CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

December 3, 2024 | 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 - November 19, 2024
   City Council Regular Meeting 11192024.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report - December
   Nov. 24 Stats PD.xlsx
2. City Manager Report - December

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Public Hearing - Ordinance 2024-364 An Ordinance Amending Chapter 2, Section 14- Rate of Compensation for City Officers, of the Municipal Code of Ranson, West Virginia.
   Legal Ad 2024-364 1232024.docx
2. Consideration - Ordinance 2024-364 An Ordinance Amending Chapter 2, Section 14- Rate of Compensation for City Officers, of the Municipal Code of Ranson, West Virginia.
   Council Pay Update Ordinance 2024-364 1232024.pdf

3. Resolution 2024- 22 FY 2025 Capital Fund Budget Revision #2
   Resolution #2024-22 FY2025 Capital Budget Revision #2.docx
   Capital Budget Revision FY25 #2 12-3-2024.pdf
4. 19th Avenue & Fairfax Blvd Intersection Stop Sign Request
5. City or Ranson 2025 Holiday Schedule
   Holiday Schedule.pdf
6. City Council Meeting Schedule 2025
   Council Meeting 2025 Calendar.docx
7. Holiday Community Sponsorship Distributions

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Table Drop November 19, 2024
   Oath Legal Ads.pdf
   Board Application 2024.pdf
   Pizza w Santa.pdf
   Tree Lightning.pdf
   Community Market News Letter.pdf

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes - November 19, 2024

ATTACHMENTS:

City Council Regular Meeting 11192024.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

November 19, 2024 | 7:00 P.M. | Council Chamber

I. CALL TO ORDER

Mayor, Keith D. Pierson	Present
Mike Anderson	Present
Ken Suits	Present
Andy Colandrea	Present
Herbie McDaniel	Present
Amanda Stroud	Present
Tommy Custer	Present

II. APPROVAL OF MINUTES

1. Minutes - November 6, 2024

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Yes
Ken Suits	Yes
Andy Colandrea	Yes
Herbie McDaniel	Yes
Amanda Stroud	Yes
Tommy Custer	Yes

III. CITIZEN'S PRESENTATIONS/PETITIONS

Edward Chapman addressed the City Council regarding his concerns about Fairfax and 16th Avenue. He reported that the area is very dangerous and inquired about the possibility of posting signs to improve safety. He also asked about plans to pave the road.

Additionally, Mr. Chapman brought the issue of the pond to the Council's attention. He stated that the pond is not functioning properly, with the water appearing green and an increase in mosquito activity.

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report – October
   No Action at this time.

2. Public Works Status Report- October
   No Action at this time.

3. Community Development Status Report - October
   No action at this time.

4. Ranson Convention and Visitors Bureau Status Report - October
   No action at this time.

5. Finance Department Status Report- October
   No Action at this time.

6. City Manager Report

The City Manager informed the Mayor and City Council that all department status reports are included in the meeting packet.

Upcoming events include Tree Lighting on November 30, 2024. Ranson Charlestown Parade on December 7, 2024, Pizza with Santa on December 14, 2024, Employee Luncheon on December 20, 2024 (further details will be provided at the upcoming meeting).

The City Manager also shared that community organizations are collaborating to plan for the 250th anniversary of our country on July 4, 2026. An organizational meeting will be held at the Jefferson County Commission meeting room, located in the Charles Town Library, on December 5, 2024, at 5:30 PM. The City Manager has asked Debbie McClure to attend the meeting on behalf of the city.

The Jefferson County School Board has requested to terminate their contract with the City for crossing guards. The crossing guards have been notified, and their last day of service will be December 20, 2024. Additionally, applications for board commission positions with expiring terms are available online.

The Council Member Suits inquired about the budget regarding City Hall expenditure and asked if there were any concerns. The City Manager responded that there are no major concerns. Some of the billing comes in at different times, and reimbursements are still pending.

COMMUNICATIONS FROM THE MAYOR

Mayor Keith D. Pierson reported that a 4-way stop sign had been installed at a location due to the need for improved traffic control. This decision did not come before the Council as it was an immediate necessity. Mayor Pierson also mentioned that consideration is being given to installing a 4-way stop sign on 19th Street and requested that this item be placed on the next agenda for discussion.

Additionally, the Mayor asked if a new stop sign is installed, the Chief of Police be notified.

VI. **COUNCIL/COMMITTEE ANNOUNCEMENTS**

Council Member Amanda Stroud reported that she attended the Board of Education meeting regarding the Ranson School building, located at 600 N. Preston Street. The decision was made to repurpose the building for alternative learning, a testing center, and adult education programs. The Martin Robinson Delaney Opportunity Learning Program will be transferred to the site, and the building will be named in honor of Martin Robinson Delaney. The projected timeline for this transition is the 2025-2026 school year.

Council Member Andy Colandrea provided a report on the Ranson Authority Development meeting. He shared that various ideas were gathered, and a budget was set, but after review, it was determined that some of the proposed ideas would not fit within the established budget.

VII. COUNCIL BUSINESS

1. Public Hearing - Ordinance 2024-363 of the City of Ranson Authorizing the City Clerk of the City of Ranson to Certify the 2024 City of Ranson Ward Map Pursuant to Ranson City Charter, Part 1, Section 5 and W. VA. Code § 3-1-6

   The mayor opened the Public Hearing for comments. There were no comments received. The mayor then closed the Public Hearing.

2 Ordinance 2024-363 of the City of Ranson Authorizing the City Clerk of the City of Ranson to Certify the 2024 City of Ranson Ward Map Pursuant to Ranson City Charter, Part 1, Section 5 and W. VA. Code § 3-1-6

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Motion
Ken Suits	Second
Andy Colandrea	Yes
Herbie McDaniel	Yes
Amanda Stroud	Yes
Tommy Custer	Yes

3. Public Hearing- Ordinance 2024-361 - Second Reading of an Ordinance Amending and Reenacting Chapter 2 - Administration, Article II. Council Meetings of the Ranson City Code

   The mayor opened the Public Hearing for comments. There were no comments received. The mayor then closed the Public Hearing.

4. Ordinance 2024-361 - Second Reading of an Ordinance Amending and Reenacting Chapter 2 - Administration, Article II. Council Meetings of the Ranson City Code

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Motion
Ken Suits	Yes
Andy Colandrea	Second
Herbie McDaniel	Yes
Amanda Stroud	Yes
Tommy Custer	Yes

5. 2024- 365 - An Ordinance amending and Re-enacting the official Zoning Map of the City of Ranson Pursuant to Ranson Municipal Code § 19-20 and Chapter 19, Article 1: Parcel 08001000090000 Rezoning from Smartcode New Community to Highway Commercial.

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Yes
Ken Suits	Motion
Andy Colandrea	Second
Herbie McDaniel	Yes
Amanda Stroud	Yes
Tommy Custer	Yes

6. 2024- 366 An Ordinance Amending and Re-Enacting the Official Zoning map of the City of Ranson Pursuit to Ranson Municipal Code § 19-20 and Chapter 19, Article 1: Parcel 08001000090000 Rezoning from Smartcode New Community to R-6.

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Yes
Ken Suits	Second
Andy Colandrea	Yes
Herbie McDaniel	Yes
Amanda Stroud	Motion
Tommy Custer	Yes

7. 2024-367 - An Ordinance Amending and Re-Enacting the Official Zoning Map of the City of Ranson Pursuant to Ranson Municipal Code § 19-20 and Chapter 19, Article 1: Parcel 08001000080000 Rezoning from Smartcode New Community to R-6.

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Yes
Ken Suits	Motion
Andy Colandrea	Yes
Herbie McDaniel	Yes
Amanda Stroud	Second
Tommy Custer	Yes

8. 2024-368 - An Ordinance Amending and Re-Enacting the Official Zoning Map of the City of Ranson Pursuant to Ranson Municipal Code § 19-20 and Chapter 19, Article 1: Parcel 08001000050000 Rezoning From TND-MUX to R-6.

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Yes
Ken Suits	Motion
Andy Colandrea	Yes
Herbie McDaniel	Second
Amanda Stroud	Yes
Tommy Custer	Yes

9. W. 16th Avenue Project - Addendum #1 Billing Discrepancy\

The City Manager had a conversation with the Mayor and City Council members regarding the status of W. 16th Avenue. The city had previously requested that work be completed by the engineering company, Piedmont Design Group. However, the City Council decided not to proceed with the request.

During this discussion, the City Manager was informed by Piedmont Design Group that work had already begun, and there was a remaining balance of around $14,000.00 for the work completed thus far.

The City Manager shared this information with the Mayor and City Council, who had various opinions on how to proceed. One of the first questions raised was whether the work being done would be beneficial for future road design plans. The City Manager confirmed that the work could potentially be useful for future plans, depending on the direction taken for the road's development.

During the discussion There were different reactions from the Council on Payment. Some felt as if it would be beneficial to pay the balance due and some felt as if the City was being taken advantage of.

Council member Suits stated if the work was done then the balance should be paid and the city in good standing. Council member Colandrea and Custer thought maybe make an offer less than the invoice.

There was a Motion and a Second with a Vote

4- YES 2-NO 1 -Abstain

Mayor, Keith D. Pierson	Abstain
Mike Anderson	Yes
Ken Suits	Motion
Andy Colandrea	NO
Herbie McDaniel	Second
Amanda Stroud	Yes
Tommy Custer	NO

10. FY25 Strategic Plan - Request for Quarterly Updates

Council member Stroud has met with the Charles Town Utility Board for information regarding Fire Hydrants and will be meeting with Adam Watson.

VIII. ADJOURNMENT

Adjournment at 8:40 P.M. Motion was made by Ken Suits 2nd by Herbie McDaniel. Next Ranson Council meeting will be held Tuesday December 3, 2024 at 7:00 PM Ranson Council Chamber 312 South Midred Street, Ranson WV 25438.

IX. INFORMATION ONLY

1. November 19, 2024
   Tree Lightning
   Pizza With Santa
   Board Vacancies
   Board Applications
   Community Market Newsletter

_____
Keith D. Pierson, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: Police Chief Status Report - December

ATTACHMENTS:

Nov. 24 Stats PD.xlsx

Ranson Police Department
November 2024 Stats

November 2024	Calls for Service	Reports	Arrest	Citations	Warnings	Accidents
Chief Roberts	50	1	2	7	9	0
Capt. Lutman	27	0	1	6	6	0
Lt. McBride	51	3	3	16	10	0
Sgt. Sigulinsky	73	1	1	10	8	2
Sgt. Watson	191	4	3	81	27	1
Sgt. Lynch	79	3	1	16	8	4
Cpl. Hosby Brown	91	0	0	16	6	1
Cpl. Custer	0	0	0	0	0	0
Cpl. Hood	94	4	2	13	10	4
Cpl. Hutcherson	120	1	0	44	23	2
Ptlm. Swartz	187	8	0	12	10	3
Ptlm. Meacham	126	1	0	12	10	2
Ptlm. Black	146	5	5	30	15	2
Ptlm. Portner	97	0	0	16	26	1
Ptlm. Jenkins	95	4	7	8	30	1
Ptlm. Palmer	83	0	0	14	10	2
Ptlm. Lancaster	76	4	0	46	25	2
Ptlm. Wheat	160	3	4	13	30	0
Ptlm. Sealander	0	0	0	0	0	0
Walk Ins	220	0	0	0	0	0
TOTAL:	1966	42	29	360	263	27

Drone Call Outs:
None

Capt. Todd D. Lutman Sr.

Ranson Police Department
November 2024 Stats

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report - December

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

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Public Hearing - Ordinance 2024-364 An Ordinance Amending Chapter 2, Section 14- Rate of Compensation for City Officers, of the Municipal Code of Ranson, West Virginia.

ATTACHMENTS:

Legal Ad 2024-364 1232024.docx

LEGAL NOTICE
PUBLIC HEARING NOTICE
CITY OF RANSON

Ordinance 2024-364 AN ORDINANCE AMENDING CHAPTER 2, SECTION 14 - RATE OF COMPENSATION FOR CITY OFFICERS, OF THE MUNICIPAL CODE OF RANSON, WEST VIRGINIA

NOTICE OF PUBLIC HEARING - The Ranson City Council will hold a public hearing on December 3, 2024, 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 to Ordinance 2024-364 An Ordinance Amending Chapter 2, Section 14- Rate of Compensation for City Officers, of the Municipal Code of Ranson, West Virginia. Documents are available during regular office hours of 8:00 am – 4:00 pm weekdays, excluding holidays at City Hall. All persons are invited to attend and make comments about the proposal.

If you cannot attend but wish to comment, you may use the mailing process, and it must be received at the following address prior to December 3, 2024: City of Ranson, Attn: City Clerk, 312 S. Mildred Street, Ranson, WV 25438 or emailing at cityclerk@ransonwv.us Written Comments received prior to December 3, 2024, will be provided to the Ranson City Council and inserted into the official record.

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration - Ordinance 2024-364 An Ordinance Amending Chapter 2, Section 14- Rate of Compensation for City Officers, of the Municipal Code of Ranson, West Virginia.

The City Council is requested to consider the adoption and enactment of the included ordinance update on its second reading.

ATTACHMENTS:

Council Pay Update Ordinance 2024-364 1232024.pdf

AN ORDINANCE AMENDING CHAPTER 2, SECTION 14 - RATE OF COMPENSATION FOR CITY OFFICERS, OF THE MUNICIPAL CODE OF RANSON, WEST VIRGINIA

WHEREAS, on March 16, 2021, the City Council of Ranson adopted the Fiscal Year 2022 (FY22) General Fund Budget, establishing a compensation rate of $12,000 annually for the Mayor and $10,000 annually for each City Council member, effective at the commencement of new terms of office beginning July 1, 2021, for newly elected officials and July 1, 2022, for subsequently elected officials; and

WHEREAS, although these adjustments were enacted in the FY22 budget and reaffirmed in the FY23, FY24, and FY25 budgets, no corresponding update to the Ranson Municipal Code was made to codify these rates; and

WHEREAS, the issue of non-alignment between the City's budget and Municipal Code was identified during audit testing conducted in September 2024, revealing an administrative oversight that warrants correction to reflect the Council's previously adopted pay rates in the Code; and

WHEREAS, this ordinance is a corrective action to align the Ranson Municipal Code with the budgetary decisions made in FY22 and reaffirmed in subsequent budgets, distinguishing this action from new or retroactive compensation adjustments which could conflict with W.Va. Code, 8-5-12, and affirming that the current City Council is not instituting any new pay increase for sitting members; and

WHEREAS, because this action is an administrative correction that does not practically change the authorized compensation of the elected officials, it may lawfully be enacted to ensure consistency in public records of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA:

SECTION 1:

That Chapter 2, Section 14 of the Municipal Code of Ranson, West Virginia, be amended and reenacted as follows:

Sec. 2-14. - Rate of Compensation for City Officers

The rate of remuneration for city officials shall be as follows:

(1) Mayor: ~~$9,000.00~~ $ 12,000.00 annually.

~~(2) Recorder: $8,300.00 annually.~~

(3) Member of council: ~~$7,600.00~~ $ 10,000.00 annually.

This rate of remuneration shall apply to the terms of office beginning with the newly elected officials seated as of July 1, 2021, and July 1, 2022, in accordance with the FY22 budget adoption and subsequent fiscal year budget approvals.

SECTION 2:

This ordinance is enacted solely to codify previously adopted compensation rates as set forth in the City's FY22 budget and reapproved in the FY23, FY24, and FY25 budgets, to correct an administrative oversight without any intention of new compensation increase.

SECTION 3:

Effective Date. This ordinance shall be in full force and effect immediately upon passage, following the first and second readings as required by law.

First Reading: November 6, 2024

Public Hearing: December 3, 2024

Second Reading: December 3, 2024

Enacted this 3rd day December 2024

Adopted by the City Council of the City of Ranson after a 1st reading on November 6, 2024 and after a 2nd reading on December 3, 2024 by a vote of _____ in the affirmative, _____in the negative with __ abstentions.

_____
Keith D. Pierson, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2024- 22 FY 2025 Capital Fund Budget Revision #2

With the September 17th, 2024 revision to the FY2025 General Fund Budget, the budgeted contribution to the Capital Fund was increased by $395,159 for a total annual contribution of $1,930,246. The enclosed FY2025 Capital Budget revision addresses the increased contribution line, as well as the need for an additional $50,000 in the Computer Replacement expense line due to an aging server.

Overall, the net effect of the proposed revision is an increase of $351,659 to the total FY2025 Capital budget of $11,473,972, with a $4.9 Million excess balance rolled into contingencies.

COUNCIL ACTION:

1. Review Capital Fund Balance Budget Adjustment #2 and staff recommendation for revenue/expense increases.
2. Call for Motion to accept the budget revision as presented.
3. Take vote and record results.

ATTACHMENTS:

Resolution #2024-22 FY2025 Capital Budget Revision #2.docx
Capital Budget Revision FY25 #2 12-3-2024.pdf

RESOLUTION #2024-22

A Resolution of The City of Ranson Adopting and Approving the Amended Capital Improvement Fund Budget for Fiscal Year 2025

At a regular session of the Ranson City Council held on December 3rd, 2024, the following order was made and entered:

RESOLVED: The City Council of the City of Ranson does hereby direct the amended Capital Improvement Budget for Fiscal Year 2025 be adopted as shown on the attached Ranson Capital Budget Document, a copy of which is entered as part of the record.

WHEREUPON, Mayor Keith D. Pierson declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above. The City Manager shall have authority to execute purchases, subject to pertinent state, federal and local purchases laws and regulations under the approved Amended Capital Improvement Budget.

Signed and approved this 3rd day of December 2024.

_____
Keith D. Pierson
Mayor

ATTEST:

_____
Darla Armstrong
City Clerk

AFFIX CITY SEAL:

CITY OF RANSON
CAPITAL FUND BUDGET
FY 2025

	FY2025 BUDGET APPROVED 08/05/2024	*FY2025 BUDGET REVISION#2 INCR./DECR.*	*FY2025 PROPOSED REVISED BUDGET*	BALANCES THRU 9/30/2024	*YEAR OVER YEAR CHANGES (%)*	*Notes*
Carryover Balance	8,488,226	-	8,488,226	8,488,226	**20%**	Revenue/Expenditure Balance at 6/30
201.350.100 City Service Fees	150,000	-	150,000	87,000	-45%	$1,000 fee assessed on new development permits.
201.365.100 Grants	29,000	-	29,000	-	100%	GHSP Crash Equipment Reimbursement
201.369.100 Contributions from Other Funds	1,535,087	395,159	**1,930,246**	-	2%	**Revised to match FY25 General Fund Budget Contribution line balance**
201.376.000 Table Games Income	190,000	-	190,000	32,573	0%	Monthly Table Game Distributions
201.380.100 Interest Income	80,000	-	80,000	22,943	7%	Increased Interest rcvd on Capital Accounts
201.381.200 Demo Reimbursements	-	6,500	**6,500**	-	N/A	**Demo Lien payments**
201.397.100 Video Lottery Income	600,000	-	600,000	42,135	4%	Monthly Video Lottery Distributions
TOTAL REVENUES	***11,072,313***	***401,659***	**11,473,972**	**8,672,877**	*14%*	
EXPENDITURES						
201 Misc Fees						
Bank Charges	175	-	*175*	51	*17%*	Monthly Truist Bank Acct Charges
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES						
Computer Replacement Program (201-975.459.001)	100,000	50,000	**150,000**	-	*0%*	**Add $50K for Aging Server Upgrade**
Condemnation of Properties (201-975.459.002)	25,000	-	25,000	-	*0%*	Demolition of dilapidated properties
Replacement Vehicle (201-975.459.003)	70,000	-	70,000	-	*N/A*	City Hall SUV
Total - General Government	*195,175*	*50,000*	*245,175*	-	*56%*	
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES						
3 Patrol Vehicles (201-976.459.001)	135,000	-	135,000	127,224	*5%*	Standard Vehicle Additions - 3 2023 Dodge Durangos
Equipment for Patrol Vehicles (201-976.459.002)	75,000	-	75,000	50,009	*0%*	Associated Equipment for Vehicle Additions
Two In-Car Camera Systems (201-976.459.002)	20,000	-	20,000	-	*0%*	Associated Equipment for Vehicle Additions
Three CAD units (201-976.459.002)	10,000	-	10,000	-	*100%*	Associated Equipment for Vehicle Additions
E-Ticketing (201-976.459.003)	8,000	-	8,000	-	*60%*	Equipment replacements and/or additions
Radios (201-976.459.003)	15,000	-	15,000	2,836	*50%*	Equipment replacements and/or additions
Radars (201-976.459.003)	7,500	-	7,500	7,500	*275%*	Equipment replacements and/or additions

CITY OF RANSON
CAPITAL FUND BUDGET
FY 2025

	FY2025 BUDGET APPROVED 08/05/2024	*FY2025 BUDGET REVISION#2 INCR./DECR.*	*FY2025 PROPOSED REVISED BUDGET*	BALANCES THRU 9/30/2024	*YEAR OVER YEAR CHANGES (%)*	*Notes*
Tasers (201-976.459.003)	15,000	-	15,000	-	*50%*	Equipment replacements and/or additions
Electronic Fingerprint Machine (201-976.459.004)	30,000	-	30,000	10,200	*0%*	4 machines
Crash Reconstructor Equipment (201-976.459.004)	29,500	-	29,500	29,250	*0%*	Will be reimbursed with GHSP grant
Exterior Storage Building at PD (201-976.459.005	10,000	-	10,000	7,416	*0%*	Replacing existing Storage Building at PD
New Police Department Building (201-976.459.005)	750,000	-	750,000	18,954	*0%*	$500K budgeted in FY2021, no funding spent; FY2025 includes land purchase
Total - Public Safety	*1,105,000*	-	*1,105,000*	*253,389*	*300%*	
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES						
Street Construction & Repairs						
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	1,300,000	-	*18%*	Estimated project cost for FY25
Stormwater Engineering/Repairs						
SWM/Engineering & Construction	50,000	-	50,000	-	*N/A*	Miscellaneous SWM expenses
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	200,000	-	200,000	66,173	*0%*	Continuing services to design SWM project
Stormwater Management/Engineering (Mildred) Phase 1 (201-977.459.012)	1,000,000	-	1,000,000	-	*-17%*	P1 addresses section from pond to Charles Town area (Evitts Run): Anticipated Project Cost Expenses for FY25; balance of phase 1 project should be completed in FY26 for $200K
Stormwater Management/Engineering (Mildred) Phase 2 (201-977.459.012)	250,000	-	250,000	-	*N/A*	P2 addresses section from Cranes Lane to pond: Anticipated Project Cost Expenses for FY25; balance of phase 2 project should be completed in future years with an estimated cost of $2.15M
Miscellaneous Other Capital Projects						
City Hall Roof (201-977.459.011)	20,000	-	20,000	-	*-90%*	FY24 project was complete roof replacement; FY25 is remediate attic insulation issues
Trifecta Place (201-977.459.013)	500,000	-	500,000	7,983	*-55%*	Rough estimate for costs to renovate/finish Trifecta Place building 1st floor in FY25
PW Capital Budget Items						
Street Preservation (Asphalt Overlay) (201-977.459.001)	350,000	-	350,000	-	*0%*	Recurring annual repaving expense allotment

CITY OF RANSON
CAPITAL FUND BUDGET
FY 2025

	FY2025 BUDGET APPROVED 08/05/2024	*FY2025 BUDGET REVISION#2 INCR./DECR.*	*FY2025 PROPOSED REVISED BUDGET*	BALANCES THRU 9/30/2024	*YEAR OVER YEAR CHANGES (%)*	*Notes*
Alley Construction & Preservation (201-977.459.002)	100,000	-	100,000	3,100	*0%*	Recurring annual alley expense allotment
Sidewalk & Curb Replacement (201-977.459.003)	75,000	-	75,000	55,962	*0%*	Recurring annual sidewalk/curb expense allotment
Street Design/Engineering (201-977.459.004)	50,000	-	50,000	-	*-50%*	General street design expenditures
Street Light Replacement (201-977.459.005)	75,000	-	75,000	11,011	*0%*	General street light replacement costs
1 Trucks (201-977.459.006)	75,000	-	75,000	67,476	*N/A*	To replace aging PW fleet
Equipment (201-977.459.009)	75,000	-	75,000	8,140	*-40%*	General Equipment purchases over $5K
Improvement to Public Works Yard (201-977.459.010)	400,000	-	400,000	94,642	*-19%*	Allotment for PWY improvements (pole barn, shop improvements, etc.)
Total - Streets & Transportation	*4,520,000*	-	*4,520,000*	314,487	*-19%*	
201.979.459 PARKS & RECREATION CAPITAL EXPENSES						
Civic Center Improvements (201-979.459.001)	40,000	-	40,000	22,900	*-20%*	Allotment upgrades
Flowing Springs Park (201-979.459.008)	600,000	-	600,000	6,763	*-14%*	$100K design, $500K construction (PW instead of contracted out)
Marcus Fields Improvements (201-979.459.002)	50,000	-	50,000	4,326	*-50%*	General Improvements/"Facelift" (paint, flooring, etc.)
Total - Parks & Recreation	*690,000*	-	*690,000*	33,989	*-19%*	
Contingencies	4,562,138	351,659	4,913,797	-	*59%*	Excess balance
TOTAL EXPENSES	***6,510,175***	***401,659***	***6,911,834***	**601,916**	*-4%*	
REVENUES OVER EXPENSES	***4,562,138***	***-***	***4,562,138***			

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Public Works

ITEM TYPE: NEW BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 19th Avenue & Fairfax Blvd Intersection Stop Sign Request

Councilor Anderson, along with several members of the Fairfax Crossing community, has expressed interest in exploring the installation of a four-way stop at the intersection of 19th Avenue and Fairfax Blvd, which currently functions as a two-way stop for traffic coming off 19th Avenue. Residents cite increased traffic flow on Fairfax Blvd since its completion, growing residential traffic due to ongoing development in the neighborhood, and limited sight distances as key reasons for this request. This issue was briefly discussed during the previous Council meeting, and staff will provide a follow-up report on the matter for consideration of the Council.

ATTACHMENTS:

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City or Ranson 2025 Holiday Schedule

The City Council is requested to approve the proposed employee holiday schedule for the 2025 calendar year, which aligns with the West Virginia state employee holiday schedule and includes an additional day to accommodate the municipal elections scheduled for this coming year.

ATTACHMENTS:

Holiday Schedule.pdf

Holiday Calendar 2025

January

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

New Years Day	January 1, 2025
Martin Luther King	January 20, 2025
Presidents Day	February 17, 2025
Memorial Day	May 26, 2025
Ranson City Election	June 3, 2025
Juneteenth	June 19, 2025
West Virginia Day	June 20, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Columbus Day	October 13, 2025
Veterans Day	November 11, 2025
Thanksgiving	November 27, 2025
Lincoln Day	November 28, 2025
Christmas	December 25, 2025

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City Council Meeting Schedule 2025

The City Council is requested to approve the proposed meeting schedule for the 2025 calendar year as outlined in the included document.

ATTACHMENTS:

Council Meeting 2025 Calendar.docx

Council Calendar 2025

January						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	1 1	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Holiday Community Sponsorship Distributions

The City Council is asked to consider the distribution of funds to local organizations conducting holiday toy drives that benefit Ranson residents. This initiative, discussed informally among Council members and staff, aligns with the City's ongoing commitment to support community-oriented programs. Councilor Amanda Stroud has identified the following organizations for potential funding based on their service areas, acceptance of monetary contributions, and applicable deadlines:

1. **Community Toy Drive** - Kingdom Life Community Development Corporation
2. **Christmas Cash for Kids** - City National Bank & United Way of the Eastern Panhandle
3. **Angel Tree** - Rock Spring Church
4. **Toy Store** - Charles Town Kiwanis

Approximately $3,400 is available in the Community Sponsorship budget for this purpose, with an additional $8,000 in unrestricted ARPA interest funds available, if needed. The Council may wish to discuss these organizations and/or the inclusion of additional organizations and determine the timing of a photo opportunity or public event to present these distributions.

ATTACHMENTS:

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Table Drop November 19, 2024

ATTACHMENTS:

Oath Legal Ads.pdf
Board Application 2024.pdf
Pizza w Santa.pdf
Tree Lightning.pdf
Community Market News Letter.pdf

City of Ranson Parks and Recreation Board - Open Positions

The City of Ranson is accepting applications for the Board of Parks and Recreation Commission. The board provides control and oversight of the properties and activities operated in connection with the Ranson public park and recreation system. To qualify, applicants must be a resident of the City of Ranson and a freeholder of the city. Interested residents of Ranson who meet the eligibility requirements and wish to serve on the Board are encouraged to submit an application, which is available at www.ransonwv.gov. A hard copy may also be mailed or delivered to City of Ranson, Attention: City Clerk, 312 S. Mildred Street, Ranson, WV 25438 or email cityclerk@ransonwv.us. This position will remain open until it is filled, with first consideration of candidates scheduled for December 17, 2024 For further inquiries, please contact the City Clerk's office.

City of Ranson Board of Zoning Appeals Opening

The City of Ranson is accepting applications for an opening on its Board of Zoning Appeals. The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city's zoning code and its administration. Applicants must be a resident of the City of Ranson for at least three years prior to appointment. Applicants cannot be a member of the Planning Commission. Applicants cannot hold any other elective or appointive office within the city.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form, which is available at www.ransonwv.gov. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled, with first consideration of candidates scheduled for December 17, 2024

The City of Ranson, Building Code Appeal Board Openings

The City of Ranson is seeking applicants for multiple openings on the Building Code Appeals Board. The Building Code Appeals Board assists the city in considering appeals of decisions made by Ranson building officials and other matters related to Ranson building code enforcement. To be eligible for appointment, applicants must meet the following criteria: Must be a qualified resident of the City of Ranson. Must have experience and training relevant to building construction and be qualified to review and make decisions on building-related matters. Members cannot be employees of the City of Ranson.

Qualified residents of Ranson who are interested in serving on the Commission must complete an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted. Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until it is filled, with first consideration of candidates scheduled for December 17, 2024

City of Ranson

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

Board, Commission, and Committee Application

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

Name:

Address: **Zip:**

Telephone Home: **Email:**

Occupation: **Employer:**

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

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

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

Degrees/Majors/Course of Study:

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

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

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

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

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

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

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

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

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

References

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

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

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


Pizza with Santa
RANSON CIVIC CENTER
December 14th, 2024
11:00 AM - 2:00 PM
Santa Arrives at noon!
Pizza by Pizza City, Bike give away,
prizes & more!

Ranson Tree Lighting

6:15 - Ranson Elementary
6:30- Wildwood Elementary
6:45 Washington High School
7:00 - Ava Chicchirichi
7:30 - Donnie Hawkins

Enjoy Christmas Music, Craft Vendors, Roasted Marshmallows, Carriage Rides, Visits with Santa & Characters & More!

While Supplies Last

STARTS AT 6:00 PM - 8:00 PM

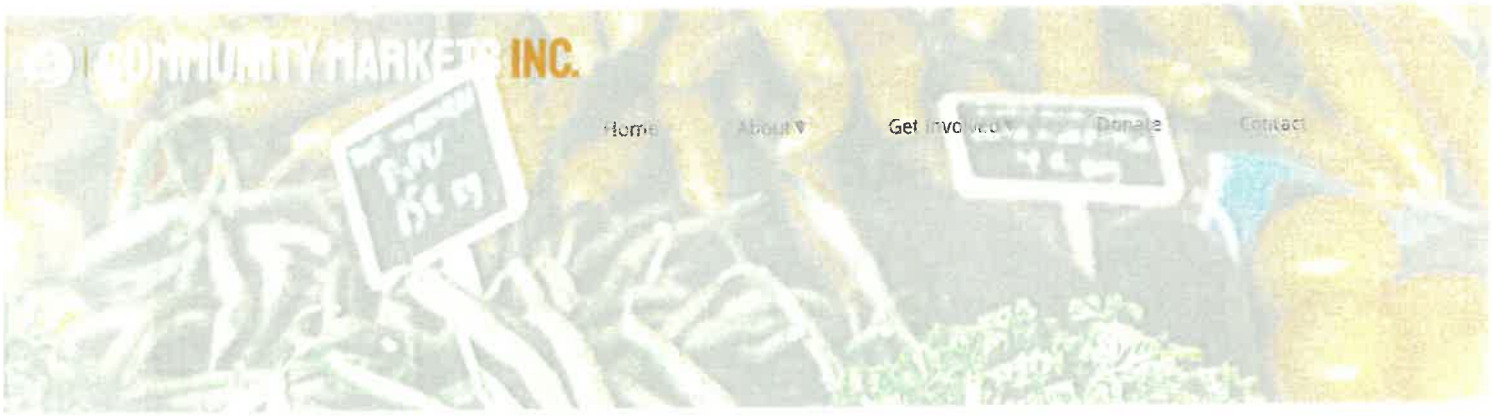
SANTA & MRS. CLAUS WILL ARRIVE ON A HORSE DRAWN SLEIGH

at 6:00 TO TURN THE CITY LIGHTS ON!



NOVEMBER 30TH, 2024

Thank you to our sponsors : Rockwool, Chick-fil-a, & WVU Medicine



Community Markets Inc. November 2024 News

Building Wealth & Wellness in West Virginia with WV-grown Food.

*Join **CMI's Email List** for Updates at:*

www.communitymarketsinc.org

Follow CMI and the St. Isidore Market on Facebook!

2024 has blown by for CMI with so much to catch our partners, donors, and friends on. Last month **the CMI Team grew to six strong** with the addition of **four year-long AmeriCorps VISTA Members.** They're learning quickly and already making an impact for underserved families and WV farmers in our community. **We're very grateful for their service!**

As always, **thank you for the continued support and generosity** of so many of you! CMI is a community asset to **grow wealth and wellness** in our **West Virginian communities** through **healthy food produced locally.** We're indebted to so many of you reading this for the contributions of **your time, talent, & treasure,** large and small; *we can't do this without your collaboration!*

Read on to learn the **latest impact, news, and upcoming events** at Community Markets Inc. I ask each of you to get involved as you're able – volunteer, tell a friend about CMI, or Donate if you can. Together, let's keep growing a **nutritious and hopeful future** for West Virginia.

Keep growing,

Mark Peiffer, RPO
Operations Manager



CMI fed 150 families in Paw Paw, WV twice this year in partnership with Starting Points FSC with a third Food Box Giveaway scheduled for December.

At a Glance

- In the past two years, Community Markets Inc. has fed over **8,600** people in **10 West Virginian counties** with **116,000 lbs. of healthy, locally-sourced food!**
- CMI has also put over **$240,000** back into the pockets of **West Virginian farmers** and **small family business owners.**



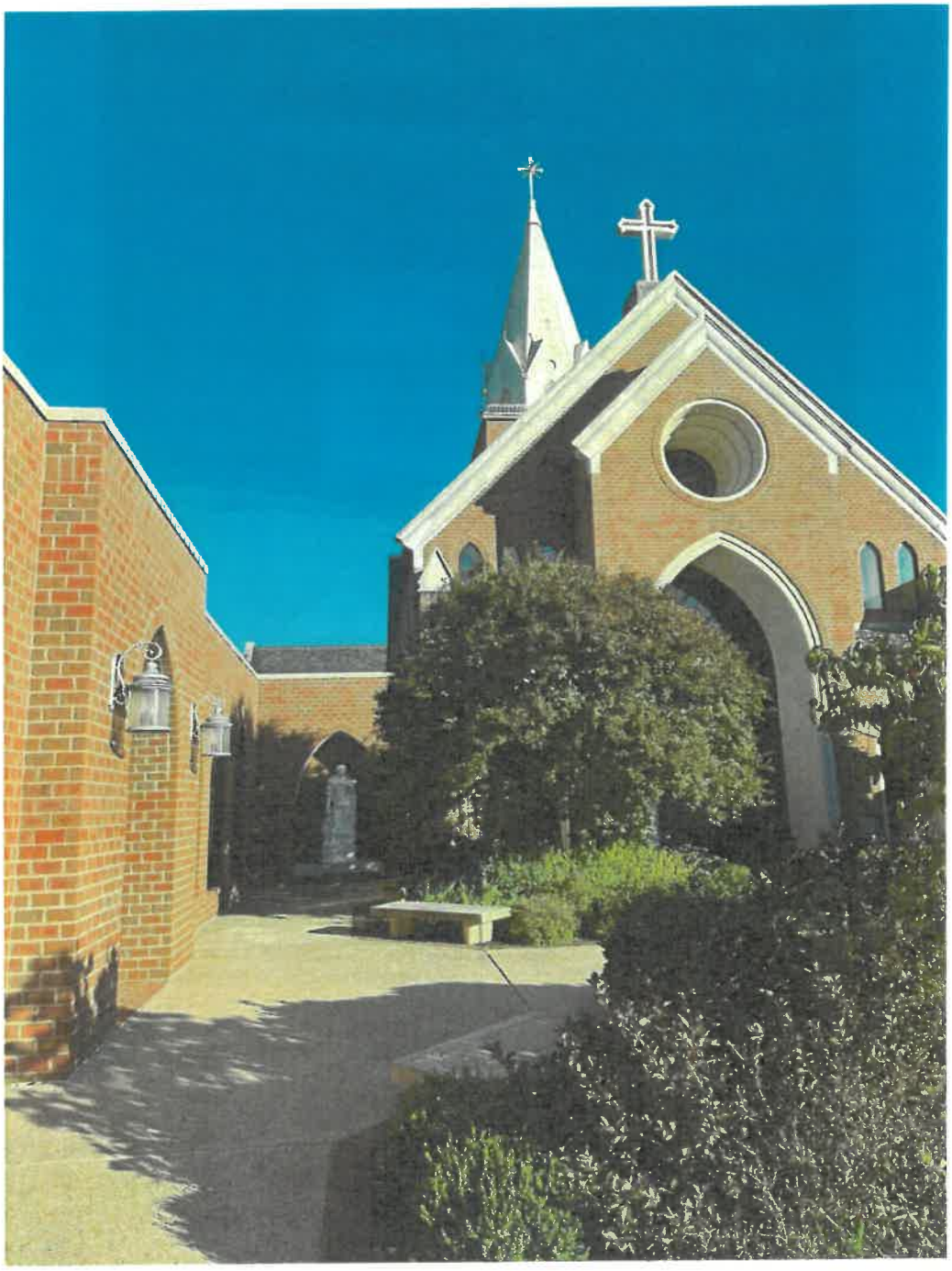
- CMI recently welcomed four **AmeriCorps VISTA Members** through WV's Promise Youth Alliance. These individuals will serve for a year in our community and increase CMI's capacity to serve food-insecure families and local farmers. Read the full story HERE. **Welcome Maria, Chris, Allen, and Nick!**



- CMI also recently welcomed **Ellie George** as the team's second full-time employee serving as **Program Manager**. Ellie just completed a year-long term of service with CMI as an AmeriCorps VISTA Member. Read more HERE. **Welcome Ellie!**

St. Isidore Market: ***Local & Affordable Made Easy!***

- The St. Isidore Winter Market has moved indoors and will be **open weekly on Thursday evenings** year-round **providing fresh and affordable groceries** sourced from local farms to families in Jefferson County and beyond. Online pre ordering is from **Friday mornings until Tuesdays at noon** with pick up every **Thursday from 5:00-6:30 pm at 55 Crosswinds Dr. in Charles Town.** Pre orders are encouraged but not required. Come see us soon!



The St. Isidore Market is located on the property of St. James Catholic Church in the St. Michael's Building by the playground: 55 Crosswinds Dr., Charles Town, WV 25414

- **SNAP Now Accepted at the St. Isidore Market!** SNAP users can now user their SNAP EBT benefits to buy Local & Affordable Groceries weekly from the St. Isidore Market! See the flyer below for details and shop all SNAP-eligible local foods HERE!



- **Shop Locally & Affordably this Thanksgiving** at the **special St. Isidore Thanksgiving Market** on **Wednesday, November 27th!** See below for details.



Get your Limited Edition CMI Hat!

Now through the end of the year, get your very own **limited edition CMI Ball Cap** with a **donation of $30 or more** or become a **monthly donor for $10 or more per month!**

Donate Now & Claim Your Hat!



Thank you so much to all our partners and donors for your continued support! Have Questions or partnership ideas?
[Contact Us today!]

Community Markets Inc. ("CMI") is a 501(c)(3) nonprofit organization located in Charles Town, WV whose mission is to connect locally grown food to families in need.
www.communitymarketsinc.org

INC.

Privacy Policy Terms and Conditions

Powered by
B.E.S. Technology, Inc.