceed EPTA coordination

Staff Recommendation

Approve the three proposed general locations for additional EPTA bus shelters, subject to final site feasibility and coordination with EPTA.

Potomac Marketplace/Oak Lee Drive

Flowing Springs Road/Mountain Laurel Boulevard

East 5th Avenue/Hollywood Casino Parking Garage

Upon Approval

Staff will confirm final placement and shelter availability with EPTA, coordinate site preparation and installation, and move the project into implementation.

AGENDA ITEM 6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Police

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2026-30 Authorizing the donation of a Surplus Police Vehicle to the Jefferson County Sheriff's office reserve program.

Chief Cisar has requested Council authorization to donate a retired police vehicles to the Jefferson County Sheriff's Office Reserve Program. The vehicle, is a 2018 Ford Taurus have exceeded 100,000 miles and are no longer suitable for daily patrol use within the Ranson Police Department fleet.

While they have reached the end of their useful life for primary patrol purposes, both vehicles remain functional and can continue to serve in a secondary law enforcement capacity. The Sheriff's Office has identified a need within its Reserve Program, and this donation would allow the vehicles to remain in public service while supporting law enforcement operations within Jefferson County.

ATTACHMENTS:

Resolution 2026-30 Authorizing the Donation of Surplus Police Vehicle to the Jefferson County Sheriff11172026.docx

RESOLUTION AUTHORIZING THE DONATION OF A SURPLUS POLICE VEHICLE TO THE JEFFERSON COUNTY SHERIFF'S OFFICE FOR THE JEFFERSON COUNTY SCHOOL SAFETY PROGRAM

WHEREAS, the City of Ranson owns certain personal property utilized in the operation of the Ranson Police Department, including a 2018 Ford Taurus, VIN 1FAHP2MP0JG104251, identified as Vehicle # 9, and

WHEREAS, the Chief of Police has determined that the vehicle, has in excess of 100,000 miles, are no longer suitable or needed for daily patrol operations and is therefore surplus to the needs of the city; and

WHEREAS, the Jefferson County Sheriff's Office has requested the donation of this vehicle to support its Jefferson County School Safety Program, where the vehicle may continue to provide operational value; and

WHEREAS, the City Council finds that the donation of the surplus vehicle will provide a direct public benefit by supporting Jefferson County School Safety Program within Jefferson County; and

WHEREAS, the City Council is authorized to dispose of personal property and to enter into agreements with other governmental entities when such action serves a necessary and convenient public purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA, that:

The City Council hereby declares the 2018 Ford Taurus, VIN 1FAHP2MP0JG104251, to be surplus property.

The City Council authorizes the donation and transfer of said vehicle to the Jefferson County Sheriff's Office for use in the Jefferson County School Safety Program.

The Interim City Manager is authorized to execute any and all documents necessary to effectuate the transfer of ownership, including title transfer, and to take any administrative actions necessary to complete the donation.

The transfer is made in as - is condition, with no warranties express or implied by the City of Ranson.
Signed and approved this 17th day of November 2026.

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM 7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Ranson Youth Advisory Committee approval of application with plan in place.

ATTACHMENTS:

Ranson Youth Application 11202026.docx
Terms and Conditions Youth Advisory.docx

RANSON YOUTH COMMITTEE APPLICATION

Office of the City Clerk cityclerk@ransonwv.gov
312 South Mildred Street, Ranson, WV 25438

Applications for the Youth Committee close of business January 8, 2027

Questions, please call Ward II Councilor Wesley Wildrick: 304-315-4716 email: wwildrick@ransonwv.us

Part I. Contact Information (Please Print)

Applicant Name: _____

Applicant Address: _____ _____ _____ _____
Street City State Zip Code

Phone Home: _____ Cell: _____

Email address:
(Coordinating meetings and communication with committee will by email)

Parent/Guardian Name: _____

Phone Number: _____ Email: _____

Emergency Contact: _____ Relationship: _____

Phone Number: _____

Emergency Contact: _____ Relationship: _____
Phone Number: _____

Part II – School

Name of School: _____

Home School Yes ☐ No ☐

Current Grade Level: _____ Date of Birth: _____

Part III- Short Answer Questions (More space is available on the last page).

List or Describe your School Involvement or Activities

1.

2.

Part IV: Tell us about yourself (hobbies, likes and dislikes)

1.

2.

3.

DRAFT

Part V: Community service or organization involvement.

1.

2.

Part VI: Your community

Idea of what you would like Ranson Youth Committee to focus on and Why?

Part VII: References

(Please provide at least 2 references, 1 letter of reference and most recent grading report)

Name: _____

Affiliation to applicant: _____

Phone: _____

Email: _____

Name: _____

Affiliation to applicant: _____

Phone: _____

Email: _____

Part VII: Signatures

(Please sign and date below)

Applicant Signature _____
Date _____

Parent/Guardian _____
Date _____

DRAFT

If necessary, please use the space below for the short answer questions:

DRAFT

Ranson Youth Advisory Committee Process

I. Membership

The Ranson Youth Advisory Committee (hereinafter referred to as the "Youth Advisory Committee") shall consist of no fewer than five (5) and no more than nine (9) youth members.

Youth members shall be selected and appointed by a selection committee consisting of the mayor and the six (6) members of Ranson City Council.

The Youth Advisory Committee shall also include the following adult representatives to provide guidance, support, and oversight however these members are non-voting members.

1. One (1) Adult Co-Chair/City Liaison, who shall be a member of Ranson City Council.
2. City Clerk
3. One (1) Adult Education Liaison.
4. One (1) Adult Community Advisor.
5. Nine Youth Members

A. Residency and Eligibility Requirements

To be eligible for membership on the Youth Advisory Committee, applicants must:

1. Reside within the incorporated city limits of Ranson, West Virginia.
2. Attend Jefferson High School or Washington High School.

B. Application and Selection Process

Interested candidates must complete and submit all required components of the Youth Advisory Committee application.

Applications shall be made available through the City of Ranson website at **www.ransonwv.gov** and in person at:

Attention: City Clerk
City of Ranson
312 S. Mildred Street
Ranson, WV 25438

Upon completed applications, the selection committee, consisting of the mayor and six (6) members of City Council, shall review applications and select a minimum of five (5) and a maximum of nine (9) youth members.

C. Compensation and Recognition

Youth Advisory Committee members shall serve on a voluntary, uncompensated basis. Members may receive credit for volunteer service hours and shall be eligible to receive a certificate recognizing their service and participation on the Youth Advisory Committee.

Youth Advisory Committee members shall be appointed to one (1) term and may serve no more than two (2) consecutive terms.

Each term shall begin on January 19, 2027, and conclude on June 22, 2027.

B. Vacancies

In the event of a vacancy on the Youth Advisory Committee, a replacement member shall be appointed within thirty (30) days by the mayor, in consultation with the six (6) members of Ranson City Council.

Any replacement member shall serve the remainder of the vacant position's unexpired term.

III. TRAINING AND ORIENTATION

Prior to participating in their first official meeting, each Youth Advisory Committee member shall attend and complete an orientation and training session hosted by the City Clerk's Office and two (2) designated members of Ranson City Council.

The training shall provide an overview of the Youth Advisory Committee's purpose, responsibilities, expectations, meeting procedures, and applicable City policies.

Each member shall also take an oath of service prior to participating in their first official meeting.

IV. ORGANIZATION AND MEETINGS

The Youth Advisory Committee shall meet quarterly at a regularly scheduled time and location established by the City.

Additional meetings may be scheduled as necessary to conduct committee business, complete assigned projects, and fulfill the responsibilities outlined in this policy.

V. RESPONSIBILITIES AND EXPECTATIONS

The Ranson Youth Advisory Committee shall have the following responsibilities:

1. **Written Recommendations:** At the conclusion of each term, prepare and submit written recommendations to the mayor identifying opportunities to strengthen relationships, communication, and engagement between the City of Ranson and its youth.
2. **City Council Participation:** Attend and observe no fewer than six (6) Ranson City Council meetings during each term to gain an understanding of municipal government operations and local decision-making.
3. **Community Service:** Complete no fewer than twenty (20) hours of community service during each term through projects, activities, or assignments designated or approved by the City of Ranson.
4. **Civic Engagement:** Promote positive youth involvement in local government and encourage other young residents to become engaged in community affairs.
5. **Community Representation:** Provide constructive feedback, ideas, and recommendations regarding issues, programs, and opportunities affecting the youth of Ranson.

AGENDA ITEM 8

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2026 - 31 A Resolution of the City Council of the City of Ranson, West Virginia, Authorizing Premium Pay for hourly employees working the 2026 Tree Lighting event

Authorizing premium pay for hourly employees who are scheduled to work and perform duties during the 2026 Ranson Tree Lighting event, recognizing that such event requires staffing outside of normal work assignments, and appropriately compensate employees for their service during this special city-sponsored event.

ATTACHMENTS:

Resolution_2026-31 TREE LIGHTING OVERTIME DRAFT.docx

Resolution 2026-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA, AUTHORIZING PREMIUM PAY FOR HOURLY EMPLOYEES WORKING THE 2026 TREE LIGHTING EVENT

WHEREAS, the City of Ranson hosts an annual Tree Lighting event as a signature community gathering; and

WHEREAS, the 2026 Tree Lighting event is scheduled for Saturday, November 28, which falls on the weekend immediately following Thanksgiving, a period generally regarded as a family centered holiday weekend; and

WHEREAS, the City adopted a revised overtime and compensatory time policy which provides overtime compensation to nonexempt employees only for hours actually worked in excess of forty hours in a defined workweek; and

WHEREAS, due to the placement of two recognized holidays within the same week as the Tree Lighting event, most hourly employees assigned to work the event will not meet the forty-hour threshold that would otherwise qualify them for overtime compensation; and

WHEREAS, the City Manager, as the administrative head of the government and policy administrator, recommends offering premium compensation in recognition of the extra time, effort, and commitment required of hourly employees working during a holiday weekend; and

WHEREAS, the City Council desires to acknowledge and express its appreciation for the employees who directly support this important community event.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA, that

All hourly compensated City employees who are scheduled, assigned, and directly engaged in work supporting the 2026 Tree Lighting event on Saturday, November 28, shall be compensated at a premium rate equal to one- and one-half times their normal base hourly wage for all hours worked during the event; and

THEREFORE, this premium pay is intended as a token of appreciation for service performed on a holiday weekend and does not alter or amend the City's adopted overtime policy; and

THEREFORE, The City Manager is authorized to identify qualifying employees, certify hours worked, and implement this premium pay in accordance with existing payroll procedures.

Signed and approved this 17th day of November 2026

_____

Kenneth Suits, Mayor

_____

Darla Armstrong, City Clerk

AGENDA ITEM 9

RANSON
AT THE CENTER OF OPPORTUNITY.

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration and Authorization to resubmit a BUILD Grant Application for the WV Panhandle REC Path Project.

City Council is asked to consider and support a Regional Connectivity and Economic Development Initiative through a US DOT BUILD Planning Grant Application for the WV Panhandle REC Path Project.

ATTACHMENTS:

AGENDA ITEM 10

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Cancellation of the December 1, 2026 Regular City Council Meeting

ATTACHMENTS:

AGENDA ITEM 11

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Council Working Groups and Committees Discussion

ATTACHMENTS: