CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

September 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 August 19, 2024
   City Council Regular Meeting 8192024.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Resolution 2024-18 - Designating September as Library Card Sign-Up Month
   Resolution 2024-18 - Library Cards Sign up.docx.pdf
2. Presentation - Loving Our Community Program, WVU Medicine

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report - August
2. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Ordinance 2024-361 - First Reading of an Ordinance Amending and Reenacting Chapter 2 - Administration, Article II. Council Meetings of the Ranson City Code
   ARTICLE II, Council Meetings - Proposed Edits 2024 - Redline.pdf

ARTICLE II, Council Meetings - Proposed Edits 2024 - Clean Copy.pdf

2. Creating a Welcome Package for New Ranson Residents

3. Consideration of the Acquisition of 3.81 Acres on North Mildred Street, Ranson - Potential Executive Session
N. Mildred Street.pdf

VIII. ADJOURNMENT

IX. INFORMATION ONLY

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: APPROVAL OF MINUTES

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT:

ATTACHMENTS:

City Council Regular Meeting 8192024.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

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

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

1. Minutes - August 5, 2024

Keith Pierson, Mayor	Absent
Andy Colandrea	YES
Ken Suits	Abstain
Herbie McDaniel	YES
Amanda Stroud	YES
Tommy Custer	YES
Mike Anderson	YES

III. CITIZEN'S PRESENTATIONS/PETITIONS

Citizen Chrissy Wimer addressed the Council concerning the time allocated for public speaking during meetings, whether for Public Hearings or Public Comments. She requested that a consistent time allocation be established for these sessions at every meeting.

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report – July
   No action needed
2. Public Works Status Report- July
   No action needed

3. Community Development Status Report - July
   No action needed

4. Ranson Convention and Visitor Bureau Status Report- July
   No action needed

5. Finance Department Status Report- July
   No action needed

6. City Manager Report

City Manager Todd Wilt informed the Council and citizens that building permits will be included in the Council packets for the third Tuesday of each month. Additionally, Mr. Wilt announced that the final settlement for Briar Run Phase VI has been received. This settlement will be allocated to complete the remaining fencing improvements, park development, and sidewalks.

Mr. Wilt hopes to provide information at the September 3, 2024 meeting regarding the Parks and Recreation Director to share with the Council.

V. COMMUNICATIONS FROM THE MAYOR

None at this time

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

Council Member Amanda Stroud informed the Council and community about a community event hosted by the Ranson Community Garden and CMI. The event will take place from 11:00 AM to 1:00 PM on August 21, 2024, and will feature food, ice cream, and pizza from Andy's Pizza.

Council Member Stroud also announced her new role on the Board of the Steering Committee for the Eastern Panhandle Transition Authority's 5-Year Development Plan. She encouraged Council members and community members to share any concerns or thoughts with her.

Additionally, Council Member Stroud reported attending the opening of the Wawa in Inwood over the weekend, marking the first Wawa store to open in the state of West Virginia. She described the event as a great success.

VII. COUNCIL BUSINESS

1. Public Hearing - Resolution 2024-360 -Amending and Reenacting Chapter 20, Article II of the Ranson City Code Regarding the Board of Park and Recreation Commissioners

   Ken Suits, Pro Tem Mayor opened the public hearing for Resolution 2024-360. With no public comments received, Mr. Suits subsequently closed the public hearing.

2. Second Reading- Ordinance 2024-360 Amending and Reenacting Chapter 20, Article II of the Ranson City Code Regarding the Board of Park and Recreation Commissioners
   4-0
   2- Absent
   1- Abstain

Keith D. Pierson	Absent
Andy Colandrea	Motion
Herbie McDaniel	Second
Ken Suits	Abstain
Mike Anderson	Absent
Tommy Custer	YES
Amanda Stroud	YES

3. Rules of Council - Consideration of a Standard Time Limit for Public Comment

   The Council discussed implementing a standard time limit for Public Comments. It was agreed that an ordinance should be created to establish a three-minute limit for each public comment. The Council emphasized the importance of hearing from the community and ensuring their input is considered.
   4-0
   2-Absent
   1-Abstain

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

4. Resolution 2024- 16 Construction Funding Agreement for Flowing Springs Park Project
   4-0
   2- Absent
   1- Abstain

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

5. Resolution 2024-17 - Conveyance of City Property to City of Charles Town, Ref: 2008 Ford F550 Bucket Truck
   4-0
   2- Absent
   3- 1- Abstain

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

VIII. ADJOURNMENT

Adjournment at 7:39 P.M. Motion was made by Council member Andy Colandrea 2nd by Council member Herbie McDaniel. Next Ranson Council meeting will be held September 3, 2024. Ranson Council Chamber 312 South Midred Street, Ranson WV 25438.

IX. INFORMATION ONLY

AGENDA ITEM III.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: COUNCIL BUSINESS

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

SUBJECT:

The City Council is asked to consider the resolution designating September 2024 as Library Card Sign-Up Month. This annual event, typically observed in September, encourages community members to obtain a library card and promotes the many benefits of library resources. These include access to books, digital media, educational programs, and various community services.

ATTACHMENTS:

Resolution 2024-18 - Library Cards Sign up.docx.pdf

Resolution 2024 - 18

Designation of September as Library Card Sign-Up Month

WHEREAS, the Charles Town Library has existed at 200 E. Washington St., Charles Town since 1927 and has served as a center for community for nearly a century;

WHEREAS, the Charles Town Library is a fine free library, which offers borrowing privileges to any resident of Jefferson County, or person who is employed in Jefferson County;

WHEREAS, libraries are essential for the education and development of children, offering everything from preschool story times to college and career planning resources for high school students, nurturing literacy and a love for reading;

WHEREAS, libraries provide welcoming and inclusive spaces where individuals from all backgrounds can learn and connect, bridging cultural, ethnic, generational, and economic divides, and strengthening the social fabric of their communities;

WHEREAS, libraries are committed to creating and maintaining diverse programs and collections that reflect the communities they serve, ensuring equitable access for all;

WHEREAS, libraries assist people of all ages in navigating life's complexities, offering access to research, information, and government services that enhance productivity and fulfillment;

WHEREAS, libraries boost the local economy by providing critical access to technology and training for job-seekers, entrepreneurs, and students;

WHEREAS, during times of crisis, libraries and their staff play a vital role in supporting communities both in-person and virtually;

WHEREAS, the shared resources provided by libraries help households save money, conserve resources, and reduce waste, offering a simple way to make a positive impact;

WHEREAS, a library card ignites creativity and empowers individuals to explore new interests and pursue lifelong learning;

WHEREAS, the Charles Town Library and Jefferson County Museum welcome residents of Jefferson County and tourists and visitors to the County on a daily basis;

WHEREAS, the Ranson City Council is the decision-making body for the municipality of Ranson, in the County of Jefferson, in the state of West Virginia;

THEREFORE, be it resolved that we, the Ranson City Council, proclaim September as Library Card Sign-Up Month in Ranson, West Virginia and encourage everyone to sign up for a library card today.

Resolution 2024-18

Designation of September as Library Card Sign-Up Month

_____
Keith “Duke” Pierson, Mayor

_____
Amanda Stroud, Councilmember

_____
Ken Suits, Councilmember

_____
Tommy Custer, Councilmember

_____
Herbie McDaniel, Councilmember

_____
Andy Colandrea, Councilmember

_____
Mike Anderson, Councilmember

AGENDA ITEM III.2

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Community & Economic Development

ITEM TYPE: CITIZEN'S PRESENTATIONS/PETITIONS

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

SUBJECT:

The City Council will receive a presentation on the "Loving Our Community" program, an initiative managed by a team from WVU Medicine. This program, held every other month in Jefferson County—typically in Charles Town but open to other locations—focuses on providing essential goods such as clothing and hygiene products, as well as services to community members most in need. The upcoming event is scheduled for September 20th from 5:00 to 7:00 PM. The presentation will provide an overview of the program's impact and details about the upcoming event.

ATTACHMENTS:

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: CITY MANAGER/STAFF REPORT

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

SUBJECT:

ATTACHMENTS:

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: CITY MANAGER/STAFF REPORT

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

SUBJECT:

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: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT:

At the request of the City Council, staff provides the included recommended changes to the Ranson Municipal Code to establish a standard speaking time for public comment periods and public hearings. While reviewing this chapter, staff also recommends several additional adjustments to bring the Municipal Code into closer alignment with the City Charter and standard operating procedures.

ATTACHMENTS:

ARTICLE II, Council Meetings - Proposed Edits 2024 - Redline.pdf
ARTICLE II, Council Meetings - Proposed Edits 2024 - Clean Copy.pdf

Redline
Ordinance 2024-361

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~~, recorder,~~ 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 recorder~~ 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 recorder~~ 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 recorder~~ 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 ~~and recorder~~ shall ~~have~~ vote~~s~~ as ~~members~~ 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 ~~recorder~~ 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 ~~recorder~~ 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) Public comment during regular meetings of City Council or other public bodies of the City shall afford citizens the opportunity to address City elected and appointed officials on matters of public or personal concern. All comments shall be directed to the presiding officer and shall be included in the official record of the hosting meeting.

(b) Each citizen wishing to make public comment during a meeting of City Council shall, prior to the convening of the meeting, enter her/his name and address on speaker's sign-up list provided by the City.

(c) Each speaker during official public comment and public hearing sessions of the City Council shall be allotted three minutes of speaking time, unless a different duration is ordered by the presiding officer.

(d) Speakers who have appropriately signed up may defer their speaking time to a single spokesperson for a group of aligned speakers, provided this intention is communicated prior to the end of the sign-up period and is clearly noted on the sign-up sheet.

(e) The presiding officer has the discretion to enforce time limits and manage the order and conduct of speakers to ensure an orderly and efficient meeting.

Sec. 2-29. - Reserved.

Resolution 2024-361

AN ORDINANCE AMENDING AND REENACTING RANSON CITY CODE CHAPTER 2 ARTICLE 2

First Reading: September 3, 2024

Public Hearing: _____

Second Reading: _____

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

_____
Keith D. Pierson, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL

Clean Copy
Ordinance 2024-361

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Resolution 2024-361

AN ORDINANCE AMENDING AND REENACTING RANSON CITY CODE CHAPTER 2 ARTICLE 2

First Reading: September 3, 2024

Public Hearing: _____

Second Reading: _____

Adopted by the City Council of the City of Ranson after a 1st reading on September 3, 2024 and after a 2nd reading on _____ 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.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT:

Councilor Custer suggests that the City Council consider developing a welcome package for new residents and would like to discuss further.

ATTACHMENTS:

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt, Community & Economic Development

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT:

As the City Council explored the possibility of acquiring property near the intersection of 3rd Avenue and Fairfax Blvd for the future home of a new Police Department, discussions also emerged about other parcels that might better meet the anticipated needs. Recently, the City Manager engaged in discussions with the owner of one such parcel. The property owner expressed interest in a potential sale and directed the City Manager to their real estate agent.

The City Manager will share details from these discussions with the City Council and seek the Council's consideration on whether to pursue the purchase or make an offer on the identified property. An executive session may be recommended to discuss portions of this issue.

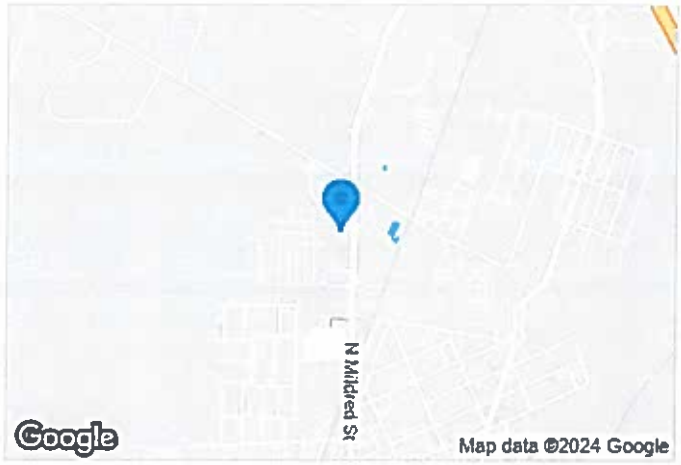
ATTACHMENTS:

N. Mildred Street.pdf

Agent Full

3.81 Acres N Mildred St, Ranson, WV 25438 **Active** **Land** **$695,000**





MLS #:	WVJF2010454	Lot Acres / SQFT:	3.81a / 165964sf / Estimated
Tax ID #:	08 9000700000000	Price/Acre:	$182,414.70
Ownership Interest:	Fee Simple		
Type:	Land		
Waterfront:	No		

Location

County:	Jefferson, WV	School District:	Jefferson County Schools
In City Limits:	Yes	Election District:	1
Municipality:	Ranson		

Taxes and Assessment

Tax Annual Amt / Year:	2022	Tax Assessed Value:	$107,500 / 2022
County Tax:	Annually	Imprv. Assessed Value:	$6,500
City/Town Tax:	Annually	Land Use Code:	002
Clean Green Assess:	No		
Zoning:	112		

Land Information

Lot Acres / SQFT:	3.81a / 165,964sf / Estimated
Current Use:	Commercial
Additional Parcels:	No

Utilities

Utilities: Water Source: Public; Sewer: Public Sewer

Remarks

Public: 3.81 acres zoned commercial. Fronts a new subdivision. 500 ft road frontage to Rt. 115 on N. Mildred Street. Can be rezoned if need be.

Listing Office

Listing Agent:	Joleen Haymaker (3336958) (Lic# WV0021604)	(540) 336-8551
Listing Agent Email:	hayitsjoleen@gmail.com	
Responsible Broker:	Nancy Williams (60344) (Lic# WVB230300918-WV)	
Listing Office:	Samson Properties (SAMP35) (Lic# WVB0220040195) 91 Saratoga Dr, Charles Town, WV 25414-4932	
Office Manager:	Nancy Williams (60344)	
Office Phone:	(304) 930-5128	
Co-Listing Agent:	Clarence Haymaker (Lic# Unknown)	(304) 279-6688
Co-Listing Agent Email:	wvacommercialrea@aol.com	
Co-Listing Office:	Haymaker & Associates, Inc. (HAYM1) (Lic# Unknown) 120 N. George St 3rd, Charlestown, Wv 25414-1531	(304) 725-3369

Showing

Appointment Phone:	(540) 539-1896
Showing Contact:	Showing Contact 1
Contact Name:	Clarence Haymaker
Showing Requirements:	Drive By, Show Anytime
Showing Method:	In-Person and Live Video
Directions:	From downtown Charles Town, follow N. Mildred St. until you get to Ranson Self Storage on your right. The property will be on the left across the street from Ranson Self Storage.

Listing Details

Original Price:	$695,000	Owner Name:	Harry M & Carol F Kable
Listing Agrmnt Type:	Exclusive Right	DOM / CDOM:	229 / 282
Prospects Excluded:	No	Original MLS Name:	BRIGHT
Listing Service Type:	Full Service	Expiration Date:	01/12/25
Dual Agency:	Yes	Seller Concessions:	
Sale Type:	Standard		
Listing Term Begins:	01/12/2024		
Listing Entry Date:	01/12/2024		
Possession:	Settlement		
Federal Flood Zone:	No		

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